

PROCEDURE FOR PROCESSING AND APPROVING APPLICATIONS FOR ADMISSION AND CHANGES IN MEMBERSHIP STATUS IN JURISAI

Preamble

With the aim of clarifying, systematizing, and standardizing the procedure applicable to the processing and consideration of applications for admission of new members, as well as requests for changes in the membership status of existing JURISAI members, and in order to ensure consistent, transparent, and efficient action by the bodies involved in said procedure, this Regulation establishes and organizes the various steps to be taken from the submission of each application through to the adoption of the resolution, its notification, and, where the application is approved, the publication of the decision concluding the procedure.

This regulation also aims to enhance transparency and legal certainty regarding admission and membership-status change procedures, ensuring that applications are reviewed based on pre-established criteria and requirements, and that both applicant institutions and the competent bodies of JURISAI clearly understand the various stages of the procedure, the actions required of the parties, and the applicable conditions and timeframes. In this way, the regulation seeks to foster an orderly and predictable application process, while guaranteeing the proper assessment of the requirements for each membership category and ensuring a proper record of the actions taken throughout the procedure.

At the proposal of the Spanish delegation, the JURISAI Governing Board approved this Regulation at its third meeting, held in Lisbon on 23 September 2026. It shall apply to procedures for the admission of new JURISAI members and to the processing of requests for changes in membership status.

Article 1. Purpose and scope

1. This Regulation establishes the common procedure applicable to the processing, examination, and resolution of:
 - a) applications for admission —whether as a full member, an associate member, or an observer member— submitted on their own behalf by entities that are not members of JURISAI.
 - b) applications for a change in membership status —whether to full member, associate member, or observer member— submitted on their own behalf by entities that are already members of JURISAI.
 - c) applications for admission as an honorary member, submitted on behalf of third parties by entities that are already part of JURISAI as full members, associate members, or observer members.
2. This Regulation shall apply to all applications referred to in the preceding paragraph that are submitted after its entry into force.

Article 2. Submission of applications

1. **Formal requirements.** Applications may be submitted at any time; in all cases, they must be addressed in writing to the General Secretariat of JURISAI and submitted in a manner that provides reliable proof of both their receipt and the date thereof.
2. **Content and documentation.** The application shall contain, at a minimum, the following information and documentation:

- a) **Express indication of the membership category applied for** — full member, associate member, observer member, or honorary member — duly signed by the legal representative of the Supreme Audit Institution (SAI) or the applicant organization.
- b) **Documentation evidencing compliance with the requirements** for appointment to the requested category. To this end, in accordance with Article 4 of the JURISAI Statutes, the requirements to be demonstrated—depending on the category requested—are as follows:
 - I. **Applications for appointment as full members.** Applicants shall provide evidence of compliance with all the requirements applicable to one of the following two modalities:

Modality a’):

 - Being the SAI of a country.
 - Being a member of INTOSAI.
 - Exercising judicial functions.

Modality b’):

 - Being the SAI of a supranational organization subject to international law.
 - The organization having legal personality and an appropriate degree of economic, technical/organizational or financial integration.
 - The SAI exercising judicial functions.
 - Being a member of INTOSAI.
 - II. **Applications for appointment as associate members.** Applicants shall provide evidence of compliance with all the requirements applicable to one of the following four modalities:

Modality a’):

 - Being an SAI, whether or not it exercises judicial functions.
 - Being a member of INTOSAI.

Modality b’):

 - Being an independent SAI, whether or not it is a member of INTOSAI.
 - Exercising judicial functions.

Modality c’):

 - Being the SAI of a supranational organization, whether or not the SAI exercises judicial functions.
 - The organization being subject to international law.
 - The organization having legal personality and an appropriate degree of economic, technical, organizational or financial integration.

Modality d’):

 - Being an international organization or a non-political organization.
 - Being directly involved in the areas of accountability, transparency, the fight against corruption and governance.
 - Having the level of representation, reputation, and relevance that justifies their appointment under this modality.
 - III. **Applications for appointment as observers.** Applicants shall provide evidence of the following requirements:
 - Their status as an institution.
 - Their intention to participate in all or part of JURISAI's activities.
 - IV. **Applications for appointment as honorary members.** The applicant SAI must demonstrate that the proposed individual has made a significant contribution to either of the following two areas:

- The work or activities of JURISAI.
 - The development of public-sector oversight in connection with judicial functions.
3. **Language regime.** The application and the accompanying documentation shall be submitted together with an official translation into one of JURISAI's official working languages, unless the original documentation is drafted entirely in one of those languages.

Article 3. Initial processing by the General Secretariat

Upon receipt of an application for membership, the General Secretariat shall carry out the following actions:

1. **Acknowledgement of receipt and registration.** The General Secretariat shall acknowledge receipt of the application and register it upon receipt, issuing and providing the applicant with the corresponding acknowledgement of receipt.
2. **Request, where applicable, for correction or clarification of the application.** Where the application does not meet all the requirements or include all the documentation required under Article 2, the General Secretariat shall issue a request for correction or clarification within a maximum period of seven calendar days from receipt of the application and notify the applicant thereof, so that the applicant, within a maximum period of seven calendar days from formal receipt thereof, may duly remedy the irregularities identified in that request or provide the clarifications and documents specified therein.

