

## **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, and 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](http://www.ifac.org/ComplianceAssessment/published_surveys.php)

### **Use of Information**

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

## **ACTION PLAN**

<b>IFAC Member/Associate:</b>	Institute of Chartered Accountants of Jamaica
<b>Original Publish Date:</b>	August 2010
<b>Last Updated:</b>	January 2012
<b>Next Update:</b>	January 2013

## GLOSSARY

<b>ACCA</b>	Association of Chartered Certified Accountants
<b>AICPA</b>	American Institute of Certified Public Accountants
<b>APC</b>	Audit Practice Committee
<b>ASC</b>	Accounting Standards Committee
<b>CGA</b>	Canadian Certified General Accounting
<b>CMA</b>	Certified Management Accountant
<b>CPD</b>	Continuing Professional Development
<b>I &amp; D</b>	Investigation and Discipline
<b>IAASB</b>	International Assurance and Auditing Standards Board
<b>IAESB</b>	International Accounting Education Standards Board
<b>IASB</b>	International Accounting Standards Board
<b>ICAC</b>	Institute of Chartered Accountants of the Caribbean
<b>ICAEW</b>	The Institute of Chartered Accountants in England and Wales
<b>ICAJ</b>	Institute of Chartered Accountants of Jamaica
<b>IEIP</b>	Information Papers from the International Accounting Education Standards Board
<b>IEPS</b>	International Education Practice Statements
<b>IES</b>	International Education Standard
<b>IESBA</b>	International Ethics Standards Board for Accountants
<b>IFAC</b>	International Federation of Accountants
<b>IFRS</b>	International Financial Reporting Standards
<b>IPSAS</b>	International Public Sector Accounting Standards
<b>IPSASB</b>	International Public Sector Accounting Standards Board
<b>ISA</b>	International Standards on Auditing
<b>ISQC 1</b>	International Standard on Quality Control 1
<b>PAA</b>	Public Accountancy Act
<b>PAB</b>	Public Accountancy Board
<b>QA</b>	Quality Assurance
<b>QMC</b>	Quality Monitoring Committee
<b>SME</b>	Small and Medium Enterprises
<b>SMO</b>	Statement of Membership Obligations
<b>UWI</b>	University of the West Indies

**Action Plan Subject:** General Description of Organization, Environment and Goals of the Action Plan  
**Action Plan Objective:** Describe Regulatory and Standard-Setting Framework, Governance, Challenges and Success Factors

#	Start Date	Actions	Completion Date	Responsibility	Resources
<p><i>General Background:</i></p> <p>The Institute of Chartered Accountants of Jamaica (ICAJ) was incorporated under the Public Accountancy Act (PAA) 1968. Under the PAA the ICAJ regulates the Accountancy profession in Jamaica as well as the use of Accountancy designations, CA and FCA.</p> <p>The ICAJ has two (2) main categories of members designated Chartered Accountants:</p> <ul style="list-style-type: none"> <li>• Members in Public Practice</li> <li>• Members Not in Public Practice</li> </ul> <p>The ICAJ has responsibility for setting accounting and auditing standards. Its primary objectives are to:</p> <ul style="list-style-type: none"> <li>• Promote and increase the professional knowledge, skill and proficiency of its members and students</li> <li>• Regulate the discipline and professional conduct of its members and students</li> <li>• Develop and set standards to ensure the integrity of the accounting profession</li> <li>• Make provision for the training, education and examination of persons engaging or intending to engage in the profession</li> </ul> <p>The objectives of the ICAJ as set out in its Articles of Association are within the scope of the IFAC Statements of Membership Obligations (SMOs). For a complete list of the ICAJ's objectives, please visit the ICAJ Website (<a href="http://www.icaaj.org">www.icaaj.org</a>). These objectives are achieved through the work of 15 standing committees, 12 of which are headed by members of Council. The other committees are headed by non-members of Council.</p> <p>ICAJ currently has over 1100 members, 210 of which are in public practice. To qualify for membership of ICAJ one of the requirements is that applicants must satisfactorily complete any of the qualifying examinations recognized by the ICAJ (Association of Chartered Certified Accountants (ACCA) Professional examinations or a Master of Science Degree in Accounting from the University of the West Indies, Mona, Certified Management Accountant (CMA) certification, American Institute of Certified Public Accountants (AICPA) examinations, or the Canadian Certified General Accounting (CGA) examinations).</p> <p>The ICAJ Council, in its discretion may by resolution admit to membership any person who is a member of a professional accountancy body listed below:</p> <ul style="list-style-type: none"> <li>• The Institute of Chartered Accountants in England and Wales</li> <li>• The Institute of Chartered Accountants of Scotland</li> <li>• The Institute of Chartered Accountants in Ireland</li> <li>• The Institute of Chartered Accountants of any Province of Canada.</li> </ul>					

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<p>Applicants must also have obtained practical experience of not less than three years, by working in a professional firm or being engaged in accounting work in other acceptable organizations in senior positions. This experience must be attested to by a supervisor or manager.</p> <ul style="list-style-type: none"> <li>• Be at least 21 years old</li> <li>• Be recommended by two members of the ICAJ who are in good standing</li> <li>• Be approved to membership by the Council of the ICAJ.</li> </ul> <p><b><i>Regulatory and Standard Setting Framework</i></b></p> <p>The Public Accountancy Act established a regulatory framework for the accounting profession. The Act created the Public Accountancy Board, a statutory body to issue licences to registered public accountants and promote acceptable standards of professional conduct by registered public accountants. Decisions by the Public Accountancy Board (PAB) are subject to approval by the Minister of Finance who has legal authority to issue regulations relating to the profession.</p> <p>The PAB carries out its mandate by being the legal authority that issues licences to registered public accountants who must also hold a practicing certificate from the PAB. Only registered public accountants have the legal authority to sign audit reports on financial statements.</p> <p>The Companies Act 2004 provides that all companies except very small companies as defined are required to prepare their financial statements in accordance with accounting standards promulgated by the ICAJ. The secondary legislation is the By-laws of the ICAJ. It is not mandatory for all registered public accountants or accountants in general to become members of the ICAJ.</p> <p>The ICAJ and the PAB entered into an agreement to share responsibilities to ensure unified standards for the control, monitoring and discipline of all registered public accountants in Jamaica and to improve the effectiveness of the PAB as the legal authority for the oversight of registered practicing accountants in Jamaica.</p> <p>The governing auditing standards are International Standards on Auditing (ISA). Financial services regulators rely significantly on external auditors of the regulated entities to ensure compliance with accounting and financial reporting requirements and to report compliance failures. These firms are the primary source of knowledge on International Financial Reporting Standards (IFRS) and ISA issues and share this knowledge with the regulators.</p> <p>The ICAJ is collaborating with the PAB and Institute of Chartered Accountants of the Caribbean (ICAC) to establish a regional practice monitoring system with responsibility for the evaluation and assessment of the quality of audit and other public practice work in member countries.</p> <p><b><i>ICAJ Governance Framework</i></b></p> <p>A Council is elected annually by the membership in accordance with the By-laws. One member of Council must be a Public Officer. Of the remainder one third must be members who are neither accountants in practice nor public officers.</p> <p>The Council elects its President and Vice-President. A Treasurer and Honorary Secretary are appointed annually. Together these four officers constitute the body of principal officers. The principal officers monitor operational activities of the ICAJ secretariat through its Executive Director.</p>					

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<p>The ICAJ is a member of International Federation of Accountants (IFAC) and requires its members to comply with IFAC's ethical and professional standards. The ICAJ promulgates the standards issued by the IFAC and the International Accounting Standards Board (IASB).</p> <p>Professional education requirements for becoming a member of the ICAJ are consistent with international standards and must meet continuing professional developments requirements of at least 120 hours of qualifying professional education in each rolling three year period. In order to support this requirement, the ICAJ conducts professional education and learning programs. These programs are also made available to the wider community to build capacity.</p> <p><b>Challenges and Key Success Factors</b></p> <p>One of the features of the ICAJ regulatory framework is its historical reliance on other Institutes where members qualified and remain members. As this source is an access route to membership of the ICAJ it is important that the system of certifying professionals by these Institutes is consistent with ICAJ policy and the IFAC member body requirements. An important success factor to achieve this is the reliability of the IFAC Compliance Regime. This may include associate members of IFAC where adequate evidence of the compliance with the IFAC Statement of Member Obligations is available in order that an assessment may be undertaken as evidence to ensure that appropriate supervision of mutual members is attainable.</p> <p>Another challenge is the creation of a regional database of member bodies approved by IFAC where reliance can be placed by the ICAJ that such member bodies are able to provide the continuing professional development and learning requirements of individual members to facilitate the transfer and movement within the region. This will be increasingly relevant as the process of integration within the region deepens and individuals migrate from one country to another. Member bodies within and outside the region currently do not have a system of mutual recognition of the qualifying requirements to become member of individual jurisdictions. The requirements vary from jurisdiction to jurisdiction. Due to small size of some member country economies of scale could be achieved by member of ICAC if there was mutual recognition of the professional development and learning requirements of each ICAC member. The key success factors here are collaboration with other Institutes and equivalent bodies with mutual interests to share resources. Also selection of persons to perform investigations or reviews is limited.</p> <p>The establishment and effective implementation of the regional practice monitoring system is critical to the sustainable achievement of quality control assurance by practice members and accordingly compliance with IFAC member body requirements. Another critical success area is the requirement for adequate training of practitioners at cost effective rates on a sustainable basis.</p> <p><b>Priorities for 2011-2012</b></p> <p>To implement the agreed practical quality assurance review system to complement the existing quality control review systems in place by the Big Four member firms of the region to thereby not duplicate reviews and increase costs for these firms unnecessarily.</p> <p>To complete the implementation of the membership database to improve member and student member services and more effectively track their continuing professional development and other requirements.</p> <p>To fully establish the resource centre opened in December 2012 for use by the membership and the wider public</p> <p>To support Task Force to drive the rollout strategy for the adoption of International Public Sector Accounting Standards (IPSAS)</p>					

