



**Professional
Accountancy
Education
Europe**

Organizational Document

Belgium	Instituut van de Bedrijfsrevisoren / Institut des Réviseurs d'Entreprises
France	Compagnie Nationale des Commissaires aux Comptes Ordre des Experts-Comptables
Germany	Institut der Wirtschaftsprüfer Wirtschaftsprüferkammer
Ireland	Chartered Accountants Ireland
Italy	Consiglio Nazionale dei Dottori Commercialisti e degli Esperti Contabili
Romania	Camera Auditorilor Financiari din România
The Netherlands	Koninklijke Nederlandse Beroepsorganisatie van Accountants
United Kingdom	Institute of Chartered Accountants in England and Wales Institute of Chartered Accountants of Scotland
Austria	Kammer der Steuerberater und Wirtschaftsprüfer (associate member) Institut Österreichischer Wirtschaftsprüfer (associate member)
Poland	Polska Izba Biegłych Rewidentów (associate member)
Portugal	Ordem dos Revisores Oficiais de Contas (associate member)
Spain	Instituto de Censores Jurados de Cuentas de España (associate member)

Website www.pa2e.eu

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1. PROFESSIONAL ACCOUNTANCY EDUCATION EUROPE FOUNDATIONS

Preamble

1. The environment in which professional accountants operate is changing rapidly due to technological innovation, globalisation of the economy (but with important national particularities), increased regulation, demographic trends, and heightened expectations of the profession's stakeholders. These developments require appropriate responses by the accountancy profession to maintain and augment its future relevance and that of its members to its stakeholders in the public interest.
2. A key response by the profession to address these developments is to ensure that in future the profession will continue to have the competencies needed to take advantage of technological innovation and globalisation of the economy, deal with local particularities, increased regulation and demographic trends, and thereby enable the profession to meet the reasonable expectations of its stakeholders. The education and training of the profession – both in terms of initial professional development (IPD) to obtain an accountancy qualification and continuing professional development (CPD) thereafter – play a central role in ensuring that members of the profession have the needed competencies and comply with international education requirements.
3. Professional Accountancy Education Europe (PAEE), previously the Common Content Project, represents an international response by leading national accountancy bodies working together to respond to the educational challenges facing the profession in the public interest. This response is international because of the globalisation of the economy and the international character of some of the regulation affecting the profession. These result in the need to facilitate cross-border mobility of professional accountants and increase the trust of stakeholders in the competence of members of the profession from different jurisdictions for services with cross-border impact, by providing a framework for substantial equivalence of educational content among national accountancy qualifications that also serves as a basis for convergence of that content. Due to the continued importance of national particularities and requirements, including national regulation, national accountancy designations and national education systems, PAEE seeks to retain and strengthen national educational structures, national accountancy bodies, and national professional accountancy designations, rather than seeking to create an international accountancy designation and education system.
4. As part of its focus on providing a framework of substantial equivalence of educational content in the public interest as a basis for convergence of that content, PAEE facilitates collaboration on educational issues affecting the profession, including sharing ideas, materials and practices among its member bodies and with regulators, academics and other stakeholders. In promoting the substantial equivalence of educational content in the public interest, PAEE seeks to influence stakeholders, including legislators and regulators, to adopt convergence approaches in consonance with those of PAEE, the recognition of high quality education requirements and the cross-border mobility of the profession.

Vision

5. A collaboration between accountancy bodies to further develop, maintain and unify high quality professional accountancy education framework as a basis for substantive equivalence and convergence of the distinct qualifications of these bodies and recognised internationally as meeting, in the public interest, the challenges posed by technological innovation, globalisation with continuing national differences, regulation, demographic trends and the heightened expectations of diverse stakeholders.

