

Terms of Reference – INTOSAI CBC IntoSAINT Workstream

Introduction

The INTOSAI Capacity Building Committee (CBC) is one of INTOSAI's four main committees and is responsible for INTOSAI's Strategic Goal 2: Supporting SAIs in developing their capacity.

The CBC is led by a chair who is supported by a vice chair. They are referred to as the CBC leadership.

The CBC operates with a flexible and agile structure of workstreams, primarily setting up task or project groups for specific purposes. Each workstream is chaired by a CBC-member who sets up an appropriate structure to support the goals of the workstream, for the period needed to accomplish the goals.

In line with the INTOSAI-approved motion on sustainable, inclusive, and economical INTOSAI operations, the CBC and its workstreams commit to making best use of technology to facilitate its work and to limit travel to the minimum level necessary to achieve its objectives.

The workstreams operate autonomously over the time required to meet their objectives. Each workstream conducts its work in accordance with their respective terms of reference and work plan, as approved by the CBC Steering Committee.

The CBC IntoSAINT Workstream is chaired by the Supreme Audit Institution of Mexico.

Objective

In line with INTOSAI's organizational priorities and the strategic objectives defined for Goal 2 in the INTOSAI Strategic Plan 2023-2028, and INTOSAI's Goal 2 Operation Plan, CBC IntoSAINT workstream works to support the achievement of the strategic objectives of the CBC and the Goal 2 results identified in the operational plan by means of the following workstream goals/objectives:

- Promote the work related to IntoSAINT (application of the Self-Assessment of Integrity) in SAIs and in other public sector organizations.
- Support and facilitate implementations of self-assessments of integrity in SAIs and in public sector organizations in all INTOSAI regions.

- Maintain high - quality materials to support the implementation the IntoSAINT and SAINT tool (self-assessments of integrity).
- Ensure all people responsible for facilitation of IntoSAINT and SAINT workshops are trained to deliver high quality implementation of the self - assessments of integrity in all regions of the CBC Workstream regions.
- Broaden the financing/support of the activities related to IntoSAINT to encourage increased use of the tool (self-assessment of integrity) in SAIs and public sector organizations.
- Share knowledge among the different stakeholders involved.

Details about the workstream’s initiatives can be found in the workstream’s high level work plan on the [CBC website](#).

Membership

The CBC is based on open and voluntary membership, including SAIs from all the INTOSAI Regional Organizations so as to incorporate the diversity of the Community of SAIs. The membership constitutes a pool of resources to carry out committee and workstream initiatives, as needed and appropriate.

Members of CBC workstreams are automatically also members of the CBC. Some of the rules and recommendations relating to committee membership also apply to workstream membership:

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

The workstream chair strives to achieve diversity in the membership, as appropriate. Thus, is vital to look for memberships around all INTOSAI regions.

Responsibilities of workstream chair

The workstream chair:

- Is responsible for the work of their workstream in accordance with these terms of reference, which is approved by the CBC Steering Committee.
- Annually reports to the CBC Steering Committee 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 due process, 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.
- Coordinates its initiatives within the CBC and with other INTOSAI bodies to ensure maximum benefits for its members.
- In their initiatives, takes into consideration the different preconditions for SAIs working in varying contexts.
- Represents the workstream as a member of the CBC Steering Committee.

If the workstream chair resigns from its duties prior to the dissolution of the workstream, the workstream chair is expected to discuss and agree its successor with the CBC leadership prior to the CBC Steering Committee's consideration and approval of the new chair.

Cooperation with other INTOSAI and non-INTOSAI bodies

In order to promote SAI capacity development, the CBC workstreams 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. They may also work with the INTOSAI regional organizations, the INTOSAI Development Initiative (IDI) and others to speak and act in unity in the interest of INTOSAI's capacity development efforts.

CBC workstreams may also cooperate with non-INTOSAI bodies in order to further SAI capacity development. Such cooperation is done in consultation with the CBC Secretariat.

The CBC IntoSAINT Workstream members are encouraged to actively engage with global and regional organizations concerned, formally or informally, to facilitate the accomplishment of the work stream's objective.

IntoSAINT roll-out mechanisms are driven by the work stream members regularly. Some of them also perform the role of regional focal points, whose primary responsibility is to follow up the progress on the implementation of the Tool in their respective INTOSAI regional organizations and submit report on the status of the implementation to the IntoSAINT Work Stream.

Working language

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

Meetings, communication, publication and distribution of products

The IntoSAINT Workstream may meet physically, *e.g.* in connection with the CBC annual meeting, and otherwise meets via video conference.

Previous knowledge and understanding of the IntoSAINT Workstream chair, the CBC, and the majority of the IntoSAINT workstream; the IntoSAINT workstream may decide to work in task groups with the responsibility for one or more of the workstream objectives. The task groups can arrange their work and meetings according to their needs.

At least one meeting shall take place every year. It could be via video conference or in-person. In-person meetings shall be arranged in accordance with the INTOSAI Handbook for Committees.

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

Insofar as this workstream produces standards or guidance to be included in the INTOSAI Framework for Professional Pronouncements, the INTOSAI due process will be followed. The production and publication of other products and documents will follow the appropriate INTOSAI and/or CBC guidance.

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

Reporting

The workstream chair reports to the CBC Steering Committee on the progress of the workstream at the CBC annual meeting, and to the CBC leadership as requested and, in the format provided.

In addition, the workstream chair may be asked to report directly to the Governing Board and Congress to present specific results or products, such as standards or guidance to be included in the INTOSAI Framework for Professional Pronouncements.

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 workstreams or other initiatives, hosting of meetings, translating CBC documents to other languages, etc.

The CBC has access to some of INTOSAI's resources and workstreams may request access to these funds to support their initiatives.

The CBC workstream may 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 consultation with the CBC leadership.

Dissolution of the workstream

The workstream may be dissolved at the request of the workstream or on completion of the expected products and outcomes. Moreover, the CBC Steering Committee may decide to resolve a workstream based on a well-founded proposal.

This 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 workstream chair or CBC leadership.

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