JURISAI

TERMS OF REFERENCE OF JURISAI's
FINANCE ADMINISTRATION & COMMUNICATION COMMITTEE

Terms of Reference of JURISAI'S
Finance Administration and Communication Committee

1. Objective and mission

The Committee on Finance, Administration and Communication (FACC) is the body of JURISAI that oversees its financial, administrative, and communication related activities. The mission of the FACC is to oversee and manage JURISAI to ensure economic, efficient, and effective operations, timely decision-making, and maintain strong governance practices. In doing so, it must respect regional autonomy and balance the diverse models and approaches of member SAIs. The Committee also contributes to the implementation of JURISAI's institutional strategy.

2. Functions and responsibilities

The FACC is responsible for:

- Developing and presenting Strategic Plans to the JURISAI General Assembly.
- Monitoring the implementation of the approved Strategic Plan.
- Tracking institutional performance and proposing corrective measures when necessary.
- Promoting coordination with other JURISAI bodies and strategic partners.
- Providing feedback on the preliminary triennial budget.
- Providing feedback on the annual budget plan for the current and following calendar year to be presented to the JURISAI Governing Board.
- Managing the Organization's communication strategy.

Additionally, the FACC plays an important role in promoting financial and administrative transparency and ensuring effective communication within the organization and with outside parties.

3. Composition of the FACC

FACC comprises the following entities:

- Chair of the FACC (2nd Vice-President of JURISAI).
- Committee members.
- Chairs of ad hoc working bodies created as needed to carry out specific activities or projects.
- Observers.

The Chair of the Committee is elected by the General Assembly for a three-year term, renewable for another three years. Those interested in being FACC Members or Observers must submit a request to the Chair of FACC and be approved by the other Members. Observers do not have voting rights.

4. Stakeholders

The main stakeholders of the FACC include:

- Members and observers of JURISAI.
- INTOSAI and its related entities.

5. Structure

The following entities are under the FACC:

- The **Strategic Planning Task Force** leads the development of the strategic plan. It may be convened at the discretion of the FACC at the beginning of each strategic planning cycle and is responsible for developing JURISAI's Strategic Plan.
- The **Communication Task Force** is responsible for managing JURISAI's communication strategy and implementation. The group is tasked with developing the communication strategy in accordance with the current Strategic Plan and defining standards for its execution. The

Communication Task Force must always strive to promote the INTOSAI-P - 50 - Principles of jurisdictional activities of SAIs. JURISAI's communication strategy aims to ensure transparency, dissemination of institutional information, and strengthening relationships with stakeholders, reinforcing the impact of the Organization’s activities. The Communication Task Force will be responsible for:

  - Managing JURISAI's communication channels (website, social media, newsletters).
  - Creating guidelines for visual identity and institutional language.
  - Producing institutional content, reports, and strategic publications.
  - Establishing partnerships for joint events and publications.
  - Developing a crisis communication plan to ensure rapid and coordinated responses.

- The **Financial Planning Task Force** is tasked with providing detailed feedback on the preliminary triennial budget, ensuring alignment with strategic priorities and financial sustainability. Additionally, the Task Force is responsible for reviewing and advising on the updated annual budget plan, which outlines financial projections and adjustments for the current and following calendar year.

The FACC may establish additional working groups or task forces with specific mandates and defined durations as needed by the Organization.

6. Reports

The FACC will present annual reports to the Governing Board on administrative issues, communication strategy, and the implementation of strategic plans. It will also provide feedback on the annual budget plan for the current and following calendar year.

7. Meetings

The FACC will meet at least once a year, with additional meetings convened as necessary. Meetings may be held in person, remotely, or in a hybrid format. Minutes will be prepared by one of the members and shared with the other members.

Any decision made by the FACC, during meetings or through written procedure, will, as far as possible, be by consensus. When consensus is not reached, issues will be decided by a simple majority vote. FACC observers do not have voting rights.

The working language of the FACC is English and French.

8. Cost Coverage

All costs resulting from the participation of Supreme Audit Institutions (SAIs) in the FACC, including participation in meetings, are borne by the SAIs themselves. The direct expenses of meetings are the responsibility of the SAI hosting the meeting.

9. Approval and review

These Terms of Reference were approved by the GB at its meeting held on 11 September 2025 in Brasília. They will be reviewed every three years or as required institutionally.