

TFIC — Task Force INTOSAI Communication

Terms of Reference

1. Context and Purpose

The 21st century is an epoch where communication has become the most important tool for influencing. The role of communication is growing constantly and the need for planned, coordinated and professional communication is increasing.

SAI Brazil, as the Chair of INTOSAI for 2023-2025, aims to strengthen the Global Voice of INTOSAI as the authority in matters related to public audit and external control by, among other activities, using communication as a strategic tool. The Task Force of INTOSAI Communication was created to operationalize this aim.

2. Term

This Terms of Reference is effective from (November, 2022) and continues until the objectives of the Task Force defined below are achieved.

3. Objectives

The Task Force aims to contribute to the improvement of INTOSAI communication as strategic tool by:

- Reviewing the communication policy;
- Implementing a coordinated and timely flow of information within INTOSAI;
- Improving the external image of INTOSAI by creating a visual image for all communication;
- Encouraging INTOSAI members to share information in a coordinated manner;
- Optimizing resources to provide accurate, objective and timely information for INTOSAI members, auditors and external public;
- Reviewing the presentation of INTOSAI's Global Public Goods with the aim of making them easily available for INTOSAI's members and external stakeholders.

4. Chair

The Task Force is co-chaired by SAI Brazil as the Chair of INTOSAI, and the General Secretariat.

5. Membership

The Task Force will comprise:

- Co-Chair: SAI Brazil
- Co-Chair: General Secretariat
- First Vice-Chair of INTOSAI
- Chairs and/or Vice-Chairs of the Goal Committees
- INTOSAI Journal
- INTOSAI Development Initiative
- General Secretariats of INTOSAI Regional Organisations
- Other SAIs that have experience and expertise in communications

The Task Force members are expected to:

- foster collaboration;
- remove obstacles to the Task Force's successful delivery of its objectives;
- maintain at all times the focus of the Task Force on the agreed scope;
- monitor and manage the factors outside the Task Force's control that are critical to its success.

The Task Force members will commit to:

- attending all scheduled meetings;
- sharing all communications and information across all members;
- making timely decisions and taking action so as to not hold up the project;
- providing complete, accurate and meaningful information in a timely manner;
- open and honest discussions, without resorting to any misleading assertions.

6. Operating Procedures

The Task Force fulfils its mission and mandate by implementing the work plan which consists of the Task Force's various goals and projects.

The Task Force matters shall be approved with consensus based on thorough communication and discussion. When necessary, decisions can be made by a simple majority. If not possible, the Task Force Chair makes final decision.

7. Meetings

Meetings will be convened by either Co-Chair periodically. If required, subgroup meetings will be arranged. Preferably, the meetings will be held online.

8. Communication and Working Language

The working language of the Task Force is English. Therefore, all communications are in English only.

9. Funding

All activities are funded by each participating SAI.

10. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Task Force members.