



INTOSAI

PROPOSAL OF  
**HANDBOOK FOR MEETINGS OF THE  
WORKING GROUP ON PUBLIC DEBT**  
*For WGPD members' endorsement*

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October, 2009

## FOREWORD

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### A. WGPD meetings

The WGPD members meet annually in an ordinary meeting, unless some specific task requires an extraordinary meeting in a given year, or an occasion takes place which facilitates attendance at an extraordinary meeting.

The aims of the WGPD meeting are:

- To bring together delegates of all member SAIs to exchange ideas and experiences in relation to public debt auditing,
- To debate on the most recent world public debt-related auditing topics and to make recommendations to other member-delegates, on issues of common technical and professional interest,
- To issue recommendations that will become action guidelines for the INTOSAI community in relation to public debt auditing, and also for WGPD's members, task forces or sub-groups in charge of investigation themes or specific projects,
- To present the relevant outcomes and progress reports of the WGPD's task forces, sub-groups and individual member SAIs responsible for specific investigation themes or public debt-related projects,
- To inform on relevant developments within the INTOSAI community, which might impact the WGPD mission and activities, such as 1) decisions and recommendations from the INTOSAI Congress, its Governing Board and the KSC Steering Committee, 2) relevant modifications made to INTOSAI Strategic Plan, KSC Reference Terms, and ISSAIs Framework, 3) developments made by other INTOSAI entities and the required coordination with them, and 4) outstanding events and developments in charge of other international and regional organisms, and
- To inform on the work and capacity-building plans (particularly those related to public debt auditing) of the INTOSAI Development Initiative (IDI) and the General Secretariat (through the United Nations – INTOSAI seminars).

The venue for a WGPD meeting is selected during the previous meeting, taking into account proposals presented by SAI members, who manifest interest to host the meeting.

The INTOSAI General Secretariat and the International Journal of Government Auditing (INTOSAI Journal) will be notified by the WGPD Chair when meetings are scheduled.

The Working Group's meetings duration has usually been one day and a half. Occasionally, one or two additional half-days might be necessary if a special issue is taken up.

When a task can be broken down into subprojects, each subproject is undertaken voluntarily by two or more members, who might choose to meet at Working Group's meetings or at other times. These meetings could even take place in a virtual way, either via teleconference, taking advantage of the discussion forums -which the WGPD Chair will launch at the end of 2009-, or using any other information technologies, which must be defined by the project or investigation leader.

A quorum has not been set yet, but attendance to WGPD meetings has been over 75%. Issues are always sought to be approved by consensus, which sometimes calls for extensive discussions.

The meeting minutes are usually the responsibility of the host SAI in coordination with the WGPD Chair, unless other members offer to prepare them. Once drafted in the official working language, the WGPD Chair will submit the minutes to the members in order to receive their feedback and to draft the final version of the minutes, which must be disclosed at the WGPD Website and rendered to Goal 3 Steering Committee's Chair.

## **B. Information about the Handbook**

The development of this Handbook aims to serve as a guide and support to the Supreme Audit Institutions organizing and planning this event. In order to do so, the *Handbook for meetings of the Working Group on Public Debt* only describes the basic elements and principles to take into consideration in planning and organizing the meeting. It does not refer to specific items, in view of the cultural and institutional diversity of host SAIs.

The Working Group on Public Debt's Handbook is divided into 4 general sections:

1. Meeting organization and coordination
2. Language services
3. Programs
4. Logistics

Cooperation and communication between WGPD members is the key factor in ensuring the successful planning and outcome of these meetings. Taking into account this spirit of collaboration within the INTOSAI community, constant updating of the present Handbook is recommended. It is suggested here that this work should be a voluntary contribution undertaken by the SAI hosting a WGPD meeting, in which it can count on the invaluable support and full availability of recent WGPD meeting organizers, as well as that of the WGPD Chair.

