

## SURAT TUGAS

Nomor : 83-R/UNTAR/PENUNJANG/VIII/2024

Rektor Universitas Tarumanagara, dengan ini menugaskan kepada saudara:

**HENDRO LUKMAN, Dr. SE,MM,Akt,CPMA, CA,CPA (Aust.)**

Untuk melaksanakan kegiatan penunjang dengan data sebagai berikut:

Judul Kegiatan/Aktifitas	: Advisory Member of CPA Australia
Tingkat	: International
Peran	: Anggota
Periode/Tahun/Tanggal	: 2024-2026
URL/Repository	: -

Demikian Surat Tugas ini dibuat, untuk dilaksanakan dengan sebaik-baiknya dan melaporkan hasil penugasan tersebut kepada Rektor Universitas Tarumanagara

13 Agustus 2024

**Rektor**



**Prof. Dr. Ir. AGUSTINUS PURNA IRAWAN**

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### Lembaga

- Pembelajaran
- Kemahasiswaan dan Alumni
- Penelitian & Pengabdian Kepada Masyarakat
- Penjaminan Mutu dan Sumber Daya
- Sistem Informasi dan Database

### Fakultas

- Ekonomi dan Bisnis
- Hukum
- Teknik
- Kedokteran
- Psikologi
- Teknologi Informasi
- Seni Rupa dan Desain
- Ilmu Komunikasi
- Program Pascasarjana

Jakarta, 15 July 2024

**Bapak Dr Hendro Lukman CPA (Aust.)**

Head of Accounting Program, Tarumanagara University

Jl. Tanjung Duren Utara No. 1 Campus II

Jakarta Barat 11470

Dear Bapak Dr Lukman,

**LETTER OF ACCEPTANCE**

Greetings from CPA Australia – Indonesia Representative Office!

Please allow us to take this opportunity to gratitude and say thank you for your willingness to voluntarily become Member of the Advisory Committee of CPA Australia – Indonesia Representative Office for the terms 2024-2026. It's an honour for us to have you as our Advisory Committee Member.

We believe that you are aware with the role of Committees and Committee Member's Responsibilities of CPA Australia Indonesia Representative Office for the term 2024 - 2026 with details as follow:

**The Role of Committees**

Support the delivery of the CPA Australia Corporate Plan and the Indonesia Division Engagement Plan;

- Contribute ideas towards the strategy and direction of CPA Australia for the benefit of all its members;
- Identify issues members believe impact on their sector and work with the relevant Regional Manager to determine the best vehicle to resolve those issues to ensure appropriate outcomes for members.
- Plan Advisory Committee activity through the development and implementation of Advisory Committee Engagement Plan in consultation with the Regional Manager;
- Enhance relationships with key stakeholders including employers, government and educational institutions, through representation in the community by promoting the CPA designation and brand to decision makers and leveraging its relationships with community leaders to create external advocates and supporters;
- Communicate with members and network locally on relevant issues to assist with the acquisition and retention of members;
- Contribute towards the effective representation of all members within the region;
- Provide the forum for professional debate on relevant issues including accounting, finance, law and ethics;
- Promote the skills, qualifications and professionalism of members;
- Each Advisory Committee will decide what are the priorities in their region and for which they have a capacity to contribute.
- Build relationships with key stakeholders;

### **Advisory Committee Member's Responsibilities**

- To attend, on a regular basis, meetings of the Committee enabling continuity of discussion and decision making
- To contribute to the promotion of CPA Australia's specific objectives, support the Country Plan and Engagement Plan (as applicable) in line with CPA Australia's Corporate Plan
- To promote the activities of the Committee to the broader membership
- To liaise with other Advisory Committees where appropriate
- To support other Committee members in their work
- Where a member does not attend or tenders apologies for three consecutive meetings his/her membership on the Committee is to be reviewed by the Chair
- Should a Committee member change the sector in which they are employed it is their responsibility to notify the Chair of their Committee and Regional Manager to determine their future involvement
- Committees are welcome to provide input to identify appropriate CPD in their respective sector
- Where possible, participate in and attend local events and activities.
- Where relevant and appropriate committee members are to provide the updates from industry relevant to CPA Australia and the regional environment.
- Advisory committee members will refer to themselves publicly as CPA Australia - Advisory Committee Members

Once again, congratulations.

We are looking forward to a closer working together with you within this two years.

Yours Sincerely,



### **Selvi Tanggara**

Country Manager & Chief Representative - Indonesia

Mobile: 0811 1907 366

Email: Selvi.Tanggara@cpaaustralia.com.au

## Terms of Reference

### CPA Australia Indonesia Office Advisory Committee (IOAC)

(Term July 2024 - June 2026)

#### 1. Membership

IOAC will consist of maximum 9 members including one Chairperson and committee members. They are CPA/FCPA members who are senior business leaders of Accounting/ Auditing, Banking, Education, and regulators.

The Chairperson is nominated by IOAC members and agreed by Indonesia Chief Representative. The Chairperson will lead the meeting and inspire the active contribution from all members.

Should a committee member who has finished the 2 terms (4 years period) of service be selected by the Country Manager to continue additional terms in the Advisory Committee, approval in the form of an email with justifications will need to be sent by Country Manager to the Regional Head – South East Asia for approval.

