

BACKGROUND NOTE ON ACTION PLANS

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

Action Plans are drafted by IFAC members and associates for their own use. They reflect national frameworks, priorities, processes and challenges specific to each jurisdiction and will be subject to periodic updates. Action Plans will vary in objectives, content and level of detail due to different national environments and stages of development.

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. The 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:	The Institute of Chartered Accountants of Bangladesh (ICAB)
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GLOSSARY

APM	Audit Practice Manual
BOS	Board of Studies
BSQC1	Bangladesh Standard on Quality Control 1
CPD	Continuing Professional Development
DDT	Deputy Director Technical
DLPD	Director Learning and Professional Development
DOS	Directorate of Studies
FRC	Financial Reporting Council
IAASB	International Auditing and Assurance Standards Board
IAESB	International Accounting Education Standards Board
ICAB	The Institute of Chartered Accountants of Bangladesh
ICAEW	The Institute of Chartered Accountants in England and Wales
IDC	Investigation and Disciplinary Committee
IFAC	International Federation of Accountants
IFRS	International Financial Reporting Standards
IPSAS	International Public Sector Accounting Standards
ISA	International Standards on Auditing
ISQC1	International Standard on Quality Control 1
LPDD	Learning and Professional Development Department
QAB	Quality Assurance Board
QAD	Quality Assurance Department
TD	Technical Department
TPI	Twinning Project ICAEW
TRC	Technical & Research Committee

Action Plan Subject: SMO 1 - Quality Assurance

Action Plan Objective: Ensure a mandatory quality assurance review system is in place for those members performing audits of financial statements of, as a minimum, listed companies

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>A Quality Assurance Board (QAB) was formed in 2004 and has been carrying out its assigned tasks in a planned and systematic manner. The quality assurance review system was set up with support of a twinning project with ICAEW to provide technical support for capacity building of ICAB members and firms. After setting up a Quality Assurance Department (QAD), QAB is monitoring and guiding QAD for activities relating to quality assurance in accordance with IFAC SMO 1. In 2008 and 2009, ICAB adopted and published ISQC 1 as BSQC 1 and an Audit Practice Manual (APM) and disseminated these to all of its practicing members. In 2010, ICAB started the Quality Assurance Visits to the firms that have listed clients and gradually has been extending the coverage of visits to all other practicing firms licensed by ICAB. The entire activities of QAD are running very smoothly and maintaining the IFAC requirements in this regard. We are also constantly liaising with ICAEW and receiving ongoing advice and guidance, if needed. ICAB also emphasizes the CPD seminars and workshops on quality assurance issues.</p>					
<i>Commence Work to Establish Quality Assurance Review System</i>					
1.	2004	Formed a Quality Assurance Board (QAB) as per ICAB By-Laws	2005 Completed	ICAB Council	Other IFAC Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
2.	2004	<p>The Quality Assurance Board (QAB) performs the following functions:</p> <ul style="list-style-type: none"> ▪ Develop a framework and establish policies and procedures for the quality assurance program; ▪ Establish quality control standards and guidelines to audit practice; ▪ Carry out review of working papers relating to audits; ▪ Monitor the quality assurance program to ensure its effective implementation; ▪ Arrange training programs and workshops to improve the standard of audit; ▪ Perform a periodic review of the quality assurance programme; and ▪ Any other functions delegated to it by the Council. 	Ongoing	ICAB Council	Other IFAC Members
<i>Work with Support of the Twinning Project with ICAEW to Further Develop and Implement a Quality Assurance Review System</i>					
3.	July 2008	Set up a Quality Assurance Department (QAD) within ICAB to carry out the functions stated above in collaboration with QAB.	Dec 2008 Completed	ICAB Council	QAB
4.	Dec 2008	<p>Developed and reviewed the monitoring program with a detailed checklist to monitor audit quality which covered both engagement and firm reviews. This included:</p> <ul style="list-style-type: none"> ▪ A working group, established by QAB, that reviewed and finalized the review system /checklist, which was then approved by QAB; ▪ ICAB Audit Visit Manual, which was finalized with a tentative visit plan by QAB; and ▪ ICAB published and disseminated the review system /checklist to all practicing members free of cost. 	Apr 2009 Completed	QAD	TPI / QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
5.	June 2009	Prepared the QAD opening visit template based on ISQC 1.	July 2009 Completed	QAD	QAB/TPI
<i>Implement ISQC 1 and Establish a Requirement for Firms to Maintain an Adequate Quality Assurance Review System</i>					
6.	June 2008	Conducted a CPD seminar on ISQC1 and launched an Audit Practice Manual (APM).	June 2008 Completed	QAB	TPI
7.	Oct 2008	Created a working group to review ISQC 1 and recommend it for adoption.	Dec 2008 Completed	TD	TRC / DOS / QAB
8.	Dec 2008	Adopted ISQC 1, by the Council, and then published and disseminated it accordingly.	Dec 2008 Completed	ICAB Council	TRC / DOS / QAB
9.	Jan 2009	<p>QAD in collaboration with QAB developed and established:</p> <ul style="list-style-type: none"> ▪ Annual Return Form to be submitted by practicing firms; and ▪ Audit Compliance Review (ACR) Checklist for all practicing firms that includes: <ul style="list-style-type: none"> ○ Whole Firm Audit Compliance Review Checklist; ○ Cold File Audit Compliance Review Checklist; and ○ A QAD strategy paper. <p>More specific steps supporting implementation are listed under “<i>Education and Awareness Building</i>” below.</p>	May 2009 Completed	QAD	TPI / QAB
10.	Mar 2009	QAB arranged programs on the new quality assurance review system and ISQC 1 and continues to build awareness with practitioners.	Apr 2009 Completed	QAB	TPI

