

Mrs. Alta Prinsloo
Executive Director
IFAC
529 5th Avenue
New York, New York 10017

Brussels, 12th of March 2020

Uw ref.: -
Onze ref.: -
Contact: Alexis de Biolley – Public Affairs
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Dear Ms. Prinsloo,

Subject: Letter to Confirm Institutional Support for the SMO Action Plan

This letter is to confirm that the executive committee of the Belgian Institute of Accountants and Tax Advisors (IEC-IAB) has reviewed the information contained in the SMO Action Plan prepared by IEC-IAB as part of the IFAC Member Compliance Program and will provide institutional support for its implementation.

On behalf of the leadership of the Belgian Institute of Accountants and Tax Advisors, I endorse publication of the SMO Action Plan on the IFAC website in the interests of transparency and to demonstrate our commitment to enhancing the quality and credibility of the accountancy profession worldwide.

Sincerely,



Bart Van Coile
President
Belgian Institute of Accountants
and Tax Advisors

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 a 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

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|------------------------------------|---|
| IFAC Member: | Institut des Experts-comptables et des Conseils fiscaux – Instituut van de Accountants en de Belastingconsulenten (IEC – IAB) |
| Approved by Governing Body: | Executive Committee of the Board on the 11 th of March 2020 |
| Original Publish Date: | April 2011 |
| Last Updated: | February 2020 |
| Next Update: | February 2023 |

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.

Preliminary Note: IEC - IAB is in the process of merging with the Professional Institute of registered bookkeepers and registered tax (fiscal) bookkeepers. This merger has been enacted through the Law of 17 March 2019 relating to the professions of accountant and of tax advisor, published on 27 March 2019 in the Belgian Official Gazette. This law includes the creation of a new Institute called Belgian Institute for tax advisors and accountants.

Due to the modalities of this merger that will be spread over a period of time (including the organization of the new Institute referred to above) and due to the fact that several new Royal Decrees executing the said law will be issued in the coming months, the update of this action plan is still based on the pre-merger situation and will be as such the last Action plan in name of IEC-IAB. The Board of the new Institute has already taken on measures to further support the implementation of the SMO's including a dedicated committee and staff member for the implementation of international standards.

GLOSSARY

| | |
|---------------------------|--|
| CPD | Continuing Professional Development |
| IAASB | International Auditing and Assurance Standards Board |
| IAESB | International Accounting Education Standards Board |
| IFRS | International Financial Reporting Standard |
| IPSAS | International Public Sector Accounting Standards |
| IPSASB | International Public Sector Accounting Standards Board |
| IRE | Institut des Réviseurs d'Entreprises |
| ISA | International Standards on Auditing |
| NASC | National Accounting Standard Commission |
| P&O Commission | Commission on Procedures and Organization |
| QA | Quality Assurance |
| SMO | Statement of Membership Obligation |

Action Plan Subject: SMO 1 Quality Assurance
Action Plan Objective: Continue to use best endeavors

