



## International Federation of Accountants

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May 22, 2008

### **Seeking Public Member Candidates for the International Auditing and Assurance Standards Board (IAASB) in 2009**

The Nominating Committee is seeking candidates to fill two public member positions on the IAASB in 2009. Although the initial Call for Nominations for IFAC Boards and Committees closed on April 15, 2008, the Committee is issuing this additional document to encourage a wider range of candidates for these positions. Please review the enclosed document, *Separate Call for Nominations: Public Members for the International Auditing and Assurance Standards Board* for detailed information.

The deadline for submitting nominations for these public member positions on the IAASB is **June 22, 2008**. All nominations must be submitted using the IFAC online Candidate Information System (CIS), which is currently available at <http://nominations.ifac.org/>. This form was designed to assist the Nominating Committee by providing a consistent format for review. It also enables information about each candidate to be assembled in an organized, categorical manner. For instructions regarding the use of the online CIS form, please see *Appendix E: Instructions for Submitting Nominations*, which is included in this document.

Should you have any questions or problems (including any difficulty submitting your CV online), please contact Eli Khazzam via email at [elikhazzam@ifac.org](mailto:elikhazzam@ifac.org), by phone at +1(212) 471 8716 or by fax at +1(212) 286 9570.

Kind regards,

A handwritten signature in black ink, appearing to read 'Ian Ball', written in a cursive style.

Ian Ball,  
Chief Executive Officer



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**Separate Call for Nominations:**

**Public Members for the  
International Auditing and Assurances Standards Board**

# International Auditing and Assurances Standards Board

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## Overview:

<u>Board Size:</u>	18 members (10 IFAC Members, 3 Public Members and 5 Forum of Firms Members)
<u>Vacancies in 2009:</u>	4 IFAC Members (Chair vacancy to be filled in a separate nominations process) <b>2 Public Members</b> 2 Forum of Firms Members
<u>Approval Required:</u>	IFAC Board and Public Interest Oversight Board

## Mission:

The objective of the International Auditing and Assurance Standards Board (IAASB) is to serve the public interest by setting, independently and under its own authority, high quality standards on auditing, quality control, review, and other assurance and related services. It is also dedicated to facilitating the convergence of national and international standards, thereby enhancing the quality and uniformity of practice throughout the world and strengthening public confidence in financial reporting.

Over 100 countries are using or are in the process of adopting or incorporating International Standards on Auditing (ISAs), issued by the IAASB, into their national auditing standards or using them as a basis for preparing national auditing standards. ISAs are intended for use in all audits — publicly traded companies, private business of all sizes and government entities at all levels.

During 2009, the IAASB will be developing assurance standards on green house gas emissions and reports on controls at third party service organizations. Based on directions coming out of the strategic planning exercise, the Board members will also be involved in developing new and amended ISAs following the rigorous due process set out for the Board and under the oversight of the PIOB. In addition, some Board members will continue to liaise with key regulatory and other organizations which will involve meetings, presentations and participation in forums and workshops.

### Learn More about the IAASB:

Through its website (<http://www.iaasb.org>), the IAASB provides the following information:

- Terms of Reference
- Due Process
- List of current projects and project histories
- Outstanding exposure drafts
- Comments on exposure drafts
- Meeting agendas and background papers
- Minutes and audio recordings of meetings
- Copies of its annual report and action plan

To learn more about what the IAASB will be doing in the future, please visit [www.ifac.org/Guidance/EXD-Details.php?EDID=0096](http://www.ifac.org/Guidance/EXD-Details.php?EDID=0096), a consultation paper which presents the IAASB's proposed strategy for 2009-2011.

## General Qualifications for Nominees:

### Professional Experience:

Nominees will ideally possess significant experience with audit issues relevant to one or more of the public company, private company, or governmental sectors. Nominees with specific technical skills to address information technology issues or other forms of assurance engagements, such as sustainability reporting and review engagements, will be especially welcome. The Nominating Committee will also be interested in nominees from small and medium size practitioners and those with experience auditing small and medium size enterprises. English proficiency (both written and oral) will be essential.

