

WGPD'S DUE PROCESS TO DEVELOP, REVISE AND WITHDRAW ISSAIs

For WGPD members' endorsement

This document is based on and fully observes¹ the updated version of the “Due Process – ISSAIs and INTOSAI GOVs”, developed by the INTOSAI Professional Standards Committee (PSC), which was published on July 2, 2009 at www.issai.org, and then updated on September 30, 2009 for the INTOSAI Governing Board's approval.

A. GENERAL INFORMATION ON WGPD'S DUE PROCESS

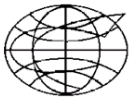
The following identifies the due process for developing, revising and withdrawing ISSAIs (International Standards of Supreme Audit Institutions) and INTOSAI GOVs (INTOSAI Guidance for Good Governance), stemming from the technical and knowledge-sharing activities of the INTOSAI Working Group on Public Debt (WGPD).

The due process describes the basic requirements to be followed by the WGPD Chair, project leaders and member SAIs. It applies only to documents that are to be included in the ISSAI framework and is to be followed for all such documents (cf. the ISSAI classification principles approved by INCOSAI 2007 and posted on www.issai.org).

B. PURPOSE

The purpose of this paper is to facilitate the WGPD's work with ISSAIs and INTOSAI GOVs. Having uniform, established work and approval processes in place serve to clarify the roles, duties and responsibilities of the WGPD Chair, project leaders and member SAIs.

¹ In comparison to the PSC Due Process, this adapted version to WGPD does not include any reference to the appointment of members, meetings and work plan, since all these concepts are already included in the WGPD Terms of Reference. Thus, this document focuses exclusively on the WGPD due process for developing, revising and withdrawing ISSAIs and INTOSAI GOVs.



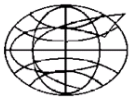
The purpose of the due process is threefold:

- **To ensure transparency** in the work relating to the Working Group's development and maintenance of ISSAIs and INTOSAI GOVs. Transparency is achieved mainly through the Working Group's meetings, public exposure, consideration of comments received to exposure drafts of ISSAIs and INTOSAI GOVs, and comments received to exposure drafts of withdrawal proposals, making the WGPLD's Terms of Reference, working procedures and meeting material available to the public.
- **To ensure accountability.** The Working Group on Public Debt is accountable to INTOSAI and its members through the KSC Steering Committee, and the WGPLD Chair is committed, in close coordination with project leaders, to ensure that work progresses as planned.
- **To ensure consistency and high quality.** The WGPLD Chair achieves consistent, high quality by ensuring the Working Group's appropriate membership, including experts and support with the relevant experience and expertise. Furthermore, all guidelines, projects and investigation themes developed are subjected to the same consultative process (by project leaders and member SAIs, experts in public debt auditing and WGPLD Chair) and level of scrutiny leading to their approval.

C. INITIATIVES TO LAUNCH PROJECTS

In compliance with the Working Group's Terms of Reference, the WGPLD can launch projects to develop, revise or withdraw ISSAIs or INTOSAI GOVs. For further information on the WGPLD Chair's, project leaders' and member SAIs' faculties in relation to project proposals, please refer to the WGPLD Terms of Reference, available at www.wgpd.org.mx. This document also specifies procedure information on the Working Group's meetings, which are the opportunity to further discuss the development of ISSAIs or INTOSAI GOVs and related operational matters.

Since the WGPLD is particularly engaged in the development or revision of ISSAIs, any significant changes made to the Working Group's work plan (including new subject of ISSAI, revised timeframe, abandonment of any planned ISSAI, decision to develop an ISSAI/INTOSAI GOV which was not in the original plan, etc.) must be reported to the KSC Steering Committee's Chair.



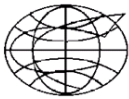
D. MAINTENANCE OF ISSAIS AND INTOSAI GOVS

- The WGPLD is responsible for revising the documents that are within its range of ISSAI numbers: 5400-5499 (Guidelines on Audit of Public Debt).
- The WGPLD Chair monitors new developments, e.g. new guidance developed by other standard setters that may lead to a need for changes in the WGPLD's ISSAIs or INTOSAI GOVs.
- The WGPLD Chair decides on an appropriate maintenance frequency, i.e. the relevant ISSAIs or INTOSAI GOVs should be reviewed at fixed intervals.
- Based on a maintenance review or other developments, the WGPLD Chair decides whether to initiate:
 - A) the due process for developing ISSAIs and INTOSAI GOVs,
 - B) the due process for revising ISSAIs and INTOSAI GOVs or
 - C) the due process for withdrawal of ISSAIs and INTOSAI GOVs.

a. WGPLD's Due Process for Developing ISSAIs and INTOSAI GOV's

The project proposal

- Whenever the WGPLD plans to develop new ISSAIs or INTOSAI GOVs which are not part of a previously approved project, the WGPLD Chair and the project leader must carry out an initial assessment.
- The purpose of the initial assessment is:
 - to determine the categories of auditing or other tasks that will be covered by the document,
 - to consider the differences among SAIs that must be accommodated and
 - to ensure consistency with existing ISSAIs and INTOSAI GOVs (potential overlaps, use of terminology etc.).
- In the initial assessment, the WGPLD Chair and the project leader must determine:
 - to what extent it will be possible to build on guidance from other standard setting-bodies (IFAC, IIA or other international, regional or national standard setters) and
 - to what extent the Working Group will need to develop supplementary guidance in order to meet the needs and concerns of the INTOSAI community.