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|---------------|---|---|--------------------------------|-----------------------------------|
| Background: | | | | | |
| <p>IAB/IEC has established a review system of the work of those of its members who provide audits for single financial statements - for example- within the framework of mergers, acquisitions or liquidations.</p> <p>In 2011, IAB/IEC started to elaborate and structure a review system of the organization and procedures adopted by its members in public practice. The above mentioned existing review system applicable to audits for single financial statements will continue to exist until the review system of the organization and procedures will be fully operational; it will then be combined with such new review system.</p> <p>In 2019, a Royal Decree had been adopted relating to the Quality Assurance review system of IAB/IEC (Royal Decree of the 9th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter, B.S. 20.12.2019).</p> | | | | | |
| Formalizing Procedures on the Organization of IAB/IEC Members' Practices | | | | | |
| 1. | 2008 | The Board of IEC appointed a Commission on Procedures and Organization (P&O Commission) with the mission of developing a manual of procedures on the organization of IAB/IEC Members' Practices. | September 2012 Completed | Board of IAB/IEC | Staff of IAB/IEC |
| 2. | 2008 | P&O Commission to develop draft procedures and organization manual. Meetings take place on average every month as from September 2008 through December 2010. | January 2011 through September 2012 Completed | P&O Commission | Deputy General Manager of IAB/IEC |
| 3. | February 2010 | Submission of draft procedures and organization manual to the Board for approval. | September 2012 Completed | P&O Commission | Deputy General Manager of IAB/IEC |
| 4. | April 2010 | Release of the manual of procedures and organization. The publication process started in March 2011 and, as of March 2014, has been completed for approximately 70%. The remaining sections will be released by October 2014. | April 2011 through October 2014 Completed | Executive Committee of IAB/IEC | Staff of IAB/IEC |
| 5. | 2015 | Launch of a new online tool: "BeExcellent" containing several tools helping members to better manage the implementation of the manual referred to above as well as new tools such as information and | Completed and ongoing | Executive Committee of IAB/IEC | Staff and members of IAB/IEC |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--|-------------------------|---|------------------------------------|---|---|
| | | guidance relating to compliance with the anti-money laundering legislation | | | |
| 6. | December 2016 | Establishment of the « BeExcellent » commission composed by a team of experts appointed by the Board of IAB/IEC in November 2016. Its objective is to provide technical and practical support to the members through which many accountancy firms will work with adequate tools in order: <ul style="list-style-type: none"> • to facilitate the daily performance of client engagements in areas such as tax, accounting or company law and • to improve and optimize the organization of the accounting and of the tax firms. | Completed and ongoing | Quality Review Commission and Board of IAB/IEC | Staff and members of IAB/IEC |
| Reviewing Practice Review System in Accordance with SMO 1 | | | | | |
| 7. | 1/1/2009 and March 2014 | Perform Review SMO 1 and of revised SMO 1. | 30/6/2009 and March 2014 Completed | Chairman and Secretary/ Treasurer | Deputy General Manager of the Institute and Representative of the Board for International Affairs |
| 8. | May 2009 | Plan to put the point “review of SMO1” on the agenda of the Executive Committee in June 2011. | 30/09/2011 Completed | Secretary/ Treasurer | Deputy General Manager of the Institute |
| 9. | June 2009 | Discuss with the Executive Committee results of the review of SMO1 and related actions to be planned. Agree timetable to further develop action plan in this respect. | 30/10/2011 Completed | Secretary/ Treasurer | Deputy General Manager of the Institute |
| 10. | August 2011 | Preparation, discussion and approval by the Board of IAB/IEC of the standard on quality review, incorporating therein relevant elements of SMO1. | March 2012 Completed | Board of IEC and Executive Committee of the Board | Staff of IAB/IEC |
| 11. | January 2012 | Call for candidacies, review of candidacies received and appointment of the President, Deputy President, members and observers of the Quality Review Commission (QRC) by the Board of IAB/IEC. | May 2012 Completed | Board of IAB/IEC and Executive Committee of the Board | Staff of IAB/IEC |
| 12. | April 2012 | Submission of standard on quality review to the High Council for the Economic Professions (HCEP) and receipt of comments. | April 2012 Completed | Executive Committee of the Board | Staff of IAB/IEC |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|-----|---------------|--|--|--------------------------|------------------|
| 13. | May 2012 | Review of the standard on quality review by the Board of IAB/IEC as a result of comments raised by the HCEP and final approval of the said standard. | May 2012 Completed | Board of IAB/IEC | Staff of IAB/IEC |
| 14. | June 2012 | Start of activities of the QRC and drafting of the tools required in order to implement the Quality Review process. Tools released in 2013: preliminary questionnaires approved by the Board in January 2013, draft review questionnaires for pilot phase approved by the Board in August 2013. Tools in preparation: draft quality review report, manual and guidance for reviewers. | March 2013 through December 2014 (see below : pilot phase) Completed | QRC and Board of IAB/IEC | Staff of IAB/IEC |
| 15. | November 2012 | Road show throughout the country in order to further inform the members about the Quality Review process as well as about other current developments (such as, for example, anti-money laundering legislation/regulations). | March 2013 Completed | QRC and Board of IAB/IEC | Staff of IAB/IEC |
| 16. | December 2012 | Selection process and appointment of quality reviewers: <ul style="list-style-type: none"> • December 2012: call for candidates; • December 2012: set-up of interview procedures and documents, with assistance of outside consultants; • March through June 2013, interviews of candidates reviewers; • June 2013: approval of list of reviewers by the QRC; • July 2013: approval of list of reviewers by the Board of IAB/IEC. | July 2013 Completed | QRC and Board of IAB/IEC | Staff of IAB/IEC |
| 17. | May 2013 | Pilot phase of implementation of Quality Review process: <ul style="list-style-type: none"> • June-September 2013: design and development of training program for quality reviewers; • October 2013: first session of training program (2 days) for quality reviewers; • January 2014: release of first Newsletter for quality reviewers; • January 2014 through December 2014: planning and implementation of pilot reviews; • February 2014 through December 2014; design and development of training program that will be compulsory in 2015 for IEC member practices that ask for postponement of their quality review. | December 2014 Completed | QRC and Board of IAB/IEC | Staff of IAB/IEC |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|-----|------------------------------------|---|-----------------|---|--|
| | | <ul style="list-style-type: none"> • 102 members in public practice reviewed as part of the pilot phase. • October 2014: official launch of the “BeExcellent”: interactive platform containing the necessary tools made available to the members in order for them to be prepared for the quality reviews, as well as the Manual of Organization and Procedures. | | | |
| 18. | January 2015 Through December 2018 | <p>2015: Start of the Quality Review process: 218 inspections - final outcome reached for 90 members.</p> <p>2016: 250 inspections - final outcome reached for 287 members.</p> <p>2017: 489 inspections – final outcome reached for 212 members.</p> <p>2018: 861 inspections – final outcome reached for 561 members.</p> | Ongoing | QRC and Board of IAB/IEC | Staff of IAB/IEC |
| 19. | 9 December 2019 | <p>A Royal Decree had been adopted relating to the Quality Assurance review system of IAB/IEC (Koninklijk Besluit tot vastlegging van een reglement inzake de kwaliteitstoetsing van de externe leden van het Instituut van de accountants en de belastingconsulenten en tot nadere regeling van het gebruik van de opdrachtbrief, B.S. 20.12.2019).</p> <p>This Royal Decree regulatory formalizes the Quality Review process.</p> | Completed | Approval by the competent Minister and publication in the Belgian Official Gazette. | Quality Review Commission and Board of IAB/IEC |