#	Start Date	Actions	Completion Date	Responsibility	Resource
11.	May 2009	Conducted other seminars on ISQC 1 and code of professional ethics.	May 2009 Completed	QAD	TPI / QAB
12.	June 2009	Reviewed the requirements of the Financial Reporting Council and their effects on QAD/ ICAB, once FRC in operation. (FRC will be the oversight body for the accountancy profession in Bangladesh). Although the FRC is not yet in operation, ICAB Council is reviewing the drafted FRC requirement and its impact on the profession.	Sep 2009 Completed	Secretariat / QAD	ICAB
<i>Education and Awareness Building</i>					
13.	Jun 2008	Arranged workshop on Audit Practice Manual.	Jun 2008 Completed	ICAB President	TPI
14.	Jan 2009	Arranged another workshop on Audit Practice Manual.	Jan 2009 Completed	ICAB President	TPI
15.	Mar 2009	Made available the reviewing and monitoring system with a detailed checklist on ICAB website.	Apr 2009 Completed	QAD /Secretariat	QAB
16.	Apr 2009	Distributed the Audit Practice Manual to all CA Firms free of cost.	May 2009 Completed	QAD /Secretariat	QAB /TPI
17.	Apr 2009	Conducted a number of workshops and CPD both in Dhaka and Chittagong on implementation of the Audit Practice Manual, Quality Assurance Review System, upcoming QAD Visit, IFAC SMO I and ISQC 1. (ISQC 1, adopted as BSQC 1, was published and disseminated to all practicing members with Whole Firm, Cold File Audit Compliance Review Checklists and Annual Return Form).	Jun 2009 Completed	QAD /Secretariat	QAB /TPI

#	Start Date	Actions	Completion Date	Responsibility	Resource
18.	May 2009	Reviewed the conditions for issue/renewal of Certificate of Practice (COP) and inserted some new conditions covering the QAD Visits, compliance of ISQC 1, and submission of Annual Return.	July 2009 Completed	ICAB Council	QAD/QAB
19.	Jan 2010	Circulated the requirement of submission of the Annual Return on regular basis.	Jan 2010 Completed	Secretariat / QAD	TPI / QAB
20.	Feb 2010	Conducted several meetings of QAB and its subcommittee to prepare the strategy of QAD visits.	Mar 2010 Completed	QAD	QAB / Secretariat
21.	April 2010	Circulated the requirement of QAD Visits along with the BSQC 1 requirements.	April 2010 Completed	QAD	QAB / Secretariat
22.	July 2009	Prepare reports on the main issues identified during reviews of auditors and audit firms.	Ongoing	QAD /Press & Publication	TPI
23.	Dec 2009	Report to QAB and arrange continuous training on the most significant and the most frequent issues identified during reviews of auditors and audit firms.	Ongoing	QAD /Secretariat	QAB
24.	Jan 2010	Conducted meetings, and CPD Seminars of QAB and Professional Development Committee on quality assurance issues and other professional development issues.	Dec 2010 Completed	QAB / Secretariat	ICAB
25.	Jan 2010	Conducted meetings, CPD Seminars and workshops on quality assurance and other professional development issues.	Dec 2010 Completed	QAB / Secretariat	ICAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
26.	Jan 2011	Conduct meetings, CPD Seminars and workshops on audit firm capacity building, quality assurance and other professional development issues.	Ongoing	QAB / Secretariat	ICAB
<i>New Developments</i>					
27.	May 2010	Started the formal QAD visit to the firms with listed clients as a first stage.	Dec 2010 Completed	QAD / Secretariat	QAB
28.	May 2010	Reported to the firms and QAB in detail on QAD visits to the firms covering the observations and recommendations on: <ul style="list-style-type: none"> ▪ Availability of required documents as notified by QAD correspondence earlier; ▪ Compliance of the requirements of BSQC 1; ▪ Working file documentation procedures; ▪ Audit procedures, etc. 	Dec 2010 Completed	QAD / Secretariat	QAB
29.	Mar 2011	Conducted a follow-up visit to those firms having unsatisfactory QAD visit reports issued by the Institute.	May 2011 Completed	QAD / Secretariat	QAB
30.	Mar 2011	Review and conduct the hearing procedures with those firms having QAD visit reports identifying significant non-compliance with the legal and quality assurance review system.	Ongoing	QAD / Secretariat	QAB
31.	May 2011	Commencement and continuation of the formal QAD visits to the remaining practicing firms.	Ongoing	QAD / Secretariat	QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
32.	May 2011	Report to the respective firms and QAB in detail on QAD visits covering the observations and recommendations on: <ul style="list-style-type: none"> ▪ Availability of required documents as notified by QAD correspondence earlier; ▪ Compliance of the requirements of BSQC 1; ▪ Working file documentation procedures; ▪ Audit procedures, etc. 	Ongoing	QAD / Secretariat	QAB
33.	Jun 2011	Actions are being taken on the reports of follow-up QAD visits.	Ongoing	QAD / Secretariat	QAB
34.	Jun 2011	Review and update existing quality assurance review system.	Ongoing	QAD / Secretariat	QAB
<i>Maintaining Ongoing Processes</i>					
35.	Nov 2009	Continue to ensure that ICAB's Audit Quality Review System is operating effectively and continues to be in line with SMO 1 requirements. This includes periodic review of the operation of the quality assurance review system and updating the Action Plan for future activities where necessary.	Ongoing	QAD /Secretariat	TPI
36.	Nov 2009	Review how the system operated to date and revise it accordingly. In particular, update review program/checklist, covering auditors' (audit firms') compliance with: <ul style="list-style-type: none"> • Regulatory requirements; • Statutory requirements; • ICAB Bye-Laws & Directives; • ISQC1; and • Others. 	Ongoing	QAD /Secretariat	QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
		Implement revised review system/checklist.			
<i>Review of ICAB's Compliance Information</i>					
37.	June 2009	Perform periodic review of ICAB's response to the IFAC 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 republish updated information.	Ongoing	QAD	QAB

