



Tel. 011 697 0660
Fax. 011 697 0666
www.asb.co.za

Operating Policy

Open meetings of the Board & Technical Committee

GUIDELINES FOR OBSERVERS

MEETINGS HELD IN PERSON

1. Physical meetings of the ASB are scheduled occasionally and based on Board members' availability. The number of seats that can be made available for public observers is limited. For this reason, we ask those who wish to attend to complete and return the registration form as soon as possible.
2. Observers are asked to sign in on arrival at the meeting and complete a form acknowledging that they agree to abide by the procedures laid down in this policy. Persons who have not given advance notification of their attendance will be admitted only if space permits. The ASB cannot accept any responsibility for losses or inconvenience caused by changes to timing or difficulties in accommodating members of the public.
3. ASB agenda papers may be divided into items that can be discussed in public and items that are to be discussed in private (closed session). Relevant ASB agenda papers will be made available to observers who have requested the information when they register and will not be distributed at the meeting.
4. Observers cannot participate in discussions at the meetings and may not take any visual or sound recordings of the meeting. Papers that are available to the public are for information only. No comments or correspondence with regards to those papers will be considered by the ASB, unless the comments have been requested as part of the due process established by the ASB.
5. Observers are requested not to bring food into the meeting room.
6. Smoking is not permitted in the meeting room.
7. The ASB does not make hotel arrangements for observers.
8. The ASB does not have telephone, fax or copying facilities available for observers.

MEETINGS HELD VIRTUALLY

9. Virtual meetings of the ASB are held on Microsoft Teams.
10. Observers are asked to inform the Secretariat in advance of the meeting they wish to attend at info@asb.co.za. Observers should complete a form acknowledging that they agree to abide by the procedures in this policy. Persons who have not given advance notification of their attendance will be admitted only if doing so does not interfere with the Board's agenda and only once the necessary form has been completed. The ASB cannot accept any responsibility for losses or inconvenience caused by changes to timing.

GUIDELINES FOR OBSERVERS

11. ASB agenda papers may be divided into items that can be discussed in public and items that are to be discussed in private (closed session). Relevant ASB agenda papers will be made available to observers who have requested the information when they register and will not be distributed at the meeting.
12. Observers cannot participate in discussion at the meetings and:
 - Are asked to remain muted, off camera and not to participate in activities in the Teams chat for the duration of the meeting (unless requested to do so by the Chairperson).
 - May not take any visual or sound recordings of the meeting.
13. Papers made available to the public are for information purposes only. The ASB will not consider comments or correspondence with regards to those papers unless the comments have been requested as part of the ASB's due process.



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**ACKNOWLEDGEMENT TO ABIDE BY OPERATING
PROCEDURES OF OPEN MEETINGS**

Name:

Organisation:

Postal address:

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Telephone number: (Business)

Telephone number: (Cellular)

Declaration:

I acknowledge that I have read and understand the terms and conditions of open meetings of the Accounting Standards Board as set out in the *Guidelines for Observers* and agree to abide by those terms and conditions.

Signature:

Date: