	IIRC Framework Panel Meeting of 7 February 2017 Minutes

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Via teleconference, 11:30 am - 12:30 pm London time

Members/TAs   Erik Breen (Chair), Sarah Bostwick Stromoski, Rodrigo Morais, Yoichi Mori, Nancy Kamp-Roelands, Tom Roundell Greene, Hugh Shields, Roger Simnett, David Loweth, Jason Voss , Zubair Wadee, Jean-Luc Barlet

IIRC   Michael Nugent, Liz Prescott

IIRC guests   Neil Stevenson, Enrique Torres

Apologies   Stathis Gould, Sarah Nicholls

Minutes   Liz Prescott

Agenda

Item   *Topic*

1.   Welcome from the chair; objectives

2.   Minutes of previous meeting

3.   <IR> Training Programme

4.   Framework Implementation Feedback

5.   Conclusions and next steps

1.   Welcome and objectives

The Chair welcomed Panel members, noted a quorum was present and summarized expected outcomes of the meeting.

2.   Minutes of previous meeting and matters arising

The minutes were approved. There were no matters arising.

3.   <IR> Training Programme

The Chair introduced the item and welcomed the <IR> Training Team, who described the <IR> Training Programme, which focuses on:

- Learning outcomes -- at an introductory and practitioner level -- based on the <IR> Competence Matrix
- The 'what' of training. The 'how' is for accredited training partners to determine. For example, there is no set number of hours for training sessions.

The <IR> Training Team noted they will approach the Framework Panel periodically for feedback and insight, particularly regarding implementation issues, reporting developments and training quality. They also provided some facts about the Training Programme:

- The IIRC has eight licenced training partners and expects to have 12-14 by the end of 2017
- Quality assurance measures include:
  - ✓   Criteria for training partner selection
  - ✓   Approval process for training delivery
  - ✓   Attendee feedback on training
- 14 training courses held in last 3 months
- Approximately 10 participants per course:
- 50-70 training courses expected in 2017
- Participants include report preparers and consultants

4. Framework implementation feedback

- The Chair introduced the item.

Panel members expressed concern over the project's aggressive timetable. The technical team acknowledged the concern and explained that the schedule had been built around the IIRC's April Council meeting. It was noted that options could include: (1) retaining the April deadline, (2) seeking Council input in April and reporting to the Board in July, and (3) reporting back to Council in October.

Comments/suggestions regarding the draft Invitation to Comment included the following:

- Explicitly state that the aim is not to revise the Framework; this is part of an ongoing process
- The audience should include all participants of the report preparation process, including internal audit and compliance
- Change the wording "*What are your observations…*" to *"What are you experiences…"*
- Consider a broad question about what prevents respondents from implementing <IR>
- Explicitly ask about the definition of materiality in relation to the short, medium and long term
- Reconsider whether the conciseness question will yield meaningful information
- The catch-all questions should be retained.

Any other business

There were no other matters raised.

5. Conclusions and next steps

The Chair thanked staff, members and technical advisers and closed the meeting. The next call is scheduled for 21 March 2017. *[Subsequently cancelled]*

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