

BACKGROUND NOTE ON ACTION PLANS

The SMO Action Plan is intended to provide a summary of:

- The legal and regulatory environment for the profession;
- The status of adoption of international standards and best practices in the jurisdiction; and
- The level of a Member's or Associate's fulfillment of IFAC membership requirements.

IFAC [Statements of Membership Obligations](#) (SMOs) require IFAC Members and Associates to support the adoption¹ and implementation² of international standards and other pronouncements issued by independent standard-setting boards under the auspices of IFAC as well as by the International Accounting Standards Board (IASB); and to establish a quality assurance (QA) review and investigation and disciplinary (I&D) systems. The SMOs are recognized as the international benchmarks for credible and high-quality PAOs that are focused on and have the necessary expertise to serve the public interest and meet the market demands of their respective jurisdictions.

IFAC Members and Associates conduct a self-assessment against the requirements of SMOs and identify areas where, if any, improvements are needed. Members and Associates should develop an Action Plan to (a) demonstrate how they fulfill the requirements of the SMOs (revised in 2012), and (b) where some requirements are not yet addressed, to present plans towards their fulfillment. Action Plans are designed to be **ever-green** documents that take into consideration IFAC recommendations. Depending on the PAO's level of fulfillment (see *IFAC's Summary Assessment* – page 2), an Action Plan may not be necessary for each SMO section and instead the '*Attestation of Ongoing SMO Compliance*' is used to confirm their ongoing commitments. However, PAOs may wish and are welcome to utilize the Action Plan as a tool to demonstrate how they are using 'best endeavors' and going beyond their mandate with innovative approaches to fulfilling the SMOs and strengthening the national profession.

The specific details of each organization's actions will vary even where two PAOs are involved in the same SMO area. Each PAO operates in its own unique regulatory and standard-setting framework and has different operating, technical, and resource capacities. Moreover, in deciding when and how a particular SMO requirement is to be addressed, PAOs might have differing timeframes and objectives to achieve. Notwithstanding these inevitable differences, seeking the advice and assistance of other PAOs who have already faced and dealt with similar challenges can save significant time and resources. IFAC staff will offer assistance as needed.

Regular updates of the SMO Action Plans are required as part of the [IFAC Member Compliance Program](#).

Use of Information

Please refer to the [Disclaimer](#) published on the IFAC website.

¹ *Adoption* is concerned with the decision that international standards are appropriate for use in specific national financial reporting environments and with the actions necessary to affect those decisions, including incorporation into national requirements or requiring the use of international standards through law. Adoption may include a process to review draft international standards, translation, public exposure of proposed standards, approval, incorporation into national requirements as necessary, and promulgation of final standards, and, where applicable, a convergence process to eliminate or minimize differences between international and national standards.

² *Implementation* may include a process to build awareness of the adopted standards, provide relevant education and training, develop, or disseminate implementation guidance and any other activities that promote proper understanding and use of the standards in practice.

ACTION PLAN

IFAC Member: Institute of Chartered Accountants of Trinidad and Tobago (ICATT)

Approved by Governing Body:

Original Publish Date:

Last Update:















Approved by Council on February 20, 2025

July 2010

February 2025

IFAC's Summary Assessment: IFAC staff will complete this section at the conclusion of each SMO Action Plan review and update process. PAOs are encouraged to take the staff's recommendations into consideration as part of future strategic planning conversations at the PAO.

For more information on [IFAC Member Compliance Program](#) and the legends used to describe the status of adoption of international standards, best practices, and fulfillment of SMO requirements, please refer to the Status of Adoption [methodology](#) and SMO Fulfillment [methodology](#).

| FOR IFAC COMPLETION | PAO Level of Responsibility for Adoption | Adoption Status as of 2025 | Level of SMO Fulfillment as of 2025 |
|------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| QA / SMO 1 | Direct |  Adopted |  Sustain |
| IES / SMO 2 | Direct |  Adopted |  Sustain |
| ISA / SMO 3 | Direct |  Adopted |  Sustain |
| IESBA / SMO 4 | Direct |  Adopted |  Sustain |
| IPSAS / SMO 5 | No Direct |  Not Adopted |  Sustain |
| I&D / SMO 6 | Direct |  Partially Adopted |  Review & Improve |
| IFRS / SMO 7 | Direct |  Adopted |  Sustain |

Commented [DJ1]: Are ISQM 1 and ISQM 2 adopted?

Attestation of SMO Compliance

The **Institute of Chartered Accountants of Trinidad and Tobago (ICATT)** has developed an Action Plan to demonstrate how it fulfills the requirements of the SMOs (revised in 2012). The abovementioned [*Governing Body*](#) has reviewed the information contained within the SMO Action Plan and affirms that the **ICATT** continues to undertake these and other relevant actions to maintain ongoing compliance and fulfillment of the membership obligations where IFAC's assessments are at *Review & Improve* and/or *Sustain*. In areas where IFAC's assessments are at *Execute*, *Plan*, *Consider*, or *Not Active* the **ICATT** has updated the Action Plan to reflect the specific actions to adopt or support adoption and support implementation that must be taken to achieve the improvement accompanied by a timeline.

On behalf of the **ICATT**, the *Governing Body* endorses the information contained within the SMO Action Plan as of the publication date and its publication on the IFAC website in the interests of transparency and to demonstrate our commitment to enhancing the quality and credibility of the accountancy profession worldwide.

Glossary

| | |
|---------------|-----------------------------------------------------------|
| ACCA | Association of Chartered Certified Accountants |
| CPD | Continuing Professional Development |
| IADB | Inter-American Development Bank |
| IAASB | International Assurance and Auditing Standards Board |
| ICATT | Institute of Chartered Accountants of Trinidad and Tobago |
| IES | International Education Standard |
| ICAC | Institute of Chartered Accountants of the Caribbean |
| IESBA | International Ethics Standards for Accountants |
| IFRS | International Financial Reporting Standards |
| IPSAS | International Public Sector Accounting Standards |
| IPSASB | International Public Sector Accounting Standards Board |
| ISQC 1 | International Standard on Quality Control 1 |
| ISA | International Standards on Auditing |
| PAB | Public Accountancy Board |
| PVQ | Pre Visit Questionnaire |
| QA | Quality Assurance |
| SME | Small and Medium Sized Entities |
| SMO | Statement of Membership Obligations |
| SMPs | Small and Medium-Sized Practitioners |

Action Plan Subject: General Goals of the Action Plan
Action Plan Objective: Define Environment, Challenges and Key Success Factors for Planning Cycle

General Background

The Institute of Chartered Accountants of Trinidad & Tobago (ICATT) was established by an ACT of Parliament (ACT 33 of 1970) to regulate the Accounting and Auditing Profession in the Republic of Trinidad & Tobago. This ACT gives ICATT the authority to approve Auditing and Accounting Standards in Trinidad & Tobago. ICATT is the sole organization in Trinidad and Tobago with the right to award the [Chartered Accountant](#) (CA) designation. ICATT is a member of the [Institute of Chartered Accountants of the Caribbean](#) (ICAC). ICATT is also a member of the [International Federation of Accountants](#) (IFAC). Trinidad and Tobago fully adopted [International Financial Reporting Standards](#) (IFRS) in 1999 and in 2010 the country adopted IFRS for SMEs.

