



**Working Group on Environmental Audit**

# **TERMS OF REFERENCE OF THE AFROSAI WORKING GROUP ON ENVIRONMENTAL AUDIT (WGEA)**

## **I. INTRODUCTION**

The AFROSAI Working Group on Environmental Audit (WGEA) is the regional arm of the INTOSAI working group on environmental issues. It has been in place since 2002.

Its objectives are:

- encourage SAIs to conduct audits on environmental issues;
- implement programs and capacity building activities of SAIs in this regard.

The WGEA was chaired by TANZANIA for a period of 07 years. Since September 2013, the Presidency is assured by CAMEROON.

However, it should be noted that since its creation, the Working Group has not elaborated its Terms of Reference which specify its working methods, how to join the Group and the roles and responsibilities of its members.

To remedy this situation, the participants at the 7th annual meeting of the WGEA held in Kinshasa, Democratic Republic of Congo, took the Resolution that a draft Terms of Reference of the WGEA's internal organization be elaborated. In accordance with the rules and procedures of AFROSAI for examination at the 8th Meeting.

## **II. MANDATE**

The mandate of the WGEA is to:

- contribute to SAIs' understanding of specific issues related to environmental auditing;
- facilitate the exchange of information and experiences between SAIs on environmental issues;
- develop environmental audit tools, their dissemination and dissemination of others documents developed by sister organizations;
- strengthen existing communication links between the INTOSAI WGEA, other INTOSAI regional working groups, technical and financial partners, stakeholders and NGOs with environmental related activities.

## **III. ORGANIZATION AND OPERATION**

### ***a. Organization***

The WGEA is composed as follows:

- a Steering Committee;
- a President;
- a Vice President;
- the Observers.

### ***b. Operation***

The Steering Committee brings together all AFROSAI SAI members who have voluntarily applied to join the Group.

It meets once a year on the initiative of the WGEA Chair.

The Steering Committee makes its decisions by a simple majority. In case of equal vote, the President has the casting vote.

If the Chairman and the Vice-Chairman are unable to attend a meeting, the Steering Committee shall appoint a Chairman from among the SAI Directors present taking into account the seniority within the Working Group.

In the absence of the Chairman, the Vice-Chairman shall preside the meeting. To do this, it must be submitted by the Chair at least 15 days before the meeting.

The observers consist of the AFROSAI Knowledge Sharing Commission and technical and financial partners.

## **IV. ROLES AND RESPONSIBILITIES**

### ***a. The Steering Committee***

The Steering Committee has the following responsibilities:

- define the strategic direction of the WGEA according with AFROSAI's strategic plan;
- approve the annual or triennial work plans of the Working Group;
- adopting the tools developed as part of the activities of the Working Group;
- approve the admission of a new member;
- elect the Chair and Vice-Chair of the Working Group;
- approve the Platform for Partnership and Cooperation with External Organizations;
- choice the host SAI of the meeting.

### ***b. President***

The Chair of the WGEA is elected for 03 years renewable mandate. It is chosen from SAI members whose seniority within the WGEA is at least 03 years old.

The Chair of the WGEA is rotational among the member SAIs.

He is responsible for:

- represent the Working Group at all levels;
- set up the Operational Secretariat and appoint the staff;
- organize the WGEA meetings, in close collaboration with the host SAI;
- host annual meetings in the event that no SAI has applied;
- develop annual or triennial work plans;
- monitor the implementation of the work plan;
- communicate inside and outside the WGEA with INTOSAI members;
- encourage training and capacity building initiatives;
- Organize capacity building activities on environmental auditing;
- initiate relations with INTOSAI bodies and technical and financial partners, regional working groups and any other organization working in the environment sector;
- produce the annual reports;
- put in place appropriate procedures and standards (tools) for the effective functioning and monitoring of the Working Group;
- support the collection of regional information for WGEA projects and its global survey;
- encourage cooperative environmental audits.

### ***c. The Vice chair.***

The Vice chair is elected at the same time as the Chair for 03 years renewable mandate. He replaces the Chair in case of impediment or by delegation at the Meeting.

### ***d. The observers***

They take part in the Meeting and take part in the debates in an advisory capacity.

