

INTOSAI-Donor Cooperation Steering Committee Guidelines, 11 February 2015

The 2009 Memorandum of Understanding between INTOSAI and the Donor Community indicates that the Steering Committee (SC) will consist of representatives of the INTOSAI and Donor Communities. At the Inaugural INTOSAI-Donor Steering Committee Meeting held in Marrakesh, Morocco in 2010, it was agreed that:

1. The SC will be led by co-chairs and co-vice chairs from the donors and INTOSAI respectively.
2. INTOSAI appointed the chair and vice chair of the INTOSAI Finance and Administration Committee as chair and vice chair.
3. The Donor Community Signatories appointed the World Bank as chair as a representative of multilateral organizations and DFID as vice chair representing bilateral organizations.
4. The INTOSAI-Donor Cooperation will provide for open-ended Steering Committee representation for donor signatories to the Memorandum of Understanding including new donors signing up.
5. The SC will be open to observers. Observers may include non-signatory donors and other stakeholders. Observers will not have voting rights on the Steering Committee.
6. Decisions of the Steering Committee will be based on consensus. Donors may utilise delegated representation when members are unable to participate in Steering Committee meetings.

This document aims to summarize subsequent SC related decisions and agreements, as well as provide additional guidelines for SC Members and Observers to facilitate its effectiveness.

A. INTOSAI Membership to the INTOSAI-Donor Steering Committee

1. INTOSAI representation shall be reviewed periodically by the INTOSAI Governing Board, on recommendation from the Chair of the INTOSAI Finance and Administration Committee, in accordance with the MOU.
2. In accordance with the 2009 INTOSAI Governing Board decision, the INTOSAI membership shall comprise the Chairs of the Professional Standards Committee, Capacity Building Committee, Knowledge Sharing Committee, Finance and Administration Committee, the vice chair of the Finance and Administration Committee, the INTOSAI General Secretariat, the Secretariats of the seven INTOSAI regions (AFROSAI, ARABOSAI, ASOSAI, CAROSAI, EUROSAI, OLACEFS, PASAI), and the INTOSAI Development Initiative (IDI).
3. In accordance with the 2014 INTOSAI Governing Board Decision, INTOSAI SC membership shall be expanded to include the INTOSAI Governing Board Chair and Vice Chair, as well as the SAIs of Brazil and Norway.

4. INTOSAI members may utilise delegated representation when members are unable to participate in Steering Committee meetings.

B. Donor Membership to the INTOSAI-Donor Steering Committee

1. The Donor members of the Steering Committee are collectively responsible for periodically reviewing the appointments to the positions of Donor chair and vice chair, and communicating this to the Steering Committee.
2. In accordance with the December 2014 Donor members' decision, the World Bank Group will be the permanent donor Chair at the INTOSAI-Donor Cooperation Steering Committee, and the donor Vice Chair will rotate every three years, from September 2014.
3. Prospective donor signatories may request or be invited to attend two consecutive Steering Committee meetings as an observer, after which they would be expected to become a Donor signatory to the MoU. Such prospective signatories should demonstrate that they finance a regular program of support aimed at strengthening SAIs in developing countries.
4. Decisions to admit a new signatory shall be made by the Steering Committee leadership, in consultation with other stakeholders as appropriate.

C. Leadership and Meetings of the INTOSAI-Donor Steering Committee

1. The Steering Committee leadership provides strategic direction and interim decision making for the Steering Committee between meetings. It meets periodically between Steering Committee meetings, and exchanges information on a continuous basis.
2. The Steering Committee will meet at least annually.
3. Decisions on the hosts of future Steering Committee meetings are made by the Steering Committee leadership on recommendation of the INTOSAI-Donor Secretariat. Potential hosts should inform the Secretariat of their willingness to host Steering Committee meetings, prior to the preceding meeting.
4. Steering Committee members are expected to put into practice the principles of the INTOSAI-Donor MoU, including regular updating of the SAI Capacity Development Database, in order to ensure the effective coordination of support to SAIs.
5. The Steering Committee leadership will endeavour to reach consensus amongst Steering Committee members on all decisions. In the event consensus cannot be reached, the SC leadership may ask the

SC membership to cast votes, and the balloting procedures will be discussed, documented, and agreed upon prior to each referendum.

6. The Secretariat will work with each SC meeting host organization to develop a maximum attendee capacity in accordance with the principles of the MOU and the guidelines outlined herein.
7. Members, observers and other presenters shall be entitled to the following maximum in-person representation at the Steering Committee meetings:
 - Steering Committee chairs and vice chairs: 3
 - INTOSAI-Donor Secretariat: as required for presentation of agenda items
 - INTOSAI, Donor Signatories and Permanent Observers members: 2
 - Prospective signatories: 2 (for a maximum of 2 consecutive SC meetings)
 - INTOSAI, donor and other observers: 1 (must be an employee of the organisation)
 - SC presenters: 2 (restricted to attending for the agenda session at which they are presenting, unless otherwise agreed by the SC leadership)

In addition, Steering Committee members may bring with them one interpreter if required.

D. Observers

1. AFROSAI-E and CREFIAF, as the sub-regional bodies through which most members of AFROSAI collaborate¹, shall be granted permanent observer status to the Steering Committee.
2. SAIs, donors and others that finance a regular program of support aimed at strengthening SAIs in developing countries, and that wish to participate in the spirit of the Cooperation but are unable to sign the MoU, may request observer status for as long as their support to SAIs continues. Decisions on such observer status, including termination of such status on a case by case basis, shall be made by the Steering Committee leadership in consultation with the INTOSAI-Donor Secretariat.
3. Other observers may be invited to attend specific Steering Committee meetings for the following reasons:
 - a. Observer has specific expertise in a subject matter to be discussed at the SC meeting
 - b. Observer has a specific idea to present to the SC
 - c. The presence of the observer will add value to the SC discussions
 - d. Request by the SC meeting host organization.
4. Decisions to invite such observers, including whether this is for the full SC meeting or specific agenda items, shall be made by the Steering Committee leadership in conjunction with the INTOSAI-Donor Secretariat.

¹ A number of AFROSAI members also collaborate primarily through ARABOSAI, which is a full member of the Steering Committee.