

# TERMS OF REFERENCE

## FOCUS GROUP: PROFESSIONAL ACCOUNTANTS IN BUSINESS GROUP

Applicable for the term 2022 - 2023



### Preface

The Professional Accountants in Business (PAIB) Group is established by the Council of the Institute in exercise of the powers conferred upon it by the Statute.

Groups are governed by the [Committees Bye-Law](#). These Terms of Reference shall be construed as one with the Committees Bye-Law.

### Purpose

The PAIB Group is responsible for identifying the needs of the professional accountants in business, and ensure that their perspective is taken into account in the decision-making process of the Institute.

### Composition

The PAIB Group shall be composed of a chairperson, deputy chairperson and members, all of whom are appointed by Council.

### Term

The term of the PAIB Group is effective from 1 January 2022 till 31 December 2023.

### General Responsibilities of the PAIB Group

The general responsibilities of the PAIB Group include, to:

- (1) Actively supports CPE activities. This includes organising at least one CPE event per year, and contribution towards organising training sessions, conferences, participation at such events and panel discussions where required.
- (2) Update any guidance or technical releases issued by the Institute to ensure that they are always up to date. A formal review of such guidance and releases is to be carried out at least annually.
- (3) Issue any guidance, technical releases, information papers and/or any other communication, and participate in any meeting and/or in any way represent or act on behalf of the Institute. Provided that, the CEO is to be notified in order to obtain the relevant approval by the Officers' Committee/Council.  
Provided that, any formal communication issued by the Institute must be signed by the CEO, the Institute's representative and/or as may be delegated by the Institute on a case-by-case basis.
- (4) Participate in Consultation requests issued by the Government or Governmental bodies.
- (5) Contribute to the journal 'The Accountant', the technical newsletter 'MIAngle' and any other publications of the Institute.

### Specific Responsibilities of the PAIB Group for the term 2022 – 2023

During the above-captioned term, the PAIB Group shall be responsible to:

- (a) Actively supports CPE activities. This includes organising at least one CPE event per year, and contribution towards organising training sessions, conferences, participation at such events and panel discussions where required.

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- (b) Update any guidance or technical releases issued by the Institute to ensure that they are always up to date. A formal review of such guidance and releases is to be carried out at least annually.
- (c) Issue any guidance, technical releases, information papers and/or any other communication, and participate in any meeting and/or in any way represent or act on behalf of the Institute. Provided that, the CEO is to be notified in order to obtain the relevant approval by the Officers' Committee/Council.  
Provided that, any formal communication issued by the Institute must be signed by the CEO, the Institute representative and/or as may be delegated by the Institute on a case-by-case basis.
- (d) Participate in Consultation requests issued by the Government or Governmental bodies.
- (e) Contribute to the journal 'The Accountant', the technical newsletter 'MIAngle' and any other publications of the Institute.

During the first meeting of the PAIB Group, the chairperson together with the deputy chairperson and the Group members are to discuss and include in the Group's responsibilities for the term:

- (a) any other matters of current interest to the Institute's members; and
- (b) the projects to be worked on and concluded during the term, within the remit of these Terms of Reference.

The initial agenda and list of projects should be updated during the term of the Group to take into consideration the exigencies of the profession. Any item on the agenda must be in line with the Institute's strategy.

### Meetings

The PAIB Group shall meet as and when necessary but not less than six (6) meetings shall be held every year.

The chairperson of the PAIB Group will set an agenda for each meeting after conferring with the deputy chairperson, the other Group members and the Institute's representative. The agenda and any relevant documentation will be circulated amongst the Group members in advance as practical.

Agenda and minutes of meetings shall only be communicated via the channel identified by the Institute.