

LIFELONG LEARNING COMMITTEE

Constitution:

The Lifelong Learning Committee (LLC) shall consist of at least eight and not more than twelve the majority of whom shall be members of the Institute and at least one third of whom shall be Council members, one of whom shall be chairman, and the Executive Director with responsibility for the Committee.

The quorum for a meeting of the Committee shall be three including at least one member of the Council.

Terms of Reference

1. To provide input to Council, and to other bodies reporting to Council, on the strategies and policies needed to deliver Council's objective that CIMA's members hold a leading professional qualification which is enhanced by continuing professional development. Through the Executive Committee to co-ordinate with other Policy Committees, as necessary, to achieve this objective.
2. In furtherance of the above to lay down standards of education, training and experience for practitioners of the science of management accountancy and the Examinations and Regulations to govern the admission of Associates and Fellows as members of the Institute.
3. To ensure CIMA has in place examinations, tests of knowledge and other methods of assessment to test the skills and knowledge of persons desiring to enter CIMA and/ or to maintain membership of CIMA, and in so doing to ensure that advances in technology and associated sciences are utilised where possible to ensure the efficient and effective running of such activities.
4. To carry out a revision of the content of CIMA's syllabus, examinations and practical experience requirements for completing the ACMA qualification and make proposals to Council on this every five years, or more frequently if the Committee judges necessary.
5. In connection with the above to take lead responsibility for such initiatives as necessary to enable students to achieve progression through CIMA's examinations and assessments and admit them to membership.
6. To define the experience and level of involvement in and contribution to the strategic management in an organisation required by a member to achieve Fellowship of CIMA.
7. To agree proposals for other qualifications which might carry certificate, diploma or advanced diploma status awarded by CIMA.
8. To develop policies to ensure that CIMA's continuing professional development regime commands the confidence of members and CIMA's stakeholders.

*	=	Non Member of Council	pp	=	Past President
p	=	President	ipp	=	Immediate Past President
dp	=	Deputy President	s	=	staff
vp	=	Vice-President	~	=	non CIMA member

9. To set up working parties if necessary to advise and assist the Committee. Such working parties shall be provided with clear objectives and terms of reference and may not continue in existence beyond a period of twelve months without a renewal being approved by the LLC save that:
 - a) The Examinations and Assessment Oversight Panel
 - b) The Membership Panel and
 - c) The Panel of Membership Assessors
 will continue to exist until the Committee determines otherwise. The Chairmen of such working parties have to be ratified by the Appointments Committee
10. In setting up such working parties the LLC must not allocate resources or funding which has not been approved for those purposes in the annual work plan and budget agreed by Council.
11. To set out such training requirements as might be needed to ensure the three working parties named above are able to fulfil their duties and have the confidence of members and the public in so doing.
12. To receive reports on significant risks to Council's strategy for lifelong learning and to mitigate them to ensure the delivery of Council's strategy. Such risks are to be notified on CIMA's risk register.
13. Through the planning process draw on the professional expertise and resources of CIMA to forward the objectives of the Committee.
14. The LLC must ensure that all activities for which it is responsible are cost effective and add value and to be accountable for that.
15. Any other matters specific to the Committee as determined by Council.

Note: If above agreed to the LLC will need to revisit the TOR of the groups named at 9 above to bring them into line with outcomes of current reforms. In doing that consideration will need to be given to ensure clear separation of the membership of these groups from each other and the LLC in accord with best practice.

<p>* = Non Member of Council p = President dp = Deputy President vp = Vice-President</p>	<p>pp = Past President ipp = Immediate Past President s = staff ~ = non CIMA member</p>
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THOUGHT LEADERSHIP AND BUSINESS ETHICS COMMITTEE

Constitution:

The Thought Leadership and Business Ethics Committee comprises eleven members as follows:

- Chairman
- Vice Chairman
- Chairman of the Research and Development Panel
- Chairman of the Corporate Reporting Development Panel
- Executive Vice President (staff)
- Six other members

The Committee can co-opt further members to address specific strategic imperatives as may be needed.

- All members are appointed by the Nominations Committee and approved by CIMA Council.

Tenure

- Members are appointed for one year terms, and can serve a maximum of three consecutive one year terms to provide continuity while also providing additional opportunities for a large and diverse stakeholder group to serve.

In exceptional circumstances members may serve up to 6 consecutive terms with the agreement of the Nominations Committee and the Chairman of the Thought Leadership and Business Ethics Committee.

Quorum

- Three members form a quorum (including Chairman or Vice Chairman). The Chairman has discretion to increase the quorum to higher than three members for items of strategic importance.

Meetings

- The Committee will convene and be funded for two face to face meetings each year, but the Chairman in consultation with the relevant Executive Vice-President can exercise judgment to hold additional (including remote) meetings, if felt necessary.

Terms of Reference

The Thought Leadership & Business Ethics Committee will:

- Provide input and advice into strategies to advance the science of management accountancy and guide the evolution of the management accounting profession and the wider profession.
- Input into strategies and policies needed to deliver objectives for promoting and developing the science of management accounting.
- Foster and maintain investigations and research into the best means and methods of developing the science of management accounting.
- Ensure work is globally relevant, market led and innovative; raises the profile of management accountancy, informs the qualification and member career development.
- Approve priorities to be given to engagement and collaboration with the global academic community of accountants, practitioners and other thought leaders researching in the field of

management accounting - public, private, government, government funded, and supported bodies.

- As needed, set up virtual groups of members with particular expertise in areas of management accounting to advise the Association, as necessary, on matters of public policy to facilitate responses to consultations.
- Maintain constant strong pulse of issues facing business.
- Provide input into building a world class centre of excellence for accounting thought leadership delivering high quality and relevant content.

