

BACKGROUND NOTE ON ACTION PLANS

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

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

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

Use of Information

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

ACTION PLAN

IFAC Member/Associate: National Board of Accountants and Auditors
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GLOSSARY

AQA	Audit Quality Assurance
AQR	Audit Quality Review
CPD	Continuing Professional Development
CPE	Continuing Professional Education
ED	Exposure Drafts
I&D	Investigation and Discipline
IAASB	International Auditing and Assurance Standards Board
IAESB	International Accounting Education Standards Board
IAS	International Accounting Standards
IESBA	International Ethics Standards Board for Accountants
IESs	International Education Standards
IFRS	International Financial Reporting Standards
IPSAS	International Public Sector Accounting Standards
IPSASB	International Public Sector Accounting Standards Board
ISAs	International Standards on Auditing
ISQC	International Standard on Quality Control
NBAA	National Board of Accountants and Auditors
SME	Small and Medium Entities
SMO	Statement of Member Obligation

Action Plan Subject: SMO 1 - Quality Assurance

Action Plan Objective: Further develop the Audit Quality Assurance (AQA) Review System in line with SMO 1 requirements

#	Start Date	Action	Completion Date	Responsibility	Resources
<p><i>Background:</i></p> <p>NBAA is responsible for quality assurance reviews for audits - carrying out the first group of visits in 2005. Quality reviews done by the NBAA have been developed to be in compliance with International Standard on Quality Control 1 (ISQC 1) and Statement of Membership Obligation (SMO) 1.</p> <p>The scope of the AQA review program is:</p> <ul style="list-style-type: none"> • All attest Registered Auditors (audit firms) are subject to engagement reviews where a sample of attest engagements files are reviewed at least once in a review cycle. The review cycle is normally three (3) years. • All audit firms involved in the audit of listed companies (including audits of subsidiaries/associates/joint ventures) are subject to firm reviews at least once in a review cycle. 					
<i>Review the existing AQA program to ensure compliance with SMO 1 requirements</i>					
1.	July 2011	Perform a general review of AQA program to ensure that it operates effectively and in compliance with SMO 1.	December 2011	Technical Service Department Manager and NBAA CEO	
<i>Update the Audit Quality Assurance Program</i>					
<i>Ongoing Processes</i>					

#	Start Date	Action	Completion Date	Responsibility	Resources
2.	Ongoing	Setting timing and format of continuous review of the AQA program to ensure effective operation of the program and to ensure compliance with SMO 1 requirements. This includes periodic review of the operation of the AQA system and updating the Action Plan for future activities where necessary.	Ongoing	NBAA CEO	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
3.	Annually	<p>There is a need to review the SMO 1 information annually as there may have been changes to the legislative and or administrative landscape.</p> <p>Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 1 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.</p>	Annually	NBAA CEO	NBAA staff

Action Plan Subject: SMO 2 - International Education Standards
Action Plan Objective: To ensure that all International Education Standards (IES) requirements are incorporated into NBAA's education requirements

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
Candidates are required to hold a university degree in accounting or an equivalent qualification before being admitted into the NBAA professional examinations. After passing the NBAA final stage of professional examinations, candidates must undergo a minimum of 3 years of practical experience in order to obtain the appropriate certification by NBAA. To maintain membership there must be satisfaction of Continuing Professional Development/Continuing Professional Education (CPD/CPE) requirements consistent with IES 7, <i>Continuing Professional Development: A Program of Lifelong Learning and Continuing Development of Professional Competence</i> .					
<i>Professional Education system</i>					
4.	Ongoing	Create awareness of IES 8, Competence Requirements for Audit Professionals issued by IAESB to stakeholders through CPD and training program.	Ongoing	Technical Manager Examination and NBAA CEO	NBAA staff
5.	January 2012	Include IES 8 in the NBAA professional examination and AQR process.	September 2012	Examination Manager and NBAA CEO	NBAA staff
6.	September 2010	Fully implement an approved policy ensuring Accounting Education Training Institutions are visited at least once every three years to ensure quality education in the country and compliance with IESs. For 2011 this will involve reviewing <i>syllabi of two training</i> institutions with timely reporting/follow-up of/on review findings.	December 2011	Examination Manager and NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
7.	Ongoing	Keep education programs up to date with new IES requirement to ensure quality professional education in Tanzania. Continuous and timely communication of new updates from IES to training institutions, students and the profession's stakeholders.	Ongoing	Technical Manager Examination and NBAA CEO	NBAA staff
<i>Updating and Strengthening CPD Program</i>					
8.	July 2011	Survey the best method to monitor members' compliance with CPD programs and implement the best identified method to ensure voluntary compliance with CPD programs.	December 2011	Manager Member Services and NBAA CEO	NBAA staff
9.	July 2009	Enforcing CPD requirements by taking disciplinary action to members who do not comply with CPD requirements.	Ongoing	Technical Manager Examination and NBAA CEO	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
10.	Annually	There is a need to review the SMO 2 information annually as there may have been changes to the legislative and or administrative landscape. Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 2 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.	Annually	NBAA CEO	NBAA staff