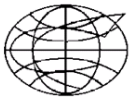
- Based on the initial assessment, the WGPL works out a project proposal for approval by the KSC Steering Committee.
- The project proposal worked out by the KSC should be forwarded in copy to the PSC Steering Committee, and the KSC Steering Committee should liaise with the PSC Steering Committee to ensure that the proposed ISSAI or INTOSAI GOV fits into the ISSAI framework and does not overlap with current documents.
- The proposal should include proposed ISSAI or INTOSAI GOV numbers for any envisaged new documents. The classification of documents and the ISSAI/INTOSAI GOV number is decided on by the PSC Chair on the basis of the ISSAI classification principles endorsed by INCOSAI 2007 and posted on www.issai.org.

Approval

- A project proposal is submitted to the KSC Steering Committee.
- The KSC Steering Committee approves:
 - that the project addresses the issues identified in the initial assessment and should be launched,
 - that the project proposal provides directions sufficient to define the scope of applicability of the proposed ISSAIs or INTOSAI GOVs and avoid overlaps and inconsistencies in the ISSAI framework,
 - the organisation and timeline of the project, and
 - the working title and numbering according to the ISSAI framework classification principles.

The exposure draft

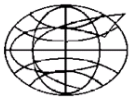
- Exposure drafts of ISSAIs or INTOSAI GOVs are developed by the WGPL in accordance with the approved project proposal.
- The Working Group is responsible for ensuring that appropriate quality processes are in place to ensure the quality of the ISSAIs and INTOSAI GOVs.



- Draft ISSAIs and INTOSAI GOVs are approved by the KSC Steering Committee and are subsequently exposed for public comment.
- If the ISSAI or INTOSAI GOV under development is replacing an existing ISSAI or INTOSAI GOV, the exposure draft or accompanying material should specify which one/ones it is replacing.
- The PSC Chair ensures that all exposure drafts are classified in accordance with the ISSAI classification principles endorsed by INCOSAI 2007 and posted on www.issai.org. Matters concerning the interpretation of these principles shall be solved by the PSC Steering Committee.
- The WGPD or respective subgroup must work out executive summaries of maximum 150 words including purpose, target group and scope of ISSAIs and INTOSAI GOVs for exposure on the INTOSAI website and the ISSAI website. The executive summaries should be submitted to the INTOSAI General Secretariat in as many of the official INTOSAI language as possible using the template developed by INTOSAI. Any outstanding translations will be performed by the General Secretariat.

Approval

- Exposure drafts are submitted to the KSC Steering Committee for approval.
- The KSC Steering Committee approves
 - that the exposure draft fulfills the purpose of the project in line with the directions of the approved project proposal and is of high quality, and
 - that any overlaps and inconsistencies in the ISSAI framework in relation to the proposed text have been appropriately addressed.



Public exposure and approval of the endorsement version

- Exposure drafts are posted on www.issai.org², inviting comments in general and indicating specific areas on which comments are particularly sought. On the basis of the membership list provided by the INTOSAI General Secretariat, the WGPLD notifies all INTOSAI members and other relevant stakeholders of the exposure periods. This notification may be supplemented by an announcement in the INTOSAI Journal and on the WGPLD Website. The comment period is normally 90 days. Comments are accepted in the five official INTOSAI languages.
- Comments are collected by the WGPLD Chair or project leader and are posted on www.issai.org when the exposure period has expired. The comments could also be posted on the corresponding Working Group's Website.
- Comments on an exposure draft are analyzed by the WGPLD Chair and project leader to determine the effect on the draft before finalizing the endorsement version of the ISSAI or INTOSAI GOV. The WGPLD / project team deliberates significant matters raised in the comments, as well as the technical accuracy, wording and consistency of the ISSAI or INTOSAI GOV.
- Following incorporation of relevant comments, the WGPLD Chair and project leader assess whether there have been substantial changes to the exposure draft that may warrant re-exposure.
- The endorsement version is approved by the WGPLD Chair / project team for translation into the five official INTOSAI languages.

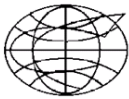
² The publication of a notification in this regard on the WGPLD Website www.wgpd.org.mx is considered convenient.

