EXPERENTIA MUTUA OMNIBUS PRODEST

INTOSAI

International Organization of Supreme Audit Institutions
Organisation Internationale des Institutions Supérieures de Contrôle des Finances Publiques
Internationale Organisation der Obersten Rechnungskontrollbehörden
Organización Internacional de las Entidades Fiscalizadoras Superiores
المنظمة الدولية للأجهزة العليا للرقابة المالية العامة والمحاسبة

HANDBOOK FOR INTOSAI CONGRESSES

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Introduction

I.   INTOSAI Congress (INCOSAI)

The term "INCOSAI" and "Congress" are used herein in relation to the Congress of International Organization of Supreme Audit Institutions (INTOSAI). The Congress is one of the organs of INTOSAI.

II.   Duties and powers

The duties and powers of the INTOSAI Congress are laid down in the INTOSAI Statutes.

III.   Invitation and participation

In accordance with the INTOSAI Statutes, all full members (SAIs of the United Nations Organization member states, supranational organizations), as well as their affiliated and associated members without voting rights, are entitled to participate in the Congress. The Congress is convened every three years. The Congress host may invite selected oberservers in accordance with INTOSAI's aims and goals.

IV.   Congress Manual

This updated version of the Congress Manual has been developed as a guide for the SAI representatives responsible for planning, organizing, and holding the INTOSAI Congress. This document is based on:

•   the INTOSAI Statutes,

•   the INTOSAI Strategic Plan

•   the former versions of the Congress Manual,

•   former Congress Proceedings,

•   the Financial Regulations and Rules for INTOSAI,

•   cooperation with prior host SAIs and the INTOSAI General Secretariat.

CHAPTER I

Congress Organization and Coordination

Before the representatives of the SAI decides to apply to host the Congress, it is necessary to consider two questions, namely, budget and relevance. The SAI representatives should take into account the cost of holding the Congress and check the availability of the funds as well as the relevance of the Congress for the host SAI and its country.

As soon as the application is submitted and approved, the host SAI shall determine the type of administrative structure that it wishes to establish to achieve its objectives. Thereby, recommendations of the General Secretariat and the previous host SAIs shall be taken into consideration. Full-scale participation of the senior staff of the host SAI is required in the course of the determination of the structure. They should be appointed to key positions in the Congress Secretariat and its Support Committees. The work of the committees should be carried out in close cooperation with each other and with the INTOSAI General Secretariat in order to ensure adequate planning and implementation of activities in accordance with the Rules of Procedure approved by the INTOSAI Governing Board for each Congress.

I. Appointment of the host SAI

a. Designation and approval

The official designation of the host SAI organizing an INTOSAI Congress is carried out at the previous Congress. Pursuant to the INTOSAI Statutes, the Congress shall have the powers to decide where the following Congress shall take place after the consideration of the suggestion of the Governing Board.

b. Designation period

In the course of holding the Congress, when new members are appointed to the INTOSAI Governing Board, SAI chosen for planning and organizing the next Congress shall occupy the position of First Vice-Chair of the Board. It remains First Vice-Chair of the Governing Board for three years up to the celebration of the Congress in its country, and then it becomes a Chair the INTOSAI Governing Board for the next three years up to the next Congress.

c. Importance of the appointment

Appointment for the role of host SAI gives the candidate SAI a chance to strengthen its position on the international stage. Such a position means a possibility to take part more often in international forums in the field of audit and reporting as well as wider distribution of technical information, staff exchange by means of intern training programs, increase of activity of participation in the independent expert audits and possibility of strengthening its position at the national level due to the increase of international popularity and importance.

II.   Organization

The administrative structure established for planning and organizing the Congress, as well as the staff selected to serve within the Organizing Committee, are critical for the success of the event. The administrative structure should be established at the beginning of the planning process three years before the scheduled date of the Congress.

a.   Congress Secretariat Chair

The Head of the SAI should be involved in global planning, project evaluation, guidance, and decision-making at the Congress as Congress Secretariat Chair. It is proposed to establish a senior management team to assist the head of the SAI to carry out the above activities.

b.   Congress Secretariat

It is required to establish a basic group (not more than five persons), forming a Congress Secretariat, responsible for the control over planning and coordination of the operative work of the Support Committees. Such staff should report directly to the Chair of the Congress Secretariat and have a variety of experience and/or outstanding skills in planning, organizing, administration, and communication.

c.   Support Committees

It is necessary to select additional staff to assist the Congress Secretariat in coordinating and implementing the tasks. Such staff shall oversee the work of the Congress main Support Committees. To the extent possible, staff should be selected on the grounds of their knowledge in the area of work of the Committee, to which they are appointed. If this is not possible, staff should be selected on the basis of high competence in administration, decision-making, and communication, and preferably on the basis of proficiency in the official INTOSAI languages.

The distribution of tasks for each Support Committee should be very specific so that each manager knows exactly the core of the Committee operation and can provide adequate and clear guidance to the support staff.

d.   Support staff

The host SAI should select the support staff to carry out the planning activities and, in particular, to assist in holding the Congress. These staff shall provide to the head of each Support Committee the support in settlement of specific tasks and assist in their activity. It is recommended that the staff is familiarized with the principles of the activities of INTOSAI, have the required experience in the organization, and are able to hold business communication in the INTOSAI languages, whereas it is preferable to have command of as many of the INTOSAI languages as possible. The host SAI may select staff from its own structure or, if necessary, engage staff from third parties for temporary employment, depending on the tasks.

III. Planning and Coordination

Effective coordination at the internal and external levels is necessary to ensure that the work of the Congress is carried out in accordance with the plan. This will be facilitated by the experience of other SAIs, support of the General Secretariat, and early identification of activities to be implemented.

The Congress Secretariat should work closely with each Support Committee to ensure appropriate decision-making in specific areas, taking into account the needs of other areas. Concerning the calendar schedule of activities, it is important to understand that the host SAI operates in agreement with the INTOSAI General Secretariat, Chair and Members of the Governing Board, other SAIs and Goal Committees, Sub-Committees Working Groups, Task Forces and Workstreams. Such coordination is necessary to ensure that information is available to the Congress participants and that deadlines are complied with. Similarly, the host SAI shall work in close cooperation with all service providers dealing with accommodation, transportation, interpretation and translation, provision of audio-visual, interpreting, and administrative equipment, catering organization, and other services. The aim is to ensure the successful planning and continued functioning of the Congress.

a. *Consultations with other SAIs and the INTOSAI General Secretariat*

The INTOSAI General Secretariat and SAIs, which have previously organized Congresses, are considered an invaluable resource of information and feedback. The host SAI shall strive to get the most benefit from their experience and recommendations. Immediately after the appointment, the host SAI is recommended to establish contacts and, if possible, to hold information sessions with the INTOSAI General Secretariat and the previous host SAI.