Action Plan Subject: SMO 3 - International Auditing and Assurance Standards
Action Plan Objective: Continue to use best endeavors to maintain ongoing process to adopt and implement International Auditing and Assurance Standards (IAASB) Pronouncements

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
NBAA has a legal mandate to set auditing standards which commenced with adoption, on a wholesale basis, of the International Standards on Auditing (ISAs) in effect as of July 2004 – subsequent to which, the adoption process has continued and evolved so that all subsequent revisions to ISAs are adopted without modification including the effective date.					
<i>Continue to improve the adoption and implementation of IAASB’s standards</i>					
11.	Ongoing	Establish Technical Round Tables to discuss and review Technical Matters of interest to the profession including new IAASB pronouncements and Exposure Drafts (EDs). The technical Round Tables will comprise members of the profession who have interest in the matter and are willing to volunteer their time to contribute to the profession’s development.	Ongoing	Technical Service Department Manager CEO	NBAA staff
12.	January	Review existing curriculum of professional courses and syllabus to identify the need for developing new professional courses or updating the available course contents to ensure effective training of IAASB pronouncements in the country. This includes incorporation of the clarified ISAs effective from December 15, 2009.	June	Manager Examination department and CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
		The NBAA in collaboration with the ICAEW is reviewing and updating the syllabus. The review process is to be ready by June, 2012.			
<i>Strengthening the CPD program</i>					
13.	Ongoing	<p>Increasing public and general awareness of IAASB's pronouncements by means of increasing coverage of IAASB Standards in the NBAA publications and through CPD programs. For 2011, initiatives that will be undertaken in support of this action will include:</p> <ul style="list-style-type: none"> • Including IAASB standards and Exposure Drafts into the Account Journal • Forwarding IAASB standards and Exposure Drafts to members • Including IAASB standards and Exposure Drafts in the CPD programmes. 	Continuous Process	Technical Service Department Manager and CEO	NBAA staff
<i>Maintaining Ongoing activities</i>					
14.	Ongoing	Communicate IAASB drafts to NBAA members and other key stakeholders for comments on a timely manner.	Ongoing	Technical Manager Examination, and CEO	NBAA staff
15.	Ongoing	Incorporating new ISA requirements on a timely basis into the NBAA professional final assessment.	Ongoing	Technical Manager Examination, Technical Service Department Manager CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
16.	Ongoing	Ensuring that new and existing ISAs are incorporated in the syllabus of Accounting training institutions.	Ongoing	Technical Manager Examination, and CEO	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
17.	Annually	<p>There is a need to review the SMO 3 information annually as there may have been changes to the legislative and or administrative landscape.</p> <p>Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 3 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated.</p>	Annually	NBAA CEO	NBAA staff

Action Plan Subject: SMO 4 - IESBA Code of Ethics

Action Plan Objective: Continue to use best endeavors to maintain ongoing process to adopt and implement International Ethics Standards Board for Accountants (IESBA) Code of Ethics

