

6.1 2016 Work Program – Progress Report

Prepared by the Chief Executive

1. Introduction

The purpose of this paper is to provide a status update on completion of the 2016 Work Program.

2. Background

The agreed work program is included as **Attachment A**.

The Chief Executive's assessment of progress is included as **Attachment B**.

Actual activities and planned scope occasionally differ to reflect changing circumstances.

3. Commentary

Completion of the Work Program is progressing well. The first few months have been extremely busy, arising from:

- Need to complete World Bank CPD project according to grant and contractual obligations. This was made more challenging by successfully securing an approximate US\$50,000 variation to the project in late 2015 to produce a CPD Guide (as part of CAPA's PAO development Guidance Series), and training and promotional videos.
- Planning for the FRED Forum. Program and speakers changes continued well into 2016, and CAPA has managed all venue arrangements, as well as invitations for all CAPA related speakers and audience.
- Completion of the *Attracting & Retaining Finance Personnel in the Public Sector* publication, ready for launch at the FRED Forum
- PSFMC meeting in February and Board and committee meetings in mid May (both a little earlier than usual)
- Aggressive schedule for preparing publications in the PAO development Guidance Series – CPD and Investigation & Discipline are complete; Governance and Business & Funding Model are both well advanced.
- The Quality Assurance project funded by the Asian Development Bank commenced nicely in 2016. CAPA have been included and input sought on a regular basis.

Administratively, it has also been a busy period, with:

- Completion of the annual audit, together with the World Bank audit requirements
- Quarterly financial results and Q1 reporting to the World Bank
- Advanced planning for PAODC meeting in Mongolia in July (also a little earlier this year)
- Revision of the Articles of Association following changes to the Hong Kong Companies Act
- Preparation of the 2015 Annual Report

4. Action Required

For noting.

Attachment A

2016 Work Program

WORK PROGRAM	Q1	Q2	Q3	Q4
Relationship Building & Knowledge Sharing				
CAPA meetings	Bangladesh	Malaysia	Mongolia	India
	PSFMC	Committees	PAODC	Committees
		Board		Board
		AGM		EGM
IFAC meetings (or substituted meetings)	Board	Board	Board	Board
	CEOs			Council
Related admin – venue bookings, visas, etc.				
Planning – 2017 meetings/events				
Member Communications incl. website				
Annual Report				

Strategic & Tactical				
Meeting Events				
Dhaka, Bangladesh – Public Sector outreach				
Kuala Lumpur, Malaysia – Board meeting				
Ulaanbaatar, Mongolia – PAO Development outreach				
New Delhi, India – Board meeting				
2016 FRED				
2017 (Quarter 1) Meeting Event				
“External”				
Guidance Series – Investigation & Discipline				
Guidance Series – Funding & Business Model				
Guidance Series – CPD Systems				
Guidance Series – Governance				
Public Sector Attracting & Retaining Publication				
World Bank CPD Systems Project – follow-up				
ADB QA Systems Project – implementation				
ASOSAI/PASAI				
South East Asia Region				
Accounting Technicians				
“Internal”				
2017 Work Program				
CAPA Conference – the future				
Revision of Articles of Association				
Publications – Adaptation and Rebranding				

Administration & Finance				
Year-end Accounts & Audit				
Quarterly Accounts				
Dues, Payments, Reimbursements				
HR Matters and General Administration				
2017 Budget				