### What is a Public Member?

On each of IFAC's four standard setting boards (IAASB, IAESB, IESBA and IPSASB), three positions, referred to as Public Members, are open for public nominations. A public member can be self-nominated or nominated by any individual or organization including an IFAC member body. A public member may be appointed for a term of up to three years on a board and may serve a maximum of two terms. It is important that the present role of an individual nominated as a public member is such that they can be clearly seen to be independent of the profession in respect of the function to which the activities of the specific board or committee relate and that they are able to reflect the wider public interest. In respect of the IAASB, the IAESB and the IESBA public members cannot be in public accounting practice. Public members do not have to hold a professional accounting designation; however, they are expected to have a strong technical knowledge of subject matters encompassed by the board for which they wish to be considered. Public members are often, but not exclusively:

- Auditors general
- Standard-setters
- Professionals from international institutions
- Academics
- Consultants who work in some capacity with the accounting profession

As with all members of IFAC boards and committees, public members are expected to represent the public interest. When the travel expenses of a public member are not supported by the respective member body or other organization, the travel expenses are assumed by IFAC.

### Parity Between Practitioners and Non-Practitioners:

IFAC is committed to maintaining parity between *practitioners* and *non-practitioners* on the IAASB in 2009. In order to maintain parity on the IAASB in 2009, the Nominating Committee will aim to recommend the appointment of 4 practitioners and 4 non-practitioners. For a more detailed definition of Practitioners and Non-Practitioners please see *Appendix B* of this document.

*How can your candidate(s) strengthen the professional diversity of the IAASB in 2009? The following types of professionals will remain:*

#### Practitioners

Big 4	4
Mid-Tier International Networks	1
Total	5

#### Non-Practitioners

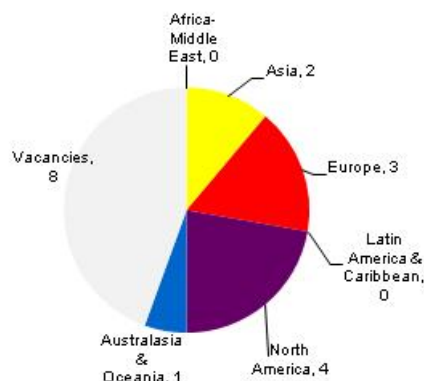
Academic	1
Financial Services Regulator	1
Government	1
Member Body Staff	1
Public Sector - Auditor General	1
Total	5

## Geographic Balance:

Although each candidate will ultimately be selected on the basis of their professional experience, the Nominating Committee is particularly interested in receiving nominations from Africa-Middle East, Asia, Europe and Latin America & Caribbean.

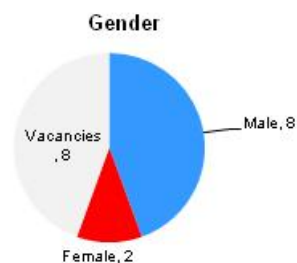
IFAC's goal is to improve global representation among six regions of the world: *Africa-Middle East, Asia, Australasia & Oceania, Europe, Latin America & Caribbean, and North America*. To view a complete listing of countries in IFAC's Six-Region Global Classification System, please see *Appendix D* of this document.

2009: Before Appointments



## Gender Balance:

IFAC is committed to improving gender balance on all its boards and committees. In 2009, the Nominating Committee will seek to continue to reduce the gender imbalance. Thus we encourage nominations of women to the IAASB.



## Requirements of Membership:

### Time Requirements

IAASB members must attend all of the 4 to 5 meetings of the full IAASB each year. The time commitment for this will be 20 to 25 days of meetings and 10 to 15 days of preparation and, in addition, travel time. Conservatively this will amount to between 300 - 350 hours per year.

IAASB members must make a further commitment to work on 2 to 4 task forces responsible for developing project materials.

Each task force meets approximately 4 to 6 times per year (depending on the status of the project). These meetings are generally 2 days in length. Shorter meetings are usually conducted by conference call or video link. Some meetings are held in conjunction with a full IAASB meeting but generally meetings are independent of the full meetings. Estimated time will be 250-300 hours per year.

