Project: IFAC COMPLIANCE PART 2

Questionnaire: IFAC - Statistics Update and Compliance Program Questionnaires

Report: Answer set report (All SMO's)

Report date: 6/6/2012

Answer Set: Applicant - TOGO - Ordre National des Experts Comptables et des Comptables Agrees du Togo

Number	Question Title/Text/Help text	Answer	Comments
	IFAC Part 2 SMO Self-Assessment		
1.	SMO 1		
1.1.	Quality Assurance Program		
1.1.1.	Quality Assurance Review Program In your jurisdiction is there a mandatory quality assurance review program in place for members of your organization performing audits of financial statements of listed companies?	10 Yes	
	nsted companies.	2 <b>©</b> No	
1.1.2.	Quality Assurance Review Program Follow Up What plans do you have for developing and implementing a quality assurance review program, or if you do not have those plans, what special reasons or conditions for that fact exist?	Members of ONECCA Togo have been trained on the quality review program of IFAC. A strategic action plan has been developed and will be funded by Wold bank (IDF grant which will be soon approved) We envisage the implementation to start early January 2012.	
2.	SMO 2		

Number	Question Title/Text/Help text		Answer	Comments
2.1.	MB Membership Requirements Which of the following are required for individuals to be admitted as members in your organization? Select all the options that are appropriate.	1☑	Complete a program of professional accountancy education	
		2☑	Complete a practical	
		3☑	experience requirement Complete a final assessment	
		3 <b>V</b>	of the individual's	
			professional capabilities and	
			competencies	
		4□	None of the above	
2.2.	Continuous Professional Development Is there a requirement for your members to develop and maintain competence through continuous professional development (CPD)?	10	Yes	
	(CLD).	20	No	
2.3.	<b>Professional Accountancy Education</b>			
2.3.1.	Professional Accountancy Education Program Who delivers the professional accountancy education program for your members? Select all the answer options that are	1□	Our organization	
	appropriate.	2☑ 3☑ 4☑ 5□	Another IFAC member body Universities Approved training institutions Government bodies	

Number	Question Title/Text/Help text	Answer	Comments
		6□ Other organizations	
2.3.2.	Describe Other Organizations Where your response in question 2.3.1 indicates another IFAC member body, universities, approved training institutions, and / or other organizations deliver the professional accountancy education program, describe these organizations and their legal authority to deliver the program. (Include the name of the other IFAC member body where relevant).	Universities: refers to accredited (by State and Regional Bodies) Colleges and Universities in Togo and other UEMOA countries, with approved schools of business and accountancy. Other organizations: Association of Accountancy bodies in West Africa (ABWA); Regional Commission for Education of Accounting and Financial Experts (CREFECT) – supranational public institutions).	
2.3.3.	Prof Accountancy Education Program Follow Up Please describe how your organization ensures the professional accountancy education program, delivered by the organization in response to question 2.3.1., meets the required content.  Include in your description the specific activities your organization undertakes with regards to the necessary content requirements.	The basic training and the Continuous Education Programs are strictly controlled and monitored by the supranational body named CREFECF. It represents all stakeholders in the education and training, including the professional accountants.	

Number	Question Title/Text/Help text		Answer	Comments
2.11.1.	Approved Provider Section 2.11 deals with the practical experience requirement established by your organization.	10	Yes	
	Does the practical experience requirement have to be obtained with approved providers or employers?			
		20	No	
2.11.2.	Provider Characteristics Please describe the characteristics set by your organization for recognizing approved providers.	train qual accounded due there to de that	n large, the 3 years practical ing required for the ification as a professional puntant must be completed er the control of a member on course of ONECCA Togo. But e is possibility for a candidate evote one year in an enterprise will be priory approved by ECCA Togo.	
2.11.4.	Length of Practical Experience What is the required length of pre-qualification practical experience? Select the answer option that is most appropriate.	10	Three years	
	appropriate.	20	Less than three years	
		30	More than three years	
2.11.6.	Practical Application SMO 2			
2.11.6.1.	Practical Application			

Number	Question Title/Text/Help text		Answer	Comments
	Where relevant graduate (beyond under-graduate, e.g., masters) professional education has a strong element of practical accounting application, may any portion of the professional education be contributed to the practical experience requirement?	10	Yes	
		20	No	
2.11.7.	Timing of Experience			
2.11.7.1.	Pre or Post Qualification Experience The practical experience for accountants may be obtained (select all the answer options that are appropriate):  IES 5 Monitoring of Practical Experience	1□ 2☑ 3□	Before the professional accountancy education program of study At the same time as the professional accountancy education program of study After the professional accountancy education program of study	
2.12.	IES 5 Monitoring of Practical Experience Requirement			
2.12.1.	Monitoring of Practical Experience Is the period of practical experience monitored?	1 <b>©</b>	Yes No	
2.12.3.	Monitoring Practical Experience How is the practical experience requirement (or practical application) monitored and assessed? Select all the answer options that are appropriate.	1☑	Mentoring system	
		2☑	Approved training employers	