#	Start Date	Actions	Completion Date	Responsibility	Resources
<p>To complete the ICAJ building project to facilitate better and more favorable accommodation.</p> <p><b>Projects</b> Commencement of practice monitoring program under contract with ACCA in January 2012 and the intensification of practitioners' training through workshops and development and dissemination of practice workbooks and other learning material.</p> <p>Continuing submission of changes to the Companies Act 2004 to improve its applicability and reduce conflicts.</p> <p>Adopt the IFAC Action Plan as a standing order matter for monthly review by Council.</p> <p>Strengthen the institutional capacity of the ICAJ to effectively comply with the IFAC member body obligations.</p> <p>Finalize memorandum of understanding with Jamaica Stock Exchange (JSE) to provide support to that institution in strengthening their area of the regulatory framework.</p> <p>Conduct periodic reviews of published and other selected financial statements by the Accounting Standards Committee (ASC) to ensure compliance with IFRS and ISA.</p>					
<i>Update IFAC Action Plan</i>					
1	January 2012	Implement practice monitoring and quality assurance review system.	Ongoing	Chairman. Continuing Professional Development	ICAJ Council
2.	October 2011	Practitioners' training.	Ongoing	Chairman. Continuing Professional Development	ICAJ Secretariat
3.	July 2012	Launch of IPSAS.	December 2012	Chairman, Accounting Standards Committee, Public Sector Designate	ICAJ Council
4.	April 2011	Implementation of the membership database.	June 2012	Vice President	ICAJ Council
5.	December 2011	Commence operation of, and market resource centre.	March 2012	Vice President	ICAJ Council

**Action Plan Subject:** SMO 1 and Quality Assurance (QA)  
**Action Plan Objective:** Ensure mandatory quality review program in place for ICAJ members, preparing audits of financial statements, including listed companies

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>In 2007 the ICAJ in conjunction with PAB and ICAC contracted with ACCA to assist it in implementing a practice monitoring and quality assurance program, including designing policies and procedures. The program commences in January 2012. Practitioners are expected to benefit under this project through training and other quality improvement support and assistance in building capacity to meet the requirements of International Standard on Quality Control 1 (ISQC 1).</p> <p>International Standard on Quality Control 1 was adopted by ICAJ as issued. As part of the continuous professional development program for members, the CPD Committee has organized a series of training courses and workshops covering the requirements of ISQC 1. The Committee has also planned a series of tailored courses for smaller practitioners to assist them in meeting their quality assurance gaps.</p> <p>IFAC publications on Quality Control issues, such as the "Guide to International Standards on Auditing for use in the Audits of Small- and Medium-sized Entities" and the "Guide to Quality Control for Use by Small- and Medium-sized Practices", are communicated to ICAJ members by circulars and/or referenced on the ICAJ's website as well as to a number of government, educational and other organizations</p>					
<p><i>Development and Implementation of Quality Assurance Review Cycle</i></p>					
1.	June 2008	Commence negotiation with ACCA, PAB and ICAC to sign practice monitoring for three year agreement to monitor audit quality and will cover engagement and firm reviews. Under the agreement, ACCA will conduct the reviews and all Jamaican practitioners to be covered.	February 2011	ICAJ Council	ICAJ Council
2.	April 2007	Conduct orientation workshops of practitioners, specifically targeted to small and medium-sized practitioners to ensure that the practitioners are ready for the reviews.	August 2007-September 2011	Chairman CPD Committee	ICAJ Council CPD Committee
3.	13 February 2009	Develop practitioner's illustrative audit working paper to guide implementation of quality control standards. Conduct workshop for practitioners to learn from the reports received from ACCA's first quarter monitoring visits.	July 2011 Completed	Executive Director Chairman, CPD Committee	ICAJ Council CPD Committee



#	Start Date	Actions	Completion Date	Responsibility	Resource
9.	December 2010	Develop review program/checklist, covering auditors' (audit firms') compliance with: - Relevant Act and Regulations governing auditors - Internal rules of ICAJ (e.g. continuing professional development, subscription fees) - ISQC 1 - ISAs and Clarified ISAs	June 2013	President	ICAJ Council
10.	March 2011	Review comments discussed and recommendations for finalization of the review program developed. Approve review program.	Jul 2012	Chairman of CPD Committee, President	ICAJ Council
11.	Jul 2012	Implement revised review program.	Onwards	Executive Director	ICAJ Council
<i>Education and Awareness Building</i>					
12.	September 2012	Prepare and publish an explanatory article on the changes to the review program.	December 2012	Executive Director	ICAJ Council
13.	October 2012	Update the template report to reflect the scope of review program and conclusion regarding quality control system.	December 2012	Executive Director	ICAJ Council
14.	Ongoing	Prepare and publish article on the main issues identified during reviews of auditors and audit firms.	Ongoing	Executive Director	ICAJ Council
15.	Ongoing	Conduct training on the most significant and the most frequent issues identified during reviews of auditors and audit firms.	Ongoing	Chairman, CPD Committee	ICAJ Council
<i>Maintaining Ongoing Processes</i>					
16.	Ongoing	Continue to ensure that ICAJ's review program is operating effectively and continues to be in line with SMO 1 requirements. This includes routine review of the operation of the AQA system and as required updating of the Action Plan for future activities, where necessary. The requirements also include the implementation of disciplinary action for continuing violations.	Ongoing	Executive Director	ICAJ Council

