



PSAB Standard-setting Due Process Manual

June 2024

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Introduction

1. This document describes the Public Sector Accounting Board's (PSAB) due process established in its [Terms of Reference](#). It defines the activities that PSAB follows in setting financial reporting standards, including guidelines, and statements of recommended practices (other guidance). It guides Board staff on performing the required due process activities and informs interested and affected parties on how the Board sets standards and other guidance, and how they can participate in the process. The procedures in this due process may also be useful for the Board when consulting with interested and affected parties on matters outside its technical agenda. [Appendix A](#) provides a glossary of key terms for PSAB's governing documents.
2. PSAB is an independent body with the authority to establish financial reporting standards and other guidance for use by all entities in the Canadian public sector. Through that authority, the Board has chosen to direct government business enterprises to Part I of the CPA Canada Handbook – Accounting. It also permits other government organizations to apply Part I of the Handbook where appropriate. The Board reserves the right to:
 - (a) make changes to this direction in whole or in part; and
 - (b) establish standards and other guidance for government business enterprises.
3. When PSAB undertakes a standard-setting project and an equivalent International Public Sector Accounting Standard (IPSAS) already exists, the principles of that IPSAS will be used in the development of the new Canadian Public Sector Accounting Standards (PSAS). The Board may make amendments to IPSAS principles for inclusion in a PSAS in accordance with the [Criteria for Modifying and Reviewing IPSAS Principles](#).
4. PSAB is directly accountable to the Accounting Standards Oversight Council or its successor (the Oversight Council) for its performance in fulfilling its mandate, including adherence to due process. This Due Process Manual provides the Oversight Council with a basis for holding the Board accountable for the due process procedures that it follows in practice. At each Oversight Council meeting, the Board reports on its compliance with due process.
5. PSAB relies on the Accounting Standards Board's (AcSB) due process procedures for the development and finalization of the accounting standards in Part I of the Handbook. The AcSB is accountable to the Oversight Council for demonstrating compliance with due process procedures and PSAB relies on that assessment.

Due Process Principles

6. PSAB's due process is built on its [Terms of Reference](#) and [Statement of Operating Procedures](#), and is based on the following principles:
 - (a) transparency: conducting its standard-setting process in a transparent manner;
 - (b) consultation: considering the perspectives of those affected by Canadian public sector financial reporting standards and other guidance; and
 - (c) accountability: analyzing the potential effects of its proposals on affected parties and explaining the rationale for the Board's decisions when developing or changing a standard and other guidance.

Consultation and Communication

7. Consulting widely with interested and affected parties enhances the quality of financial reporting standards and other guidance. This is why consulting the public and gathering feedback from interested and affected parties on documents for comment is an integral part of PSAB's due process. During the Board's deliberations, this feedback helps identify when additional effort is required.
8. PSAB commits to the respectful inclusion and participation of Indigenous Peoples in public sector accounting standard-setting. The Board will do this by developing consultative processes with Indigenous Peoples that are consistent with their self-determination objectives and free, prior and informed consent. The consultation with Indigenous Peoples will be tailored to meet their unique needs. This will be an evolving and iterative process and the Board will update and amend it as appropriate and in consultation with Indigenous Peoples.
9. PSAB encourages communication with interested and affected parties by developing communication plans for public outreach. At every stage of its due process, the Board seeks information and views from interested and affected parties using various communication vehicles to maximize public input and transparency. The Board will use communication platforms such as roundtables, public meetings, social media and documents for comment.
10. PSAB posts decision summaries to its website soon after each meeting. These decision summaries inform interested and affected parties of progress on projects and compliance with due process.

Committees

11. Task forces, advisory groups and other groups (committees) are key sources of input and advice for PSAB on a variety of matters and contribute to developing standards and other guidance.
12. PSAB may choose to work through committees to help when conducting its projects. This gives the Board access to additional practical experience and expertise representing different communities, such as academia, preparers, accounting practitioners and financial statement users. When used, these committees are an important part of the Board's governance infrastructure, helping to maintain, develop and improve accounting standards and other guidance. A committee is not required for every Board project (e.g., for annual improvements or a guideline or a non-controversial topic).
13. Each committee has terms of reference, normally set out in a project proposal, which details the committee's:
 - (a) purpose, objectives and responsibilities;
 - (b) size and composition, including the optimum mix of members;
 - (c) backgrounds; and
 - (d) terms of appointment, including the proposed project timeline.
14. Committees, supported by PSAB staff, assist the Board with its projects by conducting research and making recommendations on the accounting and other issues set out in the project proposal. The project proposal includes a detailed plan for completing the project. During a project, the Board may provide its committees with further direction on next steps or expectations.