As a task force chair, a member might be asked to attend meetings of the IAASB Consultative Advisory Group (CAG) to present findings and seek input on projects. The estimated time is 50 hours per year.

Members may have an additional time commitment in consultation with his/her sponsoring member body to discuss agenda matters and seek input.

The total time a member of the IAASB might be expected to commit annually therefore is approximately 600 - 700 hours.

- Must attend 4 – 5 meetings of full IAASB each year
- Must make a further commitment on 2 to 4 task forces, each meeting 4 – 6 times per year
- Some members might be asked to attend meetings of the IAASB Consultative Advisory Group (CAG)
- Total time commitment is approximately 600 – 700 hours per year

**Financial Requirements for Public Members**

If necessary, the travel expenses of public members are assumed by IFAC. If a public member wishes to bring a technical advisor to any meeting, these costs are borne by the technical advisor.

## Snapshot: The IAASB in 2008

Representative	Gender	Occupation	Member Body(s)	Country	Region	Service Since	Term Ending		
							08	09	10
Kellas (Chair)	M	Retired (Big 4 – Practitioner)	CCAB	United Kingdom	Europe	Oct 2000	X		
Cowperthwaite	M	Practitioner – SMP	CICA	Canada	North America	2006	X		
Tang	M	Member Body Staff	CICPA	China	Asia	2008			X
Tremoliere	M	Practitioner – Big 4	CNCC CSOEC	France	Europe	June 2002	X		
Ferlings	M	Practitioner – Big 4	IDW WPK	Germany	Europe	2008			X
Pheijffer	M	Academic	Royal NIVRA	Netherlands	Europe	2006	X		
Yusuf	M	Government	ICAP	Pakistan	Asia	2007		X	
Grant	M	Financial Services Regulator	ICAEW	United Kingdom	Europe	2008			X
Fogarty	M	Practitioner – Big 4	AICPA	United States	North America	2004		X	
Kinney	M	Academic	AICPA	United States	North America	2007		X	

### Public Members

McPhee	M	Public Sector – AG	Auditor-General of Australia	Australia	Australasia/Oceania	Apr 2002	X		
Larsson	M	Public Sector – AG	INTOSAI	Sweden	Europe	2006		X	
Swanney	M	PAIB – large entity	ICAS	United Kingdom	Europe	2006	X		

### TAC Members

Esdon (Deputy Chair)	F	Practitioner – Big 4	E&Y	United Kingdom	Europe	1998	X		
McCabe	F	Practitioner – Big 4	Deloitte	Australia	Australasia/Oceania	2008			X
Hillier	F	Practitioner – Big 4	PwC	United Kingdom	Europe	2006	X		
Crawford	M	Practitioner – Big 4	KPMG	United States	North America	2005			X
Jones	F	Practitioner – Other international network	Grant Thornton	United States	North America	2007		X	
							8	5	5

Shading indicates rotation

## Appendix A: Professional Classifications

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### Practitioners:

- Big 4
- Other International Network
- Large National Firm
- SMP (Small and Medium Practices)

### Non-Practitioners:

- Academic
- Development Bank
- Financial Services Regulator
- Government
- Non-Government Organization
- Standard Setter Staff
- Consultant
- International Agency
- Other
- Other – Auditor
- Member Body Staff
- PAIB – Large entity
- PAIB – SME
- Public Sector – AG (Auditor General)
- Public Sector – Preparer
- Retired - Other
- Retired – PAIB Large Entity
- Retired – IFAC
- Retired Practitioner – Big 4

## Appendix B: Definition of Practitioners and Non-Practitioners

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IFAC is committed to the goal of maintaining parity between *practitioners* and *non-practitioners* on the IAASB, IAESB and IESBA in 2009.