Regulatory and Standard Setting Framework

ICATT as the approved standard setter, has adopted International Financial Reporting Standards (IFRS); International Financial Reporting Standards for SMEs (IFRS for SMEs) and International Standards on Auditing (ISAs), as its approved accounting and auditing framework for Trinidad & Tobago.

Governance Framework

ICATT adopted revised Rules and Regulations passed at an Extraordinary General Meeting (EGM) held on February 15, 2017, therein called the ICATT 2018 Rules and Regulations. Based on ICATT 2018 Rules and Regulations, the Council now consists of 12 members elected by the membership. The Council is headed by a President supported by a Vice President, both are elected by Council. Three statutory tribunals/committees have been established: The Investigatory and Disciplinary Tribunals and the Licensing and Appeals Committees. These committees are not headed by members of the Council; however, the Independent Chairs and Vice Chairs are appointed by the Council.

Five (5) other committees support the Council: Auditing and Accounting Standards, Members and Students Relations, Professional Accountants in Business Committees Small and Medium Sized Practitioners, and Taxation. Each of these committees are headed by two Council Members as the Chairman and Vice Chairman respectively and consisting of persons from ICATT's membership. All the committees are active and meet periodically and report to the Council. A complete list and description of ICATT Committees can be found at www.icatt.org.

ICATT is managed by a Secretariat which is led by the Chief Executive Officer and who reports to a Council which is supported by a Corporate Secretary.

Challenges and Key Success Factors

- With the successful implementation of the ICATT 2018 Rules and Regulations, the next step is to seek an amendment to ICATT's governing legislation ACT 33 of 1970 to further enforce ICATT's powers as Regulator in Trinidad and Tobago.
- ICATT has increased its Continuous Professional Development offerings by 40%, which has contributed significantly to the Institute's revenue earnings. However, there has been increasing competition from other academic institutions which have forced ICATT to focus on marketing efforts and spending.
- ICATT's focus on enforcement of disciplinary proceedings over the last seven years and consequential legal proceedings have had financial implications which further constrained the Institute.
- ICATT's continues to lobby for reciprocity between Caribbean Institutes. Presently the CARICOM community has established a working sub- committee to implement a Single Registration of Professionals (SRP) initiative of which ICATT along with other professional bodies with Trinidad and Tobago have submitted their review of the draft framework. The SRP aims to facilitate the free movement of professionals within member states, enabling those registered in one country to practice in others without additional registration requirements.

ICATT Strategic Plan

In February 2022, the Council approved ICATT's 2022-2025 Strategic Plan themed "*Driving Sustainability, Reinforcing Trust*". The Plan is designed to deliberately focus the Institute's objectives over the three-year period on key Pillars of Excellence themed Pillar 1 – Quality Assurance, Pillar 2- Membership Value, Pillar 3- Brand Impact and Pillar 4- Financial Sustainability. Building on the strong foundation established over the past five decades, the Strategic Plan outlines a clear and detailed roadmap to guide the Institute in fulfilling and expanding its evolving role.

The framework of this plan is shaped by global trends impacting the accounting profession, including the importance of trust, the increasing emphasis on sustainability, the future of education and work, and the heightened focus on audit and assurance. These insights were also integrated with feedback from ICATT's membership (2021 Membership Survey), stakeholders and employees.

Key Highlights as of December 2024

IMIS Implementation

Successfully implemented the Integrated Membership Information System (IMIS) by September 30, 2021, streamlining membership management and operational efficiency.

Regulatory Enhancements

- Expanded the Practice Monitoring Programme to include reviews of non-audit practices to enhance oversight.
- Adopted amendments to the ICATT 2018 Regulations on January 2, 2022, aimed at improving effectiveness, addressing ambiguities, and closing regulatory gaps identified in the application of the 2018 Rules and Regulations.
- Further amendments were adopted on May 1, 2024, updating ICATT's Regulations - Schedule 2 (Licensing Regulations) and approving the Expired Practising Certificates (Audit and Non-Audit) Policy. The amendments improve efficiency and clarity, particularly regarding the re-application and renewal of licences listed in Schedule 2
- .Established an Expired Practising Certificates Policy to ensure that all ICATT Practising Members hold valid Practising Certificates (Audit/Non-Audit). Practising Members who fail to renew their certificates before expiration will be re-categorized as Members Not in Practice until their status is rectified with the Institute.

Public Interest Entity (PIE) Definition

Refined and approved the Public Interest Entity (PIE) definition to align global standards with Trinidad and Tobago's regulatory landscape to ensure relevance, industry responsiveness, and international alignment. The redefined PIE definition applies to audit periods beginning January 1, 2024.

Strategic Partnerships & Governance

Continued collaboration with major strategic partners and ICATT representatives are assigned to key Boards and Committees to strengthen ICATT's stakeholder management and industry relations.

Promoting the Public Financial Management (PFM)

ICATT established a PFM Committee to enhance governance, financial reporting, and accountability in the public sector. This initiative broadens the accountancy profession's reach and strengthens ICATT's role in advocating for professional and public interests.

Membership Health Plan

Approved and implemented a Membership Health Plan, informed by a Membership survey focusing on Member benefits. The Health Plan called iCAre with CariCARE was introduced in 2024 and is designed to enhance the well-being of its members by providing comprehensive healthcare coverage, improved benefits, and greater accessibility to wellness support services.

Partnership with AICPA&CIMA

ICATT partnered with AICPA& CGMA to launch the Financial Leadership Program, offering members a pathway to earn the globally recognized Chartered Global Management Accountant (CGMA) designation and advance their professional credentials.

ESG Initiatives

Recognizing the importance of aligning with international best practices, ICATT has an implementation roadmap plan which includes stakeholder engagement on the implementation of S1 and S2 sustainability standards. The Institute has held numerous trainings on the Sustainability Standards. Presently, the Institute has confirmed an initial voluntary adoption period, followed by a phased transition to mandatory implementation over the short to medium term.

Stakeholder Engagement

Strengthened stakeholder engagement efforts to build an active professional community, foster industry collaboration, and address key regulatory and professional issues.

Adoption of International Standards

Integrated IFRS 17 into ICATT's regulatory framework, with dedicated training programs to ensure effective implementation and compliance.

