Operating policy for observers attending open meetings of the Accounting Practices Board (APB)

1. Meetings of the APB are held at the offices of the South African Institute of Chartered Accountants (SAICA), Integritas, 7 Zulberg Close, Bruma.

2. As space is limited it may be necessary to limit the number of public observers attending a meeting. For this reason, those who wish to attend meetings are required to complete and return a registration form two weeks prior to the relevant meeting date. Persons who have not given advance notification of their attendance will be admitted to the meeting only if space permits, after allowing for those who have given such notification.

3. Only one person from the same organisation will be admitted to a meeting unless space permits.

4. Observers are asked to sign in on arrival at a meeting and complete a form acknowledging that they agree to abide by the procedures laid down in this policy.

5. The meeting agenda and papers for individual agenda items will be posted in advance of the meeting on the SAICA website. Papers available through the SAICA website will not be distributed at a meeting. Observers are encouraged to check the website shortly before the meeting for any last-minute changes. The APB cannot accept any responsibility for losses or inconvenience caused by changes to timing or difficulties in accommodating members of the public.

6. APB agenda papers may be divided into items that are to be discussed in public and items (generally administrative matters) that are to be discussed in an executive, closed session.

7. Observers cannot participate in the discussion at the meeting or interrupt proceedings. Should observers do so, or act in any way to disrupt decorum, the chairperson has the prerogative to have such observers removed from the meeting.

8. Observers are asked not to take photographs or operate mobile phones or radio transmitters, video cameras, microphones, tape recorders or any other electronic equipment in the meeting room.

9. The APB does not make travel or hotel arrangements for observers.

10. The APB does not have telephone, fax or copying facilities available for observers.

11. Observers will be required to complete an attendance register.
REGISTRATION FORM FOR ATTENDANCE OF OPEN MEETINGS

Date of Meeting to be attended: .............................................................................................................

Name: ..................................................................................................................................................

Title: .....................................................................................................................................................

Organisation: ..........................................................................................................................................

Postal address: ....................................................................................................................................... 

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Home address: ....................................................................................................................................... 

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Telephone number: (Home) .............................................

Telephone number: (Business) .............................................

Fax number: (Business) .............................................

Telephone number: (Cellular) .............................................

Email address: .............................................

Date: .............................................

Please e-mail or fax completed form to: Sharon Ryan
sharonr@saica.co.za
fax: 011 615 0707

Declaration:

I acknowledge that I have read and understood the operating policies for public observers attending open meetings of the Accounting Practices Board as set out in the attachment and I agree to abide by those terms and conditions.

Signature: .............................................

Date: .............................................

Place: .............................................

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