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of ICAJ's Compliance Information</i>					
17.	Ongoing	Perform periodic review of ICAJ's response to the ICAJ Compliance Self-Assessment questionnaires and update sections relevant to SMO 1 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to publish updated information.	Ongoing	Executive Director	ICAJ Council

**Action Plan Subject:** SMO 2 and International Education Standards (IESs)  
**Action Plan Objective:** Continue to Use Best Endeavors to Ensure that all IES, IEPs and IEIPs Requirements as Issued by the International Accounting Education Standards Board (IAESB) are Incorporated into Jamaican Professional Accountancy Education System

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The ICAJ has instituted a program of communicating IES, International Education Practice Statements (IEPSs) and IEIP requirements as issued by the IAESB to its membership on a timely basis. The ICAJ requires implementation of the standards prescribed under the IESs in the education and development of its members and has a program of commenting on exposure drafts issued by IAESB.</p> <p>Under the practice monitoring and Quality Assurance (QA) program to be implemented with ACCA, PAB and ICAC, practitioners will benefit through training and practice development and other quality improvement support and assistance in building capacity to meet the requirements of ISQC 1.</p> <p>In order to support this requirement, the ICAJ conducts professional education and learning programs. These programs are also made available to the wider community to build capacity.</p>					
<p><i>Implement Program to Incorporate Jamaica Law, Business Environment and Jamaica Taxation Into the Qualifying Examinations for Professional Qualification.</i></p>					
18.	30 September 2010	Form a task force to review and prepare framework for developing the educational requirements that incorporate Jamaican Law, Business Environment and Jamaican taxation examination papers.	31 December 2013	President, ICAC	ICAJ Council and representatives of the approved overseas examination bodies and University of the West Indies
19.	30 June 2012	Develop framework to implement five year program to expand professional accountancy education requirements in line with SMO 2.	31 December 2013	ICAJ Council	ICAJ Council and representatives of the approved overseas examination bodies and University of the West Indies
20.	Ongoing	Carry out policy dialogues on SMO 2- requirements with the examination setting bodies (ACCA, AICPA, the Institute of Chartered Accountants in England and Wales (ICAEW), CGA Canada and UWI).	Ongoing	ICAJ Council	ICAJ Council and representatives of the approved overseas examination bodies and University of the West Indies

#	Start Date	Actions	Completion Date	Responsibility	Resource
21.	2 October 2012	Hold meetings with PAB on the policy change based on the SMO 2-requirements.	Ongoing	President and Chairman of Students Affairs Committee	Members of the ICAJ Council and Students Affairs Committee
22.	Ongoing	Carry out policy dialogues on SMO 2 requirements with student groups, training institutions, employer groups, etc.	Ongoing	President, Chairman of Students Affairs Committee and representatives of responsible Committees	Members of the ICAJ Council, representatives of examination setting bodies, UWI and responsible Committees
<i>Strengthening CPD Requirements</i>					
23.	February 2009	Incorporate requirements of IES 8 in the ICAJ's policy framework and implement a program of sanction for continued violation.	Ongoing	President, Chairman CPD Committee	CPD Committee and ICAJ Council
<i>Maintaining Ongoing Processes</i>					
24.	Ongoing	Continue to apply best endeavors to ensure ICAJ's education requirements continue to incorporate all the IES requirements. This includes creation and updating of membership database and effective tracking of professional development, periodic review of the system and updating the Action Plan for future activities where necessary.	Ongoing	President, Chairman CPD Committee	CPD Committee and ICAJ Council
<i>Review of ICAJ's Compliance Information</i>					
25.	Ongoing	Perform periodic review of ICAJ's responses to the IFAC compliance self-assessment questionnaires and update sections relevant to relevant SMO 2. Once updated inform IFAC compliance staff about the updates in order for the compliance staff to republish updated information.	Ongoing	Executive Director and President	Executive Director and ICAJ Council

**Action Plan Subject:** SMO 3 and International Standards, Related Practice Statements and Other Papers Issued by the International Assurance and Auditing Standards Board (IAASB)  
**Action Plan Objective:** Continue to Use Best Endeavors to Maintain Ongoing Process to Adopt and Implement IAASB

