

THE JOINT CAPA-IASC FOUNDATION
IFRS FOR SMES WORKSHOP
JANUARY 2010
MEMBER BODY & PARTICIPANT INFORMATION

INTRODUCTION

The Confederation of Asian & Pacific Accountants (CAPA) is teaming with the International Accounting Standards Committee Foundation (IASCF) to deliver two Train the Trainer sessions in the region in respect to the recently released IFRS for SME's. The intensive and interactive 3-day sessions will provide a detailed understanding of the topic and equip the trainers to replicate the training in their own country. Beside trainers, other interested stakeholders are also invited to participate.

The two locations identified for the regional training workshops are Kuala Lumpur, Malaysia and Hyderabad, India. The Malaysian Institute of Accountants (MIA) and the Institute of Accountants in India (ICAI) are assisting CAPA to host these workshops.

This is an excellent opportunity for regional member bodies to have suitably experienced local trainers receive training direct from the IASCF and to subsequently provide training in IFRS for SME's within their own country. The Train the Trainer workshops are being sponsored by CAPA and the IASCF, and CAPA will be heavily subsidizing the event. Participants will be charged only a nominal fee, to cover facilities, materials and refreshments. Further, this fee will be waived for participants from certain nations.

The number of available places is limited. Early registration is encouraged. CAPA will confirm acceptance of registration in early November 2009.

PROGRAM

DATE: January 20-22, 2010 **VENUE:** Kuala Lumpur, Malaysia

HOST: Malaysian Institute of Accountants

Target Countries*:

Members: China, Fiji, Malaysia, North Korea, Papua New Guinea, Philippines, Solomon Islands, Mongolia, Samoa

Non-Members: Brunei, Burma, Cambodia, Indonesia, Laos, Singapore, Thailand, Vietnam,

DATE: January 25-27, 2010 **VENUE:** Hyderabad, India

HOST: Institute of Chartered Accountants of India

Target Countries*:

Members: Bangladesh, India, Nepal, Pakistan, Sri Lanka,

Non-Members: ECCAA, Mauritius, Kazakhstan, Georgia

* Suggestion only. Participating countries may wish to elect to attend either or both workshops.

WORKSHOP FACILITATORS:

1. Dr. Paul Pacter, Chairman of the SME Implementation Group and Director of Standards for SMEs, IASB
2. Mr. Michael Wells, Director of IFRS Education Initiative of the International Accounting Standards Committee Foundation (IASCF)

WORKSHOP OBJECTIVES:

- ❖ To develop the capacity of regional trainers to provide subsequent training on the *IFRS for SMEs* in their own jurisdiction, i.e. to equip pre-existing local financial reporting trainers in the use of the IASC Foundation training material, particularly within developing and emerging economies.
- ❖ To engage with other stakeholders (legislators/regulators) to promote adoption and high quality implementation of the Standard
- ❖ To provide a forum for interaction between trainers, for the sharing of experience and the discussion of common issues in relation to the *IFRS for SMEs*.

The workshop and subsequent local roll-out of similar training will assist establish internationally accepted financial reporting standards and thus increased confidence in financial reporting and the benefits that brings to capital markets.

ABOUT THE *IFRS for SMEs*:

The *IFRS for SMEs* is a self-contained standard of less than 230 pages, designed to meet the needs and capabilities of small and medium-sized entities (SMEs), which are estimated to account for over 95 per cent of all companies around the world. The standard is a result of a five-year development process with extensive consultation of SMEs worldwide.

It is built on the foundation of full IFRSs, however, many of the principles for recognising and measuring assets, liabilities, income and expenses have been simplified, topics not relevant to SMEs have been omitted, and the number of required disclosures has been significantly reduced. Revisions to the IFRS will be limited to once every three years. The *IFRS for SMEs* is separate from full IFRSs and is therefore available for any jurisdiction to adopt whether or not it has adopted the full IFRSs. It is also for each jurisdiction to determine which entities should use the standard. It is effective immediately on issue.

BENEFITS

In particular, the *IFRS for SMEs* will:

- provide improved comparability for users of accounts
- enhance the overall confidence in the accounts of SMEs, and
- reduce the significant costs involved of maintaining standards on a national basis.

The *IFRS for SMEs* will also provide a platform for growing businesses that are preparing to enter public capital markets, where application of full IFRSs is required.

The underlying benefit is to provide confidence in financial reporting and capital markets, thus facilitating increased business with trading partners and economic growth.

WORKSHOP FORMAT

Each day would be broken down into a number of sessions. Each session would include plenary instruction followed by break-out group exercises (for example, case studies) and group feedback and Q&A sessions. Delegates would be expected to prepare in advance of each session.