Mission Statement

6. PAEE seeks to internationalise the high quality educational framework for relevant competencies, of professional accountants of accountancy bodies that are subject to technological innovation, globalisation, increased regulation, demographic trends, and heightened stakeholder expectations, while retaining the strength of local educational structures, qualifications and designations to address continuing local differences. PAEE also seeks to facilitate collaboration on educational issues affecting the profession among its members bodies and with regulators, academics and other stakeholders, including by sharing ideas, materials and practices.
7. PAEE seeks to meet the reasonable expectations of, and coordinate with, a diverse range of stakeholders in professional accountancy education. PAEE also seeks to influence stakeholders, including legislators and regulators to adopt convergence approaches in consonance with those of PAEE to support the substantial equivalence of educational content in the public interest qualifications that also serves as a basis for convergence of that content.
8. PAEE seeks to develop a high-quality professional accountancy education framework. In doing so, PAEE addresses both initial professional development and continuing professional development. The development of a high quality professional accountancy education framework at an international level is directed towards facilitating cross-border mobility of professional accountants and increasing the trust of stakeholders in the competence of members of the profession from different jurisdictions for services with cross-border impact, by providing a framework for substantial equivalence of educational content among national accountancy qualifications that also serves as a basis for convergence of that content.
9. The accountancy bodies currently participating in PAEE as full members (“Participating Institutes”) and associate member bodies share this mission and seek participation of other premier accountancy bodies with the same goals and values, within and outside of Europe.

Values

10. Have mutual respect and be prepared to work together to deliver shared stakeholder benefits.
11. Support collaboration as a means of delivering mutual benefits in an effective, efficient and economical way.
12. Demonstrate fundamental principles of ethical behaviour, integrity and a commitment to the public interest.

13. Be prepared to work with other premier accountancy bodies and associate member bodies that support the PAEE ethos and oversight process.
14. Share a commitment to protect and contribute positively to the PAEE brand.

Objectives

15. Development and Recognition:
 - Have the accountancy bodies from Europe and many from elsewhere join PAEE
 - Obtain recognition of PAEE by legislators, regulators, employers, and other stakeholders in Europe and internationally as the premier authority on the education of professional accountants at an international level
 - Recognition by legislators, regulators, employers, and other stakeholders of the PAEE educational framework and hence the educational qualifications of PAEE full member bodies as the highest and most relevant quality educational requirements for the accountancy profession in the public interest
16. Development, Maintenance and Sharing of Intellectual Content:
 - To facilitate the alignment of objectives and strategies in professional education, the development and maintenance of a high-quality educational framework that represents the cutting edge of the competencies needed by the accountancy profession
 - Development and maintenance of robust and efficient, quality management over PAEE, and oversight, that is internationally recognized by legislators, regulators and other stakeholders as being state-of-the-art and that allows stakeholders to trust the PAEE model
 - Sharing intellectual content, including good practices, developed and maintained by PAEE with members and other stakeholders
17. Meeting Stakeholder Needs:
 - Provide added value to the educational activities of PAEE full and associate member bodies, including but not limited to member mobility and the sharing of educational developments, including good practices
 - Meet the needs of other stakeholders of the accountancy profession with respect to the competencies of professional accountants
 - Meet the needs of legislators and regulators with respect to the convergence of the educational requirements for auditors and other professional accountants through the application of the high-quality educational framework as a basis for substantial equivalence and convergence
 - Ensuring that membership in the accountancy profession is an attractive proposition for high-potential, talented students, including addressing the challenges of diversity and other demographic trends

2. CONSTITUTION

Name

18. The name of the collaboration shall be Professional Accountancy Education Europe.
19. The objective of PAEE is to further develop, maintain and unify high quality professional accountancy education benchmarks reflected in the distinct qualifications of participating premier accountancy bodies and recognised internationally as meeting the challenges posed by globalisation and the needs of diverse stakeholders.

Participating Institutes

20. The Participating Institutes shall consist of those professional accountancy bodies (Institutes) that share the vision, mission, values and objectives of PAEE, that have met the criteria for membership established by the Steering Group in accordance with paragraph 21, and that have been admitted to membership.
21. An Institute shall be considered for membership as a Participating Institute only if:
 - a) its entry-level professional qualification:
 - meets or exceeds relevant national and international requirements for professional accountants;
 - meets or exceeds examination requirements at national, EU and international levels for statutory auditors of financial statements;
 - meets or exceeds international education standards;
 - requires integrity and a commitment to the public interest; and,
 - requires compliance with the highest ethical requirements.
 - b) it requires holders of its qualification to meet or exceed national, EU and IAESB requirements (IES 7) for continuing professional development;
 - c) it requires individuals responsible for audits of financial statements, including where holders of the professional entry-level qualification are empowered or licensed to act as engagement partners or as sole practitioners responsible for audits of financial statements, to:
 - develop and maintain professional competence that is demonstrated by the achievement of learning outcomes including, but not limited to, those listed in Table A of IES 8;
 - undertake CPD that develops and maintains the professional competence required for this role; and,
 - d) it has demonstrated that it has met the criteria for membership established by the Steering Group.