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>ICAJ adopts in full the International Standards or related other pronouncements issued by the IAASB as the national standards or guidance for application in Jamaica. This includes promoting the application of related Practice Statements and pronouncements and corresponding implementation guidance</p> <p>ICAJ has adopted ISAs as a national standard for use in Jamaica. ISAs are adopted without amendments. IAASB pronouncements are published in the ICAJ's quarterly newsletter and access thereto linked via the website.</p> <p>The ICAJ supports the implementation of ISAs by training its members, timely communicating ISAs, proposed ISAs and related pronouncements, by presentation at conferences and workshops for practitioners and delivering guidance on implementation, such as the Procedures for Quality Audit.</p> <p>The Audit Practice Committee has been appointed responsibility for reviewing proposed standards and final standards when these are issued and disseminating them to the wider membership for comments. More complex standards and related issues are addressed at seminars and workshops to facilitate direct interaction and real time response.</p>					
<p><i>Improvements to Program for Adoption and Implementation of IAASB Pronouncements</i></p>					
26.	1 March 2010	Enhance CPD program by expanding agenda of training seminars and workshops to incorporate ISAs and other IAASB pronouncements.	Ongoing	Chairmen of CPD and Audit Practice Committees	CPD Committee and Audit Practice Committee
27.	1 April 2010	Strengthen capacity by developing a work plan and involving Audit Practice Committee (APC) membership to respond to IAASB Discussion documents and Exposure Drafts.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee ICAJ council
28.	10 April 2010	Improve current communication plan for informing members and other publics about the issued ISAs and Clarified ISAs that are in effect and reminding members of their requirement to adopt and utilize them in their work practices based on the IAASB timetable.	Ongoing	Chairman Audit Practice Committee and Executive Director	Audit Practice Committee and ICAJ Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
29.	Ongoing	Review and disseminate relevant IAASB pronouncements including ISAs and Clarified ISAs to members. Implement a process that provides for the timely, accurate and complete dissemination of International Standards.	Ongoing	Secretariat and Chairman Audit Practice Committee	ICAJ staff and Audit Practice Committee
30.	July 2011	Develop practice guidance and provide training to small and medium sized practice members. Organize training seminars.	Ongoing	Chairman Audit Practice Committee and Executive Director	Audit Practice Committee
31.	Ongoing	Respond to issued relevant IAASB proposals. Alert ICAJ members to IAASB proposals through quarterly newsletters, routine circular bulletins and ICAJ website and seek feedback where necessary.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee ICAJ Secretariat
32.	2006	Launch program for implementation of enhanced Quality Assurance (QA) for all members, especially members in public practice.	Ongoing	Chairman Audit Practice Committee President	Audit Practice Committee ICAJ Secretariat
33.	2008	Involve the international auditing firms to assist and offer guidance on their implementation of IAASB standards and other pronouncements, in particular ISQC1.	June 2012	President ICAJ Secretariat	Audit Practice Committee ICAJ Secretariat ICAJ Council
<i>Education and Awareness</i>					
34.	Ongoing	Publish updates regarding IAASB standards and pronouncements in ICAJ newsletters and reference to links to IAASB website on the ICAJ website.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee ICAJ Secretariat
35.	Ongoing	Meet with relevant government representatives to discuss audit and ethical issues from to time.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee ICAJ Secretariat
36.	Ongoing	Issue information on the latest ISA and ISA developments through ICAJ newsletter, training seminars, circulars and website.	Ongoing	Chairmen, Audit Practice and Public Relations Committees	Audit Practice Committee and CPD Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Maintaining Ongoing Processes</i>					
37.	Ongoing	Continue to support ongoing adoption and implementation of IAASB pronouncements once these are made available.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee and CPD Committee
<i>Review of ICAJ's Compliance Information</i>					
38.	Ongoing	Perform periodic review of ICAJ's responses to the IFAC compliance self-assessment questionnaires and update sections relevant to relevant SMO 3. Once updated inform IFAC compliance staff about the updates in order for the compliance staff to republish updated information.	Ongoing	Chairman Audit Practice Committee	ICAJ Council and Audit Practice Committee
39.	Ongoing	Audit Practice Committee meets monthly to review IAASB pronouncements and exchange views on upcoming proposals, particularly as they relate to audit and assurance issues and to share information on local issues and developments. APC also updates ICAJ Council of any new and relevant issues for guidance and support.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee ICAJ Council

**Action Plan Subject:** SMO 4 and the International Ethics Standards Board for Accountants (IESBA) Code of Ethics  
**Action Plan Objective:** Ensure alignment of ICAJ Code of Ethics with IESBA Code