International Compliance & Disciplinary Review

Conducted a comprehensive review of ICATT's investigative and disciplinary procedures to ensure alignment with the International Federation of Accountants (IFAC) requirements, reinforcing accountability and professional integrity.

Student Sensitization Campaign

Launched the Accounting for Your Future initiative, to educate and inspire students about the opportunities within the accounting profession.

| Legislative Amendments | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------|-----------------|----------------|-----------|
| Amendments to the ICATT Legislation are underway, emphasizing transparency, accountability, and continuous training for qualified professionals. | | | | | |
| Continuous Professional Development (CPD) | | | | | |
| Annually ICATT produces a calendar of Continuous Professional Development (CPD) offerings to achieve our mandate to provide developmental opportunities to our members and to also generate revenue for ICATT which also supports capacity building for the Institute. The CPD activities are designed based on feedback from members and respective ICATT committees on the training needs of members. | | | | | |
| # | Start Date | Actions | Completion Date | Responsibility | Resources |
| Update IFAC Action Plan | | | | | |
| 1. | Semi-Annually | Consider Progress against Action Plan. | | | |
| 2 | Biennial | Update Action Plan with IFAC staff. | | | |

Action Plan Subject: SMO 1 – Quality Assurance
Action Plan Objective: Ensure mandatory quality review program in place in line with the SMO 1 requirements

| # | Start Date | Actions | Completion Date | Responsibility | Resource | |
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| Background Effective January 1, 2018, ICATT established a Licensing Committee which superseded the Quality Assurance Committee. The Licensing Committee's mandate is to consider whether to grant, renew, amend or cancel Practising and Auditing Certificates issued by the Institute; oversee the Institute's Practice Monitoring Program; and review and take appropriate action in respect of each monitoring report. In 2006, ICATT established mandatory quality assurance for all Practising Members covering both public and non-public company audits. Currently, only members who hold an auditing certificate are reviewed. The audit monitoring scheme of the Practice Monitoring program was outsourced to ACCA under contract which covers other Institutes in the Caribbean. The contract with ACCA was signed in April 2008 with an effective date of October 2008 for a six-year period; this contract was extended for a one-year period in the latter half of 2014. Then the contract was renewed in June 2015 for a 3-year period; The previous contract was extended for an additional three years, concluding in December 2021, and subsequently extended for another three years, ending in December 2024. Currently, the Institute of Chartered Accountants of the Caribbean (ICAC), representing ICATT and other regional institutes, is negotiating a new contract. The quality assurance reviews conducted by ACCA are in line with UK practice and are compliant with IFAC's SMO 1. Members are individually written by ICATT requesting practising Members to complete a pre-visit questionnaire and the requirement to comply with this request is stated in this correspondence, ICATT members have complied 100% with these requests to date. Most of the members in Practice in Trinidad and Tobago are also members of ACCA. ICATT promotes awareness to membership on the requirements of participation in this quality assurance system and results of monitoring programme. Actual practice reviews commenced in January 2009. | | | | | | |
| Statistics on Practice Monitoring Programme | | | | | | |
| Years | First | Second | Third | Fourth | Fifth | Total visits |
| 2012 | 8 | 14 | 0 | 0 | 0 | 22 |
| 2013 | 1 | 20 | 0 | 0 | 0 | 21 |
| 2014 | 6 | 5 | 7 | 0 | 0 | 18 |
| 2015 | 4 | 5 | 11 | 2 | 0 | 24 |
| 2016 | 8 | 2 | 8 | 0 | 0 | 18 |
| 2017 | 5 | 3 | 4 | 10 | 0 | 22 |
| 2018 | 11 | 3 | 3 | 3 | 0 | 20 |
| 2019 | 10 | 1 | 2 | 3 | 4 | 20 |
| 2020 | 9 | 0 | 0 | 2 | 0 | 11 |
| 2021 | 13 | 4 | 4 | 0 | 1 | 22 |
| 2022 | 17 | 1 | 1 | 1 | 0 | 20 |
| 2023 | 15 | 1 | 2 | 1 | 1 | 20 |
| 2024 | 14 | 2 | 1 | 0 | 1 | 18 |

| Start Date | | Actions | | Completion Date | Responsibility | Resource |
|------------|--------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------|
| Years | Satisfactory | Unsatisfactory outcome – Limited number of serious deficiencies in compliance with auditing standards requiring some improvement | Unsatisfactory outcome – Widespread serious deficiencies in compliance with auditing standards requiring significant improvement | Unsatisfactory outcome – Satisfactory compliance with auditing standards but serious independence issues | Unsatisfactory outcome – Unsatisfactory compliance with auditing standards and serious independence and other issues | Total visits |
| 2012 | 1 | 7 | 12 | 0 | 2 | 22 |
| 2013 | 7 | 3 | 7 | 0 | 4 | 21 |
| 2014 | 2 | 3 | 7 | 0 | 6 | 18 |
| 2015 | 10 | 3 | 4 | 2 | 5 | 24 |
| 2016 | 13 | 2 | 1 | 0 | 2 | 18 |
| 2017 | 10 | 4 | 4 | 0 | 4 | 22 |
| 2018 | 11 | 6 | 2 | 1 | 0 | 20 |
| 2019 | 13 | 4 | 3 | 0 | 0 | 20 |
| 2020 | 5 | 1 | 1 | 1 | 3 | 11 |
| 2021 | 13 | 5 | 3 | 0 | 1 | 22 |
| 2022 | 18 | 2 | 0 | 0 | 0 | 20 |
| 2023 | 12 | 4 | 4 | 0 | 0 | 20 |
| 2024 | 12 | 5 | 1 | 0 | 0 | 18 |

Since the implementation of the monitoring programme, the Institute has noted improvements from members. In some cases, however, significant deficiencies persisted, and the reviewer has recommended reviews within 2 years. The practitioners have been advised that they will be expected to satisfy the practising standards at the next visit and asked to submit an action plan to overcome the identified weaknesses. In this regard, the Committee has adopted a response template recommended by the reviewer to ensure that a thought-out plan is developed for implementation to rectify deficiencies. Effective April 2016, the Council approved those members who undertook audit appointments of any Public Interest Entities (PIE) clients would be reviewed every three (3) years.

The routine visit cycle adopted by ICATT is six years for firms which do not undertake audits of public interest entities (PIE) clients and three years for firms which do. For firms with unsatisfactory outcomes due to widespread deficiencies requiring significant improvement, early follow-up visits are conducted after two years if the firm does not undertake audits of Public Interest Entities (PIEs) and after one year if they do. For firms with unsatisfactory outcomes due to limited significant deficiencies requiring some improvement, early follow-up visits are carried out after four years if the firm does not undertake audits of PIEs and after two years if they do.

