ETHICS, AUDIT & ASSURANCE TECHNICAL ADVISORY GROUP

TERMS OF REFERENCE AND OPERATING PROCEDURES

Purpose

1. The purpose of the Ethics, Audit & Assurance Technical Advisory Group (EAA_TAG) is to support the Secretariat to implement PAFA's strategy as it relates to the development, adoption and implementation of international standards and best practices.

Responsibilities

2. The EAA_TAG is responsible for supporting the Secretariat–in the context of ethics, audit, and assurance with primary focus on the pronouncements of the International Ethics Standards Board for Accountants and International Auditing and Assurance Standards Board–by:

    2.1. Drawing on input from the Forum to Advance Technical Excellence in Africa to:

    a) Advise on the development of PAFA's strategy as it relates to the development, adoption and implementation of international standards and best practices.

    b) Advise on and support the Secretariat's technical excellence activities to implement the strategy.

    2.2. Contributing to activities to create awareness, influence the development, or support the adoption and implementation of relevant pronouncements, including events and tools such as Frequently Asked Questions.

    2.3. Contributing to activities aimed at strengthening Africa's voices in relevant regional and international structures by:

    a) Identifying ideal candidates to represent Africa in these structures.

    b) Informing participation in these structures.

    c) Contributing to consultations issued by these structures.

2.4.   Advising on thought leadership and research opportunities.

Composition and Membership

3.   The EAA_TAG is comprised of not less than 5 members. Members have relevant expertise and experience and are well suited to fulfil the responsibilities set out above. Members are diverse and geographically balanced.

4.   The Secretariat issues a call for nominations for membership on 1 July every year[14]. Such membership commences on 1 January in the following year.

5.   Until such time as PAFA has established a Nominating Committee, the Technical Director and chairperson and deputy chairperson of the Forum to Advance Technical Excellence in Africa (Nominations Panel) consider the nominations and identify a chairperson and members for recommendation to the Board.

Term of Office

6.   The members serve for three years, renewable once[15]. The chairperson serves for three years, renewable once (irrespective of his/her service as member).

7.   The Nominations Panel reviews the participation and contribution of individual members (with reference to their annual performance evaluations ̄ see paragraph 9) along with the overall membership size and composition as a basis for membership renewal. Vacancies arise when a member's term comes to an end, the member resigns or–based on the Nomination Panel's assessment–is no longer able to commit, participate, or contribute at the expected level. Members who wish to resign does so in writing to the Technical Director.

8.   Members promptly advise the Technical Director if their role and affiliation change.

Performance Evaluation

9.   The EAA_TAG evaluates its performance annually in the spirit of continuous improvement. In addition, the chairperson evaluates the performance of the members, and the members evaluate the performance of the chairperson on an annual basis.

Periodic Review of the Terms of Reference

10.   These terms of reference will be reviewed in 2024 and thereafter every three years.

Transitional Arrangements

11.   To establish the EAA_TAG, the Secretariat will issue a call for nominations for 2022 membership on 15 January 2022. The members will be selected and the EAA_TAG established by 1 April 2022.

12.   The first term of the members selected in 2022 will end on 31 December 2024. Their second term will be three years and staggered to ensure a one-third rotation every year. That is, one-third of the members will rotate off in 2025, 2026 and 2027. The Secretariat will issue a call for nominations for 2026 membership on 1 July 2025.

13.   Any vacancies arising between 1 April 2022 and 1 July 2025 will be filled by the Secretariat reaching out to the

PAFA Member Organisations. Nominations so received will be reviewed by the Nomination Panel and a recommendation made to the Board for approval. After 1 July 2025, such vacancies will be filled through the normal nominations process.

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[14] See Transitional Arrangements.
[15] See Transitional Arrangements.

APPENDIX—OPERATING PROCEDURES

Meeting Procedures

9. The number and format of (in-person or virtual) meetings are commensurate with the EAA_TAG fulfilling its responsibilities. At a minimum, the EAA_TAG meets once per year. Each meeting requires the presence of at least two-thirds of the members, either in person or virtual.

10. The EAA_TAG chairperson convenes the meeting. In his/her absence, the members present elect another member to convene the meeting.

11. All members are expected to prepare for and participate in the deliberations at the meeting. Decisions will be made by consensus.

12. The Secretariat develops and distributes the agenda and material for each meeting at least two weeks in advance of the meeting. The Secretariat prepares brief notes indicating the names of those present and summarising key points or decisions made at the meeting.

13. The EAA_TAG also engages between meetings as necessary to fulfil its responsibilities.

External communication

14. As ambassadors of PAFA, the members use their networks and communication channels to promote the technical excellence activities of PAFA.

15. The members provide the Secretariat with a short biography and photo to post on the website to communicate the credibility and accountability of the EAA_TAG to stakeholders.

Accountability

16. The CEO reports progress regarding implementation of PAFA's strategy to the Board on a quarterly basis.