Approval

- The endorsement version is submitted to the KSC Steering Committee for approval
- The KSC Steering Committee approves
 - o that the comments provided in the exposure process are being appropriately reflected in the endorsement version of the document
 - o that the endorsement version can be posted particularly at www.issai.org but also at www.wgpd.org.mx and replace any existing ISSAI or INTOSAI GOV as specified in the exposure draft.
 - o that the document can be presented to the INTOSAI Governing Board with the assurance that the due process has been followed and to INCOSAI for endorsement.

b. Due process for revising ISSAIs and INTOSAI GOVs

- Depending on the scope and substance of the proposed changes, one of either processes should be adhered to:
 1. Revisions of substance, i.e. insertion/deletion of sections, changes in key terminology, etc., require adherence to the due process for developing ISSAIs and INTOSAI GOVs (above).
 2. Implementation of minor editorial and conforming changes should adhere to the due process for revising, as indicated below. Such changes include:
 - Conforming changes in ISSAIs or INTOSAI GOVs at lower levels of the ISSAI framework when an ISSAI or INTOSAI GOV at a higher level has been changed or revised.
 - Conforming changes in ISSAIs or INTOSAI GOVs that include the full text of a standard developed by another standard-setting body when this standard has been changed
 - Other minor changes to ensure consistency in the terms used in all language versions



Minor editorial and conforming changes

- The revision of ISSAIs and INTOSAI GOVs is the responsibility of the WGPDP, i.e. the Working Group that developed the guidance originally or a project team established to develop a project proposal.
- A “mark up” version highlighting the editorial changes is presented for approval by the KSC Steering Committee.
- Translation of the approved changes to ISSAIs and INTOSAI GOVs is the responsibility of the WGPDP or the PSC Chair. When the revised ISSAI or INTOSAI GOV is available in all 5 languages it is considered a “revised ISSAI” or “revised INTOSAI GOV” and will replace the existing ISSAI or INTOSAI GOV on www.issai.org and on www.wgpd.org.mx

Approval

The revised version is submitted to the KSC Steering Committee for approval.

The KSC Steering Committee approves:

- That the due process for revising ISSAIs and INTOSAI GOVs can be used, i.e. the proposed changes are considered to be of an editorial nature and public exposure is not required.
- That the revised ISSAI or INTOSAI GOV can be published on www.issai.org and www.wgpd.org.mx and replace the previously endorsed version.

***c. Due process for withdrawal of ISSAIs and INTOSAI GOVs******Exceptions***

- Unless otherwise decided, ISSAIs and INTOSAI GOVs that have been replaced by an endorsement version with the same number are withdrawn without further decision.
- ISSAIs and INTOSAI GOVs that are including the full text of a standard developed by another standard-setting body are withdrawn immediately when the original standard-setting body decides to withdraw the relevant standard.

In all other cases the following due process should be followed:

- Withdrawal of ISSAIs and INTOSAI GOVs is the responsibility of the Working Group on Public Debt. The WGPD works out a withdrawal proposal.
- Withdrawal proposals are exposed for public comment. The comment period is normally 90 days. The proposal is posted as an exposure draft on www.issai.org (a reference in this regard should be posted on the WGPD Website www.wgpd.org.mx). On the basis of the membership list provided by the INTOSAI General Secretariat, the WGPD will notify all INTOSAI members and other relevant stakeholders of the exposure periods. This notification may be supplemented by an announcement in the INTOSAI Journal.
- Translation of the approved changes to ISSAIs and INTOSAI GOVs is the responsibility of the WGPD, or the PSC Chair.

Approval

Proposals to withdraw ISSAIs and INTOSAI GOVs are submitted to and approved by the KSC Steering Committee. The KSC Steering Committee approves that the proposal to withdraw an ISSAI or INTOSAI GOV can be submitted for public exposure.

Final proposal (following the comment period of 90 days) is approved by the KSC Steering Committee. The KSC Steering Committee approves:

- That the ISSAI or INTOSAI GOV can be withdrawn from www.issai.org.
- That the proposal to withdraw the ISSAI or INTOSAI GOV can be presented to the INTOSAI Governing Board with the assurance that the due process has been adhered to, and subsequently it can be presented to INCOSAI for endorsement.

Oversight

- The KSC reports on an annual basis to the INTOSAI Governing Board. The Working Group on Public Debt reports on an annual basis to the KSC Steering Committee in this regard. In addition, the KSC Chair is continuously being updated about developments within the WGPD.

Responsibility of the INTOSAI Governing Board

- The INTOSAI Governing Board oversees the maintenance of the ISSAIs and INTOSAI GOVs and is assured by the KSC Steering Committee that ISSAIs and INTOSAI GOVs are being developed, revised or withdrawn in compliance with the due process.
- Each year, new endorsement versions of ISSAIs and INTOSAI GOVs, if any, are presented to the INTOSAI Governing Board by the KSC Steering Committee with the assurance that the relevant due process has been adhered to.
- Upon acceptance of this assurance, the Governing Board refers the ISSAI or INTOSAI GOV for endorsement by INCOSAI.

October 5, 2009