

INTOSAI Communication Policy A Framework

“Mutual exchange of information benefits all”

INTOSAI's Mission

INTOSAI is an autonomous, independent, professional, and nonpolitical organization established to provide mutual support; foster the exchange of ideas, knowledge, and experiences; act as a recognized voice of supreme audit institutions (SAIs) within the international community; and promote continuous improvement among diverse member SAIs.

INTOSAI's Vision

Promote good government by enabling SAIs to help their respective governments improve performance, enhance transparency, ensure accountability, maintain credibility, fight corruption, promote public trust, and foster the efficient and effective receipt and use of public resources for the benefit of their peoples.

INTOSAI's Strategic Goals

Goal 1: Accountability and Professional Standards

Promote strong, independent, and multidisciplinary SAIs by (1) encouraging SAIs to lead by example and (2) contributing to the development and adoption of appropriate and effective professional standards.

Goal 2: Institutional Capacity Building

Build the capabilities and professional capacities of SAIs through training, technical assistance, and other development activities.

Goal 3: Knowledge Sharing and Knowledge Services

Encourage SAI cooperation, collaboration, and continuous improvement through knowledge sharing, including providing benchmarks, conducting best practice studies and performing research on issues of mutual interest and concern.

Goal 4: Model International Organisation

Organize and govern INTOSAI in ways which promote economical, efficient, and effective working practices, timely decision-making, and effective governance practices while maintaining due regard for regional balance and the different models and approaches of member SAIs.

Preamble

The Lima Declaration of Guidelines on Auditing Precepts articulates INTOSAI's basic philosophical and conceptual approach encompassing independence and democratic values. INTOSAI's strength lies in the cultural, linguistic and political diversity of its global membership. It is a forum in which the Supreme Audit Institutions (SAIs) discuss issues of mutual concern and keep abreast of the latest developments in auditing including those in the areas of Professional Standards and Best Practices. INTOSAI operates through consultation and consensus. Fostering communication is key to sharing knowledge and experience with the entire INTOSAI community and to promote transparency.

One of the strategies proposed under Goal 3 is to develop a coherent and comprehensive communication policy for INTOSAI that builds on existing activities, capitalizes on new technologies, addresses communication requirements both internally and externally.

Besides the other communication vehicles such as the web, circulars etc., the policy acknowledges the role of the International Journal of Government Auditing (the Journal) in supporting INTOSAI Strategic Goals.

1. Principles of Communication Policy

- 1.1 To make available timely, accurate and useful information relating to INTOSAI activities.
- 1.2 To ensure that INTOSAI is visible and accessible to all interested parties.
- 1.3 To promote the basic principles of openness and transparency in communication and ensure that it is objective, timely, clear and easily understood.
- 1.4 To ensure that all communications are consistent with the Mission, the Vision, and the Strategic Goals of INTOSAI.
- 1.5 To promote effective communication, for the successful implementation of the INTOSAI Strategic Plan and the goals identified under it.

2. Common Objectives

- 2.1 All stakeholders are kept informed of developments and activities in INTOSAI and of the proceedings of the International Congress of Supreme Audit Institutions (INCOSAI) through the Website, Journal, circulars, news letters, reports and other publications issued by the Secretariat and other organs of INTOSAI.
- 2.2 All INTOSAI entities i.e. the Governing Board, Secretariat, Committees, Sub-committees, Working Groups, and Task Forces are encouraged to disseminate information on their specialized areas of work in a timely manner through their websites, Journals, circulars, news letters, reports or other publications as may be considered feasible.
- 2.3 All member SAIs are encouraged to share and disseminate information on their activities in a timely manner through their websites, Journals, circulars news letters, reports and other publications to the extent feasible.
- 2.4 Greater use of modern communication technology is to be encouraged to make communication faster, more reliable, broad based and economical.
- 2.5 Issue of important communications from INTOSAI is to be encouraged in the five official languages of INTOSAI i.e. Arabic, English, French, German and Spanish.

- 2.6 Efforts should be made to enable translation of all products of the INTOSAI entities, approved by the INCOSAI, into all the five official languages of INTOSAI.
- 2.7 The information communicated by INTOSAI and its entities and members should not infringe any legal right, particularly rights acquired under intellectual property laws, patent laws or copy rights legislations.
- 2.8 It has to be ensured that the INTOSAI logo is used in all INTOSAI documents.