CGMA EXAMINATION BOARD

Constitution:

The CGMA Examination Board comprises fifteen members as follows:

- Chairman
- Vice Chairman
- Chairman of the Appeal Panel
- at least two members should be members of the Management Accounting Board
- at least two members who are not CGMAs
- Seven other members
- Executive Vice President (staff).

The Committee can co-opt further members to address specific strategic imperatives as may be needed.

- The Chair shall be identified by the past Chair and the secretariat, approved by the Nominations Committee, and have the competencies, experiences and skills aligned with the challenges facing the Board during his or her term.
- All members are appointed by the Nominations Committee and approved by CIMA Council.

Tenure

- Members are appointed for one year terms, and can serve a maximum of three consecutive one year terms to provide continuity while also additional opportunities for a large and diverse stakeholder group to serve.
In exceptional circumstances members may serve up to 6 consecutive terms with the agreement of the Nominations Committee and the Chairman of the CGMA Exam Board.

Quorum

- Four members, one of whom shall be a member of the MA Board or an independent member, shall form a quorum. The Chairman has discretion to increase the quorum to higher than four members for items of strategic importance.
- In the event of difficulty in achieving quorum to ratify exam results, members of the MA Board who are not members of CGMA Examination Board may be co-opted to participate in such meetings in exceptional circumstances.

Meetings

- The Board will convene and be funded for two face to face meetings each year, but the Chairman in consultation with the relevant Executive Vice-President can exercise judgment to hold additional (including remote) meetings, if felt necessary.

Terms of Reference

The CGMA Exam Board will:

1. Provide independent oversight of the examination process and report to the Management Accounting Board, as appropriate and on request, on key issues arising including to confirm that relevant procedures were followed for each examination.
2. Enable the Chair to sit on the Lifelong Learning Committee to support the holistic experience of the student.

3. Monitor operational performance of examinations and assessment in accordance with relevant and agreed key performance indicators and report regularly to the Management Accounting Board.
4. Ensure that examination standards, quality and relevance are maintained and enhanced across the whole examination process.
5. Oversee the effective operation of the case study standard setting process and review the adequacy and appropriateness of the methodology at appropriate intervals.
6. Obtain independent quality assurance of the overall examination and assessment at appropriate intervals.
7. Approve the relevant examination results for publication.
8. Review pass rates and other data on the objective tests and oversee the performance of the tests and of candidates.
9. Oversee the effective operation of other related examination processes including the following:
 - approve the examination terms and conditions and any other subordinate documents relating to the examinations, subject to minor amendments for operational purposes;
 - approve the criteria for awarding examination prizes;
 - approve the Appeals Panel (AP) terms of reference and delegate authority to the AP and staff to apply the working method and oversee its application through regular reporting;
 - delegate authority to the AP to raise complaints against candidates in relation to alleged misconduct;
 - be the point of escalation for all examination issues;
 - recommend to the Management Accounting Board the scope of projects to be undertaken by working groups and/or staff;
 - ratify all human marked examinations (this may take place out of meeting for non-core qualifications).

Note: The strategy confirms that the global delivery of examinations will require new methods of managing applicants, delivering secure tests and serving applicants in their home countries and local towns. This will be achieved by building on the international delivery platform which CIMA has in place with Pearson Vue to successfully deliver in new markets.

Ways of Working (for information only – does not form part of terms of reference)

The CGMA Examination Board working method may be subject to operational changes from time to time. Any substantial changes will be approved by the CGMA Examination Board committee. Only changes to the terms of reference will require approval by LLC.

Appointment

Approach to be outlined in due course

Recommendation to LLC July meeting regarding appointment term.

Conflict of interest

Any member who is involved in the examining or training of candidates should not take part in the ratification of results relating to those candidates. This includes activities such as teaching, marking or involvement in the examination setting process (this list is not exhaustive).

Conflicts of interest should be declared to the Secretary, CGMA Examination Board and the member should recuse themselves from the ratification of examination results for those candidates and/or qualifications.

Meetings

Meeting will be held after each case study exam (4 times per year, 1 meeting per level via web conference).

The CGMA Examination Board will meet face-to-face 1-2 times per year outside of results ratification activities.

Case study standard setting

A CGMA Examination Board member should observe at least one standard setting meeting per committee year. Standard setting for each case study exam will take place at a face to face meeting shortly after marking has ended. The “Body of Work” method of standard setting will be used. CIMA staff will facilitate the meeting and a panel of subject matter experts will be convened, including those involved in setting and marking the examination as well as some independent experts.

The CGMA Examination Board member in attendance will be required to confirm at the end of the standard setting meeting that due process has been followed and his/her agreement with the recommendation for the exam raw pass mark. The member will also be required to report on this at the results ratification meeting. However, the absence of a report from the member should not compromise the decision making with regard to the ratification of the results for publication.

As a minimum, two out of every three standard setting meetings should be observed.

Case study results ratification

Based on the recommendation of the standard setting process, the raw examination results across all forms of the examination will be equated and scaled. The Pearson VUE psychometric team will undertake this work and present the data to the CGMA Examination Board alongside CIMA staff.

The CGMA Examination Board will meet to review the recommendation for the pass mark and the finalised data and approve the results for release to candidates.

Objective tests

The passing standard for the objective tests was established prior to launch and validated with the first six months of live data. This passing standard will be maintained in each form of the test which is published unless there is reason to revisit this.

The objective tests will be subject to a regular cycle of updates. New forms of the examination will be balanced according to item performance statistics gathered from actual candidates sitting the tests. New items will be pre-tested in the live environment (as unscored items) before being released as scored items. This process will be managed by CIMA staff supported by subject matter experts and Pearson VUE psychometric team.

CGMA Examination Board will regularly receive pass rates and other data on the objective tests and oversee the performance of the tests and of candidates.