

**5<sup>th</sup> Meeting of APES GN 20 Outsourced Accounting Services  
Taskforce**

**Meeting Agenda**

**23 February 2011**

10.30 am	1	Present and Apologies	All
10.35 am	2	Minutes of Previous Meeting	CW
10.40 am	3	Status of APES GN 20	CW
10.45 am	4	Discussion of current draft of APES GN 20	All
		<ul style="list-style-type: none"> <li>- Structure of the Guidance Note.               <ul style="list-style-type: none"> <li>• Fundamental responsibilities of Members;</li> <li>• Scope of Outsourced Accounting Services;</li> <li>• Outsourcing Contract;</li> <li>• Performance of Outsourcing Contract;</li> <li>• Documentation; and</li> <li>• Professional Fees.</li> </ul> </li> <li>- Consider defining Service Level Agreement</li> <li>- Replace "Outsourcing Contract" with "Service Level Agreement" ?</li> </ul>	
11.50 am	5	Way forward	CW
12.00 pm	6	Close of meeting	