

INTERNAL AUDIT SENIOR ADVISORY COMMITTEE

TERMS OF REFERENCE

Background

The revised Treasury Board Policy on Internal Audit became effective on April 1 2001, the Treasury Board Secretariat, through its Centre of Excellence (CEIA) for Internal Audit, has the responsibility to provide leadership, advice and support to departments and agencies. A key requirement for the provision of this support is the availability of the advice and support of senior members of the internal audit community. The Senior Advisory Committee is intended to contribute to meeting this requirement.

Mandate

The Senior Advisory Committee will:

- Provide advice and expertise to the CEIA in support of the implementation of internal audit policies and practices across government
- Provide advice to the CEIA on the impact of specific CEIA initiatives upon the internal audit community
- Alert the CEIA regarding emerging issues that may impact upon the internal audit function
- Provide input to strategic plans for the CEIA and the internal audit community
- Facilitate communication and co-operation between the CEIA, departmental internal audit staff and departmental senior management

Composition

The Senior Advisory Committee will be comprised of a cross section of Heads of Internal Audit. Membership on the Committee is determined by the Executive Director, Centre of Excellence for Internal Audit and will reflect the diversity of the internal audit community. Members will be selected based on their individual expertise and competencies and discussion topics may be sensitive. At meetings, a “no substitutes” policy will apply. Current members are listed in Appendix A to these Terms of Reference.

Others in Attendance

CEIA Directors and Portfolio Managers will also attend the Committee Meetings.

Chairing of Committee Meetings

The position of Chair of Committee meetings will be held by the Executive Director, CEIA.

Operations

The Committee will meet on an ad hoc basis. Meetings will be called by the Chairperson. Formal records, such as minutes, will not be produced.

Agenda

The Agenda for each meeting will be developed by the Executive Director, CEIA, in consultation with the Internal Audit Senior Advisory Committee.

Secretariat

Secretariat services for the Committee will be provided by the Centre of Excellence for Internal Audit.

