

**SUMMARY OF DISCUSSION**  
**ASEANSAI STRATEGIC PLANNING COMMITTEE MEETING**  
**February 09, 2012, Kinabalu, Malaysia**

**TIME AND VENUE OF THE SENIOR OFFICIALS MEETING**

1. The ASEANSAI Strategic Planning Committee Meeting was a part of ASEANSAI Committee Meeting which was held on 09 – 10 February 2012.
2. The Strategic Planning Committee Meeting took place in Function Room X, The Pacific Sutera Hotel, Kota Kinabalu, Sabah, Malaysia.

**PARTICIPANTS**

3. The meeting was attended by 8 delegates from 4 Supreme Audit Institutions of ASEAN Member States. They were:
  - a. Mr. Nguyen Van Nguoc, as the Chairperson, from State Audit of Vietnam;
  - b. Mr. Dam Trung Hieu from State Audit of Vietnam;
  - c. Mr. Daeng M. Nazier from the Audit Board of the Republic of Indonesia;
  - d. Ms. Felicia Yudhaningtyas from the Audit Board of the Republic of Indonesia;
  - e. Mr. Zulkipli Abdullah from National Audit Department of Malaysia;
  - f. Datin Seri Shamsah Hj. Daud from National Audit Department of Malaysia;
  - g. Dato' Hj. Anwari Suri from National Audit Department of Malaysia;
  - h. Ms. Ofelia G. Fausto from the Commission on Audit of the Republic of Philippines;
  - i. Ms. Bibiana Sinos, as the Rapporteur, from National Audit Department of Malaysia; and
  - j. Ms. Kiki R. Ambarwati, as the Rapporteur, from the Audit Board of the Republic of Indonesia.

**STRATEGIC PLANNING COMMITTEE MEETING**

4. Firstly, all the delegates agreed to formulate the Terms of Reference (ToR) draft of Strategic Planning in accordance with the minimum requirements as prescribed by the Secretariat .
5. The discussion on the draft of the Terms of Reference (TOR):
  - a. Background**

Firstly, the Committee agreed to put numbering on each paragraph. The changes were as follows:

    - The first sentence in paragraph 1 explaining the establishment of ASEANSAI would be followed by another sentence which also explained the establishment of ASEANSAI Committee. "The ASEANSAI established four committees namely Knowledge Sharing Committee, Training Committee, Rules and Procedures Committee, and Strategic Planning Committee.";
    - Two sentences in paragraph 2 would be integrated into one sentence. The phrase "a certain period" would be changed to "2014 – 2017" to clearly state the interval of a strategic plan of ASEANSAI. In 2012 – 2013, ASEANSAI activities would be based on plans from the other committees. ASEANSAI would start to use Strategic Planning as the umbrella of its activities in 2014.

“As a result of the first Assembly of ASEANSAI, the committee of strategic plan was formed to develop a strategic plan of ASEANSAI for the period of **2014 - 2017**, as a guide to determine goals and objectives that describe how the ASEANSAI intends to achieve its vision and fulfill its mission.”;

- Paragraph 3 and 4 would remain the same, while the last paragraph move to next attribute, “**Methodology**”.

**b. Methodology**

The Committee agreed to add this attribute to emphasize the method that would be used by ASEANSAI to develop its strategic plan.

**c. Mandates**

The Committee decided to change its activities and responsibilities as follows

“1. To draft:

- a. ASEAN SAI Strategic Plan
- b. ASEAN SAI Implementation Plan
- c. Strategic implementation Monitoring and evaluation system

2. To get the input from the other working committees and ASEAN SAI Members”

**d. Objectives and Work Plan**

On this issue, the Committee agreed on the following matters:

- That 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 Committee;
- The activities and responsibilities which were included in **Mandates**, would be moved into **Objective and Work Plan** as the general work plan. The Committee would add one activity on number 1, which was “To gather the results of the needs assessment of the three other committees”.

**e. Expected Outputs**

The Committee agreed to have the expected outputs of the Strategic Planning Committee as follows:

“1. ASEAN SAI Strategic Plan

2. ASEAN SAI Implementation Plan and its Monitoring and evaluation system”.

**d. Meetings**

On the issue concerning “Meetings”, the committee agreed on the following matters:

“Strategic Planning Committee (SPC) Chair shall convene a meeting only when necessary. He is responsible for deciding on the location of the meeting and informing the Strategic Planning Committee members thereof. However, the SPC members will meet at least once a year in an ordinary working session. Otherwise, the means of communication will be through e-mails.

The host SAI, in coordination with the SPC Chair, is responsible for the meeting organization whilst the SPC 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.”

**e. Reporting**

In regards to the attribute of “reporting”, the committee decided that “SPC Chair is responsible for reporting annually to the Secretariat of ASEANSAI on the overall Committee’s activities and status of the ongoing plan.”

**f. Funding**

The Committee agreed that its activities would be funded by its SAI members, with details as follows:

“The SCP activities will be funded by the 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 shall be covered by the host SAI.”

**g. Roles and Responsibility of the Chairman**

On this issue, the Committee agreed on the following matters:

“As the leader of the Strategic Planning Committee, the Chairman is responsible for the overall performance of the programs including:

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

**h. Roles and Responsibility of the Committee**

The Committee agreed to have roles and responsibilities as follows:

- 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 ASEAN SAI SP with the other SAI Organizations and ASEAN.”

**WORK PLAN**

The Committee agreed to change the schedule that could be seen in ANNEX 4, the agreed version of the work plan.

Notes:

1. The proposed version of the draft TOR, please see ANNEX 1;
2. The agreed version of the draft TOR, please see ANNEX 2;
3. The proposed version of the work plan, please see ANNEX 3;
4. The agreed version of the work plan, please see ANNEX 4.