Institutes with Associate Membership

22. Institutes with Associate Membership shall consist of those professional accountancy bodies that:
- share the vision, mission, values and objectives of PAEE; and
 - have the objective of becoming Participating Institutes, but only one of the following applies: they
 - have not yet submitted applications for full membership as Participating Institutes because they have not yet commenced the quality assurance process necessary for the determination of whether their qualifications meet PAEE qualification requirements; or
 - do not have a reasonable expectation (based upon the nature of the particular qualification and those Institutes having adequate technical, financial and other resources to improve that qualification to meet PAEE criteria) of meeting the criteria for full membership within a reasonable time in their qualification improvement process; or
 - represent aspirants, potential members or members-in-waiting (see paragraph 64);
- and
- are making significant progress towards meeting full membership as participating Institutes; and
 - have been admitted to Associate Membership.

An Institute shall be considered for Associate Membership only if it provides adequate evidence that it has met the requirements for associate membership established by the Steering Group. The Steering Group shall establish a process for assessing whether an Institute has provided adequate evidence to support its having met the requirements for associate membership and for approving such membership.

The Steering Group shall review the status of associate members annually to determine whether they continue to meet the requirements for associate membership.

Since associate members are expected to make significant progress in their qualification over time to become a Participating Institute with full membership, no Institute should be an associate member for more than 10 years.

23. An Institute shall cease to be a Participating Institute or Associate Member from the date agreed by the Steering Group when:
- a) it has ceased to exist as an independent professional accounting body;
 - b) it has resigned as a Participating Institute, or associate membership, as applicable, and the Steering Group has accepted its resignation;
 - c) the Participating Institute no longer meets the criteria for membership established by the Steering Group in accordance with paragraphs 21 and 22 and the Steering Group has resolved to remove that Institute as a Participating Institute
 - d) the Institute with associate membership no longer meets the requirements for associate members in accordance with paragraph 22 or
 - e) the Steering Group has, for good cause, resolved to remove the Institute as a Participating Institute or associate member, as applicable.
24. An Institute shall not publicly assert that its entry-level professional qualifications comply with PAEE requirements unless it has completed the quality assurance process

and the Steering Group has concluded that the Institute has properly implemented and assessed PAEE requirements in its entry-level professional qualification.

Obligations of Participating Institutes

25. A Participating Institute that **has** the responsibility and authority to grant its professional entry-level qualification and to determine the curricula for that qualification shall, in consultation when necessary with any relevant regulatory or government authorities:
 - a) implement the PAEE requirements in that qualification; and
 - b) admit to membership those members of another Participating Institute who have met the assessment requirements established by that Institute for PAEE and who have the appropriate work experience and have satisfied the assessment criteria for the Institute's national content.

26. A Participating Institute that does **not have** the responsibility or the authority to grant its qualification shall work with regulatory or government authorities, universities and other relevant national bodies and, in so doing, use its best endeavours to ensure:
 - a) the implementation of the PAEE requirements in its national professional entry-level qualification; and
 - b) the admission to membership of those members of another Participating Institute who have met the assessment requirements established by that Institute for PAEE and who have the appropriate work experience and have satisfied the assessment criteria for the Institute's national content.

27. A participating Institute that does **not have** the responsibility or the authority to determine the qualification requirements for its national qualification shall work with regulatory or government authorities, universities and other relevant national bodies and, in so doing, use its best endeavours to ensure:
 - a) the implementation of the PAEE requirements in the qualification requirements for its national professional entry-level qualification; and
 - b) the admission to membership of those members of another Participating Institute who have met the assessment requirements established by that Institute for the PAEE and who have the appropriate work experience and who have satisfied the assessment criteria for the Institute's national content.

Governance

PAEE shall be governed by the Steering Group.