Number	Question Title/Text/Help text		Answer	Comments
			and organizations	
		3□	Self-declaration required	
		4☑	from the candidate	
		4 <b>V</b>	Record of the practical experience is kept and	
			submitted to the member	
			body when applying for	
			membership	
		5☑	An assessment is made by the	
			mentor or employer	
		6□	Other (please describe)	
2.13.	IES 6 Assessment of Prof Capabilities and		,	
	Competence			
2.13.1.	Assessment by IFAC Body or Other Section 2.13 deals with the final assessment	1□	Our organization (including	
	requirements established by your		training entities that are	
	organization.		affiliated with our	
	_		organization or a subsidiary	
	Select all the organizations involved in		of our organization).	
	conducting the final assessment.			
	If the final assessment is conducted jointly			
	between various organizations, select all			
	those that have some responsibility for conducting the final assessment and in the			
	Comment Box, describe the nature of their			
	respective roles and responsibilities.			
	respective roles and responsionnes.	2□	Another IFAC member body	
		3☑	Government or regulatory	
			body	

Number	Question Title/Text/Help text		Answer	Comments
		4	Other	
2.13.2.	Assessment - Name of IFAC Organization SMO 2			
	State the name of the IFAC member body, government or regulatory body, or other organization that conducts the final assessment.	by C	final assessment is conducted CREFECT, a supranational nization.	
2.13.3.	MB Input Follow Up Please describe how does your organization provide input into the government or regulatory body or other organization's assessment activities?	prov of o	inputs of ONECCA Togo are rided through the participation ur members to the statutory tings of the organization	
2.13.4.	Characteristics of Assessment Which of the following characteristics are applicable to the final assessment process? Select all the answer options that are appropriate.	1☑	Uniform for all students	
	appropriate.	2☑	Given simultaneously where it is being held in more than once location in the country	
		3☑	Assessment is set and assessed only by qualified or approved individuals	
		4□	None of the above	
2.13.5.	Qualifying for Final Assessment What requirements must the candidate satisfy to take the final assessment? Select all the answer options that are appropriate.	1☑	Specified pre-qualification requirements relating to professional knowledge,	

Number	Question Title/Text/Help text		Answer	Comments
2.13.6.	Timing Considerations for Final Assessment Is there a requirement or restriction for completing the final assessment? For example, some organization may require the candidate to take the final examination within a specified number of years of meeting the pre-assessment requirements.	2☑ 3□ 4□ 1○	professional skills, and professional values, ethics, and attitudes Specified practical experience requirements Other (please describe) None of the above  Yes	
2.13.8.	Assess Professional Knowledge Describe in general terms how required professional knowledge (e.g. technical knowledge about accounting, finance, audit, financial reporting, legislative requirements, information technology etc) is assessed during the final assessment.	asses	professional knowledge is ssed through written exams; papers; oral exams.	
2.13.9.	Assess Professional Skills Describe in general terms how required professional skills (e.g. ability to solve problems, make decisions, exercise judgment, personal skills, interpersonal and communication skills, organizational and business management skills etc) are assessed	asses answ the a	Grand Oral Exam is used to ss the candidate. Questions and vers help professors to evaluate ability, the judgment capacity, the communication skillsOf examinee.	

Number	Question Title/Text/Help text		Answer	Comments
	during the final assessment.			
2.13.10.	Assess Professional Values, Ethics, Attitudes Describe in general terms how required professional values, ethics, and attitudes are assessed during the final assessment.		cal and professional matters are ssed during the final grand Oral n.	
2.13.11.	Recorded or Oral Format Is the final assessment conducted through:	10 20 30	Recorded format with recorded (e.g. written) response required Oral format with oral responses Both recorded and oral response formats	
2.13.12.	Recorded Proportion Approximately what proportion of the final assessment requires candidates' responses to be in recorded form?	10	Less than 25%	
		20	25%	
		30	50%	
		40	75%	
		50	100%	
2.13.13.	Assessment Formats What formats are used in conducting the final assessment (select all the answer options that are appropriate)?	1□	Multiple choice questions	
	options that are appropriate):	2☑ 3☑ 4□	Case studies Technical questions Thesis	

Number	Question Title/Text/Help text		Answer	Comments
		5□ 6□	Other (please describe) None of the above	
2.13.14.	Reliability and Validity Describe in general terms the procedures in place to ensure the final assessments are reliable and valid. Include a description of how the assessment questions are set and by whom and also how reviewers / assessors are selected.	DEC final	ry of 13 members is set the COFI exam. Questions for the exam are proposed and oved such body	
2.13.15.	Frequency of Final Assessments How many times in a year is the final assessment offered? Select the answer option that is the most appropriate.	10	Yearly (or once a year)	
	1 1	20	Half yearly (or twice a year)	
		30	Three sessions a year	
		40	Four sessions a year	
		50	Five sessions a year	
		60	Other (please describe the	
			frequency of the examinations)	
2.14.	IES 7 Continuing Professional Development - CPD		,	
2.14.1.	Responsibility for CPD Requirements			
	Section 2.14 deals with the continuous professional development requirements established by your organization.	1□	Our organization	The provision for Continuous education is included in the laws that created ONECCA TOGO.
	Who establishes the continuous professional development requirements applicable to			

Number	Question Title/Text/Help text		Answer	Comments
	your members? Select all the answer options that are appropriate.			
		2□	Another organization (state the name of the organization including whether it is an	
		3☑	IFAC member body) Law and / or regulation (state the name of the law / regulation)	
		4□	Other (please describe)	
2.14.2.	CPD and Professional Accountants Which membership categories are required to maintain professional competence through continuous professional development? Select all the answer options that are appropriate.	1☑	All our qualified members	
		2□	Qualified members who perform audits of listed entities	
		3□	Qualified members who perform audits of entities other than listed entities	
		4□	Qualified members who provide services (other than audit) to the public	
		5□	Qualified members who are employed in business	
		6□	Other (please describe)	
2.14.3.	Requirement - CPD			
2.14.3.1.	Type of CPD Requirement			

