INTOSAI Community Portal

Frequently Asked Questions

General

1. What is INTOSAI Community Portal?

Ans. INTOSAI Community Portal is the Knowledge Portal of INTOSAI designed to enable free communication, knowledge sharing and dissemination of information. This portal also serves as a single window of information on the activities of Knowledge Sharing Committee and the Working Groups under it. Besides serving as a central repository of information, the portal also contains features like Video Conference facility, Webinars, Polls, Surveys, Messaging, Registration and Communities of Practice.

Further, to cater to the needs of the field practitioner of public auditing, an auditor centric approach has been adopted. A Knowledge Centre has been created to provide access to guidance, compendiums and best practices all around the world. This section also provides for the auditors to seek answers on different areas of public auditing.

Any registered member can utilize the facilities and actively contribute and participate in the activities free of cost. The vision of KSC and IDI is to make this portal a forum of regular interaction and discussion.

A separate page for Supervisory Committee on Emerging issues (SCEI) has also been created to enable members to communicate the emerging areas and risks.

2. Does Portal support all languages of INTOSAI?

Ans. The portal provides for multilingual support in all INTOSAI languages.

3. Is it portable across all the devices?

Ans. The design of the portal is mobile friendly. Once the design of the Communities of Practice (CoP) is stabilized, we are planning to create an app for mobile applications for ease of use and participation.

4. What are the facilities available in the INTOSAI community Portal?

Ans.: The following facilities can be availed by any registered member of the Community Portal:

1. **Communities of Practice**: A closed group, to enable discussions and sharing of documents within the members of the group

2. **Knowledge Centre**: This section allows the members to share guidance, compendium of good practices of their Supreme Audit Institution (SAI) /INTOSAI Body. The Centre also has a library and includes a Q & A section allowing field auditors to interact pose questions and provide answers in Public audit. Any registered member can contribute article/documents to this section.

3. **Video Conference**: Any SAI/ INTOSAI Body can avail the opportunity to schedule VC by placing their request.

4. **Webinars**: This feature is included in the Webpages of the Working Groups allowing members to schedule webinars in the area of their interest. It allows for 20 speakers and unlimited participation.

5. **Polls/Surveys**: Any INTOSAI Body/SAI can create polls and Surveys. Polls allows for only two kinds of answers. It provides for graphical updates on the results. Surveys allow for posting questions with four options.

6. **Registration Form**: Any INTOSAI Body/SAI can use the Registration form facility. It is dynamic in nature allowing only creator of the event to download the details of Registration in Excel Sheet.

7. **Exposure Draft**: All the non-IFPP documents produced by the working /groups will be posted in this section for comments from the member. Only registered members can post comments. Like Registration only the member who has posted the draft will be allowed the download the comments in the excel sheet. However, members can view the comments of others.

8. **Photos/Videos**: Any register member can upload photos/Videos in this section.

9. **Blogs**: Registered member can post a new blog or comment on the existing Blog.

10. **Event Calendar/News**: Registered members can upload an event in the Calendar and also news on any Event pertaining to their SAI/INTOSAI body in the Portal.

The above documents/ articles can be uploaded in any of the INTOSAI languages.

5. Who can register in the portal? Any member of Supreme Audit Institution (SAI) or only for International Relations?

Ans.: Any person working in a Supreme Audit Institution (SAI) or belonging to any INTOSAI Body can register in the Portal. The members are requested to register preferably using their official email ids.

6. Can Regions also use the features for their Regional Activities?

Ans.   Regions are also welcome to use this portal for their Regional activities and also for Region to Region cooperation and Knowledge sharing activities. A separate webpage can be opened or Community of Practice (CoP) can be created.

7. How do I register in the Portal?

Ans. The facility to register is provided in the menu "Would you like to" -> "Register in the Portal". Once submitted, the credentials and a default password is forwarded to the registered email. The credentials are forwarded within 24 hrs. The members are also requested to check their Spam account. In case of non-receipt, even after 24 hrs, this may be notified to KSC Secretariat by sending an email to ir@cag.gov.in.

8. Can any person participate in activity and utilize the features of the Portal?

Ans.   Yes, the features in the portal can be availed by any registered member of the Portal.

9. How to change password?

Ans.   The Registration page also includes a facility to change password.

10. Who translates webpages in the Portal?

Ans. KSC Secretariat undertakes translation of the static Webpages of the Portal. Comments from the members on the quality of the translation is welcome. KSC Secretariat seeks assistance of various Regions in translation of othernon-static contents like guidance etc.

11. Can we translate any guidance and post it in the Portal?

Ans. Members are welcome to translate the pages and post it in the Portal.

Community of Practice

12. What is Community of Practice?

Ans. Community of Practice (CoP) is closed group created in the INTOSAI Community portal to enable members of the group to communicate among themselves and to share documents, messages, photos, videos within the group.

