

**AFRICAN PROFESSIONALISATION INITIATIVE (API)**  
**TERMS OF REFERENCE FOR THE PROJECT STEERING**  
**GROUP (PSG)**

## Contents

|     |   |   |
|-----|---|---|
| 1.  | PROJECT BACKGROUND.....                       | 3 |
| 2.  | TERMS OF REFERENCE .....                      | 3 |
| 2.1 | PURPOSE.....                                  | 3 |
| 2.2 | ROLE OF THE PROJECT STEERING GROUP (PSG)..... | 3 |
| 2.3 | MEMBERSHIP.....                               | 4 |
| 2.4 | RESPONSIBILITY OF PSG MEMBERS .....           | 4 |
| 2.5 | TERM OF APPOINTMENT.....                      | 4 |
| 2.6 | INTELLECTUAL PROPERTY.....                    | 4 |
| 2.7 | AMENDMENT TO TERMS OF REFERENCE.....          | 5 |
| 2.8 | TERM OF PSG .....                             | 5 |
| 3   | MEETINGS LOGISTICS.....                       | 5 |
| 4   | PROTOCOL.....                                 | 5 |
| 5   | RECORDS .....                                 | 5 |

## 1. PROJECT BACKGROUND

- 1.1 The African Professionalisation Initiative (the Initiative) has been established by the African Organisation of English-speaking Supreme Audit Institutions (AFROSAI-E), the East and Southern African Association of Accountants General (ESAAG) and the Pan African Federation of Accountants (PAFA). More recently, the *Conseil Régional de Formation des Institutions Supérieures de Contrôle des Finances Publiques de l'Afrique Francophone sub-Saharienne* (CREFIAP) joined the Initiative. These three regional organisations are partnering to professionalise public sector accountants and auditors in Africa. The Initiative arose out of a strategy that was approved in 2014 at the AFROSAI-E Governing Board.
- 1.2 The Initiative was initiated under interim structures with the intention of migrating to a permanent structure at a later date. The structure is governed by the Interim Oversight Board (IOB). The Project Steering Group (PSG) has been established to support the IOB.
- 1.3 A memorandum of understanding was signed by the three regional organisations (the MOU) and is attached as Appendix A. Paragraph 4.2 of the MOU provides as follows: “*The Chief Executive Officers (CEOs) of the parties will form the Project Steering Group which will support the Interim Oversight Board and will direct the implementation of the African Professionalisation Initiative’s strategy. The PSG will also monitor the implementation of this MOU.*”
- 1.4 The project vision and objectives are outlined in the IOB terms of reference.

## 2. TERMS OF REFERENCE

### 2.1 PURPOSE

2.1.1 The purpose of the terms of reference is to:

- Describe the mandate, membership and processes of the PSG.

### 2.2 ROLE OF THE PROJECT STEERING GROUP (PSG)

To provide Secretariat support to the Interim Oversight Board (IOB) and its successor Board through:

- Implementing resolutions of the IOB.
- Minute taking and record keeping for the IOB.
- Minute taking for any other committee of the IOB.
- Acting as a contact point with various stakeholders.
- Maintaining a perspective on the long-term view of API;
- Providing advocacy, activation, input and engagement towards achieving API objectives.
- Monitoring the implementation of the MOU.

## 2.3 MEMBERSHIP

- 2.3.1 Membership of the PSG consists of the chief executive officers (or equivalent) of the participating regional organisations as guided by the MOU.
- 2.3.2 Each member of the PSG exercises that capacity, and provides contributions, on a voluntary basis. No member of the PSG shall be entitled to any remuneration or wage from IOB as a result of that person's membership of the PSG, and there is no employer-employee relationship between IOB and any member as a result of that membership.
- 2.3.3 Members of the PSG must adhere to their respective organisation Code of Conduct at all times.

## 2.4 RESPONSIBILITY OF PSG MEMBERS

- 2.4.1 Members undertake to contribute to the PSG in a professional manner, attending meetings regularly and respecting confidentiality. Conflict of interest and confidentiality declarations will remain a standing agenda item in meetings. All members will act in a united manner once decisions are made and undertake agreed actions in a timely manner.
- 2.4.2 All members are required to contribute to the smooth running and success of the project, providing advice, information and support as appropriate to their skills, role and function.
- 2.4.3 Members will act as ambassadors, advocates and champions for the project.
- 2.4.4 Key responsibilities include:
- Assisting with progressing the project to achieve the vision and objectives;
  - Participate in briefing sessions, support consultative engagement and provide feedback;
  - Establish or confirm the potential different user/community groups;
  - Provide feedback and input on the project design including acting as a viable two way conduit between the PSG and the relevant stakeholder representative groups;
  - Undertaking reviews of project milestones as required;
  - Oversee the provision of secretarial support to the IOB.

## 2.5 TERM OF APPOINTMENT

- 2.5.1 The appointment of members will remain in force for as long as their respective organisations are participating in the API.

## 2.6 INTELLECTUAL PROPERTY

- 2.6.1 The PSG acknowledges and agrees:
- It is important to develop, maintain, protect and manage the organisation's intellectual property including copyrights, trademarks, registered designs, patents and databases.
  - The PSG has a duty to observe and help protect API's intellectual property by not copying or supplying such property without the express permission of IOB.

- API retains ownership of all intellectual property created, consultants and PSG members in the course of their involvement in the group. The PSG will refer to the Project Manager any questions relating to intellectual property rights or the use of another organisation's document.

## 2.7 AMENDMENT TO TERMS OF REFERENCE

2.7.1 This Terms of Reference may only be altered by resolution of IOB. The PSG may request IOB to consider an amendment the Terms of Reference once the proposed alteration or the effect thereof and such proposed alteration must be approved by the IOB.

## 2.8 TERM OF PSG

2.8.1 The PSG will continue to exist after the establishment of the API's permanent structure so as to ensure continuity through the transition process. The PSG can only be dissolved by an IOB resolution.

## 3 MEETINGS LOGISTICS

3.1 All meetings of the PSG will be facilitated by a designated staff member from the secretariats of the participating regional organisations. This individual will be selected by the PSG members as required.

3.2 Meetings will be held at venues agreed upon by the members.

## 4 PROTOCOL

4.1 Meetings are to be conducted amongst members only, with others to participate by invitation. All decisions of the PSG will be made by way of consensus. Where PSG members are unable to reach consensus on a contentious matter, this should be referred to the IOB.

4.2 Meetings to be held at least four times per year and additional as required. Meetings should not exceed 2 hours duration, unless extended by resolution of the meeting.

## 5 RECORDS

5.1 Meetings are to follow an agenda and minutes taken are to be distributed to all members of the PSG.

5.2 Records generated through the work of the PSG shall be maintained and stored securely. Records should be accessible by all members.