



Guidelines for Publications of Committees, Sections and Working Groups

Committees, Sections and Working Groups of the IAA (hereinafter called “the CSWG”) produce educational and other documents that are not intended to become International Standards of Actuarial Practice (ISAPs) or International Actuarial Notes (IANs), but that the CSWG wishes to be made publicly available. Such documents may be in the form of a book, monograph or paper and may be made available in hard copy or electronic form or both.

As a matter of practice, all such documents carry the IAA logo, copyright and other features identifying them as products of the IAA. While ISAPs and IANs have extensive due processes which include reviews by many parties, other documents produced by the Committees do not have a formal approval process and are often approved only by that CSWG. Suggested editorial improvements are made by the IAA Secretariat staff responsible for handling the production and distribution of the document.

The following descriptions should be used for publications from CSWGs:

- a) “Discussion Paper” for publications intended for the purpose of generating discussion and debate.
- b) “Exposure Draft” for the purpose of papers going out for public consultation and comment prior to preparing a final version intended for publication as a formal IAA Publication as defined in the categories of the IAA Publications Policy.
- c) “Committee Paper” or “Section Paper” or “Working Group Paper” for the final work product of a Committee, Section or Working Group on a topic that has followed these Guidelines for publication.
- d) “IAA Report” for a report based on verifiable data or research, such as mortality reports.

The following procedure will be used for the production of these documents by CSWGs

- i. Where practical, obtain a review by at least three members of the Committee or Section (who did not author or co-author the document) as to the appropriateness of the content of the document. This should be done prior to its consideration by the entire Committee or Section for approval. In the case of Working Groups this review must be done by the Scientific Committee.

- ii. Obtain an independent editorial review of the style and language of the document. It should not be conducted by an author or reviewer identified in (i) above. This is to ensure that the document provides a high quality presentation to outside readers. The IAA Secretariat will co-ordinate the independent editorial review.
- iii. Approve the completed document by a vote of the originating Committee or Section, or the Scientific Committee in the case of documents from Working Groups, after completion of items (i), and (ii) above.
- iv. Forward the document to the IAA Secretariat for final review and production.

This process does not apply to any of the other categories of publications listed in the Publications Policy, which will take precedence over these Guidelines.

The IAA Secretariat shall ensure that the document includes a disclaimer to indicate that the document is a publication produced and approved by that particular CSWG. An example is: "This document has been produced and approved for distribution by the XYZ Committee or Section or Working Group of the IAA and as such has not been subject to a vote by the Council of the IAA." This disclaimer is intended to make it clear that this document has not been subject to a vote by Council and is therefore solely the opinion of a particular IAA CSWG.

The overall purpose of these Guidelines is to ensure that the IAA is well represented through these publications.