

**Resolution  
on the updating of the CC Procedural Guidance  
and CC Statement on the role of 'Acting Chair'**

**CC-R-2014-03**

**The Contact Committee,**

**Recalling** that at its 2012 meeting the Contact Committee established a task force mandated to consider the tasks and roles of SAIs in the light of the new economic, fiscal and financial architecture, and to assess prerequisites for an effective fulfilment of these tasks;

**Recalling** the Contact Committee discussions of May and October 2013 on the report presented by the task force, and notably the proposals it contained for the effective and timely reaction of the Contact Committee to developments and legislative processes in relevant fields of interest at the earliest opportunity;

**Agrees** on the necessity to update the Contact Committee documents on the procedural guidance and the role of the Chair;

**Adopts** the updated documents *Procedural Guidance of the Contact Committee (2014)* and *Statement on the role of the Chair of the Contact Committee (2014)* (see Annexes I and II), which introduce conditions for making the work of the Contact Committee more effective;

**Decides** that this Resolution should be posted on the Contact Committee website.

Luxembourg, 16 October 2014

SAI Rapporteur:                      SAI of Poland  
Original language:                  EN

Annexes I and II

EN

# PROCEDURAL GUIDANCE of the Contact Committee (2014)<sup>1</sup>

## 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 (ECA). It is autonomous, independent and non-political. The Contact Committee fosters the exchange of professional knowledge and experience within the audit field 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 help the Contact Committee prepare and run efficient and effective meetings.

## 3. HOSTING AND CHAIRING MEETINGS

3.1 The Contact Committee shall agree a "host" and a "chair" for each of its meetings. The functions of host and chair shall be held by the Head of the agreed SAI(s).

3.2 The tasks of the Chair of the Contact Committee (hereafter the Chair) are described in the *Statement on the role of the Chair of the Contact Committee*.

3.3 The host and the chair for each Contact Committee meeting shall be selected by agreement at least two years in advance.

3.4 Heads of SAIs willing to host and chair a meeting should make an offer to do so. Offers to host a meeting foreseeing the payment of a meeting fee or involving other costs that would not be met by the prospective host may be reviewed by the liaison officers. The Contact Committee shall make the final decision on whether to accept the offer.

3.5 The European Court of Auditors shall host and chair every third Contact Committee meeting starting with the meeting in 2008. Outside this cycle, should there be no agreed offer to host a meeting, the ECA will also host that meeting, without seeking the Chair.

3.6 In circumstances where the ECA will host a meeting but will not chair it, the Chair, with the support of the liaison officers, shall seek a volunteer to chair, possibly by rotation. The Chair may accept a volunteering SAI's offer to chair the next meeting after consultation with other members of the Troika<sup>2</sup>.

## 4. MEETINGS OF THE CONTACT COMMITTEE

4.1 The Contact Committee shall normally meet once a year. Should an urgent position of the Contact Committee be required e.g. on emerging issues concerning auditing in the EU field, the Contact Committee may, upon proposal of the Chair (after consulting the Troika), make decisions by written procedure.

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<sup>1</sup> This procedural guidance replaces the one adopted by the Contact Committee in 2006 and amended in 2009.

<sup>2</sup> The Troika consists of the head of SAI chairing the Contact Committee, the previous chair and the following chair.

- 4.2 The Chair of the Contact Committee, with prior consensus of the other Members, may invite any other person or representative of any country or organisation to attend its meetings, or for particular agenda items in its meetings.
- 4.3 A draft agenda for each meeting shall be circulated by the Chair at least six weeks before the meeting. Agenda items may be added at the meeting if approved by consensus.
- 4.4 Working materials shall be sent to the Chair not later than one month before the Contact Committee meeting to ensure enough time for the translation of formal documents and the preparation of its Members.
- 4.5 The working languages of the meeting agreed by the Contact Committee shall be English, French and German. Simultaneous interpretation into the working languages shall be provided (at the expense of the host).
- 4.6 Formal meeting documents shall be made available in the working languages.
- 4.7 Draft minutes shall be drawn up by the Chair who can ask the administrative support for assistance. The Chair of the meeting will ask other Heads of SAIs to comment on the draft minutes. The final draft version of the minutes will be approved at the following Contact Committee meeting.
- 4.8 Within two weeks from the conclusion of the meeting, the liaison officer of the chairing SAI shall provide the liaison officers with a plan for the follow-up to be given to the resolutions adopted at the meeting.
- 4.9 If necessary, the Contact Committee can hold an extraordinary meeting. Every Head of SAI can submit to the Chair a motion indicating a suggested subject, date, host and reasons for organising an extraordinary meeting. The motion is considered and decided upon by written procedure (see 4.1).