28. The Steering Group shall comprise one representative of each Participating Institute.
- Participating Institutes and associate members may be accompanied at meetings of the Steering Group by no more than one adviser.
 - Two or more Institutes which share a common membership shall be treated as one Participating Institute for voting, cost-sharing and accompanying advisers.
 - The Steering Group has the right to invite one or more observers to a meeting following a proposal of the Steering Group, a member of a Participating Institute, an associate member or the chair.
 - The Steering Group has the right to convene executive meetings or part-executive meetings that are closed to associate members, or advisers or observers.
29. Meetings of the Steering Group shall be presided over by a chair, supported by a vice chair and a secretary. The chair acts independently from any Participating Institute or associate member.
- The chair is appointed by the Steering Group for a term of two years, which is renewable for a single additional two-year term.
 - The vice-chair is appointed by the Steering Group on a rotating basis from the representatives of the Participating Institutes for a non-renewable term of one year. The Steering Group will decide on the rotating scheme.
 - The secretary is appointed by the Steering Group with no set term limit.
30. The Steering Group shall be responsible for the governance of all aspects of PAEE including, but not limited to, the following:

Participating Institutes

- the admission of Institutes as Participating Institutes (including the establishment of the criteria and the process for determining membership that such Institutes are required to meet; and the timing for, and sequence of, its consideration of applications, and any appeals process);
- the removal of Participating Institutes from PAEE (including the establishment of the criteria and the process that would lead to removal, the timing of consideration of possible removal from PAEE and any appeals process).

Institutes that are Associate Members

- the admission of Institutes to PAEE as associate members (including the establishment of criteria and the process for determining associate membership that such Institutes are required to meet; and the timing for, and sequence of, its consideration of applications, and an appeals process);
- the removal of Institutes from PAEE as associate members (including the establishment of the criteria and the process that would lead to removal, the

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timing of its consideration of possible removal from PAEE and any appeals process).

PAEE Requirements

- the development of the PAEE requirements including the agreement of the learning outcomes and knowledge, interdisciplinary and other competencies and attributes, and policies on education and assessment;
- the updating of the learning outcomes and knowledge, interdisciplinary and other competencies and attributes, and the policies on education and assessment;
- the quality assurance and oversight processes, including the framework and indicators used in those processes;
- the monitoring of the endeavours made by Participating Institutes to ensure the portability of their respective PAEE qualifications.

Communications and Consultations

- communications and consultations relating to PAEE with participating, associate and non-participating Institutes and with other appropriate national and international organisations;
- any joint branding of the PAEE;

Management and Governance of PAEE

- the creation of Task Forces and other such groups that the Steering Group decides are necessary;
- the recommendation of consultants to Institutes seeking assistance in the preparation of the self-assessments;
- the obligations of Participating Institutes to name competent individuals as potential consultants for the preparation of self-assessments, and provide competent individuals for the review team pool free of charge for the time incurred on reviews;
- the appointment of any review teams that are required to carry out the accreditation process;
- the appointment of a chair for any Task Forces, Review Panels and other groups;
- the appointment of a Project Director (or equivalent) and other staff required to manage and administer PAEE;
- the agenda, frequency and timing of Steering Group meetings, including virtual meetings;
- the attendance of associate members as observers at meetings of the Steering Group and any other groups of PAEE;
- the determination of the budget and financing of the project (including the allocation of shares of costs to Participating Institutes and Institutes that are associate members);
- the establishment of any legal entity or any other administrative or legal arrangements necessary to achieve the effective management of PAEE;
- the establishment of, and any changes to, PAEE's operating procedures provided that those procedures are consistent with the Constitution;
- any other strategy issues associated with PAEE;
- any other matters necessary to manage and administer PAEE; and
- changes to the governance arrangements, including changes to the Constitution.

Steering Group Meetings

31. Meetings of the Steering Group shall be held at such times and in such places (including virtual meetings) as it shall decide.
32. In the absence of consensus, decisions of the Steering Group relating to the following matters shall require the approval of at least three-quarters of the Participating Institutes:
 - the appointment of the chair;
 - the appointment of the vice chair based on a rotating scheme;
 - the appointment of the secretary;
 - the admission of Participating Institutes to PAEE;
 - the removal of Institutes from membership of PAEE;
 - the admission of Institutes to associate membership in PAEE;
 - the removal of Institutes from associate membership in PAEE;
 - the approval of changes to PAEE requirements including the learning outcomes and knowledge, interdisciplinary competencies, oversight, education,
 - assessment and the portability of qualifications;
 - the approval of the budget and financing of the project (including the allocation of shares of costs to participating Institutes and Institutes that are associate members)
 - the approval of changes to the governance arrangements; and
 - other matters for exceptional circumstances.
33. In the absence of consensus, decisions of the Steering Group relating to matters other than those in paragraph 32 shall require the approval of a simple majority of the Participating Institutes.
34. When a vote is required in accordance with paragraphs 32 or 33, Participating Institutes shall be entitled to one vote. The chair of the Steering Group shall not have a vote.
35. Institutes with associate membership have the right to be heard by the Steering Group in relation to decisions that affect associate members, but do not have the right to participate in decisions or voting under paragraphs 32 or 33.