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>IAB/IEC has established a review system of the work of those of its members who provide audits for single financial statements - for example- within the framework of mergers, acquisitions or liquidations.</p> <p>This review system is in addition to the general Quality Assurance review system.</p> |
| <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>Article 2 of the Royal Decree of the 9th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter</p> |
| <p>3. Most up to date versions of ISQC 1 and other relevant ISAs are adopted as the quality control standards.</p> | | | P | <p>Most requirements of ISQC1 have been adopted within the framework of the obligations members have regarding to the organization of their firm, as reviewed within the Quality Assurance review system of IAB/IEC. Legal base: the Royal Decree of the 9th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter</p> <p>Elaboration of a common standard elaborated by IEC/IAB and IRE/IBR concerning contractual audits of SMEs and of small Not for Profit (International) Associations and foundations and special engagements reserved by law and shared by auditors and accountants for SMEs and small Not for Profit (International) Associations and foundations.</p> |

| Requirements | Y | N | Partially | Comments |
|--|----------|----------|------------------------|--|
| 4. Member Body assists firms in understanding the objectives of quality control and in implementing and maintaining appropriate systems of quality control. | Y | | | |
| Review cycle | | | | |
| 5. A cycle-based, risk-based, or a mixed approach for selecting firms for QA review is used. | Y | | | |
| 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 – 7 years | Current cycle duration is 7 years by article 2 of the Royal Decree of the 9 th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter. |
| QA Review Team | | | | |
| 7. Independence of the QA Team is assessed and documented. | Y | | | Relevant provisions are stipulated in articles 4 and 5 of the Royal Decree of the 9 th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter. |
| 8. QA Team possesses appropriate levels of expertise. | Y | | | Structured recruiting process of reviewers and specific training is provided to the reviewers by IEC-IAB. |
| Reporting | | | | |
| 9. Documentation of evidence supporting the quality control review report is required. | Y | | | |

| Requirements | Y | N | Partially | Comments |
|--|---|---|--|--|
| 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 | | | If serious breaches compared to the quality standards are noted during the quality review and if no corrective action is taken during the period granted by the Board of IEC-IAB, the member is referred to the Disciplinary Commission chaired by a professional judge. |
| 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. | Y | | | The QA review has been based on a the Royal Decree of the 9 th of December 2019 concerning a regulation relating to the quality review of external members of the Institute of Accountants and Tax Advisors and concerning the terms of use of the engagement letter. |
| Regular review of implementation and effectiveness | | | | |
| 14. Regular reviews of implementation and effectiveness of the system are performed. | | | Partially: see comments | There is no external oversight review by a governmental body but the Board of IEC-IAB monitors the implementation and the effectiveness of the system, which is still in its first cycle. |

Action Plan Subject: SMO 2 International Education Standards for Professional Accountants and Other Pronouncements issued by the IAESB
Action Plan Objective: Continue to use best endeavors