## **5. ADMINISTRATIVE SUPPORT**

- 5.1 The Contact Committee, its 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, including the identification and pre-selection of activities which the Contact Committee may decide to carry out the following year. Contact Committee activities taking place between meetings shall be coordinated by the liaison officer of the chairing SAI. He/she shall do so in cooperation with the liaison officers of the Troika.
- 6.2 The liaison officers shall undertake any follow-up required by preceding Contact Committee meetings.
- 6.3 The liaison officers shall meet at least once a year.
- 6.4 The place of the meeting shall be agreed ideally two years in advance.
- 6.5 The working language of the meeting shall be English.

## **7. WORKING GROUPS**

- 7.1. The Contact Committee can establish working groups, networks, task forces or other types of working bodies (hereinafter only as working groups), as appropriate, to carry out the activities as mandated by the Contact Committee.
- 7.2. The reports (including the information to be included in the status outline) prepared by the working groups and the proposals for new activities shall be submitted to the liaison officers, before being presented to the Contact Committee.

## **8. INFORMING THE RELEVANT STAKEHOLDERS**

- 8.1 The Contact Committee shall share information on the range of activities undertaken by the Contact Committee with the relevant stakeholders. Contact Committee members are encouraged to include reference to the work of the Contact Committee on the website of their SAI.
- 8.2 The Contact Committee shall use the following mechanism for information sharing:
- a Contact Committee website administered by the European Court of Auditors and managed by the Contact Committee through the Troika;
  - a status outline of Contact Committee activities (applies especially to activities of working groups);
  - any wider communication or reporting in accordance with a detailed Communications 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.

## **Statement on the role of the Chair of the Contact Committee (2014)**

Adopted by the Contact Committee at the meeting in Stockholm, December 2005, and modified at the meetings in Budapest, November 2009, and Luxembourg, October 2014.

### **Who is the Chair?**

The Chair of the Contact Committee (hereinafter the Chair) is the Head of the SAI responsible for preparing and chairing the Contact Committee meeting.

The Chair assumes his/her office at the end of the previous Contact Committee meeting and holds it until the end of the following Contact Committee meeting. At the end of this meeting he/she hands over this role to the next Chair.

In the event of there being no volunteer to chair a Contact Committee meeting, the Chair of the latest Contact Committee meeting will remain in office.

The roles of Chair and host of the Contact Committee meeting may be separated.

### **The Role of the Chair**

#### *Internal communication*

The role of the Chair is based on the Contact Committee's strong motivation to ensure the high quality content and smooth running of its meetings and to work with others. It involves maintaining and enhancing the strategic coherence and continuity of the Contact Committee's programme, not only year by year but over the medium term.

It is therefore advisable that – in between meetings – the Chair maintains efficient communication especially with the previous and incoming chairs (this group of three successive chairs meets under the leadership of the Chair as the 'Troika') and, whenever necessary, with other members of the Contact Committee, liaison officers and working bodies of the Contact Committee.

#### *Agenda*

The Chair plays a leading role in shaping the draft agenda of the forthcoming Contact Committee meeting. The draft agenda is prepared by the Chair who may call upon the co-operation of the Troika and other Heads of SAIs, the liaison officers, the chairpersons of the Contact Committee working groups, and in consultation with the Heads of SAIs of the EU Candidate Countries. He/she is responsible for setting deadlines for the work of the Contact Committee.

#### *Minutes*

The Chair is responsible for drafting the minutes of the Contact Committee meeting and for incorporating comments of other members of the Contact Committee. He/she formally presents the draft minutes for approval at the following meeting of the Contact Committee, unless he/she delegates this role to the following Chair.

*Emerging issues*

Should an urgent position of the Contact Committee be required on e.g. emerging issues concerning auditing in the EU field, the Chair may – after consulting other SAIs – set up a task force to assess the issue, propose further actions and if he/she deems it necessary, prepare a draft Contact Committee resolution. He/she may propose its adoption by written procedure.

*Representing the Contact Committee*

The Chair represents the Contact Committee. His/her role extends to answering questions and carrying out tasks of a ‘practical nature’<sup>1</sup> including the process agreed by the Contact Committee for selecting a ‘chair (by rotation)’ in years where the ECA hosts the Contact Committee meeting but, by agreement, does not take the chair. Matters of policy must be consulted first with the Troika, and if necessary with the Contact Committee.

If a resolution adopted at the Contact Committee meeting is intended for the attention of the Contact Committee’s stakeholders, the Chair in office and the following Chair will agree on who will ensure its circulation.

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<sup>1</sup> The Chair can for example approach colleagues about the hosting of future Contact Committee and liaison officer meetings. Questions from external interested parties about, for example, the time and place of the next Contact Committee meeting, can be answered. Information that is or will be available in the Contact Committee website can also be forwarded by the Chair. The internal interaction with liaison officers and working groups may also include answers to practical questions.