



International Federation of Accountants



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA



IFAC SMALL AND MEDIUM PRACTICES FORUM 2013

Kampala, Uganda
The Kampala Serena Hotel, June 5, 2013



Gold Sponsor



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IFAC Small and Medium Practices Forum

ABOUT THE FORUM

Please join us in Kampala, Uganda for this important international forum on Wednesday, June 5, 2013, co-hosted by the **International Federation of Accountants (IFAC), the Institute of Certified Public Accountants of Uganda (ICPAU), and the Pan African Federation of Accountants (PAFA).**

Registration for this forum is free. Attendees cover their own travel and hotel accommodations.

The one-day forum will bring together regional and national accountancy organizations, standard setters, and other interested parties to discuss how to address the challenges and opportunities facing small- and medium-sized practices (SMPs) and small- and medium-sized entities (SMEs), with a focus on those in Africa.

The forum has the following objectives:

- Unite the global SMP community
- Contribute to the prioritization of future IFAC SMP initiatives
- Facilitate discussion and debate, and the sharing of best practices and ideas
- Provide opportunities for networking and collaboration

The agenda will include discussion on the following key topics:

- Accommodating SME/SMP needs in shaping regulation and professional standards
- How SMPs can best serve SMEs in an ever-changing marketplace
- IFAC's strategy for supporting SMPs

WHO SHOULD ATTEND

Professional accountancy organizations, both national and regional, are invited to each send up to ten representatives. Organizations are encouraged to send delegates who are responsible for the interests of their SMP/SME constituents including those with responsibility for member services, and technical and professional standards. In addition, representatives from donor agencies, the regulatory community, associations of SMEs, the private sector, and other parties interested in the role and value of SMPs and their contributions to the SME community are invited to participate.

FORUM CO-HOSTS: ICPAU AND PAFA

ICPAU is the national body for professional accountants in Uganda and a member of IFAC. ICPAU's focus is to produce individuals who exhibit professional excellence, integrity, a commitment to serve, and good governance, and who are socially responsive to the environment in which they operate.

PAFA's mission is to work in the public interest by leading and developing the accountancy profession in Africa and delivering value to its members. PAFA provides a

forum for co-operation and assistance among African professional accountancy organizations for the further advancement of the status of the accountancy profession and encouragement for and assistance with the formation and development of national professional accountancy organizations in Africa.

We thank ICPAU and PAFA for their willingness to co-host the forum and for their valuable contribution to the event's success.

FORUM SPONSORS

The forum is made possible through the generous sponsorship of IFAC members.

Gold Sponsor:

- Association of Chartered Certified Accountants (ACCA)

Silver Sponsors:

- Corpul Expertilor Contabili si Contabililor Autorizati din Romania (CECCAR)
- Hong Kong Institute of Certified Public Accountants (Hong Kong Institute of CPAs)
- Institute of Chartered Accountants in England and Wales (ICAEW)

PRE-READING AND FORUM MATERIALS

Prior to the forum, participants are strongly encouraged to visit the Small and Medium Practices Committee area of the IFAC website (www.ifac.org/SMP) and read the committee's Strategy and Work Plan for 2013-2016 and the 2012 SMP Quick Poll results.

In order to conserve resources and reduce waste, it is our policy not to hand out hard copies of the presentations and speeches on the day of the event. Electronic copies of all presentations and speeches will be available on the IFAC website (www.ifac.org/2013SMPForum) soon after the forum.

TO BE CONFIRMED: ADD-ON EVENT: JUNE 4 – TRAINERS' WORKSHOP

The SMP Committee, PAFA, and ICPAU are considering holding a special workshop for those attendees with responsibility for providing training, overseeing CPD programs, or updates of professional standards within IFAC member bodies. The trainers' workshop will provide insights from speakers on topics that are of particular relevance to SMPs on the audits of SMEs and ways to train so that the topics are of interest to their members.

If such an event is of interest to you, please express your interest for more information in the Registration Form. Additional information will be provided at a later date.

Forum Program Preview

The Forum will be held in Victoria Hall.

Program is subject to change. Details of speakers and panelists will be provided at a later date.

8:00 – 9:00	Registration and Collection of Materials		
9:00 – 9:20	Welcome by Forum Hosts: IFAC, PAFA, and ICPAU		
9:20 – 9:40	Guest of Honor		
9:40 – 10:00	Setting the Scene: Giancarlo Attolini, IFAC SMP Committee Chair		
10:00 – 10:20	Refreshment Break		
10:20 – 12:00	Panel 1: SME Growth—The Value of Assurance and Advisory Services		
12:00 – 13:00	Lunch		
13:00 – 14:15	Panel 2: The Changing SMP Landscape—Regionally and Internationally		
14:15 – 14:30	Transition to Breakouts <i>Participants will be assigned to breakout rooms to share their views, experience, and ideas.</i>		
14:30 – 15:45	Breakout Session 1: Trends Impacting the SME		
	Group A	Group B	Group C
15:45 – 16:00	Transition to Breakouts—Refreshment Break		
16:00 – 17:15	Breakout Session 2: Initiatives to Assist SMPs—Success Stories and Priorities		
	Group A	Group B	Group C
17:15 – 17:30	Closing Remarks: Giancarlo Attolini, IFAC SMP Committee Chair		
18:00 – 20:00	Networking Reception		

IFAC Small and Medium Practices Forum

HOTEL ACCOMMODATIONS

The event will be held at the Serena Hotel in Kampala. IFAC has secured preferential room rate for forum delegates of USD\$262 per night, inclusive of breakfast and taxes. Those seeking accommodation should complete the attached Hotel Booking Form (page 6) to receive the special room rate.

