

BACKGROUND NOTE ON ACTION PLANS

SMO Action Plans are developed by IFAC Members and Associates to demonstrate fulfillment of IFAC Statements of Membership Obligations (SMOs). SMOs require IFAC Members and Associates to support the adoption¹ and implementation² of international standards and other pronouncements issued by independent standard-setting boards under the auspices of IFAC as well as by the International Accounting Standards Board (IASB); and to establish a Quality Assurance (QA) review and Investigation and Disciplinary (I&D) systems.

IFAC Members and Associates conduct a self-assessment against the requirements of SMOs and identify areas where improvements are needed. Based on the results of the assessment, Members and Associates develop an SMO Action Plan to (a) demonstrate how they fulfill the requirements of the SMOs and (b) where some requirements are not yet addressed, to present plans towards their fulfillment.

SMO Action Plans are designed to be ever-green documents that provide a comprehensive description of the accountancy profession and its legislative and regulatory environment in the jurisdiction as well as the actions undertaken by IFAC Members or Associates to support adoption and implementation of international standards and best practices.

Regular updates of the SMO Action Plans are required as part of the IFAC Member Compliance Program.

Use of Information

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

ACTION PLAN

IFAC Member:	The Institute Of Chartered Accountants – Ghana (ICAG)
Approved by Governing Body:	ICAG Council
Original Publish Date:	February 2011
Last Update:	June 2016
Next Update:	June 2018

¹ *Adoption* is concerned with the decision that international standards are appropriate for use in specific national financial reporting environments and with the actions necessary to effect those decisions, including incorporation into national requirements or requiring the use of international standards through law. Adoption may include a process to review draft international standards, translation, public exposure of proposed standards, approval, incorporation into national requirements as necessary, and promulgation of final standards, and, where applicable, a convergence process to eliminate or minimize differences between international and national standards.

² *Implementation* may include a process to build awareness of the adopted standards, provide relevant education and training, develop or disseminate implementation guidance and any other activities that promote proper understanding and use of the standards in practice.

GLOSSARY

CEO	Chief Executive Officer
CPD	Continuous Professional Development
ED	Exposure Draft
E&TC	Education and Training Committee
I&D	Investigation and Discipline
IAASB	International Auditing and Assurance Standards Board
IASB	International Accounting Standards Board
ICAG	Institute of Chartered Accountants – Ghana
ICAEW	Institute of Chartered Accountants in England and Wales
IES	International Education Standards
IESBA	International Ethics Standards Board for Accountants
IFAC	International Federation of Accountants
IFRS	International Financial Reporting Standards
IPSAS	International Public Sector Accounting Standards
IPSASB	International Public Sector Accounting Standards Board
ISA	International Standards on Auditing
ISAE	International Standards on Assurance Engagement
ISQC 1	International Standards on Quality Control 1
ISRE	International Standards on Review Engagement
ISRS	International Standards on Related Services
MCPD	Mandatory Continuous Education Programme
PSEC	Professional Standards and Ethics Committee
PWC	PricewaterhouseCoopers
QA	Quality Assurance
SME	Small and Medium Enterprise
SMO	Statement of Membership Obligation
TRC	Technical and Research Committee

Action Plan Subject: SMO 1–Quality Assurance
Action Plan Objective: Establish a Quality Assurance Monitoring system in line with the requirements of SMO 1