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## INTRODUCTION

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### I. WGPD

The terms “WGPD” and “Working Group” are used indistinguishable in this Handbook in reference to the “INTOSAI Working Group on Public Debt”. This is an INTOSAI specialized entity, whose purpose is to publish guidelines and other informational materials to be used by Supreme Audit Institutions to encourage proper reporting and sound public debt management”. The WGPD is one of the Working Groups, which are part of the INTOSAI Strategic Goal 3 “Knowledge Sharing Committee”. Further information on the WGPD (such as mission, objectives, strategic goals, membership, ongoing projects, products or ISSAIs, and others), could be found in the WGPD Terms of Reference, available at its official website <http://www.wgpd.org.mx/>

Likewise, the terms “INTOSAI” and “the Organization” are used indistinguishable in reference to the “International Organization of Supreme Audit Institutions”, while the term “KSC” is used to refer to the “Knowledge Sharing Committee”. Detailed information could be found in INTOSAI Website <http://www.intosai.org/>

### II. INVITATION AND PARTICIPATION

In keeping with the INTOSAI statutes, all member SAIs are entitled to take part in INTOSAI events as well as in WGPD meetings.

### III. HANDBOOK FOR WGPD MEETINGS

This Handbook is intended as a guide for the SAI in charge of planning, organizing and holding a WGPD meeting. It is based on:

- the INTOSAI Statutes,
- updated version of the INTOSAI Congress made by the SAI of Mexico as XIX INCOSAI host SAI (2007), previous experiences of WGPD Chair
- The WGPD Terms of Reference

## **CHAPTER I**

### **MEETING ORGANIZATION AND COORDINATION**

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#### **I. APPOINTMENT OF THE HOST SAI**

The official designation of the host SAI organizing a meeting of the Working Group on Public Debt is carried out during the previous meeting.

#### **II. ORGANIZATION**

The organizing committee that is set up to plan and organize the meeting, as well as the staff selected for this Organizing Committee, are important in ensuring the success of the event.

##### **a. Management Involvement**

The head of the SAI or a representative of the SAI's high-level management must preferably be involved in global planning and meeting decision-making. It is suggested that the International Liaison Officer assist the head of the SAI with these activities.

##### **b. Organizing Committee**

A small team of people must be constituted to make up the Organizing Committee, in charge of the planning and operational work, as well as of the constant contact and coordination with the WGPD Chair's representative. This staff must report directly to the high-level representative in charge of the meeting's organization, and could be integrated based on their experience and/or their planning, organizational, administrative and communication skills.

#### **III. PLANNING AND COORDINATION**

Effective internal and external coordination is essential in order to ensure that the meeting will run as planned. The experience of other host SAIs, support from the WGPD Chair and early identification of the procedures to be implemented will all contribute to achieve this.

The Organizing Committee must work in close coordination with the representative of the host SAI to ensure that decision-making in specific areas is appropriate and takes into account the needs of other areas. The host SAI is expected to work in coordination with the WGPD Secretariat. This ensures that information is passed on to meeting participants and that deadlines are complied with. The host SAI must work in close coordination with all service-providers dealing with accommodation, transport, interpretation and translation (if needed); audiovisual, interpretation and administrative

equipment, catering and other services. The aim is to ensure the successful planning, and smooth running, of the meeting.

**a. Consultation with other SAIs and the Working Group's Chair**

The Working Group's Chair and SAIs that have previously organized a meeting are an invaluable source of information and feedback.

**b. Master Plan of Tasks and Activities**

The host SAI should develop a Master Plan of Tasks and Activities for the purposes of WGPD meeting preparation. The high level-representative shall approve the Plan. The Plan will detail the main tasks at hand, notably budget approval, key reference documents to obtain for the meeting planning purposes, selection of the venue, agreements with hotels, agreements of collaboration with the relevant authorities in the host country, and SAI internal processes for the acquisition of supplies and supplier contracts (such as the one that the host SAI might need). The Plan is also intended to define duties and deadlines, which facilitate the meeting preparation.

**c. Timeframe**

The host SAI should establish a timeframe highlighting the main activities and purchases (if any) required to organize the meeting.

**d. Database Use**

It is recommended that the host SAI uses the WGPD database on member SAIs (WGPD directory available at [www.wgpd.org.mx](http://www.wgpd.org.mx)), bringing together relevant information pertaining to members of the Working Group. The host SAI could use this database to follow up delegates' registration.

**IV. BUDGET**

Before applying to host a meeting, a SAI must carefully consider budgetary issues and the cost of holding the event.

**a. Host SAI duties**

The host SAI bears all the costs of the meeting, with the exception of the cost of participation. The host SAI must cover the cost of: setting up the meeting venue, hiring audiovisual and, if required, simultaneous interpretation equipment, language services (simultaneous interpretation into English), transport, cultural services, hospitality costs (including refreshments, dinners and formal events), as well as various administrative supplies.

### **b. Participation costs**

Participants must meet travel expenses, as well as accommodation (including the so called *no shows*), meals and other expenses whilst in the host country.