Number	Question Title/Text/Help text		Answer	Comments
	Which of the following answer options describes the way the continuous professional development is structured? Select all the answer options that are appropriate.	1☑	Members must satisfy a number of hours of continuous professional development a year or over a number of years	
		2□	All members are to satisfy specified content requirements (e.g. specified courses or knowledge	
		3□	content) Members working in specialist areas or areas of high risk to the public are to satisfy specified content requirements (e.g. specified courses or knowledge content)	
		4□	Other	
2.14.3.3.	Hours of Continuous Professional Development			
	Which one of the following answer options best describes the continuous professional development hours required?	10	Members have to complete a minimum of 120 hours or equivalent learning units of relevant professional development activity over a three-year rolling period.  Members have to complete a minimum of 20 hours or equivalent learning units in	40 hours of PCE is required for each member in good standing.

Number	Question Title/Text/Help text		Answer	Comments
		30	each year Other	
2.14.3.4.	Other Hours Follow Up Describe the continuous development hours required by members.	40 h	ours each year	
2.14.3.8.	Monitoring of CPD  Is there a process to monitor whether your members who are qualified as professional accountants meet the continuous professional development requirements?	1 <b>©</b>	Yes, there is a monitoring process for CPD requirements  No, there is no monitoring	
			process for CPD requirements	
2.14.4. 2.14.4.1.	Monitoring Process SMO 2 Which of the following elements does the monitoring process include? Select all the answer options that are appropriate.	1□ 2☑ 3□ 4□ 5□	Professional accountants are required to submit a declaration Professional accountants are required to submit evidence Our organization audits a sample of professional accountants to check compliance Compliance is monitored through firm quality control standards Compliance is monitored through a quality assurance review program	

Number	Question Title/Text/Help text		Answer	Comments
		6□	Other (please describe)	
		7	None of the above	
2.14.4.3.	Sanctions SMO 2 Where a professional accountant does not satisfy the CPD requirements (within a reasonable period of encouraging the professional accountant to meet the requirements), are sanctions or other non-compliance actions, such as expulsion	10	Yes, sanctions or actions for non-compliance are imposed	
	or denial of the right to practice, imposed?	20	No, sanctions or other non-compliance actions are not imposed	
2.14.4.4.	Sanction Types and CPD Describe the nature and extent of the sanction, expulsions or denial of the right to practice.	notic is su of O of C	on the non compliance is seed the professional accountant spended from list of members NECCA Togo. Until the deficit PE is corrected, the essional cannot practice.	
2.15.	Activities to Promote IESs SMO 2 Please describe the activities your organization undertakes to promote and assist in implementing the pronouncements issued by IFAC's International Accounting Education Standards Board.	pron IFA Men	inars are organized to train and note the pronouncements of C at the National level. The notes of regional bodies such as EFECT are also trained on S.	
2.15.	Please describe the activities your organization undertakes to promote and assist in implementing the pronouncements issued by IFAC's International Accounting	pron IFA Men CRE	note the pronouncements of C at the National level. The nbers of regional bodies such as CFECT are also trained on	

Number	Question Title/Text/Help text		Answer	Comments
3.1.	Auditing Standards in Law/Regulation Does law or regulation establish the set of auditing standards to be used in the audit of private sector listed entities and non-listed entities? Select all the answer options that are appropriate.	1☑	Yes for audits of listed entities	
	Where the law / regulation establishes the auditing standards to be used by reference to the set of standards to be used by their name or by including the text of the standards in the law / regulation, please respond "yes" to this question. Section 3.8. of this module includes questions about the law / regulation.			
	Where the law / regulation gives authority to a national standard-setter to establish the auditing standards, please respond "no". Section 3.2. of this module includes questions about the standard-setter and the			
	auditing standards that are established.	2☑	Yes for audits of non-listed	
		2 <b>Ľ</b>	entities	
		3□	No for audits of listed entities	S
		4□	No for audits of non-listed	
			entities	
3.8.	Law/Reg and Auditing Standards		-	
3.8.1.	Law/Reg Auditing Standards - Private Sector			

Number	Question Title/Text/Help text		Answer	Comments
	Is there only one set of auditing standards or are the auditing standards applicable to listed entities different from non-listed entities?	10	The auditing standards for listed entities are the same set of standards The auditing standards for listed entities and non-listed entities are not the same set of standards	
3.8.2.	Auditing Standards for Private Sector  Does the law/regulation require the use of IAASB pronouncements? Select the answer option that is most appropriate.	1© 20 30 40	The law/regulation simply refers to IAASB pronouncements as the auditing standards (without bringing in the full or partial text of individual IAASB pronouncements) The law/regulation contains the full text of each IAASB pronouncement The law/regulation contains the basic principles and essential procedures of the IAASB pronouncement The law / regulation has a requirement to use IAASB pronouncements using another approach (please describe) The law / regulation requires the use of national standards	ONECCA Togo refers IFAC audit standards. There is no specific audit standards for Togo.