IFAC classifies *practitioners* in four categories:

- Practitioner – Big 4
- Practitioner – Other International Networks
- Practitioner – Large National Firm
- Practitioner – SMP (Small and Medium Practices)

We define *non-practitioners* as a broad group of professionals from academia, government, the public sector, international agencies, development banks and other organizations related to the accounting profession. This also includes professional accountants in business from small and large enterprises. This category includes individuals with the following backgrounds or occupations:

- Academic
- Development Bank
- Financial Services Regulator
- Government
- Non-Government Organization
- Standard Setter Staff
- Consultant
- International Agency
- Other
- Other – Auditor
- Member Body Staff
- PAIB – Large entity
- PAIB – SME
- Public Sector – AG (Auditor General)
- Public Sector – Preparer
- Retired - Other
- Retired – PAIB Large Entity
- Retired – IFAC
- Retired Practitioner – Big 4

For purposes of membership of IFAC Public Interest Activity Committees (PIACs)<sup>1</sup>, a non-practitioner is a person who is not a member or employee of an audit practice firm and, in respect of individuals who have been members or employees of such firms, there shall normally be a cooling-off period of three years, but that such period may, on a comply or explain basis, be reduced, provided that such a reduction shall not result in a cooling-off period of less than one year. Where an individual is proposed for appointment with less than a three year cooling-off period IFAC shall provide to the

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<sup>1</sup> The Public Interest Activity Committees (PIACs) include the International Auditing and Assurance Standards Board (IAASB), International Accounting Education Standards Board (IAESB), International Ethics Standards Board for Accountants (IESBA), and Compliance Advisory Panel (CAP).

PIOB the reasons for the proposed appointment, which the PIOB shall, in line with its authority to approve all appointments to PIACs, have the authority to accept or decline.

## Appendix C: Definition of Public Members

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On each of IFAC's four standard setting boards (IAASB, IAESB, IESBA and IPSASB), three positions, referred to as *Public Members*, are open for public nominations. A public member can be self-nominated or nominated by any individual or organization including an IFAC member body. A public member may be appointed for a term of up to three years on a board and may serve a maximum of two terms.

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- Auditors general
- Standard-setters
- Professionals from international institutions
- IFAC member body staff
- Academics
- Consultants who work in some capacity with the accounting profession

As with all members of IFAC boards and committees, public members are expected to represent the public interest. When the travel expenses of a public member are not supported by the respective member body or other organization, the travel expenses are assumed by IFAC.

## Appendix D: Regional Classification System

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### Six Regions:

**Africa-Middle East**  
**Asia**  
**Australasia & Oceania**  
**Europe**  
**Latin America and the Caribbean**  
**North America**

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### AFRICA-MIDDLE EAST



<b>BAHRAIN</b>	Bahrain Accountants Association (BAA) (suspended)
<b>BOTSWANA</b>	Botswana Institute of Accountants
<b>CAMEROON</b>	Institute of Chartered Accountants of Cameroon
<b>EGYPT</b>	Egyptian Society of Accountants & Auditors
<b>GHANA</b>	Institute of Chartered Accountants (Ghana)
<b>IRAN</b>	Iranian Institute of Certified Accountants
<b>IRAQ</b>	Iraqi Union of Accountants and Auditors
<b>ISRAEL</b>	Institute of Certified Public Accountants in Israel
<b>IVORY COAST</b>	Ordre des Experts Comptables et Comptables Agréés de Côte d'Ivoire
<b>JORDAN</b>	Jordanian Association of Certified Public Accountants
<b>JORDAN</b>	Arab Society of Certified Accountants
<b>KENYA</b>	Institute of Certified Public Accountants of Kenya
<b>KUWAIT</b>	Kuwait Association of Accountants and Auditors
<b>LEBANON</b>	Lebanese Association of Certified Public Accountants (LACPA)
<b>LESOTHO</b>	Lesotho Institute of Accountants
<b>LIBERIA</b>	Liberian Institute of Certified Public Accountants
<b>MADAGASCAR</b>	Ordre des Experts Comptables et Financiers de Madagascar
<b>MALAWI</b>	Society of Accountants in Malawi
<b>MOROCCO</b>	Ordre des Experts Comptables du Royaume du Maroc (Morocco)
<b>NAMIBIA</b>	Institute of Chartered Accountants of Namibia
<b>NIGERIA</b>	Institute of Chartered Accountants of Nigeria

Note: Shading indicates eligibility for the Developing Nations Travel Subsidy.