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>The ICAJ has adopted certain ethical and business conduct principles in addition to the 2004 IESBA Code of Ethics as amended in November 10, 2006. The ICAJ communicates its code of ethics through by-laws, reports on disciplinary activities, programs of continuing professional development, newsletter and website. The communication program is designed to make individual members aware of all ethical requirements, and the consequences of non-compliance.</p> <p>The PAB as the licensing authority requires practicing members to observe the IESBA Code of Ethics and the other ethical mandates of the ICAJ. Monitoring compliance is maintained substantially through an arrangement with the ICAJ.</p> <p>All members of the ICAJ are required to comply with the ICAJ's Code of Ethics.</p>					
<i>Application of the Code of Ethics Standards</i>					
40.	2004	The Audit Practice Committee has delegated responsibility for the establishment of a program of ongoing review and adoption of IESBA Code of Ethics as part of its standard of professional practice.	2006 Completed	Chairman, Audit Practice Committee	Audit Practice Committee
41.	2006	Continue to provide communication and training guidance on the Code of Ethics to all members.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee CPD Committee ICAJ Secretariat
42.	Jan 2010	Develop monitoring activities to ensure compliance with new and revised IESBA Code of Ethics, including Clarity Code of Ethics and additional ethical standards.	Ongoing	Chairman Audit Practice Committee	Audit Practice Committee CPD Committee ICAJ Secretariat
<i>Member Notification Education and Promotion Activities</i>					
43.	2011	Provide links on ICAJ website to IAESB for information on IFAC developments, including exposure drafts and new standards.	Ongoing	Chairman, Audit Practice Committee	Audit Practice Committee
44.	Ongoing	Monitor activities of the IAESB and review work output and disseminate Ethics Policy and Explanatory material.	Ongoing	Chairman – Audit Practice Committee	Audit Practice Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
45.	Ongoing	Provide guidance to ICAJ members on application of Code of Ethics, including the Clarity Code of Ethics to enhance understanding and compliance with the requirements.	Ongoing	President, Chairman Audit Practice Committee and By-Laws Committee	Audit Practice Committee By-Laws Committee
46.	June 2010	Establish communication plan to request universities and other training institutions to include Ethical standards in the training syllabus for accounting education.	Ongoing	Chairman – Audit Practice Committee Chairman – Disciplinary Committee	Audit Practice Committee Disciplinary Committee
47.	Ongoing	Monitor developments and amendments to the IESBA Code through periodic reviews of IAASB developments and at monthly meetings of relevant committee.	Ongoing	Chairman – Audit Practice Committee	Audit Practice Committee
48.	2008	Adopt and communicate revisions to the Code of Ethics and the Clarity Code of Ethics.	Ongoing	Chairman – Audit Practice Committee	Audit Practice Committee
<i>Maintaining Ongoing Resources</i>					
49.	Ongoing	Institute program of consultation for the benefit of members in small and medium sized practices. These members are able to consult with other members with specialized skill and learning for guidance on specific technical issues. Also, provide in certain instances counseling and advice to members to help resolve ethical conflicts.	Ongoing	President, Chairman Audit Practice Committee	Audit Practice Committee, ICAJ Council
50.	Ongoing	Continue to support ongoing adoption and implementation of Ethical Standards and IFAC guidelines. Ensure ongoing strengthening of Investigation and Disciplinary Committees to deal with ethical violations by members.	Ongoing	Chairman – Audit Practice Committee	Audit Practice Committee
<i>Review of Compliance</i>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
51.	Ongoing	Perform periodic review of ICAJ's responses to the IFAC compliance self-assessment questionnaires and update sections relevant to relevant SMO 4. Once updated inform IFAC compliance staff about the updates in order for the compliance staff to republish updated information.	Ongoing	Chairman – Audit Practice Committee	Audit Practice Committee

**Action Plan Subject:** SMO 5 and International Public Sector Accounting Standards (IPSASs)  
**Action Plan Objective:** Improve and Maintain Processes for Ongoing Compliance with IPSASs

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>Currently both cash and accrual accounting is permitted for the preparation of financial statements of government business entities. There is consideration to adopt a modified cash accounting model for those entities that apply cash based accounting. On the successful implementation of this model further consideration may be given to implementing the full accrual basis.</p> <p>The ICAJ has undertaken to assist a Government effort to develop and implement an action plan as well as provide support with necessary training. The ICAJ is committed to promoting the work of the International Public Sector Accounting Standards Board (IPSASB) in a variety of forums.</p>					
<i>Promote the Adoption of IPSAS by the Government of Jamaica</i>					
52.	Mar 2012	Review the requirements of IPSAS and develop a system of notifying all members of all IPSASs, guidelines, studies and occasional papers developed by the IPSASB.	Ongoing	President, Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee
53.	2008	Make presentations to Task Force on development of road map for roll out. Assist Task Force with the development of an Action Plan to guide the rollout for adoption of the Standard.	June 2012	President Chairman, Accounting Standards Committee Public Sector Representative	Accounting Standards Committee ICAJ Secretariat
54.	2008	Provide guidance on appointment of terms of agreement relating to lead facilitator.	Ongoing	President, Public Sector Designate	ICAJ Council Accounting Standards Committee
<i>Continue to Work with Government to Develop and Maintain an Active Program for Adoption and Implementation of IPSA</i>					
55.	Ongoing	Convene sessions with Government project leaders on potential impact of IPSAS and requirements for adoption.	Ongoing	Public Sector Designate	ICAJ Council Accounting Standards Committee
56.	September 2012	Conduct initial 2 day seminar and additional training for project leaders and accounting and auditing personnel on accrual concept and financial accounting under this concept.	Ongoing	President, Public Sector Designate	ICAJ Council Accounting Standards Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
57.	June 2012	Carry out research to determine how other IFAC members have supported implementation of IPSAS in their territories.	October 2012	Chairman Library and Research Chairman, Accounting Standards Committee	Library and Research Accounting Standards Committee
58.	January 2013	Seek technical cooperation and support from other IFAC member countries that have successfully supported implementation of IPSAS.	Ongoing	Chairman, Accounting Standards Committee Public Sector Designate	ICAJ Council Library and Research Chairman, Accounting Standards Committee
59.	June 2012	Build awareness with ICAJ membership on IPSAS and program of adoption.	Ongoing	President, Chairman, Accounting Standards Committee Chairman, Public Relations committee	ICAJ Council, Accounting Standards Committee Public Relations Committee
<i>Maintain Ongoing Process</i>					
60.	Ongoing	Continue to identify opportunities to further assist in implementation of IPSAS. This effort includes review of existing activities and preparation of the Action Plan for future activities where necessary.	Ongoing	President, Chairman, Accounting Standards Committee Chairman, Public Relations committee	ICAJ Council, Accounting Standards Committee Public Relations Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of ICAJ's compliance Information</i>					
61.	Ongoing	Perform periodic review of ICAJ's responses to the IFAC compliance self-assessment questionnaires and update sections relevant to relevant SMO 5. Once updated inform IFAC compliance staff about the updates in order for the compliance staff to republish updated information.	Ongoing	President, Chairman, Accounting Standards Committee Chairman, Public Relations committee	ICAJ Council, Accounting Standards Committee Public Relations Committee

