



# Guidelines for Publications of Committees and Sections

Committees and Sections of the IAA produce documents that are not intended to become International Standards of Actuarial Practice (ISAPs) or International Actuarial Notes (IANs), but that the committee or Section 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, documents produced by committees and Sections do not have a formal approval process and are often approved only by the committee or Section. Suggested editorial improvements are made by the IAA Secretariat staff responsible for handling the production and distribution of the document.

The Communications Subcommittee of the Executive Committee proposes a more formal procedure for the approval of such documents to maintain a high quality of publication:

The following guidelines apply to publications that are issued by committees and Sections and that are not subject to other IAA protocols for approval. They do not apply to IAA public statements, professionalism and actuarial practice related publications, IAA policy and other documents that are subject to approval by member associations or other IAA protocols. In addition, they do not apply to research and education related publications (authored papers appearing in the ASTIN Bulletin – The Journal of the IAA, or in proceedings of colloquia, meetings or congresses sponsored by the IAA or its Sections).

When a document produced within or outside a committee or Section is to be distributed by the IAA under the banner of the committee or Section, the committee or Section will:

- 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.
- ii. Obtain an independent editorial review of the style and language of the document. Ideally, this review should be conducted by a native English speaking member of the committee/Section concerned; 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 Secretariat will co-ordinate the independent editorial review.
- iii. Approve the completed document by a vote of the originating committee or Section after completion of items (i), and (ii) above.

iv. Forward the document to the IAA Secretariat for final review and production.

The Secretariat shall ensure that the document includes a disclaimer to indicate that the document is a publication of the committee or Section and has been approved by the committee or Section. An example is: “This document has been produced by the XYZ Committee or Section of the IAA and has been approved for distribution by the XYZ Committee or Section.” 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 committee or Section.

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