In case an SAI is proposed to hold the Congress, or it has submitted an application independently (in advance), it is preferable that staff responsible for the preparation of the Congress participates in the Congress preceding the Congress of its own SAI in order to gather relevant information.

b. *Reports on the progress of preparations*

Reports on the progress of the preparations is an essential part of the work coordination. The host SAI shall provide them to the INTOSAI Governing Board – as the First Vice-Chair and in accordance with the INTOSAI Statutes – at its meetings one and two years before the Congress as well as at the last meeting before the Congress, which takes place immediately prior to the Congress. These reports enable the host SAI to receive significant feedback and facilitate the Congress organization.

c. *Master Plan of Tasks and Activities*

The host SAI shall develop a Master Plan for Tasks and Activities to prepare for the Congress. The Plan shall be approved by the Congress Secretariat Chair. The Plan specifies in detail basic tasks, in particular, budget approval, key reference documents to be obtained for the planning of the Congress, venue selection, hotel arrangements, cooperation agreements with the relevant authorities of the host country, internal processes of the SAI for the acquisition of inventory and contracting service providers, tenders for the selection of translation and interpretation service providers. In addition,

the Plan also provides a brief program of specific activities, which shall be undertaken to achieve the main objectives. The Master Plan of Tasks and Activities is the starting point for the development of annual work plans, the definition of specific procedures and scheduling of events, which, in case of clearly defined duties and deadlines, will facilitate the preparation for the Congress.

d.   *Defining procedures*

During the period of planning the Congress and in the consideration of a variety of conditions, which vary from one host country to another, it is advisable that the host SAI develops a manual, which enables it to identify key activities within the planning process. Such procedures will help to implement the entire plan of tasks and activities approved by the Congress Secretariat Chair. They will also speed up the professional training of the support staff and help to set the deadlines. Each activity guide may contain a directory of contacts (for example, "Authorities") that lists the contacts or persons with whom the necessary agreements have been made. The host SAI shall also get the most benefit from the meeting of the INTOSAI Governing Board held one year before the Congress in order to identify a number of activities necessary for organizing the Congress.

e.   *Schedule*

The host SAI shall develop a schedule indicating the main procedures and procurement required to organize the Congress as well as the responsible Support Committees and the dates or deadlines set. The schedule is in line with the time frame and conditions set out in the various procedural manuals. It is recommended that a schedule and key dates be set during the meeting of the INTOSAI Governing Board held one year before the Congress.

f.   *Comprehensive database*

The host SAI is encouraged to set up a database by bringing together relevant information regarding the members of INTOSAI and the Congress participants. Most of this information can be found in the INTOSAI Membership Directory, which is updated by the INTOSAI General Secretariat regularly, and in the registration forms completed by the participants. In order to ensure compliance, it is recommended to check with each SAI any changes concerning the contact information a year before the Congress to maximize the efficiency of communication and delivery of documents on the Congress.

The host SAI shall use such a database to track the receipt and delivery of technical documents for the Congress, the results of the work of the Committees, Working Groups, and Task Forces as well as to provide follow-up translations.

The host SAI shall provide access to the contents of such databases only to the members of the Organizing Committee.

IV.   Budget

To apply for the role of the host part, SAI representatives shall thoroughly study the budget issues and the cost of holding the Congress. For this purpose, the host SAI shall prepare a preliminary budget estimate by estimating the cost of basic services, such as the cost of renting premises for the Congress, cost of language support, and cost of transportation. Congress and INTOSAI budget bear some part of expenses (in the volume of 5%).

a.   Duties of the host SAI

The host SAI takes care of all the costs of holding the Congress, with the exception of the cost of participation, which shall be paid by each participant. These expenses are specified in Clause b) "Participation costs", in Clause c) "INTOSAI duties". The host SAI shall bear liability for the following expenses: equipment of the Congress venue, cost of reserved but not occupied hotel rooms, rental of audiovisual and simultaneous interpreting equipment, language support (translation and interpreting services), transportation, cultural services, hospitality (including drinks, lunches and official events), availability of emergency services, Congress materials (including badges, partitions, stands, flags, etc.) as well as various administrative supplies.

b.   Participation costs

The Congress participants bear travel expenses, as well as hotel accommodation, meals, and other costs of staying in the host country. Besides, according to the Rules of Procedure of the Congress, in certain cases, the participants may be charged a fee established and approved by the Governing Board in the Congress Rules of Procedures a contribution for their participation in the Congress.

c.   Duties of INTOSAI

The Congress host will receive for the two years preceding the Congress and the Congress year 5% of the INTOSAI Budget a partial contribution of the costs of holding the Congress.

V.   Information and communication

The host SAI shall be responsible for ensuring of communication with the INTOSAI members and the relevant third parties, whether by sending/publishing invitations, documents, and working materials or by bringing updates, new events, and other information related to the Congress to the attention of the members.

a.   Communication with the delegates

The host SAI shall send to the INTOSAI members the information letters, invitations, or any information and materials in the relevant INTOSAI languages in a timely manner. Data to support this process may be obtained from the INTOSAI Membership Directory, compiled by the General Secretariat, which is regularly updated. The host SAI shall ensure that all information sent to the members has been made available to them and, if necessary, collect all additional contact details of the SAI. It is recommended to check carefully the contact details at least one year before the Congress (e-mail, fax and telephone numbers, website addresses).

b.   Website

The host SAI shall be responsible for sending all the information related to the Congress to the INTOSAI members and the relevant third parties. Developing and updating the website is a mandatory for the users' awareness and operational communication. The website shall contain general information about the host SAI and its country, venue, and Congress Secretariat as well as tourist and cultural information and the Consulate contacts. However, the key task of the website is to provide specific information related to the Congress, such as the agenda and technical documents on the topics. The host SAI shall independently develop such a site, as well as the installation of the initial version, whereof it should inform the INTOSAI General Secretariat, the International Journal of Government Auditing, and the members of INTOSAI not later than two (2) years before the Congress. The host SAI shall be responsible for technical support of the website and shall publish all the information in five INTOSAI languages. It is preferable to provide that the development of the website is included in the work schedule of the Organizing Committee, providing for the time frames for the compilation, translation into the INTOSAI languages, and publication, thus involving the Support Committees to the development of the website content.

VI.   Congress Regulations

The Rules of Procedure establish the provisions governing the organization and operation of the INTOSAI Congress. These rules shall be developed with consideration of the specific circumstances of each Congress, as they represent its objectives, participation, host SAI and the host country, official languages, and the steps to be taken in preparing the topics for discussion and methods for the entire Congress, debates, and Plenary Sessions. They also define the functions of the participants, establish voting procedures and publishing of the Proceedings, set out the policy of contributions for participation, and indicate the amount of contributions established for the Congress.

The host SAI shall be responsible for drafting, publication, and distribution of the Rules of Procedure in the five official INTOSAI languages to its members during the Congress. The most important provisions of the Rules of Procedure may be formulated through feedback from the INTOSAI General Secretariat.

The Rules of Procedure shall be approved at a meeting of the Governing Board one year before the Congress.

CHAPTER II

Language Support

The quality of language services is paramount to ensure successful communication and cooperation between the SAI of different countries during the Congress. The host SAI shall be responsible for the provision of such services in five official INTOSAI languages (Arabic, English, French, German, and Spanish) in relation to all the documents, meetings, and events of the Congress. Language services consist of translation when written materials are translated from one language to another and interpretation when oral speech is interpreted from one language to another.