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
<p>NBAA has adopted the IESBA Codes of Ethics since 2006 (with the exemption of “Advertising Professional Services”). Any Code revisions are automatically adopted and communicated to members without modification including effective date. However, NBAA has decided to maintain section 10 of the NBAA (Code of Ethics) By-Laws, 1999 which restricts its members from advertising professional services.</p>					
<i>Strengthening the education and CPD program</i>					
18.	January 2011	<p>Update NBAA members and other key stakeholders on a timely basis of the professional ethics requirements through:</p> <ul style="list-style-type: none"> - seminars; - publications; and through - incorporating ethics in education syllabus and final examinations. <p>For 2011, seminars and articles are planned for:</p> <ul style="list-style-type: none"> • Code of Ethics for Professional Accountants (Accountants’ annual seminar in December, 2011); • Publish two articles on ethics in a year; • Any updates on ethics to be published in the Journal; and • Examine ethical issues in relevant subject areas. 	December 2011	Technical Service Department Manager, Technical Manager Examination department, and NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
19.	January 2011	<p>Ensure that Professional Ethics is given attention in training institutions and in final assessment of professional examinations. This will be achieved by performing the following:</p> <ul style="list-style-type: none"> Examine candidates in every examination session at the Accounting Technician stage, Foundation stage and at the final stages in related subject areas. 	December 2011	Technical Service Department Manager, Technical Manager Examination department, and NBAA CEO	NBAA staff
<i>Ongoing program</i>					
20.	Ongoing	<p>Continue to update on a timely basis education providers, students and professional members on the new requirements and updates from IESBA and NBAA Code of Ethics. This includes incorporation of the clarified IESBA <i>Code of Ethics for Professional Accountants</i> which is effective from January 1, 2011.</p> <p>Activities for 2011 include:</p> <ul style="list-style-type: none"> Publish the new requirements and updates in the NBAA Journal; Circulate the updates to the accountancy training institutions and candidates; and Create awareness during visitations and seminars. 	Ongoing	Technical Service Department Manager, Technical Manager Examination department, and NBAA Chief Executive Officer (CEO)	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
21.	Annually	There is a need to review the SMO 4 information annually as there may have been changes to the legislative and or administrative landscape.	Annually	NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
		Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 4 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.			

Action Plan Subject: SMO 5 - International Public Sector Accounting Standards
Action Plan Objective: Continue to use best endeavors to assist in the adoption and implementation of International Public Sector Accounting Standards (IPSASs) in Tanzania

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
IPSAS have been adopted in Tanzania – essentially on a cash-basis. NBAA continues to use best endeavors to ensure its members who operate in the public sector have access to training about the application of IPSASs and that those responsible for the adoption of IPSASs have an ongoing process to do so.					
<i>Continue to improve the adoption and implementation of IPSAS in Tanzania</i>					
22.	Ongoing	<p>Establish Technical Round Tables to discuss and review Technical Matters of interest to the profession including new International Public Sector Accounting Standards Board (IPSASB) pronouncements and ED drafts.</p> <p>The technical Round Tables will comprise members of the profession who have an interest in the matter and are willing to volunteer their time to contribute to the profession’s development.</p> <p>In 2010, the technical round tables met on several occasions to discuss developments with the IPSASB’s work on how to incorporate public sector curriculum in the NBAA syllabi.</p>	Ongoing	Technical Service Department Manager and NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
23.	January, 2011	Set up a communication process where members and key stakeholders will be informed on timely basis about the current and new developments of IPSASs.	December, 2011	Technical Service Department Manager and NBAA CEO	NBAA staff
24.	July, 2011	Develop a program for capacity building/training to train the International Public Sector Standards to local authorities in Tanzania (subject to availability of funds).	December, 2011	Technical Service Department Manager and NBAA CEO	NBAA staff
25.	January, 2011	Institute a program which will enable NBAA to respond to IPSAS pronouncements and Exposure Drafts on timely manner.	December, 2011	Technical Service Department Manager and NBAA CEO	NBAA staff
<i>Maintaining ongoing process</i>					
26.	Ongoing	Communicate IPSASB drafts to NBAA members and other key stakeholders for comments on a timely manner.	Ongoing	Technical Service Department Manager CEO	NBAA staff
27.	Ongoing	Ensure that NBAA members who operate in the public sector have access to the capacity building program developed (training on IPSASs) and that those responsible for adoption of IPSASs through: <ul style="list-style-type: none"> - CPD on public sector; - Incorporating IPSAS on training and final exams; and - Commenting on IPSAS exposure drafts on timely manner. 	Ongoing	Technical Service Department Manager, Technical Manager Examination department, and NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
		<p>For 2011, initiatives that will be undertaken in support of this action will be to:</p> <ul style="list-style-type: none"> • Continue to examine IPSAS in the NBAA examinations; and • Include topics of IPSAS in the CPD Programme. 			
<i>Review of NBAA's Compliance Information</i>					
28.	Annually	<p>There is a need to review the SMO 5 information annually as there may have been changes to the legislative and or administrative landscape.</p> <p>Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 5 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.</p>	Annually	NBAA CEO	NBAA staff

Action Plan Subject: SMO 6 - Investigation and Discipline (I&D)