Comments received from the public

15. Input and feedback are obtained from interested and affected parties through various mechanisms including in-person and virtual roundtables, [Connect.FRASCANADA.ca](https://connect.frascanada.ca), comment letters, emails and other written feedback.
16. Comment letters play an important role in PSAB's deliberation process because they provide public responses to a formal consultation. When considering comments received, the Board reviews the issues and related explanations that all interested and affected parties raise.
17. Feedback with strong analysis and supporting evidence is one of the bases for developing standard-setting options. The analysis of feedback may result in PSAB doing additional outreach and analysis; for example, if a particular sector expresses a view different from other interested and affected parties, or if the views within a particular sector are divided. All written feedback the Board receives is available on its webpage shortly after the comment deadline, unless a respondent requests confidentiality.

Translation

18. PSAB's policy for translation of published materials is to provide materials in both official languages of Canada (English and French). PSAB issues all its consultation papers, exposure drafts, standards and other guidance simultaneously in English and French.

Due Process Specifically Related to IPSASs

19. PSAB contributes to the development of IPSASs to meet interested and affected parties' needs for high-quality public sector accounting standards.
20. Early in the process and throughout the life of IPSAS projects, PSAB influences the development of IPSASs. This is done by raising awareness, providing opportunities for interested and affected parties to express their views, responding to documents for comment on the International Public Sector Accounting Standards Board's (IPSASB) proposals, and leveraging roundtables and other discussions. PSAB maintains a strong global presence on the international stage to enhance Canada's influence.

Consulting on the IPSASB's documents in Canada and international activities

21. PSAB responds to all the IPSASB's documents for comment relevant to the Canadian environment. As part of its due process, PSAB promotes awareness of the IPSASB's documents for comment in Canada and asks interested and affected parties for input.
22. Documents for comment that are highly relevant to the Canadian environment may result in PSAB soliciting comments from interested and affected parties through in-person and virtual roundtables, meetings and written responses to inform its response to the IPSASB's document for comment. All PSAB's response letters are posted to its webpage.
23. The IPSASB issues IPSASs according to its due process, which PSAB monitors as part of its own procedures. In addition to responding to documents for comment, PSAB also identifies and discusses key issues arising from monitoring procedures that take place over the course of an IPSAS project. The extent of PSAB's monitoring depends on the relevancy of the standard to the Canadian environment.

24. PSAB also provides input on key issues to any IPSASB member(s) from Canada.

Using IPSAS principles in PSAS

25. When PSAB undertakes a standards project and an equivalent IPSAS already exists, the principles of that IPSAS will be used in the development of the new PSAS. The Board must apply its own processes before it uses IPSAS principles in the development of a PSAS.
26. The IPSASB issues IPSASs according to its own rigorous due process. To be able to rely on the IPSASB's due process, PSAB staff monitors the IPSASB's activities to ensure that the IPSASB is following its due process. For example, staff may read its meeting agenda papers, monitor its meeting discussions, review other project-related material on its website and discuss issues with IPSASB members and staff. PSAB staff raises to PSAB any potential areas of concern.
27. PSAB performs several procedures prior to an IPSAS principle being used in the development of a PSAS:
 - (a) Assesses whether there are indications that the IPSASB did not meet its due process requirements in developing the IPSAS;
 - (b) Evaluates whether any of the [Criteria for Modifying and Reviewing IPSAS Principles](#) have been met, in which case an amendment to the IPSAS principles is required; and
 - (c) Exposes the IPSAS principles to be used as part of the new PSAS for public comment through the consultation paper and/or the exposure draft process.
28. PSAB considers any concerns expressed by interested and affected parties prior to finalizing its PSAS. This includes concerns on the evaluation of the [Criteria for Modifying and Reviewing IPSAS Principles](#). In considering such concerns, the Board takes into account the perspectives of all types of interested and affected parties in Canada (e.g., users, preparers, auditors and others).
29. If PSAB determines that the IPSASB did not meet its due process requirements in developing the IPSAS, PSAB may decide to not use the IPSAS principles in developing the PSAS.
30. When PSAB uses IPSAS principles in developing the PSAS, the basis for conclusions must outline:
 - (a) how PSAB satisfied itself that the IPSASB followed its due process; and
 - (b) the reasoning for any amendments to IPSAS principles in accordance with the [Criteria for Modifying and Reviewing IPSAS Principles](#).