Background:					
<p>The Chartered Accountants Act, 1963, Act 170, an act of Parliament of the Republic of Ghana establishes the Institute of Chartered Accountants as the regulator of the Accountancy Profession in Ghana. Section 23 (1) (a-d) defines accountancy practice to include statutory audit and provision of professional services.</p> <p>ICAG has developed a Quality Assurance Monitoring (QAM) system which scope includes all statutory audits of public interest entities and other professional services delivered by ICAG members. ICAG (The Professional Accountancy Organisation) has also adopted the International Standard on Quality Control (ISQC) 1 as quality control standards.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Preparing Quality Assurance Review System</i>					
1.	1 November 2008	Announce mandatory compliance of the QA review system with SMO 1 requirements to ICAG Council Members. ICAG's QAM system meets SMO 1 requirements.	Completed	CEO	Chairman of Professional Standards and Ethics Committee (PSEC)
2.	1 November 2008	Define the scope of the QA Review System in line with SMO 1, <i>Quality Assurance</i> . Quality control is addressed at three levels: the engagement level, the firm level and the member body level.	Completed	Chairman of PSEC	Chairman of PSEC
3.	1 November 2008	Update the list of practicing members and their current addresses, business locations, membership status, etc. for the purpose of the QA reviews.	Completed	CEO	CEO
4.	1 November 2008	Register all practicing firms and categorize them based on turnover, clientele base, numerical strength of partners, numerical strength of employees, etc.	Completed	CEO	CEO
5.	15 November 2008	Communicate to all ICAG members in practice the Institute's intention to establish a QA review mechanism in line with SMO 1 requirements.	Completed	CEO	ICAG Staff
6.	15 November 2008	Engage a consultant to prepare QA Review Manual.	Completed	Council	PricewaterhouseCoopers (PWC)

#	Start Date	Actions	Completion Date	Responsibility	Resource
7.	10 January 2009	Organize sensitization seminar to explain the scope of QA Review to all members.	Completed	CEO	Chairman of PSEC
8.	10 January 2009	Submit draft QA Review Manual to Practice Society for comments.	Completed	CEO	Practice Society
<i>Recruiting and Training QA Reviewers</i>					
9.	3 January 2011	Define Qualifications for QA reviewers in line with the requirements of SMO 1.	Completed	Council	Chairman of PSEC
10.	10 January 2011	Advertise for job vacancy for reviewers and recruit QA reviewers.	Completed on March 2012	CEO /Council OF ICAG	CEO/Council of ICAG
11.	26 TH March 2012	Organize training for QA Reviewers. ICAG sponsored the QA Reviewers to UK for some internship program with the Institute of Chartered Accountants in England and Wales (ICAEW).	Completed 31 st July 2013	CEO	Large Auditing Firms ICAEW
<i>Implementation of the Quality Assurance Review System</i>					
12.	April 2012	Organize a seminar to educate ICAG members in practice on the QA review system with particular reference to the following: <ul style="list-style-type: none"> • Scope of Quality Assurance Review Program; • Quality Control Standards; • Other Quality Control Guidance; • The Design of the Quality Assurance Review Program; • Review Cycle; • Quality Assurance Review Team Procedures; • Documentation; • The Quality Assurance Review Team; • Reporting; and • Corrective and Disciplinary Actions. 	Completed	CEO	Review Team
13.	March 2012	Start the QA review process.	Ongoing	CEO/ Chairman of PSEC	QA Reviewers

#	Start Date	Actions	Completion Date	Responsibility	Resource
14.	May 2012	Started initial assessment visits. As at 31st March 2016, 219 firms has been visited.	Ongoing	CEO/PSEC	Quality Assurance Monitoring Team
15.	October 2013	Started full monitoring audit visits. As at 31st March 2016, we have conducted full monitoring visits for 104 firms.	Ongoing	CEO/PSEC	Quality Assurance Monitoring Team
16.	1 January 2014	Preparation of principal bye-laws to guide audit practice in Ghana. Final draft has been submitted to PSEC.	By 31 December 2015	PSEC	Quality Assurance Monitoring Team
<i>Maintaining Ongoing Mechanisms</i>					
17.	1 January 2010	Include courses on ISQC 1 in the annual curriculum of the Mandatory Continuous Professional Development (MCPD) programs.	Ongoing	CEO	MCPE Facilitators
<i>Review of ICAG's Compliance Information</i>					
18.	April 2010	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO1 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO

Main Requirements of SMO 1

Requirements	Y	N	Partially	Comments
<p>Scope of the system</p> <p>1. At a minimum, mandatory QA reviews are required for all audits of financial statements.</p>	Y			
<p>Quality Control Standards and Other Quality Control Guidance</p> <p>2. Firms are required to implement a system of quality control in accordance with the quality control standards.</p>	Y			
<p>3. Most up to date versions of ISQC 1 and other relevant ISA are adopted as the quality control standards.</p>	Y			
<p>4. Member Body assists firms in understanding the objectives of quality control and in implementing and maintaining appropriate systems of quality control.</p>	Y			ISQC1 workshop on the documentation, implementation testing and remediation of the process was organized for SMPs in 2013. Illustrative guide templates for ISQC1 was also made available to Practitioners. Guide to quality control for SMPs is also available on the Institute's website.
<p>Review cycle</p> <p>5. A cycle-based, risk-based, or a mixed approach for selecting firms for QA review is used.</p>	Y			Currently a cycle based approach is used.
<p>6. For cycle-based approach, quality control reviews are required to take place at least every six years (and every three years for audits of public interest entities).</p>	Y			

Requirements	Y	N	Partially	Comments
QA Review Team				
7. Independence of the QA Team is assessed and documented.		N		Independence of QA team considered and assured but not documented. Documentation of this to be implemented immediately.
8. QA Team possesses appropriate levels of expertise.	Y			
Reporting				
9. Documentation of evidence supporting the quality control review report is required.	Y			
10. A written report is issued upon conclusion of the QA review and provided to the firm/partner reviewed.	Y			
Corrective and disciplinary actions				
11. Reviewed firms/partners are required to make timely adjustments to meet recommendations from the review report.	Y			
12. QA review system is linked to the Investigation and Discipline system.	Y			
Consideration of Public Oversight				
13. The body responsible for QA reviews cooperates with its oversight body and shares information on the functioning of the QA review system, as needed.				Not Applicable. Public oversight body not in place.
Regular review of implementation and effectiveness				
14. Regular reviews of implementation and effectiveness of the system are performed.				As above.

Action Plan Subject: SMO 2–International Education Standards for Professional Accountants and Other Pronouncements Issued by the IAESB
Action Plan Objective: Set ICAG qualifying examinations and training programs in accordance with IESs

