



IDI PROTOCOL AND INVITATION POLICY FOR OBSERVERS

29 NOVEMBER 2023

Effective, Accountable and Inclusive Supreme Audit Institutions

CONTEXT

The IDI Board is committed to transparent decision making. IDI systematically publishes Board minutes, including all decisions, on its website.

There are no permanent observers in the IDI Board. Dialogue between IDI and relevant stakeholders takes usually place in different fora, including the INTOSAI-Donor Steering Committee, the dialogue between IDI and its core donors or other fora with stakeholders from different professions. In addition, Board members can seek input and perspectives from relevant stakeholders as necessary.

An IDI Board decision of November 2019 allowed for the possibility to invite observers to strategic discussions on specific agenda items in selected Board meetings. The Protocol and Invitation Policy seeks to establish the procedures, guidelines and criteria for observers attending selected IDI Board meetings. An update of the original Protocol and Invitation Policy (2020) was necessary due to changing circumstances, such as

- the existence of other fora where IDI / IDI Board members and relevant donors / stakeholders regularly meet and discuss.
- more virtual Board meetings with a shorter and more focused agenda that allows less time for additional agenda items.
- preference for needs-based strategic dialogue between the IDI Board and representatives of the INTOSAI-Donor Steering Committee on a case-by-case basis.

PROTOCOL FOR BOARD OBSERVERS

ATTENDANCE AND INVITATION

- Attendance as observers to the IDI Board is limited to those suggested by the IDI Board or by the IDI Director General on behalf of the IDI Secretariat.
- Board consensus is required before an observer is invited.
- The IDI Secretariat invites observers on behalf of the IDI Board.
- Board agendas are divided into items open to invited observers and closed sessions for Board members. The Board decides on the specific agenda items that are open for the participation of observers. This is indicated on the Board agenda.

CONDUCT AND PARTICIPATION

- Board deliberations are conducted in English without translation into other languages.
- Invited observers may participate in the open sessions either in person or virtually.
- In person attendance is restricted to one person from each invited organisation.
- Observers do not have voting rights.
- The IDI Secretariat will share all documents for items under the open sessions with observers. As documents may be in draft form (and consequently may be changed), or not yet approved by the IDI Board, observers are expected to treat all documents with confidentiality until officially approved by the IDI Board.
- Observers are welcome to contribute to the discussions at Board meetings. The Board may also specifically ask for the input or views of observers under the different agenda items.

- Observers are expected to follow IDI Board meeting etiquette when attending meetings. This includes, but is not limited to: prepare appropriately for the meetings by reading Board documents in advance, not interrupt speakers, follow the agenda and focus on the issue at hand, recognise and respect the confidentiality and sensitivity of matters discussed.

COSTS AND LOGISTICS

- Observers cover their own costs (including flights, accommodation and per diems) when attending Board meetings physically. IDI does not make hotel arrangements for observers.

ANNEX: INVITATION POLICY FOR IDI BOARD OBSERVERS

This invitation policy is an annex to the Protocol for Board Observers. It is to be read in conjunction with the protocol. This policy covers the invitation and eligibility criteria to enable observers to take part in IDI Board meetings.

WHO CAN BE AN OBSERVER?

IDI has to keep Board meetings efficient and effective and the number of observers manageable. Considering this necessary balance, the number of observers is limited to 10 per Board meeting. Only persons or representatives of organisations of interest to IDI¹, who share common interest with IDI and who add value to strategic discussions, are invited.

WHY, WHEN AND HOW WILL OBSERVERS BE INVITED?

Individual IDI Board members and the IDI Director General can suggest observers to the Board:

- in Board meetings (under AOB) for the next Board meeting or
- (ideally) at least three months before the Board meeting that the observers attend.

Board members or the IDI Director General will explain the rationale for inviting an observer or several observers in writing to the Board.

The Board decides by consensus (either in written or orally during a Board meeting) and on a no objection basis at least two weeks after an observer / observers was/were suggested.

Suggested observers will be invited by e-mail - at least 1 month for virtual and 2 months for in-person meetings - before the day of the Board Meeting, indicating time, venue and the Board sessions open for observers. Invitations will include the Board agenda. Other documents may be shared in advance of the Board meeting.

RESPONSIBILITIES

IDI: IDI is responsible for the organisation of the Board meetings. IDI will send out the invitations to observers (see “when and how will observers be invited”) and set up the technical facilities to enable observers to participate virtually if necessary.

¹ Organisations of interest include in particular core donors and donors providing support to IDI across several areas, partners and strategic partners.

Observers: Invited observers should notify IDI about their intention to participate in the Board meeting at least 14 days before the meeting takes place. This should include information on the form of participation (physical or virtual).

IMPLEMENTATION AND MONITORING

This policy replaces the original policy of February 2020 and will come into effect on 29 November 2023. It will be reviewed when necessary.