13. Can you please explain the different kinds of users in CoP?

Ans.   CoP has two categories of users; Manager and members. Manager of the CoP are can create discussion threads, add/delete members, documents, videos and photos and also monitor the level of participation of the members of the group.

Members will be able to add documents, post videos, photos in their community of Practice and message within the discussion threads.

14. What are different activities one can do in a CoP?

Ans.   The following are the activities one can carry out in the CoP:

1. Share files, pertaining to CoP in the Library.
2. Post messages for other members within the CoP
3. Create Tasks and monitor the activity.

The library in CoP keeps track of version changes for better management and retrieval of documents. Development of an app for COP is also under consideration.

15. How to create a CoP?

Ans.   Creation of a CoP can be initiated from the Portal itself. Once the CoP is created, the operation of CoP passes on to the designated Manager of CoP.

16. How to become member of CoP?

Ans.   The Manager of the CoP adds members to the CoP. Any request for joining the CoP may be initiated through Menu "Would you Like to" -> "Participate in CoP.

17. What is the purpose of a Library in CoP

Ans. Library in CoP is used to keep documents based on the discussion threads. The library in CoP keeps track of version changes for better management and retrieval of documents.

18. What are Tasks in CoP for ?

Ans. Tasks panel allows the members to create various tasks based on the action points. It allows members to assign the leads, participants, start and end date of the task. A Gantt chart allows the Team to manage various tasks undertaken by the members.

More features are being planned for task management, like inclusion of challenges etc. Suggestions are also awaited from the members.

Video conference

19. Can VC facility be requested by any member?

Ans.   Yes, the option to forward the request is available in "Would you like to "menu. KSC Secretariat based on the request books a slot for VC. The link is then posted in the VC page of the Portal. The link can then be forwarded to all the participants by the proposer. We use the

third party utility "Zoom" for this purpose. Any reminders, in case of non-receipt of link, can be sent to ir@cag.gov.in.

20. Can VC be used by SAIs for their internal communications?

Ans. VC facility is for external communications between SAIs and INTOSAI bodies.

21. Can VC be used by Regions for their activities?

Ans. Regions are encouraged to use VC facility for their activities.

22. How to post requests for VC?

Ans. Menu "Would you like to -> "Request a video conference". KSC Secretariat based on the request books a slot for VC. The link is then posted in the VC page of the Portal. The link can then be forwarded to all the participants by the proposer. We use the third party utility "Zoom" for this purpose. Any reminders, in case of non-receipt of link, can be sent to ir@cag.gov.in.

> **Commented [vp2]:** Repetition of question 19

23. Whom to address in case of any grievances and suggestions in the portal?

Ans. KSC Secretariat is main administrators of the Portal. Any grievances or suggestions may be sent to ir@cag.gov.in.

Blog, News/Event Calendar, Videos and Photos

24. Can I write Blog, upload photos, videos in the Website?

Ans. Registered member can write Blog or comment on the existing blog. The content is presently not moderated before posting. However, in case of any complaints or violation of ethics, KSC Secretariat reserves the right to remove the content.

25. Can Videos and photos be uploaded by registered member?

Ans. Yes, registered members are free to upload the videos and photos of their official functions of their SAIs or INTOSAI Body. The content is not moderated before posting. However, in case of any complaints or violation of ethics, KSC Secretariat reserves the right to remove the content.

26. Can any news pertaining to SAI be uploaded in the Portal?

Ans. The Portal allows for any registered member to upload news item in the Portal. However, we would request members to post only news related to International relations of

their SAIs or those related to adoption of any standards, guidance etc. in the Portal. The content is not moderated before posting. However, in case of any complaints or violation of ethics, KSC Secretariat reserves the right to remove the content.

27. Will my blogs, photos, videos, news etc. be validated by someone before posting?

Ans. No, the Blogs or comments to Blogs are not validated. The content is presently not moderated before posting. However, in case of any complaints or violation of ethics, KSC Secretariat reserves the right to remove the content.

28. How to post Blogs, Video, photos, news, events in the portal?

Ans.   Menu "Would you like to" provides for uploading Blogs, Video, photos, news, events. It may be noted that the member has o register first or log in before utilizing the facility.

Registration Form

29. What is this Registration Form Facility for?

Ans.   The Registration form in the Portal can be used by members for capturing the registration details of any event hosted by their SAIs or INTOSAI Bodies.

30. Can any SAI, Regions, INTOSAI Body use this feature?

Ans.   Yes any SAI, INTOSAI Body or Region can use this facility for any official event.

20. **How is this facility used?**

Ans.   To utilize this facility the member should be registered. Once registered, the member has to create the event, the option is available in the form itself. Once the Event is created, the member becomes the owner of the event. Only owner of the event will be able to download the details of the registration, which would be in a excel worksheet. Others can only enter/ delete/modify their entries.

Polls and Surveys

31. What is difference between Poll and survey?

Ans.   Polls provide for only two options. The page also provides graphical representation of the responses. Only the creator of the Poll will be able to download the details, which would in form of the excel worksheet.