Standard-setting Due Process

31. PSAB's standard-setting due process begins with its strategic and annual operating plans. The strategic plan sets out the Board's multi-year policy objectives and is established after extensive consultation, including exposure for public comment, with interested and affected parties. The annual operating plan operationalizes the strategic plan, detailing which activities will be performed within a 12-month period to achieve the objectives of the strategic plan.
32. The level of effort required within the due process varies depending on the project. Some factors influencing the level of effort include:
 - (a) the extent and significance of proposed changes;

- (b) the extent of consultation required to build acceptance; and
 - (c) differing regional practices.
33. PSAB carries out the following mandatory due process activities:
- (a) deliberates proposals in a meeting;
 - (b) exposes a draft of any proposed new standard or other guidance, or amendments to a standard or other guidance, for public comment;
 - (c) provides an explanation of, and reasons for, key changes to existing standards or other guidance and their expected effects in each exposure draft;
 - (d) consults with interested and affected parties and considers their feedback;
 - (e) considers whether to re-expose proposals;
 - (f) publishes a basis for conclusions;
 - (g) exposes a proposed strategic plan for public comment;
 - (h) consults with the Oversight Council on strategic and annual operating plans, the technical agenda and work priorities;
 - (i) considers whether the IPSASB has met its due process requirements for all new and amended IPSAS; and
 - (j) provides transparent information to interested and affected parties.
34. PSAB considers undertaking the following significant due process activities and explains its reasons to the Oversight Council if they are not carried out. The Board:
- (a) provides the minimum comment period for all documents for comment as set out in the relevant sections of this manual;
 - (b) conducts outreach through committees and information sessions targeting interested and affected parties;
 - (c) exposes an extension to the term of the strategic plan for public comment;
 - (d) re-exposes proposals when the proposals have been significantly changed after considering comments received on an exposure draft; and
 - (e) considers the need for a post-implementation review of a new standard, a major amendment to a standard or other guidance after it has been applied for two years.
35. Depending on the complexity and extent of change required in developing a new or amended accounting standard or other guidance, PSAB categorizes the required level of change in standard-setting projects as follows:
- (a) New standards and other guidance:
A new standard and other guidance are developed:
 - (i) to fill a gap in the existing framework; or
 - (ii) when changes made to an existing standard or other guidance are so significant that the existing standard or other guidance is replaced.

- (b) Major amendments:
Major amendments result in significant changes to accounting standards or other guidance. A significant change would cause a major change in practice; for example, a suggestion to change a fundamental or pervasive part of a standard or other guidance would generally be a major amendment.
 - (c) Narrow-scope amendments:
Narrow-scope amendments address concerns about a specific aspect of a standard or other guidance that do not meet the criteria for annual improvements. These types of amendments would affect practice.
 - (d) Annual improvements:
The annual improvements process corrects errors in the wording of standards or other guidance and clarifies existing pronouncements. Correcting errors includes resolving conflicts between existing requirements in the standards or addressing unintended consequences and oversights but does not affect practice. PSAB has adopted an annual process to identify and bundle together these amendments to reduce the number of individual changes to the standards or other guidance.
36. Due process procedures are applied to standard-setting projects and may be tailored depending on the type of change required. The various phases of the due process are set out below and described in subsequent paragraphs in further detail:
- (a) setting the priorities;
 - (b) developing a project proposal;
 - (c) publishing a consultation paper;
 - (d) publishing an exposure draft;
 - (e) finalizing a standard or other guidance; and
 - (f) conducting procedures after a standard or other guidance is issued.

