

**Ethics Planning Committee  
Draft Terms of Reference and Operating Procedures**

**1.0 Purpose**

The Ethics Planning Committee (“Planning Committee”) is a standing committee of the Ethics Committee. The purpose of the Planning Committee is to discuss matters of strategic and operational importance, and provide recommendations on such matters to the Ethics Committee for its consideration. In addition, the Planning Committee acts as counsel and advisor to the Ethics Committee Chair and staff on matters and activities relating to achievement of the objectives of the Ethics Committee.

The Planning Committee reports to the Ethics Committee.

**2.0 Objectives**

The objectives of the Planning Committee are as follows:

- To identify and recommend to the Ethics Committee responses to strategic opportunities, threats and other developments in the environment in which the Code of Ethics is applied so that the work of the Ethics Committee continues to be effective in protecting the public interest and strengthening public confidence in the accounting profession.
- To identify and recommend to the Ethics Committee responses to the need for change to Ethics Committee’s working procedures and practices so that they continue to support the development of high quality ethical standards in the public interest in a transparent, efficient and effective manner.
- To counsel and advise the Ethics Committee Chair and staff on matters and activities relating to achievement of the objectives of the Ethics Committee.

**3.0 Responsibilities**

To achieve its objectives, and to assist the Ethics Committee the Planning Committee:

- Develops and, as necessary, recommends revisions to the strategy, action plan and related initiatives of the Ethics Committee in accordance with its stated terms of reference and within the context of the International Federation of Accountants’ (IFAC) overall strategy, for discussion and approval by the Ethics Committee.
- Reviews project proposals and recommends to the Ethics Committee for approval priorities of projects to be undertaken.
- Discusses and recommends to the Ethics Committee changes to Ethics Committee’s working procedures
- Approves on behalf of Ethics Committee an Annual Report outlining the Ethics Committee’s work program, activities and progress made in achieving its objectives during the year.
- Addresses other matters at the request of the Ethics Committee, the Public Interest Oversight Board (PIOB), the Ethics Consultative Advisory Group (CAG) or the Compliance Committee.

The Planning Committee reports on its activities to the Ethics Committee.

#### **4.0 Composition**

The Planning Committee is chaired by the Chair of the Ethics Committee.

The Planning Committee comprises five to seven members of the Ethics Committee. Members of the Planning Committee are appointed by the Chair of the Ethics Committee. The membership of the Planning Committee may also include one member from the Ethics CAG, appointed at the discretion of the Ethics CAG. Planning Committee members are not ordinarily accompanied at meetings by a technical advisor.

The Composition of the Planning Committee is reviewed annually.

The Chair of the Planning Committee may invite other persons to attend a particular Planning Committee meeting (for example, the Chair of a task force may be invited if issues related to that project are to be discussed).

#### **5.0 Operating Procedures**

The Planning Committee meets as necessary, but at least twice a year. Members appointed to the Planning Committee are expected to attend all Planning Committee meetings. Planning Committee meetings are not open to the public.

#### **6.0 Other**

The membership, terms of reference and operating procedures of the Planning Committee are be posted on the IFAC website.

The terms of reference and operating procedures of the Planning Committee are to be reviewed and approved by the Ethics Committee at least every three years.