

ASEANSAI TRAINING COMMITTEE

TERMS OF REFERENCE

Background

The ASEAN Supreme Audit Institutions (ASEANSAI) was established on November 16, 2011 in Bali, Indonesia as a professional organization which is autonomous, independent and non-political. Among its objectives are to build capacity among the members in the field of public sector auditing and to promote research, training and continuous education along the same area through sharing of experiences and lessons learned.

In reference to Article 10 on “The Committees” of the ASEANSAI Agreement, the Training Committee was formed and comprised of SAI of the Philippines as the Chair and the SAIs of Brunei, Indonesia, Malaysia and Thailand as the members for 2011-2013.

Mandate

The Training Committee is given the mandate to plan, deliver, evaluate and report training programmes and activities as a form of capacity building to its members through the ASEANSAI.

Functions

1. To conduct a needs assessment survey (**Annex 7a**) among the members to determine their specific areas for capacity building;
2. To propose a training plan including proposed budget based on the results of the survey to be submitted to the Executive Committee via the Head of Secretariat for approval;
3. To develop the program/training/workshop to address the identified needs;
4. To conduct the programs/trainings/workshops based on the approved training plan;
5. To monitor the application of learnings from the programs/trainings/workshops conducted and collect data/information on lessons learned; and
6. To render annual report to the ASEANSAI Secretariat on the training activities conducted and evaluated.

The performance of these functions requires constant coordination, exchange of information, and close collaboration with the members of the Training Committee and the Secretariat.

Objectives and Work Plan

Objectives

The Training Committee has the following objectives:

1. To strengthen institutional capacity building through the conduct of training programs for ASEANSAI
2. To coordinate with ASOSAI, INTOSAI, INTOSAI Development Initiatives (IDI) and other organizations for necessary support to the training activities for ASEANSAI

Work Plan

In order to accomplish these objectives, the following activities shall be performed for the period 2011-2013:

1. Develop and administer needs assessment survey and analyze survey results, end of April 2012;
2. Develop training plan for approval by the ASEANSAI Secretariat, end of May 2012;
3. Design training programs/workshops based on approved training plan, end of August 2012 (for calendar year 2012) and end of August 2013 (for calendar year 2013);
4. Implement training programs/workshops, end of September 2012 (for calendar year 2012) and end of September 2013 (for calendar year 2013);
5. Monitor learnings from the training programs/workshops and collect data/information on lessons learned, end of November 2012 (for calendar year 2012) and end of November 2013 (for calendar year 2013); and
6. Prepare and submit report on the results of the training programs/workshops conducted and evaluated, end of December 2012 (for calendar year 2012) and end of December 2013 (for calendar year 2013).

The detailed work plan is shown in **Annex 8**.

Expected Outputs

The following are the expected outputs:

1. Needs assessment survey forms
2. Accomplished needs assessment survey forms
3. Report on survey results
4. Proposed training plan and budget
5. Training program design
6. Report on training programs conducted and evaluated

Meetings

1. The Training Committee shall meet at least once a year to be hosted on rotation basis by the Committee Chair and members;
2. The cost of venue and meals for Committee meetings shall be borne by the host SAI;
3. The cost of travel, accommodation and other expenses for attending Committee meetings shall be borne by each attendee; and
4. The host SAI, in coordination with the Training Committee Chair, is responsible for the meeting organization whilst the Training Committee 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.

Decision Making

Agreements on Committee meetings shall be based on consensus. 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 Training 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

The Training Committee shall render an annual report to the ASEANSAI Assembly through the Executive Committee at least once in two years. An interim report may, however, be submitted if deemed appropriate.

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

Funding

The training activities shall be jointly funded by the ASEANSAI, donor organisation and respective SAI member countries. The expenses for the training programme shall be borne as follows:

1. For trainings conducted in the ASEANSAI training centres, the host SAI shall bear the cost of training materials, meals, accommodation and other expenses while the cost of airfare and other related expenses shall be borne by each participating SAI.
2. For trainings conducted in hotels, the host SAI shall bear the cost of training materials, venue, meals and other training expenses while the cost of airfare, accommodation and other related expenses shall be borne by each participating SAI.

Roles and Responsibilities of the Committee Chair

The Chair of the Training Committee shall have the following roles and responsibilities:

1. Formulate and implement the Training Committee's work plan;
2. Convene the Training Committee at least once a year to formulate the ASEANSAI training activities and assess previous year performance of the Committee;
3. Coordinate closely with the ASEANSAI Secretariat and other committees to ensure alignment of the Committee programs and activities to the overall ASEANSAI objectives and strategies;
4. Establish and maintain linkages with ASOSAI, INTOSAI Development Initiative, and other SAIs for technical assistance, support and provision of IDI Training Specialists in the design and delivery of the training programs;
5. Submit annual report to the Assembly thru the ASEANSAI Executive Committee on the training activities conducted and evaluated and other required reports; and
6. Explore various sources including development partners/funding institutions for additional resources for ASEANSAI training programs/activities.

Roles and Responsibilities of the Committee

The members of the Training Committee shall have the following roles and responsibilities:

1. Perform the Committee's mandated functions;
2. Participate actively in the annual and special meetings of the Committee;
3. Establish and maintain linkages with ASOSAI, INTOSAI Development Initiative, other SAIs and other training providers/institutions for technical assistance and support in the design and delivery of the training programs;
4. Submit the training report which is prepared by the host SAI to the Executive Committee via the ASEANSAI Secretariat within 1 month after the conduct of the training;
5. Assist in preparing annual report to the Assembly thru the Executive Committee on the training activities conducted and evaluated and other required reports; and
6. Assist in exploring various sources including development partners/funding institutions for additional resources for ASEANSAI training programs/activities.