



FORUM TO ADVANCE ACCOUNTANCY QUALITY IN AFRICA

TERMS OF REFERENCE AND OPERATING PROCEDURES

In 2022, the Secretariat developed a new activity to enhance the quality of accountancy services in Africa (referred to as *accountancy quality* in this terms of reference). This new activity includes the following mechanisms through which to implement PAFA's strategy to enhance accountancy quality:

- Accountancy Quality Advisory Group
- **Forum to Advance Accountancy Quality in Africa**

The Advisory Group, which is a small group made up of technical experts, is informed by and inform the Forum to Advance Accountancy Quality in Africa, which is a larger group of PAFA stakeholders interested in accountancy quality.

As the CEO is accountable to the Board for the implementation of the strategy, the functionality of these mechanisms is overseen by the CEO.

Purpose

1. The Forum to Advance Accountancy Quality in Africa provides a platform for engagement and the exchange of knowledge and experience among a wide range of stakeholders interested in the quality of accountancy services in Africa.

Commitment

2. Forum members are committed to:
 - 2.1. Engage with PAFA to advance the development, adoption, and implementation of the International Standards on Quality Management (ISQM), International Standard on Auditing (ISA) 220 (Revised), and the IFAC Statements of Membership Obligations (SMOs) 1 and 6.
 - 2.2. Exchange knowledge and experience and facilitate capacity building in the adoption and implementation of the above pronouncements.
 - 2.3. Strengthen the participation and influence of the accountancy profession in Africa in international standard setting.
 - 2.4. Promote PAFA's accountancy quality activities.

Membership

3. Forum membership is open to all national, regional, and international stakeholders interested in accountancy quality.
4. The Secretariat issues an annual call for interested stakeholders to join the Forum.¹ The PAFA Member Organisations are essential to helping the Secretariat identify in-country interested stakeholders.
5. The Secretariat maintains a database of Forum members and their representatives. Forum members communicate any changes in representatives to the PAFA CEO without delay.
6. The chairperson of the Accountancy Quality Advisory Group is the chairperson of the Forum.

Term of Office

7. The term of office is unlimited.

Performance Evaluation

8. The Forum evaluates its performance annually in the spirit of continuous improvement.

Periodic Review of the Terms of Reference

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

APPENDIX—OPERATING PROCEDURES

Meeting Procedures

1. The Forum meets in person or virtually once per year.
2. The Forum chairperson convenes the meeting. In his/her absence, the members present elect another member to convene the meeting.
3. All members are expected to prepare for and participate in the deliberations at the meeting.
4. The Secretariat develops and distributes the agenda and material for each meeting at least two weeks in advance of the meeting.

Accountability

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

¹ The first call will be issued on 15 January 2022.