

Members Meeting of CAPA Limited

17 November 2022

Hosted by the Institute of Chartered Accountants of India
Mumbai and via Zoom platform

Attendance List

President: Jim Knafo
Deputy President: Prafulla Chhajed
Chief Executive (CE): Brian Blood
Executive Director: Sumita Shah
Managers: Mei Leng and Imm Ai

Representative names:	Member organisations:
Jim Knafo, Ellen Gorla	American Institute of Certified Public Accountants
Sarah Beale, Christina Earls, Rob Alder	Association of Accounting Technicians
Naleen De Silva, Tishanga Kumarasinghe	Association of Accounting Technicians of Sri Lanka
Lucia Real-Martin, Stephen Shields	Association of Chartered Certified Accountants
Yuwak Tau	Certified Public Accountants Papua New Guinea
Adelle Evans	Chartered Accountants Australia and New Zealand
Jin Yao	Chinese Institute of Certified Public Accountants
Deborah Leung, Gary Pflugrath, Priya Terumalay	CPA Australia
Tarlochan Singh	Fiji Institute of Accountants
Nasir Uddin Ahmed, Md. Shahadat Hossain Mahbub Ahmed Siddique	Institute of Chartered Accountants of Bangladesh
Debashis Mitra, Prafulla Chhajed, Aniket S. Talati	Institute of Chartered Accountants of India
Bhaskar Singh Lala, Suvod Kumar Karn, Sujan Kumar Kafle	Institute of Chartered Accountants of Nepal
Sanjaya Bandara, Kuruppu Achchige, Dulani Fernando	Institute of Chartered Accountants of Sri Lanka
Jon Hooper, Jonathan Mbewe	Institute of Chartered Accountants in England & Wales
P. Raju Iyer, Ashish Thatte	Institute of Cost Accountants of India
Abu Sy. Md. Shaykul Islam	Institute of Cost and Management Accountants of Bangladesh
Shehzad Ahmed Malik, Shaham Ahmed, Tahira Sultana	Institute of Cost and Management Accountants of Pakistan
Lakshman R Watawala, Hennayake Bandara Ruchira Perera	Institute of Certified Management Accountants of Sri Lanka
Julie Williams, Catherine Cleary	Institute of Public Accountants
Satsuki Miyahara, Mitsuo Fukuda, Hiroaki Tatara	Japanese Institute of Certified Public Accountants
Yong-Sok Jhun, Helen Ko, Jisoo Hwang	Korean Institute of Certified Public Accountants
Cédric GELARD, Sandrine Chenel	La Délégation internationale pour l'Audit et la Comptabilité
Banzragch Tuvshin, Lkhagvatseren Badamkhand	Mongolian Institute of Certified Public Accountants
Erwin Vincent Alcala, Marydith Miguel, Rosario C Manahan	Philippine Institute of Certified Public Accountants
Tran Khanh Lam	Vietnam Association of Certified Public Accountants

MINUTES – Members Meeting**SECTION 1: CALL TO ORDER****1.1 Welcome, Acknowledgements and Apologies**

The meeting was called to order at 9:15 a.m. on 17 November 2022.

Chair, Jim Knafo declared the first CAPA hybrid Members Meeting open. He put on record his appreciation to the Institute of Chartered Accountants of India for hosting the CAPA meetings in conjunction with the World Congress of Accountants and many other associated events over the next few days. He extended special words of thanks to Prafulla Chhajed, Deputy President for his strong support and involvement, and to the ICAI leadership and secretariat for the warm welcome and exceptional hospitality.

After the last in-person meeting, the Chair remarked CAPA underwent some staff turnover and introduced the two new staff members – Sumita Shah and Imm Ai.

He informed that IFAC representatives consisting of leadership and staff will be present during the meeting, giving presentations or engaging in the respective sessions.

The Chair acknowledged Hennayake Bandara, President of the South Asian Federation of Accountants and observers from the Association of International Accountants (AIA). He informed the Board met with AIA a day earlier for an open discussion and to consider opportunities of mutual interests.

All members both attending in-person and virtual were welcomed. Chair encouraged all to participate fully, noting this is an inclusive and open meeting.

Later in the day, CA. (Dr.) Debashis Mitra, ICAI President and CA Aniket Sunil Talati, ICAI Vice President joined the meeting and presented a welcome address. The Chair thanked them for the wonderful hospitality and congratulated them for a successful 21st World Congress of Accountants.

SECTION 2: MINUTES**MM626****2.1 Adoption of minutes of previous meeting, May 2022**

The minutes were unanimously adopted without amendment. No matters were raised for further discussion. There were no matters arising from the past minutes.