<b>SAUDI ARABIA</b>	Saudi Organization for Certified Public Accountants
<b>SEIRRA LEONE</b>	Institute of Chartered Accountants of Sierra Leone, (ICASL)
<b>SOUTH AFRICA</b>	South African Institute of Chartered Accountants
<b>SOUTH AFRICA</b>	The South African Institute of Professional Accountants
<b>SWAZILAND</b>	Swaziland Institute of Accountants
<b>TANZANIA</b>	National Board of Accountants and Auditors (NBAA) Tanzania
<b>TUNISIA</b>	Ordre des Experts Comptables de Tunisie
<b>UGANDA</b>	Institute of Certified Public Accountants of Uganda
<b>ZAMBIA</b>	Zambia Institute of Chartered Public Accountants
<b>ZIMBABWE</b>	Institute of Chartered Accountants of Zimbabwe

## ASIA



<b>BANGLADESH</b>	Institute of Cost and Management Accountants of Bangladesh
<b>BANGLADESH</b>	Institute of Chartered Accountants of Bangladesh
<b>CHINA</b>	Chinese Institute of Certified Public Accountants (CICPA)
<b>CHINESE TAIWAN</b>	Federation of CPA Associations of Chinese Taiwan
<b>GEORGIA</b>	Georgian Federation of Professional Accountants and Auditors
<b>HONG KONG</b>	Hong Kong Institute of Certified Public Accountants
<b>INDIA</b>	Institute of Chartered Accountants of India
<b>INDIA</b>	Institute of Cost and Works Accountants of India
<b>INDONESIA</b>	Indonesian Institute of Accountants
<b>JAPAN</b>	Japanese Institute of Certified Public Accountants
<b>KAZAKHSTAN</b>	Chamber of Auditors of the Republic of Kazakhstan
<b>MALAYSIA</b>	Malaysian Institute of Accountants
<b>MALAYSIA</b>	Malaysian Institute of Certified Public Accountants
<b>PAKISTAN</b>	Institute of Cost and Management Accountants of Pakistan
<b>PAKISTAN</b>	Institute of Chartered Accountants of Pakistan
<b>PHILIPPINES</b>	Philippine Institute of Certified Public Accountants
<b>SINGAPORE</b>	Institute of Certified Public Accountants of Singapore
<b>SOUTH KOREA</b>	Korean Institute of Certified Public Accountants
<b>SRI LANKA</b>	Institute of Chartered Accountants of Sri Lanka
<b>THAILAND</b>	Federation of Accounting Professions
<b>VIETNAM</b>	Vietnam Accounting Association

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## AUSTRALASIA AND OCEANIA



<b>AUSTRALIA</b>	CPA Australia
<b>AUSTRALIA</b>	Institute of Chartered Accountants in Australia
<b>AUSTRALIA</b>	National Institute of Accountants in Australia
<b>FIJI</b>	Fiji Institute of Accountants
<b>NEW ZEALAND</b>	New Zealand Institute of Chartered Accountants

## EUROPE



<b>AUSTRIA</b>	Institut Österreichischer Wirtschaftsprüfer
<b>AUSTRIA</b>	Kammer der Wirtschaftstrehänder
<b>BELGIUM</b>	Institut des Reviseurs d'Entreprises
<b>BELGIUM</b>	Institut des Experts-comptables et des Conseils fiscaux
<b>BULGARIA</b>	Institute of Certified Public Accountants of Bulgaria
<b>CROATIA</b>	Croatian Association of Accountants and Financial Experts
<b>CYPRUS</b>	Institute of Certified Public Accountants of Cyprus
<b>CZECH REPUBLIC</b>	Chamber of Auditors of the Czech Republic
<b>CZECH REPUBLIC</b>	Union of Accountants of the Czech Republic
<b>DENMARK</b>	Foreningen af Statsautoriserede Revisorer
<b>DENMARK</b>	Foreningen Registrerede Revisorer FRR
<b>ESTONIA</b>	Auditorkogu (Estonian Auditing Board)
<b>FINLAND</b>	KHT-yhdistys-Föreningen CGR ry
<b>FINLAND</b>	HTM-tilintarkastajat ry
<b>FRANCE</b>	Compagnie Nationale des Commissaires aux Comptes
<b>FRANCE</b>	Conseil Supérieur de l'Ordre des Experts-Comptables
<b>GERMANY</b>	Institut der Wirtschaftspruefer in Deutschland e.V.
<b>GERMANY</b>	Wirtschaftsprüferkammer
<b>GREECE</b>	Institute of Certified Public Accountants of Greece (SOEL)
<b>HUNGARY</b>	Chamber of Hungarian Auditors
<b>ICELAND</b>	Félag löggiltra Endurskoðenda
<b>IRELAND</b>	Institute of Certified Public Accountants in Ireland