Action Plan Subject: SMO 2 - International Education Standards

Action Plan Objective: Ensure that all IES requirements are incorporated into the ICAB professional accountancy education system

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>The education scheme of ICAB starts from the entry criteria, followed by a mandatory practical training requirement under any CA firm including participation in tuition classes at different stages and levels provided by the Institute, and then successful completion of examinations. A candidate with a minimum HSC / A-Level qualification and minimum standard academic results, as set by the Institute, is eligible to enroll with the Institute to study chartered accountancy. The candidates also require practical experience on audit, assurance, and other training under the supervision of a principal of a practicing CA firm as an article student. The duration of article-ship varies from two to four years depending on the previous records of the academic and/or other relevant professional qualification of the students.</p> <p>The curriculum of ICAB was revised in 2009 on the basis of the curriculum of ICAEW except for local laws and taxation and also for InfoTech as additional modules. Ethics are covered throughout the relevant modules as pertinent. After passing the entire three-layers of examinations of the Institute, namely: Professional Stage Knowledge Level (7 modules), Professional Stage Application Level (7 Modules) and Advanced Stage (3 Modules and a Case Study), a student can be eligible for the membership of the Institute as an ACA. After 5 years post qualification experience and having a minimum of 60 CPD Credit Hours, an ACA can be eligible to become a FCA of the Institute.</p> <p>A Board of Studies (BOS) has been functioning since the inception of the Institute. The Directorate of Studies (DOS) was assigned to perform the education activities as guided by the BOS. In 2010, the Learning and Professional Development Department was introduced as an outcome of the Twinning Project with ICAEW and the DOS was replaced by LPDD accordingly. The LPDD performs all the activities relating to education and CPD. The LPDD also performs all other activities within the scope of BOS.</p>					
<p><i>Reformed the Board of Studies with defined functions to strengthen the performance of relevant education activities</i></p>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
1.	2004	<p>The Board of Studies (BOS) performs the following functions:</p> <ul style="list-style-type: none"> ▪ organize pre-examination coaching classes for students; ▪ provide proper facilities to the examinee; ▪ conduct evaluation tests of the lecturers; ▪ arrange preparation and update of study manuals, and approve a panel of authors for such manuals; ▪ make a periodical review of syllabuses and recommend for necessary revision; ▪ arrange training and examinations regularly for prospective students and recommend their course fees; ▪ recommend annual revenue & capital budgets for education, coaching classes, IT Training, purchase of books, journals, magazines, etc. for articled students and members of the Institute; and ▪ carry out any other function as may be assigned to the Board by the Council from time to time. 	Ongoing		
<i>Ensure that all IES requirements are incorporated into ICAB's professional education system</i>					
2.	Oct 2008	Carry out policy dialogues to ensure continuous compliance with SMO 2.	Apr 2009 Completed	DOS	TPI
3.	Oct 2008	Carry out planning discussion on conversion to new syllabus and educational system in compliance with IES.	Dec 2009 Completed	TD / LPDD	TPI
4.	Jan 2009	Start the new education and examination system under new curriculum and implement phase by phase accordingly.	Ongoing	LPDD	BOS / Examination Committee