Financial Arrangements

36. The Steering Group shall prepare an annual budget for the ensuing calendar year and send that budget to the Participating Institutes, unless otherwise agreed by the Steering Group.
37. The Participating Institutes shall contribute on 1st January each year the amount decided by the Steering Group unless the Steering Group determines otherwise. Unless otherwise agreed by the Steering Group, Participating Institutes shall contribute equally to the annual budget. Institutes that are Participating Institutes for part only of a calendar year shall contribute a pro rata proportion calculated by reference to the period of their membership. The Steering Group shall determine the

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contribution of Institutes with associate membership to the cost of PAEE; such contribution shall be less than that applicable to Participating Institutes.

38. The Steering Group shall reimburse the chair of the Steering Group for expenses incurred in attending Steering Group meetings and otherwise on behalf of PAEE. The Steering Group shall also reimburse the independent members of the Oversight Committee for expenses incurred in attending Oversight Committee meetings and otherwise on behalf of PAEE. Expenses will be reimbursed in line with the approved Expenses Policy
39. The Steering Group shall determine what other expenses shall be a charge against the budget.
40. The Steering Group shall prepare annual financial statements and send those financial statements to the Participating Institutes, unless otherwise determined by the Steering Group.
41. Any surplus of contributions and other income over expenses for the year shall be retained by PAEE unless otherwise agreed by the Steering Group.

Administration and Language

42. The legal and administrative office, and location of PAEE shall be determined by the Steering Group.
43. The authoritative text of the PAEE requirements shall be that published by the Steering Group in the English language. The Steering Group may publish authorised translations or authorise Participating Institutes to publish translations of the authoritative text.

Changes to Constitution

44. If the number of Participating Institutes increases, the Steering Group shall reconsider the governance of PAEE, in particular the membership of the Steering Group and the voting arrangements at Steering Group meetings.

3. MEMBERSHIP BY ADDITIONAL INSTITUTES

Definitions

45. This section of the organizational document uses the following terms that are defined in the Constitution:

“Participating Institutes”	Professional accountancy bodies (Institutes) that share the vision, mission, values and objectives of PAEE, that have met the criteria for membership established by the Steering Group in accordance with paragraph 17 of the Constitution, and that have been admitted to membership.
“Associate members”	professional accountancy bodies that <ul style="list-style-type: none">○ share the vision, mission, values and objectives of PAEE;○ have the objective of becoming Participating Institutes, but only one of the following applies: they<ul style="list-style-type: none">▪ have not yet submitted applications for full membership as Participating Institutes because they have not yet commenced the compliance process necessary for the determination of whether their qualifications meet PAEE qualification requirements; or▪ do not have a reasonable expectation of meeting the criteria for full membership within a reasonable time in their qualification improvement process; or▪ represent aspirants, potential members or members-in-waiting (see paragraph 64); and <ul style="list-style-type: none">○ are making significant progress towards meeting full membership as participating Institutes; and○ have been admitted to Associate Membership.

Importance of Membership Process and Criteria

46. The membership process and criteria are important to the following parties for the following reasons:

- the existing Participating Institutes and Institutes with associate membership, to protect the “PAEE” brand;
- members of Participating Institutes seeking greater portability of qualifications;
- successful applicants for full membership as Participating Institutes, who seek an efficient process;
- unsuccessful applicants for full membership as Participating Institutes or as associate members, who seek a fair and transparent process; and
- other stakeholders (regulators and employers), with legitimate interests in the activities of the profession.

