

ASEANSAI STRATEGIC PLAN COMMITTEE

TERMS OF REFERENCE

Background

1. The ASEANSAI was established on November 16, 2011 in Bali, Indonesia as a professional organization which is autonomous, independent and non-political. The ASEANSAI established four committees namely knowledge sharing committee, training committee, rules and procedures committee and strategic planning committee.
2. The Strategic Planning committee of strategic plan was formed to develop a strategic plan of ASEANSAI for the period of 2014 - 2017, as a guide to determine the strategic direction of the ASEANSAI and determine goals and objectives that describe how the ASEANSAI intends to achieve its vision and fulfil its mission.
3. In reference to Article 10 on “The Committees” of the ASEANSAI Agreement, the Strategic Plan Committee was formed which composed of the SAI of Vietnam as the Chair and the SAIs of Indonesia, Malaysia and the Philippines as the members of the Committee.
4. In furtherance of the provision of this Article and in order to carry out its mandate, this Terms of Reference and the corresponding Work Plan for 2012-2013 are hereby proposed.

Methodology

The INTOSAI Development Initiatives (IDI) has developed “the Strategic Planning Handbook” which has been used by SAIs as one of the references in developing strategic plan. The activities proposed in this Work Plan is in reference to this Handbook with some adjustments to be made to suit the condition of ASEANSAI.

Mandates

The primary mandate of the Strategic Plan Committee is to develop the strategic plan of ASEANSAI. In order to achieve this mandate, this committee will conduct the following activities and responsibilities:

1. To draft:
 - a. ASEANSAI Strategic Plan
 - b. ASEANSAI Implementation Plan
 - c. Strategic implementation Monitoring and evaluation system
2. To get the input from the other working committees and ASEANSAI Members
3. To review the implementation of the Strategic Plan and assess the achievement of ASEANSAI objectives

Objective and Work Plan

The objective of the Committee is to develop a strategic plan for the period 2014-2017 based on the assessment developed by the three other committees of the ASEANSAI.

The general work plan comprises activities as follow:

1. To gather the results of the needs assessment of the three other committees
2. To conduct a need assessment survey including the problem identification in order to determine the major issues in SAIs.
3. To create statements of vision, mission, and core values based on the result of a need assessment survey.
4. To identify strategic issues based on the result of a need assessment survey and develop strategic goals as a cascade of its mission.
5. To determine strategic objectives as an explanation of strategic goals.
6. To develop key performance indicators of ASEANSAI to measure the achievement of the Strategic Plan. An explanation on the relationship among the strategic goals, strategic objectives and the key performance indicators will be drawn up.
7. To develop the plan of the implementation of the strategic plan.
8. To disseminate the strategic plan to all Members of ASEANSAI and receive feedbacks.
9. To finalize the strategic plan and table it to the Assembly for approval.
10. To implement the strategic plan, including monitoring and evaluation from 2014 onwards.

The detailed work plan is presented in **Annex 2**.

Expected Outputs

The expected outputs of this Committee are:

1. ASEANSAI Strategic Plan
2. ASEANSAI Implementation Plan and its Monitoring and evaluation system

Meetings

1. SP Chair shall convene a meeting only when necessary. He is responsible for deciding on the location of the meeting and informing the SP members thereof. However, the SP members will meet at least once a year in an ordinary working session. Otherwise, the means of communication will be through e-mails.
2. The host SAI, in coordination with the SP Chair, is responsible for the meeting organization whilst the SP Chair is responsible for drafting the minutes of meeting. The draft minutes of meeting will be circulated for members' comments. After any amendments, the minutes will then be submitted to the

Secretariat of ASEANSAI. The resolutions of the meeting shall be carried out by a consensus.

Decision making

1. The resolutions of the meeting shall be made by consensus. The areas for decision making include, inter alia, the outputs of the Committee (e.g. reports, papers and proposals) for submission to the ASEANSAI Assembly.
2. Where consensus cannot be achieved, the decisions of the Committee may be carried out by a simple majority of the total membership of the Committee, or in the case of a meeting, by a simple majority of the members present with the exception of the decision on the amendments to the SP Committee terms of reference, which requires a two-thirds majority of votes. Regardless of the number of delegates, each SAI participating in a decision making process has the right to one vote.

Reporting

SP Chair is responsible to send semi-annual reports to the Executive Committee and to carry out final reporting to the Assembly on the overall Committee's activities and status of the ongoing plan.

Funding

The SP activities will be funded by the relevant SAI member countries. All costs in respect of the participation in meetings such as travel and accommodation expenses which are not offered by the host SAI shall be borne by the respective attending delegates. Other costs related to the meetings such as costs for venue and meals shall be covered by the host SAI.

Roles and responsibility of the Chairman

As the leader of the SP, the Chairman is responsible for the overall performance of the programmes including:

- i. Coordinating SP activities, including planning, implementation, monitoring and reporting;
- ii. Coordinating and maintaining contacts with members of the SP and other ASEANSAI Committees.

Roles and Responsibilities of the Committee

- i. Developing strategic plan based on the needs assessment.

- ii. Communicating the approved strategic plan to the secretariat
- iii. Coordinating the activities with the other committees.
- iv. Aligning the ASEANSAI SP with the other SAI Organizations and ASEAN.