Setting the priorities

37. The first step in developing a new standard or other guidance is to identify, assess and define the problem with the existing reporting practice. As part of this process, consultation is required. PSAB may consult with committees and other interested and affected parties or issue surveys.
38. When setting priorities to address identified issues, PSAB considers its strategic objectives. It also factors in:
- (a) relevance and importance to financial statements users;
 - (b) existing guidance;
 - (c) possibility of developing other feasible approaches to address the issues;
 - (d) quality of the standard or other guidance to be developed relative to the Conceptual Framework;
 - (e) whether the expected benefits to users of the improved financial or supplementary reporting will justify the costs of implementation; and
 - (f) constraints on its resources and those of interested and affected parties.

Developing a project proposal

39. Once the new projects are added to its active agenda, PSAB develops project proposals.
40. A project proposal highlights key project issues to be addressed. It outlines:
 - (a) the project scope;
 - (b) the type of project, such as a new standard or an amendment to a standard;
 - (c) if existing IPSAS principles will be used in the development of the PSAS;
 - (d) associated research;
 - (e) potential benefits and costs;
 - (f) resources dedicated to the project;
 - (g) evaluation of risks; and
 - (h) estimated timelines to meet project milestones.
41. After considering the nature of the key project issues, PSAB reviews and approves the project proposal and may establish a project-specific committee. Regular discussions are held with relevant committees to ensure that the issues are thoroughly considered and well-informed recommendations are made to the Board on a timely basis.
42. When PSAB considers potential agenda items, it may decide that some issues require additional research before adding them to its active agenda. Such issues may be considered as research projects.

Publishing a consultation paper

43. A consultation paper is not mandatory within the due process. However, one may be issued for a new standard, other guidance or major amendment to seek input from interested and affected parties. PSAB might conclude that a consultation paper is unnecessary because it has sufficient input from its research, including consultations with the appropriate committees and other interested and affected parties, to proceed directly to an exposure draft. Narrow-scope amendments and annual improvements proceed directly to an exposure draft.
44. A consultation paper:
 - (a) defines the issues and the scope of a project;
 - (b) identifies relevant financial accounting and reporting or supplementary reporting considerations;
 - (c) discusses research findings and relevant literature;
 - (d) includes alternative solutions to the issues being considered;
 - (e) presents the arguments and implications relevant to each; and
 - (f) may include preliminary PSAB views and the rationale for them.
45. PSAB approves publishing a consultation paper after an affirmative vote of two-thirds of all its members. Once approved, the consultation paper is normally open for a minimum 90-day comment period. When the comment period ends, staff analyzes and summarizes the feedback received and provides the analysis and summary of the comments received for the Board's review. At its discretion, the Board might consult further with interested and affected parties to get more input.

Publishing an exposure draft

46. Publishing an exposure draft is a mandatory step in the due process before issuing a new standard or other guidance or amending an existing standard or other guidance. An exposure draft is PSAB's main mechanism for consulting interested and affected parties and soliciting comments through roundtables, meetings and written responses. It reflects specific proposals in the form of a proposed standard, an amendment to a standard or other proposed guidance. An exposure draft may also include proposed consequential amendments to other standards or other guidance to maintain internal consistency of the complete set of standards. Insignificant changes to cross-references, terminology and other administrative matters may be omitted from the exposure draft.
47. The rationale behind PSAB's decisions is included in a basis for conclusions that accompanies the exposure draft for new or amended standards and other guidance. Should the Board wish to publish for comment an alternative view on a principle proposed in the exposure draft, that document may also accompany the exposure draft.
48. When PSAB has completed its deliberations and all mandatory due process requirements, the Board approves the proposals in an exposure draft with an affirmative vote of two-thirds of all its members.
49. PSAB normally allows a minimum 90-day comment period. When the comment period ends, the committee, supported by staff, analyzes the feedback and the results of other consultations, such as roundtables. The Board reviews:
 - (a) written feedback;
 - (b) a summary of the comments;
 - (c) input and advice from the committee;
 - (d) feedback from other consultations; and
 - (e) an analysis of the major points.

If it needs more feedback, the Board may conduct further consultations.

Exposure draft for annual improvements

50. Some proposed amendments to standards and other guidance that are minor or narrow in scope can be packaged together and exposed in one document. Such amendments are called "annual improvements". Annual improvements follow the same due process as other amendments to standards, except they consist of unrelated amendments that are issued for comment in a single exposure draft. A basis for conclusions is not required to accompany the exposure draft for annual improvements.
51. The justification for exposing unrelated improvements in one document is that such amendments are limited to changes that either clarify the wording in a standard or other guidance or correct relatively minor unintended consequences, oversights or conflicts between existing requirements of standards or other guidance. They do not propose a new principle or a change to an existing principle. Although it is unnecessary to undertake consultation or outreach for annual improvements beyond the comment letter process, PSAB may consult with interested and affected parties.
52. Annual improvements normally have a minimum 60-day comment period.