The Committee has also proposed that training courses be structured in the major areas of deficiency and participation will be one of the corrective measures that will demonstrate where relevant, action being taken to overcome weaknesses identified in the practice reviews. The practice reviewers were conducting reviews for several countries in the region and as such there was a resource constraint resulting in undue delay in the process being completed in Trinidad & Tobago according to original plan.

The global COVID-19 pandemic has significantly impacted Caribbean countries and Trinidad and Tobago is not excluded from the pandemic's negative socio-economic impact. The implementation of mandatory public health measures in Trinidad & Tobago made it impossible to have on-site monitoring visits for almost two months between the end of March 2020 and May 2020. ACCA recommended steps to explore how to undertake monitoring work remotely, through the use of screen sharing on-line applications such as Skype, Zoom, Microsoft Teams and TeamViewer. On 9 April 2020 ICATT was advised of the remote monitoring process with the intention of a ICATT informing its member firms of this process to commence reviews. There was however the inevitable disruption caused by rearranging firms to accommodate the new virtual monitoring approach especially for firms previously scheduled for April 2020- this included an international network firm. While we managed to undertake remote reviews of four firms in April and May 2020, its effectiveness was highly dependent on internet connectivity, and on the firm's ability to share all the information including audit files electronically, in an organised and logical manner which was not always the case. This generally resulted in the remote reviews taking much longer than on-site monitoring visits. Monitoring visits to 17 firms were planned for 2020, of which 11 were carried out. Despite the country experiencing a third wave of Covid-19 from May to August 2021, on site reviews resumes and 22 reviews were completed.

In 2022, 10% of the firms reviewed were found to be unsatisfactory. Over the past eight years, at least one-third of the firms reviewed have also received unsatisfactory outcomes. While it is the responsibility of firms to identify the root causes of these deficiencies, a key contributing factor appears to be the lack of implementation of "hot" and "cold" file reviews as part of their engagement performance and monitoring activities, in accordance with International Standard on Quality Management (ISQM) 1. To address this issue, ACCA has recommended that ICATT consider mandating unsatisfactory firms to implement hot and/or cold file reviews, conducted by an independent and competent party, such as a service provider. ICATT is currently exploring how best to implement this measure to support firms in improving audit quality.

Additionally, in 2023, ICATT expanded the review program to include non-audit members in public practice through a self-reporting mechanism for non-audit activities using a Best Practice Self-Assessment Checklist, developed by ICATT's Small and Medium-Sized Practices (SMP) Committee.

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------|----------------------------------------------------------|
| Full implementation of ISQC1 and Quality Assurance Reviews; address weaknesses identified by practice monitoring visits | | | | | |
| 1. | April 2008 | Established agreement with ACCA to conduct Practice Monitoring Reviews on behalf of ICATT in 2008. The current contract expired in December 2024. Currently, the Institute of Chartered Accountants of the Caribbean (ICAC), representing ICATT and other regional institutes, is negotiating a new contract. The parties to the contract are ICAC, ACCA and ICATT. | Under review | Council | Secretariat |
| 2. | July 2008 | Conducted training on ISQM 1 and other relevant IAASB's standards to assist SMP (SMP audit limited to non- public entities) and supporting staff in meeting IFAC requirements. Last training for IQSC1 conducted on January 26, 2022 | Ongoing, included as part of CPD activities to specifically targeted | Council | Secretariat |
| 3. | On going | Pre-Visit Questionnaire (PVQ) from all Members in Practice are requested annually. Forms submitted from Members in Practice who hold an auditing certificate are collated to prepare an annual summary report which is used by ACCA to facilitate the planning exercises for rostering the audit monitoring reviews. | Ongoing | Licensing Committee | Secretariat |
| 4. | January 2009 | Commenced field work by ACCA reviewers. | Ongoing | ACCA Reviewers | Chief Executive Officer / |
| 5. | May 2009 | Established a Practice Review Committee to review the reports from ACCA and take appropriate action as necessary. Matters may be escalated to the Disciplinary Tribunal in accordance with the ICATT 2018 Rules and Regulations: <ul style="list-style-type: none"> The Quality Assurance Committee functioned until December 31, 2017 The Licensing Committee was established on January 1st, 2018. The Committee works diligently to review the Practice Monitoring Reports. Meetings are held with members who performed unsatisfactory due to significant deficiencies in compliance with auditing standards. | The committee is actively working, and reviews of reports are ongoing | Council | Chief Executive Officer/ Secretary plus Review Committee |

*Action Plan Developed by
Institute of Chartered Accountants of Trinidad and Tobago*

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|----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|---------------------|
| 6. | April 2009 | Continuous annual training has been implemented for SMPs and members who receive unsatisfactory practice monitoring reports on ISQCI and ISAs. Annual training sessions for IQSC1 are conducted. | Ongoing | Council and Committees | Secretariat |
| 7. | April 2016 | Guidelines for Reviewing Audit Monitoring Reports were developed in 2015 and reviewed in 2016 to incorporate the provisions for the monitoring of firms engaged in service to PIEs. | April 2016 | Council | Licensing Committee |
| 8 | February 15, 2017 | Implementation of the Licensing Committee. | January 1, 2018 | Council | Council |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|---------------------------------------------------------------------------------------|
| <i>New Developments – Analysis and Publication of QA Review Results</i> | | | | | |
| 10. | December 2010 | Established a process for making available to the public an annual report on the results of Quality Assurance Reviews. The results of QA are made public in ICATT's Annual report and included in ICATT's website. | Ongoing | Council and Secretariat | Secretariat Summary is included in ICATT's annual report and is posted to the website |
| 11. | January 1, 2018, | The Licensing Committee has been charged to review the quality assurance reports produced on behalf of ICATT by ACCA together with the members' action plan to remediate the findings. The committee determines the seriousness of the identified deficiencies and the firm's responsiveness to taking corrective action, the effectiveness of these actions, and makes recommendations on the action, if any, which should be taken against a deficient firm/member. | Ongoing | Licensing Committee | Licensing Committee and Secretariat |
| 9 | December 2023 | ICATT expanded the review program to include non-audit members in public practice through a self-reporting mechanism for non-audit activities using a Best Practice Self-Assessment Checklist, developed by ICATT's Small and Medium-Sized Practices (SMP) Committee. | Ongoing | Secretariat | Secretariat summaries the information received |