SECTION 3: DISCUSSION WITH IFAC LEADERSHIP**MM627****3.1 IFAC Strategy – Kevin Dancey, IFAC CEO**

Chair introduced Kevin Dancey, IFAC Chief Executive Officer.

Kevin informed he last presented at a CAPA Members Meeting in Vancouver in November 2019. He shared that the presentation for this meeting is a shorter version of the pre-recorded video shown at the earlier IFAC Council – which is on connecting IFAC's 3 key 'IMPACT' areas to IFAC's vision, purpose and values. Noted IFAC's value creation and showcased its work in 2022 which is categorised in 11 'focus areas'. The presented IFAC diagrams were comprehensive, comprising all parts of IFAC's ecosystem to show how IFAC communicates both internally and externally.

The 3 key 'IMPACT' areas are strong and sustainable (1) accountancy profession, (2) private and public sector organisations and (3) financial markets and economies. With the aim to achieve direct and indirect impacts. Of the 11 'focus areas', many of these were closely aligned to CAPA key initiatives.

Attracting and retaining talent is high on IFAC's agenda as it is core to PAO resiliency and sustainability. Highlighted that attractiveness of the profession is key to its future and sustainability. Therefore there is

urgent work for PAOs to redefine how professional accountants are to be perceived and seek ways to collaborate to enhance its attractiveness.

Chair thanked Kevin for sharing, noting 'sustainability' is the next huge prospect for PAOs and the profession in driving it to the next level, fitting well with serving the public interest and reaping economic opportunities.

CE expressed CAPA aims to amplify the 'sustainability' message, perhaps hold joint webinars with IFAC on the matter, and to collaborate closely on many of the aligned IFAC 'focus areas'. Over the past 12 to 24 months, CE noted CAPA had enjoyed some of the best collaboration and engagement with IFAC during his time. He reflected on CAPA's 2023 work program and will continue to work closely with IFAC on matters of mutual strategic interest.

MM628

3.2 Sustainability - David Madon, IFAC Director Sustainability, Policy & Regulatory Affairs

David Madon presented an update on sustainability reporting and assurance. The data from a global research project related to sustainability-related information from 2019 to 2020 was presented. Latest data from 2021 is due early next year. From the report findings, it showed ESG related reporting was high but assurance is lacking, and there were meaningful differences in practice across jurisdictions. Noted increase in the use of multiple frameworks or standards for reporting on ESG, and the data highlights the lack of consistency and comparability that persists without harmonised global standards.

The data showed the type of firms providing assurance namely audit firms, affiliated firms and other service providers. Over 60% of assurance is still delivered by audit firms but close to 40% is by other service providers. Also close to 70% of ESG reports are provided by the same audit firm that is providing the statutory audit.

In December 2021, IFAC's vision for high-quality sustainability assurance was published. The vision is built on global standards, regulation that supports decision-useful disclosure, and the value of an interconnected approach to sustainability and financial information reporting and assurance. It also highlights best practices identified during IFAC's year-long, global engagement campaign related to the 'State of Play in Sustainability Assurance'.

As companies aim to achieve emission reduction targets, the data however revealed issues of comparability in climate reporting and assurance disclosures.

Members then engaged in a question and answer session. CE updated on the CAPA Audit Group and offered the group to assist and advance the sustainability work in relation to our region.

Chair thanked David for the presentation, noting the presentation slides will be shared with members. Following the presentations, Kevin Dancy and David Madon left the meeting.

SECTION 4: REPORTS

MM629

4.2 Chief Executive Report

The report largely covered matters not dealt with elsewhere in the agenda and CE highlighted certain matters from the report.

Noted CAPA had a high level of collaboration with IFAC, development partners, other regional bodies and stakeholders at various meetings and activities throughout the year. Noted this is an effective strategy to leverage resources and increase the value CAPA brings to members and its stakeholders.

CE promoted the latest publication 'PAOs – Engaging with the Public Sector – Case Study 4: Sri Lanka'. Expressed appreciation to CA Sri Lanka for collaborating in producing the case study. Informed hard copies were available at the meeting, along with other CAPA publications. Softcopies are available on

the CAPA website. This is the fourth case study aimed to showcase how PAOs have successfully engaged with the public sector for mutual benefit. This case study focuses on the formation of the Public Sector Wing of CA Sri Lanka. CE requested members to suggest if they wished to collaborate on a case study.

CE notified that the distinguished contribution award was personally presented to Alan Edwards, former Chair and member of PSFMC, and representative of CIPFA.

CE presented an update of the outcomes from the Board meeting that had occurred on the previous day, covering consideration of strategic matters, supported by the proposed 2023 budget and work program, and various operational matters. Informed the Board approved 'www.capa-apac.org' as the new CAPA domain name and the changes will be implemented in stages, with members and stakeholders updated accordingly. Chair provided background on the Board's decision for the change and disclosed that the name 'capa-apac' is a palindrome, making it a unique and clever use of words.