The host SAI is recommended to start planning the language support immediately after appointment to the role of the host party of the next Congress. Before engaging the organizations providing the language services, the host SAI shall assess its volume and cost. The cost of language services will be the largest budget item of the Congress host SAI. It should be taken into consideration that the most frequently overlooked and yet most costly aspect of language services relates to travels and travel expenses for a large number of interpreters and translators who may arrive for the Congress from anywhere in the world.

I.   Translation

Translation and interpretation services are required before, during and after the Congress. The main part of the translation work is carried out before the Congress. Certain materials, such as Principal Papers, should be translated and shared with participants for review prior to the event. On the contrary, some documents need to be translated and distributed during the Congress itself. The host SAI shall also be responsible for the provision of language services at the two meetings of the Governing Board held before the Congress and at the meeting to be held after the Congress.

The Congress shall require translation of the topic-related report and changes to the working papers as well as technical recommendations on the topics discussed. After the Congress, it is necessary to compile and translate its Proceedings, which represent the official record of the Congress.

The host SAI shall ensure that all the documents of the Congress were provided with a high-quality translation into five official INTOSAI languages (Principal Papers, Discussion papers, and Proceedings) using the INTOSAI specific terminology. For some documents, this process can be postponed because many of the results of the work may require multiple translations into the various stages of drafting. According to the Committee Guidelines, the Chair of the Goal Committees, Sub-committees, Working Groups, and Task Forces are responsible for ensuring the quality of translation into the five official INTOSAI languages and the provision of materials with the results of their work to the host SAI for the distribution during the Congress.

a.   Staff

For the translation of the documents related to Congress, competent, qualified staff familiar with the relevant topic matter should be employed. The INTOSAI General Secretariat may assist the search for translators, in particular, the search for a translation agency or translators with expertise in the relevant topics.

The host SAI, along with the provider of translation and interpretation services, shall determine the required number of translators/interpreters and deadlines based on the volume of documentation. The host SAI shall take into account the fact that the required number of translators/interpreters may vary at different stages of preparation for the Congress as well as during and after the Congress.

In order to determine how many translators/interpreters would be required during the Congress, it is important to take into account the extremely short-term available for translators to work with the documents. It is recommended to appoint the head of the group of translators and interpreters for maximum coordination and linguistic uniformity.

b.   Equipment

The host SAI shall choose the hardware and software and technical equipment in accordance with the needs of translation and interpretation. This choice shall be made together with the translation/interpretation service provider, taking into account the hardware and software and technical equipment required for translation and interpretation into the five official INTOSAI languages. Particular attention should be paid to the equipment required for languages not used by the host SAI, taking into account the specifics of the software and printing features.

The selection of software and hardware is carried out in accordance with the needs of the Congress. The host SAI shall ensure that both software and hardware are available at the Congress venue, either by providing its own equipment or by renting it. In the latter case, the host SAI shall be responsible for the agreements with the equipment supplier: it must ensure that the supplier is aware of the needs of the translation and interpreting groups.

Translation groups shall be provided with adequate space for the proper work, including the provision of standard office equipment, computer equipment as well. The head of the translation group shall require additional office space to edit, monitor, evaluate, and administer the work of translators and interpreters.

c.   Quality control

The quality of translations is crucial for the success of the Congress. Therefore, it is recommended that the host SAI and the translation service provider develop the quality control system. Such systems should cover the specific INTOSAI terminology for the Congress, professional background materials, and the level of verification required by the type of documentation. It is necessary to plan the verification process, in the course of which it is preferable that the completed translations are proofread by official translators other than those who worked on the translation. Knowledge of INTOSAI terminology and government auditing is highly recommended.

With regard to technical documentation, namely *the Principal Papers and Discussion Papers*, the host SAI may contact the INTOSAI General Secretariat to assist other SAIs in verifying the quality of the translations. No revision is required for the *Country Papers* since they are drafted directly by SAI members.

d.   Consistency

The host SAI shall ensure the uniformity of the information contained in the documents of the Congress, despite the translation into multiple languages. INTOSAI Glossary was created for this purpose. The most reliable source of reference information is the official website of INTOSAI, translated into the five different INTOSAI languages. To ensure consistency of information, it is recommended to perform a multilingual review at the end of the translation cycle.

e.   Document management system

The host SAI shall develop a document management system (preferably using IT tools). At the earliest stages of the planning process, it is necessary to establish and include in the document management system the timing and sequence of issuance of documents for

the Congress. Such a system shall include a deadline of submission, translation and return by the translation and provider of each document of the Congress for each of the languages for the purpose of further publication. Thus, the system will provide control over the cost of translation services.

It should be remembered that translation into some languages (compared to others) may take longer; thus, the translation of the document is tracked according to the specifics of each particular language. The system should reflect information on which documents the deadlines are not complied with in order to be able to make necessary adjustments. In order to avoid inconvenience, it is recommended that, before sending any documents for translation, the host SAI and the service provider agree on a policy of sending and receiving of the documents, which, if necessary, provides for delays. In any case, it is proposed to leave a certain number of days (at least two weeks) in reserve to cover any delays in the provision of final documents.

II. Interpretation

Interpretation plays a critical role for the overall success of the Congress. Quality interpretation helps to ensure clear communication and understanding of all the topics covered. The host SAI shall be responsible for the provision of interpretation services in the five official INTOSAI languages at all meetings and events of the Congress as well as during the two meetings of the Governing Board – before and immediately after the Congress.

a. Types of interpretation services

There are three main types of interpretation: simultaneous, consecutive, and liaison. In some cases, only one type of interpretation is required. Other may require up to three types. The required type of interpreting is determined depending on the type of meeting.

Simultaneous interpretation is an interpretation of speech from one language to another directly during the speech. Simultaeous interpretation is required for example during the Plenary Sessions, the Theme Plenary Sessions and the Governing Board meetings. It requires the provision of interpretation equipment such as booths, headphones, and microphones. Consecutive interpretation is the interpreting of speech from one language to another after the speaker has finished speaking. Usually, such a interpreting is provided at certain intervals in agreement with the speaker. This type of interpretation is often used in case of small meetings or official statements. Liaison interpretation is usually used in a more informal setting when the interpreter interprets the speech from one language to another for a group of two to four persons.

1. Official Sessions

Simultaneous interpretation into five official INTOSAI languages shall be provided for the Plenary and Theme sessions of the Congress and the Governing Board meetings. It is also recommended to provide interpreters for group topic discussions.

2. Cultural Activities

The nature and scope of the program determine the type of interpretation required. Accompanying translators/students with knowledge of the language are often assigned to the participants who hold INTOSAI responsible positions, to accompany during cultural activities.

b. Staff

Professional interpreters are required during the official meetings of the Congress and Governing Board. Competent interpreters can be hired through commercial language agencies. The host SAI may employ highly qualified interpreters in the host country and, with the advice and assistance of the General Secretariat, may hire interpreters from the other countries for languages not available in the host country. This scheme makes it possible to minimize the cost of foreign interpreters (fees, accommodation, travel expenses, and per diems).