Background:					
<p>The Chartered Accountants Act, 1963, Act 170, Section 9 (2) (a) empowers the Council of ICAG to conduct or provide for the conduct of the qualifying examination. And to prescribe or approve courses of study for such examinations. ICAG is therefore empowered by Law to be solely responsible for professional accountancy education in Ghana.</p> <p>Candidates for ICAG membership have to complete a program of professional accountancy education, complete practical experience requirements and pass final examinations. ICAG’s education system incorporates all the requirements of the International Education Standards (IES). ICAG’s MCPD has been revised in line with the requirements of IES 7, <i>Continuing Professional Development</i>. The Institute, with the assistance of ICAEW, has revised the structure and content of its qualifying examinations in line with IES 2. The admission requirement into studentship is also in line with IES 1.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Improve Entry Requirements</i>					
19.	May 2010	Revise the minimum ICAG studentship requirements to be at least equivalent to that required for admission into a recognized university degree program.	Completed	Education and Training Committee (E&TC) Chairman	E&TC Members
<i>Encourage Other Institutions Involved in Accountancy Education to Improve their Education Program</i>					
20.	1 March 2010	<p>Promote compliance with International Education Standards (IESs) 2, <i>Content of Professional Accounting Education Program</i>, 3, <i>Professional Skills and General Education</i>, 4, <i>Professional Value, Ethics and Attitudes</i> to the National Council for Tertiary Education (NCTE) and National Board for Technical Education (NABTEC).</p> <p>These bodies respectively set education standards for Universities and Polytechnics, which deliver part of the qualifying education programs to write ICAG examination.</p>		E&TC Chairman	E&TC Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
21.	January 2013	ICAG has entered into MOUs with some Universities in Ghana to ensure that the Accountancy Courses run by such institutions are developed in line with IESs. The essence of this is to improve the quality of accountancy education in Ghana as well as promoting linkage between academic qualification in accountancy and professional accountancy qualification.	Ongoing	CEO/ETC	
<i>Enhance Quality of Qualifying Education</i>					
22.	1 May 2015	Revise content and structure of qualifying examinations of ICAG in line with IES 2, IES 3 and IES 4.	Completed	E&TC Chairman	E&TC Members
23.	1 May 2015	Review questions set at the final stage of the professional examinations so as to ensure that they solicit responses that demonstrate professional capabilities and competences, in accordance with IES 6, <i>Assessment of Professional Capabilities and Competence</i> . The questions at the professional stage of the qualifying examinations should test for application, analysis and synthesis.	Ongoing	Chairman of Examinations Committee	Chief Examiners and Moderators
<i>Setting New Practical Experience Requirements</i>					
24.	1 January 2014	Revise the period of practical experience required by graduates of ICAG before gaining professional membership to a minimum of three years, in line with provisions of IES 5, <i>Practical Experience Requirements</i> .	Completed	Chairman of Admissions Committee of ICAG Council	Admissions Committee of ICAG Council
25.	1 May 2015	Institute pre-qualification and post-qualification practice logging system (articleship) to monitor and enforce compliance with IES 5. Students are to provide annual returns of practical accountancy experience to the Institute as a way of monitoring their accumulated practical experience requirement for membership.	Ongoing	E&TC Chairman	E&TC Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Establish Mandatory Continuous Professional Development Program</i>					
26.	1 May 2008	Institute MCPD program and ensure that compliance is fulfilled before good membership status is bestowed on members of ICAG. Compile members' earned points on MCPD and apply the fulfillment of 35 credit hours a year as condition for good membership status.	Ongoing	Chairman of Admissions Committee	Admissions Committee Members
<i>Incorporate IES 8 into ICAG Education Requirements</i>					
27.	1 February 2011	Draft new knowledge and skills requirements in accordance with IES 8, <i>Competence Requirements for Audit Professionals</i> for members of ICAG who would want to obtain their audit practice license.	Completed	Director – Member Services	Admissions Committee Members
28.	1 April 2011	Approve the new knowledge and skills requirements to be satisfied by prospective professional auditors and communicate same to all ICAG members.	Completed	CEO	ICAG Council
<i>Maintaining Ongoing Mechanism</i>					
29.	1 May 2010	E&TC to continually review the training and education curricula in accordance with new and revised IESs.	Ongoing	E&TC Chairman	E&TC Members
<i>Review ICAG's Compliance Information</i>					
30.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 2 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	ICAG Council	CEO

Action Plan Subject: SMO 3–International Standards and other Pronouncements Issued by the IAASB
Action Plan Objective: Adopt all IAASB pronouncements and disseminate relevant application guides to ICAG members

Background:					
The Chartered Accountants Act, 1963, Act 170, makes ICAG responsible for adopting auditing standards in Ghana. The professional accountancy organization has established mechanisms for adopting the International Standards on Auditing (ISAs) and the other pronouncements of the International Auditing and Assurance Standards Board (IAASB) as auditing standards.					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Adoption of ISAs and Other IAASB Pronouncements</i>					
31.	1 January 2007	Adopt ISAs and other pronouncements of the IAASB as the framework for auditing and assurance services in Ghana. ICAG has adopted the Clarified ISAs and other pronouncements from the IAASB. The Technical and Research Committee of Council supported by the Technical and Research Department of ICAG Secretariat acts as advisers to Council in the adoption of Auditing Standards. All subsequent revisions have been adopted and incorporated into existing standards.	Completed	ICAG Council	ICAG Council and Practice Society
32.	1 June 2010	Publish and announce the adoption of the ISAs and other pronouncements of IAASB as the framework for auditing and assurance services in Ghana (by way of public announcement and website publication).	Completed	ICAG Council	ICAG Council
<i>Assist ICAG Members with the Implementation of ISAs, ISQC 1, ISRE, ISAEs and ISRSs</i>					
33.	1 January 2007	Organize seminars to explain the contents and application of ISAs, ISQC 1, International Standards on Review Engagement (ISREs), International Standards on Assurance Engagement (ISAEs), and International Standards on Related Services (ISRSs) to members in professional audit practice.	Ongoing	CEO	Senior Managers and Partners of Auditing Firms

