



## **Terms of Reference for the Professional Standards Committee (PSC)**

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### **A. Introduction**

The Terms of Reference applies to the Professional Standards Committee (PSC), including its Subcommittees and Ad Hoc Project Groups. The Terms of Reference for the PSC are in accordance with the Handbook for INTOSAI Committees (November 2010).

The purpose of the Terms of Reference is to define procedures, roles and responsibilities within the PSC.

In the INTOSAI Strategic Plan 2011-2016, the PSC moved from a phase of developing the ISSAIs and INTOSAI GOVs into a phase with more focus on maintaining these standards and guidelines. As a consequence of this development, the PSC decided to update its Terms of Reference to reflect the current tasks, structure and work of the PSC.

This version of the Terms of Reference was approved by the PSC Steering Committee in June 2011 and by INTOSAI's Governing Board on 27 October 2011 at its 62nd meeting in Vienna.

### **B. Purpose and mandate**

The purpose of the PSC is defined in the INTOSAI Strategic Plan. According to the Strategic Plan of INTOSAI 2011-2016, the purpose of Strategic Goal 1 – Professional Standards is to:

Promote strong, independent, and multidisciplinary SAIs and encourage good governance by:

1. providing and maintaining International Standards of Supreme Audit Institutions (ISSAI), and
2. contributing to the development and adoption of appropriate and effective professional standards.

The strategies to support Goal 1 and the expected benefits are described in the Strategic Plan that is available on the INTOSAI website.

The PSC works on the basis of INCOSAI's decision to establish INTOSAI's framework of Professional Standards (2007), the Due Process for INTOSAI Professional Standards (2010) and the South Africa Declaration on the International Standards for Supreme Audit Institutions (2010). Maintaining and updating the ISSAI framework is continuously a key task for the PSC.

The mandate and more specific tasks of the PSC, its Subcommittees and Ad Hoc Project Groups are described in the PSC progress report that is presented to INCOSAI for approval. The current mandate and work plans for the PSC, Subcommittees and Ad Hoc Project Groups as approved by INCOSAI are available on the PSC website.

### **C. Structure**

The PSC consists of: the PSC, a Goal Liaison, a Steering Committee, the PSC Secretariat, Subcommittees and Ad Hoc Project Groups as shown in the organisational chart:



PSC's work is coordinated by the Chair and the Steering Committee, supported by the Goal Liaison and the PSC Secretariat. The PSC is composed of standing Subcommittees, which can be supplemented by Ad Hoc Project Groups.

**The PSC** is based on open and voluntary membership that constitutes a pool of resources to carry out existing and future tasks either in present Subcommittees or in future Subcommittees or Ad Hoc Project Groups as needed and appropriate. Taking into consideration the size of the PSC it will only have one meeting every three years in connection with INCOSAI. Between the meetings, all members of the PSC will stay in contact and be informed actively via e-mail, the PSC website etc.

**The Goal Liaison** for the PSC is a member of the INTOSAI governing board appointed by the board to cooperate closely and in consultation with the PSC Chair to

- help facilitate communication and awareness within and among strategic goal areas and across regional working groups, and
- establish stronger links among the Governing Board, the INTOSAI General Secretariat, the Committees, working groups, task forces, regional working groups and IDI.

Moreover the Goal Liaison and the PSC Chair should cooperate closely so that the accomplishment of the Strategic Goal 1, as well as the challenges in meeting it can be evaluated. To fulfill these tasks the Goal Liaison will be informed about the ongoing business and results of the PSC.

The main task of **the PSC Chair** is initiating, planning and coordinating the activities of the PSC as well as the implementation of the standards and guidelines. The planning and coordination activities of the PSC Chair will focus on keeping the PSC aligned with the INTOSAI Strategic Plan Goal 1 and the requirements and needs of the INTOSAI members. The PSC Chair will assist the Subcommittee Chairs in avoiding duplication of work or overlap in the activities of Subcommittees and Ad Hoc Project Groups.

The PSC Chair is responsible for facilitating information internally and externally. The Chair is also responsible for hosting and maintaining [www.issai.org](http://www.issai.org). A key focus point in the communication policy is communication and implementation of INTOSAI standards and guidelines. The PSC website is the main platform for communication about the PSC. The PSC Chair has the overall responsibilities for the site. The website will include the PSC mandate and work plan and minutes from the Steering Committee meetings.

The PSC Chair creates Subcommittees and appoints Subcommittee Chairs in close cooperation with the PSC Steering Committee and in consultation with the General Secretary and the Chairman of the Governing Board. New Subcommittees are approved by INCOSAI.

The PSC Chair has the overall responsibility for the PSC's cooperation with external partners, in close dialogue with the INTOSAI General Secretariat and the Chairman of the Governing Board. The Chair can decide to delegate parts of the responsibility to the Subcommittee Chairs.

The PSC Chair is expected to participate in the INTOSAI Governing Board meetings as an observer and to make an annual report to the INTOSAI Governing Board on the activities of the PSC. Alternatively, the Chair could ask the Committee's Goal Liaison to present the Committee's report to the Governing Board. The cooperation between other committees, working groups and task forces should also be close. Likewise the PSC Chair is responsible for the tri-annual progress report to INCOSAI on the activities and results of the PSC, Subcommittees and Ad Hoc Project Groups.