Number	Question Title/Text/Help text		Answer	Comments
			with no reference to IAASB	
200	IAD D CLUCK LIAA CD CIAO 2		pronouncements	
3.8.9.	MB Responsibilities and IAASB SMO 3 Does your organization have responsibility for any of the following activities? Select all the answer options that are appropriate.	1□	Develop other authoritative pronouncements	
		2□	Promulgate the IAASB pronouncements established by law / regulation (e.g. by publishing or communicating the standards to the public)	
		3□	Other (please describe)	
		4☑	None of the above	
3.8.12.	Other Organization Responsibilities SMO 3 Do any of the following organizations have responsibility for developing or implementing the auditing standards established in law / regulation?	10	Another IFAC member body(ies)	State the government and / or regulatory body(ies) name
	č	20	Government or regulatory	
			body	
		30	Non-IFAC professional body	
		40	Other organization	
3.9.	Law / Reg and MB Responsibilities SMO 3			
3.9.1.	Incorporation into Law/Reg SMO 3 Is information publicly available about the IAASB pronouncements that have been established into law/regulation, including:	10	Yes	
	The IAASB pronouncements that have been			

Number	Question Title/Text/Help text		Answer	Comments
202	established into law / regulation; Whether the IAASB pronouncement established into law / regulation is the version in effect as at September 30, 2005; The effective date set by law / regulation where it differs from the IAASB pronouncement; The differences between the IAASB pronouncement and what was established into law / regulation; and The reasons for the differences?	2⊙	No	
3.9.2.	Incorporation Description - Law/Reg SMO 3  If information about IAASB pronouncements that have been established into law / regulation is available in English, indicate this in your response and submit a copy of the information to Compliance Staff.	10	Yes, information is available and in English and will be submitted to Compliance Staff	
	If this information is not available, refer to the <a href="SMO 3 Comparison with IAASB Pronouncements.doc">SMO 3: Comparison with IAASB Pronouncements</a> report by clicking on the link and complete it to the extent your organization is able to and submit it in Word format to Compliance Staff.			

Number	Question Title/Text/Help text		Answer	Comments
	Indicate whether your organization will be submitting available information or the "SMO 3: Comparison with IAASB Pronouncements" report.			
	Tronouncements report.	20	No, information is not available; however our organization or jointly with another IFAC member / associate will complete the "SMO 3: Comparison with IAASB Pronouncements" report and submit it to Compliance Staff	
		<b>3©</b>	No, information is not available	
3.10.	Translation SMO 3			
3.10.1.	Translation of IAASB Pronouncements Are the IAASB pronouncements translated into a national language?	10	No as English is the national language or a widely spoken language	The IAASB pronouncements are translated in French by France and available for use in Togo. ONECCA Togo does not initiate a separate translation of the pronouncements
		20	Yes, the IAASB pronouncements are translated	•
		3⊙	No and English is not an official language or is not widely spoken	

Number	Question Title/Text/Help text	Answer	Comments
3.10.6.	Translation Follow Up SMO 3 Explain why IAASB pronouncements are not translated (include information about specific impediments and challenges).	IAASB pronouncements are not translated in Togo, just because the authorized translation is done in France and available for use in FIDEF member countries (International Federation for Francophone Professional accountants). Each country can still conduct its own translation. In Togo, for the time being, we simply relied on the official French version that are usually posted on the web site of FIDEF.	
3.11.	Activities to Promote IAASB Pronouncements Please describe the activities your organization undertakes to promote and assist in the implementation of IAASB pronouncements and other IAASB activities.	ONECCA Togo organizes training for its members at the National level. Members of the regional Bodies are also trained on the IAASB pronouncements.	
4.	SMO 4		
4.1.	Responsibility and National Ethical Requirements		
4.1.1.	IFAC MB and Ethical Requirements Does your organization establish ethical requirements (e.g. code of ethics, code of conduct, ethics rules, member regulations,	Yes, our organization does establish ethical requirements	Ther first ethical code was adopted in 2005;

Number	Question Title/Text/Help text		Answer	Comments
	etc.) to be complied with by your members?			
	Help text: In some countries, ethical requirements may be established on a regional, provincial, or state basis. Where this is the case in your country for the ethical requirements that apply to your members, please contact Compliance Staff for further instruction.	20	No, our organization does not establish ethical requirements	
4.1.2.	IFAC MB and Convergence with IFAC Code Has your organization implemented convergence with the IFAC Code of Ethics as an objective?	10	Yes	
	J	20	No	
4.1.9.	IFAC MB Approach to Ethics Which of the following options best describes your organization's activities to incorporate the IFAC Code?	10	Our organization adopted the IFAC Code as issued without modifications	
	For the purposes of the Part 2 SMO 4 module, modifications include: Deletion/omission of concepts, principles, or guidance that are established in the IFAC Code; Inclusion of concepts, principles, or guidance that are not in the IFAC Code; Other amendments that give rise to differences between your organization's ethical requirements and the IFAC Code.			