## **V. INFORMATION AND COMMUNICATION**

According with the Terms of Reference, the WGPD Website is used for distribution of documents and other relevant information.

The Working Group' Chair is responsible for ensuring communication with the WGPD membership, whether this be in sending invitations, documents and working material or to keep members informed on updates, new developments and other information relating to the meeting.

### **a. Communication with delegates**

The Working Group's Chair must timely send out newsletters, invitations (in coordinaton with the host SAI) or any information and material to members, in the official working language (English). Data to support this process can be found in the WGPD Directory. The Working Group's Chair should ensure members have received any information sent to them, and obtain any additional contact details on a SAI if necessary.

### **b. Website**

The Working Group's Chair is responsible for circulating all meeting-related information to the membership. Constantly updating the website is a suitable means of keeping users informed and enabling rapid communication. The website must contain general information on the host SAI and country, the venue, as well on tourism, cultural information and consular data. One of the website's objectives should be providing specific information relating to the meeting, such as agendas and technical documents. The Working Group's Char is responsible for periodically updating the Website, particularly prior to the meeting.

## **VI. TERMS OF REFERENCE**

The WGPD Terms of Reference set out the general provisions that regulate the WGPD organization and activities, as well as the responsibilities for the WGPD Chair, project leaders, host SAIs and members. They also outline the mission, objectives, membership, official language, communication means, meeting procedures and other related aspects.

## VII. RESPONSIBILITIES AND RIGHTS IN RELATION TO WGPD MEETINGS ORGANIZATION

Please find below an **abstract** of the Chair's, project leaders', host SAI's and members' responsibilities and rights exclusively in relation to the WGPD meetings organization. The full version is available in the document Terms of Reference (posted on [www.wgpd.org.mx](http://www.wgpd.org.mx)).

### a. WGPD Chair

1. To provide Web hosting and maintenance of the WGPD Website (<http://www.wgpd.org.mx>). The maintenance includes the information organization and contents constant updating.
2. To coordinate, in collaboration with the meeting host SAI, the meeting's proper logistics and technical organization.
3. In coordination with the meeting host SAI, to distribute meeting's communications, and to publish on the WGDP's Website, the technical documents to be discussed during the meeting, as well as the corresponding logistics and relevant information.
4. To chair and moderate the Working Group's meetings, fostering the members' debate, initiatives presentation and attending SAIs' active participation, as well as the SAIs' feedback needed to improve or direct the projects presented before the membership for their analysis.
5. During WGPD meetings, submit for members consideration and approval, the papers distributed and the proposals provided; to assure the proper program and agenda fulfillment, and to resolve proceeding matters that might arise during the debates.
6. Along with the host SAI, to elaborate the meetings draft minutes, to coordinate the integration of SAIs' comments and publish the final draft on the WGDP's Website. The minutes must specify the meeting's discussions, resolutions, agreements, recommendations and responsibilities assumed to undertake the follow-up activities.

### b. Project leaders

1. To participate in WGPD meetings, presenting a progress report to its members about the activities undertaken, progress attained or results obtained. In case of not being able to attend a WGPD meeting, to agree with the WGPD Chair, or with other subgroup's SAI member, the corresponding report presentation.
2. To invite to subgroup's in person or virtual meetings and only when necessary. In case of virtual meetings, to take advantage of the discussion forum available at the WGPD Official Website, or any other IT defined by the investigation theme or project leader.

