

Terms of Reference
CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE
The Institute of Chartered Accountants of Pakistan

Introduction

1. Continuing Professional Development (CPD)¹ Committee is established as a working committee of the Institute of Chartered Accountants of Pakistan (ICAP) on the terms set out in this document.

Function of the Committee

2. The broad role the of CPDC is to contribute towards providing quality services to meet the needs of the stakeholders, through the following objectives:
 - a. Facilitate access to continuing professional development opportunities and resources;
 - b. Establish preferred approach to measuring professional accountants' CPD activity and minimum requirements or benchmarks for developing and maintaining the professional competence of members considered necessary to meet the expectation of the stakeholders; and
 - c. Monitor and enforce the continuing development and maintenance of professional competence of professional accountants.
3. The CPDC undertakes functions assigned by the, President and the Council including:
 - a. Implement CPD requirement as an integral component of Professional accountant's continued membership. Consider and recommend appropriate sanctions for non-compliance of CPD requirements (failure to report and failure to maintain competence) and ensure their enforcement.
 - b. Identify, plan, design and hold national level events, for which logistic support will be provided by the respective regional committees.
 - c. Devise Policies to ensure standardization of CPD activities such as seminars, workshops, conferences across the country. CPDC to form Annual National Calendar of CPD activities which will be implemented by the Regional Committees and CPD sub-committees. Regional Committee and CPD Subcommittee to manage the logistics arrangements of CPD Activities. CPDC shall ensure cohesiveness and unified direction in CPD actives and initiatives of Regional Committees and CPD Sub-committees.
 - d. Obtain input, at least every six month, from Quality Assurance Department and Corporate & Legal Affairs Department to identify issues and stakeholders' expectation gaps.

¹ "Continuing Professional Development refers to learning and development that maintains and develops capabilities to enable professional accountants to perform their roles competently." IES 7

"A chartered accountant has a continuing duty to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques "- Code of Ethics

- e. In order to ensure quality of CPD activities, the CPDC may analyze the following on test basis:
 - i. the programs are well prepared and conducted by qualified persons.
 - ii. the learning objectives are appropriate for intended participants.
 - iii. the learning objectives are achievable within time allotted for the program.
- f. Develop web based programs for members which could be input or output based.
- g. Establish policy for circulation of third party programs among the members of the Institute.

Communication and Reporting

- 4. Following communication and reporting protocol has to be observed.
 - a. All external correspondence to regulators or international regulators on important policy matters will be shared with the Secretary and President for information and record.
 - b. All communications of the CPDC will be subject to ratification and for information of the CPD Chairperson.
 - c. CPD Committee to present an annual report to the Council summarizing the work carried out during the year (July to June).

Membership of CPDC

- 5. The CPDC will comprise of fifteen members, this number can be increased / decreased with the concurrence of the President and the ratification by the Council, with the following broad composition.
 - a. A Member of the Council, as nominated by the Council, who will function as the Chairperson of the CPDC
 - b. A member of the Committee must be compliant with CPD requirement of the Institute.
 - c. Immediate past Chairperson to be included in the Committee. CPD Conveners of Regional Committees shall be ex-officio members of the CPD Committee.
 - d. Other members shall be, mostly members of ICAP, in such a composition which adequately represents both the Northern and the Southern regions of ICAP and also the large practicing firms and the SMPs and from the industry.
 - e. Stakeholders and industry experts may be invited to attend meetings for discussing specific agenda items.

Expectation of the CPDC Members

- 6. CPDC's members are expected to adhere to the following principles:
 - a. Proactive contribution. Achievement of quality thresholds of contributions in terms of technical content, innovation, understandability and timeliness.
 - b. Regular active and constructive participation in meetings.
 - c. Specific and general proactive feedback on issues and developments relevant to the CPDC.
 - d. Respect and commitment to support the reputation of CPDC and ICAP.
 - e. To observe the ICAP Code of Conduct and confidentiality.

Meetings

7. The procedure of the meeting will be as follows:
 - a. The quorum of CPDC will be forty percent members including the Chairperson.
 - b. In absence of the Chairperson for any unavoidable reason the Chairperson may nominate any senior person in CPDC to chair the meeting in his/her absence.
 - c. CPDC will meet as required, but should meet once in three months.
 - d. Members are expected to attend all meetings. A member can resign from the committee by submitting a written resignation to the Chairperson. The Chairperson of CPDC in consultation with the President may replace members who fail to attend three consecutive meetings without leave of absence.
 - e. CPDC members will not be represented by alternates at the CPDC meeting.
 - f. The Chairperson will approve the agenda for each CPDC meeting.
 - g. Agenda will be circulated preferably within seven working days before the meeting.
 - h. Minutes along with action plan will be circulated within fifteen working days after the meeting.
 - i. The CPDC may also conduct business between meetings by electronic or non-electronic correspondence. The meetings of CPDC may be conducted via video conference, depending on the geographical spread of members.
 - j. The Chairperson to his discretion may hold a meeting requiring all members to attend in person if the matter is of such significance that effective discussion can only be made in person.