

Guidelines on the Modus Operandi of an AOSSG Working Group (WG)

Objectives

The objectives of a Working Group (WG) are to assist the AOSSG effectively influence the IASB by:

- assisting WG and AOSSG members understand IASB proposals to help promote adoption of, and convergence with, IFRS by jurisdictions in the region;
- coordinating input to prepare responses to IASB technical proposals, including views from as many AOSSG members as possible;
- promoting consistent application of IFRS by jurisdictions in the region, by identifying AOSSG member's implementation and other practice issues and communicating to the IASB;
- proactively identifying issues the IASB should be including on their work program and conducting relevant research to support the AOSSG proposal; and
- preparing briefing notes for the AOSSG representative on the Accounting Standards Advisory Forum (ASAF).

Types of WG

There are 2 types of WG:

- standing WGs, each comprising a group of related standards and/or projects. These are expected to address the majority of topics being considered by the IASB. Standing WGs may have a number of sub working groups (SWGs) where a topic involves particularly specialist skills; and
- specific topic WGs, each comprising a topic important, but relevant only to a limited number of members, or of strategic importance to AOSSG, and the standing WGs do not have skills or experience to address the issues.

Members of the WGs and SWGs

Each WG has a Lead jurisdiction responsible for the operation of the WG. A SWG of a WG may have a different leader to the WG (see appointment of WG and SWG leaders). Members of the WGs and SWGs are member jurisdictions of AOSSG who have volunteered to be involved. The secretariat will annually ask the member jurisdictions to nominate/confirm their involvement in particular WGs and SWGs.

Establishment and dissolution of WGs and SWGs

The secretariat initially identifies the standing WGs and confirms the establishment of the WGs with the Chair's Advisory Committee (CAC). As new topics are proposed by the IASB or AOSSG members, the secretariat assesses whether a standing WG can address the topic and consults with the relevant WG leader(s). Where the WG leader(s) and secretariat agree the standing WG(s) is/are not appropriate, the secretariat identifies a specific topic WG and confirms its establishment with the CAC. The secretariat reviews the structure and composition of all WGs and SWGs annually. The secretariat identifies any specific topic WGs that are no longer required and confirms the dissolution with the CAC.

The WG leader identifies any SWGs considered necessary for the operation of the WG and confirms the establishment with the secretariat. The WG leader, in conjunction with the secretariat, reviews the structure and composition of the SWGs annually. The WG leader identifies any SWGs that are no longer required and confirms the dissolution with the secretariat.

Appointment of WG and SWG leaders

The secretariat asks for nominations for WG leaders and/or identifies an appropriate WG leader from the CAC members for a standing WG and from the AOSSG members for a specific topic WG, and confirms the appointment with the CAC. The appointment as standing WG leader will be for 3 years and will formally be reconsidered with the CAC at that time. A standing WG leader may be reappointed for a further term of 3 years. The appointment as a specific topic WG leader has no fixed term, however will be reviewed after 3 years should the specific topic WG still be in existence.

If the WG determines a SWG leader is needed, the WG leader asks the WG members to nominate for SWG leaders and/or identifies an appropriate SWG leader, and confirms the appointment with the WG members and the secretariat. The SWG member may be from the WG leader's jurisdiction, other CAC members, or if possible, non-CAC members. The appointment as a SWG leader has no fixed term, however will be reviewed after 3 years should the SWG still be in existence, or earlier if the SWG leader requests.

The WG leaders should have the following capabilities or be able to develop these capabilities:

- respectful of the views of AOSSG members, able to relate to other members and to lead, in a collegiate manner;
- preparedness to lead WG without an undue bias toward their home jurisdiction's interests;
- strategic thinking regarding structure and operation of the WG and SWGs;
- strong technical knowledge of the relevant WG topics;
- willingness to encourage participation from jurisdictions less progressed in adopting or converging with IFRS;

- strong communication and presentation skills, including ability to effectively represent AOSSG internationally, especially on key technical issues;
- strong project management skills to achieve deadlines;
- technical and administrative resources for operating the WG;
- have established a network among, and continue to have involvement with, national standard setters within and outside of the region; and
- have established contacts, and continue to develop contacts, with IASB members and staff.

The SWG leaders should have the following capabilities:

- respectful of the views of AOSSG members, able to relate to other members and to lead, in a collegiate manner;
- preparedness to lead SWG without an undue bias toward their home jurisdiction's interests;
- strong technical knowledge of the relevant SWG topics;
- strong communication and presentation skills; and
- strong project management skills to achieve deadlines.

Review of WG and SWG operations

The secretariat conducts an annual review of each WG's and SWG's operation as part of the annual AOSSG meeting, seeking members' views.

Administration of WGs and SWGs

The secretariat maintains the WG and SWG membership lists. Members are responsible for notifying the WG leaders, SWG leaders and the secretariat of new/replacement members and updated contact details.

The WG leader will be responsible for all communication with the secretariat, including reviewing the draft and final proposals prior to circulation to all AOSSG members, agreeing the plan of proposed activities and meetings for the SWGs, setting the overall direction for the WG and SWGs, and proactively identifying issues the IASB should be including on their work program and conducting relevant research to support the AOSSG proposal.

The WG and SWG leaders prepare a plan of proposed activities and meetings for presentation at the annual AOSSG meeting and agree with the WG and SWG members. When finalised a copy is provided to the secretariat.