Finalizing a standard or other guidance

53. The mandatory parts of a standard or other guidance are:
 - (a) principles and the related application guidance;
 - (b) defined terms; and
 - (c) effective date and transitional provisions.
54. A standard or other guidance may have appendices that provide authoritative guidance, and illustrative examples and other illustrative material that are non-authoritative.
55. When a new standard or an amendment to a standard or other guidance is issued, it may be accompanied by consequential amendments to other standards.
56. The final decision to issue, amend or withdraw a standard or other guidance is approved with an affirmative vote of two-thirds of all PSAB members.

Assessing whether changes to the proposed standard or other guidance are significant

57. Before approving a final standard or other guidance, PSAB decides, by vote, whether, in its judgment, redeliberation of the issues has significantly changed the exposed proposed standard or other guidance. If the proposals have been significantly changed, re-exposure of the standard or other guidance is required unless the Board decides, by formal vote, not to re-expose for one or more reasons. Those reasons are described in the basis for conclusions prepared when the project is completed.
58. When deciding whether to re-expose, PSAB:
 - (a) identifies substantial issues that emerged during the comment period on the exposure draft that it had not previously considered;
 - (b) assesses the evidence that it has considered;
 - (c) determines whether it has sufficiently understood the issues, implications and likely effects of the new requirements or recommended practices, and actively sought the views of interested parties;
 - (d) considers whether the various viewpoints were appropriately discussed in the exposure draft;
 - (e) assesses whether the revised draft includes any fundamental changes on which respondents have not had the opportunity to comment because they were not contemplated or discussed in the exposure draft; and
 - (f) considers whether it will learn anything new by re-exposing a revised draft.
59. If PSAB is satisfied that the revised draft responds to the feedback and that it is unlikely that re-exposure will reveal any new concerns, it proceeds to finalize the proposed requirements or recommended practices.
60. The more extensive and fundamental the changes from the exposure draft and current practice, the more likely the revised draft should be re-exposed. However, PSAB weighs the cost of delaying improvements to financial or supplementary reporting against the relative urgency for the change and considers what additional steps it has taken to consult with interested and affected parties since issuing the exposure draft. Using committees or targeted consultation can give the Board information to support a decision to

finalize a revised draft without re-exposure. If the Board decides that re-exposure is necessary, the due process is the same as for the initial exposure draft.

61. The public comment period for a re-exposed proposal is normally a minimum of 60 days.

Effective date and transition

62. A standard or an amendment to a standard or other guidance has a mandatory effective date and transitional provisions. The mandatory effective date is set to enable those applying the standard to have sufficient time to prepare for the new requirements.

Basis for conclusions

63. A basis for conclusions accompanies exposure drafts for new or amended standards, other than annual improvements. A basis for conclusions is issued on all final standards, including new or amended standards and annual improvements. A basis for conclusions may be issued at PSAB's discretion for exposure drafts and final versions of other guidance tailored to the nature of that guidance.
64. PSAB explains the rationale behind its decisions to develop a new standard or to amend an existing one in the basis for conclusions. The document includes:
 - (a) reasons for undertaking the project;
 - (b) alternatives the Board considered and why it made the decisions reflected in the proposed final standard or amendments;
 - (c) an effects analysis, including a discussion of the expected effects that the proposed standard or amendments will have on financial reporting (e.g., costs and benefits, with a conclusion that the benefits justify the costs);
 - (d) a summary of the significant issues interested and affected parties raised on proposals and the reasons for the Board's decisions on these issues;
 - (e) a summary of how PSAB satisfied itself that the IPSASB followed its due process for the IPSAS if the principles were used;
 - (f) reasons for any amendments made to IPSAS principles in accordance with the [Criteria for Modifying and Reviewing IPSAS Principles](#);
 - (g) the Board's deliberation of differing views in approving a standard or other guidance; and
 - (h) reasons for not re-exposing the standard when the proposals have been significantly changed.