**Action Plan Subject:** SMO 6 and Investigation and Discipline (I&D)  
**Action Plan Objective:** Improve and Ensure Ongoing Maintenance of ICAJ Investigation and Discipline System

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>ICAJ has implemented mechanisms aimed at promoting a just and effective investigative and disciplinary regime that provides a generally accepted means of bringing to account those members who fail to maintain high professional standards. The process of investigating and disciplining (I&amp;D) members for misconduct and failure to meet professional standards and rules is designed to preserve the integrity of the ICAJ standards. It is also designed to protect clients and other stakeholders by demonstrating that the ICAJ is playing its part in maintaining and enhancing professional standards. The By-laws of the ICAJ contain clear guidelines and rules for the investigation and discipline of misconduct, including breaches of professional standards and rules by individual members.</p> <p>In general, the I&amp;D mechanism incorporates the requirements set out in SMO 6. The regime provides for the imposition of a range of penalties by the Disciplinary Committee. Such penalties may include loss of professional designation, restriction and removal of practicing rights.</p> <p>The ICAJ is committed to establishing an appropriate and acceptable time target for closure to I &amp; D cases. In negotiation with ACCA, PAB and ICAC the ICAJ has indicated that as part of the practice monitoring system it is seeking to establish a time target of 90 days for the disposal of cases.</p>					
<i>Maintaining Ongoing Process</i>					
62.	2006	Strengthen the independence and integrity of the investigation process by including on the Investigation Committee an independent legal expert, thereby also increasing the level of available expertise.	Ongoing	President	ICAJ Council
63.	2006	Enhance the effectiveness of the Investigation Committee by establishing time guidelines to complete an investigation matter within an appropriate time. The Committee is required to provide periodic update on the status of outstanding matters.	Ongoing	President	ICAJ Council
64.	2006	Review the guidance provided to the Investigation Committee after consultation with all relevant committees.	Ongoing	President	ICAJ Council
65.	March 2011	Reassess the effectiveness of the available investigation and disciplinary processes to identify actions to address areas requiring improvement.	Ongoing	President	ICAJ Council Investigation Committee Discipline Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
66.	June 2010	Issue article in ICAJ's newsletter, website and/or national newspaper on results of disciplinary actions.	Ongoing	President Chairman Investigation and Disciplinary Committee	ICAJ Council Investigation Committee Discipline Committee
67.	Ongoing	Monitor results of investigations and disciplinary actions conducted by the Investigations and Disciplinary Committees. Update By-laws to ensure investigation and disciplinary processes are relevant, transparent and fair.	Ongoing	Chairman, By- Laws Committee	By-Laws Committee Investigation Committee Disciplinary Committee
68.	March 2010	Institute suitable system of document retention to ensure that documents are retained during the lifetime of cases and throughout prescribed retention period.	Ongoing	Chairman, By- Laws Committee,	By-Laws Committee Investigation Committee Disciplinary Committee
69.	July 2005	Monitor on a regular basis elapsed times of cases both in investigation and where formal complaints have been settled.	Ongoing	President, Chairman By- Laws committee	By-Laws Committee Investigation Committee Disciplinary Committee
70.	Ongoing	Establish public awareness program of Investigation and Disciplinary processes and encourage accountability and high standard of professionalism among members of ICAJ. This program will incorporate reportable breaches and the likely consequences for the ICAJ member.	Ongoing	President Chairman of Investigation Committee Discipline Committees	ICAJ Council CPD Committee Investigation Committee Disciplinary Committee
71.	Ongoing	Conduct annual review of the membership of the Investigation and Disciplinary Committees to ensure terms of office adhered to and appropriate levels and range of skills maintained.	Ongoing	President	ICAJ Council
72.	Ongoing	Continue to use best endeavours to ensure ICAJ's investigation and disciplinary system continues to address SMO 6 requirements. This includes review of the existing structure and updating the Action Plan for future activities where necessary.	Ongoing	Chairman of Investigation Committee Discipline Committees	Investigation Committee Discipline Committees

#	Start Date	Actions	Completion Date	Responsibility	Resource
73.	Ongoing	Perform periodic review of ICAJ's responses to the IFAC compliance self-assessment questionnaires and update sections relevant to relevant SMO 6. Once updated inform IFAC compliance staff about the updates in order for the compliance staff to republish updated information.	Ongoing	Executive Director Chairman of Investigation Committee Discipline Committees	ICAJ Council Investigation Committee Disciplinary Committee

**Action Plan Subject:** SMO 7 and International Financial Reporting Standards (IFRSs)  
**Action Plan Objective:** Continue to Use Best Endeavour to Maintain and Continuously Improve Ongoing Program for Adoption and Implementation of IFRS