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--|------------|--|--------------------|---|--|
| Background: | | | | | |
| <p>IAB/IEC adopts educational requirements in accordance with the law (Law of April 22, 1999 and Royal Decree of April 8, 2003). Candidates for IAB/IEC membership are required to hold either a University Degree (not necessarily in accounting) or a bachelor degree (3 years) in accountancy & tax, complete entrance examinations, spend a three-year period of practical experience as trainees and pass a final assessment. Pursuant to the law of June 2, 2013 amending the said law of April 22, 1999, candidates for IAB/IEC membership holding the same degrees as indicated above, may also apply without completing the entrance examinations if they demonstrate at least 7 years of relevant experience in accountancy and tax activities as defined in the law and if they pass the final assessment referred to above.</p> <p>In addition, there is a requirement for IAB/IEC members to obtain 120 hours of Continuing Professional Development (CPD) over a three-year rolling period. Compliance with the CPD requirements is monitored. Members of IAB/IEC have to report yearly on the learning and development activities they undertook. Disciplinary action is taken in case of non compliance with the educational requirements. Compliance with these requirements is also monitored within the framework of the Quality review and within the framework of a disciplinary investigation. Breaches on these requirements are sanctioned by the Disciplinary courts.</p> | | | | | |
| Development of a New Standard of Continuous Professional Development | | | | | |
| 1. | 2008 | <p>Appointment of a CPD working party by the Board.</p> <p>The working party is composed of 12 members of the Institute, chaired by 2 members of the Board (1 French speaking and 1 Dutch speaking) and was appointed by the Board. Its mission is to develop a revised CPD standard taking into account the contents of International Accounting Education Standards Board (IAESB) pronouncements and to submit the standard to the Board as well as to the High Council for Economic Professions (oversight regulatory body) for approval.</p> | 2009 Completed | Chairman of the IAB/IEC and the other members of the Board | Members of the Board and volunteers among members of the Institute |
| 2. | 2008 | CPD working group drafted the revised CPD standard taking into account the IAESB pronouncements. | May 2009 Completed | Chairpersons of the CPD working party and CPD working party | Chairpersons of the CPD working party and personnel of the Institute |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--|-------------------|--|------------------------------|--|--|
| 3. | 2008 | Presentation of draft of revised standard to the Board and discussion. | 07/07/2008 Completed | Chairman of IAB/IEC, Mr. A. Bert and the rest of the Board | Chairpersons of the CPD working party and personnel of Institute |
| 4. | Idem | Discussion about the draft of revised standard and approval by the Board. | Feb.2009 Completed | Board | Chairpersons of the CPD working party and personnel of Institute |
| 5. | Idem | Submission of draft revised standard to the High Council for Economic Professions. | Sept.2008 Completed | Chairman of Institute | General Manager of Institute |
| 6. | Idem | Contacts and discussion with High Council for Economic Professions. | 19/11/2008 Completed | Idem | General Manager of Institute |
| 7. | Idem | Approval received by letter from the High Council for Economic Professions. | 29/01/2009 Completed | High Council for Economic Professions | Secretariat of High Council for Economic Professions |
| <i>Publishing Revised Standard and Raising Member's Awareness</i> | | | | | |
| 8. | 2009 | Publication of revised standard on the website of IAB/IEC. Date of entry into force: CPD activities as from 1 st September 2009 (first period: 1/9/2009 through 31/12/2010). | Feb.2009 Completed | General Manager of the Institute | ICT department of the Institute |
| 9. | 12/2/2009 | Inclusion of presentation of revised CPD standard in the program of the 11 local information sessions organized by IAB/IEC throughout the country, in order to brief its members on various tools recently developed by the Institute. Those 11 sessions were attended, in total, by 2 800 members (out of a total of 7000 members and 1500 trainees). | Completed 26/3/2009 | Board and Executive Committee | Deputy General Manager of Institute, chairpersons and members of the CPD working party |
| <i>Implementation of Revised CPD Standard</i> | | | | | |
| 10. | 2008 | Appointment of CPD Commission by the Board. | 2009 Completed | Board | General Manager of Institute |
| 11. | Idem | Approval of application form for CPD providers. | Idem | Board | General Manager of Institute |
| 12. | April 2009 | CPD Commission to analyze the application received from CPD operators and from other providers of CPD programs. | On-going since April 2009 | Chairpersons of CPD Commission and CPD Commission | Staff member of Institute |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----------|------------------------|---|---|---|--|
| 13. | October 2009 | CPD Commission to monitor the development of the “on-line” CPD reporting system. | 29/12/2009 Completed | Chairpersons of CPD Commission and CPD Commission | IT responsible of Institute + external IT consultant |
| 14. | November 2009 | CPD Commission meets periodically (based on volume of applications received), reviews the applications received regarding the CPD programs and approves operators or programs meeting the requirements. | Ongoing | Chairpersons of CPD Commission and CPD Commission | Staff of IAB/IEC |
| 15. | October 2009 | CPD Commission reviews compliance of members with former CPD standard by analyzing the CPD reports to be filed by the members in September 2009 and consults with the Board in order to take follow-up measures concerning non-compliant members. | Completed March 2010 | Chairpersons of CPD Commission and CPD Commission | Staff of IAB/IEC |
| 16. | March 2011 | As from the expiration of the due date foreseen for filing of the annual CPD report by the members of IAB/IEC (28/2/2011), CPD Commission reviews compliance of members with new CPD standard (first period of implementation 1/9/2009 through 31/12/2010) and takes ad hoc follow-up/reminders measures. | Completed between March 2011 and October 2011 : reminders, hearing of non-compliant members, etc. | CPD Commission | Staff of IAB/IEC |
| 17. | March 2011 | CPD Commission applies sanctions foreseen in new CPD standard, i.e. referral to the disciplinary commission of IAB/IEC through decision to be taken by the Board of IAB/IEC. | Completed in November 2011 (decision of the Board re referral to the disciplinary commission of IAB/IEC) based on reporting from members for 2010 | CPD Commission and Board of IAB/IEC | Staff of IAB/IEC |
| 18. | As from 2012 - ongoing | As from the expiration of the due date foreseen for filing of the annual CPD report by the members of IAB/IEC, CPD Commission reviews compliance of members with the CPD standard and takes ad hoc follow-up/reminders measures. | Ongoing | CPD Commission and Board of IAB/IEC | Staff of IAB/IEC |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---------------------------------------|----------------------------------|--|--|---|-------------------------------------|
| 19. | As from 2012 – ongoing | <p>CPD Commission applies sanctions foreseen in CPD standard, i.e. referral to the disciplinary commission of IAB/IEC through decision to be taken by the Board of IAB/IEC.</p> <p>Types of sanctions applied by the disciplinary commission: warning, summon (réprimande/berisping), suspension for maximum 1 year, exclusion from membership of IEC/IAB and hence, for accountants, prohibition to perform bookkeeping services for third parties and several other accountancy engagements that are protected by a legal monopoly. Financial penalties through the payment of contributions in the costs of the legal procedure based on the number of proven complaints.</p> | Based on reporting from members for 2012, referrals by the Board to the disciplinary commission were made in October and November 2013. Ongoing | CPD Commission and Board of IAB/IEC | Staff of IAB/IEC |
| Revision of 2009 CPD Standards | | | | | |
| 20. | 26/3/2012 | Approval of the draft of the revised CPD Standard and submission of such draft to the High Council for the Economic Professions (HCEP). | March 2012 Completed | Board and Executive Committee of the Board | CPD Commission |
| 21. | 26/3/2012 | Follow-up with the HCEP for approval of the revised CPD Standard. | May 2012 through December 2012 Completed | Board and Executive Committee of the Board | General Manager of IEC |
| 22. | 26/3/2012 through March 2013 | Communication with the members of IAB/IEC regarding the changes in the CPD Standard and the application of the upcoming revised CPD Standard. | March 2013 Completed | CPD Commission and Executive Committee of the Board | CPD Commission and staff of IAB/IEC |
| 23. | 3/9/2012 | Approval and release of revised (2012) CPD Standard by the IAB/IEC Board effective as from January 1, 2013. | September 2012 Completed | Board and CPD Commission | CPD Commission and staff of IAB/IEC |
| 24. | December 2012 through March 2013 | Inclusion of presentation of revised CPD standard in the program of the 11 local information sessions held throughout the country between December 2012 and March 2013. Those 11 sessions were attended, in total, by more than 2 000 members and trainees (out of a total of 6 300 members and 1 500 trainees). | March 2013 Completed | Board and Executive Committee of the Board | Management and Staff of IAB/IEC |
| Maintaining Ongoing Processes | | | | | |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----------|------------------------------|--|------------------------|--|--|
| 25. | January 2010 - ongoing | Monitor new and revised standards of the IAESB and incorporate them into the education program for both candidates (i.e. trainees) and members | Ongoing | Representative of the Board for International Affairs Commission for permanent education under supervision of the Board of IEC/IAB | Members of the Permanent Education Commission and Staff of IEC/IAB |
| 26. | Since January 2015 - ongoing | Compliance with the permanent education requirements are checked during the quality reviews performed by the Quality Review Commission, which is reporting to the Board of the Institute. Compliance is also monitored within the framework of disciplinary investigation. | Ongoing. | Board of IEC/IAB | Members of the Quality Review Commission and staff of IEC/IAB |