#	Start Date	Actions	Completion Date	Responsibility	Resource
5.	Sep 2010	Review and update the study materials and examination system under the new curriculum.	Ongoing	LPDD	BOS / Examination Committee
6.	Jan 2011	Review the existing tuition facilities provided by the Institute and enhance support to ensure the quality of resources accordingly.	Ongoing	LPDD	BOS
<i>Strengthening ICAB's syllabus based on IESs and New Developments with Support of the Twinning Project with ICAEW</i>					
7.	Aug 2008	Set up a working group for comparative analysis on the proposed new curriculum in compliance with IES 2.	Oct 2008 Completed	BOS	TPI
8.	Oct 2008	Review and approve revised ICAB syllabus, examination procedure and student entry requirements (IES 1).	Mar 2009 Completed	BOS / Exam Committee	TPI
9.	Nov 2008	Review and ensure that ethics is properly covered across the whole curriculum (IES 4).	Mar 2009 Completed	BOS / LPDD	TPI
10.	Apr 2009	Select and train teachers and examiners under the new syllabus and implement monitoring guidelines and procedures in phases.	Jun 2010 Completed	BOS / Exam Committee	ICAB
11.	Oct 2008	IES 3: Establish through the practical experience and examination system that the range of skills is adequately covered for membership.	Jun 2009 Completed	BOS / LPDD	TPI / BOS
12.	Oct 2008	IES 5: Establish systems and monitoring procedures for the practical experience competences of the prequalification program in collaboration with ICAEW.	Jun 2009 Completed	LPDD	TPI / TD / BOS

#	Start Date	Actions	Completion Date	Responsibility	Resource
13.	Oct 2008	IES 6: Ensure that the required pre-qualification assessment level is maintained through: a) University exemptions; b) Teachers' training and monitoring; and c) Examiners' training and monitoring.	Ongoing	LPDD	TPI / BOS
14.	Nov 2008	IES 7: Review, monitor and submit reports on members' CPD status. Ensure that all members follow the (required) CPD course on the ICAB Code of Ethics.	Ongoing	LPDD / TD	TRC
15.	Jan 2009	IES 8: Conduct periodic workshops on audit procedures and principles, notify, monitor and provide guidance to members of ICAB who perform (statutory) audits and other assurance assignments.	Ongoing	LPDD / TD	TRC / QAB
<i>Maintaining Ongoing Processes</i>					
16.	Jan 2009	In addition to the existing due process maintained by the Technical and Research Committee, ICAB will set up a working group that will ensure that new and revised standards on auditing, financial reporting and ethics is incorporated into ICAB's education and examination requirements.	Ongoing	QAB	TPI
<i>Review of ICAB's Compliance Information</i>					
17.	Mar 2009	Periodic review of ICAB's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to SMO 2 as necessary.	Ongoing	LPDD / QAD	BOS / QAB

Action Plan Subject: SMO 3 - International Auditing and Assurance Standards
Action Plan Objective: Convergence with IAASB Pronouncements