Number	Question Title/Text/Help text		Answer	Comments
		20	Our organization adopted the IFAC Code but with	
			modifications	
		30	Our organization has	
			developed our own ethical	
			requirements with a process	
			to eliminate differences	
			between our ethical	
			requirements and the IFAC	
		40	Code Our organization develops	
		40	Our organization develops our own ethical requirements	
			and uses another approach to	
			incorporate the IFAC Code of	
			Ethics	
4.2.	MB and Version of IFAC Code			
4.2.1.	Version of IFAC Code			
	Which version of the IFAC Code was	10	The IFAC Code currently in	
	adopted or used as the basis for your		effect, revised and issued in	
	organization's ethical requirements?	20	June 2004	
		20	A version issued prior to 2004	
		30	The revised IFAC Code	
		30	issued and in effect June 30,	
			2006	
4.2.3.	MB and Revised Code			
	Does your organization have plans to adopt	10	Our organization has already	
	the revised IFAC Code (effective June 30,		amended our ethical	
	2006) or revise your ethical requirements to		requirements for the revised	
	incorporate the revised IFAC Code? Select		IFAC Code (effective June	

Number	Question Title/Text/Help text		Answer	Comments
	the option that is the most relevant.	2•	30, 2006) Our organization is in the process of amending or has included a plan to amend our ethical requirements for the revised IFAC Code (effective June 30, 2006)	
		3O 4O	Our organization currently has not included in our work program a plan to amend our ethical requirements for the revised IFAC Code (effective June 30, 2006) Other (please describe)	
4.2.5.	MB and Revision Plans		Other (pieuse deserroe)	
	Please describe the work program timetable.	part deve The depe plan teching that	revision of the Ethical Code is of the program that is being loped with the World Bank. timetable of the revision ands on how quick the strategic will be approved by the nical and financial partners. original document indicated the ethical code will be revised becember 2012	
4.3.	Ethical Requirements by Gov / Reg Bodies In addition to the ethical requirements established by your organization, are there also laws or regulations that set out ethical	10	Yes	

Number	Question Title/Text/Help text		Answer	Comments
	requirements to be complied with by your members?			
		20	No	
4.4.	Gov / Reg Bodies and Ethical Requirements			
4.4.1.	Gov/Reg Bodies - Ethical Requirements Where ethical requirements applicable to your members are established in law or regulation, do they include any of the following types of laws and regulations? Select all the answer options that are appropriate.	10	There is a law / regulation (e.g. Audit Law, Accountants Law) that sets out ethical requirements to be complied with by all professional accountants	
		2□	There is a law / regulation that sets out ethical requirements to be complied with by professional accountants who audit listed entities	
		3☑	There is a law / regulation that sets out ethical requirements to be complied with by professional accountants who audit entities	
		4☑	other than listed entities There is a law / regulation that sets out ethical requirements to be complied with by professional	

Number	Question Title/Text/Help text		Answer	Comments
4.4.4.	Describe Law / Reg - Audit Regarding your response to question 4.4.1 and professional accountants who audit listed entities and / or other entities, please: State the law / regulation's name; Provide a general description of the law / regulation; Describe how the law / regulation sets out the scope of professional accountants that it applies to.	legal requ all p	accountants who provide services to the public (other than as auditors of listed or other entities)  There is a law / regulation that sets out ethical requirements for professional accountants employed in business  None of the above  re is OHADA accounting and audit law that sets the irements to be comply with by rofessional accountants in the ADA member countries, adding Togo.	
4.4.5.	Describe Law / Reg - Other Services Regarding your response to question 4.4.1 and professional accountants who provide services to the public (other than as auditors or listed or other entities) please: State the law / regulation's name; Provide a general description of the law / regulation; Describe how the law / regulation sets out	Febr - Tog follo •Cor acce integ	polese law N° 2001 - 001 of mary 15 200 creating ONECCA go. The text contains the owing: additions or criteria to be pted as auditor ( Competence, grity and independence) hts and obligations of members	

Number	Question Title/Text/Help text		Answer	Comments
	the scope of professional accountants that it applies to.	•the deal	hibitions and regulations) scope of the law is large and it s with he fundamental aspects te organization.	
4.4.7.	Gov/Reg and Convergence Please explain whether your organization has undertaken any activities to promote the IFAC Code of Ethics to the relevant government or regulatory body that sets ethical requirements. Include in your explanation descriptions of any specific activities and the outcome or the reasons why such activities have not been undertaken.	We promote the IFAC Ethical Code by organizing open door meetings, semiars and conferences, annual congress. Relevant government or regulatory body that sets ethical requirements are often invited to these sessions.		
4.11.	Translation of IFAC Code Has your organization or others (e.g. government or regulatory body) translated the IFAC Code (in effect) or earlier versions of the Code? Select all the answer options that are appropriate.	1□	No, as English is an official language or widely spoken language	
		2□ 3□	Yes, our organization has translated the IFAC Code Yes, a government, regulatory, or other body has	
		4☑	translated the IFAC Code No, the IFAC Code has not been translated and English is	

Number	Question Title/Text/Help text		Answer	Comments
			not an official language or widely spoken language	
4.13.	Translation and Follow Up Explain the reasons why the IFAC Code was not translated including information about specific challenges or impediments.	avail is use Frenc inclu need	official translation of France able on the web site of FIDEF ed in most of the West African ch speaking countries, ding Togo. We do not find the of having a document with iple translations in French.	
4.15.	Activities to Promote IFAC Code of Ethics Please describe the activities your organization undertakes to promote and assist in implementing the pronouncements (e.g. IFAC Code of Ethics) and work of IFAC's International Ethics Standards Board for Accountants.	semi cong are a	nizing open door meetings, nars, conferences, and annual ress. TV and Radio programs lso used, as ways to reach the ted propulation.	
5.	SMO 5			
5.1.	Public Sector Accounting Standards - Objective Has the federal government / national government established convergence with International Public Sector Accounting Standards (IPSASs) as an objective?		Yes	
		2O 3O	No Information is not available or not known	
5.3.	Convergence and IPSASs			