It is recommended that the selected service provider does not require the use of the primary linking language that other translators need to work in. Therefore, every interpreter should know at least two to three foreign languages. The host SAI, in cooperation with the interpreting services provider, shall determine the type of interpretation and the number of interpreters required in accordance with the type of meeting or activity. It is proposed to appoint a head of interpretation to ensure coordination and consistency.

In the course of assessment of the staff needs, it is important to determine whether the work of the Congress will take the form of Plenary Sessions or some discussions will require working in small groups. In the second case, two or more complete groups of interpreters may be required, each of which should include at least two interpreters per language, resulting in additional equipment costs.

It is very important to ensure that the group of interpreters is provided with the documents of the Congress prior to the event to familiarize with the specific terminology and concepts. It is recommended to use the INTOSAI Glossary and the INTOSAI official website as a reference; however, the host SAI may design and issue a document containing additional specific terminology on the main topics of discussion.

c. Equipment

Some (not all) of the event venues selected by the host SAI are already equipped with the equipment for translation and interpretation. In any case, the host SAI, in cooperation with the translation services provider, should check, which equipment is required and ensure that it is available. The host SAI shall establish communication with the selected supplier of the equipment for translation and interpreting. Equipment requirements include a sound system for meetings, booths, language channels, headphones, microphones, and recording equipment for formal meetings. Besides, technical staff to install and ensure the full operation of the equipment will be required. Besides, backup equipment is required. It shall be clearly indicated, which INTOSAI language corresponds to a particular channel. For this purpose, it is proposed to design and install panels that indicate language channels.

d.   Recording

All the interpretation of Plenary Sessions, Theme Sessions (and meetings of the Governing Board) shall be recorded for the purpose of accurate minutes of the meetings. Immediately after the Congress, the host SAI shall decrypt the records in one of the INTOSAI languages for the subsequent preparation of the Proceedings of the Congress. Recordings in other INTOSAI languages are conducted in order to consult as needed.

CHAPTER III

Programs

This Chapter provides information on the various activities, which take place within the frameworks of the INTOSAI Congress, materials required for such activities, relevant recommendations, and information on the selection of the theme officers. Programs shall be identified at an early stage of preparation, as they form a basis of the planning process. In addition, much of the translation and interpreting services and the logistics requirements of the Congress depend on decisions on the content of the programs.

I.   Opening Ceremony

During the opening ceremony, the Head of the host SAI officially opens the Congress, welcoming all the delegates, observers, and accompanying persons. The Opening Ceremony is usually accompanied by the national anthem of the host country as well as other suitable music; the officials of the host country, the Head of the SAI of the host country, and the Chair of the INTOSAI Governing Board who is to leave the position shall make statements. At the discretion of SAI of the host country, the awarding may be organized within the framework of the opening ceremony: Jörg Kandutsch Award – to the most distinguished Supreme Audit Institutions (based on its achievements in the field of public audit), as well as Elmer B. Staats Award (to the author of the most outstanding article published in the International Journal on of Government Auditing on the issues of public audit for the last three years). The host SAI may add any other memorable event to the program, for example, issue of a symbolic postage stamp. After the ceremony, a cocktail reception is usually held so that delegates may greet their acquaintances and meet new members of INTOSAI. This event is the key to the success of the Congress.

II.   General Plenary Sessions

Relevant activities and initiatives of INTOSAI are discussed during the General Plenary Sessions. Plenary Sessions, which are conducted by the Chair of the Congress (the Head of the host SAI), are held in accordance with the Rules of Procedure approved by the Congress, as provided in the INTOSAI Statutes. The resolutions at the Congress shall be adopted in accordance with the same procedures as those adopted for the meetings of the Governing Board. The documents are used in the same way as during the meetings of the Governing Board. The host SAI shall be responsible for the publication and distribution of such documentation. It is essential that all the participants of the Congress receive relevant documents and materials on the Congress prior to the meetings.

a. *Agenda*

The Agenda lists the items to be considered during each Plenary Session. The agendas are prepared by the host SAI in the agreement with the INTOSAI General Secretariat and, as appropriate, with other SAIs. The time limits set out in the Agenda shall be strictly adhered in order to ensure that all items were discussed within the time provided for each Plenary Session.

Plenary Sessions

It is recommended to include the following items into the agenda of the Congress:

1. Opening Speech
2. Congress Rules of Procedure Approval
3. Vice-Chairman of the Congress – Election
4. United Nations representative – Speech
5. General Secretariat's report
6. Revision of the Strategic Plan (if necessary)
7. Revision of the Statutes (if necessary)
8. Policy, Finance and Administration Committee (Goal 4)
9. Report of the INTOSAI Auditors
10. Report of the Professional Standards Committee (Goal 1)
11. Report of the Capacity Building Committee (Goal 2)
12. Report of the Knowledge Sharing Committee (Goal 3)
13. Congress Accords/Declaration approval (Themes I & II)
14. Election of new members of the INTOSAI Governing Board
15. INTOSAI Auditors election
16. Definition of the next Congress host and presentation
17. Official recognition of the outgoing Governing Board members
18. Official recognition of the outgoing Chair of the Governing Board
19. Other business
20. Closing of the Plenary Session

b. *Other business*

During each Plenary Session, some unforeseen issues may arise, which need to be addressed. They may vary from meeting to meeting and should be included into the agenda after the advance agreement with the host SAI and INTOSAI General Secretariat.

c. *Support staff*

During the meetings of the Congress, including the topic-related panel discussions, the presence of support staff is required to ensure the continued functioning of the meetings in terms of logistics. This involves providing the participants with the necessary documents and materials, ensuring the stable operation of microphones and equipment, etc. Such support may be provided by the host SAI staff or by a company specialized in the provision of such services. It is recommended to appoint staff for each meeting to take notes on key issues of the discussion and record recommendations and resolutions in writing. Then notes may be used to report on Plenary Sessions and the theme discussions. To perform this task, as a rule, a staff member from the host SAI should be appointed.

III. Plenary Sessions by topics

Topics for discussion are proposed in consultation with the General Secretariat by the host SAI and approved by the INTOSAI Governing Board in the course of the meeting held in the year after the Congress. When choosing topics, recommendations made at previous Congresses shall be taken into account. The topics should relate to the most pressing issues of audit, financial management and be in accordance with the INTOSAI Strategic Plan. They may be developed on the basis of the work of different INTOSAI Committees and/or based on the UN/INTOSAI Symposia.

a. *Themes*

The preparatory stages for the theme discussion are outlined in the Rules of Procedure of the Congress. The procedure includes the following steps:

a) development of the themes,

b) obtaining the approval for the themes from the INTOSAI Governing Board at its meeting held in the year after the Congress;

c) designation by the Governing Board of the SAI responsible for the themes as well as for the development of the *Principal Papers* for each theme;

d) development of the Theme Papers, their translation into the official INTOSAI languages by the host SAI in cooperation with the SAIs responsible for the selected themes;

e) distribution by the host SAI of the Theme Papers in the corresponding INTOSAI languages to all INTOSAI members;

f) preparation (on a voluntary basis) of comments from SAIs and/or INTOSAI Regional Organizations in response to the Theme Papers;

g) including the comments and changes proposed by INTOSAI members into the theme papers by the host SAI in collaboration with the chairs of the themes;

h) publication by the host SAI of the final version of the Theme Papers (Discussion Paper) and distribution of documentation by e-mail to all INTOSAI members as well as publishing the Discussion Paper in the different languages on the INCOSAI website.