## **V. MEMBERS**

The members of the Working Group are the AFROSAI members as well as the Secretariats of AFROSAI Language Subgroups who have volunteered to participate in the activities.

The SAI or SGL Secretariat wishing to be a member submits a request to the President who must acknowledge receipt. She is automatically invited to the meeting at which her application will be examined.

## **VI. WGEA PARTNERS**

WGEA partners are:

- INTOSAI WGEA;
- INTOSAI WGEA Regional Groups;
- the United Nations Environment Program (UNEP);
- technical and financial partners;
- Stakeholders and NGOs with activities related to the environment.

To promote capacity development of SAIs in environmental auditing, members of the Working Group may cooperate with other African bodies including:

- Economic and Monetary Community of Central Africa (CEMAC);
- West African Economic and Monetary Union (UEMOA);
- The Southern African Development Community Organization of the Public Accounts Committee (SADCOPAC);
- Arab Maghreb Union (AMU).

## **VII. WGEA OUTPUTS**

In terms of WGEA output and products, the following documents are developed:

- a three-year work plan that defines the main and specific objectives, actions, activities, their deadlines and responsibilities.
- an annual report of activities;
- a triennial report of the activities;
- regional guides for environmental audits;
- joint reports of cooperative audits where appropriate.

## **VIII. ORGANIZATION OF THE ANNUAL MEETING**

The WGEA Annual Meeting is paperless.

It is organized once a year at the initiative of the Chair.

It takes place within a SAI member of the Working Group chosen by the Steering Committee.

This meeting is preceded by a one (01) day training workshop, organized for member SAIs. The subject of the training workshop should cover an environmental concern and be topical.

#### ***a. Responsibilities of the WGEA Chair***

The Chair through the WGEA Secretariat provides central technical and administrative support. He's charged:

- to elaborate the agenda of the Meeting;
- to select the central theme and related themes. The central theme is to be consulted by members for opinion;
- to select a training program in the margins of the Meeting;
- to ensure the translation of documents and their availability at least one week before the meeting, through an electronic medium accessible to all members;
- to select the expert facilitators of the Meeting on the basis of the duly prepared ToRs and to communicate to the member SAIs and to any other person because of his competences;
- manage the registration desk during the meeting;
- to prepare the technical documents for the meeting;
- to Chair the meeting.

#### ***b. Responsibilities of the host SAI***

As part of the Annual Meeting, the Host SAI is responsible to:

- prepare and pay for the meeting's budget, including interpreting services, coffee and lunch breaks, reception dinner and room rental;
- propose at least three (03) hotels for the accommodation of the participants and negotiate the prices;
- welcoming participants upon their arrival;
- ensure the mobility of the participants during the duration of the meeting until their departure;
- ensuring the logistics of the meeting / providing conference material such as laptops, desktops, projectors, audio system, flipcharts, printers, participant notes, nameplates, flags and streamers;
- organize with the press and the photographers the coverage of the event;
- propose sites for the environmental excursion and to cover the expenses related thereto;
- provide first aid medical intervention during the meeting;
- ensure the safety of the participants during their stay;
- present an information guide (brochure) for the meeting.

### ***c. Joint responsibilities of the Chair and the host SAI at the annual meeting***

The joint activities of the Chair and the host of the meeting are as follows:

- set the holding period for the meeting at least before the scheduled date;
- choose the hotel or the site to host the Meeting;
- hold a planning meeting usually hosted by the host institution at the initiative of the Chair;
- identify all potential guests, invited personalities, partners and stakeholders;
- co-sign the invitation letters;
- present the report of the meeting.

### ***d. Responsibilities of SAI representatives***

Participants nominated by SAIs are required to:

- participate in the meetings and training provided by the agenda;
- give presentations on sharing knowledge and experience;
- make available to the Organizing Committee meetings, the documents of their presentation before the date of the meeting;
- comply with the security measures defined by the host SAIs.

## **IX. FUNDING**

WGEA SAIs must cover expenses related to their participation in the meeting.

For this purpose, they must take care of air tickets, visa fees, insurance costs, accommodation, meals (except for breakfast and lunch during meetings).

## **X. WORKING LANGUAGE**

The working languages in the WGEA meetings are English and French, but interpreting services may be required depending on demand and need.