#	Start Date	Actions	Completion Date	Responsibility	Resource
34.	1 January 2007	Communicate to ICAG Members any amendments, revisions, and additions to the ISAs and other IAASB pronouncements.	Ongoing	CEO	Practice Society
35.	1 January 2007	Promote inclusion of courses on ISAs and other IAASB Pronouncements in the Auditing Syllabus of Universities and Polytechnics in Ghana by seeking collaboration with NCTE and NABTEC.	Ongoing	E&TC Chairman	E&TC Members
36.	1 January 2007	Include in extant, ISAs and all pronouncements of IAASB in the auditing syllabus of ICAG qualifying examinations. Include courses on ISAs and other IAASB pronouncements in the MCPD programs.	Ongoing	E&TC Chairman and Examination Committee Chairman	E&TC and Examinations Committee Members
37.	11 June 2008	Organize MCPD programs on the “Guide to Using ISAs on the Audit of SMEs” developed by the IFAC Small- and Medium-Practices (SMP) Committee.	Ongoing	CEO	Senior Managers and Partners of Auditing Firms
<i>Monitor Compliance with Auditing Standards</i>					
38.	1 August 2010	Monitor ICAG members audit practice through the QAM review system developed by the Institute to ensure they respect the ISAs and other IAASB Pronouncements in the course of their activities.	Ongoing	Chairman of PSEC	Quality Assurance Reviewers
<i>Maintaining Ongoing Processes</i>					
39.	1 June 2010	Provide comments on IAASB Discussion Papers and Exposure Drafts (EDs) on a regular basis on new and revised ISAs and other pronouncements. Monitor the standard setting activities of the IAASB to ensure that ICAG adopts new and revised standards. Obtain copies of all new or revised standards and make them available to members.	Ongoing	PSEC/TRC	Practice Society

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of ICAG Compliance Information</i>					
40.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 3 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO

Action Plan Subject: SMO 4–IESBA Code of Ethics for Professional Accountants
Action Plan Objective: Adopt and support implementation of the IESBA Code of Ethics

Background:					
The Chartered Accountants Act, 1963, Act 170, Section 9 (1) (e) makes ICAG responsible for adopting ethical requirements for its members. ICAG’s adoption process automatically switches on to any revised version of the Code of Ethics of the International Ethics Standards Board for Accountants (IESBA) and seminars are organized for members on revised aspects of the version of the Code. The professional accountancy organization has also developed training activities to further assist its members with the implementation of the standards.					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Adopting the Revised IESBA Code of Ethics</i>					
41.	1 August 2009	Adopt the revised IESBA Code of Ethics and make its requirements compulsory for all members and member firms.	Completed	ICAG Council	PSEC Members
42.	1 August 2009	Provide copies of the Code of Ethics to members or indicate to members where soft copies of the revised code can be obtained. All new members are given a copy of the IFAC Code of Ethics book and they go through a course on ethics as part of their Induction programme. ICAG has demonstrated commitment to Code of Ethics by disciplining members and students who fall below ethical standards. The Council on 4th April, 2016 revoked the membership of a member who impersonated a student and wrote his exams. The student’s membership has also been revoked.	Completed	CEO / ICAG Council	PSEC Members
<i>Assisting ICAG Members with the Implementation of the Code</i>					
43.	1 September 2009	Organize MCPD programs on Ethics for members.	Ongoing	CEO	PSEC Members
<i>Maintaining Ongoing Processes</i>					
44.	Ongoing	Provide comments on EDs published by the IESBA relating to revision/amendments of the Code of Ethics.	Ongoing	Chairman PSEC	PSEC Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of ICAG's Compliance Information</i>					
45.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 4 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO

Action Plan Subject: SMO 5–International Public Sector Accounting Standards and Other Pronouncements Issued by the IPSASB
Action Plan Objective: Accelerate the process of adopting IPSAS as the financial reporting framework for the public sector

