

BACKGROUND NOTE ON ACTION PLANS

Action Plans are developed by IFAC members and associates to address policy matters identified through their responses to the IFAC Compliance Self-Assessment Questionnaires. They form part of a continuous process within the IFAC Member Body Compliance Program to support the ongoing development and improvement of the accountancy profession around the world.

Action Plans are prepared by members and associates for their own use based on the national frameworks, priorities, processes and challenges specific to each jurisdiction. As such, they will vary in their objectives, content and level of detail, consistent with their differing national environments and stages of development, and will be subject to periodic review and update.

Refer to responses to the Part 1 Assessment of the Regulatory and Standard-Setting Framework Questionnaire and Part 2 SMO Self-Assessment Questionnaire for background information on each member and associate their environment and existing processes. These responses may be viewed at: http://www.ifac.org/ComplianceAssessment/published_surveys.php

Use of Information

Please refer to the Disclaimer published on the Compliance Program website.

ACTION PLAN

IFAC Member/Associate:	Institute of Chartered Accountants of Guyana
Original Publish Date:	February 2010
Last Updated:	November 2011
Next Update:	November 2012

Glossary

ACCA	Association of Chartered Certified Accountants
CPD	Continuing Professional Development
IAASB	International Auditing and Assurance Standards Board
IASB	International Accounting Standards Board
IES	International Education Standards
IESBA	International Ethics Standards Board for Accountants
IFRS	International Financial Reporting Standards
IPSAS	International Public Sector Accounting Standards
ISA	International Standards on Auditing
ISQC	International Standard on Quality Control
SMO	Statement of Membership Obligation

Action Plan Subject: SMO 1 – Quality Assurance

Action Plan Objective: Improve quality of audit and assurance environment through an effective quality assurance program

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>In 2008 the ICAG, in collaboration with the ICAC and other regional member organizations, formalized a practice monitoring program with the ACCA. Monitoring is conducted by the ACCA but the ICAG retains full regulatory responsibility. Under the program practising accountants are monitored for compliance with ISAs and ISQCs – both bodies of guidance having been adopted by the ICAG.</p> <p>The practice monitoring program commenced from 01 January 2009 and will continue for a six year period initially. By December 2010 all practising accountants had been visited once by the reviewers. A report on common findings from the visits, including recommendations for improvements, was received and an initial session to address common ISA and ISQC deficiencies was held during 2011.</p> <p>The ICAG is presently in the process of establishing a Regulatory Committee to receive and action reports on practice monitoring reviews arising from the second cycle of visits due to commence from January 2011.</p>					
<p><i>To address weaknesses identified by the Practice Monitoring visits</i></p>					
1.	January 2009	<p>From 01 January 2009, all practising members are subject to practice monitoring visits conducted by the ACCA. All firms were visited in the first cycle by 31 December 2010.</p> <p>A report on common findings from the visits, including recommendations for improvements, was received and an initial session to address common ISA and ISQC deficiencies was held during 2011. Sessions will continue on areas of common weakness.</p>	December 2011	Chairperson of Technical Committee	Members of the Technical Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
2.	October 2009	Sessions were held during 2010 and 2011 to address ISQC weaknesses arising from the practice monitoring visits. Practice members were provided with resources published by the IFAC Small and Medium Practices Committee. Sessions will continue on areas of common weakness.	December 2011	Chairperson of Technical Committee	Members of the Technical Committee
3.	March 2011	Establish a Regulatory Committee to receive action reports on practice monitoring visits. The intention is that Committee will include a majority of independent persons from other professions.	November 2011	Council of ICAG	Members of the Technical Committee Professional Standards Directorate of ACCA
<i>To increase awareness of Practice Monitoring program</i>					
4.	December 2010	The summary results of the first cycle of practice monitoring reviews were included in the ICAG's quarterly newsletter for March 2011. A summary report of the results of the Practice Monitoring visits is to be published on the ICAG website.	October 2011	President	Members of the Technical Committee
<i>Maintaining Ongoing Processes</i>					
5.	Ongoing	Review the Practice Monitoring system on an annual basis to ensure compliance with the requirements of SMO 1. Where additional activities are deemed necessary, the Action Plan will be updated.	Ongoing	President	Members of the Technical Committee
<i>Review of ICAG's Compliance Information</i>					
6.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and	Ongoing	Vice-President	Members of the Technical Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
		update sections relevant to SMO 1 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.			and ICAG Administrative Staff

Action Plan Subject: SMO 2 – International Educational Standards
Action Plan Objective: Improve educational standards of members

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>Members of the ICAG are also members of professional bodies (refer to Schedule Bodies of Accountants of the ICAG Act 1991 available at http://www.icag.org.gy/ICAG%20Act%201991.pdf) which have requirements for continuing professional development. While reliance is placed on members' compliance with these requirements, the Technical Committee of the ICAG provides members with opportunities for continuing professional development by hosting relevant lectures, seminars, conferences etc.</p> <p>The ICAG is presently reviewing the CPD provisions contained in its by-laws with a view of instituting a direct obligation for members to fulfill and report on uniform ICAG-specific CPD requirements.</p>					
<i>To improve monitoring of CPD requirements</i>					
7.	October 2009	Review CPD provisions in existing by-laws and propose to a general meeting any amendments deemed necessary to confirm adoption of ACCA provisions.	October 2011	President, Secretary	Members of the Membership Committee
8.	March 2010	Require that all members submit evidence of compliance with the CPD requirements of the ICAG on an annual basis.	December 2011 and ongoing	Chairperson of the Membership Committee	ICAG Administrative Staff
9.	March 2010	Design and implement a comprehensive monitoring and verification mechanism for CPD declarations.	December 2011 and ongoing	Chairperson of the Membership Committee	Members of the Membership Committee and ICAG Administrative Staff
<i>To improve competency assessment framework</i>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
10.	September 2009	In light of the requirement of IES 8, review the need for a final assessment which covers local company and tax laws prior to the issue of practice rights in Guyana.	December 2011	President	Council Members
<i>Maintaining Ongoing Processes</i>					
11.	Ongoing	Review the educational requirements on an annual basis to ensure compliance with IES. Where additional activities are deemed necessary, the Action Plan should be updated.	Ongoing	President	Members of the Membership Committee
<i>Review of ICAG's Compliance Information</i>					
12.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 2 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-President	Members of the Membership Committee and ICAG Administrative Staff

Action Plan Subject: SMO 3 – International Standards on Auditing

Action Plan Objective: To establish and maintain processes for effective implementation of IAASB pronouncements.

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The ICAG has adopted ISAs as the standard for audit practices in Guyana. Since its adoption, the ICAG has strived for compliance amongst its members through communication and sensitization efforts. The commencement of the practice monitoring program in January 2009 was a major step towards maintaining compliance with ISAs.</p> <p>During 2010 members were also provided with the relevant publications and resource tools from the IFAC Small and Medium Practices Committee.</p> <p>On a quarterly basis the ICAG publishes a newsletter which highlights recent pronouncements, including those from the IAASB. Members are also encouraged to submit to comments to exposure drafts and discussion papers.</p>					
<p><i>Continuous communication with practising members on IAASB pronouncements</i></p>					
13.	January 2009	<p>Communicate draft and final pronouncements issued by the IAASB to members via the quarterly newsletter.</p> <p>Use the same publication to solicit views on draft pronouncements from members which can be collated and submitted to the IAASB.</p>	Ongoing	Chairperson of Technical Committee	Members of the Technical Committee
14.	January 2009	Continue program of training workshops for practising members covering recently-issued pronouncements by the IAASB, including those issued under the Clarity Project.	Ongoing	Chairperson of Technical Committee	Members of the Technical Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
		The workshops will also cover the ISA Guide for Small and Medium sized entities.			
<i>Increase awareness of need to comply with IAASB pronouncements</i>					
15.	March 2010	Include link to the ISAs on the ICAG's website with clear indication that IAASB pronouncements form auditing guidance to be followed by practising members.	December 2011	Vice-president	ICAG Administrative Staff
<i>Maintaining Ongoing Processes</i>					
16.	Ongoing	Continue to support ongoing adoption and implementation of IAASB pronouncements. This includes an annual review of the implementation of the Action Plan with necessary updates as appropriate.	Ongoing	President	Members of the Technical Committee
<i>Review of ICAG's Compliance Information</i>					
17.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 3 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-president	Members of the Technical Committee and ICAG Administrative Staff