### **c. Host SAI**

1. To organize the meeting in coordination with the WGPD Chair.
2. To prepare and submit the meeting invitations and registration form, as well as the corresponding relevant information (including advertisement for visa for entry to the host country).
3. In coordination with the WGPD Chair, to publish the meeting dates, venue, general information, technical papers, discussions and minutes on the WGPD Website.
4. To define, in coordination with the WGPD Chair, the meeting agenda and program.
5. To manage the meeting participants' registration. In coordination with the WGPD Chair, to submit notifications, for missing information to the member SAIs.
6. To define the venue for the participants' accommodation, making a group reservation in order to count on sufficient rooms for the attending delegates.
7. To define the working venue (including the corresponding contracting procedures). The meeting could be held either in the host SAI's premises or in the hotel selected for the participants' accommodation.
8. To prepare the meeting working material and to distribute among the participants at the beginning, as well as to coordinate any documents distribution during the meeting.
9. To provide any technical, administrative and logistics assistance, which might request the WGPD Chair or the attending SAIs.
10. To provide the sound and interpretation equipment, working material, and IT equipment, which might be needed for the meetings successful celebration.
11. To plan and coordinate the delegates' reception at the international airport, and their transportation from the airport to the venue hotel and vice versa, as well as the transportation needed to the working venue and for the social programs.
12. To provide the delegates with the simultaneous interpretation and translation services into English, in these are needed, particularly when the host SAI's official language is different to that of the WGPD.
13. To plan and coordinate any social programs alternative to working group meeting, which could be offered to both participants and accompanying persons.
14. To prepare the meeting minutes in coordination with the WGPD Chair, unless other attending SAI offers to do so. The meeting minutes must include the meeting discussions, conclusions and responsibilities in relation to follow – up activities.
15. To bear the meeting direct expenses, namely those stemming from the meeting organization, social programs, working binders, preparation, sound and IT equipment, working venue, courtesy meals, local transportation, excursions and others.
16. To take into consideration the Handbook for the WGPD meeting, developed by the Chair, for the meeting planning and organization.
17. To provide the WGPD Chair with any suggestions to improve the Handbook for WGPD meeting, which will ensure the exchanging of experiences among host SAIs.

**d. Member SAIs**

1. To timely present to the WGPD Chair, on own behalf or due to a general agreement, any comments or amendments corresponding to documents, reports, working plans, meetings agenda and minutes, and projects developed by member SAIs, and to WGPD products, terms of reference, strategic plan and Website contents.
2. To attend WGPD's ordinary meetings and extraordinary meetings, collaborating for their successful execution and taking part in technical discussions and decisions demanding the members' consensus or simply majority.
3. To timely receive the meetings official invitation and registration form, related communications, general information and technical material in order to plan their delegates participation and logistics arrangements.
4. To timely and completely provide the host SAI with the requested information for their representatives' registration.
5. To bear the costs related to their delegates' participation in working meetings (travel expenses, accommodation, meals not offered by the host SAI, among others).
6. To pay for simultaneous interpretation and translation services into languages different to English or to those offered by the host SAI. These services must be coordinated with the host SAI.
7. To count on the working material and equipment needed, including technical, administrative and logistics assistance provided by the host SAI during the meeting.
8. To actively participate in working meetings, providing their comments and experiences in relation to the discussed projects. Likewise, to approve or to express the own point of view in relation to the papers and proposals presented by the WGPD Chair.
9. To present to the WGPD Chair themes proposals to be discussed during the next meeting and, in a given case, to propose to lead or to present the respective theme proposal.

## CHAPTER II

### LANGUAGE SERVICES

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According to the Terms of Reference, English is the working language of the Working Group on Public Debt. The host SAI is responsible for providing simultaneous interpretation and translation services into English when these are needed, particularly when the host SAI's official language is different to that of the Working Group.

The simultaneous interpretation and translation services into any other language different to those offered by the host SAI must be paid by the requesting SAI. The need for these services must be informed and coordinated with the host SAI.

It is suggested that the host SAI begins planning for language services as soon as it has been designated to host the next WGPD meeting. It all depends on the host country, the interpreters' commitments, and the availability of interpreters for specific languages. Before hiring language services, the host SAI must assess their cost, particularly if professional interpreters or translators are not available in the host city and they must be *imported* from other region, thus bearing travel expenses and daily subsistence costs for the requested interpreters and translators.

#### I. TRANSLATION

During the meeting, certain project reports and amendments made to working documents could need to be translated. Since English is the official working language, any request for translation from or into a different language to English is exclusive responsibility of and must be afforded by the requesting SAI.

After the meeting, the *Minutes*, which constitute an official record of the meeting, will also have to be drafted and translated, if prepared in the host SAI's official language (when different to English). Professional and qualified staff, familiar with the relevant topics, should be employed to translate meeting-related documents. Professional translation services can be obtained through commercial translation agencies, or, in some cases, through the host country's Department for Foreign Affairs.

The use of professional translators is, however, not a common practice by host SAIs, since most of the required translations are made by the host SAI's own staff or the WGPD Chair's personnel.

If any translation is required, then the responsible SAI (either the host SAI, the WGPD Chair or a volunteer SAI), must establish the quality control mechanisms to revise the translated documents before final release.