At the stage of planning this part of the program, the host SAI should take into account the time required for translating the documents as well as the time required for the theme discussions. To complete all these tasks, the host SAI has to be proactive in its communication and closely coordinate its work with those SAIs providing documents for the Congress for the purpose of complying with their deadlines.

b.   *Theme officers*

The host SAI shall propose the theme officers for the approval by the Governing Board. Each theme has a Chair, a Vice-Chair, Moderators, Rapporteurs, and Technical Liaison Officers. The duties and responsibilities of each of these are described in the Rules of Procedure. For the selection of the theme officers the following criteria should be considered:

a)   The seven Regional Organizations and the five official INTOSAI languages;

b)   Representatives of the main auditing systems;

c)   SAIs with strong interest in the theme or SAIs that are currently working in the INTOSAI committee organizing materials for the theme;

d)   SAIs of different sizes; SAIs that have already been theme officers and others that have not.

Before the Congress starts, all the theme officers should hold an information meeting to coordinate the work.

c.   *Theme sessions*

Theme sessions shall be organized within the thematic discussion sub-groups, which take part in drafting the resolutions and recommendations.

The theme discussion sub-groups (that bring together delegates with a special interest in a theme for in-depth analysis of the range of issues) offer for the delegates an opportunity to get together in small groups to discuss and make recommendations on key issues relating to each theme.

After the various sub-group topic discussion sessions have taken place, the respective persons responsible shall hold sessions and draft their reports on each sub-group discussion, including a summary of the discussions and resulting recommendations, to be presented at the main meetings of the theme officers.

The theme discussion sub-group officers meet in order to discuss the findings of their respective reports. The recommendations made in each topic discussion sub-group should be pooled and final reports are drafted for presentation in the Theme Plenary Session on this topic. The final theme report, alongside the theme discussions sub-group reports, should be translated into the five INTOSAI official languages in order to be submitted at the Theme Plenary Session.

The results of the theme discussions are submitted in the Theme Plenary Session on the topics. During the Theme Plenary Session, recommendations made during discussions are submitted and put to the vote. If the recommendations are passed, follow-up actions may be taken.

IV.   Cultural Events

These events are specifically designed for the delegates, observers, and accompanying persons in order to exchange ideas and to strengthen work relations in a relaxed and informal atmosphere. The Proceedings of previous Congresses can be consulted for further information about these events. The cultural program shall be left within the discretion of each host SAI. The following only serves as an example.

a.   Special Events

As a rule, at least one special event is planned during the Congress for the delegates, observers, and accompanying persons, so that they can enjoy the culture and hospitality of the host SAI.

b.   Accompanying persons program

Cultural activities may be planned for accompanying persons during the day, while the delegates and observers attend the technical meetings.

V.   Closing Ceremony Program

According to the closing ceremony program, delegates, observers, and accompanying persons gather at the official Congress Closing Ceremony. Usually, a cocktail party or dinner with a short program is organized, which will allow all the participants to express their thanks and take their leave.

VI.   Congress Proceedings and other official documents

After the Congress, the host SAI shall compile the minutes of the meetings in order to have a clear record of the discussions, resolutions, agreements, recommendations, and assigned responsibilities for implementing follow-up actions. The minutes compiled by the staff appointed to each meeting and the transcription of the sound recordings are then used to draft the Congress minutes, which are the official record of the Congress. The Proceedings shall state the Congress venue, the participants, the topics discussed and the officers for these themes, the resolutions (minutes), the actions to be taken in regard to each topic and their expected outcomes. They also include information and photographs of the opening and Closing Ceremonies as well as of the social and cultural events.

This document is drafted in the INTOSAI language used by the host SAI and is translated into the other four INTOSAI languages. Once the Proceedings are published, they are sent via e-mail and/or ordinary mail to all the Congress participants in the relevant INTOSAI language as well as published on the INCOSAI website. The preparation of the Proceedings (drafting, translation, and distribution) requires a certain amount of time, which is why it is recommended that the work should start as soon as possible in order to avoid neglecting important details.

CHAPTER IV

Exhibition possibilities

It has proved very beneficiary to offer during the Congress the initiative of active for knowledge sharing, promoting networking, providing more space for dialogue and interaction with other INTOSAI members and other stakeholders. For this purpose, the host is recommended to offer a special space for the central exhibition area with booths where it should be possible to exhibit relevant materials and possibly hold discussions in small groups in an informal setting. The intention is to provide detailed information to a targeted, interested audience as well as to introduce new findings and topics for discussion. The booths provide delegates with the option to have in-depth discussions. At the same time, the booths give a unique chance to receive feedback.

To conduct such booth meetings, the Congress host shall offer the interested participants technical and logistic assistance in organizing the booths as well as technical support onsite. The participants are free to choose the content of their booths as well as the topic of possible seminars. Crucial for the success is the fact that the booth and exhibition area is located in the main center of the whole Congress and easily accessible.

To reserve and select the booths, the Congress host can offer electronic forms where participants can choose the size, equipment, and technology requirements for their area in the exhibition.

Some hours of the whole Congress should be dedicated to these activities to encourage participants to take advantage to fit and foster mutual interactions. In any case before and after the different sessions the booth area should be freely accessible.

Booths could be dedicated, inter alia, to Goal Committees, the International Journal, the INTOSAI Development Initiative, the INTOSAI General Secretariat, Working Groups, Sub-Committees, Task Forces, Workstreams, INTOSAI Regional Organizations, or other stakeholders such as the UN, World Bank, IIA, IFAC, Donors etc.

CHAPTER V

Logistics

Logistics means the operational aspects of the organization of the Congress as a whole. It involves multiple different activities, from identifying and responding to meeting requirements in audiovisual, interpreting, and translation equipment, to coordinating with suppliers to ensure transfer of the participants to the Congress events. The logistics requirements for the Congress are similar to those of the Governing Board meetings.

I. Registration

Registration is the process, by which participants inform the host SAI of their attendance at the Congress. It also includes other important information for the Congress staff.

a. *Information Requirements*

The information required from the participants should be determined before the establishment of a database and even before the design of the registration forms. When planning the registration process, the host SAI should pay special attention to the kind of information required from the participants, which will be relevant to the Congress. This is why efficient communication between the different Support Committees is crucial. In case of doubts on the specific information fields, the host SAI can refer to INTOSAI General Secretariat for advice.

b. *Registration System (Database) and Registration Form*

The registration form and the system to support data collection, monitoring, and issuing can be designed only after defining the requirements to information. Various software packages can be used or software can be tailor-made to record the information. Given that tailor-made software can be very expensive and time-consuming, it is recommended that readily available software packages be used. The registration form and database should be developed in sequence in order to facilitate the process of data input.

