

TASK BASED GROUPS

Objective of this Memo

- To **discuss** the operations of the task based groups (TBGs) and provide staff with feedback.

Background

1. Task based groups were formed starting in April 2010 to provide support to staff throughout the project. TBG members for each project become advocates for the projects at the IPSASB meetings and therefore enhance the development of the work throughout the project. Now that TBGs have been in existence for just over a year, staff have been considering operations and assessing whether any changes are needed to assist staff and the TBG members. A list of current TBG members by project is included as Appendix A to this agenda paper.
2. At the March 2011 meeting there was some discussion about whether the TBGs should have a chair to lead the group. It was decided at that time not to designate chairs to existing TBGs but that in the future a chair would be designated on one of the new TBGs as a trial.

Summary of Practices and Proposed Improvements

3. TBGs operate primarily electronically along with conference calls. Face to face meetings are often held in conjunction with IPSASB meetings to discuss next steps for a project. General feedback from staff is that this method of operation is working reasonably well and there is no need for this to change.
4. The experiences of the last year have highlighted that the activities of TBG members include:
 - Review of agenda papers and draft documents;
 - Review of responses and staff response analysis;
 - Assistance with drafting parts of public documents;
 - Providing background research to staff;
 - Being advocates for the project at IPSASB meetings; and
 - Taking the lead on presentations at IPSASB meetings

Note that practice varies among the projects and that not all TBG members undertake all of these activities. However, as a general comment review of agenda papers, draft documents and response analysis are common practices among the TBGs.

5. In reviewing this list of activities, staff considers that review of materials, draft documents and response analyses by the TBGs are critical activities that need to continue. It is acknowledged that drafting actual parts of the documents and providing presentations at the IPSASB meetings will likely take significant extra

- time in preparation and so, while helpful, are not realistic expectations for all members. However, by reviewing agenda materials, response analyses and draft documents it is anticipated that the TBG members will naturally become advocates for the project and this will assist the debates and discussions at IPSASB meetings.
6. Given the significant extra time that TBG members have to dedicate to the projects in addition to the IPSASB meetings, it is important that staff and members have a common understanding of expectations and deadlines. This will respect the time commitment of TBG members and ensure that the projects will progress as needed.
 7. One of the challenges highlighted by TBG members is the need to set firm deadlines between IPSASB meetings for review of materials and for staff to meet these deadlines. Firm timelines will assist the TBG members in anticipating when their efforts are needed and allow them to plan within their schedules. In order to assist with this staff will now be preparing detailed work plans for each project projected to the completion of the project that will specifically include the timing for review by the TBG. It is anticipated that TBG members will then be able to plan specifically for deadlines within the project and staff will then be accountable for meeting those deadlines. The work plans will be updated subsequent to each IPSASB meeting and provided to the TBG members for their review.

[Question for the IPSASB](#)

Are there any other improvements you would like to see made to the operations of the TBGs?

Appendix A IPSASB - Membership of Task Based Groups and Task Forces
(IPSASB Members Only)

IPSASB Member	Conc FW	SCAs	Entity Com	Service perf	Narrative Reporting	Reporting on the long- term sustainability of public finances	Oversight & governance
Bergmann/Berger			√				√
Poggiolini	3/OA	√					
Bean	2/OA	√					√
Carruthers	2/OA	√				√	√
Cordier	3	√				√	√
Izcovich			√				
Lou					√		
Muller-Marques Berger	4						
Owuor	4						
Prasad				√	√		
Salole	2/OA				√		√
Sekikawa	3						
Umansky			√				
VanSchaik	1				√		
Warren	2	√		√		√	
Youngberry	4	√				√	
D'Amore	4						
Fraser	1			√			

1 objectives, users, scope, reporting entity & QCs

2 elements

3 measurement

4 presentation

OA over arching issues