#### 2. Scope of Activities

IOAC will represent all members in Indonesia to provide high level strategic advice and initiatives to CPA Australia to support CPA Australia growth and sustainability in Indonesia. The Advisory committee will achieve this purpose by:

- Providing a forum for CPA Australia to test new ideas, initiatives, strategies, new policies or any professional matters as proposed by CPA Australia;
- Updating CPA Australia on market and industry developments, challenges and opportunities, significant policy and regulatory developments in Indonesia and the region.
- Recommending high-profile candidates who are qualified for becoming a full CPA Australia member under the special admission scheme;
- Providing suggestions and feedbacks to CPA Australia to support member services and member events;
- Being a strong advocate of CPA Australia by participating in the high-profile meetings or events as invited by the government of Indonesia and local professional bodies etc.
- Representing CPA Australia as the guest speakers at events that is either hosted by CPA Australia hosts or co-hosted with a third-party organization;
- Sharing information about CPA Australia program and encouraging your staff, colleagues or business contacts to choose CPA Australia qualification as a preferable career qualification;

### **3. IOAC role in relationship with the Board and CPA Australia**

The IOAC is following the normal practices being implemented in all CPA Australia Offices in the region. - IOAC has no power delegated by the Executive Board of CPA Australia. The Board retains the responsibility to develop and implement strategy for CPA Australia, including international strategy;

- IOAC will have no power or authority to bind, instruct or direct the Board on any matters (in relation to member issues or any issues considered by the Advisory Committee) and it does have no power to direct management;
- IOAC members will use business cards provided by CPA Australia to present CPA Australia (where appropriate);
- IOAC members shall not use, either directly or indirectly, committee information for material gain or influence a decision for material gain.
- No remuneration will be provided to the IOAC members.

### **4. Meeting Arrangements**

- Quarterly meetings will be flexible depending on the time availability of the IOAC Chairman and majority of members. If required, extra meetings may be arranged outside of these times at a time convenient to the majority of members and/or when \_ there are visits to Jakarta by senior leaders of CPA Australia.
- In case, advisory committee members cannot attend meetings, CPA Australia still expect to collect the individual inputs via emails or arrange individual meetings with the absent member instead.
- Ad-hoc meeting between sub-committee members and respective CPA Australia staff will be held at the mutual convenient time.
- CPA Australia will play the secretariat role and provide logistic arrangements for all meetings. Meeting minute will be prepared by CPA Australia and circulated to IOAC members within a week after the meeting.
- CPA Australia will consult with the Chairperson for the meeting agenda before circulating to other committee members.



# Photography, video and podcast - Talent Release

To: CPA Australia Ltd (ACN 008 392 452), Level 20, 28 Freshwater Place, Southbank, VIC 3006

CPA Australia Ltd (**CPA Australia**) intends to produce a recording described in the Schedule that may include my name, image, voice, quotes, opinions, and likeness (**Recording**) for the purpose (**Approved Purpose**) and time period (**Term**) specified in the Schedule.

As I will be featuring in the Recording, I agree and or acknowledge that:

1. CPA Australia is permitted to produce the Recording in any format and in any medium, including but not limited to video and still photography format.
2. CPA Australia exclusively owns all rights in the Recording and may edit, adapt, reproduce the Recording for the Approved Purpose and Term.
3. As CPA Australia owns all rights in the Recording, I must seek written consent from CPA Australia in order to use the Recording.
4. If necessary, CPA Australia is permitted to use and disclose my full name, occupation and identity of my employer (and any other information I consent to CPA Australia using or disclosing) in connection with the Recording for the Approved Purpose and Term.
5. If CPA Australia cannot own the Intellectual Property in, or connected to, the Recording, I consent to CPA Australia doing all things necessary with the Recording.
6. I will not receive any amounts, fees or royalties from CPA Australia in addition to the fee (**Fee**), if applicable, specified in the Schedule, for the production and or use of the Recording for the Approved Purpose and Term.
7. I release and forever discharge CPA Australia, its directors, officeholders, employees, contractors and agents from any obligation, liability, responsibility, action, proceedings or claim arising from or in connection with the use of the Recording for the Approved Purpose and Term.
8. If CPA Australia uses the Recording for any purpose other than the Approved Purpose or for a time period in excess of the Term (**Additional Use**), the terms of this Agreement will apply to any Additional Use and CPA Australia's aggregate liability for such use will not exceed the Fee, if applicable.
9. During my tenure as a CPA Australia Divisional Council member, I may participate in photo ceremonies, videos, interviews and other recordings. Where I do participate, I agree that these Talent Release terms will apply to future recordings.

## Schedule

**Recording description:** A portrait (headshot) photograph and all other photos, videos, interviews and other recordings that I provide or participate in during my tenure as a CPA Australia Divisional member and/or Representative Office member.

**Approved Purpose:** Use on Divisional Councillor biography page on the CPA Australia website. The Recording may be 'etched' with a coloured wash for continuity with other images on CPA Australia's website. Use on CPA Australia (and owned brands) magazine, podcast channel, website, social media channels, enewsletters. Use on CPA Australia (and owned brands) social media accounts like Facebook, LinkedIn, Twitter, YouTube, Instagram, Weibo, WeChat, Tencent, Youku, WhatsApp, CPA Member Connect and potentially other social media channels like LinkedIn closed groups for commercial and noncommercial purposes. To licence the Recording(s) to other parties for academic and educational purposes (commercial and non-commercial).

**Term:** [chose one Perpetuity -OR- 3-6 Years from signature date]

**Fee:** Nil

31 July 2024

Date

Dr. Hendro Lukman, CPA (Aust.)

Name

Signature