TRAINING MATERIAL

This training material used by the workshop facilitators has been prepared by IASC Foundation education staff and has not been approved by the IASB. The accounting requirements applicable to small and medium-sized entities (SMEs) are set out in the *International Financial Reporting Standard (IFRS) for SMEs*, which was issued by the International Accounting Standards Board (IASB) in July 2009. Any views expressed by the workshop facilitators are their personal views and should not be regarded as interpretations of the *IFRS for SMEs* or the views of the Board.

There are two parts to the material for these workshops:

1. The full official text of the *IFRS for SMEs* and the accompanying documents (ie the basis for conclusions and implementation guidance).
2. Comprehensive training material developed by the IASC Foundation to support implementation of the *IFRS for SMEs*.

The full official text of the *IFRS for SMEs* includes three PDF files that can be downloaded from the IASB's website at <http://go.iasb.org/IFRSforSMEs>. The three files are the standard itself, the basis for conclusions, and implementation guidance. Delegates are expected to read this material in advance of the workshop.

The comprehensive training material includes:

- notes and examples explaining each requirement of the *IFRS for SMEs*
- multiple choice questions
- case studies.

The English-language training material will be downloadable free of charge on the IASB's website in late 2009. There will be one module per section of the *IFRS for SMEs*. Each will be a separate PDF file. The event organizer will inform each registered delegate of the internet address for downloading these documents. The event organizer will print copies of the training materials and, at the start of the workshop, will give each delegate a printed copy.

WHO SHOULD ATTEND?

This education initiative anticipates that the workshop delegates would be the people who are currently performing training using their local GAAP (or perhaps under IFRSs) in the region where the training workshop is being held (or local GAAP accountants in that region that will be training others in that region). Such persons might be manager level staff of auditing firms, accounting educators, and managers or technical staff of professional accounting organisations. Legislators, regulators, and those involved who will be in decisions on adopting the *IFRS for SMEs* within their environment are also targeted for the workshop.

COMMITMENT

Acceptance to the workshop is accompanied by the commitment of each participant to providing subsequent replication of training locally.

There is a NEED that all participants commit to train their local members on this workshop.

CAPA secretariat will follow-up on post-workshop feedback in the form of a questionnaire.

FEES

USD\$500 per participant for the 3 full day workshop is inclusive training materials, 2 tea-breaks and 1 lunch per day and one dinner.

The fee is not inclusive of any travel, logistics or accommodation expenses.

Invoice will be issued with the confirmation of selection and is due and payable by 30 November 2009.

SPONSORSHIP

CAPA will waive the workshop fee for participants from certain countries, to encourage more participants coming from these countries. The organizers have discretion to sponsor up to a maximum number of 20 seats for each of the workshops. On condition that the participants attend the full 3 days workshop and pay their own travel, logistics or accommodation expenses, CAPA will reimburse the selected participants the full workshop fee on the last day of the workshop.

The fee will be waived for the following CAPA member countries - Fiji, Bangladesh, Mongolia, Nepal, North Korea, Papua New Guinea, Samoa and Solomon Islands.

CERTIFICATE OF ATTENDANCE

Upon completion of the workshop, all participants will receive a certificate with the logo of the organizations involved in this project.

CLOSING DATE FOR REGISTRATION:

October 15, 2009

SELECTION PROCESS:

Upon registration, Trainers must submit details of the following:

- ❖ Evidence of accountancy training conducted by the candidates
- ❖ Commitment to provide similar training to future participants

Upon registration, other stakeholders (legislators, regulators, and those involved who will be involved in decisions on adopting the *IFRS for SMEs*) will need to demonstrate:

- ❖ their involvement with related legislation, regulation and oversight,
- ❖ submit reason for their role and reason for participation at the workshop.

The selection process will take about 2 weeks after the closing date of the registration. Participants will be informed by email by 1st week of November 2009, if they are successfully selected to attend the workshop. Unsuccessful participants will also be informed the same.

Invoice will be issued with the confirmation of selection and is due and payable by 30 November 2009.

CANCELLATION:

In the case of a participant wishing to cancel their enrolment in this workshop, no refund will be entertained after December 11, 2009. However, a substitute in place of the participant can be accepted for the workshop, if the alternate participants meet the selection process.

DISCLAIMER:

The organizers reserve the right to change the speakers, date, venue and to cancel the workshop if circumstances beyond its control arise. The organizers reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, participants are deemed to have read and understand the terms and conditions.