Strategic and Tactical Activities - Scope Overview

Projects & Initiatives	Scope
EVENTS	
Targeted events associated with CAPA meetings – 4 per year	<ul style="list-style-type: none"> • Up to two-days of relevant activities, agreed with host member • Activities to raise profile and advance progress of the host member, profession or finance, business and accounting matters generally – both in the country and region • Outreach activities to assist develop the lesser developed members • Promotional activities to assist advance contemporary and emerging matters
Financial management Reform for Economic Development (FRED)	<ul style="list-style-type: none"> • Planning for event in Kuala Lumpur in May 2016 • Monitor progress and performance of Project Consultant
EXTERNAL	
Guidance Series: – CPD – Investigation & Discipline – Governance – Funding & Business Model	<ul style="list-style-type: none"> • Ongoing roll-out of Maturity Model 'Guidance Series' and self-assessment activities • Monitor progress and performance of Project Consultant • Work with PAOs to understand improvement opportunities • Continuous monitoring of MOSAIC, including strategies, direction and agreed projects • Direct or indirect involvement in MOSAIC Steering Committee and IFAC PAODC meetings and activities
Public Sector Attracting & Retaining Publication	<ul style="list-style-type: none"> • Roll-out of publication • Pilot test in Bangladesh in January/February 2016 • Work with PAOs to understand improvement opportunities • Contribution towards the second FRED Forum
World Bank CPD Systems Project – follow-up	<ul style="list-style-type: none"> • Roll-out of the CPD Toolkit • Prepare completion report, including financial reporting and auditing • Liaison with funding recipients (Mongolia, Philippines, Vietnam)
ADB QA Systems Project – implementation	<ul style="list-style-type: none"> • Facilitator role in the project, including liaison with the 4 recipient countries (Cambodia, Myanmar, Nepal and Samoa) • Provide advice on the work and outputs of the Consultant
ASOSAI/PASAI	<ul style="list-style-type: none"> • Develop broad relationship platform with INTOSAI regional bodies • Consider next steps with both ASOSAI and PASAI
South East Asia region	<ul style="list-style-type: none"> • Meet with AFA leadership to discuss working together for mutual benefit • Continue to introduce SEA developing PAOs to the Maturity Model • Involve in FRED Forum
Accounting Technicians	<ul style="list-style-type: none"> • Consider plans or strategies to undertake activities in this area
INTERNAL	
2017 Work Program	<ul style="list-style-type: none"> • Development of 2017 Work Program
CAPA Conference – the future	<ul style="list-style-type: none"> • Consideration of next steps
Revision of Articles of Association	<ul style="list-style-type: none"> • Revised to align to the new Hong Kong Companies Ordinance
Publications – Adaptation and Rebranding	<ul style="list-style-type: none"> • Consideration of appropriate strategy and way forward for sharing of publications

Attachment B

No.	Projects and Initiatives	Activities Completed to Date	Status
1	Targeted events associated with CAPA meetings – 4 per year	<ul style="list-style-type: none"> Dhaka, Bangladesh – 3 day visit, including a public sector roundtable and meeting with ICAB Council Kuala Lumpur, Malaysia – together with two-day FRED Forum 	Continuing
2	Financial management Reform for Economic Development (FRED)	<ul style="list-style-type: none"> Event planned and staged with this meeting Follow-up activities to undertake, some emerging for planned discussions with PSFMC 	Continuing
3	Guidance Series: <ul style="list-style-type: none"> CPD Investigation & Discipline (I&D) Governance Funding & Business Model (F&BM) 	<ul style="list-style-type: none"> CPD - completed as part of World Bank project I&D - to be approved at this Board meeting Governance and F&BM – drafts available. Both will be discussed in detail at PAODC meeting in July, with the aim of finalizing shortly thereafter. Maturity Model workshop being planned for PAODC visit to Mongolia 	Continuing
4	Public Sector Attracting & Retaining Publication	<ul style="list-style-type: none"> Draft was pilot tested with various stakeholders at the Bangladesh public sector roundtable Draft updated with PSFMC following roundtable Updated draft circulated widely for final comment Design and publication ready for launch at FRED Forum Dissemination to be addressed 	Continuing
5	World Bank CPD Systems Project	<ul style="list-style-type: none"> Variations successfully obtained for additional outputs - a Guide, training and promotional video Project completed early 2016 2015 Q4 and 2016 Q1 Reports provided to World Bank Audit for period to 31 December 2015 completed Completion Report drafted Promotion and dissemination activities to follow 	Continuing
6	ADB QA Systems Project	<ul style="list-style-type: none"> Consultant has completed visits to Cambodia, Nepal and Samoa Visit to Myanmar and Cambodia planned in May CAPA provided oversight and advice, including phone hook-ups, and input to content of periodic newsletters to stakeholders 	Continuing
7	ASOSAI/PASAI	<ul style="list-style-type: none"> PASAI Secretary General invited and chairing a FRED SAI related session Invites issued to all SAI leaders to attend FRED Forum 	Continuing
8	South East Asia Region	<ul style="list-style-type: none"> Cambodia and Myanmar included in ADB QA project Visited MIA in February - providing assistance re FRED Discussions held with AFA leadership regarding working relationship with CAPA 	Continuing
9	Accounting Technicians	<ul style="list-style-type: none"> Specific reference made to ATs in the Attracting and Retaining publication AAT UK representatives visited CAPA office in March 	Continuing
10	2017 Work Program	<ul style="list-style-type: none"> Initial discussions at KL meeting 	Continuing
11	CAPA Conference – the future	<ul style="list-style-type: none"> Provided outline to KICPA for a 'debrief report' Initial discussions at KL meeting 	Continuing
12	Revision of Articles of Association	<ul style="list-style-type: none"> Draft prepared, discussed with Company Secretary, and provided for Board approval at KL meeting 	Continuing
13	Publications – Adaptation and Rebranding	<ul style="list-style-type: none"> Discussed IFAC endorsing CAPA publications 	Continuing