



Terms of Reference – INTOSAI CBC Regional Forum for Capacity Development

Introduction

The INTOSAI Capacity Building Committee (CBC) is one of INTOSAI's four main committees and supports INTOSAI's Strategic Goal 2, Capacity Development. In this capacity, the CBC is the INTOSAI advocate and custodian for SAI capacity development, and facilitates initiatives in support of SAIs and regions building their capacities and enhancing their capabilities.

The CBC operates with a flexible and agile structure of work streams, primarily setting up task or project groups for specific purposes with defined deadlines. Each work stream is chaired by a CBC-member who sets up a structure to support the goals of the work stream if needed, for the period needed to accomplish the goals.

The work streams operate autonomously over the time required to meet their objectives. They conduct their work in accordance with their terms of reference and work plans as approved by the CBC Steering Committee and the CBC work plan as approved by the INTOSAI Governing Board.

The CBC's Regional Forum for Capacity Development (RFCD) is chaired by the Supreme Audit Institution of South Africa.

Objective

In line with INTOSAI's crosscutting priorities and the strategic objectives defined for the CBC in the INTOSAI Strategic Plan 2017-2022, the RFCD works to achieve the INTOSAI Goal 2 objective of 'promoting the development of capabilities and professional capacities of independent SAIs and Regional Organizations' and in particular the CBC's key strategy of –

Providing a regional community of practice – the Regional Forum for Capacity Development – to share and address issues relating to regional capacity development and regional professionalism at a cross-regional and strategic level.

The work stream strives to achieve this, amongst others, through:

- *Building upon, leveraging, and facilitating cooperation and professionalism among the regional organizations of INTOSAI*
- *Promoting the INTOSAI Framework for Regional Professionalism – a framework that identifies four strategic dimensions that characterise the essence of what a value-adding regional organisation should strive towards in supporting the strengthening of its members SAIs and the regional body itself.*
- *Providing opportunities to Regional Organisations to share case studies on how they go about strengthening their professionalism and serving the interests of their member SAIs.*

Details on the work stream's initiatives aimed to achieve its objective can be found on the CBC website.



When the work stream's objective is completed the work stream is dissolved. However, the RFCD is a long term work stream seeing that we wish to provide all regional and sub-regional organisations the opportunity to annually take turns at sharing case studies about their operations. As in the case of all CBC work streams, the RFCD may, after agreement with the CBC leadership, remain in place with limited resources in order to ensure continued support or tracking of specific issues.

Membership

The CBC is based on open and voluntary membership. The membership constitutes a pool of resources to carry out existing and future work of the committee and its work streams or other initiatives, as needed and appropriate.

The RFCD is open to all CBC members and observers, in particular the regional and sub-regional organisations and members of the donor community.

The INTOSAI Handbook for Committees regulates issues relating to membership of committees. All members of a CBC work stream are also members of the CBC. Some of the rules and recommendations relating to committee membership also apply to work stream membership:

- The size of the work stream is the prerogative of the work stream chair, who also has the responsibility for selecting members from those who volunteer,
- SAs should be represented by a representative technically experienced in the specific field of the work stream,
- INTOSAI members interested in participating in the work stream may contact the work stream chair to express their interest, and
- Members may withdraw from membership by notifying the work stream chair.

The work stream chair strives to achieve diversity in the membership, as appropriate.

Responsibilities of work stream chair

The work stream chair:

- Is responsible for the work of their work stream in accordance with this terms of reference, which is approved by the CBC Steering Committee;
- Reports to the CBC Steering Committee at the CBC Annual Meeting and to the CBC leadership in terms of agreed progress indicators, and may be asked to report to the INTOSAI Governing Board or Congress;
- Conducts its work in accordance with INTOSAI's handbook for committees and other INTOSAI rules and procedures;
- Informs the CBC and INTOSAI membership and stakeholders about its progress, through formal reports, contributions to the CBC website, the INTOSAI Journal of Government Audit, and otherwise as requested by the CBC leadership.
- Represents the work stream as a member of the CBC Steering Committee.



When the work stream chair resigns from its duties prior to the dissolution of the work stream, a successor will be proposed by the CBC leadership for consideration and approval by the CBC steering committee.

Cooperation with other INTOSAI and non-INTOSAI Bodies

In order to promote SAI and regional capacity development, this CBC work stream may work with other INTOSAI bodies, such as the subcommittees, working groups and project groups of the INTOSAI Professional Standards Committee and Knowledge Sharing Committee. The RFCD may also work with the INTOSAI regional organizations and others such as the INTOSAI Development Initiative, to speak and act in unity in the interest of INTOSAI's SAI capacity development efforts.

CBC work streams may also cooperate with non-INTOSAI bodies in order to further SAI capacity development. Such cooperation is coordinated with the CBC leadership.

Working language

English is the working language of the CBC and thus also of the work stream. All meetings are held in English and all communication and documents are developed and circulated in English.

Meetings, communication, publication and distribution of products

The RFCD meets physically on occasion of the CBC Annual Meeting, or at other times should there be an urgent need, and may also make use of video- or telephone conferences where necessary and feasible.

This work stream primarily communicates news, updates and completed products via the CBC website (www.intosaicbc.org), where we have our own page.

Communication to the work stream membership may also take place via e-mail.

The work stream will meet any INTOSAI translation requirements of formal products and documents.

Reporting

The work stream chair reports to the CBC Steering Committee on the progress of the work stream at the CBC Annual Meeting, and to the CBC leadership as requested and in the format provided.

In addition, the work stream chair may be asked to report directly to the Governing Board and Congress to present specific results or products.

Funding

The CBC primarily operates based on in-kind contributions from the participating member organizations, observers and stakeholders. Such contributions may include time spent by management and staff on CBC matters when leading or participating in CBC work streams or other initiatives, hosting of meetings, translating CBC documents to other languages, etc.

The CBC work stream may benefit from INTOSAI funds allocated to the CBC, or seek funding from external parties to support its work. Any such funding is sought in



accordance with the INTOSAI Handbook for Committees' Independence Guidance¹ and only after coordination with the CBC leadership.

Dissolution of the work stream

The work stream may be dissolved at the request of the work stream or on completion of the expected products and outcomes.

The terms of reference will be reviewed and updated in connection with the approval of each new INTOSAI strategic plan, or at the initiative of the work stream chair or CBC leadership.

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¹ INTOSAI Handbook for Committees (2014), Chapter III.2.5, page 14.