



**Minutes of the GIPS EXECUTIVE COMMITTEE**  
**Closed Session**

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**Date:** Thursday 22 March 2007  
**Location:** Cape Town, South Africa  
**Time:** 8:30 a.m. – 12:00 p.m. (South Africa Time)

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**Members Present:** Jonathan Boersma, CFA GIPS Executive Director  
Louis Boulanger, CFA – Asia-Pacific RIPS Chair  
Stefan Illmer – EC Chair and EMEA RIPS Chair  
Todd Juillerat, CFA – Americas RIPS Chair  
Carol Kennedy – Investor/Consultant Chair  
Yoh Kuwabara – Verification/Practitioner Chair  
Sunette Mulder – EC Chair Elect and Investment Manager Chair  
Karyn Vincent, CFA – Interpretations Chair  
Hans-Jörg von Euw – GIPS Council Chair

**CFA Institute:** Ray DeAngelo – Managing Director, Member and Society  
Division  
Polly Johnson – Administrative Assistant, CFA Institute Centre  
for Financial Market Integrity  
Cindy Kent – GIPS Development Specialist, CFA Institute Centre  
for Financial Market Integrity  
Matt Orsagh, CFA – Senior Policy Analyst, CFA Institute Centre  
for Financial Market Integrity

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**Action Items**

1. Mr. Boersma will further review the Action Item list and e-mail the revised list to the GIPS EC members for prioritization and removal of completed items prior to the April meeting.
2. GIPS EC members are to send their updates to the GIPS Strategic Plan to CFA Institute staff for revisions.
3. Review and confirmation of EC Strategic Plan is to be a standing agenda item for each EC closed meeting.

4. Mr. Boersma will submit a proposal, if needed, to the CFA Institute Board to amend the GIPS EC Constitution from a four (4) year to a five (5) year EC member rotation process for the first rotation process to ensure a smooth GIPS 2010 review process.
5. CFA Institute staff will notify Country Sponsor of the 30 June 2007 deadline to complete and return their Country Sponsor documents. A reminder will also be sent out one month prior to the deadline.
6. The following agenda item will be added to the GIPS EC conference call meetings: Update on the Status of the Country Sponsor Agreements.
7. CFA Institute will distribute the Exposure Draft to Change EC Constitution Voting Requirement to 75 Percent to GIPS Country Sponsors for a three-month public comment period.
8. CFA Institute will delete Section 2 in the Verification/Practitioner Subcommittee Terms of Reference and in all Terms of Reference documents as they are revised.
9. CFA Institute staff to send out a preview of the final version of the Recordkeeping Guidance Statement for 30 days to the Country Sponsors once it is finalized by the Interpretations Subcommittee.
10. Mr. Boersma to acknowledge receipt of the KCIAA's withdrawal of their Korea Country Sponsor application.
11. Promotion and Awareness Subcommittee to develop material to explain the Country Sponsor Application process.
12. CFA Institute will notify the Ukraine that their application to be an endorsed GIPS Country Sponsor has been approved and the GIPS Web site will be updated to reflect this addition.
13. CFA Institute will notify the Hong Kong Country Sponsor that the Chinese TG has been approved subject to the proposed changes or clarification in the reverse translation comparison document.
14. The Process Working Group has been assigned the additional task of developing a process for voting in EC Closed and Open meetings.
15. The Process Working Group is to present their final proposal on the Country Sponsor Evaluation Criteria at the July 2007 meeting.
16. CFA Institute staff will draft a description of the 2010 Project for the GIPS EC's approval.
17. The Interpretations Subcommittee and GIPS EC will review the existing standards and guidance, the various recommendations included in the GIPS standards, and also the dates stated for future effective dates.
18. Promotion and Awareness Subcommittee is to gather input and draft a 2010 Project questionnaire for review.
19. RIPS Chairs to remind Country Sponsors to provide one contact person for communication purposes.