It is recommended that the registration form clearly highlight the information which will be subsequently used (e.g. on badges) in order to avoid any confusion or error with names and surnames, positions, and status of the representatives of SAIs or organizations, etc.

c. *Circulation*

Approximately six to four months prior to the Congress, the host SAI should send the registration form and the preliminary program in the appropriate INTOSAI language to all INTOSAI members and observers. It is also required to publish this information on the INCOSAI website. To ensure that the information is delivered in an appropriate manner, the host SAI should establish a calendar of issuing and confirmation of reception of the forms by each SAI or observer.

d. *Follow-up activities*

Taking into account the practice of previous congresses, it is recommended that electronic registration of participants for the Congress website should be available. Such a registration scheme allows receiving feedback as quickly as possible, minimize work, and eliminate errors when entering information into the database.

After completing the forms on the website, the host SAI checks the information to ensure no data is missing. It is recommended that a deadline is set for concluding the registration (at least two months prior to the Congress) enabling a reminder to be sent to the INTOSAI members or observers who did not register. When setting a deadline, the host SAI should consider factors like the time needed by the delegates to book their flight ahead of time.

The host SAI shall be responsible for timely informing the INTOSAI members and other invited organizations and ensure by any means that the participants receive a confirmation letter.

e. *Registration Reports*

When taking a decision on the type of information required to create or select a registration system, the host SAI should consider the sort of information that should stem from the database. These reports can be useful to the Support Committees staff within their tasks on logistics, such as determining the number of copies of materials for discussion, timing the arrival of the delegates to organize their reception at the airport, estimating the number of staff needed at the airport, organizing a shuttle service to the hotels, transferring information on confirmed participants to prepare a package of working documents in the appropriate language, etc. All the above tasks must be taken into account at the initial planning stages so that they are included in the overall registration process.

f. *Registration Pack*

Each participant must receive an information pack when registering at the hotel where they will also confirm their participation to the Congress. This pack includes Congress documents, working material, and identification badges, information on the programs and events as well as any other notices, invitations, gifts to the participants, or relevant materials.

II. Congress Facilities

The host SAI is in charge of selecting a venue for the Congress and of ensuring the availability of equipment, staff, and meeting rooms for various working meetings. The host SAI shall also be responsible for offering a variety of accommodation arrangements.

a. *Venue and Accommodation*

There are two options regarding the choice of the venue. The first is to organize the Congress at a hotel that has a Convention Center and that can put up all the participants or the majority of them. This option avoids commuting to and from the Congress and is more effective in terms of cost and time. It also allows almost all the services to delegates to be available at the same venue.

The second option is to hold the Congress at a Convention Center outside of the hotel. Given that Convention Centers are equipped and prepared for this type of event, it would not be necessary to incur further costs and efforts of adapting the hotel facilities to the work meetings.

When choosing the appropriate venue, the host SAI should consider the number of participants registered at previous Congresses to get an estimation of the capacity needed, to check the availability of rooms and to book the meeting space required. The host SAI should also check the number of rooms required if all participants are accommodated in the same hotel. Negotiations for the venue should start very early on, taking into account demand and availability on the dates and in the city chosen to host the Congress. It is recommended that the venue is contacted two years before the Congress, using the meeting of the Governing Board a year before the Congress as leverage to negotiate.

When selecting the venue, other aspects should be taken into account such as the price and services offered (e.g. possibility for an appropriate space for the booths). Furthermore, the venue should be in the same category as venues for prior Congresses, there should be other hotels of the same category close by where additional participants can find accommodation if necessary; the venue should be located in a safe, culturally appealing and easy access area, and lastly, the venue should have the necessary prestige and experience in hosting international events.

The host SAI is in charge of providing accommodation options in terms of cost in other hotels or in the same hotel, bearing in mind the quality, service, facilities, accommodation capacity, the location of the hotel, and other aspects inherent to the city such as safety, traffic, and distances.

Two or more hotels for participants should also be selected close to the venue. In this case, the host SAI should select a limited number of hotels to ensure control over the logistics and the transfer costs. In the event that some delegates should choose different hotels, the host SAI should clearly state that transportation becomes the delegate's responsibility.

b.   Meeting room selection

The meeting rooms for the Congress serve different purposes, depending on the event, the objective, for which they were selected, the kind of intended activity, and the number of participants. The host SAI takes care of booking and fitting out the rooms for:

a)   Plenary Sessions

b)   Theme Discussions

c)   Theme Officer Meetings

d)   INTOSAI General Secretariat

e)   Organizing Committee

f)   Interpreters and translators

g)   Business center for delegates

h)   Meetings with the Head of the host SAI

i)   Meetings of the INTOSAI Governing Board (before and after the Congress)

The furniture in the meeting rooms may have to be rearranged or changed depending on the purpose of the event or use of the individual room.

c.   Seating arrangements and name cards

During the Plenary Sessions and working meetings, SAI delegates sit in English alphabetical order according, followed by the observers in English alphabetical order. A name card will be placed in front of each delegate and observer, specifying the participant's name, country, or organization (for the observers). The specific names of the countries can be found in the INTOSAI directory. At the back of the name cards, the same information should appear with an added color-code that corresponds to the

delegate's INTOSAI language. This code will help the local SAI staff to distribute the discussion papers in the appropriate language.

The seating arrangements on the podium are normally organized according to their official position within INTOSAI, for instance, Secretary General, Chair, Vice-Chair, etc.

d. Equipment

The audiovisual, interpreting, computer and communication equipment required for the Congress should be provided and set up in the respective rooms before the event starts. If the arrangement regarding the use of a particular room is changed, the required equipment may vary accordingly. The equipment needed may include computers, microphones, headsets, audiovisual and recording equipment, faxes, copy machines, scanners, etc., depending on the room. The host SAI shall ensure that the equipment is suitable and might wish to receive feedback from previous host SAIs in order to do so.

To make organization and coordination tasks easier, the Organizing Committee should have access (in the room that they have been assigned to) to computers and to the IT server where all the information, discussion papers, registration forms, websites, and e-mail communications are stored.

It is up to the host SAI to provide the delegates with the range of communication facilities (telephone, fax, copy machines), depending on the costs involved.

e. Coffee breaks

During the Congress, breaks are scheduled at convenient times during the morning and afternoon meetings, during which coffee and refreshments are served.

III. Travel Formalities

The delegates participating in the Congress are responsible for getting their visa at the Embassy of the host country in their own country of origin or country of residence. The host SAIs may not be empowered to procure visas and facilitating visa procedures for delegates who require a visa to enter the host country.

However, the host SAI can offer its support to the INTOSAI community through the publication on its website of the addresses of host country Embassies in the delegate's country of origin or Consulates in the neighboring countries, if necessary, for delegates to be able to start the relevant visa procedures.

IV. Transportation services

Transportation services are provided only for events related to the Congress. It is crucial that the participants know where and when these services are offered.

a. Arrivals and departures at the airport

The staff from the host SAI usually welcomes the participants to the Congress at the airport and transfer them to the venue. For the return trip, they are usually taken from the hotel to the airport.