According to the strategic plan, the PSC Chair will consult, as appropriate, with the Chairman of the Governing Board, the Secretary General, the director of strategic planning and the Goal Liaison to help ensure that the plans and activities of the PSC are generally aligned with the overall strategic plan.

In all other respects, the role of the Committee Chair remains the same, as indicated in the Handbook for Committees of INTOSAI.

**The Steering Committee of the PSC** coordinates the work of the PSC and ensures that the PSC supports the objectives and goals of INTOSAI, and approves ISSAIs and INTOSAI GOVs as described in the INTOSAI Due Process. It is the role of the Steering Committee, the PSC Chair and the Subcommittee Chair in cooperation to ensure that standards and guidelines are developed according to the overall planning of the PSC, the INTOSAI strategic plan and the INTOSAI Due Process.

The PSC Steering Committee consists of: Chair of PSC, Chairs of Subcommittees, 1 representative from each of the regions (AFROSAI-E, AFROSAI-F, ARABOSAI, ASOSAI, CAROSAI, EUROSAI, OLACEFS, PASAI) nominated by the regions, Goal Liaison of Goal 1, the Chairman of the Capacity Building Committee, the Chairman of the Knowledge Charing Committee, the INTOSAI Chairman and the First Vice-Chairman of INTOSAI. The INTOSAI General Secretariat and representatives from the IDI, IFAC, the IIA and the World Bank participate as observers. The PSC Chair may in special circumstances suggest appointment of additional members to the PSC Steering Committee. At present time one meeting is expected annually.

The regional representatives in the Steering Committee should gather information and reactions from the regions before the Steering Committee meeting and report back to the regions after the meeting.

**The PSC Secretariat** supports the PSC Chair and the Steering Committee in performing their tasks. The PSC Secretariat is hosted by the PSC Chair.

**The PSC Subcommittees** carries out activities to implement the work plan of the PSC, including the ongoing maintenance of ISSAIs and INTOSAI GOVs. In order to facilitate operation it is suggested that Subcommittees shall consist of approximately 10-15 members each. Meetings should take place as often as necessary in order to achieve objectives.

A **Subcommittee Chair** is responsible for the Subcommittee and its work, in accordance with the PSC Terms of Reference. Once the development of new standards and guidelines is anchored in a Subcommittee it is the responsibility of the Subcommittee Chair to develop draft standards and other related documents in accordance with the INTOSAI Due Process.

The Subcommittee works independently over an extended period of time, in accordance with the approved work plan, and reports at least once a year to the PSC Chair and the PSC Steering Committee. The Subcommittee Chair is responsible for preparing these reports as well as the Subcommittee's contribution to the PSC's progress report to INCOSAI.

The Subcommittee Chair is responsible for maintaining the Subcommittee's website. The website should include progress reports to the Steering Committee and INCOSAI and minutes from the Subcommittee Meetings.

**Ad Hoc Project Groups** are according to the INTOSAI Handbook established for a limited period to deal with a given problem. Ad Hoc Project Groups work for a definite period of time or until an outcome has been reached, or a combination of both. The chair of the project group has the same responsibilities as a Subcommittee Chair. Ad Hoc Project Groups are established by the PSC Steering Committee on the basis of a project proposal. For instance, when development or revision of ISSAIs or INTOSAI GOVs cannot be referred to one of the Subcommittees, an Ad Hoc Project Group with members from the different Subcommittees etc. is established in accordance with the INTOSAI Due Process.

#### **D. Membership**

The PSC is based on open and voluntary membership that constitutes a network of resources to carry out existing and future tasks in Subcommittees.

The Chairman of the PSC will inform INTOSAI's General Secretariat of any changes of members of the PSC and Subcommittees. The PSC and the Subcommittees should ideally have a balanced representation of the INTOSAI membership.

Concerning membership of one of the Subcommittees and/or PSC, please contact the PSC Chair. A list of the current members of the PSC, Steering Committee and the Subcommittees is available on the PSC website.

Membership of Subcommittees is managed by the Subcommittee Chair who informs the PSC Chair and the INTOSAI General Secretariat of any membership changes. All members of Subcommittees will also be members of the PSC. SAIs need not be admitted as PSC members to become members of a Subcommittee.

## ***E. Business of the PSC***

### **Rules and procedures**

Given the size of the PSC it will have one meeting every three years. The meeting will be held in connection with INCOSAI.

The INTOSAI General Secretariat and the International Journal of Government Auditing will be notified of scheduled meetings.

### **Language**

The working language of the PSC is English.

### **Cost coverage**

All costs, including those on account of participation in meetings are borne by the respective SAI. The direct meeting expenses alone are met by the SAI that hosts the meeting.

### **External funding**

External funding is dealt with in accordance with the description in the INTOSAI Handbook.

### **Communication**

E-mail and fax are the preferred means of communication between the PSC members. In addition the PSC website is used for distribution of documents and other information. Video-conference equipment can be used when appropriate.