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>ICAB has the responsibility for setting auditing standards. ICAB’s Technical and Research Committee adopts ISAs as Bangladesh Standards on Auditing (BSAs) with limited modifications that are necessary due to local laws.</p> <p>ICAB has been performing the convergence process with ISAs since 1998. It also updates these standards as an ongoing process. The Technical Department (TD) of the Institute is actively working with the Technical and Research Committee (TRC) to perform the whole process of convergence. An established due process is maintained for such convergence. The TRC reviews whether the ISAs need to be updated yearly based on the updates of the IAASB.</p> <p>The core project to adopt the Clarity ISAs was completed in 2009, even before the publication of the BSAs, which were later prepared on the basis of the adopted clarified ISAs.</p> <p>With a view to ensuring the proper implementation of the standards, ICAB has been organizing training, seminars and workshops on an ongoing basis.</p>					
<i>Maintain an Ongoing Process for Convergence with ISAs</i>					
1.	1998	Adopt an official position on convergence to ISAs– aligning its agenda with that of the IAASB and using the ISAs as a base. Approved by ICAB Council.	Ongoing	TD	TRC/ Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
2.	Ongoing	Maintain the due process while adopting / updating ISAs as BSA as follows: <ul style="list-style-type: none"> ▪ Review the new / revised ISAs by expert members of TRC; ▪ Issue exposure drafts; ▪ Recommend to Council for adoption after reviewing and discussing by TRC; ▪ Adopt by ICAB Council accordingly; and ▪ Publish final standards. 	Ongoing	TD	TRC/ Secretariat
3.	Jun 2008	Performed convergence of the new and updated Handbook of Standards on Auditing, Assurance and Ethics Pronouncements (Volume 1). Made Handbook publicly available.	Dec 2008 Completed	TD	TRC/ Secretariat
4.	Jun 2009	Performed convergence of the new and updated Handbook of Standards on Auditing, Assurance and Ethics Pronouncements (Volume 2). Made Handbook publicly available.	Dec 2009 Completed	TD	TRC/ Secretariat
5.	Sep 2009	Performed convergence of the new and updated Handbook of Standards on Auditing, Assurance and Ethics Pronouncements (Volume 3). Made Handbook publicly available.	Mar 2010 Completed	TD	TRC/ Secretariat
6.	Sep 2011	Update Handbook of Standards on Auditing, Assurance and Ethics Pronouncements.	Dec 2011	TRC	TD / Secretariat
<i>Project to Converge with Clarity ISAs</i>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
7.	Nov 2008	Adopted ICAB's own clarity project whereby all Statements on Auditing Standards will be redrafted using the format of the IAASB and will be based on and consistent with IAASB Clarity ISAs and ISQC 1 and in line with IAASB Modification Policy.	Dec 2009 Completed	TRC	ICAB
8.	Ongoing	Initiate regular reviews of adopted ISAs and Statements to ensure alignment with the latest versions issued by the IAASB.	Ongoing	TRC	ICAB
<i>Implementation Guidance</i>					
9.	Jun 2008	Launched Audit Practice Manual (APM) through conducting a workshop on APM.	Jun 2008 Completed	ICAB President	QAB/QAD/TPI
10.	Apr 2009	Conducted a number of workshop and CPDs on the implementation of APM and Auditing Standards.	May 2009 Completed	TD	TRC / QAB
11.	Jan 2009	Develop accounting and auditing industry guides, practice aids and risk alerts.	Ongoing	TD	TPI / TRC / QAB
<i>Continuing Professional Education</i>					
12.	Ongoing	Develop new and update existing continuing education courses to assist with the implementation of new/revised standards.	Ongoing	TD	TRC/ BOS / QAB
<i>Contribution to Standard Setting Activities of the IAASB</i>					
13.	Ongoing	Review IAASB agenda materials and exposure drafts including submission of comment letters.	Ongoing	TD	TRC / QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
14.	Ongoing	Notify ICAB members of IAASB exposure drafts through ICAB website, monthly ICAB News Bulletin, and quarterly Bangladesh Accountant.	Ongoing	TD/ Secretariat	TRC / QAB
<i>Education and Awareness Building</i>					
15.	Ongoing	Continue in the provision of training focused on the application of ISAs.	Ongoing	TD	TRC / QAB
16.	Jan 2009	Provided training on 2008 developments in ISAs.	Jun 2009 Completed	TD	TRC / QAB
17.	Jun 2010	Provided training on 2009 developments in ISAs.	Sep 2010 Completed	TD	TRC / QAB
18.	Sep 2011	Provide training on 2010 developments in ISAs.	Nov 2011	TD	TRC / QAB
19.	Ongoing	Continue to provide information on the latest developments in ISAs through the ICAB website, magazine and CPD.	Ongoing	TD	International/ external resources/ TRC
20.	Ongoing	Provide information on the obligatory application of ISAs and its consequences in the nationwide newspapers.	Ongoing	TD	TRC / QAB
<i>Maintain Ongoing Review of New and Revised Standards</i>					
21.	Ongoing	Continue reviews performed by the ICAB focused on compliance with ISAs.	Ongoing	TD	TRC / QAB
22.	Ongoing	Continue to ensure that any changes made to adopt ISAs are in line with the IAASB Policy Position on Modifications to IAASB Standards.	Ongoing	TD	TRC / QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Maintaining Ongoing Processes</i>					
23.	Ongoing	Continue to support ongoing adoption and implementation of IAASB pronouncements. This includes review of the implementation of the Action Plan to date and updating the Action Plan for future activities as necessary.	Ongoing	TD	QAB/ TRC
<i>Review of ICAB's Compliance Information</i>					
24.	Ongoing	Perform periodic review of ICAB'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 updated information.	Ongoing	TD	TRC / QAB

Action Plan Subject: SMO 4 - IESBA Code of Ethics
Action Plan Objective: Ensure alignment of ICAB Code of Ethics with IESBA Code

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
A defined code of ethics was established by ICAB through ICAB By-Laws before adopting the IESBA code of ethics. The adopted IESBA code of ethics has been published and disseminated to all members, and ICAB conducted a number of CPD seminars and workshops for building awareness on maintaining the code of ethics by practicing and non-practicing members.					
The 2008 IESBA Code of Ethics was adopted and disseminated accordingly to ICAB members and this version of the Code is still in place.					
<i>Application of the Code of Ethics Standards</i>					
25.	Nov 2008	Reviewed IESBA Code of Ethics for adoption by ICAB. Drafted an introduction to the Code.	Dec 2008 Completed	Ethics Working Group	TRC / QAB / BOS
26.	Jan 2009	Adopted IESBA Ethics Code as an ICAB Standard of Professional Practice.	Jan 2009 Completed	ICAB Council	Ethics Working Group
<i>Member Notification, Education and Promotion Activities</i>					
27.	Dec 2008	Presented on the new Code at CPD seminar.	Dec 2008 Completed	TD / LPDD	QAD / TRC / QAB
28.	Dec 2008	Produced a collection of case studies and explanatory material.	Mar 2009 Completed	TD / DOS	TPI

