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**International
Accounting Standards
Board**

This document is provided as a convenience to observers at Employee Benefits Working Group meetings, to assist them in following the discussion. It does not represent an official position of the IASB. Board positions are set out in Standards.

Note: These notes are based on the staff paper prepared for the Employee Benefits Working Group Meetings. Paragraph numbers correspond to paragraph numbers used in the Employee Benefits paper. However, because these notes are less detailed, some paragraph numbers are not used.

INFORMATION FOR OBSERVERS

IASB Meeting: **Employee Benefits Working Group**

Paper: **Agenda Paper 1B: Working Group Operating Procedures**

INTRODUCTION

1. Working groups are established so that the IASB (the Board) and staff can have access to expert advice from constituents. In the early phases of a project, we expect working groups to help identify issues, alternative approaches, and priorities. In short, we expect working groups to help the Board and staff brainstorm issues. As a project moves through deliberations, we expect to ask working groups to consult on key issues, especially as those issues may raise implementation questions. After the Board has issued a discussion document and an exposure draft, we hope that working groups can help us to understand and analyse the comments received.

2. The role of a working group is consultative. Working groups will not be asked to reach consensus views and will not make recommendations as a group. The value of a working group comes from the interchange of ideas among members and the ability of Board members and staff to participate in that interchange. We have designed these operating procedures to give working group members the freedom to express personal opinions.
3. We will assign Board members to attend working group meetings, one of whom will be the chair of the working group.

MEMBERSHIP

4. In forming a working group, the Board's goal is to assemble individuals from a variety of professional and geographic backgrounds. The ideal working group member would have expertise in the subject area, an open mind to different perspectives, and an ability to participate in a free exchange of ideas.
5. Members of a working group serve in their personal capacity. They are not appointed to act as delegates or representatives of any group; the Board and staff have other means of seeking input from organisations interested in the Board's work. The Board expects that members will provide ideas and advice based on their professional experience, rather than consensus views of an organisation. Members, however, may find that they wish to consult with colleagues about a particular topic, and the Board encourages such consultations.
6. Because members serve in a personal capacity, substitutions are not accepted. We understand that other commitments make it difficult for members to attend every meeting. However, unless special circumstances exist, any member who misses three consecutive meetings will be asked to make way for a replacement.
7. In addition to the members, the Board invites regulators and others concerned with a topic to attend working groups as official observers. In this capacity, they participate in all working group discussions on the same basis as members.

MEETINGS AND PARTICIPATION

8. We recognise that a working group member's time is valuable. With that in mind, we hope to use email for much of our communication with the working group. We expect an initial meeting on formation of the group, followed by meetings at key points in the life of the project. For some projects, we may find that two or three meetings in the project's early stages are helpful. We hope that working group members will be able to attend each meeting in person. In our experience, remote conferencing by telephone or video is not effective for long meetings like those envisioned here.
9. Working groups meet in public and Board members, directors and members of the Board's staff assigned to the project, working group members, and invited official observers may sit at the table and participate in the discussion. Any other individuals or members of the public may register as observers in advance of the meeting. Observer registration details will be available on the Board's websites once future meeting dates are determined.
10. Working group members are welcome to employ staff to support their participation. Those support individuals are welcome to register to attend meetings on the same basis as members of the public (subject to space availability) but will not sit at the table or participate. Supporting staff are subject to the same restrictions and commitment to confidentiality as are working group members and official observers. We request that all staff-support individuals register as observers in advance of the meeting date.
11. The Board's staff will prepare the agenda for working group meetings and will provide staff support for the working group. We expect that working group members sometimes will prepare materials for the group, and we welcome those materials. All papers prepared for working group meetings are confidential unless identified otherwise. They are not to be circulated to others. A working group member may share papers with experts in his or her company to allow the member to prepare for a meeting or respond to a request from the Board. We may at our discretion provide summaries of the papers to aid any members of public observing the meeting.

12. Working group discussions are conducted in English. Interpreters will not be provided.
13. The Board's staff will prepare minutes of each meeting. Those minutes will focus on the ideas discussed and alternatives explored, rather than giving a transcript of the discussion. Minutes will not identify individuals who raised particular points or attribute views to individual members. Working group members will have an opportunity to offer additions or clarifications, and minutes will be shared with all Board members.
14. The Board does not reimburse travel costs for working group members. Meetings will normally be held in London.