Action Plan Objective: Continue to use best endeavors and further improve NBAA's investigation and disciplinary system

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
NBAA is responsible for I&D of professional accountants and has a Membership, Ethics and Compliance Committee (Disciplinary and Ethics Committee) to carry out these processes. NBAA continues progressing further development of processes to meet the SMO 6, <i>Investigation & Discipline</i> requirements. NBAA will have more powers in terms of I&D after the enactment of the new NBAA law by the parliament (<i>expected to be tabled in October, 2011</i>).					
<i>Review the existing I & D Program</i>					
29.	September 2011	Review the available I&D processes and effectiveness to identify areas for improvement.	December 2011	NBAA CEO / Legal Department	NBAA staff
<i>Strengthening the I & D Program</i>					
30.	January 2012	Identify needed resources to strengthen the available I&D program in Tanzania.	June 2012	NBAA CEO	NBAA staff
31.	January 2012	Implement necessary actions to update and strengthen I&D program in Tanzania. This will require capacity building in terms of recruitment and training of staff with necessary I&D qualifications and experience.	June 2012	NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
32.	June 2012	Seek for strategic alliance and donor assistance to ensure that I&D program is implemented effectively in Tanzania.	December 2012	NBAA CEO	NBAA staff
<i>Maintaining ongoing process</i>					
33.	Ongoing	Create public awareness program of I&D process and encourage the public to use the process to encourage accountability and professionalism among members of the profession.	Ongoing	NBAA CEO / Legal Department	NBAA staff
34.	Ongoing	Continue to use best endeavors to ensure that the I&D program is effective and that it is updated to address all the SMO 6 requirements.	Ongoing	NBAA CEO	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
35.	Annually	There is a need to review the SMO 6 information annually as there may have been changes to the legislative and or administrative landscape. Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 6 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.	Annually	NBAA CEO	NBAA staff

Action Plan Subject: SMO 7 - International Financial Reporting Standards
Action Plan Objective: Continue to use best endeavors to maintain and continuously improve an ongoing program for adoption and implementation of International Financial Reporting Standards/International Accounting Standards (IFRS/IAS)

#	Start Date	Action	Completion Date	Responsibility	Resources
<i>Background:</i>					
NBAA is the legally mandated accounting standard-setter and also adopted the IFRSs/IASs and IPSASs on a wholesale basis for those standards in effect July 1, 2004. IFRS are the financial reporting standards that must be applied in Tanzania.					
<i>Maintaining ongoing process</i>					
36.	Ongoing	Communicate IASB exposure drafts to NBAA members and other key stakeholders for comments in a timely manner.	Ongoing	Technical Service Department Manager and NBAA CEO	NBAA staff
37.	Ongoing	Continue to ensure that new pronouncements from IASB are included in professional training programs and final assessments.	Ongoing	Technical Service Department Manager and NBAA CEO	NBAA staff
38.	Ongoing	Capacity building to stakeholders on IFRS and other new pronouncements from IASB through: <ul style="list-style-type: none"> - Training; - CPD programs; and - Incorporating new IFRSs in professional final assessment. <p>For 2011, initiatives that will be undertaken in support of this action will include:</p>	Ongoing	Technical Service Department Manager and NBAA CEO	NBAA staff

#	Start Date	Action	Completion Date	Responsibility	Resources
		<ul style="list-style-type: none"> • Include IFRS and any new pronouncements from IASB in the CPD programme; and • Continue to examine new pronouncements (after six months of pronouncements) in the relevant subject matter. 			
39.	Ongoing	<p>Capacity building to stakeholders on IFRS for SMEs through:</p> <ul style="list-style-type: none"> - Training; and - CPD programs. <p>For 2011, initiatives that will be undertaken in support of this action will include:</p> <ul style="list-style-type: none"> • To continue to conduct trainings/seminars on IFRS for SMEs as part of the CPD programme. 	Ongoing	Technical Service Department Manager and NBAA CEO	NBAA staff
<i>Review of NBAA's Compliance Information</i>					
40.	Annually	<p>There is a need to review the SMO 7 information annually as there may have been changes to the legislative and or administrative landscape.</p> <p>Carry out periodic review of NBAA's responses to the IFAC self assessment questionnaires and update sections relevant to SMO 7 as necessary. Once updated, inform IFAC compliance staff about the updates in order for them to republish updated information.</p>	Annually	NBAA CEO	NBAA staff