Publication

65. Before PSAB issues a standard, an amendment to a standard or other guidance, it decides what communications must be developed to promote their awareness.

Post-publication procedures and maintenance

66. After a standard or other guidance is issued, the [Public Sector Accounting Discussion Group](#) and other interested and affected parties may inform PSAB of unexpected issues arising from the implementation of the standard or other guidance and the potential effect of its provisions. If necessary, the Board considers amending the standard or other guidance to clarify or address these issues.
67. From time to time, there may be a need for an editorial correction to revise minor inaccuracies, including misspellings, mistranslations, numbering and grammatical mistakes. Such corrections do not alter the technical meaning of the text. These are made without exposure and with the approval of the Director, Public Sector Accounting Standards.

Post-implementation review

68. A post-implementation review assesses:
 - (a) the extent a new standard, an amendment to a standard or other guidance achieved its intended objectives;
 - (b) the effect of a new standard, an amendment to a standard or other guidance;
 - (c) the extent a new standard, an amendment to a standard or other guidance has been implemented, applied and interpreted as intended;
 - (d) areas where possible implementation problems were encountered; and
 - (e) areas for improvement in the new standard, the amendment to a standard or other guidance and the standard-setting process.
69. After the new standard, the amendment to a standard or other guidance becomes effective, there is usually a two-year period before deciding if a post-implementation review is needed. PSAB assesses the situation on a case-by-case basis to determine the appropriate number of years before beginning a review and makes the decision at its discretion.
70. Based on its initial assessment, PSAB may decide not to conduct a post-implementation review or that it would be premature to undertake a review at that time. In this situation, the Board informs the Oversight Council of its decision not to carry out or to defer a review, explaining why it has reached this conclusion and, in the case of a deferral, indicating when it expects to conduct the review.
71. As a result of the review, PSAB may decide to amend the standard or other guidance. In this case, the Board follows the same process as when it develops a new standard or amends an existing standard.
72. The post-implementation review has two main activities:
 - (a) information gathering and outreach; and
 - (b) a public report on the review.
73. Outreach and information gathering may include consulting with interested and affected parties. PSAB normally allows a minimum of 90 days for comment on such a consultation. The Board considers the comments received, along with the evidence and information obtained from any additional analysis. When the Board completes its deliberations, it summarizes its findings and related analysis in a public report.

74. In addition to post-implementation reviews that respond to a new standard, an amendment to a standard or other guidance, PSAB may decide to conduct a review in response to changes in the financial reporting environment and regulatory requirements, or concerns about the quality of a standard or other guidance that have been expressed by the Board's committees, the Oversight Council or interested and affected parties.
75. PSAB must inform the Oversight Council when it has completed its review and provide it with a copy of the final report.

Appendix A: Glossary of Key Terms

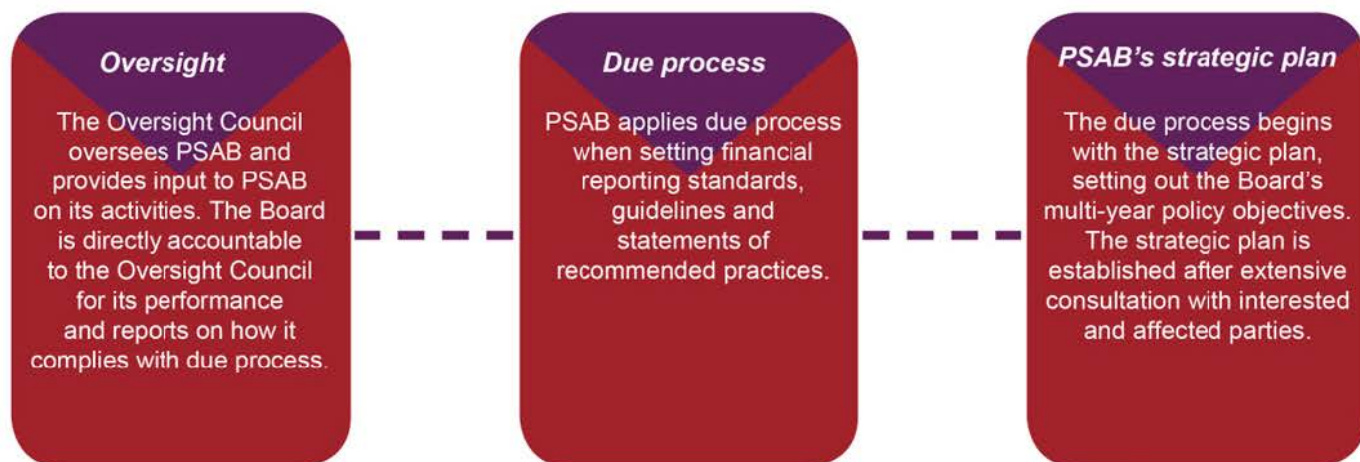
This glossary has been developed to provide a common understanding of key terms and definitions used throughout PSAB’s governing documents: Terms of Reference (TOR), Standard-setting Due Process Manual (DPM), and Statement of Operating Procedures (SOP).

