

REPORT ON ACTIVITIES OF ASEANSAI ADMINISTRATION FUNCTION FOR THE PERIOD NOVEMBER 2013 TO OCTOBER 2015

As agreed in the ASEANSAI General Assembly Meeting in Brunei Darussalam, November 2013 that there would be a transitional arrangement before the establishment of permanent secretariat and administration office could take place and initiated after the signing of the Amendment of the ASEANSAI Agreement. The arrangement was that the SAI Indonesia would continue its secretariat duties in managing finance and bank account, keeping records, and communicating with donors, while the administration support duties to the ASEANSAI Executive Committee would be conducted by the SAI of Brunei Darussalam.

As of November 2013, SAI Brunei Darussalam assumed the role of ASEANSAI Administration Function to provide administration support to the Chairman of ASEANSAI and the Executive Committee. Following the draft Protocol Amending The Agreement On The Establishment Of The ASEAN Supreme Audit Institutions (ASEANSAI) circulated after the ASEANSAI General Assembly Meeting in November 2013, the functions and duties of the ASEANSAI Administration Office are as stated below:

- 1) To be responsible to the Chairman of the ASEANSAI;
- 2) To assist the Executive Committee of the ASEANSAI in managing the administrative matters;
- 3) To coordinate with the Permanent Secretariat in performing its duties;
- 4) To perform any other duties as directed by the Executive Committee of the ASEANSAI.

In alignment with the functions and duties of the ASEANSAI Administration Function, the ASEANSAI Administration Function has established four objectives to be achieved in fulfilling with its role. The four objectives and activities conducted under each objective are detailed as follows:

Objective 1: Providing administrative support to Executive Committee

- **Administrative arrangement of the Administration Function**

ASEANSAI Administration Function has prepared the draft Work Plan and proposed budget 2014-2015 for ASEANSAI Administration Function to be endorsed in the ASEANSAI Assembly in Jakarta, January 2014.

ASEANSAI Administration Function has also prepared the draft Work Plan for ASEANSAI Executive Committee and submitted for discussion during ASEANSAI Senior Officials' Meeting in Brunei Darussalam held from 27th to 28th July 2015. The revised draft Work Plan was given to SAI Cambodia and SAI Lao as the next ASEANSAI Chairman and ASEANSAI Vice

Chairman respectively for their comments before submission to SAI Indonesia as the ASEANSAI Secretariat Function for endorsement in the ASEANSAI Summit.

In addition to this, ASEANSAI Administration Function has coordinated with SAI Indonesia and other ASEANSAI members for the finalisation of the draft Protocol Amending The Agreement On the Establishment Of The ASEANSAI from November 2013 until October 2015.

- **Reporting to ASEANSAI Executive Committee**

As stipulated in the ASEANSAI Rules and Procedures, each ASEANSAI Committee was required to submit their semi-annual report to the ASEANSAI Executive Committee. ASEANSAI Administration Function has communicated to all ASEANSAI Committees to provide the semi-annual report for the period from January 2014 to June 2014; July 2014 to December 2014 and January 2015 to June 2015 to be reported to the ASEANSAI Executive Committee.

- **Facilitating Meeting for the ASEANSAI Executive Committee**

ASEANSAI Administration Function has coordinated with ASEANSAI Secretariat Function in facilitating ASEANSAI Executive Committee Meeting which was held in Cambodia on 21st October 2014 to discuss issues such as the finalisation of the draft Protocol Amending The Agreement on the Establishment of the ASEANSAI; the concept paper on the restructuring of the ASEANSAI Secretariat; draft Memorandum of Understanding between ASEANSAI and Asian Development Bank (ADB); audited ASEANSAI Financial Statements for Year Ended 31 December 2012 and 31 December 2013; the upcoming ASEANSAI Assembly and the tentative programme.

Summary of Discussion for the ASEANSAI Executive Committee Meeting which has been endorsed by the Chairman of ASEANSAI was circulated to all ASEANSAI members in November 2014.

Objective 2: Facilitation of collaborations and management of communication flow for members of ASEANSAI

- **Facilitating ASEANSAI Meetings**

ASEANSAI Administration Function has also coordinated with SAI Indonesia in facilitating several ASEANSAI meetings for all ASEANSAI members that include the compilation of the

meeting materials, circulation of the meeting materials and preparation of the summary of discussion for each meeting. Those meetings were listed as follows:

- (i) ASEANSAI Technical Meeting and Assembly Meeting in Jakarta, January 2014
- (ii) ASEANSAI Preparatory Meeting, Assembly Meeting and Technical Meeting in Kuala Lumpur, February 2015
- (iii) ASEANSAI Preparatory Meeting and Senior Officials' Meeting in Brunei Darussalam, July 2015
- (iv) ASEANSAI Summit in Cambodia, November 2015

Minutes of Meetings for the above meetings (i) to (iii) have been prepared by ASEANSAI Administration Function and ASEANSAI Secretariat Function, and circulated to all ASEANSAI members.

