

## **Procedural Notes for Completing a Fiscal Transparency Module of a Report on the Observance of Standards and Codes (ROSC)**

The following steps provide guidance to country authorities proposing to undertake a fiscal transparency ROSC. Further details about fiscal transparency ROSCs and the standards and codes initiative can be found on [www.imf.org/external/np/fad/trans/index.htm](http://www.imf.org/external/np/fad/trans/index.htm).

1. Preparation of a fiscal ROSC is a collaborative process. It is initiated by discussion between country authorities, the relevant IMF area department, and the IMF Fiscal Affairs Department (FAD). A formal request is then sent by the authorities to FAD. The request signals the authorities' commitment to complete a fiscal questionnaire and receive a staff mission from FAD. It also indicates the authorities' intention to approve publication of the final ROSC documentation after its circulation to the IMF Executive Board, although the authorities have the right to decide later not to publish the report.
2. At an early stage of the process, the authorities respond to the main fiscal questionnaire, which is supplemented by two more detailed questionnaires on resource revenues for countries with significant resource revenues. Templates for all the questionnaires are posted in multiple languages on the IMF website. Completion of the questionnaires involves answering specific questions, providing copies of documentation such as budget laws (ideally by electronic file), and adding supporting and supplementary information (for example, on recent changes in budget system or tax legislation). Technical assistance can be provided in certain circumstances to help complete the questionnaires.
3. Following receipt of the questionnaire responses, documentation, and other information, a fiscal transparency ROSC mission will generally be sent by FAD to the country's capital. A ROSC mission typically last two weeks and involves between two and four IMF staff members or experts. Discussions are held mainly with the finance ministry, which helps to coordinate the mission's activities. The mission is also likely to visit the central bank, other ministries (including those covering economic affairs, planning, and some spending activities), the audit and national statistical offices, and representatives of civil society. At the end of the mission, the mission generally discusses with the finance ministry a completed draft of the ROSC module.
4. After returning to headquarters, the mission incorporates any initial comments received from the authorities on the draft, and presents the ROSC module for internal review by IMF staff. The module is then sent back to the authorities for clearance. Any further issues arising from the draft may be discussed with IMF staff.
5. The final ROSC module is circulated for information to the IMF Executive Board. Consent to publish the report can be indicated in the cover note. Publication is on the IMF website (<http://www.imf.org/external/np/rosoc/index.htm>). From the initial request by the authorities to final publication generally takes 6-12 months.