#	Start Date	Actions	Completion Date	Responsibility	Resource
29.	Mar 2009	Disseminated Ethics Policy and explanatory materials on ICAB website.	Mar 2009 Completed	Secretariat	QAB / QAD / TD
30.	Mar 2009	Provided hard copies to every member and firm.	Mar 2009 Completed	Secretariat	TD / QAB
31.	June 2010	Conducted CPD seminars on IESBA Code of Ethics as adopted by ICAB.	June 2010 Completed	LPDD	TRC
32.	May 2011	Conducted CPD seminars on Professional Ethics, Conflicts and Auditors' Independence.	May 2011 Completed	LPDD	ICAB
33.	Mar 2009	Ethics to be more specifically covered within the ICAB professional qualification syllabus.	Ongoing	LPDD	TPI
<i>Code of Ethics Interpretation / Advice / Counseling</i>					
34.	Apr 2009	Creation of a confidential ethics support mechanism to members (through a panel of senior members willing to discuss ethical issues confidentially).	Ongoing	QAB	QAD / TRC /QAB
35.	Ongoing	Issues reported by individual members and students monitored against the coverage of the Code.	Ongoing	QAB	QAD / TRC /QAB
<i>Ongoing Monitoring of IESBA Work Program and Proposed Revisions to the Code of Ethics</i>					
36.	Ongoing	Monitor developments and amendments to the IESBA Code, so that they can be incorporated into ICAB's Code on a timely basis.	Ongoing	TD / LPDD	QAD / TRC /QAB

#	Start Date	Actions	Completion Date	Responsibility	Resource
37.	Ongoing	Ensure that developments affecting ICAB members are communicated by means of website, newsletters and similar media.	Ongoing	TD / LPDD	QAD / TRC / QAB
38.	Ongoing	Adapt and communicate revision of the Code of Ethics. Details and exact timescales for the process to be established as work within IFAC proceeds.	Ongoing	TD / LPDD	QAD / TRC / QAB
<i>Review of ICAB's Compliance Information</i>					
39.	Ongoing	Review of ICAB response to the IFAC Compliance Self-Assessment questionnaires periodically 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 updated information.	Ongoing	TD / LPDD	QAD / TRC / QAB

Action Plan Subject: SMO 5 - International Public Sector Accounting Standards
Action Plan Objective: Promoting adoption and implementation of IPSAS

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Background:</i>					
<p>ICAB has recently formed a separate Committee on Public Finance and Public Sector Accounting to perform some defined activities relating to the convergence of International Public Sector Accounting Standards in Bangladesh. The committee has taken some initiatives and already discussed with relevant Government authorities, especially with the Comptroller and Auditor General Office in Bangladesh, upholding the convergence procedures. ICAB is very eager to collaborate with the relevant authorities in this regard. ICAB will continue to use its best endeavors to encourage the Government to adopt IPSAS.</p>					
<i>Promote the adoption of IPSASs by the Bangladesh Government</i>					
40.	Apr 2009	Established a separate IPSAS Committee.	Jan 2011 Completed	ICAB President	ICAB Council
41.	Sep 2010	Review the requirements of the IPSAS.	Oct 2011	TD/ IPSAS Committee	ICAB / Ministry of Finance / C & AG Office
42.	Jun 2011	Study how other IFAC members have supported implementation of IPSAS in their countries.	Oct 2011	TD/ Task Force	TPI / QAB
43.	Jul 2011	Seek the technical cooperation of other IFAC member countries that have successfully supported implementation of IPSASs.	Oct 2011	TD/ Task Force	QAB / TPI/ ICAEW
44.	Aug 2011	Draft a value proposition paper to Government for adopting IPSAS.	Dec 2011	TD/ IPSAS Committee	ICAB / Ministry of Finance / C & AG Office