## **II. INTERPRETATION**

Interpretation services are even more critical than translation for the WGPD's meetings success. As a matter of fact, interpretation service is common practice during WGPD meetings, and this is a relevant aspect since quality interpretation helps to ensure clear communication and understanding of all topics covered. Since English is the WGPD's official language, the host SAI is responsible for providing interpretation into English when needed, particularly when the host SAI's language is different. Likewise, any request for simultaneous interpretation into any other language different to those offered by the host SAI (meaning host country's official language and English), must be paid by the requesting SAI. The need for these services must be informed and coordinated with the host SAI.

### **a. Types of interpretation services**

There are two basic types of interpretation: simultaneous and consecutive. The kind of the meeting and each participant's profile determine the type of interpretation required.

Simultaneous interpretation consists in translating speech from one language into another while a speaker is delivering a speech or simply speaking. Generally, these services require interpretation equipment like booths, headphones and microphones must be provided. On the other hand, consecutive interpretation consists in translating speech from one language into another after a speaker has spoken. Generally this is done in time chunks, in agreement with the speaker. Liaison interpretation could be considered a third type of interpretation service and is generally used in more informal settings, where an interpreter translates speech from one language into another for a group of two to four people.

### **b. Staff**

Professional interpretation services may be hired through commercial language service agencies, or in some cases, through the Foreign Affairs Office of the host SAI.

The host SAI, in collaboration with the interpretation services agency, must determine the kind of interpretation and number of interpreters needed. Usually, taking into account the working agenda, the WGPD meetings have needed the participation of 2 interpreters per language.

### **c. Equipment**

Some, but not all, of the venues chosen by the host SAI are already fitted with interpretation equipment. In both cases, the host SAI must check what equipment is necessary with the interpretation services provider, and ensure that these requirements are fulfilled. The host SAI will liaise with the chosen interpretation equipment supplier. Equipment requirements include the sound system for the meeting, booths, language channels, headphones, microphones and recording equipment for the formal sessions.

Technical teams are needed to set up and ensure the equipment is fully operational. Back-up equipment should also be available.

**d. Recording**

All meetings discussions must be recorded, to establish a factual record of proceedings. A copy in English must be submitted to the WGPD Chair. Once the WGPD meeting is over, the host SAI in coordination with the WGPD Chair must transcribe the recordings into WGPD's language, with a view to drafting the Meeting Minute.

## CHAPTER III

### PROGRAMS

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This chapter provides information on the different events taking place during the WGPD meeting. Programs should be outlined as soon as possible as they initiate the planning process. Furthermore, a substantial part of the translation and interpretation services and the logistical requirements of the Congress depend on programming decisions.

#### I. OFFICIAL WORKING PROGRAM

During the first working day, representatives from the host SAI and the WGPD Chair officially open the meeting, welcoming all the delegates and any observers. Speeches delivered by the host country's authorities, by the Head of the host country SAI and by the outgoing INTOSAI Governing Board Chair are also considered. Besides, the WGPD Chair presents its Activities Report for the last year.

The technical discussions and presentations of progress reports to each investigation theme are presented during the first working day, where opportunities for debate, questions and exchange of experiences and knowledge take place. During the second day, reports on capacity building initiatives, future activities, administrative issues, and any debates in relation to the WGPD contribution to INTOSAI and developments of the latter in WGPD's are presented before the WGPD membership.

A welcoming cocktail, official dinner and excursion for all participants are alternative programs which are subject at the host SAI's total freedom of choice.

##### a. Agenda

The agenda lists all the items to be dealt with during the technical (1<sup>st</sup> day) and more administrative (2<sup>nd</sup> day) working sessions. Agendas are drafted by the host SAI in agreement with the WGPD Secretariat. Each item on the agenda is allotted a time period for discussion and resolution thereof. It is crucial that this time constraint be strictly observed in order to ensure that all items can be discussed during the time allotted for each session. If the presentation of one or more items during the first working day unexpectedly extends beyond the time limit imposed, the Chair can request the members' approval to discuss a pending item during the Second Session, in order to close the First Session within the given time period.

During each technical session, some unforeseen items may arise which need to be dealt with. These can vary depending on the meeting and should be included in the agenda, following prior consultation with the host SAI and the WGPD Chair.

### **b. Document folders**

The host SAI is in charge of preparing the document folders that contain background material to the items on the meeting agenda. These support documents are provided by those SAls responsible for items on the agenda or are developed by the host SAI and the WGPD Chair. The host SAI ensures that documents are copied for distribution among attending delegates. It is suggested that at least one blank sheet be included in the folders for the participants to take notes on each of the items to be dealt with in the First or Second Working Session. The host SAI is responsible for organizing, compiling and handing out the folders to Congress participants before the meetings. The folders must be made available to the delegates during the Congress, and additional copies of the documents should be provided to the Congress support staff.