Objectives of Membership Process and Criteria

47. The objectives of the membership process are:
- a. to allow those Institutes whose qualifications meet the criteria for membership as Participating Institutes to become such members if they so desire.
 - b. To allow those Institutes that meet the criteria set by the Steering Group for associate membership to become such members if they so desire.
 - c. to ensure that those Institutes whose qualifications do not meet the criteria for membership as Participating Institutes cannot become such members, and that those Institutes that do not meet the criteria for associate members cannot become such members.
 - d. to assist those Institutes whose qualifications have a reasonable expectation (based upon the nature of the particular qualification and those Institutes having adequate technical, financial and other resources to improve that qualification to meet PAEE criteria) of meeting the PAEE criteria within a reasonable time in their qualification improvement process.
 - e. to ensure that criteria for acceptance to membership as Participating Institutes or associate members are applied in a fair, efficient and transparent manner.
 - f. to ensure that the process is seen to be fair, efficient and transparent by existing member Institutes, the applying Institute, and third parties.
48. The objective of the membership criteria for membership as Participating Institutes is to ensure that only qualifications that meet the common high standards set by PAEE are eligible for such membership. The objective of the membership criteria for associate membership is to ensure that only Institutes that meet the criteria for such membership are eligible for such associate membership.

Membership Criteria for Participating Institutes

49. Only the following Institutes may become full members (“Participating Institutes”) of PAEE:

Institutes with a substantial portion of members eligible to become statutory auditors

50. In this context:
- a) the term “members” means those members of an Institute who hold that Institute’s entry-level qualification that meets the requirements of PAEE.
 - b) “eligible” means the professional accountant has:
 - completed the requisite theoretical education and successfully completed the national professional examinations necessary to become a statutory auditor in the Institute’s home jurisdiction;
 - completed the practical experience required to obtain the Institute’s national entry-level qualification or designation; and
 - holds the Institute’s national entry level qualification or designation.

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- c) “eligible” does *not* mean the professional accountant:
- holds a licence as a statutory auditor;
 - has obtained the additional practical experience beyond that needed for the Institute’s entry-level national qualification or designation required to obtain the licence to practise as a statutory auditor; or
 - has taken out any professional indemnity insurance required to practise as a statutory auditor.
- d) the term “statutory auditor” means:
- in the EU; an auditor so qualified under the EU Statutory Auditor Directive;
 - in jurisdictions requiring a licence for public accountants to practise as independent external auditors of financial statements, those with such a licence; and
 - in jurisdictions where the practice as an independent external auditor of financial statements is not regulated, those who practise as such external auditors.

Institutes that support fully PAEE and have implemented the requirements as agreed by the existing Participating Institutes

51. In this context:

- a) the term “full support” means that the Institute supports without reservation; however, this does not mean that it is not allowed to make meaningful suggestions for improvement.
- b) the “PAEE requirements” are defined in the *Qualifications Requirements document*.
- c) “Substantial equivalence” is defined in *the Qualifications Requirements document*.

52. An Institute shall become a *Participating Institute* only if it has substantial equivalence with the PAEE qualification requirements in its professional entry-level qualification and has met the other criteria for membership.

53. An Institute may not join PAEE even though it meets PAEE requirements where a local authority requires acceptance of the application of a second Institute that does not meet those requirements, i.e., the Steering Group will apply the same criteria to all applications for membership and will not approve the membership of an Institute that does not meet the criteria as a condition of granting membership to another Institute that does meet the criteria.

54. Arrangements for the reciprocal acceptance of members between Participating Institutes and non-participating Institutes would not apply to PAEE – and in particular, to any portability mechanisms established by PAEE.

55. Issues in relation to education, such as the level of education required for entry into the programme of professional education are addressed in the Qualifications Requirements document. Issues in relation to required professional ethos are addressed in the Qualification Requirements and Technical and Enabling Competencies Framework documents.

56. There will be no “grandfathering” to PAEE for existing members of a Participating Institute. Nevertheless, existing members will be given the opportunity to “top up” their

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qualifications. The ability to top up qualifications means, however, that such a “top up” be subject to the requirements of PAEE. This means both, that the Institute’s own self assessment of its “top-up” be subject to review by the Steering Group, and that it involve a reasonable assessment by the Institute of these members’ top up.

Membership Criteria for Associate Members

57. Only the following Institutes may become associate members of PAEE:
- a) Institutes with a substantial portion of members eligible to become statutory auditors (see paragraph 50 for further details of the meaning of this requirement); and
 - b) Institutes that support fully PAEE (see paragraph 51 (a)).