In regard to arrival at the airport, the host SAI can prepare special plates in order to spot the delegates easily. It is recommended that the host SAI staff be on hand at the airport in case they are needed. Last minute changes in flight schedules should be taken into account. The coordination between the host SAI and the transport provider should be efficient enough to be able to deal with these situations.

The diplomatic staff of the participant country may carry out reception at the airport and transfer to the hotel for the delegates from that country. The host SAI should be prepared for such instances. It should anticipate and take advantage of the registration form to ask if the delegates need the airport transport services or will use their own embassy services.

b. Transportation for the cultural events

Transportation services are provided to all the participants for all cultural activities. On some occasions, it could be useful to group the participants according to the language they prefer in case information is provided during the event. If no information support is provided for the event, this is not necessary.

c. Other transportation

If accommodation is needed in two or more hotels proposed by the host SAI, the transportation services will be offered from these hotels to the venue. Transportation cannot be offered if the participants choose a hotel different from those suggested by the host SAI. If there is a specific route to drive the participants from the hotels suggested by the host SAI to the venue, the timetable, and any change in it, should be made available.

V. Safety and emergency medical services

The host SAI should take preventive action when planning the Congress activities to ensure the safety and welfare of the participants. These measures should not be an obstacle to the meetings or participants' wellbeing; they should just be readily available in case of an emergency, of a medical nature, for example.

The host SAI is in charge of verifying that the Congress venue provides adequate medical emergency units or teams.

VI. Providers

The operational success of the Congress relies on a good selection and hiring of various product and service providers associated with the different tasks and activities that each Committee Support Congress Secretariat is in charge of. The work schedule should be set at least two years before the Congress. It should outline the daily activities during the Congress week, assessing the product and service requirements for each of these activities and prospecting potential suppliers. The organization of the Governing Board Meeting a year before the Congress is a good run through to evaluate the responsiveness of the selected suppliers. The host SAI should take into account the internal policies or regulations on purchases within the host country as well as procedures and time required to plan adequately the purchasing of goods and services.

VII. Communication

Communication during the Congress not only between the participants but also between the host SAI staff plays the most important role. Furthermore, timely communication is also required between the key Congress staff and INTOSAI officials. During the Congress, it is crucial that the technical support team be available to ensure the continuous functioning of the system. Additional staff with good skills in the INTOSAI languages should be available at information desks for direct communication with the INCOSAI participants.

A strategy should be designed and implemented to ensure communication between the key staff of the Organizing Committee. Key staff should be available permanently during the Congress.

VIII. Staff

Additional staff may be needed during the Congress to provide extra support to the host SAI staff. Support staff may be required, for instance, at the hotel, for driving the airport shuttles, or for special events. The extra staff requirements will mainly be to assist the staff of the Support Committees and information desk staff.

IX. Information desk

The host SAI should provide information to the participants. It is suggested that in order to do so, a specific location is assigned for it or set up an information desk where participants can ask for any information they need, such as the location of a meeting room, of restaurants in the area, tourist or shopping information. These staff can also help with other activities, such as reception and registration of the participants at the venue, helping participants during meetings and cultural events and providing information on transfer to the airport. It is suggested that the host SAI hire or obtain support from multilingual staff.

X. Various Congress materials

Various materials are needed for the Congress. The design and supply of these materials should be considered during the planning phase. Most of these materials are given to the participants in the registration pack that they receive upon registration at the Congress.

a. Badges

The participants' badges should indicate their name, country or organization, and their preferred INTOSAI language. The language can be shown using the INTOSAI language color code (red – English, green – French, blue – German, yellow – Spanish, brown – Arabic). The name of the country should be written according to how it is spelled in the INTOSAI directory. On the back of the badge there should be an emergency contact number as well as the address of the venue and a phone number available 24/7 should anyone need assistance. It is recommended that the host SAI also use the registration form to find out how delegates would like their data to appear on their badges.

Access to the meeting rooms should be strictly limited to the delegates who wear their badges. This is for the delegates' own safety since their badge provides crucial information should a problem arise. The Organizing Committee should have extra badges in case some of them need to be replaced.

b.   Programs

All programs should be written and translated with the aim of providing the participants with information on the events.

1. Congress program

The program should include a calendar of events with times and locations for the meetings and cultural events. It should also include information on the venue and how to get additional information at the information desk. The program should be translated into the five official INTOSAI languages and be enclosed in the registration pack in the appropriate language.

2. Special programs

A specific program for cultural events that includes greetings and short speeches should be drafted, translated and distributed. This program covers events such as the opening and closing ceremonies. Menus for dinners and cocktail parties may also appear in the program.

c.   List of participants

After the Congress has been opened, an official list of participants is issued. The initial information comes from the original registry that is then updated by the host SAI to reflect the actual attendance.

d.   Invitations

The host SAI should provide invitations to the participants for the Opening and Closing Ceremonies and other cultural events. These invitations should be duly translated and enclosed in the registration pack given to participants when they register or placed in the mailbox of each SAI or observer.

e.   Sign-posting

Signs are used to provide indications, locations and to identify meeting rooms and events, etc. All signs should be written in five INTOSAI languages.

f.   Stickers and luggage tags

Stickers and luggage tags should be designed bearing the Congress logo. These stickers and tags are usually sent enclosed with the registration confirmation letter sent out by the host SAI. The purpose of these tags is to allow the support staff of the host SAI to easily spot delegates' luggage and help with its transportation upon arrivals at and departures from the airport.

XI.   Miscellaneous

There are many miscellaneous activities related to the Congress that are crucial to the Congress's success.

a. Photography

Photographs are usually taken during the Congress events. The host SAI is in charge of agreement with a professional photographer to take the official picture of the Congress as well as to work at the other events. The official photograph should be taken at an appropriate time so that it can be available during the second Plenary Session. Two official photographs are suggested: one with the Heads of Delegations only and one with all the delegates.

These photographs are kept as a record of the Congress and can be used for the Proceedings. The host SAI may also put the pictures at the disposal of the participants in paper and electronically.

b. Catering

Many participants have specific dietary requirements. The host SAI should ensure that catering services providers take these requirements into account, without getting unduly involved in personal preferences, in order to facilitate the logistics and maintain prices at a reasonable level. That is why it is advisable to design menus to fit every taste. The Organizing Committee should keep to the time allotted to meals in the timetable of meetings and activities.

c. Punctuality

It is crucial to strictly enforce punctuality at the beginning and end of all the events. The time allotted to each item on the agenda, the transport schedules, and the timing for all activities that involve transporting the delegates should also be kept to. The Congress Chair, the discussion moderators, and the staff in charge of logistics can allow for a short interval before moving on to the next event or discussion point. Punctuality enhances the involvement of the participants and it allows for better Congress conditions. It is imperative that the set schedule is respected and remain unchanged, which is why the information should be posted in common areas, aside from being available in the registration pack.