### **c. Support staff**

During meeting the presence of support staff is required to make sure that the meetings run smoothly in logistical terms. This implies ensuring that the participants are provided with the required documents and papers, that the microphones and equipment work well, etc. This support may be provided by the host SAI staff or by a specialized provider company. It is recommended that for each session someone be appointed to take note of key discussion topics, as well as the recommendations and resolutions. The notes can then be used to draft the plenary session and theme reports. A member of staff from the host SAI is usually appointed to this task.

## **II. CULTURAL EVENTS**

These events are specifically designed for the delegates, observers and accompanying persons, in order to exchange ideas and to strengthen work relations in a relaxed and informal atmosphere.

### **a. Special events**

Usually various special events are planned during the meeting for the delegates, observers and accompanying persons, so that they can enjoy host SAls culture and hospitality.

### **b. Accompanying persons program**

Cultural activities could be planned by the host SAI for accompanying persons during the day, while the delegates and observers attend the technical sessions. This is not mandatory and is subject to host SAI's approval.

### **III. OFFICIAL MEETING MINUTE**

After the meeting, the host SAI compiles the minutes of the meetings in order to have a clear record of the discussions, resolutions, agreements, recommendations and assigned responsibilities for implementing follow-up actions.

This document is drafted in English and, once published, it is sent via ordinary or certified mail to all the Congress participants in the relevant INTOSAI language. The preparation of the Proceedings (drafting, translation and distribution) requires a certain amount of time, which is why it is recommended that the work should start as soon as possible in order to avoid neglecting important details.

Logistics is the name given to the operational aspects of the organization of the meeting as a whole. It involves many different activities, from identifying and responding to session requirements in audiovisual, interpretation and translation equipment, to coordinating with suppliers to ensure transfer of the participants to the meeting activities.

### **I. REGISTRATION**

Registration is the process by which participants inform the WGPD Chair and to the host SAI of their attendance at the meetings. It might also include other important information for Congress staff.

#### **a. Information requirements**

The information required from the participants should be determined before the preparation of the registration form.

#### **b. Meeting Registration**

The registration form can only be designed after defining information requirements.

It is recommended that the registration form clearly highlights the information which will be subsequently used (e.g. on badges), in order to avoid any confusion or error with first and last names, job title and status in the SAI or representative organization, etc.

#### **c. Circulation**

Approximately 10 weeks prior to the meeting, the WGPD or the host SAI should send the invitation letter along with the registration form and the preliminary program (in English) by email to all member SAIs and observers. In the absence of an email address or delivery confirmation, the host SAI should send the documents by fax or ordinary mail.

#### **d. Follow-up**

After the forms have been filled out and returned to the host SAI with copy to the WGPD Chair, the information is checked to ensure no data is missing.

#### **e. Registration reports**

The host SAI should develop a registration mechanism so as to keep track of any missing details from representatives, get acquainted with last minute notifications and record relevant information for different purposes (such as booking the participants' required rooms, coordinating reception at the airport, and also providing transportation

services, deciding on the number of discussion paper copies required for each delegate, finding out arrival times of the delegates to organize their pick-up at the airport, estimating the number of staff needed at the airport, organizing a shuttle service to the hotel, etc). All these tasks must be taken into account during the initial planning stages so that they are included in the overall registration process.

#### **f. Registration Pack**

Each participant must receive an information pack at his/her arrival in the host country. The host SAI will decide the most appropriate time to deliver this registration pack: either at the participants' arrival in the hotel (when they check in) or at their appearance during the 58 governing board. This pack includes meeting documents, working material and identification badges, information on the programs and events and any other notices, invitations, and relevant material.

## **II. MEETING FACILITIES**

The host SAI is in charge of selecting a venue for the meeting and of ensuring the availability of equipment, staff and meeting rooms for the working sessions. The host SAI is also responsible for offering a variety of accommodation arrangements.

#### **a. Venue and Accommodation**

There are three options regarding the choice of the venue. The first is to organize the meeting at a hotel that has a Convention Center or meeting halls and that can put up all the participants or the majority of them. This option avoids commuting to and from the meeting, and is more cost and time-effective. It also allows almost all the services to delegates to be available at the same venue.