Action Plan Subject: SMO 4 – IESBA Code of Ethics
Action Plan Objective: Raise awareness of the provisions of the IFAC Code of Ethics

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The IESBA Code of Ethics has been adopted by the ICAG as the standard for ethical practices amongst members. Additionally members are guided by the rules of professional conduct issued by their respective professional member bodies.</p> <p>The ICAG proposes to promote greater awareness of the IESBA 2010 Clarified Code of Ethics amongst its membership.</p> <p>On a quarterly basis the ICAG publishes a newsletter which highlights recent pronouncements, including those on the Code of Ethics. Members are also encouraged to submit to comments to exposure drafts and discussion papers.</p>					
<p><i>Ensure effective implementation of IFAC Code of Ethics</i></p>					
18.	January 2009	<p>Communicate draft and final pronouncements issued by the IESBA to members via the quarterly newsletter.</p> <p>Use the same publication to solicit views on draft pronouncements from members which can be collated and submitted to the IESBA.</p>	Ongoing	Chairperson of Membership Committee	Members of the Membership Committee
19.	October 2009	Design training workshops for members covering the relevant provisions of the IFAC Code of Ethics.	March 2010	Chairperson of Membership Committee	Members of the Membership Committee
<p><i>Increase awareness of need to comply with IESBA Code of Ethics</i></p>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
20.	March 2010	Include link to the IFAC Code of Ethics on the ICAG's website with clear indication that IESBA pronouncements form ethics guidance to be followed by members.	December 2011	Vice-president	ICAG Administrative Staff
<i>Maintaining Ongoing Processes</i>					
21.	Ongoing	Continue to support ongoing adoption and implementation of the IFAC Code of Ethics. This includes an annual review of the implementation of the Action Plan with necessary updates as appropriate.	Ongoing	President	Members of the Membership Committee
<i>Review of ICAG's Compliance Information</i>					
22.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 4 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-President	Members of the Membership Committee and ICAG Administrative Staff.

Action Plan Subject: SMO 5 – International Public Sector Accounting Standards
Action Plan Objective: Encourage adoption of IPSASs

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
The Ministry of Finance of Guyana is the body responsible for the setting of public sector accounting standards. The ICAG proposes to encourage the adoption of IPSASs in Guyana.					
During 2010 the ICAG wrote the Minister of Finance recommending the adoption of IPSASs by public sector entities.					
<i>Promote the adoption and implementation of IPSASs in Guyana</i>					
23.	January 2010	Recommend to the Minister of Finance that IPSASs be adopted by public sector entities.	Ongoing	President	Council Members
24.	January 2010	Offer the resources of the ICAG to assist with the adoption and implementation of IPSASs.	Ongoing	President	Council Members
<i>Maintaining Ongoing Processes</i>					
25.	Ongoing	Continue to identify opportunities to assist with the implementation of IPSASs. This includes an annual review of the existing activities and preparation of the Action Plan for future activities.	Ongoing	President	Council Members
<i>Review of ICAG's Compliance Information</i>					
26.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 5 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-president	Council Members

Action Plan Subject: SMO 6 – Investigation and Discipline
Action Plan Objective: Enhance ICAG’s investigation and disciplinary procedures

