



Pacific Association of Supreme Audit Institutions (PASAI)

Communications Policy

Access to information

All PASAI members, PASAI office holders, PASAI staff and others participating on PASAI programmes and activities

PASAI Reference Number

PS_1_COM_2023

Issued and effective

8 November 2023.

Review

Policy to be reviewed every two years [next review November 2025]

Content

External communications delegations

Applicable to

All PASAI office holders, PASAI staff and others participating on PASAI programmes and activities

Issuer

Chief Executive for PASAI

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SECTION I – PURPOSE

1. The purpose of this policy is to establish rules and procedures enabling effective external communication relating to the business and activities of the Pacific Association of Supreme Audit Institutions (PASAI).

SECTION II – SCOPE

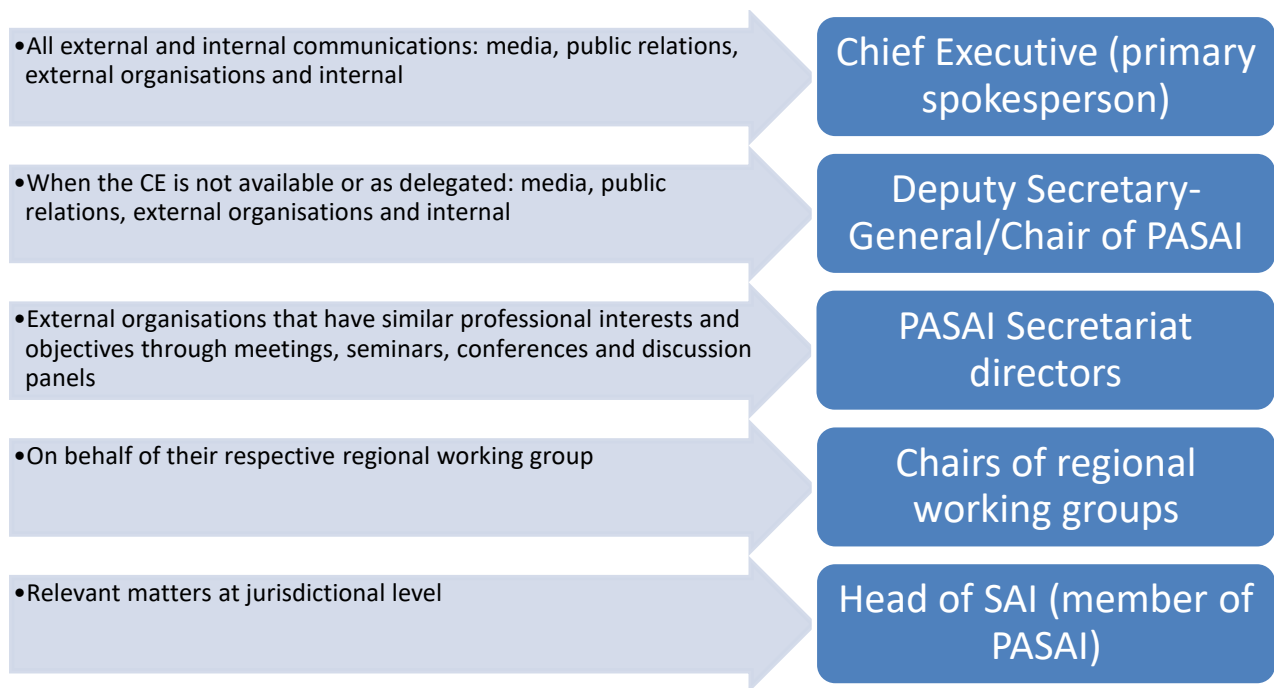
2. This policy applies to:
 - (a) PASAI's office holders (including the Chairperson, members of the Governing Board, the Secretary-General, and their delegates);
 - (b) PASAI's staff (including the Chief Executive, employees, consultants, and contractors); and
 - (c) other persons (including staff of PASAI members) who participate in PASAI activities and receive personal financial benefit from doing so (whether or not PASAI is the funder of an activity).
3. All individuals to whom the policy applies should read the policy and understand its requirements and objectives, and must comply with its processes willingly and proactively.

SECTION III – POLICY

4. Communicating externally (in live public appearances, recorded media interviews, formal meetings, seminars, conferences and discussion panels) should only be done by designated spokespeople or people who are nominated or appointed by the spokespeople.
5. Designated spokespeople include:
 - The Chief Executive, who is the primary spokesperson for PASAI, although the Chief Executive may delegate this task to another suitable person. The Chief Executive may seek briefs from heads of member SAIs, Secretariat directors or working group members for media briefings to external organisations on a specific issue. These briefs are to be provided to the Chief Executive as expeditiously as possible.
 - PASAI Deputy Secretary-General or the Chairperson, who are the secondary spokespeople for PASAI and represent the organisation when the Chief Executive is not available. The Deputy Secretary-General/Chairperson is to keep the Secretary-General and Chief Executive informed of all public appearances and interviews with the media, as well as interactions with external organisations that

have similar professional interests and objectives through meetings, seminars, conferences and discussion panels. Copies of speeches and presentations will be provided to the Secretary-General and Chief Executive.

- PASAI Secretariat’s directors, who are representative of PASAI and its work in the region and internationally, who may interact with external organisations that have similar professional interests and objectives through meetings, seminars, conferences and discussion panels.
 - Chairs of regional working groups, on behalf of their respective group.
 - The heads of SAIs on behalf of their respective SAI in all relevant matters at jurisdictional level.
6. All designated spokespeople are to consult the Chief Executive when communicating organisational PASAI matters to ensure consistency and appropriateness.
7. Summary of designations:



SECTION IV – EFFECTIVE DATE

The Policy is effective as of 8 November 2023.

SECTION V – REVIEW DATE

The Policy is to be reviewed after two years from this last review date.

SECTION VI – ISSUER

The Issuer of this Policy is the Chief Executive for PASAI.

SECTION VII – CONTACT AND ACCESS

1. **Contact.** For questions relating to this Communications Policy, please contact PASAI Secretariat at secretariat@pasai.org.
2. **Access.** The Policy can also be accessed at <https://www.pasai.org/pasai-policies>

SECTION VIII – RELATED DOCUMENTS

1. PASAI Charter
2. PASAI Incorporated Rules
3. PASAI Governance Code
4. PASAI Code of Conduct Policy
5. PASAI Financial and Asset Management Policy
6. PASAI Governance and Operational Policies
7. PASAI Fraud Control Policy
8. PASAI Human Resource Policy
9. PASAI Communication Strategy
10. PASAI Gender Policy
11. PASAI Procurement Policy
12. PASAI Whistleblowing Policy
13. PASAI Contract Management Policy