The second option is to hold the meeting at a Convention Center outside of the participants' hotel. Given that Convention Centers are equipped and prepared for this type of event, it would not be necessary to incur the further costs and efforts of adapting the hotel facilities to the work sessions.

The third option to select the working venue is to organize the WGPD's meeting at the host SAI's facilities. Transportation costs are involved, but this option could be the most cost-effective since there is not any need to lease equipment.

When choosing the appropriate venue, the host SAI should consider the number of participants registered at previous meetings to get an estimation of the capacity needed, to check the availability of rooms and to book the meeting space required. The host SAI should also check the number of rooms required if all participants are accommodated in the same hotel. Negotiations for the venue should start very early on, taking account of demand and availability on the dates and in the city chosen to host the WGPD meeting.

When selecting the venue other aspects should be taken into account such as the price and services offered. Furthermore, there should be other hotels of the same category close by where additional participants can find accommodation if necessary; the venue should be located in a safe, culturally appealing and easy access area, and lastly, the venue should have the necessary prestige and experience in hosting international events.

The host SAI is in charge of providing accommodation options, in terms of cost, in other hotels or in the same hotel, bearing in mind the quality, service, facilities, accommodation capacity, location of the hotel, and other aspects inherent to the city such as safety, traffic and distances.

One or maximum two hotels for participants should also be selected close to the venue. In this case, the host SAI should select a limited number of hotels to keep control of the logistics and the transfer costs. In the event that some delegates should choose different hotels, the host SAI should clearly state that transportation becomes the delegate's responsibility.

Participants can obtain booking information during the registration process. The host SAI is in charge of booking rooms for participants, according to the information provided in their registration form. However, after the registration form is returned, each participant is responsible for adding extra days to his/her stay in the host city.

#### **b. Meeting room selection**

The meeting room for could serve different purposes, depending on the event, the kind of intended activity and the number of participants. The host SAI must take care of booking and fitting the required rooms. The furniture in the meeting rooms may have to be rearranged or changed depending on the purpose of the event or use of the individual room.

#### **c. Seating arrangements and name cards**

During the working meeting, SAI delegates could sit in alphabetical order according to their country's name in the local language, followed by the observers in alphabetical order. These arrangements are subject to the host SAI's open decision. A name card will be placed in front of each delegate and observer, listing the participant's name, country or organization (in the case of observers). The specific names of the countries can be found in the WGPD directory.

The seating arrangements could also be organized according to the participants' official position within INTOSAI, for instance General Secretary, Chair, Vice Chair, etc. In some cultural events, in a formal dinner for instance, name cards will be used to assign seats at the main tables.

#### **d. Equipment**

The audiovisual, interpretation, Internet connection, computer and communication equipment required for the meeting should be provided and set up in the respective rooms before the event starts. If the arrangement regarding use of a particular room is changed, the required equipment may vary accordingly. The equipment needed includes computers, microphones, headsets, audiovisual and recording equipment, faxes, copy machines, scanners, etc., depending on the room and availability. The host SAI ensures that the equipment is suitable and might wish to receive feedback from previous host SAIs in order to do so.

To make the organization and coordination tasks easier, the Organizing Committee should have access, in the room that they have been assigned to, to computers and to the IT server where all the information, technical papers, registration forms, websites and email are stored.

It is up to the host SAI to provide the delegates with the range of communication facilities (telephone, fax, copy machines, Internet access), depending on the costs involved.

#### **e. Coffee breaks**

During the WGPD's meeting, breaks are scheduled at convenient times during the morning and afternoon sessions, during which coffee and refreshments are served.

### **III. TRAVEL FORMALITIES**

The delegates participating in the WGPD's meeting are responsible for getting their visa at the Embassy of the host country in their own country of origin or country of residence. The host SAIs may not be empowered to procure visas and facilitate visa procedures for delegates who require a visa to enter the host country.

However, the host SAI can offer its support to the WGPD members through the publication, on its website, of the addresses of host country Embassies in the delegate's country of origin, or Consulates in neighboring countries if necessary, for delegates to be able to start relevant visa procedures. The host SAI could also issue invitation letters for the participants' visa procedures.

### **IV. TRANSPORTATION SERVICES**

Transportation services are only provided for activities related to the meeting. It is crucial that the participants know where and when these services are offered.