Number	Question Title/Text/Help text		Answer	Comments
5.3.1.	Convergence Approach - IPSASs Which of the following best describes government's convergence objective? Select the answer option that is the most appropriate.	10	IPSASs are adopted as drafted without amendments	The IPSAS is adopted at the regional level for all UEMOA member countries, including Togo. The implementation is on going, and each member country must promote the legal adoption of the document and have all the accountants in Public services trained accordingly. The document is yet to be adopted in Togo.
		2	IPSASs are adopted with amendments	-
		3☑	National public sector accounting standards are developed with a process to eliminate differences between the national standards and IPSASs	
		4□	IPSASs are incorporated using another approach	
5.3.3.	Comparison Information SMO 5 Is information about the IPSASs that have been incorporated (e.g. by adoption or other approaches) publicly available? Information should include the IPSASs issued and in effect that have been incorporated and differences between the IPSASs and	10	Yes	

Number	Question Title/Text/Help text	Answer	Comments
	national public sector accounting standards where differences exist.		
		2O No	
		3⊙ Our organization is not aware of such information	
5.4.	Activities to Promote IPSASB Pronouncements		
	Please describe the activities your organization undertakes to promote pronouncements issued by the International Public Sector Accounting Standards Board. Please provide an explanation where such activities have not been undertaken because they are not within the scope of your organization's objectives or work program.	One training session was organized for members of ONECCA Togo in 2010. The 2011 actions plan includes additional trainings for professional accountants and finance managers and accountants in government agencies.	
6.	SMO 6		
6.1.	Investigation and Discipline Program In your jurisdiction is there a program for investigating and disciplining members of your organization for misconduct, including breaches of professional standards and rules?	1⊙ Yes	
		2O No	
6.3.	Responsibility for Investigation and Discipline		
6.3.1.	Body Responsible for Investigation and Discipline		

Number	Question Title/Text/Help text		Answer	Comments
	Is your organization responsible for investigation and discipline of misconduct, including breaches of professional standards and rules by its individual members (and, if local laws and practices permit, by firms)? Select the answer option that is most appropriate.	10	Yes, our organization has this responsibility	
		20	No, responsibility for investigation and discipline rests solely with an external body	
		<b>3⊙</b>	Our organization shares responsibility for investigation and discipline with an external body	
6.3.2.	Name of Body Responsible for Investigation and Discipline	40	Other	
	Provide the name(s) of the external body responsible for investigation and discipline or the name of the body sharing this responsibility with the member body.	hand juris	l and criminal cases are led by civil and criminal dictions. ONECCA Togo is onsible for professional ers.	
6.5.	SMO 6 - Detailed Assessment			
6.5.1.	Rules and Procedures for Investigation and Discipline			
6.5.1.1.	Rules and Procedures  Does your organization establish in its constitution or rules the provisions and	10	Yes	

Number	Question Title/Text/Help text		Answer	Comments
	processes for the investigating and disciplining your members?			
		20	No	
6.5.1.3.	Misconduct			
	In your jurisdiction, which of the following are considered "misconduct" as described in SMO 6 paragraph 4? Select all the answer options that are appropriate.	1□	Criminal activity	Criminal activities are judged by the criminal court.
l		2☑	Acts or omissions likely to	
			bring the accountancy	
			profession into disrepute	
		3☑	Breaches of professional	
			standards	
		4☑	Breaches of ethical	
			requirements	
		5☑	Gross professional negligence	
		6☑	A number of less serious	
			instances of professional	
			negligence that, cumulatively,	
			may indicate unfitness to	
			exercise practicing rights	
		7☑	Unsatisfactory work	
		8□	Other (please describe)	
6.5.2.	Types of Sanctions			
	Which of the following actions can be imposed by those who judge such issues: Select all the answer options that are appropriate.	1☑	Reprimand	
		2☑	Loss or restriction of practice rights	

Number	Question Title/Text/Help text		Answer	Comments
		3□	Fine/payment of costs	
		4☑	Loss of professional title (designation)	
		5 <b>☑</b>	Exclusion from membership	
6.5.3.	Provision of Information and Guidance to	6□	Other (please describe)	
	Members			
6.5.3.1.	Information and Guidance Does your organization make each member fully aware of:	10	Yes	
	- All provisions of the ethical code and other applicable professional standards, rules and requirements (and any amendments), whether issued by IFAC or at the national level by the member body and - Consequences of non-compliance?			
		20	No	
6.5.3.2.	Information and Guidance Description Provide a brief description of how your organization meets this requirement of SMO 6.	Genomen ques Each orga Ethio In 20 semi	Ethical code is adopted at the eral Assembly, where each ober has a possibility to ask tions and make contributions. In year ONECCA Togo onizes a training session on the cal Code of conduct. O10, in particular, a 2-days on their criminal	