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The ICAJ adopted the IASB Framework and IFRS as the national financial reporting standards in Jamaica for accounting periods beginning on or after 1 July 2002. International Financial Reporting Standards (IFRS) are mandatory for the preparation of financial statements of all entities that do not satisfy the criteria of being a very small company.</p> <p>Through the Accounting Standards Committee (ASC) the ICAJ reviews and monitors the publication of all IFRS, IFRIC's, Exposure Drafts and Discussion Papers. These are disseminated to the membership for information, feedback or adoption through an established program of training and communication.</p> <p>The Accounting Standards Committee monitors the application of the standards through a system of routine reviews of published financial statements. The monitoring process will be strengthened with the institution of the monitoring compliance contract by the ICAJ with ACCA, PAB and ICAC.</p>					
<p><i>Review of the Financial Reporting Environment</i></p>					
74.	2008	<p>Review financial reporting environment to identify existing potential hindrances to effective implementation of IFRS; prepare report at the conclusion.</p> <p>Analyze and implement recommendations arising from the above review.</p>	Ongoing	Chairman Accounting Standards Committee	ICAJ Council CPD Committee Audit Practice Committee Accounting Standards Committee
75.	2004	<p>Review published financial statements and monitor compliance with standards under a monthly cycle.</p> <p>The Accounting Standards Committee has established a program of review of published financial statements. Deficiencies identified from the reviews depending on the significance are communicated to the reporting member. Material deficiencies are reported to ICAJ Council and may result in disciplinary action against the reporting member.</p>	Ongoing	Chairman Accounting Standards Committee  ICAJ Council	Accounting Standards Committee  ICAJ Council

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of Education Needs and Strategies</i>					
76.	July 2006	Continuously build awareness and training strategies to deepen understanding of new and existing IFRS.	Ongoing	Chairman, Accounting Standards Committee	ICAJ Council Accounting Standards Committee
77.	January 2005	Continue to create a training plan with CPD to hold training seminars/workshops and at least two other IFRS seminars each year.	Ongoing	President	ICAJ Council Investigation Committee Discipline Committee
78.	Ongoing	Enhance program of IFRS training to membership and wider public in the form of in-person seminars, webcast, and CDs in order to deepen members' understanding and application of new and existing IFRS.	Ongoing	Chairman Accounting Standards Committee	Accounting Standards Committee Public Relations Committee
79.	2003	Organize a minimum of three full day workshops or seminars to explain or provide tutorial guidance on the application of the new IFRS or reinforcements of understanding of complex standards.	Ongoing	Chairman Accounting Standards Committee	Accounting Standards Committee CPD Committee ICAJ Secretariat
80.	January 2005	Issue technical advisories/publications and guidance communication to support clarification of identified issues and to inform members of IASB developments on projects, including direct emails and postings on websites.	Ongoing	Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee
81.	October 2012	Engage a consultant to support process of financial statement review to monitor compliance with IFRS.	Ongoing	Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee
<i>Review of the Due Process</i>					
82.	July 2007	Review existing participation strategies in the standard setting process: - Identification of Discussion and Exposure Drafts. - Communication plan to members and other stakeholders.	Ongoing	Chairman Accounting Standards Committee	Accounting Standards Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
		<ul style="list-style-type: none"> <li>- Response process.</li> <li>- Review and comments.</li> </ul> <p>Analyze and implement recommendation on participation in the process.</p>			
83.	July 2010	<p>Review the likely effect on the current reporting framework in the shift to IFRS for Small and Medium Enterprises (SMEs).</p> <p>Preparation and publication of commentaries and guidance articles on IFRS for SMEs and its application.</p>	Ongoing	Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee
84.	July 2010	<p>Identify necessary regulatory and other process requirements for implementation of IFRS for SMEs.</p> <ul style="list-style-type: none"> <li>- Criterion for adoption of IFRS for SMEs.</li> <li>- Training.</li> <li>- Needs of other stakeholders.</li> <li>- Public sensitization and awareness programs to be implemented.</li> </ul>	Ongoing	Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee
85.	October 2009	<p>Prepare and implement program for adoption of IFRS for SMEs, including</p> <ul style="list-style-type: none"> <li>- Holding a series of meetings with various business interests to communicate the new standards and differences between full IFRS and IFRS for SMEs.</li> <li>- Holding seminars and workshops on the IFRS for SMEs.</li> <li>- Communicating key features of the IFRS for SMEs to the ICAJ membership and providing guidance on applying the standards.</li> </ul>	January 2011 Completed	Chairman Accounting Standards Committee	ICAJ Council Accounting Standards Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Maintaining Ongoing ProcessesJa</i>					
86.	Ongoing	Continue to use best endeavours by identifying opportunities to further assist in implementation of IFRS. This includes review of existing activities and updating Action Plan for future activities where necessary.	Ongoing	Chairman Accounting Standards Committee	Accounting Standards Committee
87.	Ongoing	Perform periodic review of ICAJ response to the IFAC compliance self-assessment questionnaire 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 information.	Ongoing	Chairman, Accounting Standards Committee	Accounting Standards Committee