Main Requirements of SMO 1

| Requirements | Y | N | Partially | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------|----------|
| Scope of the system 1. At a minimum, mandatory QA reviews are required for all audits of financial statements. | Y | | | |
| Quality Control Standards and Other Quality Control Guidance 2. Firms are required to implement a system of quality control in accordance with the quality control standards. | Y | | | |
| 3. Most up to date versions of ISQC 1 and other relevant ISAs are adopted as the quality control standards. | Y | | | |
| 4. Member Body assists firms in understanding the objectives of quality control and in implementing and maintaining appropriate systems of quality control. | Y | | | |
| Review cycle 5. A cycle-based, risk-based, or a mixed approach for selecting firms for QA review is used. | Y | | | |
| 6. For cycle-based approach, quality control reviews are required to take place at least | Y | | | |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| every six years (and every three years for audits of public interest entities). | | | | |
| QA Review Team | Y | | | |
| 7. Independence of the QA Team is assessed and documented. | | | | |
| 8. QA Team possesses appropriate levels of expertise. | Y | | | |
| Reporting | Y | | | |
| 9. Documentation of evidence supporting the quality control review report is required. | | | | |
| 10. A written report is issued upon conclusion of the QA review and provided to the firm/partner reviewed. | Y | | | |
| Corrective and disciplinary actions | Y | | | |
| 11. Reviewed firms/partners are required to make timely adjustments to meet recommendations from the review report. | | | | |
| 12. QA review system is linked to the Investigation and Discipline system. | Y | | | |
| Consideration of Public Oversight | Y | | | |
| 13. The body responsible for QA reviews cooperates with its oversight body and shares information on the functioning of the QA review system, as needed. | | | | Currently the committee that oversees the QA review is independent from the Council of ICATT. The statistics and information on QA reviews are shared with the Council once requested. |
| Regular review of implementation and effectiveness | Y | | | |
| 14. Regular reviews of implementation and effectiveness of the system are performed. | | | | |

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| Action Plan Subject: | SMO 2 – International Education Standards |
| Action Plan Objective: | Ensure that all IES requirements are incorporated into the ICATT professional accountancy education system. |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|-----------------|----------------|----------|
| Background: The Members from the following Approved IFAC member body are eligible for membership in ICATT: Chartered Professional Accountants-Canada The American Institute of Certified Public Accountant The Chartered Institute of Management Accountants The Institute of Chartered Accountants in England and Wales Any other IFAC Member bodies that ICATT Council may be considered. | | | | | |
| The Institute of Chartered Accountants Ireland The Association of International Accountants The Institute of Chartered Accountants of Scotland Association of Chartered Certified Accountants | | | | | |
| ICATT continues to lobby the Institute of Chartered Accountants of the Caribbean (ICAC) to allow reciprocal membership among the 7 member bodies of the ICAC. The respective institutes have cited legislative territory differences among the reasons for not pursuing reciprocal membership | | | | | |
| IES 5 – Practical Experience Requirements: Effective January 1, 2018, ICATT issued both Auditing and Practising Certificates. An Auditing Certificate will permit a member to conduct audits in accordance with the Practising Regulations. A Practising Certificate will allow a member to engage in public practice under the Practising Regulations. | | | | | |
| To qualify for an Auditing Certificate, a member must have at least 3,000 audit hours (client related work) over a minimum period of 3 to a maximum of 4 years under an Accredited Supervising Principal, after admission to membership of the Institute. To qualify for a Practising Certificate, a member must have at least 2,000 hours of relevant practical experience in the area(s) in which the member intends to practice over a minimum period of 2 years and up to a maximum of 4 years under a Supervising Principal, after admission to membership of the Institute. | | | | | |
| IES 6 - Assessment of Professional Capabilities and Competence: ICATT does not conduct its own examination scheme. ACCA and ICATT operate a Joint Examination Scheme (for over 16 years). The examinations for all subjects are identical to ACCA UK examination. Under ACT 33 of 1970, ICATT has the authority to set its own examination. The Institute is currently exploring the possibility of setting Trinidad & Tobago examinations in taxation and company law and is in discussions with one of the leading graduate academic providers to establish a Tax Certificate Program . | | | | | |
| IES 7 – Continuing Professional Development (CPD): ICATT has completed a comprehensive review of its Rules and Regulations which includes the requirements for compliance with IFAC SMO's. | | | | | |
| Effective January 1, 2018, members must obtain at least 40 CPD units per calendar year of acceptable CPD learning activities which are relevant to their work. One unit shall be equivalent to one hour spent on an acceptable CPD learning activity. At least 21 units must be verifiable units. A unit shall be verifiable if the member can prove that he was involved in an acceptable CPD learning activity and that the CPD learning activity has actually occurred. | | | | | |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|------------------------------------------------------------------------------------|
| <p>Each member holding an auditing or practising certificate will be required to obtain an additional 10 CPD units in the specialised areas of his practice annually and maintain competence in those areas. A minimum of 50 percent of the CPD units earned in satisfaction of this requirement must be verifiable.</p> <p>Members will be required to maintain records of both verifiable and non-verifiable CPD units obtained and of the relevance of those units to their area of specialisation. ICATT currently undertakes annual audits of all practising members CPD records.</p> | | | | | |
| Ensure that all IES meet requirements of SMO 2 | | | | | |
| 1. | July 2010 | Review of Professional Experience Requirements to meet SMO 2 requirements. | August 2010 Completed | Council/Rules and Regulation Committee | Full cost already covered by IADB grant and consultancy by ACCA completed in 2009. |
| Implementing CPD Requirements | | | | | |
| 2. | On going | Review of CPD requirements to meet SMO 2; Develop and implement a comprehensive monitoring of members CPD returns. Electronic returns were implemented in January 2018. | Ongoing | Council | Secretariat |
| 3. | On going | Request all members to submit evidence of compliance with CPD requirements of ICATT on an annual basis; this requirement is the determining factor whether a member can in fact continue to be a member. | Ongoing | Council | Secretariat |
| 4 | On going | At the expiration of all Members in Practice certificates, annual CPD reviews are undertaken to ensure compliance of the 2018 Rules and Regulations. | Ongoing | Council | Secretariat |

| Raising Awareness of new IAESB's pronouncements | | | | | |
|--------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------|-------------|
| 4. | March 2011 | Established a process for notifying all members on IAESB pronouncements. CPD Programs are provided to members during the year which notifies members on IAESB pronouncements. A minimum of 12 courses are provided per annum. | June 2011 Completed | Council | Secretariat |
| 5. | On going | Established a process for updating website with all new IAESB pronouncements. A revised and upgraded website went live in 2012. Under review is a system for posting of IAESB pronouncements. This site is continually being upgraded. In the interim IAESB pronouncements are delivered to members via e-mail. | Ongoing | Council | Secretariat |
| 6. | On going | Annually ICATT host ethics training programs and workshops for members. | Ongoing | Council | Secretariat |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|---------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|------------------|
| <i>Evaluating introduction of the local tax and legislation into the examination</i> | | | | | |
| 7 | March 2011 | ICATT has considered various alternatives regarding the implementation of a local or regional tax and company law examination as part of the Joint Scheme Examination with ACCA or as an alternative, with the University of the West Indies. This examination does not appear to be feasible at this stage given the institutional capacity and should be further explored at a regional level, through ICAC. These discussions remain on-going. | Ongoing | Council | Council and ICAC |
| 8 | Ongoing | ICATT currently hosts an annual taxation training session for membership as there is no examination on local tax and business laws in Trinidad & Tobago. | Ongoing | Council | Council |

