

Meeting: Nominating Committee
Meeting Location: Conference Call
Meeting Date: October 24, 2019
From: Elena Churikova, Senior Manager,
Governance

Agenda Item 6.5

For:
☐ Approval
☒ Discussion
☐ Information

Nominations Form

Objective(s) of Agenda Item

1. To present the candidate's nomination form for the Nominating Committee (NC)'s review to determine whether any changes are needed for the next cycle.

Nominations Form Overview

2. At its June meeting, the NC discussed possible changes to the nominations form as follows:
Consider whether it should be permissible for one candidate to be nominated for multiple positions in one year or include a question about whether a candidate is interested to be considered for a different position to avoid multiple submissions.
3. In preparation for this meeting, staff reviewed the candidate's nominations form with the IFAC Head of Human Capital, who provided her input as follows:
 - The motivation section of the form seems appropriate for volunteer service. The only change that may be recommended is to remove the question about "Relevant Publications", as it could give perception that if a candidate does not have any publications it would be considered as a disadvantage, and those who have publications could list them under the "Relevant Achievements";
 - There is no downside of having multiple submissions, in particular taking into consideration that an individual who applied for three positions this year was selected and appointed for one of them; it is not uncommon to apply for different positions, in particular, if certain positions have some similarity (for example, a particular candidate could qualify for IAASB and IESBA; or for IFAC Board and PAODC, etc.). There is a downside of asking a candidate if he / she wishes to be considered for various positions without asking them to submit a separate application as the NC will lose the rationale of why a particular candidate wishes to serve on a particular board or committee and how he / she plans to contribute.
4. Based on the feedback received from the IFAC Head of Human Capital, staff proposes to delete the question regarding "Relevant Publications", instead adding it to the question about "Relevant Achievements" (please see page 7 of this memorandum), and does not propose any other changes.

Material(s) Presented

Appendix A Candidate Nominations Form (Outline) and Sample CV

Action(s) Requested

5. **The Nominating Committee is asked to review the nominations form presented in Appendix A, and indicate to staff whether any further changes are needed (written feedback prior to the meeting is encouraged for more effective discussion during the call).**

Appendix A

Candidate Nomination Form (Word Version in Markup format)

Section 1 Nomination Scope

Nominee Contact information

[Including name, gender, address, phone, etc.]

Position Details

Please select the position to which this nomination applies: [Position drop down]

Nomination Type

Please review definitions below and make the appropriate selection: [Nomination Type drop down (Practitioner / Non-Practitioner / Public Member)]

Nomination From

Organization Type:

- IFAC Member [Is this a joint nomination? No/Yes]
- Forum of Firms
- Other Organization [Is this organization IFAC's associate or affiliate member? No/Yes]
- Self

Financial Support

Will the nominating organization cover all costs associated with attending all meetings for this board/committee if this nomination is successful? No/Yes

Travel Support Program for Board and Committee Members

Do you wish to apply for the Travel Support Program? No/Yes

Is the nominee or the nominating organization(s) eligible for the Travel Support Program? [Click here to verify your eligibility for the Travel Support Program].

If yes, what is the total revenue (in US dollars) of the nominating organization per the most recent audited financial statements?

Re-nomination

Is the candidate a current member that is being re-nominated for a second consecutive term of service on this particular board or committee? No/Yes

Previous Nomination(s)

Has this candidate been previously nominated for any other positions on boards or committees? No/Yes

[If yes, please indicate year, position and whether application was successful]

Previous Involvement with IFAC and Boards/Committees

Please indicate previous membership of (or technical advisor service on) the IFAC Board, IFAC Committees, and the independent standard-setting boards, as well as any other involvement with IFAC, including attendance of IFAC Council meetings, etc: [Start/End year drop down, Board/Committee, Role]

Section 2 Nominating Organization

CEO (or equivalent) of the Nominating Organization

Please provide the contact details of the chief executive officer (CEO) or equivalent officer of the nominating organization. In case of joint nominations, please provide contact details of all CEOs or equivalent officers who should be contacted in relation to this nomination.

[Including name, job title, etc.]

Please check this box if the person responsible for submitting / managing nominations is not the CEO or equivalent officer.

Person Responsible for Submitting / Managing Nominations (if not the CEO)

[Including name, job title, etc.]