Operation of the Membership Process for Applications for Membership as Participating Institutes

58. The formal membership process for an applicant Institute seeking membership as a Participating Institute commences upon submission of a formal application by that Institute to the Steering Group based upon final decisions made in relation to governance (actual receipt of applications for processing would be undertaken by any body or office to which the Steering Group delegates that responsibility).
59. Whether Participating Institutes choose to provide assistance to applicants is within their judgment: they may act as a conduit to the Steering Group if they so wish. The process ought to strive to allow applicants to be successful in implementing the Quality Assurance process, but applicants must otherwise have the financial and technical resources to support their application. Upon request, the Steering Group may recommend consultants with PAEE experience to applicants seeking assistance with their self assessment.
60. The information provided in an application ought to include:
- a description of the Institute’s entry-level national qualification;
 - information about the Institute’ technical, financial and other resources;
 - information about the Institute’s professional, legal and regulatory environment;
 - an outline documenting how the qualification has a reasonable likelihood of meeting PAEE requirements; and
 - a commitment to meet the obligations of Participating Institutes.
61. New participants must:
- accept PAEE as it is before joining;
 - implement PAEE as it is before joining; and
 - upon admittance by the Steering Group as a Participating Institute, name competent individuals as potential consultants for the preparation of self assessments, and provide competent individuals (at least one) for the review team pool free of charge for the time incurred on the review of self assessments.
62. Existing Participating Institutes have the right and responsibility to make available to the Steering Group during the membership process any information that they believe may be relevant to the Steering Group’s decision on the acceptance of a new member.

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63. Existing Participating Institutes will not have any right of veto or any delaying powers in the acceptance of new members, nor will applicants require the support of existing members.
64. Pursuant to an agreement under an application for membership with PAEE, an applicant for membership shall bear the costs of:
 - preparing and submitting the application, including the preparation of its self assessment, subject to any arrangement made with Participating Institutes with respect to consulting;
 - the translation of its application for membership into English;
 - the travel and accommodation of review team members for the site review as part of Steering Group's review of the applicant's self assessment in accordance with the compliance process; and
 - any appeals resulting from the rejection of the application.
65. The timing of processing of membership applications ought to be determined by the added value that a particular potential member may bring to PAEE; the Steering Group wishes to retain its flexibility to exercise judgment in this regard, rather than being bound by strict rules. The Steering Group will determine the timing for, and sequence of, its consideration of applications.
66. The membership process involves the following stages towards membership:
 - potential applicants (i.e., those who have expressed an interest and may have entered into discussions with existing Participating Institutes or members of the Steering Group);
 - applicants (i.e., those who have applied for membership by submitting a formal application to the Steering Group);
 - aspirants (i.e., those who support PAEE, but upon initial processing of the application it has become apparent that they require considerable assistance to improve their qualification or perform a self-review, but have no reasonable expectation of successful implementation within the near future);
 - potential members (i.e., those who have commenced the membership process because they have a reasonable expectation of successful implementation within a reasonable time);
 - members-in-waiting (i.e., those who have completed their membership process, including the review, but who are in the process of taking substantial remedial action so that they comply with the PAEE criteria within a reasonable time);
 - associate members (i.e., those that have chosen not to apply for full membership or that represent aspirants, potential members or members-in-waiting, that seek a formal relationship with PAEE and to participate in its activities without having achieved full membership)
 - members (i.e., those who are in compliance with the PAEE criteria; also known as "Participating Institutes"); and
 - reciprocal members (i.e., Participating Institutes that have been able to establish the mechanisms for portability of qualifications).

Operation of the Membership Process for Applications for Membership as Associate Members

67. The formal membership process for membership for an applicant Institute seeking membership as an associate member commences upon submission of a formal application by that Institute to the Steering Group based upon final decisions made in

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relation to governance (actual receipt of applications for processing would be undertaken by any body or office to which the Steering Group delegates that responsibility).