Action Plan Subject: SMO 3 International Standards and Other Pronouncements Issued by the IAASB
Action Plan Objective: Continue to use best endeavors

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|------------|---|---|---------------------|---|
| <p>Background: Members of IAB/IEC are legally authorized (as are members of IBR/IRE) to perform audits for single financial statements - for example- within the framework of mergers, acquisitions or liquidations.</p> <p>Therefore – with the exception of statutory audit – IAB/IEC as well as IBR/IRE are both responsible for adopting the standards related to these audits. has established a review system of the work of those of its members who provide audits for single financial statements.</p> <p>The professional body has implemented the adoption of the International Standards as an objective and a priority.</p> | | | | | |
| <p>Review of IEC's Compliance Information Promoting Ongoing Convergence with IAASB Pronouncements</p> | | | | | |
| 1. | 1/1/2009 | <p>IAB/IEC will continue to use its best endeavors to promote ongoing convergence with current IAASB pronouncements to IRE and support the implementation of the standards.</p> <p>This can only be done in the areas for which common commissions or workgroups are established with IBR/IRE in order to work on common projects.</p> | Ongoing | Executive Committee | IAB/IEC representatives in common commissions and workgroups with IBR/IRE |
| 2. | 1/10/2009 | <p>IAB/IEC will determine:</p> <ul style="list-style-type: none"> • In which areas, if any, it can effectively promote convergence with IAASB pronouncements. • How it can support implementation of the standards in the areas referred to above. • Examples: <ul style="list-style-type: none"> ○ Adoption of ISAs, compliance with International Standard on Quality Control1 (ISQC 1) through the Manual of Organization and Procedures for the SMPs. ○ Information of members about the revised ISRS 4410. | <p>31/12/2009</p> <p>Started in March 2011 and still in process: expected completion date: October 2014. See SMO1 p. 3 above.</p> | Executive Committee | Staff members of IAB/IEC |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----|------------|--|--|---|---|
| | | | Completed in September 2012 | | |
| 3. | 1/9/2010 | Promoting compliance with the provisions of ISQC1 through the Manual of Organization and Procedures for the SMPs | October 2012 – Completion in process: see above: expected date of final completion: October 2014 | Board of IAB/IEC | Staff of IAB/IEC and Commission on Procedures and Organization (P&O Commission) |
| 4. | March 2012 | Study and review revised International Standard on Related Services 4410 (ISRS) in order to determine its scope of application to the activities of the members and promote compliance with its provisions. Due to evolution in the legal requirements relating to some accountancy engagements, this matter is still under discussion in order to finalize the related guidance to the members. | December 2014 – | Board of IAB/IEC | Staff of IAB/IEC |
| 5. | Maart 2016 | Adoption of a common standard elaborated by IEC/IAB, IBR/IRE and BIBF/IPCF within the framework of the new law on the continuity of businesses. The abovementioned law implemented a new assignment for professional accountants. As this legal assignment has been qualified as a compilation assignment, the common standard has implemented the requirements prescribed by ISRS 4410. This standard has been adopted by the Board of IAB/IEC March 1, 2016, has been approved by the High Council for Economic Professions on March 16, 2016 and approved by the competent Minister on May 30, 2016. | Mach 2015 | Board of IAB/IEC Board of IBR/IRE Board of BIBF/IPCF High Council for Economic Professions | Staff of IAB/IEC |
| 6. | 2018 | Elaboration of a common standard elaborated by IEC/IAB and IRE/IBR concerning contractual audits of SMEs and of small Not for Profit (International) Associations and foundations and special engagements reserved by law and shared by auditors and accountants for SMEs and small Not for Profit (International) Associations and foundations. | March 2019 – approval by the competent Minister and publication in the Belgian Official Gazette. | Board of IEC/IAB | Commissions of IEC/IAB and of IRE/IBR dealing with the elaboration of professional standards. |