## Decision Points

- The GIPS EC decided that the EC Action Items List will only be placed on the Web in conjunction with in-person meeting materials.
- It was decided that the GIPS Strategic Plan will be updated on a monthly basis for review.
- The GIPS EC members unanimously approved the GIPS Strategic Plan as presented at the meeting.
- The GIPS EC members unanimously approved distribution of the GIPS Council and RIPS Operating Policies and Procedures documents to the GIPS Council for their discussion and agreement.
- The GIPS EC unanimously approved the Nominations Timeline and Terms of Reference amended as follows: (1) add the following language “subject to changes” and (2) reformat the footnote to a larger size without brackets on the EC Nominations Timeline.
- The GIPS EC members decided to ask the CFA Institute Board for flexibility in the GIPS EC Constitution, if needed, for the first rotation process from a four (4) year to a five (5) year nomination rotation process to ensure a smooth GIPS 2010 review process and to table the discussion and approval of the EC Nominations Rotation Timeline until the September 2007 meeting.
- The GIPS EC unanimously approved distribution of the GIPS standards Country Sponsor Agreement GIPS Adoption Guidelines and Process documents to the GIPS Council for their discussion and approval amended as follows:
  - change the word, should to “is” in Section IV, Who typically acts as a Country Sponsor? – GIPS Adoption Guidelines and Process;
  - change the words, North America to “United States and Canada” in the last sentence. – GIPS Adoption Guidelines and Process;
  - change language, revised version of the GIPS Standards published in 2005 to “the most current version of the GIPS standards” in Section 2.b. – GIPS standards Country Sponsor Agreement.
- The GIPS EC members agreed that Country Sponsors will be notified the deadline to return their completed and signed agreements is 30 June 2007 and failure to do so will terminate their country sponsor status.
- The GIPS EC decided not to require Country Sponsors to translate all supporting materials of the GIPS standards when creating a translation of the Standards.
- The GIPS EC members unanimously approved distribution of the Exposure Draft to Change EC Constitution Voting Requirement to 75 Percent to GIPS Country Sponsors for a three-month public comment period.
- The GIPS EC unanimously approved distribution of the GIPS Council Terms of Reference to the GIPS Council for their discussion and agreement.
- The GIPS EC unanimously approved the Verification/Practitioner Terms of Reference amended as follows: delete Section 2.
- The GIPS EC decided to delete Section 2 in all the Terms of Reference documents as those documents are revised.

- The GIPS EC agreed to send out a preview of the final version of the Recordkeeping Guidance Statement to the Country Sponsors for a 30-day period prior to the approval by the GIPS EC at a future conference call.
- The GIPS EC decided to acknowledge receipt of the KCIAA's withdrawal of their Korea Country Sponsor application.
- The GIPS EC members unanimously approved the Ukraine Country Sponsor Application.
- The GIPS EC decided in the future to send out a questionnaire to organizations applying for country sponsor status for additional information and background.
- The GIPS EC members unanimously approved the Chinese TG, submitted by the Hong Kong Country Sponsor, subject to the proposed changes or clarification in the reverse translation comparison document.
- The GIPS EC unanimously agreed to assign the additional task of developing a process for voting in EC Closed and Open meetings to the Process Working Group.
- The GIPS EC decided to recommend, back to the Process Working Group, Alternative 1 of the proposed working draft of the Country Sponsor Evaluation Criteria presented.
- The GIPS EC agrees that the 2010 Project purpose is to coordinate and monitor the review every five years, which is fine tuning existing contents of the GIPS standards. Adding new content and extending the scope of compliance may be done in parallel but are not necessarily part of the project.
- The GIPS EC suggested holding another in-person meeting later this year after the Verification/Practitioner Subcommittee drafts a proposal on Verification for review as perhaps a half-day meeting in Asia or in Washington, D.C.
- The GIPS EC members unanimously agreed that to ensure consistent communication and distribution of documents to GIPS EC members and Country Sponsors, all documents are to be sent through CFA Institute after a review by the GIPS Executive Director and/or EC Chair.
- The GIPS EC decided to remind Country Sponsors to provide one contact for communications purposes from their country.