Survey allows for multiple options (max. four) for each questions. The questions can be unlimited. Like poll only the creator of the survey will be able to download the details, which would in form of the excel worksheet.

Knowledge Centre

32. What is Knowledge Centre?

Ans. Knowledge Centre was created based on the idea of SAI Brazil that the portal should cater to the need so the field level auditor and should be restricted to only International Relations activities. The section is divided into three parts as follows:

Head of SAI Column: this column would contain message of the Head of SAI providing an insight on the functioning of their SAI. It is envisaged to have one column every month from head of SAIs.

Audit collection: it consist of Guidance, Compendium of Best practices, Training Materials, Publications and Library containing a knowledge trove of documents from different SAIs, Region and INTOSAI bodies on various topics related to Public sector auditing.

Q & A: This section provides for any field level auditor to pose a question and seek clarifications. Any member can pose and respond to this queries.

In addition to above, the webpages of the Working Groups also contain Audit report Database related to their subject domain.

33. How to post documents in Knowledge Centre?

Ans. The menu "Would you like to" provides for this option. The documents can be posted in any of the INTOSAI languages.

34. What is Q & A section for?

Ans. This section provides for any field level auditor to pose a question and seek clarifications. Any member can pose and respond to this queries, however he/she has to be registered in the Portal. Q & A section also provides for creation of categories before posting questions. Members are requested to first glance through the already created Categories (in drop down box) before creating a new ones.

Webinars

35. What is Webinar?

Ans. A webinar is seminar held on the internet which is attended exclusively by an online audience. Participants follow webinars via a PC, Mac, tablet or smartphone, and can see and

hear the speaker(s) through audio and video feeds. In addition to the video images, PowerPoint slides can be broadcast which run in sync with the rest of the presentation. It is conducted in a form of one-to-many communication: a presenter can reach a large and specific group of online viewers from a single location. It also provides for effective interaction like asking a question, chat etc.

36. How to start and participate in Webinars?

Ans. Presently the webpages of the Working Groups have the facility to conduct the Webinars. The Chair of the Working Group nominates a manager/team for the Webinar, who schedules the Webinar and selects speakers. Once the Webinar is arranged, a request for Webinar is forwarded to KSC Secretariat to book the slot (Third party utility, Zoom) on the scheduled date and time. One the slot is booked the link is forwarded to the Manager (Proposer).

The Webinar facility in Zoom can cater to 20 speakers.

37. How to participate in the Webinar?

Ans. Once a Webinar is scheduled an alert is created in the INTOSAI Community Portal. . By clicking the link, the viewer is taken to Webinar page of the Working Group.. Members can also find the list of webinars scheduled in the webinar page of the Working Group.

The webinar page will also include the sessions of the previous Webinars held.

To participate in the Webinar as a speaker, the member has to approach the designated Manager of the Webinar.

SCEI Page

38. What are the SCEI Templates in the SCEI page for?

Ans.   The expert Group of INTOSAI Supervisory Committee on Emerging Issues (SCEI) was established with responsibility of preparing the Governing Board and other INTOSAI stakeholders for emerging issues and undertaking enterprise risk management function on behalf of the Governing Board of INTOSAI. SCEI has created two templates to receive feedback from SAIs and INTOSAI Bodies to identify Emerging Issues and Risks Faced by INTOSAI, Regions and SAIs.

39. Can we update the templates as and when necessary?

Ans.   This being a continuous process, the members may provide updates at least twice a year in June and December.

40. Should we require approval of SAI before providing inputs in the SCEI templates?

Ans.   Since the inputs are required to be provided by SAI or INTOSAI Body, appropriate authority may be taken before providing the inputs.

Exposure Draft

41. What is Exposure Draft for?

Ans.   The Pronouncements which are developed under INTOSAI Framework of Professional Pronouncements (IFPP), under the Due Process of IFPP, are exposed in the website www.issai.org. Other Documents which are developed by the Working Groups under KSC but are not part of IFPP also follow a Quality Assurance procedure (QA for Non-IFPP) as per the joint paper developed by the three Goal Chairs and IDI. These non-IFPP documents of QA level 1 and 2 are exposed in the INTOSAI community Portal in this page.

42. **Is it different form the Exposure drafts posted in www.issai.org?**

Ans.   Yes, the exposure drafts posted in the www.issai.org are pronouncements which go into the INTOSAI Framework of Professional Pronouncements (IFPP). For further information on IFPP, please visit psc webpage at psc-intosai.org.

> **Commented [vp4]:** Please provide the respective link.

43. **How to post comments on the Document?**

Ans. Members after logging into the Portal will be able to post their comments on the document online. Comments of other members on the document can also be viewed. However, only the member who has posted the document will be able to download the comments which will in a excel sheet.

44. **Who can download the Exposure Drafts?**

Ans. Only the member who has posted the document will be able to download the comments which will in an excel sheet.

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