Action Plan Subject: SMO 4 IESBA Code of Ethics for Professional Accountants
Action Plan Objective: Implementation of the IESBA Code

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--|------------|---|--|---|---|
| Background: | | | | | |
| Ethical requirements are set in law (Laws April 22, 1999) as well as in a Royal Decree (Royal Decree of March 1, 1998) and by IEC itself with regards to its members. The professional body has implemented convergence with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics as an objective and has developed its ethical requirements with a process to eliminate differences to the IESBA Code. IAB/IEC regularly communicates the ethical requirements to its members and is planning to promote the adoption of the revised IESBA Code of Ethics to the Government. | | | | | |
| Promoting the Adoption of the IESBA Revised Code of Ethics | | | | | |
| 1. | 1/5/2009 | <p>Confirm to IFAC that the IESBA Code of Ethics has been incorporated into the draft of the new IEC code of deontology. Describe the nature of modifications made to the requirements of the IESBA Code including those to address different requirements established by local laws.</p> <p>The promulgation of a new Code of Ethics for Accountants and for Tax Advisers in Belgium requires a Royal Decree and hence action from the Belgian Government. A draft Code of Ethics had been prepared by IAB/IEC in 2006/2007 and it is in process of being updated in order to take into account the provisions of the Code of Ethics issued in July 2009. Discussions have been held in this respect with a representative of the High Council for the Economic Professions (HCEP). Such draft will have to be approved by the Board of IAB/IEC and then it will be submitted for comments to the High Council for the Economic Professions (HCEP) before being examined by the two competent ministers. It is not until this process will be completed that it can be submitted to the Government for approval and to the King for promulgation. Beyond the preparation of the draft of such Code of Ethics, the rest of the process is not under control of IAB/IEC.</p> | Estimated (revised) : between April 2014 and December 2015 | Board of IAB/IEC and Belgian Government | Staff of IAB/IEC and Commission dealing with deontology matters |
| Supporting Implementation of the Code of Ethics | | | | | |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----|---|--|---|---|---|
| 2. | To be set when the Code is included in new Royal Decree on Ethics | <p>Develop activities to support implementation of the ethical requirements: the deployment of such activities will depend on the date of approval of the draft Royal Decree containing the new IAB/IEC code of deontology: this process under the responsibility of two Ministers' cabinets.</p> <p>Example of activities: seminar, issuance of practical guidance regarding the updated legal stipulations.</p> | To be set when the Code is included in new Royal Decree on Ethics | Executive Committee | Commission dealing with deontology matters |
| 3. | 1/10/2009 | <p>Undertake additional activities to assist with the implementation of the standards:</p> <ul style="list-style-type: none"> • Review IAB/IEC's continuing education program and determine how to include courses on the revised IESBA Code requirements. • Review the Ethics Education Toolkit issued by the IAESB containing useful guidance relating to ethics education. | To be set when the Code is included in new Royal Decree on Ethics | Executive Committee | Commission dealing with Continuous Professional Development (CPD) |
| 4. | 2015 - April 2019 | <p>Some examples of specific actions taken by the Institute are as follows :</p> <ul style="list-style-type: none"> • training activities, including ethics based on the legal provisions currently in force, are presently deployed in the framework of the quality review process but for the upcoming Code, as explained hereafter since the draft Royal Decree is "on hold" with the authorities, IEC cannot proceed further. • the quality review questionnaires containing some specific sections relating to the currently applicable Ethical Standards (including Anti Money Laundering provisions) are published for the members and they are regularly encouraged to carry out self-assessments in order to determine to what extent they are in compliance with the current ethical requirements and this in anticipation of the quality review that they either are undergoing or will be undergoing. <p>The elaboration of the new Code of Ethics is still in process and will have to be approved by the relevant Ministers. The process will probably still take more time as a result of the ongoing merger between the IEC/IAB and the Institute of registered bookkeepers and registered tax (fiscal) bookkeepers.</p> | ongoing | Board of IEC/IAB and Belgian Government | Legal Department of IEC/IAB. |

Action Plan Subject: SMO 5 International Public Sector Accounting Standards and Other Pronouncements Issued by the IPSASB
Action Plan Objective: Promoting the Use of IPSASs