- **Requesting report or articles from ASEANSAI members on any activities or events for the newsletter purpose issued on quarterly basis**

ASEANSAI Administration Function has also been given the responsibility to publish ASEANSAI Newsletters since November 2013 and managed to publish several ASEANSAI Newsletters as follows:

- ASEANSAI Newsletter Volume I-2014 (Jan to Mac 2014)
- ASEANSAI Newsletter Volume II-2014 (Apr to Jun 2014)
- ASEANSAI Newsletter Volume III-2014 (Jul to Sep 2014)
- ASEANSAI Newsletter Volume IV-2014 (Oct to Dec 2014)
- ASEANSAI Newsletter Volume I-2015 (Jan to Mac 2015)
- ASEANSAI Newsletter Volume II-2015 (Apr to Jun 2015)
- ASEANSAI Newsletter Volume III-2015 (Jul to Sep 2015)

Objective 3: Supporting the development of Committees' work plan and monitoring the work plan implementation

- **Requesting the Terms of Reference and Work Plan from Committees and Permanent Secretariat**

In the year 2013, ASEANSAI Administration Function has coordinated with ASEANSAI Secretariat Function by requesting all ASEANSAI Committees to submit their Terms of Reference and Work Plan 2014-2015 to be discussed and endorsed in the ASEANSAI Assembly in Jakarta in January 2015.

ASEANSAI Administration Function has also coordinated with ASEANSAI Secretariat Function in 2015 by requesting from each ASEANSAI Committee and compiling of the ASEANSAI Committees' Work Plan 2016-2017 for discussion in the ASEANSAI Senior Officials' Meeting held on 27th and 28th July 2015 in Brunei Darussalam,.

- **Arranging meeting to finalise the work plan of each committee**

After the ASEANSAI Senior Officials' Meeting in Brunei Darussalam, ASEANSAI Administration Function has coordinated with ASEANSAI Secretariat Function by requesting and compiling the revised Committees' Work Plan 2016-2017 to be endorsed in the ASEANSAI Summit to be held on 5th November 2015.

- **Monitoring the implementation of Committees' work plan**

As required in the ASEANSAI Rules and Procedures, each ASEANSAI Committee was required to submit their semi-annual report to the ASEANSAI Executive Committee. ASEANSAI Administration Function has communicated to all ASEANSAI Committees to provide the semi-annual report for the period from January 2014 to June 2014; July 2014 to December 2014 and January 2015 to June 2015 to be reported to the ASEANSAI Executive Committee.

Objective 4: Ensuring a smooth transfer of responsibilities of Chairman and Secretariat to the next Chairman of ASEANSAI

- **Preparing the handover of Chairmanship in 2015 (i.e. Materials for the handing over and gavel to pass to the new Chairman)**

ASEANSAI Pre-Handover Chairmanship Meeting was held in Brunei Darussalam on 29th July 2015 with SAI Cambodia and SAI Indonesia to discuss and share knowledge together served as knowledge transfer from the outgoing Chairman of ASEANSAI to the upcoming Chairman and also the supports rendered by ASEANSAI Head of Administration and ASEANSAI Secretariat to the Chairman of ASEANSAI.

During the meeting, SAI Brunei Darussalam has handed-over physical documents relating to the ASEANSAI Administration Function works.

- **Preparing the next ASEANSAI Summit**

ASEANSAI Administration Function has coordinated with SAI Indonesia (ASEANSAI Secretariat Function) and SAI Cambodia (incoming Chairman and host of the ASEANSAI

Summit 2015) in preparing for the ASEANSAI Summit in November 2015. Notice of the ASEANSAI Summit, and invitation letters for the ASEANSAI Summit have been issued before the ASEANSAI Summit according to the agreed timeframe.

ASEANSAI Administration Function has also dealt with matters that were agreed during the ASEANSAI Seniors' Official Meeting such as issuing nomination letters for appointment of ASEANSAI Secretariat and ASEANSAI Auditor for the Financial Statement Year Ended 31 December 2014 and 31 December 2015.

- **Preparing the ASEANSAI Book**

ASEANSAI Administration Function has assembled an ASEANSAI Book with the theme "The ASEANSAI's Journey Continues" for the period from November 2013 until July 2015 as a continuation from the previous ASEANSAI Book published by ASEANSAI Secretariat, SAI Indonesia. The ASEANSAI Book depicts articles contributed by all ASEANSAI members and will be distributed to each SAI during ASEANSAI Summit.