Action Plan Subject: SMO 3 and IAASB Pronouncements
Action Plan Objective: Continue to use best endeavors to maintain ongoing process to adopt and implement IAASB pronouncements

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------|-----------------------------------------------------------|
| Background: ICATT is the only entity in Trinidad & Tobago that has the authority to set audit and accounting standards. ICATT has adopted all ISA over the last 12 years and currently regulates members using the pre-clarity version of ISA. ISAs and IAASB pronouncements have been adopted by ICATT as the approved framework for Trinidad & Tobago without modification. ICATT disseminates relevant information on pronouncements to members, including changes to Standards. The Institute's CPD training also covers most of the amendments to the Standards on an ongoing basis. ICATT also has a robust member communications infrastructure to solicit feedback after the conclusion of each CPD activity. The CPD offerings are also structured based on feedback obtained from members. Based on legislation, only special purpose state entities, financial institutions, (banks and insurance companies), listed companies and credit unions are required to mandatorily have annual audits conducted. Other companies not falling in these categories may dispense with the requirement to have an audit conducted. | | | | | |
| Raising Awareness of the IAASB's pronouncements | | | | | |
| 1. | Jan 2011 | Established a process for notifying members by email on all change's s/pronouncements by IAASB and also solicit feedback from members on the draft pronouncements issued by the IAASB. To date ICATT has not responded to any Exposure Draft; however, it is with the intent that this would be a function of our Compliance Manager and the Auditing & Accounting Standards Committee. | On going | Council | Secretariat |
| 2. | March 2011 | Established a process for posting all changes on website. | On going | Chief Executive Officer/Support staff | Marketing and communications officer |
| 3. | March 2011 | Developed a quality control check to ensure that notifications and posting on website are done on a timely basis. | On-going | Chief Executive Officer/Corporate secretary | Marketing and communications officer |
| 4. | March 2011 | Developed and implemented technical guidance on implementation of changes/new standards issued by IAASB, including ISA guide for SME. | Ongoing | Chair Audit and Accounting Standards Committee/ Council member | Function of the Audit and Accounting Standards Committee. |

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|-----------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|-----------------------------|
| Full implementation of ISA including Clarity | | | | | |
| 5. | Sept 2010 | Schedule training for SMP in ISA Clarity Included in annual CPD plan; the SMP Committee determines training needs and provides guidance. | Ongoing | Council | Support Staff/SMP Committee |
| 6. | Jan 2011 | Developed annual plan for CPD training and monitoring of CPD compliance and ensure coverage of the major changes in ISA including Clarity are disseminated to all Members. Offerings are included on Website and via email communication to members and quarterly newsletters. | On-going | Council | Chief Executive Officer |
| 7 | Dec 2023 | ICATT advanced its Environmental, Social, and Governance (ESG) agenda, recognizing the accountant's vital role in socioeconomic stability and sustainability reporting. With the introduction of Standards S1 and S2 by the International Sustainability Standards Board, ICATT is engaging with various key stakeholders to align with the global best practices. The Council has confirmed an initial voluntary adoption period, followed by a phased transition to mandatory implementation over the short to medium term. | | | |

Below is a listing of the various training initiatives shared on the various standards presented to members and stakeholders:

| Year | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------|------------------------------------------|----------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Type | ISA 700, 705, 706, 315/IFRS 16, 4, 15, 9 | IAS 12, 16, 1, 8, 7, IAS 32, 36, 38, 2, 10, 40, IFRS 9, 15, 16 | IFRS 9, 15, 16 | ISQC 1, ISA 200, ISA 210, ISA 250, ISA 260, ISA 265, THA - IFRS 9, Co-operative Development Division IFRS 9, ISA 300, 315, 330, 402, IFRS 9, 15, 16, 17 | Nil | ISA 540, ISQM 1, ISA 220 & 315/IFRS 17, 7, 16, 9 | IFRS 17, 16 IAS 1, 8, 12, 16, 38 ISQM 1, Professional Scepticism | Climate Related Risks and Impact on Financial Statements, Impairment of non-financial assets, Intangible assets, Measurement of ECLs, Intangible assets, M11/12/23 | IFRS 17, 7, 9, 18, 19, IFRICS, S1 & S2, Common Control Transaction |

Action Plan Subject: SMO 4 and the IESBA Code of Ethics
Action Plan Objective: Continue to use best endeavors to raise the awareness of ICATT's Code of Ethics

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|---------------------------------------------|
| Background: | | | | | |
| ICATT has adopted the International Ethics Standards Board for Accountants Code of Ethics for Professional Accountants as part of its ongoing adoption of all international standards. At an Extraordinary General Meeting held on March 25, 2015, IESBA's Code of Ethics and all future amendments were adopted. As part of ICATT's planned CPD schedule for April 2015 a joint Ethics seminar was held/ with ACCA. From the year 2016, ICATT has hosted ethics programmes for its members annually. | | | | | |
| Implementation of ICATT's Code of Ethics modeled on IESBA Code of Ethics (Clarity) | | | | | |
| 1. | September 2010 | Adoption of New Rules and Regulation including updated Code of Ethics modeled on IESBA 's Code of Ethics. | June 2013 | Council | Secretariat |
| 2. | June 2010 | Conducted training on Code of Ethics as part of the CPD workshops and excerpts from the Code of Ethics are included in ICATT's quarterly newsletters. Additionally, e-links from IESBA website are included on ICATT's website. Currently there is no structured counseling service, but this will be a consideration going forward. ICATT's annual CPD schedule includes Ethics. | Ongoing | Council | Secretariat |
| 3. | March 2011 | Established a process to notify all members by email whenever there are changes to the Code of Ethics. ICATT engages a member of one of the big 4 firms, who is also a Council member, to provide the CPD offering to its members, whose material is taken from the IESBA model. Ethics training is provided by a Council Member who is a technical resource/Ethics Officer at a big 4 firm. | Ongoing | Chief Executive Officer | Manager Communications and Corporate Events |
| 4. | March 2011 | Established a process to ensure that the Code of Ethics is current and posted on website. | Ongoing | Chief Executive Officer | Manager Communications and Corporate Events |
| 5. | July 2011 | Update Code of Ethics: On March 25, 2015, at an ICATT EGM, the members formally approved the adoption of IESBA's Code of Ethics and all future amendments. | March 2015 | Council | Secretariat |