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The ICAG has an established mechanism for investigations and disciplinary procedures. The Investigations Committee is responsible for investigating matters of misconduct while the Disciplinary Committee is responsible for conducting hearings of any resulting charges. The Council of the ICAG forms the Appeal Committee. Additional information related to these committees are contained in the ICAG Act 1991 and the ICAG byelaws which can be found at http://www.icag.org.gy/ICAG%20Act%201991.pdf and http://www.icag.org.gy/ICAG_Bye-laws.pdf</p> <p>During the year 2010 the Investigation Committee considered one matter which was concluded and at the end of the year there were no pending matters to be addressed by the Investigation, Disciplinary or Appeal Committees.</p>					
<p><i>Improve of the Investigation and Disciplinary System</i></p>					
27.	January 2010	Conduct a general review of the Investigation and Disciplinary system to ensure that it is operating effectively and conforms to the requirements of SMO 6.	December 2011	Chairpersons of Investigation and Disciplinary Committees	Members of the Investigation and Disciplinary Committees
28.	January 2010	Prepare guidance for the Council on the handling of complaints lodged against members, with clear criteria to judge whether matters are to be referred to the Investigation Committee.	December 2011	Chairpersons of Investigation and Disciplinary Committees	Members of the Investigation and Disciplinary Committees
29.	March 2010	Consider at Council the guidance prepared on handling of complaints and determine whether amendments or revisions are required to existing by-laws.	December 2011	President	Council Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
30.	April 2010	Publish approved guidance in the quarterly newsletter for distribution to members.	December 2011	Chairperson of Membership Committee	ICAG Administrative Staff
<i>Maintaining Ongoing Processes</i>					
31.	Ongoing	Continue to use best endeavours to ensure that ICAG's investigation and disciplinary mechanism continues to address SMO 6 requirements. This includes an annual review of the existing mechanism and updating the Action Plan for future activities where necessary.	Ongoing	President	Members of the Investigation and Disciplinary Committees
<i>Review of ICAG's Compliance Information</i>					
32.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 6 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-President	Members of the Investigation and Disciplinary Committees and ICAG Administrative Staff

Action Plan Subject: SMO 7 – International Financial Reporting Standards
Action Plan Objective: Continue to support the application of IFRS

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>The ICAG has adopted IFRSs as the standard for financial reporting in Guyana since 1998. In February 2010, the Council of ICAG approved the adoption of the IFRS for SMEs effective for financial periods ending on or after 31 December 2009. The ICAG has an ongoing program to sensitize members on draft and final pronouncements issued by IASB.</p> <p>Additionally on a quarterly basis the ICAG publishes a newsletter which highlights recent pronouncements, including those from the IASB. Members are also encouraged to submit to comments to exposure drafts and discussion papers.</p>					
<i>Continuous communication with members on IASB pronouncements</i>					
33.	January 2009	<p>Communicate draft and final pronouncements issued by the IASB to members via the quarterly newsletter.</p> <p>Use the same publication to solicit views on draft pronouncements from members which can be collated and submitted to the IASB.</p>	Ongoing	Chairperson of Technical Committee	Members of the Technical Committee
34.	January 2009	Continue program of training workshops for members covering recently-issued IASB publications.	Ongoing	Chairperson of Technical Committee	Members of the Technical Committee
<i>Increase awareness of need to comply with IASB pronouncements</i>					
35.	March 2010	Include link to the IASB's website on the ICAG's website with clear indication that IASB pronouncements form financial reporting guidance to be applied by members.	December 2011	Vice-president	ICAG Administrative Staff

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Maintaining Ongoing Processes</i>					
36.	Ongoing	Continue to use best endeavours to identify and provide assistance towards the implementation of IFRSs. This includes an annual review of the existing activities and updating the Action Plan for future activities where necessary.	Ongoing	President	Members of the Technical Committee
<i>Review of ICAG's Compliance Information</i>					
37.	Ongoing	Perform an annual review of ICAG's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 7 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish the updated information.	Ongoing	Vice-president	Members of the Technical Committee and ICAG Administrative Staff