Note: Shading indicates eligibility for the Developing Nations Travel Subsidy.

<b>IRELAND</b>	Institute of Chartered Accountants in Ireland
<b>ITALY</b>	Consiglio Nazionale dei Ragionieri e Periti Commerciali
<b>ITALY</b>	Consiglio Nazionale dei Dottori Commercialisti
<b>LUXEMBOURG</b>	Institut des Reviseurs d'Entreprises
<b>MALTA</b>	Malta Institute of Accountants
<b>MOLDOVA</b>	Association of Professional Accountants and Auditors of the Republic of Moldova
<b>NETHERLANDS</b>	Koninklijk Nederlands Instituut van Registeraccountants (Royal NIVRA)
<b>NORWAY</b>	Den norske Revisorforening (DnR)
<b>POLAND</b>	Accountants Association in Poland
<b>POLAND</b>	National Chamber of Statutory Auditors
<b>PORTUGAL</b>	Ordem dos Revisores Oficiais de Contas
<b>ROMANIA</b>	Corpul Expertilor Contabili si Contabililor Autorizati din Romania
<b>RUSSIA</b>	Institute of Professional Accountants of Russia (IPAR)
<b>SERBIA</b>	Serbian Association of Accountants and Auditors
<b>SLOVAKIA</b>	Slovenska Komora Auditorov
<b>SLOVENIA</b>	Slovenian Institute of Auditors
<b>SPAIN</b>	Instituto de Censores Jurados de Cuentas de Espana
<b>SWEDEN</b>	Föreningen Auktoriserade Revisorer/Svenska Revisorsamfundet (FAR/SRS)
<b>SWITZERLAND</b>	Treuhand-Kammer -Swiss Institute of Certified Accountants and Tax Consultants
<b>TURKEY</b>	Expert Accountants' Association of Turkey
<b>TURKEY</b>	Union of Chambers of Certified Public Accountants of Turkey (TÜRMOB)
<b>UNITED KINGDOM</b>	Chartered Institute of Management Accountants (CIMA)
<b>UNITED KINGDOM</b>	Association of Chartered Certified Accountants
<b>UNITED KINGDOM</b>	Chartered Institute of Public Finance and Accountancy
<b>UNITED KINGDOM</b>	Institute of Chartered Accountants in England & Wales
<b>UNITED KINGDOM</b>	Institute of Chartered Accountants of Scotland

## LATIN AMERICA AND THE CARIBBEAN



<b>ARGENTINA</b>	Federación Argentina de Consejos Profesionales de Ciencias Económicas
<b>BAHAMAS</b>	Bahamas Institute of Chartered Accountants
<b>BARBADOS</b>	Institute of Chartered Accountants of Barbados
<b>BOLIVIA</b>	Colegio de Auditores de Bolivia
<b>BRAZIL</b>	Instituto dos Auditores Independentes do Brasil – IBRACON
<b>BRAZIL</b>	Conselho Federal de Contabilidade (CFC)
<b>CHILE</b>	Colegio de Contadores de Chile (Suspended)

Note: Shading indicates eligibility for the Developing Nations Travel Subsidy.