Informed that CAPA is actively seeking to recruit an additional Executive Director based in Kuala Lumpur for the Secretariat to return to a full staff complement.

Members interested to collaborate on any activities were encouraged to contact the Secretariat.

No questions were raised and the report was noted.

MM630

4.3 Stakeholder Meeting reports

4.3.1 IFAC Board meeting, June 2022

4.3.2 IFAC PAODAG, July 2022

4.3.3 IFAC Board meeting, September 2022

4.3.4 World Bank FASE Roundtable, October 2022

4.3.5 IFAC PAODAG, October 2022

The reports were taken as read and were discussed together. CE noted Sumita Shah, Executive Director supported many of these meetings. CAPA's work was well presented at these meetings or events, namely the Professional Qualification guide, Accounting Technician and public sector initiatives.

No questions were raised and the reports were noted.

MM631

4.4 Member Body Reports

The reports were taken as read. Noted 25 members submitted written reports. Each member organisation present was given an opportunity to update on issues/events of interest and items not presented in the paper. Late reports were tabled at the meeting and verbal updates were provided by some members.

CE commented that he read the reports with interest and highlighted some key takeaways. Encouraged all members to study the reports.

The reports were noted.

SECTION 5: 2022 Achievements and 2023 Plans

MM632

5.1 2022 Work Program - progress report

CE highlighted the key project in 2022 was the Accounting Technician initiative, an extensive effort throughout the year with a group of interested persons invited to drive the project leading to an 'output report'.

Noted another busy year, often promoting CAPA's previous work to bring about impacts on the profession.

The Chair noted the challenging environment over the last two years and commended the Secretariat's effort, having pivoted swiftly and adapting well to the many changes. He put on record appreciation and acknowledgement to the Secretariat, on behalf of the board and members.

The report was noted.

MM633

5.2 Approach to future meetings

The Chair informed the Board discussed the paper earlier and would consider further, after receiving inputs and learnings from the Mumbai meetings.

Following the pandemic of the past 3 years, CE noted that changes are inevitable to meeting arrangements. Results from the May 2022 poll also provided insights on members' preference to in-person and virtual meetings. For virtual meetings, there is a need to balance time zones, and for in-person meetings, the need to be conscious of travel and climate impact.

Reflected on participation at IFAC's hybrid meetings in Mumbai. Noted that meeting arrangements (virtual, in-person or hybrid) have advantages and disadvantages.

CE presented on the proposed changes as suggested in the paper, noting a high level of interaction with members and related stakeholders continues in the new arrangement. CAPA aims to remain flexible and agile going forward, noting the number of meetings have increased due to the virtual option.

Members provided positive feedback on the proposed direction and agreed on the way forward. Some shared their related meeting experiences, conscious of the climate and sustainability matters for future meeting arrangements. They also complimented CAPA for managing meetings well throughout the pandemic and continually learning to better serve members.

CE thanked members for their inputs and noted the general direction going forward. There are no finalised locations for in-person meetings in 2023. Members were encouraged to offer, indicating potential purpose and outcomes, and the Secretariat will work with potential hosts to conclude ideas and dates as early as possible. The following members offered to host: Institute of Chartered Accountants of Sri Lanka, Mongolia Institute of CPAs and Institute of Chartered Accountants of Nepal.

The report was noted.

MM634

5.3 Strategic focus and 2023 work program

CE noted progress made against the [*Strategic Plan – Towards 2025*](#) noting the pandemic period had accelerated and increased engagement and collaboration through using virtual platforms. CAPA continues to focus on key areas: public sector work, member development and 'audit and ethics'. Noted prospect of working on development partner projects, although still in discussion stage. Noted proposed additional staff resources to achieve all objectives. Members were encouraged to provide comments.

No questions were raised and the proposed 2023 work program was noted.

MM635

5.4 2023 budget and membership fees

CE briefed members on the budget paper and key assumptions used. Included in the paper was a budget forecast over the next 5 years illustrating a reduction in reserves, based on assumed increases in revenue and inflationary expenditures. This was a deliberate approach, as CAPA takes on more resources to deliver greater value, and utilise reserves built up especially during the pandemic years. He informed the Board had considered the budget and had recommended a 5% increase in fees, noting the last increase was in 2018, and will be brought forward for approval at the Extraordinary General meeting.

No comments were raised and the report was noted.