Background:					
The Chartered Accountants Act, 1963, Act 170 makes ICAG responsible for adopting public sector accounting standards in Ghana and has adopted International Public Sector Accounting Standards (IPSAS) as the financial reporting framework for public sector entities. Ministry of Finance is responsible for implementing IPSAS.					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Adopting IPSAS as the Public Sector Accounting Standards in Ghana</i>					
46.	1 January 2009	Engage stakeholders in public sector financial reporting (Controller and Accountant General, Ghana Audit Service, Ministry of Finance, Internal Audit Agency) and reach an agreement on the need to adopt IPSAS as the public sector accounting standards for public sector entities in Ghana.	Completed	ICAG Council / Accounting Standards and Advisory Committee (TRC)	TRC Members
47.	1 January 2009	Organize “Train the Trainers” seminar for potential facilitators of IPSAS adoption. The facilitators are members of the Institute who occupy senior management positions in the public sector.	Completed	CEO / ICAG Council	Experts from South Africa Institute of Chartered Accountants – South Africa (SAICA)
48.	1 January 2009	Acquire copies of bound volumes of IPSAS from the International Public Sector Accounting Standards Board (IPSASB) to be distributed to members.	Completed	CEO / ICAG Council	CEO
49.	1 January 2009	Constitute IPSAS Implementation Task Force to establish the adoption process in Ghana.	Completed	Chairman, Technical and Research Committee of ICAG Council	Members of Technical and Research Committee
50.	1 June 2010	Provide comments on IPSASB Discussion Papers and EDs (on a regular basis) on new and revised IPSASs and other pronouncements.	Ongoing	Chairman, TRC	Trained Facilitators
51.	1 January 2014	Constituted IPSAS Adoption Working Group. To prepare a strategic document to guide IPSAS adoption in Ghana.	Completed	Chairman, TRC	IPSAS Specialist

#	Start Date	Actions	Completion Date	Responsibility	Resource
52.	27 October 2014	Official adoption of IPSAS as the public sector financial reporting framework in Ghana.	Completed	ICAG Council	IPSAS Specialist
<i>Supporting and Maintaining the Implementation of IPSAS</i>					
53.	May 2015	Include in extant, IPSASs and all pronouncements of IPSASB in the public sector accounting syllabus of ICAG qualifying examinations.	Ongoing	E&TC Chairman and Examination Committee Chairman	E&TC and Examinations Committee
54.	1 July 2010	Organize seminars to explain the requirements and use of IPSASs to members.	Ongoing	CEO	Trained Facilitators
55.	1 July 2010	Communicate to members any amendment, revision, and additions to IPSASs and other IPSASB pronouncements.	Ongoing	CEO	Trained Facilitators
56.	3 January 2011	Promote inclusion of IPSASs and other IPSASB Pronouncements in the Public Sector Accounting Syllabus of Universities and Polytechnics in Ghana by seeking collaboration with National Accreditation Board (NAB) and NABTEC. These bodies respectively set education standards for universities and polytechnics. Universities and Polytechnics provide part of the professional accountancy education programs for ICAG students.	Ongoing	E&TC Chairman	E&TC Members
<i>Review of ICAG'S Compliance Information</i>					
57.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 5 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO

Action Plan Subject: SMO 6–Investigation and Discipline
Action Plan Objective: Develop enhanced investigation and disciplinary mechanisms