Term	Description	Governing document where the term appears
Annual operating plan	Establishes the timing of PSAB’s activities and resource requirements for a given year to meet the objectives set out in the strategic plan.	TOR, SOP and DPM
Ballot form	Documents a member’s vote noting their approval, abstention or non-approval of a certain matter.	SOP
Ballot process	Documents a member’s decision on a certain matter.	SOP
Basis for conclusions	Explains the rationale behind PSAB’s decisions for an exposure draft or final pronouncement.	SOP and DPM
Committee	Assists PSAB in carrying out its work. They include task forces, advisory groups or other groups. They have no decision-making authority.	TOR, SOP and DPM
Consultation paper	Seeks input from interested and affected parties on alternatives and proposals to resolve financial reporting matters. It is published before an exposure draft.	SOP and DPM
Due process	Sets out procedures PSAB follows when setting financial reporting standards, guidelines and statements of recommended practice.	TOR, SOP and DPM
Exposure draft	Describes proposed standards, amendments, guidelines and statements of recommended practice. It seeks comments from interested and affected parties.	SOP and DPM
Financial reporting standard	Provides authoritative financial accounting and reporting guidance specifying how a set of items, transactions and other events are to be recognized, measured, presented and disclosed in a public sector entity’s financial statement. A standard’s objective is to meet financial statement users’ needs	TOR, SOP and DPM

Term	Description	Governing document where the term appears
	by providing the information needed for accountability and decision making. Standards are a primary source of GAAP.	
Guideline	Sets out PSAB’s interpretations of existing sections in the PSA Handbook, or its opinions on financial accounting policies and disclosures. Guidelines are a primary source of GAAP.	SOP and DPM
Interested and affected parties	<p>Include:</p> <ul style="list-style-type: none"> • taxpayers and service recipients; • legislature and council; • investors, creditors and bond raters; • donors and funders; • financial statement preparers; • public sector auditors; • budget officers; • public sector management; • media and analysts; • service providers and other partners; and • the accounting profession at large. 	TOR, SOP and DPM
Oversight Council	Oversees and assesses PSAB’s activities and reports to the public on the Board’s performance with respect to due process.	TOR, SOP and DPM
Post-implementation review	<p>Assesses the extent to which a new standard or an amendment:</p> <ul style="list-style-type: none"> • achieved its intended objectives; • has been implemented, applied and interpreted as intended; and • encountered implementation problems and requires improvement. <p>Post-implementation reviews generally occur two years after the effective date of a new standard or an amendment.</p>	SOP and DPM

Term	Description	Governing document where the term appears
Statement of Operating Procedures	Describes how PSAB carries out its responsibilities.	TOR, SOP and DPM
Strategic plan	Defines and describes PSAB's plan to achieve its vision, mission, goals and objectives.	TOR, SOP and DPM
Statements of recommended practice	Address specific aspects of reporting on financial condition and financial and non-financial performance. They are not prescriptive. They offer general guidance to encourage and assist public sector entities in effectively reporting relevant information useful in evaluating the entity's financial condition at the financial statement date and its financial and non-financial performance during the reporting period.	SOP and DPM
Terms of Reference	Establishes PSAB's purpose, authority, roles and responsibilities.	TOR, SOP and DPM

