

ASEANSAI RULES AND PROCEDURES COMMITTEE

TERMS OF REFERENCE

Background

1. ASEANSAI was established on 16 November 2011 in Bali, with the signing of the Agreement by SAIs of ASEAN Member States. The ASEANSAI is a professional organisation which is autonomous, independent and non-political.
2. Pursuant to Article 10 of the ASEANSAI Agreement, the Rules and Procedures Committee comprising the SAI of Singapore (as Chairman), SAI of Brunei, SAI of Lao, SAI of Malaysia and SAI of Thailand was formed on 16 November 2011.
3. The Terms of Reference of the Rules and Procedures Committee are described in the paragraphs below.

Mandate

4. The mandate of the Rules and Procedures Committee is:
 - (a) to develop the rules and procedures for the implementation of the ASEANSAI Agreement; and
 - (b) to review and update the rules and procedures as and when required by the ASEANSAI Assembly.
5. The rules and procedures may consist of those pertaining to financial, administrative and secretariat matters, meeting proceedings, decision making and any other areas where, in view of the Committee, there should be rules and procedures established.
6. The rules and procedures shall not be inconsistent with the provisions in the ASEANSAI Agreement.

Objective

7. The objective of the Committee is to develop and maintain a set of rules and procedures which fosters sound governance and financial management of the ASEANSAI.

Work Plan

8. The Committee shall develop a work plan for the key activities of the Committee to meet the expected deliverables.

Deliverables

9. The key deliverable is a set of ASEANSAI Rules and Procedures to be tabled for approval by the Assembly in accordance with the approved work plan.

Duties of Chairman

10. The duties of the Chairman of the Committee include:
 - (a) Organising and chairing the meetings of the Committee;
 - (b) Managing the flow of information among all members of the Committee; and
 - (c) Reporting to the ASEANSAI Assembly on the work of the Committee as and when required to do so.

Duties of Members

11. All members shall participate in the Committee's deliberation and in the implementation of the Committee's work plan thereby contributing to achieving the Committee's objective.

Decision Making

12. Decisions by the Committee shall be made by consensus, via meetings or circulation. 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.
13. Where consensus cannot be achieved, the decisions of the Committee may be made by a simple majority of the total membership of the Committee, with the exception of the decision to amend the Committee's terms of reference, which requires a two-third majority. Each member SAI has the right to one vote.

Reporting Mechanism

14. The Rules and Procedures Committee shall report to the ASEANSAI Assembly through the Executive Committee.
15. The reporting shall be carried out at least once in every two years, in tandem with the Assembly meeting.

16. The Chairman shall send semi-annual reports to the Executive Committee and carry out final reporting to the Assembly on the Committee's overall activities and status of the ongoing projects.

Amendment

17. Any amendment to these Terms of Reference shall be made by consensus of the ASEANSAI Assembly.

For details on the conduct of Committee meetings, please see **Annex A**.

Conduct of Committee Meetings

Hosting of Meetings

1. Meetings of the Committee shall be held in the Chairman's country or in another country as agreed upon by the Committee.
2. The cost of venue and meals for Committee meetings shall be borne as follows:
 - (i) For meetings held in the Chairman's country or in another country other than that of the Committee members, the cost of venue and meals shall be borne by the Chairman; and
 - (ii) For meetings held in the country of one of the Committee members, the cost of venue and meals shall be borne by that Committee member.
3. Committee members shall bear the cost of travel, accommodation and other expenses for attending Committee meetings.

Quorum

4. A simple majority of the total membership of the Committee shall constitute a quorum at any meeting of the Committee. A member's attendance at a meeting can be by other modes of communication e.g. videoconferencing, where necessary and practical.

Notice of Meeting and Agenda

5. The Chairman shall notify members of the meeting at least three weeks before the date of the meeting.
6. The Chairman shall be responsible for drawing up the agenda of each meeting. The agenda shall be circulated to members of the Committee at least two weeks before the meeting takes place.

Minutes of Meeting

7. The Chairman shall be responsible for drafting the minutes of every meeting of the Committee. The draft minutes shall be sent to all Committee members present at the meeting for comments and proposed amendments. Based on the comments and proposed amendments, the Chairman shall finalise and approve the minutes.

8. The Chairman shall circulate the approved minutes of meeting to all Committee members and the Secretariat within two months from the date of the meeting.