Such request shall be made in the same official working language used by the applicant and shall expressly state that, should the applicant fail to comply within the prescribed period, the procedure shall be closed and the file closed and archived where the initial application does not meet the minimum requirements for processing. However, once the applicant has submitted any response to the request for correction or clarification within the prescribed period, no further request for correction or clarification or decision to close the file shall be permissible.

3. **Action where the request for correction or clarification is not complied with.** Once the period for correction specified in the request referred to in Article 3.2 has expired without the applicant having complied with the request, the General Secretariat shall issue a decision to archive the file within a maximum period of seven calendar days from the expiry of the correction period and shall notify the applicant of that decision within the same period.

Notwithstanding the foregoing, where, despite the applicant's failure to comply with the request for correction or clarification, the file is in a condition that allows the procedure to continue, the General Secretariat may continue processing the application without closing and archiving it, provided that it meets the minimum requirements necessary for that purpose, even where there are aspects that could be improved.

4. **Action where applications substantially identical to previously rejected applications are received.** Applications that have previously been rejected by the General Assembly and are resubmitted by the same applicant without additional documentation or evidence of a change in the circumstances that led to the rejection may be declared inadmissible directly by the General Secretariat, without the need for further proceedings, by means of a reasoned decision referring to the decision rejecting the original application.

The decision declaring the application inadmissible shall be notified to the applicant within a maximum period of seven calendar days from receipt of the application.

5. **Courtesy translation.** Where the processing of the file continues because no decision to archive the file or declare the application inadmissible has been issued, the General Secretariat may include in the file a courtesy translation into the other official working language of JURISAI.

6. **Referral of the File.**

1. Once all appropriate actions provided for in paragraphs 1, 2, 3 and 5 of this Article have been completed, the General Secretariat shall duly forward all documentation relating to each application to all members of the competent body, which shall be determined in each case in accordance with the following rules:
 - a) Applications for appointment as full members shall be submitted to the Governing Board for review, in accordance with Article 4.7 of the JURISAI Statutes.
 - b) Applications for appointment as associate members, observer members, and honorary members shall be submitted to the General Assembly for deliberation and a corresponding decision, in accordance with Article 4.8 of the JURISAI Statutes.
2. The maximum period for referring the file referred to in paragraph 6.1 above shall be seven calendar days, calculated from the day following receipt of the application by the General Secretariat or, where a subsequent request for correction or clarification of the application has been made, from receipt of the supplementary documentation by the General Secretariat. However, where the applicant has failed to comply with the request issued by the General Secretariat at any time, the period for referring the file shall, where applicable, begin to run on the day following the expiry of the period specified in the request and not complied with by the applicant.

Article 4. Review by the Governing Board of applications for full membership

1. **Applications for full membership.** All members of the Governing Board shall receive from the General Secretariat a complete copy of the documentation contained in all pending applications for full membership in JURISAI to be reviewed by the Governing Board, including cases where, following the applicant's response to the request referred to in Article 3.2, there are doubts as to whether the requirements for full membership have been met.

The procedure provided for in this Article shall likewise apply to applications for associate or observer membership where the General Secretariat considers that the applicant meets the requirements for full membership. In such cases, the General Secretariat shall first require the applicant, where necessary, to complete or clarify the information provided, in accordance with Article 3.2.

2. **Time limit for forwarding documentation and late submission of documentation.** Without prejudice to the general submission deadline established in Article 3.6.2, the documentation must reach all Governing Board delegations at least seven calendar days prior to the scheduled date of the Committee meeting, the agenda of which must list the review of said requests as a separate item.

Where, for reasons not attributable to the recipient delegation, all or part of the documentation is received less than seven calendar days before the scheduled meeting, consideration of the applications affected by such delay shall be postponed until the next meeting of the Governing Board, even if no date has yet been scheduled for such meeting. However, the applications may be

considered at the originally scheduled meeting if the members of the Governing Board so agree by a simple majority of the votes of the members present, in accordance with Article 13.7 of the JURISAI Statutes, notwithstanding the failure to comply with the aforementioned time limit.

3. **Position of the Governing Board.** Once the applications for full membership have been examined, the Governing Board shall, by a simple majority of the votes of the members present, agree to refer them to the General Assembly through the General Secretariat.

The Governing Board's decision shall be forwarded to the General Assembly by the General Secretariat within a maximum period of seven calendar days from the date of the decision and shall be accompanied by a reasoned note setting out the position adopted by the Governing Board.

The memorandum shall conclude with a clear and reasoned proposal to:

- a) **admit the applicant as a full member;** or
- b) **reject the application** where it is considered that the requirements for full membership have not been met.

Where the Governing Board considers that the requirements for membership in another category provided for in Article 4 of the Statutes have been met, it may indicate whether the applicant has agreed to such alternative membership in its response to the request for correction or clarification issued by the General Secretariat pursuant to Article 3.2.

