

Charter
Quality Assurance Working Group
Federal Audit Executive Council
Council of the Inspectors General on Integrity and Efficiency
May 21, 2019; amended September 22, 2020; amended December 6, 2022

Official Designation

Quality Assurance Working Group (QAWG).

Purpose and Scope of Responsibilities

To help enhance the efficiency and effectiveness of quality assurance (QA) throughout the Federal Offices of Inspector General (OIG) community.

Authority

The *Inspector General Reform Act of 2008 (P.L. 110-409)* established the Council of the Inspectors General on Integrity and Efficiency (CIGIE) to address integrity, economy, and effectiveness issues that transcend individual Government agencies, and to increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well-trained and highly skilled workforce in the Offices of the Inspectors General. The Act requires OIGs to adhere to professional standards developed by CIGIE. In its *Quality Standards for Federal Offices of Inspector General* (often referred to as the Silver Book; August 2012), CIGIE requires each OIG to establish and maintain a QA program to ensure that work performed complies with established OIG policies and procedures; meets applicable professional standards; and is carried out economically, efficiently, and effectively (Section V. *Maintaining Quality Assurance, A. General Standard*). Generally, QA relates to monitoring quality controls to assess an organization's compliance with professional standards and its quality control policies and procedures. CIGIE acknowledges that the nature and extent of each OIG's QA program can vary depending on the OIG's size, organizational structure, nature of its work, and cost-benefit considerations. However, the program must be structured and implemented to ensure an independent, objective, timely, and comprehensive appraisal of operations conducted with the same professional care for adequately planning the review, documenting findings, developing recommendations, and obtaining comments from the responsible officials of the activity or unit being reviewed.

Goals and Objectives

- Identify, document, and share resources, insights, and good practices to assist the OIG community with its QA activities.
- Enhance the understanding of how the Federal OIG QA community selects, performs, and reports on QA activities.
- Foster a network of support and communication for the Federal OIG QA community.
- Provide learning, sharing, and professional development activities to enhance QA subject matter expertise across the Federal OIG community.
- Share current industry-related developments relevant to the OIG and QA communities.

Membership

Membership is subject to approval by the Board. Members are typically part of the Federal OIG community. It is strongly recommended that members have roles/responsibilities associated with QA. Members, through voting, generally have the authority to elect the QAWG Board and whose approval is required before the QAWG may amend its Charter. Membership and participation are voluntary.

Composition, Structure, Organization

The QAWG is comprised of a Board and members.

The Board – QAWG’s official leadership – consists of the Chair, Vice-Chair, and two (2) Operational Officers. These officers are (collectively) responsible for:

- addressing QAWG Goals and Objectives;
- planning, conducting, and documenting QAWG meetings and major operations;
- conducting outreach as necessary and appropriate; and
- reporting on/representing QAWG to the Federal Audit Executive Council (FAEC) when appropriate.¹

The Board officers’ general roles/responsibilities, in part, are as follows:

- Chair: The Chair is responsible for leading the Board and focusing the Board on strategic matters; directing and overseeing QAWG business operations; guiding growth initiatives; representing QAWG as its figurehead; and liaising/coordinating with executive sponsorship (FAEC Chair).
- Vice-Chair: The Vice-Chair is responsible for assisting the Chair; carrying out the functions of the Group; overseeing operations; managing partner relationships; and acting in the absence of the Chair.
- Operations Officer(s): Operations Officers are responsible for operational and administrative activities and assisting the Chair and Vice-Chair; managing relationships with partners/vendors; the administration of QAWG databases and record maintenance, key correspondence, collaboration sites, and websites; scheduling and facilitating events; taking and maintaining minutes of QAWG meetings and preparing correspondence and other key communications.

Elections

Elections of the Chair, Vice Chair, and Operational Officers will be held every 2 years, with their positions elected in the last quarter of alternating calendar years or when necessitated by a vacancy. If an individual vacates their position before their term has concluded, the Board can appoint an individual in an interim capacity to complete the original term. If the Chair cannot fulfill his/her term, the Vice-Chair will fulfill the duties of the Chair. If the Vice-Chair cannot or will not act in this capacity, the Board will decide whether to appoint an Acting Chairperson and/or to hold an election for a new Chair to serve for the remainder of the Chairperson’s term.

¹ CIGIE established the Federal Audit Executive Council as a subgroup whose purpose is to discuss and coordinate issues affecting the Federal audit community.

Officers are elected based on simple majority (popular) vote.

Each QAWG member can vote in the election process. Election voting may be held by a show of hands, voice vote, recorded vote, electronic vote, and by secret ballot.

Subgroups/Task Teams

The QAWG may establish ad hoc subgroups or task teams as needed and agreed upon to accomplish its objectives.

Decisions

For key decisions of the QAWG to be made, each member is given access to contribute through voting. For a motion to be considered, it must be seconded by a member. Votes may be held by a show of hands, voice vote, recorded vote, electronic vote, and by secret ballot. Electronic voting may be held between meetings. For electronic voting, members will receive the ballot by email. A simple majority of respondents is needed to pass an initiative or implement a decision.

Meetings

The QAWG will meet, at minimum, on a quarterly basis or as agreed upon by the Board. Meetings will be held virtually and in person, as practicable. The rules contained in the current edition of Robert's Rules of Order Newly Revised will generally inform the meeting process but are not binding.

Reporting

The QAWG will report to the Board, FAEC Chair, and/or CIGIE when called upon to do so and/or when deemed appropriate by the QAWG Chair.

Diversity, Equality, Inclusion, and Accessibility

The QAWG is committed to diversity, equality, inclusivity, and accessibility – and to fostering such an environment for all members, participants and guests, regardless of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Charter Amendments/Termination

This Charter will be posted on the [QAWG's website](#) and will remain in effect until amended, replaced, or terminated as agreed to by the majority of the QAWG members, as described in the Decisions section. Actions related to the Charter shall first be submitted to members reasonably in advance of a vote.

QAWG Background

In June 2016, the Board of Governors of the Federal Reserve System/Consumer Financial Protection Bureau (FRB-CFPB) OIG sent a survey through CIGIE that included questions to determine the OIG community's interest in a QA-focused working group to share good practices and develop a network of QA professionals for advice and support. Nearly all of the OIGs that responded agreed that an OIG community-wide QA working group would help improve the efficiency and effectiveness of their QA reviews. Consequently, the FRB-CFPB OIG hosted the first (kick-off) meeting in October 2016. In 2019, CIGIE formally recognized the QAWG as part of FAEC.