REGISTRATION & COMMITMENT FORM

SELECTION CRITERIA OF TRAINEES

THE JOINT CAPA-IASC FOUNDATION *IFRS FOR SMES* WORKSHOP

ALL CANDIDATES MUST SATISFY THE FOLLOWING ESSENTIAL CRITERIA

1. A willingness to learn and conduct training in the IFRS for SMEs.
2. Suitable experience and competence to conduct similar training in their own country.

DESIRABLE CRITERIA

1. Should be able to communicate in English
2. Should be familiar with the International Accounting Standards (IAS), International Public Sector Accounting Standards (IPSAS) and International Statement on Auditing (ISA)
3. Should have at least 5 years teaching and presentation experience

OUTPUT OF THE PROJECT

Participants to the workshop will:

1. Develop a deep understanding of the IFRS for SMEs
2. Develop a network with trainers from participating countries and IASB contacts
3. Be equipped to conduct similar workshops on IFRS for SMEs in their local environment.

APPLICATION FORM TO REGISTER FOR
The Joint CAPA-IASC Foundation *IFRS FOR SMEs* Workshop
FOR TRAINERS
JANUARY 2010

1	Name (Last, first and middle)	<input type="text"/>
2	Title	<input type="text"/>
3	Contact numbers:	
	Telephone (country, area, number):	<input type="text"/>
	Facsimile:	<input type="text"/>
	Email:	<input type="text"/>
4	State your membership in any accountancy organization, if any	<input type="text"/>
5	Years of training in accountancy related fields	<input type="text"/>
6	Subjects taught in accountancy related fields	<input type="text"/>
7	Ability to communicate and understand English language presentations (Scale 1 to 10 with 10 being fluent understanding)	<input type="text"/>
8	Other languages	<input type="text"/>
9	Do you require a visa. If yes, supply the following information:	
	Passport number:	<input type="text"/>
	Full name as in passport:	<input type="text"/>
	Nationality:	<input type="text"/>
10	Have you signed and attached the commitment form? Refer to Next Page.	<input type="text"/>

The closing date for interested parties to respond to CAPA is **OCTOBER 15, 2009**. Only shortlisted candidates will be invited to attend the workshop. Please fax your response to (603) 2274 9949 or email: meileng@capa.com.my

Joint CAPA-IASC Foundation *IFRS FOR SMEs* Workshop
Trainer Commitment Form

To be submitted with the Application Form for Trainers

Candidate Name: _____

Affiliation to CAPA Member: _____

Organisation: _____

Position: _____

Criteria for Trainers:

- **Commitment to Learning:** Willing to learn; demonstrates desire for ongoing learning
- **Commitment to Teaching:** Desire to deliver similar training workshops to facilitate learning for a broad spectrum of participants
- **Commitment to Communication:** Demonstrates skills in active listening, verbal and non-verbal communication, and exchange of feedback
- **Commitment to Preparation:** A PDF of the complete IFRS for SMEs (together with the basis for conclusions and implementation guidance) will be provided to each delegate registered for the workshop in November 2009, free of charge. Delegates are expected to print these three documents and to study them well in advance of the workshop.
- **Must:** Commit to maintaining the integrity of the workshop and ensuring future participants have a successful learning experience

I have thoroughly read this commitment form and I commit to the following:

Trainer is expected to conduct similar workshops in their own jurisdiction after completing this training. The trainer should commit to ensure the training is fully replicated to future participants, desirably holding the first such training within 3 months, and subsequently conducting more similar workshops within 12 months, of completing this workshop.

I am committed to the above and will inform CAPA of all training conducted by me.

Signature: _____

Name: _____

Date: _____

**APPLICATION FORM TO REGISTER FOR
The Joint CAPA-IASC Foundation *IFRS FOR SMEs* Workshop
FOR OTHER STAKEHOLDERS**

JANUARY 2010

1	Name (Last, first and middle)	<input type="text"/>
2	Title	<input type="text"/>
3	Contact numbers:	
	Telephone (country, area, number):	<input type="text"/>
	Facsimile:	<input type="text"/>
	Email:	<input type="text"/>
4	State your membership in any accountancy organization, if any	<input type="text"/>
5	Please state your involvement with related legislation, regulation and oversight bodies in your country	<input type="text"/>
6	Please explain your role and reason for participation in this workshop	<input type="text"/>
7	Ability to communicate and understand English language presentations (Scale 1 to 10 with 10 being fluent understanding)	<input type="text"/>
8	Other languages	<input type="text"/>
9	Do you require a visa. If yes, supply the following information:	
	Passport number:	<input type="text"/>
	Full name as in passport:	<input type="text"/>
	Nationality:	<input type="text"/>

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