The position of the Governing Board shall not be binding on the General Assembly.

Article 5. Processing and decision by the General Assembly

1. **Receipt of files.** All delegations to the General Assembly must receive from the General Secretariat a complete copy of the documentation regarding all files concerning JURISAI membership applications pending resolution by the General Assembly.

Without prejudice to the time limits established in Articles 3.6.2 and 4.3, the documentation shall be received at least seven calendar days before the date of the General Assembly meeting at which the agenda includes the consideration and, where applicable, decision on such applications is included as a separate item.

2. **Action in the event of late receipt.** Where, for reasons not attributable to the recipient delegation, all or part of the documentation is received less than seven calendar days before the scheduled meeting, consideration of the applications affected by such delay shall be postponed until the next meeting of the General Assembly, even if no date has yet been scheduled for such meeting.

However, the applications may be considered at the originally scheduled meeting where the members of the General Assembly agree to proceed with their consideration by a simple majority of the votes of the full members present, notwithstanding the failure to comply with the prescribed notice period.

3. **Applications for full membership.** In the case of applications for full membership, and in accordance with Article 4.7 of the JURISAI Statutes, the memorandum of the Governing Board referred to in Article 4.3 of this Regulation, in which that body expressly states its position on each relevant application, shall be mandatory, although non-binding, prior to consideration of the applications by the General Assembly.

4. **Decision of the General Assembly.** Pursuant to Article 4 of the JURISAI Statutes, the General Assembly shall expressly consider and decide—under the relevant agenda item of the appropriate ordinary or extraordinary meeting—on the granting or denial of each application for membership submitted by the General Secretariat in accordance with the preceding articles, expressly determining in each case whether or not the requested membership is approved and, where admission is granted, the membership category awarded from among those provided for in Article 4 of the Statutes.

For this purpose, the General Assembly shall take into account the documentation contained in the file and, in the case of applications for full membership, the Governing Board's review memorandum, which is mandatory but non-binding, referred to in Articles 4.3 and 5.3 of this Regulation, in accordance with Article 4.7 of the JURISAI Statutes.

The General Assembly shall adopt the decisions referred to in this Article by a simple majority of the votes of the full members present, except for decisions concerning honorary membership, which shall require a two-thirds majority, in accordance with Articles 4, 13.1 and 13.7 of the JURISAI Statutes.

5. **Membership categories other than the one applied for.** When the General Assembly determines that the initial application does not meet all the requirements for the requested category, it may approve—either on its own initiative or upon the proposal of the Governing Board, as applicable—any other membership category provided for in Article 4 of the JURISAI Statutes, provided that all requirements established for that category are met and the applicant's consent is on record.

Article 6. Notification and publication of new memberships

1. **Communication of the decision.** The decision adopted by the General Assembly in respect of each application for membership shall be formally communicated by the General Secretariat to the applicant within a maximum period of seven calendar days from the date on which the decision was adopted.
2. **Publication of JURISAI members, specifying the membership category.**
 1. Within the same period specified in the preceding paragraph, the General Secretariat shall publish on the JURISAI website a list of the new members, where applicable, expressly indicating the membership category applicable to each of them, in accordance with the decision adopted by the General Assembly. Such publication shall be limited to the information necessary to identify the new member and the corresponding membership category, without prejudice to any publication obligations arising from other internal rules of JURISAI.
 2. Without prejudice to the aforementioned publication regarding new members, the General Secretariat updates any changes in membership within the same timeframe by publishing a consolidated, updated, and complete list of all JURISAI members, also indicating the corresponding category for each member from among those set forth in Article 4 of the JURISAI Statutes.
 3. All JURISAI membership lists referred to in this Article shall be published in all languages in which the JURISAI website is available and, in any event, in all of its official working languages.

Article 7. Confidentiality and handling of documentation

1. The documentation submitted by applicants and the documents contained in membership

application files shall be used exclusively for the purpose of processing the corresponding applications and taking the relevant decisions.

2. Members of the General Secretariat, the Governing Board and the General Assembly who have access to such documentation shall ensure that it remains confidential, without prejudice to any information that is required to be made public pursuant to Article 6 of this Regulation, the Statutes or any other applicable internal rules of a rank equal to or higher than that of this Regulation.

Article 8. Calculation of time limits

1. The time limits established in this Regulation shall be calculated in calendar days.
2. The beginning and end of each day shall be determined by reference to the official time applicable to the SAI holding the General Secretariat.
3. Where a time limit expires on a non-working day under the official regulations applicable in the State corresponding to the SAI holding the General Secretariat, the time limit shall be extended until the next working day.

For this purpose, the SAI holding the General Secretariat shall publish, for each year, the calendar of working and non-working days in all languages in which the JURISAI website is available and, in any event, in all of its official working languages.

Article 9. Publication and entry into force

1. This Regulation shall be published permanently on the JURISAI website in all languages available on that website and, in any event, in all of JURISAI's official working languages.
2. Publication shall take place within a maximum period of seven calendar days from the date of approval.
3. This Regulation shall enter into force on the date of its publication on the JURISAI website.