The deadline for hotel reservations is May 21, 2013. Room availability is limited so please book as soon as possible. Please note that if you cancel a reservation after May 21, 2013, you will incur a cancellation fee equivalent to one night's stay.

For reservations after May 21, 2013, please contact the hotel directly.

TRANSFER FROM AIRPORT TO HOTEL

Serena hotel provides airport transfer service (please see Hotel Booking Form for one-way rates). For delegates travelling on the same flight, Serena Hotel provides a shuttle service for a minimum of 4 guests one way, at USD\$25 per person. Please complete the attached Hotel Booking Form.

Alternatively Yellow Taxi Transport provides a taxi service at a flat rate of UGX80,000 which is USD\$30 one way, per vehicle (irrespective of the number of delegates per vehicle). To book your transport with Yellow Taxi, please contact:

- Godfrey Ssebuggwawo, Dispatch Manager at ssebuggwawo.godfrey@yahoo.com or Tel: +256-775-147053/ +256-703-069723 (primary contact)
- Stephen Nkalubo, General Manager at stephen.yellowt_axi@gmail.com or Tel: +256-772-353075 / +256-700-125579 (alternative contact)

VISA INFORMATION

You are strongly advised to confirm any related travel or visa requirements well in advance of the event. See the Ugandan Government website for visa information: www.immigration.go.ug/page/requirements-entry-uganda. We recommend that delegates who require a visa apply as early as possible, and no later than late-March. If you need a visa invitation letter, please contact SMPForum@ifac.org.

FOR ASSISTANCE

If you need help either before or during your stay in Kampala, please contact one of the following ICPAU staff:

Mark Omona, Technical Manager, ICPAU

Tel: +256-772-740124

Email: momona@icpau.co.ug

REGISTRATION

Please use the attached Registration Form (page 5) to confirm your attendance at the forum.

If you have any queries, please contact:

Small and Medium Practices Committee

International Federation of Accountants

529 Fifth Avenue, 6th Floor

New York, NY 10017 USA

Tel: +1 212-286-9344

Fax: +1 212-286-9570

Email: SMPForum@ifac.org

VISITING UGANDA

See the Ugandan Tourism Board website: www.visituganda.com.

For travel information on Uganda see www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/sub-saharan-africa/uganda or http://travel.state.gov/travel/cis_pa_tw/cis/cis_1051.html. While both the UK Foreign and Commonwealth Office and the US Department of State continue to caution their respective citizens about the possible dangers of traveling to some parts of Uganda, Kampala and Entebbe are not within those areas. Note: Where possible, please ensure your flight does not arrive or depart after midnight.

For immunization information on Uganda please see www.visituganda.com/information-centre/faqs/, www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/sub-saharan-africa/uganda and www.ugandahighcommission.co.uk.

Registration Form

To attend the IFAC SMP Forum 2013, please complete the Registration and Hotel Booking Forms and return them by **April 15, 2013** to SMPForum@ifac.org and reservations@serena.co.ug. **Ugandan delegates should register, and arrange accommodation, through ICPAU.**

The forum will be conducted in English. Registration is free. Refreshments, including lunch and networking reception, will be provided free of charge to all delegates. Delegates are, however, responsible for all hotel accommodation charges.

PERSONAL DETAILS

Mr. Mrs. Ms. Other (Please indicate as appropriate) _____

First/Given Name: _____

Surname/Family Name: _____

Which member body are you representing? (or indicate the name of your organization if you are a speaker or attending in another capacity)

Position at above organization: (e.g., President) _____

Address 1: _____

Address 2: _____

City: _____ Post/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

TRAINERS' WORKSHOP—JUNE 4 (TO BE CONFIRMED)

The hosts may organize a workshop for those with responsibilities for training. Please indicate whether you would be interested in such an event. Attendance will be limited to one person per organization. Yes No

Hotel Booking Form

The Kampala Serena Hotel

PO Box 7814, Kintu Road, Kampala 256, Uganda

Tel: +256414 309 000 Fax: +256 414 259 130

After submitting your completed Hotel Booking Form, we suggest that you confirm your hotel registration directly with the hotel at reservations@serena.co.ug or sales@serena.co.ug.

Name: _____

Email: _____

Arrival Day: _____ Flight Arrival Time: _____ Flight Name/Number: _____

Departure Day: _____ Flight Departure Time: _____ Flight Name/Number: _____

Airport Transfer Request (please select one or more of the following options; prices are each way; shuttle prices are per person)

Toyota USD\$60 Mercedes (4X4) USD\$95 9 Seater Shuttle (if available) USD\$25 27 Seater Shuttle (if available) USD\$20

If a shuttle is not available, you will need to reserve the Toyota or Mercedes, or arrange for a taxi (see pg. 4).

Special Request (smoking/non-smoking room) _____

Deluxe room rate: USD\$262 (Includes Breakfast and Wi-Fi Access)

Rate is per room, per night, including taxes. Check-in time is 12PM and check-out time is 10AM.

Please note, cancellations made less than 7 days prior to arrival will be charged a penalty equivalent to 1 night's stay and no-shows will be charged 100% for all missed days (except in emergency situations). 75% of the room rate will be charged for late check-out, which applies up to 6PM. Beyond that 100% of the room rate will be charged.

Credit Card Details: _____

Billing Address 1: _____

Billing Address 2: _____

Billing Telephone: _____

Signature: _____

Reservation Number (for hotel to complete): _____

If you experience any problems booking your accommodation, please email rkibalama@serena.co.ug and cc SMPForum@ifac.org.



For more information:
Email: SMPForum@ifac.org
Tel: +1 212 286 9344
Fax: +1 212 286 9570
www.ifac.org