<b>COLOMBIA</b>	Instituto Nacional de Contadores Públicos de Colombia
<b>COSTA RICA</b>	Colegio de Contadores Públicos de Costa Rica
<b>DOMINICAN REPUBLIC</b>	Instituto de Contadores Publicos Autorizados de la Republica Dominicana
<b>GUATEMALA</b>	Instituto Guatemalteco de conadores Publicos y Auditores
<b>GUYANA</b>	Institute of Chartered Accountants of Guyana
<b>HAITI</b>	Ordre des Comptables Professionels Agrees d'Haiti
<b>HONDURAS</b>	Colegio de Peritos Mercantiles y Contadores Públicos
<b>JAMAICA</b>	Institute of Chartered Accountants of Jamaica
<b>MEXICO</b>	Instituto Mexicano de Contadores Públicos, A.C.
<b>NICARAGUA</b>	Colegio de Contadores Publicos de Nicaragua
<b>PANAMA</b>	Colegio de Contadores Públicos Autorizados de Panamá
<b>PARAGUAY</b>	Colegio de Contadores de Paraguay (suspended)
<b>PERU</b>	Junta de Decanos de Colegios de Contadores Publicos del Peru
<b>TRINIDAD &amp; TOBAGO</b>	Institute of Chartered Accountants of Trinidad & Tobago
<b>URUGUAY</b>	Colegio de Contadores, Economistas y Administradores del Uruguay
<b>VENEZUELA</b>	Federación de Colegios de Contadores Públicos de Venezuela (Suspended)

## NORTH AMERICA



<b>CANADA</b>	CMA Canada
<b>CANADA</b>	Canadian Institute of Chartered Accountants
<b>CANADA</b>	Certified General Accountants' Association of Canada
<b>USA</b>	American Institute of Certified Public Accountants
<b>USA</b>	Institute of Management Accountants
<b>USA</b>	National Association of State Boards of Accountancy (NASBA)

Note: Shading indicates eligibility for the Developing Nations Travel Subsidy.

## Appendix E: Instructions for Submitting Nominations

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The instructions for submitting nominations to vacancies on IFAC's boards and committees are detailed below. Nominations are submitted electronically via an online Candidate Information System (CIS) provided at IFAC's website.

This year we have accommodated requests from users by providing a password-protected form that allows users to submit multiple candidates. They can also return to update CV information at their convenience. **The deadline for making any changes on the CIS form is June 20, 2008.**

1. Go to <http://nominations.ifac.org/>
2. If you haven't already created an account, please click "register" in the IFAC Nominations log-in box.
3. In the IFAC Nominations Account Registration box, please type your e-mail address in the e-mail address box as well as a password of your choice (Passwords are case sensitive, and are required to be between 5 and 32 characters) in the password box. Type the same password again in the password confirm box. When you return next time, you will use your e-mail address as your username and the password of your choice to log in. If you forget, a new one can be generated automatically and sent to your e-mail.
4. Select the "submit new nomination" link.
5. Select the "Type of Nominations" as "Public Member. Then click "continue".
6. The detailed online form will appear. The first form you must fill out is for the nominating organization (the individual or organization responsible for nominating the candidate). We require one contact person to represent the candidate for all nominations questions and referrals. This is primarily a contact information sheet for the nominating individual or organization – not the candidate (unless you are nominating yourself). Please note all fields are required in order submit the online form. When you reach the end of the page, please click the "continue" button to move forward.
7. The next page requests information on the candidate or nominee. The information required for submission includes a variety of detailed questions and multiple-choice selections. Please note all fields are required in order submit the online form. When you reach the end of the page, please click the "submit" button to complete the process.
8. After you hit the submit button, you will find a printer-friendly page that will let you view the information you entered. You should also receive an e-mail confirmation at the e-mail account you provided. You can then click the sign-out button to conclude your session.

9. If you have made any mistakes or would like to make any changes to the online form, you can log back on with your username and password and edit online forms for one or more candidates you have submitted. Each candidate will appear as an individual link with an “edit” option. If you click “edit,” you will be able to make changes and then re-submit. If you click “view” you will be able to read the information you have already submitted about the candidate.
10. When you log back in, you will be able to make changes to your account (such as changing your e-mail address or password) by clicking the “my account box.”

Should you have any questions or problems (including any difficulty working with the online CIS), please contact Eli Khazzam via email at [elikhazzam@ifac.org](mailto:elikhazzam@ifac.org), by phone at +1(212) 471 8716 or by fax at +1(212) 286 9570.