68. Applicants must have the financial (the ability to support its application, subsequent reviews and contribute the appropriate share to the PAEE budget, and the ability to continue as a going concern) and technical (provide the relevant information required by the Steering Group about its qualification) resources to support their application.
69. The information provided in an application shall include:
 - a description of the Institute's entry-level national qualification;
 - information about the Institute's technical, financial and other resources;
 - information about the Institute's professional (including any issues related to the reputation of the Institute), legal (including in relation to any substantive legal proceedings or disputes) and regulatory environment;
 - a commitment to meet the obligations of associate membership, including submission to the membership application and review process;
70. New potential associate members must accept PAEE as it is before joining as an associate but may provide recommendations and other information for consideration by the Steering Group.
71. Existing Participating Institutes have the right and responsibility to make available to the Steering Group during the membership process any information that they believe may be relevant to the Steering Group's decision on the acceptance of a new associate member.
72. Existing Participating Institutes will not have any right of veto or any delaying powers in the acceptance of new associate members, nor will applicants require the support of existing members.
73. Pursuant to an agreement under an application for membership with PAEE, an applicant for associate membership shall bear the costs of:
 - preparing and submitting the application;
 - the translation of its application for membership into English;
 - any appeals resulting from the rejection of the application.

4. QUALITY ASSURANCE

Purpose and Scope

74. The objective of the Quality Assurance process is to determine whether an Institute's qualification is substantially equivalent to PAEE qualification requirements and achieves the learning outcomes set out in the Technical and Enabling Skills Framework document.
75. The Quality Assurance process applies to the entire qualification program, whether or not an Institute has direct responsibility for parts of that program.

Overview

76. The Quality Assurance process is managed by the Steering Group and consists of:
- a *self assessment* prepared by an Institute providing evidence of whether its entry-level professional qualification meets the PAEE qualification requirements;
 - a *review* of the self assessment by a review team on behalf of the Steering Group to assess whether there is adequate evidence to support the conclusions expressed in the self assessment
 - *Steering Group decision-making* in relation to the self assessment and review processes
77. The Quality Assurance process applies equally to member Institutes (that is, Participating Institutes) and to those Institutes seeking membership as Participating Institutes.
78. Full details of the process to be followed in order to join PAEE can be found in the Quality Assurance Process document on the PAEE website.

5. OVERSIGHT COMMITTEE

Role

79. The Steering Group shall establish an Oversight Committee in order to provide assurance that the compliance process and the admission of new members (whether Participating Institutes or Associate Members) has been properly carried out. The Oversight Committee shall consist of a minimum of 4 and maximum of 5 members. The Steering Group shall review the Oversight Committee's activities annually.
80. The Oversight Committee shall:
- report to the Steering Group and thereafter to the Participating Institutes on whether the compliance process and the admission of new members has been properly carried out;
 - report publicly on whether the compliance process and the admission of new members has been properly carried out;
 - make recommendations to the Steering Group for changes in the compliance process and the admission of new members; and
 - shall meet no less than twice a year to carry out its work.

Membership

81. The Steering Group will appoint, for each calendar year, a Nominating Committee consisting of the chair of the Steering Group, two of its members and a secretary. The Nominating Committee will propose members of the Oversight Committee for the next calendar year.
82. Members of the Oversight Committee are appointed by the Steering Group. Each appointment requires the approval of at least three-quarters of the Participating Institutes.
83. The Oversight Committee consists of an independent chair, two independent members (not from staff or officers of the Institutes) and at least one but no more than two members chosen from staff or officers from the institutes. In a situation where a vote is required, and the result is tied the independent Chair will have the deciding vote.
84. The independent chair of the Oversight Committee is appointed by the Steering Group for a period of three years. Re-appointment for one period is possible.
85. All Members of the Oversight Committee are appointed for a period of three years. Re-appointment for one period is possible. The maximum period that all members can serve, including the time when acting as chair, is six years.
86. The Steering Group will appoint a secretary to the Oversight Committee and will make a budget available to cover the costs of the activities of the Oversight Committee, including the setting of fees, where appropriate for the independent members.

Procedures

87. The Steering Group will make all information on compliance and the admission of new members available to the Oversight Committee.

Oversight Committee

88. The Oversight Committee will review compliance and the admission of new members on an annual basis. The chair of the Oversight Committee will report its findings and recommendations for changes in the processes for compliance and the admission of new members to the Steering Group.
89. The Steering Group has the right to ask for clarification from the Oversight Committee.
90. The Oversight Committee will report annually to the Steering Group and will publish an annual report on the PAEE website.
91. The Oversight Committee may meet with guests to discuss current issues relevant to PAEE such as quality, standard setting, regulatory issues, portability and convergence. The Oversight Committee will report the results to the Steering Group.
92. The Oversight Committee will set its own bye-laws for ratification by the Steering Group.