Number	Question Title/Text/Help text		Answer	Comments
			onsibilities in the audit of the acial statements	
6.5.4.	Obligations to Report to Outside Bodies			
6.5.4.1.	Reporting to Outside Bodies Is your organization obligated under local laws to report possible involvement in serious crimes and offences by its individual members or member firms to the appropriate public authority and disclose related information to that authority?	10	Yes	To the Central Bnak
	·	20	No	
6.5.5.	Approach to Proceedings What type of approach does your organization use to initiate investigation and discipline proceedings? Select all the answer options that are appropriate.	1☑	Information-based	
	-Freeze and art off-off-	2☑ 3□ 4□	Complaints-based Other (please describe) None of the above	
6.5.6.	Investigative Powers and Processes			
6.5.6.1.	Powers  Does your organization have all required powers so that authorized personnel can carry out an effective investigation?	10	Yes	
		20	No	
6.5.6.3.	Cooperation of Members			

Number	Question Title/Text/Help text		Answer	Comments
	Do the powers to carry out an effective investigation include: Select all the answer options that are appropriate.	1 <b>☑</b> 2 <b>☑</b>	A requirement for members (and member firms) to co-operate in the investigation of complaints and to respond promptly to all communications from the member body Provision for sanctions in the event of failure to comply	
		3□	None of the above	
6.5.6.6.	Expertise and Resource Does your organization maintain appropriate expertise and adequate financial and other resources to enable timely investigative and disciplinary action?	10	Yes (please describe)	The cost of the expertise is taken care of by our budget. When the the expertise is not available, ONECCA Togo consults from outside.
		20	No	
6.5.6.8.	Independence and Subject of Investigation Does your organization in all cases, confirm at the start of the investigation that any individual chosen to assist in an investigation is independent from (a) the subject of the investigation, and (b) anyone connected with or interested in the matter	10	Yes	
	investigated?  Help text:  If a conflict exists at the start of an investigation, or arises during the investigation, the chosen individual should	20	No	

Number	Question Title/Text/Help text	Answer	Comments
	immediately withdraw. Similar considerations apply equally to anyone else connected with the investigation and hearing of cases.		
6.5.6.9.	Independence Follow Up What plans do you have for introducing independence requirements in the investigative and disciplinary program, or if you do not have those plans, what special reasons or conditions for that fact exist?	The control of the investigator is monitored by both the Government Supervisor and the professional Judge Chairing the Chamber of Discipline	
6.5.6.10.	Infrastructure Which of the following best describes your organization's investigation and discipline infrastructure? Select all the answer options that are appropriate.	<ul> <li>1○ One committee/panel to investigate the complaint and a separate committee/tribunal to administer disciplinary action</li> <li>2○ A single committee/panel to conduct the investigation and administer disciplinary action.</li> <li>3○ Other</li> </ul>	
6.5.6.12.	Independent Review Has your organization established and does it maintain a process for the independent review of complaints by clients and others where it has been decided by the investigation committee that the matter will not be referred to a disciplinary hearing?	1⊙ Yes	

Number	Question Title/Text/Help text		Answer	Comments
		20	No	
6.5.7.	The Disciplinary Process			
6.5.7.1.	Composition of Tribunal Does the tribunal responsible for the disciplinary hearing contain a balance of professional expertise and outside judgment (e.g., composed of accountants and non-accountants)?	10	Yes (please describe)	2 elected members of the organization chaired by a professional judge named by his hierarchy.
		20	No	
6.5.7.3.	Conflicts Are members of the investigation committee or the disciplinary tribunal permitted to serve on both at the same time, or in relation to the same case?	10	Yes	
		20	No	
6.5.7.4.	Conflicts Follow Up What plans do you have for introducing requirements to prevent an individual from serving as a member on both the investigation committee and the disciplinary tribunal or serving in relation to the same case, or if you do not have those plans, what special reasons or conditions for that fact exist?		fairness of the process is ranteed by the independent re.	
6.5.7.5.	Independence of Tribunal Briefly describe how the disciplinary tribunal exhibits independence.		presence of the independent e is the guarantee for the ess.	

Number	Question Title/Text/Help text		Answer	Comments
6.5.7.6.	Appeals Process	. —		
	Does your organization's rules:	1☑	Permit a qualified lawyer or	
			other person chosen by the	
	Select all the answer options that are		defendant to accompany and	
	appropriate.		represent the defendant at all	
			disciplinary hearings and to	
			advise him or her throughout	
			the investigative and	
		•=	disciplinary process	
		2☑	Permit the defendant to	
			appeal the conviction and any	
		•=	imposed sanction	
		3☑	Permit any order made	
			against the defendant to be	
			suspended by the tribunal that	
			convicted the defendant,	
			pending the hearing of that	
		4 💳	appeal	
		4☑	Prohibit the appeal tribunal	
			from including a prosecutor	
			or a member of the first	
			tribunal, or any other	
			individual who was	
			concerned with the original	
		~ <del></del>	conviction	
		5☑	Require that the same	
			procedures apply to the	
			appeal process as apply to	
			hearings before the	

Comments	Answer		Question Title/Text/Help text	Number
	disciplinary tribunal			
	None of the above	6□	A. 1. 1. 4. 1. D.	<i>(</i> <b>7</b> 0
			Administrative Processes	6.5.8.
	Establish time limits for	1□	Elements of Administrative Processes	6.5.8.1.
	disposal (completion) of all	1	As a part of Investigation and Discipline administrative processes does your	
	cases		organization:	
			Select all the answer options that are appropriate.	
	Maintain and operate tracking	2☑		
	mechanisms, to ensure that all			
	investigations and			
	prosecutions are promptly			
	handled, and that all			
	necessary action is taken at the appropriate stage			
	Maintain a procedure	3☑		
	•	3_		
	all persons employed or			
	otherwise participating in the			
	investigative and disciplinary			
	processes (or having access to			
	<del>_</del>			
	* ·			
	<u>e</u>			
	• • • • • • • • • • • • • • • • • • • •			
	5 5			
	•	4 <b>\</b>		
	requiring (a) notification to all persons employed or otherwise participating in the investigative and disciplinary	4☑		