#### **a. Arrivals and departures at the airport**

Participants to the meeting are usually welcomed at the airport by staff from the host SAI and then taken to the venue. For this return trip, the participants are usually taken from the hotel to the airport.

Some delegations can be welcomed at the airport and driven by their own diplomatic staff. The host SAI should be prepared for such instances.

#### **b. Transportation for the cultural events**

Transportation services are provided to all the participants for all cultural activities.

#### **c. Other transportation**

If accommodation is needed in two or more hotels proposed by the host SAI, transportation services will be offered from these hotels to the venue or exclusively from one of these hotels to the venue (if the hotels are closed to each other). Transportation cannot be offered if the participants choose a different hotel from the ones suggested by the host SAI.

### **V. COMMUNICATION**

Communication during the WGPD meeting is very important, not only among the participants but also among the host SAI staff. Furthermore, good communication is also required between key staff of the host SAI and WGPD Chair.

### **VI. PUBLICATION OF DOCUMENTS**

The host SAI should be ready to publish documents before, during and after the WGPD meeting. This means preparing design and printing specifications.

### **VII. VARIOUS MEETING MATERIALS**

Various materials are needed for the meeting. The design and supply of these materials should be considered during the planning phase.

#### **a. Badges**

The participants' badge should indicate their name, and country or organization. On the back of the badge there should be an emergency contact number as well as the address of the venue and a phone number available 24/7 should anyone need assistance. It is recommended that the host SAI also use the registration form to find out how delegates would like their data to appear on their badge.

Access to the meeting rooms could be limited to the delegates who wear their badge. This is for the delegates' own safety, since their badge provides crucial information should a problem arise. The Organizing Committee should have extra badges in case some of them need to be replaced.

## **b. Programs**

All programs should be written in the working language with the aim of providing the participants with information on the events.

### **i. Meeting Program**

The program is the final version of the preliminary program that is sent to the participants together with the registration form. It should include a calendar of events, with times and locations for the meetings and cultural events (if any). It should also include information on the venue and how to get additional data.

### **ii. Special programs**

A specific program for cultural events that includes greetings and short speeches should be drafted and distributed. This program covers events such as any welcoming reception or dinner. Menus for dinners and cocktail parties may also appear in the program.

## **c. List of participants**

After the meeting has been opened, an official list of participants is issued. The initial information comes from the original registry that is then updated by the host SAI to reflect the actual attendance.

## **d. Invitations**

The host SAI should provide invitations to the participants for any cultural events offered. These invitations should be enclosed in the registration pack given to participants when they register or show up before the organizing committee.

## **e. Paper, pens and folders**

Designing and/or buying materials such as paper, pens and folders with the meeting information for the participants to use during the working sessions should also be taken into account. These materials can be distributed as part of the registration pack or placed at the disposal of the participants in the meeting rooms.

## **VIII. MISCELLANEOUS**

There are some miscellaneous activities related to the WGPD meeting, which are important to the meetings' success.

### **a. Photography**

Photographs are usually taken during the meeting events. The host SAI is in charge of arranging for a photographer to take the official picture of the WGPD meeting. The official photograph should be taken at an appropriate time during the first working day, so that it can be available during the second day. These photographs are kept as a record of the meeting and can be used for each SAI's participation report.

### **b. Catering**

Many participants have specific dietary requirements. The host SAI should ensure that catering providers take these requirements into account, without getting unduly involved in personal preferences, in order to facilitate the logistics and keep prices at a reasonable level. That is why it is advisable to design menus to fit every taste. The Organizing Committee should keep to the time allotted to meals in the timetable of sessions and activities.

### **c. Punctuality**

It is important to enforce punctuality at the beginning and end of all the events. The time allotted to each item on the agenda, the transport schedules and the timing for all activities that involves transporting the delegates should also be kept to. The Working Group's Chair, the discussion moderators and the staff in charge of logistics can allow for a short interval before moving on to the next activity or discussion point. Punctuality enhances the involvement of the participants and it allows for better meeting conditions.

### **d. Meeting Coverage**

The WGPD Chair is responsible for providing the *International Journal of Government Auditing* with information on the meeting dates and relevant outcomes or ongoing projects, which will subsequently be published on it.

### **e. Other requirements**

It is recommended that the Organizing Committee stick to its official and meeting-related duties, and that it avoid going beyond its official remit and undertaking commitments not included in the host SAIs duties, which may end up inconveniencing the delegates. The brochure with the program and general information is a good way of officially providing any additional information that the delegates may require.