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Work together with Government (the following action will be based on the Government's response)</i>					
45.	Sep 2010	Conduct discussions with Government policy makers on IPSAS.	Dec 2011	TD/ IPSAS Committee	ICAB / Ministry of Finance / C & AG Office
46.	Oct 2011	Conduct training session for Accountant and Auditor General Officers.	Feb 2012	TD/ IPSAS Committee	ICAB Council
47.	Nov 2011	Formulate an IPSAS Implementation Team involving Government officials and relevant stakeholders.	Dec 2012	TD/ IPSAS Committee	ICAB / Ministry of Finance / C & AG Office
48.	Dec 2011	Propose an implementation plan for adopting IPSAS.	Dec 2011	TD/ IPSAS Implementation Team /IPSAS Committee	ICAB Council / Ministry of Finance / C & AG Office
<i>Maintaining Ongoing Processes</i>					
49.	Ongoing	Continue to identify opportunities to further assist in the implementation of IPSASs. This includes review of existing activities and preparation of the Action Plan for future activities where necessary.	Ongoing	TD / IPSAS Committee / Implementation Team	QAB / Ministry of Finance / C & AG Office
<i>Review of ICAB's Compliance Information</i>					
50.	Ongoing	Perform periodic review of ICAB'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 updated information.	Ongoing	TD / Secretariat	QAB / Ministry of Finance / C & AG Office

Action Plan Subject: SMO 6 - Investigation and Discipline

Action Plan Objective: Improve and ensure ongoing maintenance of ICAB Investigation and Discipline System

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>ICAB has an Investigation and Disciplinary Committee (IDC) to perform the functions assigned to it under ICAB's By-laws and any other relevant functions delegated by the ICAB Council. The Committee has its own working procedures to conduct the investigation process and to take disciplinary measures. Currently the ICAB Council is working on revising the rules governing the functioning of the Committee in accordance with the requirements of SMO 6. The By-laws of ICAB are also planned to be modified accordingly.</p> <p>A total of 17 cases have been heard by the Investigation and Disciplinary Committee (IDC) of the Council-ICAB in 2010.</p>					
<p><i>Review the existing policy of IDC</i></p>					
51.	Nov 2010	Develop a new policy of IDC (Investigation and Disciplinary Committee), including a review of the constitution, and expand to include a cross section of stakeholders.	Oct 2011	IDC Working Group / QAB	TD / ICAB Council
52.	Oct 2011	Approve a new policy.	Nov 2011	ICAB Council	IDC Working Group / TD
53.	Nov 2011	Change By-Laws for new policy and constitution of IDC.	Dec 2011	Council / Secretariat	IDC /TD
54.	July 2009	Sanctions (SMO 6, Para 7) – Review the guidance on sentencing provided to the Investigation Committee and to tribunals after consultation with all conduct committees.	Ongoing	IDC	TD / Secretariat
55.	July 2009	Host guidance on website on how to lodge complaints.	Ongoing	IDC	TD / Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
56.	July 2009	Provision of information and guidance to members (SMO 6, Para 9) – Punctual updating of website and publication, every two years, of the Members’ Handbook.	Ongoing	IDC	TD / Secretariat
<i>Liaison with outside bodies</i>					
57.	Jun 2009	Liaison with outside bodies (SMO 6, Para 10) – Annual training update for staff in relation to reporting requirements to ensure that they comply with all obligations under local laws.	Ongoing		IDC / QAB / TD
<i>Initiation of proceedings</i>					
58.	Jun 2009	Initiate proceedings (SMO 6, Para 11) – Press monitoring to identify possible misconduct by member firms.	Ongoing	IDC	TD / Secretariat
<i>Investigative powers and processes</i>					
59.	July 2009	Investigative powers and processes (SMO 6, Para 12) – Ensure disciplinary processes are employed according to revised By-laws where member / firms do not cooperate.	Ongoing	IDC	TD / Secretariat
60.	July 2009	Identify a Reviewer of Complaints (ROC).	Dec 2011	IDC	TD / Secretariat
61.	July 2009	Investigative powers and processes (SMO 6, Para 13) – Monitor complaints’ workload. Develop reporting statistics on periodic complaints monitoring by ROC.	Ongoing	IDC	TD / Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
62.	Sep 2009	Investigative powers and processes (SMO 6, Para 15) – Ensure appropriate guidance is given where conflict of interests arise. Create and update handbooks in relation to complaints and investigation process.	Ongoing	IDC	TD / Secretariat
63.	Sep 2009	Investigative powers and processes (SMO 6, Para 18) – Procure Annual Report from Reviewers of Complaints.	Ongoing	IDC	TD / Secretariat
<i>Disciplinary process</i>					
64.	Feb 2010	Establish and properly constitute an independent Investigation Committee, Disciplinary Committee and Appeals Committee.	Dec 2011	IDC	TD / Secretariat
65.	July 2010	The disciplinary process (SMO 6, Para 19) – Conduct annual review of committee membership to ensure terms of office are adhered to and that appropriate levels and range of skills are maintained.	Ongoing	IDC	TD / Secretariat
66.	Sep 2009	Review the test for Adverse Findings (SMO 6, Para 20).	Ongoing	IDC	TD / Secretariat
67.	April 2009	Disciplinary process (SMO 6, Para 22) – Emphasize requirements for independence in training sessions for new committee members and undertake periodic reviews of committee handbooks. Separate Committees from Council.	Ongoing	IDC	TD / Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
68.	July 2009	Administrative processes (SMO 6, Para 25 & 26) – Monitor elapsed times of cases both in investigation and where formal complaints have been laid on a monthly basis.	Ongoing	IDC	TD / Secretariat
69.	Jan 2009	Administrative processes (SMO 6, Para 30) – Procedures manuals to include reference to employees’ obligations.	Jun 2009	Secretariat	IDC/TD
70.	Jan 2009	Administrative processes (SMO 6, Para 33) – Documents to be retained during the lifetime of cases and throughout prescribed retention period.	Ongoing	Secretariat	IDC/TD
<i>Maintaining Ongoing Processes</i>					
71.	Ongoing	Continue to ensure ICAB’s investigation and disciplinary mechanism addresses all SMO 6 requirements. This includes review of the existing mechanism and updating the Action Plan for future activities where necessary.	Ongoing	IDC	TD / Secretariat
<i>Review of ICAB’s Compliance Information</i>					
72.	Ongoing	Perform periodic review of ICAB 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 updated information.	Ongoing	IDC	TD / Secretariat