Organization Contact Information

[Including address, email, phone, etc.]

Candidate Support

Technical Advisor

Will the nominating organization provide a technical advisor to this candidate if this nomination is successful?
No/Yes

[Click here to learn more about the role of Technical Advisors]

Will the nominating organization be willing to accept a technical advisor to this candidate from another organization? No/Yes

Other Support

Please list any other types of support (if applicable)

Nominating a Candidate for a Second Term of Service

Will the nominating organization re-nominate this candidate for a second term of service if this nomination is successful? No/Yes

Notification

The candidate will notify the Nominating Committee as soon as possible if his/her employing organization, employment status or country of residence changes.

[] The candidate has confirmed

Declaration of Independence

The nominating organization will support the candidate in case of appointment. The nominating organization will not exert any undue influence, whether financial or otherwise, that might impair the member's ability to act with independence, integrity and in the public interest.

☐ The nominating organization acknowledges

If this nomination is successful, the candidate, and candidate's technical advisor (when applicable) will be required to sign the Code of Conduct. In addition, the candidate will be asked to assign copyright to IFAC.

☐ The candidate has acknowledged

Time commitment

The candidate is available for the estimated annual time commitment as stated for the position in the Call for Nominations [the time commitment could range from 200 to 800 hours per year, depending on the board or committee].

☐ The candidate confirms

Disciplinary Action

Has the nominating organization received any complaint regarding the nominee or is it aware of any complaint received by another organization? No/Yes

Is the nominating organization currently investigating any complaint regarding the nominee or is it aware of any complaint under investigation by another organization? No/Yes

Has the nominating organization taken any disciplinary action against the nominee or is it aware of any disciplinary action taken by another organization? No/Yes

[If yes, please provide additional details:]

The candidate will notify the Nominating Committee as soon as possible if his/her status regarding the disciplinary action changes.

☐ The candidate has confirmed

Volunteer Performance Program

If this nomination is successful, candidate's performance will be evaluated by the board or committee chair on an annual basis in accordance with the Volunteer Performance Program. Would the candidate be comfortable with his/her performance as a volunteer being evaluated and to evaluate the performance of the board or committee chair?

☐ The candidate has confirmed

Section 3 Experience / Educational Background

Professional Classification

- Practitioner
- Non-practitioner

Classification Details [Drop down]

Candidate Work Experience

Current Position [Including organization name, job title, start date]

Please indicate the country where the candidate obtained the majority of his/her professional experience, including education and/or work experience [country drop down]

Past Experience

Please list the candidate's previous work experience.

[Including organization name, job title, start / end date]

Candidate Education

Post-Secondary Education

Please list all education the candidate has been awarded a degree for after the age of 18.

[Including degree, school name, institution, country]

Professional Qualifications

[Including qualification, institution, country]

Professional Affiliations:

Candidate Language Skills

- Primary Language:
- Written English Proficiency: (drop down-Fluent, Intermediate or Beginner)
- Spoken English Proficiency: (drop down-Fluent, Intermediate or Beginner)

Other Language Skills

Please list all languages the candidate can read and speak indicating the level of proficiency.

Section 4 Motivation

Motivation and Objectives

Motivation for Applying to this Position

Please explain why you wish to become a member of this particular board or committee. [For candidate to provide].

Objectives for Position

Please explain what your most important objectives would be as a member of this particular board or committee. [For candidate to provide].

Skills, Knowledge and Experience

Skills, Knowledge and Experience Relevant to the Position

Please explain how your skills, knowledge, experience and capabilities are relevant to the position. If you have standard-setting experience, please include this information below. [For candidate to provide].

Relevant Publications

Please list up to ten major published works, if any that are relevant to the work of this particular board or committee.

Relevant Achievements

Please list your key achievements related to the accountancy profession, and/or work of this particular board or committee, including awards and important publications, if any. [For candidate to provide].

Section 5 Review

Statement of Verification

I declare that to the best of my knowledge, the information provided in this nominations form is correct and complete. I am aware that any falsification and/or misrepresentation of information that I have provided may result in the removal of this application from consideration or, if discovered once appointed for membership, the removal from board / committee membership:

☐ The nominating organization(s) confirm(s)

☐ The candidate confirms