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|---|---------|--------------------------------------------------------------------------------------------------------------------------|---------|-------------------------|-------------------------------------|
| 6 | Ongoing | Annual ethics training is included to CPD calendar as a single workshop or as a session on the annual conference agenda. | Ongoing | Chief Executive Officer | Education and Training Co-Ordinator |
|---|---------|--------------------------------------------------------------------------------------------------------------------------|---------|-------------------------|-------------------------------------|

Below is a listing of the various ethics training initiatives hosted by ICATT:

| Year | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------|-------------------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Type | Building a Workplace Culture of Ethics and Compliance | Module incorporated in the Annual Conference | Module incorporated in the Annual Conference | Module incorporated in the Annual Conference | Ethics at work in a contemporary society & Module incorporated in the Annual Conference | Ethics in Governance & Module incorporated in the Annual Conference | Code of Conduct and Ethics & Module incorporated in the Annual Conference (Integrity and Accountability – A Leader's Perspective) | Code of Ethics in Business & Module incorporated in the Annual Conference (Ethical Dilemmas – A Leadership Discussion) | The Ethical Conversation |

| | | | | | |
|---|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|---------|
| 7 | January 1, 2018 | Established under the 2018 Rules and Regulation, members registered as members not in practice and practising (MNP, MP and MPA), regardless of the nature of employment/practice must maintain competence in professional ethics. | December 2017 | Ongoing | Council |
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| 8 | 1 January 2022 | For all audit monitoring visits undertaken from 1 January 2022, the 2021 Code of Ethics replaces the 2020 Code of Ethics | December 2021 | Council | Secretariat |
| 9 | January 2, 2022 | The Council amended the Practising Regulations to specify that the eligibility and renewal requirements for auditing or practising (non-auditing) certificate include the submission of evidence that the applicant has completed a course of instruction of no less than two (2) hours on ethics and professional practice subjects, as approved by the Institute. | | | |

Action Plan Subject: SMO 5 – International Public-Sector Accounting Standards
Action Plan Objective: Continue to use best endeavors to encourage Ministry of Finance to adopt IPSAS

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------------------------|
| Background. | | | | | |
| The Trinidad & Tobago Public Sector is still using cash accounting, and the long-term plan is to move to a modified cash basis before converting to IPSAS. | | | | | |
| Promote the adoption and implementation of IPSAS in Trinidad and Tobago | | | | | |
| 1. | October 2010 | In 2010 a recommendation was made to the Minister of Finance that IPSAS be adopted by Public Sector Entities. | On-going | Council | Assigned Council Members |
| 2. | Ongoing | ICATT participated in the Ministry of Finance Working Group on Accounting and Financial Reporting Framework Policies and Procedures for Central Government, Ministries and Departments. The group is developing an accounting and financial reporting manual to move from the traditional rules-based accounting system currently in use to a best practice accounting system based on IPSAS. In 2023, ICATT met with officials of the Ministry of Finance to further advance the discussions on IPSAS. These discussions are ongoing. Additionally, ICATT continues to work with the Ministry to establish training initiatives that will support better Public Financial Management. | Ongoing | Council | Assigned Council Members |
| 3. | Ongoing | ICATT conducted workshops in 2011 with the Tobago House of Assembly (THA). Subsequently THA announced plans in its 2015 budget to implement IPSAS. ICATT intends to meet with the new Secretary of Finance to further the discussion on IPSAS. | Ongoing | Council | Assigned Council Members |
| 4 | Ongoing | ICATT will continue to drive discussions with State enterprises on IPSAS implementation and training. | Ongoing | Council | Assigned Council Members |

Action Plan Subject: SMO 6 – Investigation and Discipline
Action Plan Objective: To enhance the investigation and disciplinary process in order to strengthen the self-regulatory function

| # | Start Date | Actions | Completion Date | Responsibility | Resource |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|---------------------------------|
| Background: As the body that regulates the accounting profession in Trinidad & Tobago, ICATT has the authority to investigate and discipline its members. Currently Act 33 of 1970 does not allow ICATT to investigate and discipline non-members. To meet the requirements of SMO 6, effective January 1, 2018, under the revised 2018 Rules and Regulation, members of Council, will not be eligible to serve on any Investigatory and Disciplinary Tribunal and Appeals Committee. Under these rules, no sitting members of the Council, may be appointed as Chairman or Vice-Chairman of the Investigatory and Disciplinary Tribunals, and Appeals Committee. | | | | | |
| To strengthen the Investigation and Disciplinary Process in-line with SMO 6 | | | | | |
| 1. | 2009 | The revised Rules and Regulations were adopted by membership at an Extraordinary General Meeting on February 15, 2017. | February 2017 Completed | Rules and Regulations Committee/Council | Secretariat |
| 2. | March 2017 | . The Council appoints members and non-members to serve on the panel which has the full authority to select members to serve on the Investigations and Disciplinary Tribunals, and Appeals Committee. Appointments consist of a 3-year term which can be then extended for a further 3-years. | December 2017 Completed | Council | Rules and Regulations Committee |
| 3. | October 2017 | Conducted Training on new processes for Members of the Investigatory and Disciplinary Tribunals, and Appeals Committee. | December 2017 Completed | Council | Rules and Regulations Committee |
| 4. | On going | Established processes and procedures to ensure that all matters referred by the Investigatory and Disciplinary Tribunals, and Appeals Committee are handled on a timely basis and observe due process. | Ongoing | Council | Rules and Regulations Committee |
| 5. | On going | Establish at least one annual review to ensure that the rules and process are compliant with IFAC SMO6 on Investigation and Discipline. A guideline on ICATT's Complaints and Disciplinary Procedure became effective in January 2018. This guideline is uploaded to the ICATT website for members' ease of reference. | Ongoing | Council | Rules and Regulations Committee |

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|---|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------------------------------|
| 6 | December 2021 | An Extraordinary General Meeting was held on December 9, 2021, to consider the proposed amendments to the ICATT 2018 Rules. Unfortunately, the proposals on the amendments to the ICATT 2018 Rules were not adopted by the membership. The Council is currently in discussions on the way forward for 2022. | Ongoing | Council | Rules and Regulations Committee |
| 7 | March 2023 | ICATT's Council has undertaken a further review of certain proposals that were not adopted by the membership and intends to propose changes to ICATT's Rules and Regulations in 2025. | Ongoing | Council | Rules and Regulations Committee |