Background:					
ICAG has established mechanisms for Investigating and Disciplining (I&D) ICAG members for breach of the rules and other professional standards. ICAG has reviewed these mechanisms and developed activities to ensure that the public and its members are aware that the revised I&D mechanisms exist so that issues they wish to raise may be forwarded to the Disciplinary Committee.					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Raising Awareness of the Investigation and Disciplinary Mechanisms</i>					
58.	1 September 2009	Institute disciplinary procedures for non-compliance with ICAG Code of Ethics. Disciplinary sanctions may include the following: <ul style="list-style-type: none"> • Admonishments, censures or reprimands; • Fines; • Suspension from membership; and • Expulsion from membership. 	Completed	ICAG Council	PSEC Members
59.	1 July 2010	Hold seminars to raise members' awareness of Revised mechanisms for investigating and disciplining ICAG members for breach of the rules.	Completed	CEO / Chairman PSEC	PSEC Members
60.	1 July 2010	Provide information and guidance notes to members about I&D processes.	Completed	CEO / Chairman PSEC	PSEC Members
61.	1 July 2010	Disseminate information on appeal procedures via ICAG Members Journal and other publications.	Completed	CEO / Chairman PSEC	PSEC Members
62.	3 January 2011	Constitute Investigation Panel and Disciplinary Committee. The purpose of the Investigation Panel will be to investigate complaints, consider whether a matter needs to be referred to the Disciplinary Committee and to summarily reject complaints if deemed spurious or irrelevant to the provisions of the Code of Ethics.	Completed	CEO / Chairman PSEC	PSEC Members

#	Start Date	Actions	Completion Date	Responsibility	Resource
		<p>The Investigation Panel shall be comprised of the Chair (who must be a member of Council of ICAG) and four other members of ICAG.</p> <p>In the cases where the Investigation Panel recommends a complaint, it shall be heard by a full session of the Disciplinary Committee.</p> <p>The Disciplinary Committee shall be composed of the Chair (who must be a member of ICAG Council), two other Council Members and two other members of ICAG. The Disciplinary Committee shall be assisted in all cases by the Institute's Legal Adviser.</p>			
<i>Maintaining Ongoing Processes</i>					
63.	15 January 2011	Evaluate independence of panel members to ensure objectivity.	Ongoing	CEO / Chairman PSEC	PSEC Members
64.	15 January 2011	Establish and operate tracking mechanisms for all cases to prevent undue delay. 14 cases have been heard by PSEC and 8 disposed of. The Council on 4th April, 2016 revoked the membership of a member who impersonated a student and wrote his exams. The student's membership has also been revoked.	Ongoing	CEO / Chairman PSEC	PSEC Members
65.	15 January 2011	Maintain records of cases and publish cases where necessary.	Ongoing	CEO / Chairman PSEC	PSEC Members
<i>Review of IFAC Compliance Information</i>					
66.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 6 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO

Main Requirements of SMO 6

Requirements	Y	N	Partially	Comments
Scope of the system				
1. A system of investigation, discipline and appeals exists for the accountancy profession. The system is operational.	Y			14 complaints have been handled and 8 disposed of so far.
2. Information about the types of misconduct which may bring about investigative actions is publicly available.	Y			Public pronouncements of Council members have raised awareness among the general public on the need to report unprofessional conduct of members.
Initiation of Proceedings				
3. Both a “complaints-based” and an “information-based” approach are adopted.	Y			
4. Link with the results of QA reviews has been established.	Y			Head Reviewer of QAMD is a member of PSEC and provides regular reports to the committee.
Investigative process				
5. A committee or similar body exists for performing investigations.	Y			A sub-committee of PSEC with co-opted members serve as an investigative body.
6. Members of a committee are independent of the subject of the investigation and other related parties.	Y			
Disciplinary process				
7. A separate disciplinary committee/entity exists to make disciplinary decisions on referrals from the investigation committee.	Y			The Chartered Accountants Act, 1963, Act 170, Third Schedule 1 (1) stipulates that 5 persons should constitute the Disciplinary Committee (DC). At least 3 should be Council Members. The current DC has 2 non-Council members.
8. Members of the committee/entity include professional accountants as well as non-accountants.		N		All are Chartered Accountants.