The SWG leader agrees reporting timetables and responsibilities for reviewing and distributing draft proposals with the WG leader and regularly updates the WG leader. The WG leader

agrees reporting timetables with the secretariat for responses to the IASB and regularly updates the secretariat on progress.

The WG and SWG leaders are responsible for organising meetings, including providing teleconference details. The WG and SWG leaders agree on whether all members of the WG are invited to the SWG meetings.

The SWG leaders are responsible for recording decisions and outstanding actions for each SWG meeting and circulating to all members of the WG, the WG leader and the secretariat. The WG leaders are responsible for recording decisions and outstanding actions for each WG meeting and circulating to all members of the WG and the secretariat.

The secretariat is responsible for distributing any draft proposals to the AOSSG membership and final submissions to the IASB and AOSSG membership. Comments on draft proposals are sent directly to WG leaders, SWG leaders and the secretariat.

WGs and SWGs will generally conduct business electronically, either by email, telephone or videoconferencing.

Physical meetings are encouraged as part of the annual AOSSG meeting. If the WG or SWG leader deems physical meetings to be essential at other times the WG or SWG leader is responsible for providing the meeting venue. Travelling, accommodation and related costs would generally be borne by the respective members involved in the meeting.

WG and SWG operation

The key actions expected of the WG and SWG to meet its objectives are set out below. The WG and SWG leaders agree the division of responsibility between them (item (d) is a WG Leader responsibility only).

(a) Assisting WG and AOSSG members understand IASB proposals to help promote adoption of, and convergence with, IFRS by jurisdictions in the region

- provide education/background material on IASB proposals to WG members in a form that can be distributed to all AOSSG members

(b) Coordinating input to prepare responses to IASB technical proposals, including views from as many AOSSG members as possible

- monitor IASB progress on topics relevant to the WG or SWG to identify issues of relevance for AOSSG members;
- provide useful input to the IASB at critical stages of development, not only when a consultative document is issued;
- for narrow-scope amendments or limited modification consultation documents issued by the IASB or IFRS IC, identify any members likely to be impacted, and assess whether response necessary. If not considered necessary, advise the secretariat of rationale for not responding, for distribution to AOSSG members;

- when final IASB proposals issued, identify major issues that would get maximum input from the region (generally a relatively small number of items) and alternative views/options for major issues for consideration by WG. The objective of identifying major issues is to see if a consensus can be achieved from the region. If not, provide the IASB with rationales for the alternative views, together with other issues raised by WG members that received relatively less attention from the WG;
 - obtain feedback on the complete list major issues and alternatives;
 - draft proposals with issues and alternatives for wider AOSSG membership to select preferred alternative views/options and provide feedback;
 - contact countries or jurisdictions directly where issues thought to be prevalent to obtain their views;
 - collate responses and discuss;
 - where feasible, organise attendance and participation at IASB roundtables or outreach sessions in the region; and
 - prepare final submission, clearly identifying proposals with unanimous support and for others, identifying how many countries or jurisdictions support each alternative/option and send to the secretariat.
- (c) Promoting consistent application of IFRS by jurisdictions in the region, by identifying AOSSG member's implementation and other practice issues and communicating to the IASB**
- include identification of implementation and practice issues as standing agenda items for all meetings, in the following categories
 - issues that could require the IASB to undertake standard setting activities in accordance with the 'Identification of Matters' section of the IASB and IFRS Interpretations Committee Due Process Handbook;
 - issues that would benefit from the IASB providing more education materials; and
 - issues that can be resolved at AOSSG level;
 - invite IASB staff and board members to WG or SWG meetings to discuss implementation issues, and post implementation review (PIR) requests by the IASB at least annually;
 - identify outreach activities being conducted by AOSSG members on implementation issues and collate issues for communication to the IASB. The WG leader is not expected to organize these activities, merely identify when they have been organized and the outcomes;

- share practice issues and possible solutions with all members of AOSSG (these do not have any authoritative status); and
- other processes the WG leader considers appropriate for collating issues for communication to the IASB or within AOSSG to help address implementation issues. The WG leader may request jurisdictions to provide specific feedback on a topic, upon request from the IASB.

(d) Proactively identifying issues the IASB should be including on their work program and conducting relevant research to support the AOSSG proposal

- identify relevant research on future IASB topics being considered/conducted by AOSSG members as standing agenda item;
- identify any projects AOSSG should promote to the IASB;
- prepare draft proposal for discussion with the secretariat and CAC, including need for further research;
- finalise draft proposal and send to the secretariat for circulation to AOSSG members;
- collate responses and discuss; and
- finalise proposal and send to the secretariat for circulation to the IASB.

(e) Prepare briefing notes for AOSSG representative on Accounting Standards Advisory Forum (ASAF)

- identify major issues and options/alternatives with ASAF papers, and seek WG or SWG member feedback; and
- collate responses and provide to the secretariat.

WG Members with Alternative Views

Final submissions are unlikely to achieve unanimous support, given the range of WG members' circumstances. However, it is important for the submission to identify the major issues/concerns with the proposal, the differing views on these issues (if any) and how many countries or jurisdictions support each alternative view/option.

Individual WG members are also encouraged to present their views to the IASB separately.