SECTION 6: MEMBERS FORUM

The Members Forum was joined by other invited persons interested in the two sessions:

IFAC:

- Asmâa Resmouki, President
- Anne-Marie Vitale, Chair of the International Panel on Accountancy Education
- Jelena Misita, Chair of the IFAC PAO Development & Advisory Group
- Helen Partridge, Director Accountancy Education
- Stathis Gould, Director, PAIB and Member Engagement
- Adrian Lim, Senior Manager and Regional Engagement Manager for the Asia and Pacific region

Malaysian Institute of Accountants:

- Mohammad Faisal Malik, Vice President
- Dr Wan Ahmad Rudirman Wan Razak, CEO
- G Shanmugam, Executive Director, Strategy & Development
- Thane Meyyappan, Head, Strategic Communications & Branding

ASEAN Federation of Accountants

- Aucky Pratama, Executive Director

Chair welcomed everyone including the invited persons and opened the Members Forum. He expressed congratulations to Asmâa Resmouki as the incoming IFAC President and looked forward to working together in building a stronger profession.

MM636**6.1 Accounting Technicians (AT) – exploring opportunities for the profession**

Chair handed to Sumita Shah to moderate the 2-hour interactive session. Panellists were introduced:

- Asmâa Resmouki – IFAC Incoming President
- Brian Blood – CAPA Chief Executive
- Catherine Cleary – IPA Director New Markets and Alliances
- Naleen De Silva – AAT Sri Lanka President
- Sarah Beale – AAT Chief Executive
- Tahira Sultana, ICA Pakistan Senior Manager Education & Training, and
- Trudy Paul – SAICA Project Director Development AT (South Africa).

Key aspects of the AT project and the 'output document' were highlighted, including presentation of how the conclusions were reached and the 'Call to Action' was formed. The 'Call to Action' aims to increase the recognition of ATs, providing relevant support to PAOs wishing to successfully introduce programs and service this particular aspect of the accountancy profession, and thus strengthening the accountancy profession overall. The insights on the benefits, opportunities and challenges of AT programs were shared by the panellists to assist PAOs to gain a better understanding of ATs as they consider whether to pursue related opportunities. Followed by a question and answer session.

Asmâa provided closing remarks noting IFAC's insights on their role and work in relation to ATs. She commended CAPA for driving this initiative. Shared that PAFA, another IFAC network partner, has similar vision to promote ATs. Acknowledged ATs as mid-tier professionals playing complimentary roles and being essential in all 3 areas of the IFAC IMPACT approach (see item 3.1 above). Encouraged CAPA to bring the AT initiative to completion with the support of relevant bodies and stakeholders.

The presentation slides will be made available after the meeting.

Sumita thanked IFAC for the valuable comments in support of the initiative. She also expressed appreciation to the presenters for their time and generosity in sharing. The Chair echoed his thanks to the panel and participants and noted it was a most informative session.

MM637**6.2 Strategic Engagement with IFAC**

The Chair introduced Stathis Gould, IFAC Director, and Adrian Lim, IFAC Senior Manager. Noted this session is an excellent opportunity for members to engage with IFAC on their desired focus and strategic priorities, not only for their own PAOs but for the profession at large.

Both Stathis and Adrian presented in the session. Informed of IFAC internal staff structural changes, with merger of some teams to better align and integrate. The presentation was built on the IFAC strategy and 'IMPACT' areas shared earlier by Kevin Dancey. Enlightened members on how IFAC prioritises and aligns their work across the profession in the region, and to have deeper engagement in the IFAC focus areas. It was demonstrated that engagement occurs across many aspects of IFAC's meetings and activities.

A survey was undertaken with CAPA members prior to the meeting regarding the nature and form of engagement with IFAC. The results revealed the strategic priorities of members, members' preference for how information should be delivered and their thoughts on how IFAC and CAPA can best work together.

Members were informed of the excellent working relationship with CAPA, to enable both IFAC and CAPA to achieve mutual objectives. Some examples of joint activities with CAPA and in the region were shared, e.g. Accounting Technicians, public sector and sustainability initiatives. Reiterated that IFAC continues to work together with CAPA effectively to achieve results and provide better service to members.

Opportunities for collaboration for 2023 was discussed. A key aim is to achieve as much alignment as possible in the strategic priorities of the global, regional and national organisations. Members were encouraged to come forward with ideas and inputs as both CAPA and IFAC seek more openings for innovative and transformational initiatives.

Chair thanked Stathis and Adrian for their time and appreciated the work done so far, showcasing the high level of engagement with the region. Following the presentation, Stathis and Adrian left the meeting.

SECTION 7: ANY OTHER MATTERS

The Chair requested any other matters to be considered - none were raised.

CLOSE OF MEETING

The Chair closed the Members Meeting at 5:00 p.m. and thanked everyone for their participation.

Signed as a true record:

Prepared by: Brian Blood, Chief Executive



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Jim Knafo, Chair