Appendix B: How PSAB’s Governance, Due Process and Strategic Plan Intersect



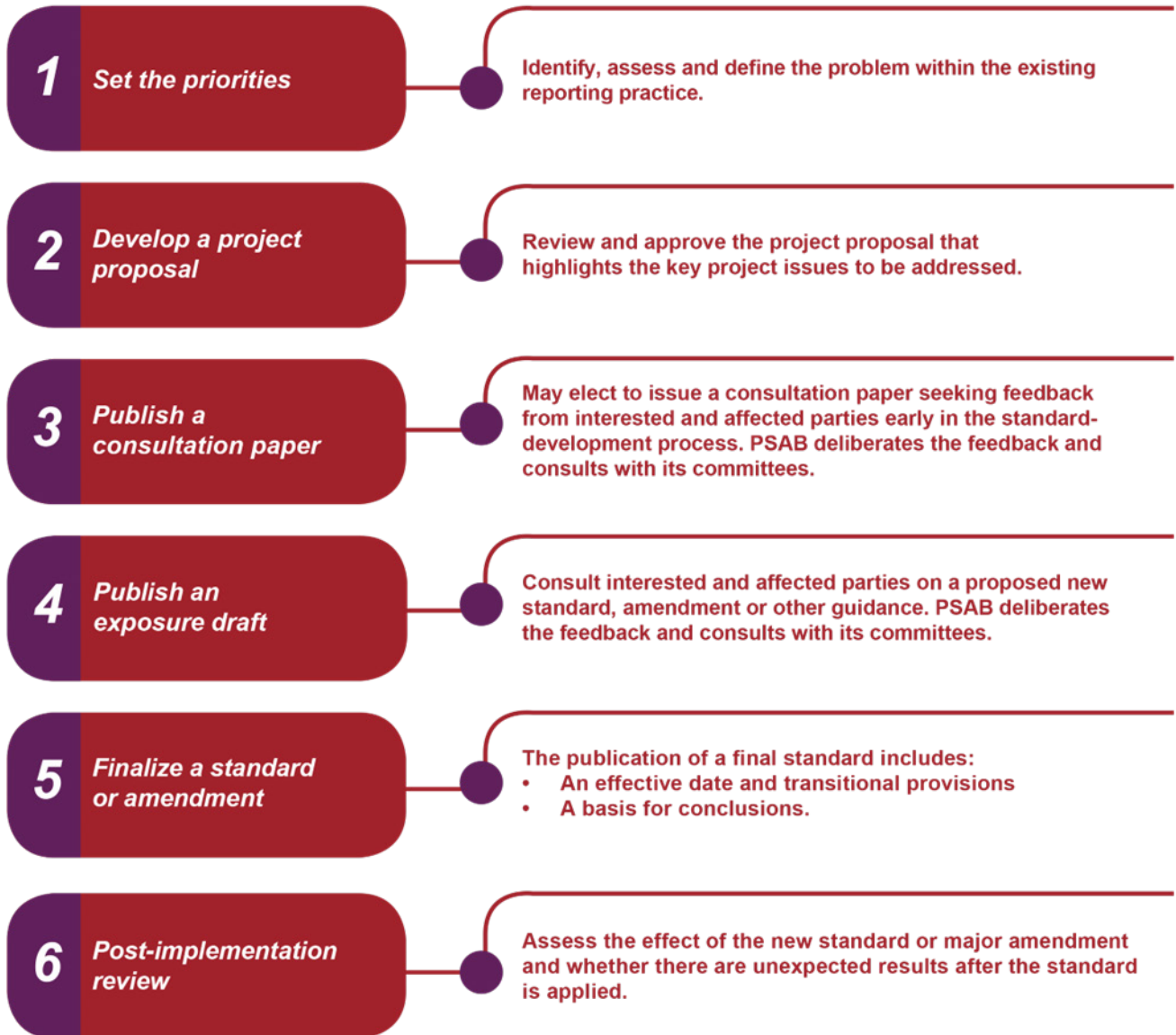
- (a) Provides the minimum comment period for all documents issued for public comment.
- (b) Conducts outreach with interested and affected parties that is proportionate to the topic.
- (c) Exposes an extension to the term of the strategic plan for public comment.
- (d) Re-exposes standard proposals if they are significantly changed from the first exposure.
- (e) Considers the need for a post-implementation review of a standard.

Note additional mandatory due process activity:

- (f) If an IPSAS principle is being used, considers if the IPSASB appropriately followed its own due process for IPSAS and whether the Criteria for Modifying and Reviewing IPSAS Principles have been met.



Appendix C: Phases of the Due Process



Standard-setting Project Categories



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