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|------------|---|--|---|---|
| Background: | | | | | |
| <p>The Government is responsible for the adoption of public sector accounting standards in Belgium. International Public Sector Accounting Standards (IPSASs) have not yet been adopted. However, the Federal Government as well as the Regional Governments (Brussels, Flanders and Wallonia) have launched various projects aiming at the adoption of new accounting systems, taking into account various developments at national and international level, including the IPSASs.</p> | | | | | |
| Promoting the Use of IPSASs to the Government | | | | | |
| 1. | 1/5/2009 | Determine which Government representatives should be approached by IEC and establish contact with them and provide them with information regarding IPSASs. | 31/12/2009 Completed | Executive Committee | Executive Committee and General Manager of IAB/IEC. |
| 2. | 1/5/2009 | <p>Make the Government aware of existing IPSASs and the International Public Sector Accounting Standards Board (IPSASB) activities. The person responsible for this project in the Belgian Federal Government has been identified and a meeting took place with person in September 2011.</p> <p>There are currently no other activities planned in this respect at the level of IEC because the three regions and the Federal Government are taking various actions in order to change their accounting system and the IEC-IAB has no control on this process.</p> <p>Government of the Flemish Region: adopted a Decree in June 2010, modified in 2012 and applicable as from January 1, 2014: the Flemish regional Government has taken the IPSAS into account during the preparation of such Decree. Federal Government, Government of the Region of Brussels-Capital and Government of the Walloon Region: new legislation in this respect is in the process of elaboration, the details of which exceed the scope of this action plan.</p> | 31/12/2009 Completed 31/12/2011 Completed | Member of the Board of IEC dealing with international relations, on behalf of the Executive Committee | Member of the Board of IEC dealing with international relations |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----------|-------------------|--|----------------------------|---|------------------|
| 3. | July 2013 | <p>The Board of IAB/IEC has decided, during its strategic meeting, to set up, together with IRE, a Commission dealing with Public Accounting matters. The main objectives of such Commission will be:</p> <ul style="list-style-type: none"> • to follow-up closely with the various levels of governmental authorities, about the state of implementation of IPSAS and of the upcoming EPSAS (European Public Standards of Accounting) • to ensure that the know-how and experience of accountants are taken into account by the public entities for assistance in their transition process from “cash accounting” to “accrual basis accounting”. | December 2014 Completed | Board of IAB/IEC and Executive Committee of the Board | Staff of IAB/IEC |
| 4. | 2019 | <p>A new set of political priorities has been issued by the board. One of these is to promote the work of accountants in the public sector. These priorities are getting finalized and will be starting point for a round of political meetings across the country.</p> | 2023 | Board of IAB/IEC and Executive Committee of the Board | Staff of IAB/IEC |

Action Plan Subject: SMO 6 Investigation and Discipline (I&D)
Action Plan Objective: Continuous Development of Investigation and Disciplinary System

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|------------|---|--|---------------------|---|
| Background: | | | | | |
| <p><i>IAB/IEC</i> has responsibility for implementing mechanisms for investigating & disciplining (I&D) its members for misconduct and failure to meet the rules, in accordance with the Law of April 22, 1999. IAB/IEC I&D system incorporates the main requirements of SMO 6 but the law contains a limitative enumeration of sanctions that can be taken by the Discipline Committee against IAB/IEC members. Such enumeration, contained in the law, does not include fines: therefore, the IAB/IEC Discipline Committee cannot impose fines. The professional body regularly communicates the ethical requirements and I&D rules to its members. However, the Law of April 22, 1999 mentioned above was amended by the law of January 15, 2014 (published on February 3, 2014), as follows: each final decision of the Discipline Committee and of the Committee of Appeal (against decisions of the Discipline Committee) entails the recovery of procedural costs, to be paid by the members of IAB/IEC sanctioned by such Committees.</p> | | | | | |
| Promoting Further Compliance with SMO 6 with the Belgian Government in Belgian Investigation and Discipline legal provisions | | | | | |
| 1. | 1/10/2009 | Determine feasibility of amending the law of April 22, 1999 in order to allow the IAB/IEC Discipline Committee to impose fines for breach of the rules. Discuss the matter with the two cabinet representatives of the two Ministers whose areas of responsibilities include IAB/IEC affairs. This process is not entirely under control of <i>IAB/IEC</i> . | Revised estimate: April 2014 Completed | Executive Committee | Executive Committee and General Manager of <i>IAB/IEC</i> |
| 2. | 1/9/2012 | Request the implementation of financial penalties in liaison with the disciplinary sanctions pronounced by the Discipline Committee and the Committee of Appeal. This has been achieved through the promulgation of the Law of January 15, 2014 (see above: background). | January 2014 Completed | Executive Committee | Executive Committee, General Manager and Legal Department |
| Maintaining Ongoing Convergence | | | | | |
| 3. | 1/1/2011 | IAB/IEC will continue to inform its members about the I&D Rules. This is achieved namely: <ul style="list-style-type: none"> • through the annual reports issued by the Institute to its members, as well as • during the various presentations made during the annual General Assembly and | Ongoing | Executive Committee | Legal Department |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|------------|---|-----------------|----------------|----------|
| | | <ul style="list-style-type: none"> by the vote, each year during the general assembly, on the financial contributions to the costs of the I & D procedures, charged to the members who are sanctioned by the I & D Commission. | | | |

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 | | | Law of April 22, 1999 relating to the professional discipline of accountants and of tax Advisors. |
| 2. Information about the types of misconduct which may bring about investigative actions is publicly available. | Y | | | See law referred to above. |
| 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 | | | See comments above re Main Requirements, nrs. 11 and 12 of SMO1 above. These comments are repeated below for convenience of reading. 1. Reviewed firms/partners are required to make timely adjustments to meet recommendations from the review report. 2. If serious breaches compared to the quality standards are noted during the quality review and if no corrective action is taken during the period granted by the Board of |

