



Technical Advisory Group

AGENDA ITEM: TAGCP01- 12.1

October 3-4, 2019 - London, United Kingdom

Proposed Meeting Arrangements

Summary	The paper sets out the proposed meeting dates until April 2020, as well as the proposed approach to call scheduling.
Purpose/Objective of the paper	To agree the frequency, timings and length of the virtual meetings to maximise input and coverage, as well as the dates for the April 2020 TAG meeting.
Other supporting items	None
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Actions for this meeting	Agree the proposed meeting schedule and timings.
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Proposed Meeting Arrangements

1. Context

- 1.1 The Work Plan to develop the Consultation Paper in time for launch at the Humentum Conference in Washington DC on 1-3 September 2020, will require the consideration of a number of issues papers by the TAG, as part of a robust standard setting process. As per the proposed Terms of Reference, the intention is that the TAG meets physically twice a year alongside meetings of the International Forum of Accounting Standard Setters (IFASS), and that between the physical meetings, the TAG meets virtually by video/tele conference.

2. Second Face-to-Face TAG Meeting

- 2.1 The next IFASS meeting in Washington on April 6th and 7th 2020. The timing of Easter in 2020 at the end of this week, would suggest that the TAG meeting is best held the week before the IFASS meeting. It is therefore proposed to hold the next physical meeting on 2 and 3 April 2020 in Washington.
- 2.2 The second face-to-face TAG meeting agenda will include a review of the draft Consultation Paper as it exists at that time. The meeting will also discuss the remaining issues not discussed earlier by the TAG, as well as allowing for further discussion of the issues unresolved from virtual meetings.

Question 1: Are the TAG content with the proposed dates for the second face-to-face TAG meeting?

3. Virtual TAG Meetings

- 3.1 The likely size of the Work Plan, means that the TAG will need to meet virtually on a monthly basis between now and the next physical meeting to work through the significant number of the issues. It is proposed that each of the monthly meetings is scheduled to be two hours long and that each meeting aims to discuss two issues. If members are unable to attend it will be possible to take written contributions, which will be fed into the discussions by the Secretariat.
- 3.2 It is proposed that meetings are generally held in the first week of each month to provide a sufficient interval between each of the meetings for the Secretariat to prepare papers for successive meetings and to react to



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feedback. It is the intention that issues papers for each meeting are distributed a week before each TAG meeting. This proposed profile may pose some challenges over the summer months in the southern hemisphere. Feedback is requested on this proposal.

- 3.3 Proposed dates for the period to April 2020 based on UK times (see 2.6 below) are as follows:

4 November 2019
2 December 2019
7 January 2020
10 February 2020
5 March 2020

Question 2: What are the TAG's views on the proposed frequency and length of virtual meetings? Are any changes required to the proposed dates for virtual meetings in the period to April 2020?

- 3.4 The monthly virtual meetings will be held by video/tele conference in a window that is least inconvenient for members. Given the geographical dispersion of members it will not be possible to hold the meetings during normal working hours for all members. Possible meeting windows are set out below. It is possible to rotate the windows so that the more unsociable hours are shared across members.

	Option 1	Option 2	Time difference to GMT
Eastern Standard Time/Colombia	5am-7am	4pm-6pm	-5
Greenwich Mean Time/Sierra Leone	10am-noon	9pm-11pm	0
European Time	11am -1pm	10pm-midnight	+1
South Africa	Noon – 2pm	11pm – 1am	+2
Malaysia	6pm – 8pm	5am – 7am (following day)	+8
Australia	9pm – 11pm	8am – 10am (following day)	+11
New Zealand	11pm – 1am	10am – noon (following day)	+13

Question 3: Do TAG members have a preferred view on whether to adopt a single standard call time, or would they prefer to alternate the times? Are there other options that should be considered?

- 3.5 As TAG meetings are public meetings, whether they are held physically or by video/tele conference, they will be recorded and the recordings will be made available on the project website.



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- 3.6 Notes will be taken of video/tele conferences in the same way as physical TAG meetings, with TAG advice and operational requests summarised, rather than providing verbatim minutes.

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