Action Plan Subject: SMO 7 - International Financial Reporting Standards
Action Plan Objective: Continue to maintain and continuously improve a program for adoption and implementation of IFRS

#	Start Date	Actions	Completion Date	Responsibility	Resource
<p><i>Background:</i></p> <p>ICAB is responsible for adopting and implementing International Financial Reporting Standards in Bangladesh. ICAB has been performing the convergence process of IFRS. It also updates those standards as an ongoing process. The Technical Department (TD) of the Institute is actively working with the Technical and Research Committee (TRC) to perform the whole process of convergence. An established due process is maintained for such convergence. ICAB adopted IFRS as Bangladesh Financial Reporting Standards and published accordingly. The TRC reviews whether the Financial Reporting and Accounting Standards need to be converged or updated every year based on the updates of the IASB publication.</p> <p>The BFRS for SMEs was published by ICAB at June 2011 (launched on 29 June 2011) and are essentially the adopted version of IFRS for SMEs (2009 version) with few modifications.</p>					
<i>Maintain due process while converging with IFRS</i>					
73.	Ongoing	Maintain the due process while adopting / updating IFRS/IAS as BFRS/BAS as follows: <ul style="list-style-type: none"> ▪ Review the new / revised IFRS/IAS by expert members of TRC; ▪ Recommend to Council for adoption after reviewing and discussing by TRC; and ▪ Adopt by ICAB Council accordingly. 	Ongoing	TD	TRC/ Secretariat
<i>Review of the financial reporting environment</i>					

#	Start Date	Actions	Completion Date	Responsibility	Resource
74.	Nov 2010	Review financial reporting environment to identify existing and potential hindrances to the adoption and implementation of IFRS. The review will be sectoral-based. Draft a report at the conclusion of the review.	Sep 2011	TD	TRC/ Secretariat
75.	Jul 2011	Conduct training on implementation of IFRS.	Nov 2011	TD / IFRS Resource Panel	TRC/ Secretariat
76.	Sep 2011	Analyze and implement the recommendations made in the review above.	Nov 2011	TD	TRC/ Secretariat
<i>Review of education needs and strategies</i>					
77.	Feb 2011	Review existing awareness and training strategies on both new and existing IFRS.	Sep 2011	TD	TRC/ Secretariat
78.	Sep 2011	Analyze and implement recommendations on the dissemination and training strategies.	Nov 2011	TD	TRC/ Secretariat
<i>IFRS for SMEs</i>					
79.	July 2009	Reviewed the likely effect on the current reporting framework on the shift to IFRS for SMEs: <ul style="list-style-type: none"> • Prepared a position paper on the adoption of IFRS for SMEs. 	Dec 2009 Completed	TD	TRC/ Secretariat

#	Start Date	Actions	Completion Date	Responsibility	Resource
80.	July 2009	Identified necessary regulatory and other process requirements for the implementation of IFRS for SMEs: <ul style="list-style-type: none"> • Adoption criterion; • Needs of other stakeholders; • Pre-qualification training; and • Awareness building and training programs. 	Mar 2010 Completed	TD	TRC/ Secretariat
81.	Feb 2011	Reviewed, adopted and published the IFRS for SMEs as BFRS for SMEs.	Jun 2011 Completed	TD	TRC/ Secretariat / ICAB Council
82.	Jul 2011	Prepare implementation program on IFRS for SMEs.	Nov 2011	TD	TRC/ Secretariat
<i>Maintaining Ongoing Processes</i>					
83.	Ongoing	Continue to use best endeavors by identifying opportunities to further assist in implementation of IFRS. This includes review of the existing activities and updating the Action Plan for the future activities where necessary.	Ongoing	TD	TRC/ Secretariat
<i>Review of ICAB's Compliance Information</i>					
84.	Ongoing	Perform periodic review of ICAB 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 updated information.	Ongoing	TD	TRC