

RESOLUTION
on Procedural Guidance

CC-R-2006-04

The Contact Committee,

Adopts the Procedural Guidance at Appendix 1 to this Resolution;

Recognises, however, that this document provides a high-level framework and that some members have indicated they would welcome additional more detailed information to underpin and develop some areas of the Procedural Guidance;

Asks the Liaison Officers to explore

- those areas where colleagues would like additional guidance or other assistance;
- ways in which to deliver those requirements and
- to report back to the 2007 Contact Committee meeting on the progress made;

Asks that the Liaison Officers also review, in light of all proposals adopted by the 2006 Contact Committee, the Procedural Guidance and other previously adopted Statements relating to the conduct of Contact Committee meetings and activities and highlight any amendments required for consideration by the 2007 Contact Committee.

Warsaw, 12 December 2006

SAI Rapporteur: SAI of the United Kingdom

Original language: EN

PROCEDURAL GUIDANCE

1. PREAMBLE

The Contact Committee is an assembly of the Heads of the Supreme Audit Institutions (SAIs) in the European Union (EU) Member States and of the European Court of Auditors. It is autonomous, independent and non-political. The Contact Committee fosters the exchange of professional knowledge and experience on the audit of funds and other EU-related issues. In order to contribute to the improvement of EU financial management and good governance, it provides mutual support and initiates and co-ordinates common activities in the EU field. The Contact Committee promotes contacts and exchanges information with interested others.

2. PURPOSE

The purpose of these basic principles is to provide the Contact Committee with a practical tool for preparing and running efficient and effective meetings in accordance with the 2004 Luxembourg Resolution.

3. CHAIR

- 3.1 The Chair of the Contact Committee meeting shall be the Head of the SAI of the host country.
- 3.2 In the period leading up to that Contact Committee meeting, the host shall be the Acting Chair. The Acting Chair shall be responsible from the date when the last Contact Committee meeting is closed to when he/she opens the next Contact Committee meeting as chairperson. The Acting Chair is responsible for organising and conducting the meeting.

4. MEETINGS of the CONTACT COMMITTEE

- 4.1 The Contact Committee shall normally meet once a year.
- 4.2 The place of the meeting shall be agreed at least two years in advance.
- 4.3 The Acting Chair of the Contact Committee, with prior consensus of the other Members, may invite any other person or representative of any country or organization to attend its meetings, or for particular agenda items in its meetings.
- 4.4 Working materials shall be sent to the Acting Chair not later than one month before the Contact Committee meeting to ensure enough time for the translation of the documents and the preparation of its Members.
- 4.5 A draft agenda for each meeting shall be circulated by the Acting Chair at least two weeks before the meeting. Agenda items may be added at the meeting if approved by consensus.
- 4.6 The working languages of the meeting are the languages agreed by the Contact Committee which, for the time being, are at least English, French and German. Where there is a real need and a risk that not to do so would restrict members in exercising their equal right to contribute freely to the meeting, thus jeopardising the quality and effectiveness of the meeting, additional languages could be provided.

However this would be without pre-condition and by arrangement between members and the meeting host..Simultaneous interpretation into the working languages shall be provided.

4.7 Formal meeting documents shall be made available in accordance with 4.6.

4.8 A draft summary note of the meeting, as well as draft minutes, shall be drawn up by the Chair who can ask the Administrative Support for assistance.

5. ADMINISTRATIVE SUPPORT

5.1 The Contact Committee, its Acting Chair and the Liaison Officers may benefit from administrative support in order to facilitate the functioning of their activities.

5.2 The administrative support shall be provided by the European Court of Auditors.

6. LIAISON OFFICERS

6.1 The Liaison officers shall prepare the forthcoming Contact Committee meeting and undertake any follow-up required to preceding meetings.

6.2 The Liaison Officers shall meet in principle twice a year.

6.3 The place of the meeting shall be agreed at least two years in advance.

6.4 The working languages of the meeting shall be English, French and German. Simultaneous interpretation into these three languages shall be provided.

7. WORKING GROUPS

The Contact Committee can establish working groups and/or task forces, as appropriate, to carry out the activities mandated by the Contact Committee. The groups shall prepare reports on these activities to be submitted to Contact Committee via the Liaison Officers.

8. INFORMING THE RELEVANT STAKEHOLDERS

The Contact Committee shall share information on the range of activities undertaken by the Contact Committee with the relevant stakeholders. It is open to individual members of the Contact Committee to include reference to the work of the Contact Committee on the web sites of their SAI if they wish to do so.

8.1 The Contact Committee shall use the following mechanism for information sharing:

- a Contact Committee Web-site administered by European Court of Auditors and managed by the Contact Committee assisted between meetings by an Editorial Board in accordance with the detailed Communications Plan
- a Status Outline of Contact Committee Activities
- any wider communication or reporting in accordance with the detailed Communication Plan.

9. FINAL PROVISIONS

This Procedural Guidance shall be applicable from the day of its adoption by consensus among the Contact Committee Members present, and may be later amended in line with the same rule by the Contact Committee.