

Rules of Procedure of Institutional Capacity Building Committee

Article 1

Subject of Rules of Procedure

The objectives, functions and rules of organization and operation and evaluation of work results of the Institutional Capacity Building Committee shall be determined by these Rules.

Article 2

Definitions

The following words and phrases wherever mentioned in these Rules shall have the meanings ascribed thereto hereunder unless the context indicates otherwise.

The Organization: Arab Organization of supreme Audit Institutions

Governing Board: Governing Board of ARABOSAI

Institutions: Member SAIs of ARABOSAI

Secretariat: Secretariat of ARABOSAI

Committee: The Institutional Capacity Building Committee of ARABOSAI.

Chair of Committee: The chair of Institutional Capacity Building Committee.

Chapter 1: Objectives, Tasks and Terms of Reference

Article 3

Objectives

The Committee aims to:

1. Develop the institutional capacities of the member SAIs in the institutional, organizational and professional fields and help to meet their needs,
2. Promote and encourage exchange, transfer, application the knowledge and skills related to the structures and functioning of SAIs to enable them to carrying out their duties to the fullest,
3. Identify the methods, mechanisms and means necessary to achieve the development of intended capacities,
4. Encourage scientific research aimed at developing the institutional capacity of member SAIs,

Article 4

Duties and Terms of Reference

To achieve the above objectives, the Committee shall:

1. Develop human resources of member SAIs
2. Prepare and develop a database on the areas of institutional capacity Building in the Organization,
3. Seek to benefit from the best Arab and international professional practices
4. Survey and provide information relating to distance learning and e-learning
5. Follow up the implementation of the Strategic Plans for Training and IT and evaluate them.
6. Provide the organization and member SAIs with opinion and advice in the field of capacity development,
7. Study topics referred to the committee by the Governing Board and submit proposals thereon,

8. Prepare, evaluate and follow up the training plans and programs,
9. Propose seminars and scientific meetings that contribute to the Building of the institutional capacities of member SAIs.
10. Provide proposals, in coordination with the Secretariat and member SAIs, to strengthen cooperation with international and regional organizations and bodies in institutional capacity Building ,
11. Propose to form a task force on environmental auditing ,
12. Submit proposals to the Governing Board to form task forces for studying certain topics within a given timeframe. However, the task force shall not be allowed to exercise any competency falls within the Committee's ToR.

To this end, the Committee shall:

- Prepare an integrated three- year work plan in the area of institutional capacity Building ,
- Prepare a detailed annual work program within the framework specified in the work plan cited in the previous paragraph,
- Prepare a report containing an assessment of implementation results of the annual work program,

The Chairman of the Committee shall communicate these documents to the Secretariat for presentation to the Governing Board,

Chapter two: Composition of the committee

Article 5

1. In addition to the representative of the Secretariat, the Committee shall consist of eight members appointed by a decision of the Governing Board.
2. The selection of members of the Committee shall take into account the commitment, competence and experience in the field of its specialty.

3. The term of membership shall be six years. The half number of member SAIs shall be replaced by new members every three years.
4. As possible, each member SAI shall not change its representative in the Committee during its term of membership.
5. The membership of each SAI in the Committee shall be terminated by the absence of its representative from two successive meetings without a reasonable excuse.
6. The chairman of the Committee shall inform the SAI President of any failure or violation by its representative's duties within the Committee.

Chapter 3: Committee Management

Article 6

1. The Committee shall elect a Chair and a Vice-Chair for a three –year term which is renewable.
2. The Chair shall oversee the proper functioning of the committee and the carrying out of entrusted tasks .The chair shall coordinate and follow up the accomplishment of missions within the dates set in accordance with the provisions of these rules of procedure ,directives and resolution of the Organization.
3. In the absence of the chair for any reason, the vice chair shall assume the role of the chair.
4. The Committee Rapporteur shall write its minutes and prepare reports on its results. The chair and the Rapporteur shall sign these minutes.
5. The Committee shall have the right to establish its own by law.

Article 7

Committee Meetings

- The Committee shall hold an annual meeting at least one month prior the meeting of the Governing Board at the country of one of the member SAIs which expresses it interest to host in its country

or at the Secretariat headquarters. The meeting shall be scheduled in consultation and coordination among the Secretary-General, the President of the host SAI and the Committee chair.

- The Committee shall hold an extraordinary meeting, as an initiative of its chair, a resolution of the Governing Board or according to a request of the Secretary-General to consider one or more specific matters of importance

Article 8

The agenda

1. The Committee chair shall prepare in coordination with the Secretariat prior to each meeting, the draft agenda and submit it to the member SAIs of the Committee at least fifteen days prior to the date of the meeting. The draft agenda shall include the subjects falling within the scope of Terms of Reference of the Committee, namely :
 - * Preparing a three-year work plan
 - * Determining the annual program of the Committee work
 - * Preparing the annual report of its activity
2. The Committee shall approve its agenda at the beginning of each meeting.

Article 9

The quorum

The Committee meetings shall not be valid unless attended by at least half of its members including the chair or vice-chair.

Article 10

Decision-Taking

1. The Committee shall take decisions and issue its proposals and recommendations with the approval of majority of attendees. In the event of a tie, the chair shall have the casting vote.
2. The voting shall be public except in the case of electing the chair, its vice-chair or rapporteur.

Article 11

Meeting costs

1. The member SAIs shall bear the travel and accommodation expenses of their representatives when the meetings held either at the member SAIs country or the headquarters of the Secretariat.
2. The SAI hosting the meeting shall provide all the necessary resources for its convening. And it shall bear all expenses incurred;

Chapter Four: Adoption and Amendment of the Rules of Procedure

Article 12

- These rules of procedure shall be adopted by the Governing Board and shall be effective from the date of their adoption. If any amendment is required, the proposal shall be submitted to the Board.

The member SAIs, the Secretariat and the Chair of the Committee shall have the right to propose amendments

Chapter 5: Transitional provisions

Article 13

1. In the first composition of the committee, A half number of the members is appointed for six years and the second half number for three years
2. The duties of the Training and Scientific Research Committee shall be terminated as soon as these Rules come into force and the formation of the Institutional Capacity Building Committee. The

archives and documents of the First Committee composition are transferred to the second composition.