Number	Question Title/Text/Help text		Answer	Comments
6.5.8.2.	Elements of Administrative Processes Follow Up	5☑	confidential facilities for the storage of case papers and other evidence Maintain records of all investigation and disciplinary proceedings None of the above	
	Please explain why your organization has not established the administrative processes that were not selected.	Esta	blishing time limits	
6.5.8.3.	Case Numbers			
6.5.8.3.1.	2005 Heard Case Numbers Indicate the number of cases heard in 2005.	0		
6.5.8.3.2.	2004 Heard Case Numbers Indicate the number of cases heard in 2004.	0		
6.5.8.3.3.	2003 Heard Case Numbers Indicate the number of cases heard in 2003.	0		
6.5.8.3.4.	2005 Completed Case Numbers Indicate the number of cases completed in 2005.	0		
6.5.8.3.5.	2004 Completed Case Numbers Indicate the number of cases completed in 2004.	0		

Number	Question Title/Text/Help text		Answer	Comments
6.5.8.3.6.	2003 Completed Case Numbers Indicate the number of cases completed in 2003.	0		
6.5.8.3.7.	Average time required for disposal of cases Indicate the average time (in months) required for the disposal (completion) of a case. This number should include both the time spent on (a) the investigation of the complaints and (b) the disciplinary proceedings.	0		
7.	SMO 7			
7.1.	Accounting Standards in Law/Regulation Does law or regulation establish the set of accounting standards to be used for preparation of financial statements of private sector listed entities and non-listed entities? Select all the answer options that are appropriate.	1☑	Yes, for financial statements of listed entities	
	Where the law / regulation establishes the accounting standards to be used by reference to the set of standards to be used by their name or by including the text of the standards in the law / regulation, please respond "yes" to this question. Section 7.8. of this module includes questions about the law / regulation.			

uthority to ish the nd "no". es and the olished.	Yes, for financial statements	
	Yes, for financial statements	
	,	
	of non-listed entities	
3□	*	
45		
4⊔	•	
ards	of non-fisted entities	
ui us		
e use of 10	The law/regulation simply	
Standards	refers to International	
iting	Financial Reporting	
	,	
rate.	*	
20	,	
20	,	
	full text of each IFRS	
30	For listed entities, the	
	law/regulation contains the	
	<u> </u>	
40	ŕ	
i	4 Dards e use of 10 Standards ting financial the iate.	No, for financial statements of listed entities  No, for financial statements of non-listed entities  The law/regulation simply refers to International Financial Reporting Standards standards as the accounting standards (without bringing in the full or partial text of individual IFRSs)  O For listed entities, the law/regulation contains the full text of each IFRS  O For listed entities, the law/regulation contains the main principles of the IFRSs

Number	Question Title/Text/Help text		Answer	Comments
		5⊙	to use IFRSs using another approach (please describe) For listed entities, the law / regulation requires the use of national standards with no reference to IFRSs	
7.8.6.	National Accounting Standards - Listed Provide the name of the national accounting standards for listed entities and other authoritative pronouncements established by law/regulation.	Syst	eme Comptable OHADA	
7.8.8.	MB Responsibilities National Standards SMO 7			
	Does your organization have responsibility for any of the following activities? Select all the answer options that are appropriate.	1□	Develop or assist in developing the proposed standards as law / regulation	
	Tr. Tr.	2□	Develop other authoritative pronouncements	
		3□	Promulgate the accounting standards (e.g. by publishing or communicating the standards to the public)	
		4□	Other (please describe)	
7 0 12	Other Organization SMO 7	5☑	None of the above	
7.8.12.	Other Organization SMO 7 Do any of the following organizations have responsibility for developing or implementing the accounting standards established in law / regulation?	10	Another IFAC member body(ies)	The Accounting standards setting normalization committee is solely responsible for enacting

Number	Question Title/Text/Help text		Answer	Comments
				standards in all OHADA member countries, including Togo.
		20	Government or regulatory body	
		30 40	Non-IFAC professional body Other organization	
7.8.13.	National Standards and Convergence SMO 7			
	Please describe the activities your organization has undertaken to promote IFRSs and other IASB pronouncements to the relevant government or regulatory body that sets national standards. Include in your explanation descriptions of any specific activities and the outcome.	ONE	ning sessions for members of ECCA Togo on IFRS and other B pronouncements.	
7.11.	Promotion Activities SMO 7 Please describe the activities your organization undertakes to promote and assist in the implementation of IFRSs and other IASB pronouncements and activities.	ONE	ning sessions for members of ECCA Togo on IFRS and other B pronouncements	
8.	Certification of Chief Executive			
8.1.	Complete Certification Once all required questions have been completed, the Certification of Chief Executive should be signed and submitted to Compliance Staff. Click <a href="Part 2"> SMO Self Assessment</a>	1☑	Yes, the Certification of Chief Executive has been submitted	

Number	Question Title/Text/Help text	Answer	Comments	
	Certification.doc">here to download a copy of the Certification form.			
	17	2□		