| Requirements | Y | N | Partially | Comments |
|---|---|---|-----------|---|
| | | | | IEC-IAB, the member is referred to the Disciplinary Commission (chaired by a professional judge). |
| Investigative process 5. A committee or similar body exists for performing investigations. | Y | | | a) The investigations prior to the referral of the cases to the Disciplinary Commission (see below) are carried out by the legal department of the IEC-IAB under supervision of the Board. The Board decides whether or not the cases must be referred to the Disciplinary Commission. b) Law of April 22, 1999 relating to the professional discipline of accountants and of tax Advisors: Disciplinary Commission (chaired by a professional judge). |
| 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 | | | See above: Disciplinary Commission chaired by a professional judge. |
| 8. Members of the committee/entity include professional accountants as well as non-accountants. | Y | | | Law of 22 April 1999 relating to the professional discipline of accountants and of tax Advisors. |
| 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 | Y | | | The sanctions foreseen in the law of 22 April 1999 are: warning, reprimand (admonition), prohibition of carrying out some specific engagements, suspension for maximum one year, exclusion from membership. The law of 17 March 2019 contains also fines as possible sanctions. |

| Requirements | Y | N | Partially | Comments |
|--|----------|----------|------------------|--|
| practicing rights; and (c) exclusion from membership. | | | | |
| Rights of representation and appeal 11. A third appeals body exists which is separate from both the disciplinary committee and investigative committee. | Y | | | Law of 22 April 1999 relating to the professional discipline of accountants and of tax Advisors. |
| Administrative Processes 12. Timeframe targets for disposal of all cases are set. | Y | | | There are no maximum delays foreseen for the investigation stage of the process by the Board of IEC-IAB, nor for the time to be spent by the Disciplinary Commission before the pronouncement of a sanction but undue delays in the disposal of a case could give raise to proceedings in front of a Court, based on the general principles of law, including “the principles of good administration and fair procedure” which can be invoked by the incriminated party. |
| 13. Tracking mechanisms to monitor progress in investigation and discipline and related procedures are established. | Y | | | |
| 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 | | | |
| 16. A process for the independent review of complaints on which there was no follow-up is established. | | | √ | Apart from the reference of such cases to a court based on the general principles of law referred to above, there is no specific other measure foreseen with respect to the |

| Requirements | Y | N | Partially | Comments |
|---|---|---|-----------|---|
| | | | | question raised, in the legislation governing the accountancy professions. |
| 17. The results of the investigative and disciplinary proceedings are made available to the public. | | | √ | Not in all cases, (for privacy reasons) but only if the sanction is the expulsion of the accountant or the tax consultant from IEC-IAB, in which case his/her name will no longer be found on the members' list available on the website of IEC-IAB. |
| Liaison with Outside Bodies 18. There is an appropriate process for liaison with outside bodies on possible involvement in serious crimes and offences. | Y | | | IEC-IAB is entitled by law to act in front of a Court as demanding as well as defending party. |
| Regular review of implementation and effectiveness 19. Regular review of implementation and effectiveness of the system are performed and corrective actions are implemented. | Y | | | IEC-IAB can liaise with the Minister of Economic Affairs and/or the Minister having the Small and Medium size enterprises in his competencies, in order to propose or request changes in the legislation governing the exercise of the activities, as well as the professional discipline of accountants or tax Advisors. |

Action Plan Subject: SMO 7 International Financial Reporting Standards and Other Pronouncements issued by the IASB
Action Plan Objective: Promoting Ongoing Convergence with IFRS

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---|------------|---|-------------------------|---|--|
| Background: | | | | | |
| <p>As endorsed by EU regulation and transposed in Belgium by the Royal Decree of December 4, 2003, International Financial Reporting Standards (IFRS) are adopted for the preparation of financial statements of listed entities. In accordance with the EU regulation, non-listed entities have the choice between using IFRS and the Belgian GAAP for the preparation of their financial statements. The National Accounting Standard Commission (NASC), which is accountable to the Ministry of Finance, is responsible for setting accounting standards and communicating them to the public. A member of the Board of IAB/ IEC is a member of NASC. As such, IAB/IEC takes an active role in participating in the activities of NASC and is using, whenever possible and appropriate, its best endeavors to assist NASC with the implementation of IFRS in Belgium and promote ongoing convergence with IFRS.</p> <p>IAB/IEC has indicated that it communicates on the development of IFRS through its website and magazine. IFRS have been translated in Dutch and French languages.</p> | | | | | |
| Continuing to Assist NASC in its Standard-setting Functions and Supporting the Implementation of the Standards | | | | | |
| 1. | Ongoing | Pursuant to the above and in the framework of the activities of NASC, IAB/IEC is assisting NASC in providing input to the IASB standard-setting process and to the EU enforcement activities regarding the use of IFRS in the EU . | Ongoing | Member of the Board of IAB/IEC being a member of NASC in liaison with Board of IAB/IEC | Member of the Board of IAB/IEC being a member of NASC |
| 2. | 1/7/2011 | Determine how IAB/IEC is informing and training its members in order to effectively support the implementation of the standards and report to IFAC accordingly. Activities to be considered by the Executive Committee with respect to such implementation: training, development or translation of guidance, general information about IFRS, etc. | Ongoing | Executive Committee | Executive Committee and General Manager of IAB/IEC |
| 3. | 30/8/2013 | Decision to set up a working group in order to closely follow-up on the works of NASC and to prepare drafts submissions to be examined by the Board of IAB/IEC, in answer to requests for comments on exposure drafts, issued by NASC. | December 2014 Completed | Board of IAB/IEC and Executive Committee | Staff of IAB/IEC |