INTOSAI Website

- 2.9 **INTOSAI Website** is the main tool of communication and is to be maintained by the INTOSAI Secretariat. It should be current in terms of content and responsive to the needs of its users.
- 2.10 The INTOSAI Secretariat is solely responsible for the content of the INTOSAI Website. All statutes, standards, guidelines, and other approved products are to be published on the website by the INTOSAI Secretariat.

Individual Websites

- 2.11 All INTOSAI entities are encouraged to create and maintain their Individual Websites which should be linked to the INTOSAI's Website to facilitate a 'single face' concept. All INTOSAI entities may publish information about their work plans, products, publications and activities on their individual websites.

- 2.12 The Chairs of the INTOSAI entities are responsible for the content of their Individual Websites. They approve all products to be posted on their Individual Website.
- 2.13 INTOSAI and all its entities and members should carry out periodic reviews of their websites to ensure that their contents are current.
- 2.14 When the Congress or Governing Board dissolves a Task Force or any temporary entity on the completion of its assigned task, the Individual Website of the Task Force or the entity should be closed. The products of the Task Force or the entity should be made available appropriately on the INTOSAI website for future reference.

Journal

- 2.15 The **Journal** is a valuable tool for the dissemination of information and sharing of knowledge both internally and externally. It is dedicated to the advancement of government auditing procedures and techniques. The Journal's website should continue to provide up-to-date news and information about INTOSAI, its members and regional bodies and allow readers easy access to the Journal's content.

3. External Communication

Objectives

- 3.1 INTOSAI is recognized as the common voice of member SAIs in the field of public audit, and for related issues of accountability and governance in dealing with external organizations. For this purpose, external organizations are such organizations which are not members of INTOSAI and include the public, media, associate members, professional institutions, academic/research institutions, non-public institutions and other legislative bodies.
- 3.2 INTOSAI communicates freely, clearly and effectively with external organizations in order to disseminate information about INTOSAI and its products. It welcomes sharing knowledge and information on public audit with relevant external organizations.
- 3.3 The Chairs of all INTOSAI entities or his/her designee may communicate freely with external organizations subject to principles laid down in this policy.

Modes of Communication:

- 3.4 A press conference may be organized at the conclusion of each INCOSAI at which the Chairman and the Secretary General may address the media.
- 3.5 Chairs of INTOSAI entities may issue press releases to announce the publication of new products after consultation with the INTOSAI Secretariat to ensure consistency and over all appropriateness.

- 3.6 The Chair of an INTOSAI entity should, before release, transmit the draft press release to the INTOSAI Secretariat sufficiently in advance to give time to INTOSAI for examination of the press release to complete the process of consultation.
- 3.7 The Secretary General is the primary INTOSAI spokesperson. The Secretary General may delegate this task to another suitable person.
- 3.8 The Secretary General may seek briefs from the Chairs of INTOSAI entities for media briefings to external organizations on a specific issue. These briefs would be provided on request to the Secretary General as expeditiously as possible by the Chairs of INTOSAI entities.
- 3.9 The Chairs of INTOSAI entities or his/her designee may interact with external organizations, having similar professional interest and objectives through meetings, seminars, conferences, discussion panels etc. The Secretary General should be kept informed about such interactions.

4. Internal Communication

Objectives

- 4.1 The internal communications between INTOSAI and its entities or members should allow free flow of information, ideas, experience, and knowledge to enable participative development in a frank, open and meaningful manner.
- 4.2 Members of INTOSAI and its entities are encouraged to communicate freely among themselves. Similarly free communication between the Chair of an entity with its members is encouraged for achieving objectives of the Work Plan and Annual Action Plan of each entity.
- 4.3 INTOSAI entities may, for the purpose of realizing their work plan, organize conferences/workshops/seminars/meetings.

Collaboration Tool

- 4.4 The INTOSAI **Collaboration Tool** should enable free communication, knowledge sharing and dissemination of information as well as facilitate decision making within INTOSAI through use of modern technology.
- 4.5 All INTOSAI entities should be encouraged to use the INTOSAI collaboration tool while working on their projects / products.
- 4.6 The exposure drafts of the products of INTOSAI entities may be made available to all SAIs through the Collaboration Tool to encourage comprehensive coverage amongst members of the INTOSAI community.

Other Duties

4.7 SAls wanting information from INTOSAI on matters not available on the INTOSAI website or seeking clarification on matters pertaining to INTOSAI, may address their needs to the INTOSAI Secretariat, which shall respond to such requests.

4.8 SAls wanting information from INTOSAI Committees/Working Groups/Task Forces on matters not available on the respective websites may seek information from the respective Chairs or the Secretariat, which shall respond to such requests.