Requirements	Y	N	Partially	Comments
9. The tribunal exhibits independence of the subject of the investigation and other related parties.	Y			
Sanctions 10. The disciplinary system allows imposing an extensive range of penalties. It is particularly important to include (a) loss of professional designation; (b) restriction and removal of practicing rights; and (c) exclusion from membership.	Y			
Rights of representation and appeal 11. A third appeals body exists which is separate from both the disciplinary committee and investigative committee.		N		No appeal against decisions of DC has been received. Council will definitely set up an appeal committee when necessary.
Administrative Processes 12. Timeframe targets for disposal of all cases are set.		N		
13. Tracking mechanisms to monitor progress in investigation and discipline and related procedures are established.		N		
14. Records of investigations and disciplinary processes are established.	Y			
Public Interest Considerations 15. Activities are supported to ensure that the public is aware that an investigative and disciplinary system exists in the jurisdiction.	Y			Public pronouncements of Council members have raised awareness among the general public on the need to report unprofessional conduct of members.

Requirements	Y	N	Partially	Comments
16. A process for the independent review of complaints on which there was no follow-up is established.	Y			Legal advice is always sought before decision is made.
17. The results of the investigative and disciplinary proceedings are made available to the public.		N		The decision is to publish the current disciplinary decisions in the members and students journals.
Liaison with Outside Bodies 18. There is an appropriate process for liaison with outside bodies on possible involvement in serious crimes and offences.	Y			Legal advice is always sought before decision is made.
Regular review of implementation and effectiveness 19. Regular review of implementation and effectiveness of the system are performed and corrective actions are implemented.		N		Not yet.

Action Plan Subject: SMO 7–International Financial Reporting Standards and Other Pronouncements issued by the IASB
Action Plan Objective: Adopt the IFRS for SMEs and monitor compliance with IFRS

Background:					
<p>The draft Ghana Companies Act requires that companies in Ghana should prepare their financial statements in accordance with the internationally recognised financial reporting standards adopted by ICAG. ICAG, in collaboration with other Regulatory Bodies (Bank of Ghana, National Insurance Commission, Securities and Exchange Commission and State Enterprises Commission) has, since January 2007, adopted International Financial Reporting Standards (IFRS) as the financial reporting framework for all listed entities, banks, insurance companies and state own enterprises. In addition, ICAG is in the course of adopting the IFRS for Small and Medium Enterprises (SMEs) for SMEs.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Adoption of the IFRS for SMEs</i>					
67.	1 January 2007	Provide comments on the International Accounting Standards Board (IASB) Discussion Papers and EDs (on a regular basis) on new and revised IFRSs.	Ongoing – At least 8 EDs are commented on every year since 2014.	Chairman of TRC	Practice Society
68.	1 August 2010	Hold seminar to raise awareness about the need to adopt the IFRS for SMEs.	Completed	CEO / Chairman TRC	Experts from the Accounting Firms
69.	1 August 2010	Distribute copies of the IFRS for SMEs to members.	Completed	CEO / Chairman TRC	Experts from the Accounting Firms
70.	January 2012	Official announcement of adoption of IFRS for SMEs as the financial reporting framework for SMEs.	Completed	CEO / Chairman PSEC	Experts from the Accounting Firms
<i>Assist ICAG Members with the Implementation of the Standards</i>					
71.	1 September 2010	Organize seminars and MCPD courses to educate members and other users on the contents and application of the IFRS, including the IFRS for SMEs.	Ongoing	CEO/Chairman TRC	Experts from the Accounting Firms
<i>Monitoring IFRS Adoption</i>					
72.	1 January 2008	Examine financial statements presented by the entities to assess the extent of compliance.	Ongoing	Chairman TRC	External Auditors of the entities / TRC / Regulatory Bodies

#	Start Date	Actions	Completion Date	Responsibility	Resource
73.	1 March 2011	Constitute teams to monitor compliance. Teams consisting of preparers, users and auditors of financial statements are created to suite specific industrial practices. Such teams would undertake on-site inspection and monitoring processes and necessary technical advice to ensure successful implementation of the standards.	Ongoing	CEO / Chairman TRC	Experts from the Accounting Firms
<i>Review of ICAG's Compliance Information</i>					
74.	Ongoing	Perform periodic review of ICAG's response to the IFAC self assessment questionnaire, and update section relevant to SMO 7 as necessary. Once updated, inform IFAC Compliance staff in order for them to republish updated information.	Ongoing	CEO	CEO