d. Congress Coverage

The *International Journal of Government Auditing* actively participates in coverage of the Congress (via the own Journal but also via other social media) and subsequently publishes information about it. It is required that the host SAI provides the facilities and conditions necessary for its representatives' work to be carried out, such as information on the preparation and work of the Congress, access to the website, pictures, minutes of the meetings, etc. A member of the Organizing Committee should be appointed as the liaison officer to support the *Journal* in its work.
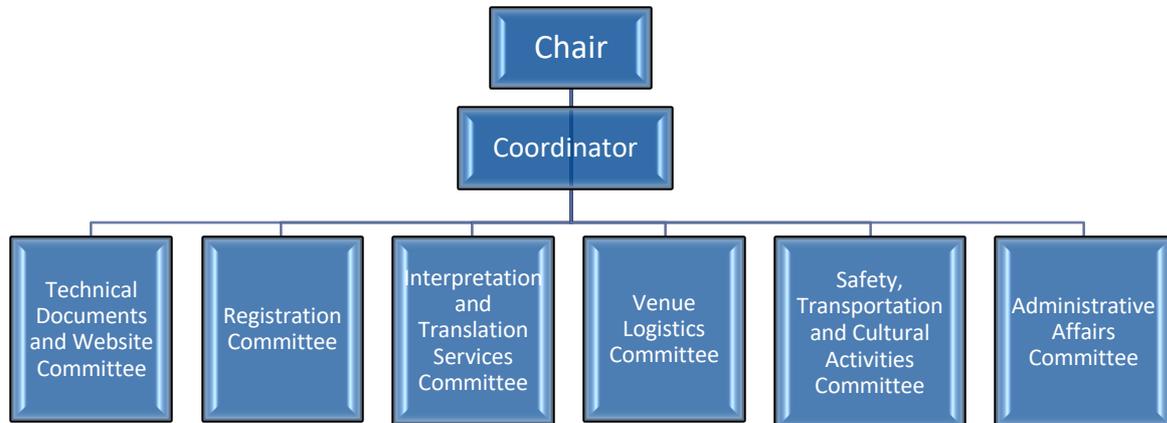
Due to the importance of the Congress, the host SAI must be ready to hold the event with the support of the official media, especially during the Opening Ceremony, in which officials of the host country usually take part. The host SAI should contact the media as soon as possible, inform them of nature and the features of the events and execute an invitation for them to take part in the events. The host SAI can hold a press conference during the Congress to draw the attention of the press representatives and inform them about the event.

e. Other requirements

It is recommended that the Organizing Committee stick to its official and Congress-related duties and that they avoid going beyond its official remit and undertaking commitments not included in the host SAIs duties, which may end up inconveniencing the delegates. The brochure with the program and general information is a good way of officially providing any additional information that the delegates may require.

Proposal on Organizational Structure and Tasks of Congress Host

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                        ┌──────────┐
                        │  Chair   │
                        └────┬─────┘
                        ┌────┴───────┐
                        │ Coordinator│
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| Technical Documents and Website Committee | Registration Committee | Interpretation and Translation Services Committee | Venue Logistics Committee | Safety, Transportation and Cultural Activities Committee | Administrative Affairs Committee |

Tasks

The structure of the Congress Secretariat could be as follows:

- Chair (Congress Secretariat Chair) – Designing the guidelines, overall project assessment, and decision-making.

- Coordination (Congress Secretariat) – Control over planning and coordination of operational work carried out by the Support Committees. Ensuring the implementation of the decisions taken by the Secretariat Chair.

- Support Committees

    – Technical Documents and Website Committee: Monitoring, obtaining, preparation, follow-up activity, and delivery of the official documents. Contact and coordination with the INTOSAI Goal Committees, Sub-committees, Working Groups, and Task Forces regarding the documentation issues. Website development, updating, and maintenance.

    – Registration Committee: Establishment of the database, sending out registration forms (information on online registration and mail for participants, data input for hotel reservations, participants' flight schedules for pick-up and airport-hotel-airport shuttle service coordination, and registration of participants.

    – Interpretation and Translation Services Committee: Coordination and supervision of simultaneous interpreting during the meetings. Translation of documents sent before, during, and after the Congress into five official INTOSAI languages. The host is mainly responsible for the translation of main topic documents, the Moscow Accords/Declaration, information/Newsletters regarding INCOSAI. Logistics relating to the management of the teams required for these tasks.

- Venue Logistics Committee: Planning, implementation, and control over the logistics for meetings in the venue: meeting rooms, audiovisual equipment for the presentations, IT and photocopying equipment (in the volume required), technical team, assistants, social events, and all other requirements within the venue premises.

- Safety, Transportation and Cultural Activities Committee: Overseeing of safety issues at the event, provision of emergency medical services, the organization of excursions, coordination of reception at the airport and the airport-hotel-airport shuttle services for the participants.

- Administrative Affairs Committee: Control of the administrative procedures for finding providers and finalizing the purchase of goods and services, creation and design of materials and supplies bearing the Congress logo, advertising the event and dealing with the media.

Each Committee should have a sufficiently large team to be able to discharge the duties on logistics they have been assigned.

Procedure Manual Index

1. Technical Documents and Website Committee

   • Technical Documents
   • Technical Documents provision on the website
   • Rules of Procedure Outcomes
   • Congress Proceedings

2. Registration Committee

   • Complex of tasks: Reception and Registration of the participants
   • Hotel booking monitoring (booking done directly by participants)
   • Badges and name cards, charging participation fees
   • Database
   • Online management

3. Interpretation and Translation Services Committee

   • Recruitment, Delivery, return and payment for translations and interpreting

4. Venue Logistics Committee

   • Working pack
   • Program and General Information
   • Programs, Invitations and Menus
   • Room arrangements and equipment
   • Social events
   • Exhibition areas (seminars)

5. Safety, Transportation and Cultural Activities Committee

   • Reception at the airport
   • Transfers
   • Cultural events
   • Safety
   • Medical Emergency Services

6. Administrative Affairs Committee

   • Order, reception and payment for goods and services
   • Budget Monitoring

Procedure for selecting and list of main providers

Procedure for selecting Providers

1. On the basis of the provided information, designing the work timetable, detailing all the activities taking place on each day of the Congress.

2. Defining and drawing up a list itemizing the products and services linked to a particular activity.

3. Defining provider specifications, the experience they have in their field, product and/or service quality, and experience of public service provision.

4. Collating the information about potential providers by their sub-activities, taking into account the data and recommendations made by previous host SAIs on foreign providers.

5. Short-listing the providers according to required specifications.

6. Holding a session with each of the providers, explaining the scale of the event and concomitant needs in terms of characteristics, quantity, and quality of the product or service provided.

7. Receiving provider proposals of products and/or services (in terms of inspection, tasting, or sampling) until the needs of each sub-activity have been catered to.

8. Negotiating and receiving quotes.

List of main providers

- Congress venue premises
- Official Hotel(s), selected by the host SAI for accommodation for the participant.
- Cultural and social events area
- Transportation services providers
- Excursions and service company
- Translation and interpreting services provider
- Audiovisual and interpreting equipment provider
- Provider administrative and computer equipment, social media equipment
- Restaurants
- Administrative supplies provider
- Printers
- Manufacturers of platforms, partitions, flags and signs
- Manufacturers of the information desk
- Professional photographers
- Manufacturers of the Congress medals
- Staff of the emergency medical service
- Suppliers of exhibition booths