

**NOTICE IS HEREBY GIVEN THAT AN ORDINARY ANNUAL GENERAL MEETING (AGM) WILL BE HELD ON FRIDAY, 29<sup>TH</sup> MARCH 2019 FROM 2:00 PM AT LEMIGO HOTEL, KIGALI**

Agenda Item	Facilitator	Time	Explanation
1. ARRIVAL AND REGISTRATION	ICPAR Secretariat	14h00 to 14h30	Receive members
2. QUORUM - To note if quorum is achieved. Quorum to be based on the members in good standing.	President	14h30 to 15h00	Article 13: The General Assembly shall be valid if attended by at least one half (1/2) of its members. If a quorum is not attained, the meeting of the General Assembly shall be adjourned to another day. During the next meeting, convened in ordinary way, the members present shall validly take decisions, irrespective of the quorum required
3. WELCOME NOTE AND APOLOGIES	President	15h00 to 15h10	All members in attendance
4. MATTERS ARISING – from the previous AGMs	President	15h10 to 15h30	For information and follow up
5. GOVERNING COUNCIL REPORT to AGA	President	15h30 to 16h00	Article 20: The Governing Council shall prepare the Annual Activity Report for the year ended Dec 2018
6. UPDATES ON PROPOSED ICPAR MEMBER SACOOS: Presentation to members	President	16h00 to 16h15	For information
7. RECOMMENDATION TO THE ANNUAL GENERAL ASSEMBLY (AGA) FOR FCPA MEMBERSHIP	President	16h15 to 16h30	For Approval
8. AUDITED FINANCIAL STATEMENTS: a. To receive the Auditor's report b. To adopt the audited financial statements	Auditor/CEO SG	16h30 to 16h50	For adoption and approval
9. 2019 BUDGET	President	16h50 to 17h00	Article 20: The Governing Council shall prepare the draft budget of the Institute and submit to the General Assembly for approval
10. ELECTION OF GOVERNING COUNCIL AND COMMISSION MEMBERS To conduct elections of: a. Chairperson of the Governing Council – 1 Position (Elected by the AGA - Art. 17 & 18) b. Vice chairperson of the Governing Council - 1 Position (Elected by the AGA - Art. 17 & 18) c. Governing Council Members – 5 Positions (Elected by the AGA - Art. 40) d. Disciplinary Commission Members – 4 Positions (Elected by the AGA – Art 40) e. Inspection Commission Members – 1 (Elected by the AGA – Art 31) f. Professional, education and examination Commission (Approval of the AGM upon request by the GC Art 49)	Returning Officer	17h00 to 18h30	Vacancies have arisen on the GC and different commissions due to the following: a. Expiry of the GC and Disciplinary Commission's term of office b. Resignation from office
11. A.O.B: To discuss any other business whose notice will have been received 2 weeks in advance of the meeting	President	18h30 to 18h45	For information Purposes
12. DINNER	All	18h45 to 20h45	Enjoyment and Networking

CPA Mkombozi Karake Bosco: President and Chairman of the Governing Council

7<sup>th</sup> February 2019