



IDI PROTOCOL AND INVITATION POLICY FOR OBSERVERS

27 FEBRUARY 2020

Effective, Accountable and Inclusive Supreme Audit Institutions

CONTEXT

The IDI Board is committed to leading by example in terms of transparent decision making and in proactively seeking the valuable input and perspectives of key stakeholders. Consequently, the IDI Board agreed at its meeting in November 2019, to invite observers to participate in the annual March Board meetings in open sessions on specific agenda items.

This Protocol and Invitation Policy seeks to establish the procedures and guidelines for observers attending IDI Board meetings, as well as the criteria for observer status.

PROTOCOL FOR BOARD OBSERVERS

ATTENDANCE, REGISTRATION AND INVITATION

- Attendance as observers to the IDI Board is limited to those invited by the IDI Board.
- Observers are only eligible to attend the annual March meetings of the IDI Board.
- Board agendas are divided into items open to invited observers and closed sessions for Board members. The Board decides on which items are open to observers. This is indicated on the Board agenda.
- Observers have to register once to make their observer status official. They will then be invited automatically to future March Board meeting.

CONDUCT AND PARTICIPATION

- Board deliberations are conducted in English without translation into any other language.
- 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 registered 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 and recognise and respect the confidentiality and sensitivity of matters discussed.
- If observers wish to raise sensitive issues that cannot be discussed in open forum, they should approach the Chair who will decide how the matter should be handled.

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 has 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 is committed to having transparent and open Board meetings. At the same time, IDI has to keep Board meetings efficient and effective and the number of observers manageable. Considering this necessary balance, observer status is open for organisations providing core support to IDI or support covering several strategic priorities of the IDI Strategic Plan¹ as well as for IDI's strategic partners². The IDI Board may invite additional ad hoc observers on a case by case basis if deemed necessary or useful for specific agenda items.³

The maximum number of observers invited to Board meetings is 15. Observers will lose their observer status upon termination of funds from their organisation to IDI or upon termination of a strategic partnership with IDI.

WHEN AND HOW WILL OBSERVERS BE INVITED?

Observers will be invited by e-mail at least 1 month 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.

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 will come into effect on 27th February 2020. It will be reviewed when necessary.

¹ In the current IDI Strategic Plan 2019-2023 strategic priorities include the work streams on independent, well-governed, professional and relevant SAIs, IDI's bilateral support and Global Foundations.

² For IDI, a strategic partnership is a mutually agreed arrangement with a partner having joint strategic objectives over a medium to long term period.

³ In such cases, prior registration with IDI is not necessary.