Main Requirements of SMO 6

| Requirements | Y | N | Partially | Comments |
|------------------------------------------------------------------------------------------------------------------------|---|---|-----------|----------|
| Scope of the system | | | | |
| 1. A system of investigation, discipline and appeals exists for the accountancy profession. The system is operational. | Y | | | |
| 2. Information about the types of misconduct which may bring about investigative actions is publicly available. | Y | | | |
| Initiation of Proceedings | | | | |
| 3. Both a "complaints-based" and an "information-based" approach are adopted. | Y | | | |
| 4. Link with the results of QA reviews has been established. | Y | | | |
| Investigative process | | | | |
| 5. A committee or similar body exists for performing investigations. | Y | | | |

| Requirements | Y | N | Partially | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Members of a committee are independent of the subject of the investigation and other related parties. | Y | | | |
| Disciplinary process | | | | |
| 7. A separate disciplinary committee/entity exists to make disciplinary decisions on referrals from the investigation committee. | Y | | | |
| 8. Members of the committee/entity include professional accountants as well as non-accountants. | Y | | | |
| 9. The tribunal exhibits independence of the subject of the investigation and other related parties. | Y | | | |
| Sanctions | | | | |
| 10. The disciplinary system allows imposing an extensive range of penalties. It is particularly important to include (a) loss of professional designation; (b) restriction and removal of practising rights; and (c) exclusion from membership. | Y | | | |
| Rights of representation and appeal | | | | |
| 11. A third appeals body exists which is separate from both the disciplinary committee and investigative committee. | Y | | | |
| Administrative Processes | | | | |
| 12. Timeframe targets for disposal of all cases are set. | Y | | | The timeframe for the disposal of cases may depend on the factors outside of the control of the tribunals. At this time every effort is made to disposal of cases as allowed. Council to consider setting reasonable timeframes |

| Requirements | Y | N | Partially | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------|--------------------------------------------------------------------------------------------------------------------------|
| 13. Tracking mechanisms to monitor progress in investigation and discipline and related procedures are established. | Y | | | |
| 14. Records of investigations and disciplinary processes are established. | Y | | | |
| Public Interest Considerations | | | | To be considered |
| 15. Activities are supported to ensure that the public is aware that an investigative and disciplinary system exists in the jurisdiction. | | N | | |
| 16. A process for the independent review of complaints on which there was no follow-up is established. | | N | | All complaints are reviewed and responses given to complainants. |
| 17. The results of the investigative and disciplinary proceedings are made available to the public. | | N | | ICATT is a member organization established under private legislation and as such its Disciplinary process is not public. |
| Liaison with Outside Bodies | | | | To be considered |
| 18. There is an appropriate process for liaison with outside bodies on possible involvement in serious crimes and offences. | | N | | |
| Regular review of implementation and effectiveness | | | | For consideration of expansion |
| 19. Regular review of implementation and effectiveness of the system are performed, and corrective actions are implemented. | | | X | |

Action Plan Subject: SMO 7 – International Financial Reporting Standards
Action Plan Objective: Continue to support the application of IFRS and IFRS for SME's

| Background | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------|----------------------------------------------------------|
| <p>ICATT has the responsibility for setting financial reporting standards in Trinidad & Tobago and has adopted IFRS, IFRS for SMEs and IASB pronouncements without modification. Most of the Financial Services Sector are under the supervision or moving to the supervision by the Central Bank, which includes all financial institutions, banks, lending agencies and insurance companies.</p> <p>All the regulated entities are required to prepare financial statements in accordance with IFRS. All Publicly listed and Public Interest Entities are also required to prepare financial statements in accordance with IFRS.</p> <p>The IFRS for SME's was adopted by ICATT in February 2010. The handbooks on IFRS and IFRS for SME's are available to members on an annual basis; in addition, training is conducted on both IFRS and IFRS for SMEs as part of ICATT's annual CPD initiative.</p> | | | | | |
| # | Start Date | Actions | Completion Date | Responsibility | Resource |
| To promote the application of IFRS and IFRS for SME | | | | | |
| 1. | March 2010 | Established a process to ensure that all members are notified by email when new standards or amendments are issued by the IASB. | March 2010 and ongoing | Council | Secretariat |
| 2. | September 2010 | A process was established in September 2010 and the ICATT website updates are ongoing. | Ongoing | Council | Secretariat |
| 3. | Ongoing | Ensured that CPD training includes all new IFRS and amendments and IFRS for SME. | Ongoing | Council | Secretariat/ Auditing and Accounting Standards Committee |
| 4. | Dec 2010 | Developed a robust process for coordination of responses to Exposure Drafts. To date ICATT has not submitted comments on Exposure Drafts. However, once received, the initial review of Exposure Drafts is the responsibility of ICATT's Auditing and Accounting Standards Committee prior to sending it to the Council for final approval. The Auditing and Accounting Standards Committee (AASC) has also identified a dedicated resource for Exposure Draft review and drafting of responses. | December 2010 and ongoing | Council | Auditing and Accounting Standards Committee |
| 5. | Dec 2010 | Issued guidance notes and address queries on interpretations by members. | June 2011 and ongoing | Council | Auditing and Accounting Standards Committee |

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| 6. | January 2017 | The Council of ICATT established a definition for Public Interest Entities effective December 15, 2017. Continuous training sessions are held annually on IFRS and IFRS for SME. | Ongoing | Council | Auditing and Accounting Standards Committee |
| 7 | August 2020 | The Council was asked by the Association of Chartered Certified Accountants (ACCA), the contracted association, to conduct the Practice Monitoring Scheme, to advise if Agents and Brokers of Insurance companies should be considered Public Interest Entities (PIEs). Currently the Auditing and Accounting Standards Committee of ICATT is researching the matter with the intention to submit a paper to the Council by February 2022. | Active | Council | Auditing and Accounting Standards Committee |
| 8 | December 2023 | Recognizing the need to adapt global standards to the local context, the Auditing and Accounting Standards Committee (AASC) actively engaged in refining the definition to ensure its relevance and applicability within Trinidad and Tobago, ICATT's Council approved amendments to ICATT's definition of a Public Interest Entity (PIE). The objective was to establish a definition that is both meaningful and aligned with the region's unique characteristics. In consideration of the recommendations of AASC, the Council agreed to successfully conclude these amendments, ensuring that ICATT's definition of a Public Interest Entity remains responsive to evolving industry needs while maintaining alignment with international standards. The redefined PIE definition was approved for audit periods beginning on January 1, 2024. | Completed | Council | Auditing and Accounting Standards Committee |
| | | | | | |

Below is the list of the various training initiatives shared around IFRS presented for members and stakeholders:

| Year | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------|----------------------|-------------------|-------------------|-------------------------------------------------------------------------------------------------|------|-------------------------|----------------|------|-----------------------------|
| Type | IFRS 16, 4, 15, 9 | IFRS 9, 15, 16 | IFRS 9, 15, 16 | THA - IFRS 9, Co-operative Development Division IFRS 9, IFRS 9, 15, 16, 17 | Nil | IFRS 17, 7, 16, 9 | IFRS 17, 16 | Nil | IFRS 17, 7, 9, 18, 19 |