

Final June 3, 2004

**Committee on Advice and Assistance
Minutes of a Conference Call Meeting
March 30, 2004 – 9:00 – 10:15 a.m. Eastern**

Present:

Steve Handler, Chairperson
Howard Bolnick
Bob Collett
Bob Conger
Norm Crowder
Chris Daykin (*for first 30 minutes*)
Max Lacroix
Stuart Leckie
Graham Rogers
Masaaki Yoshimura
Nicole Séguin

Regrets:

Carla Angela
Alf Guldberg
Tarmo Koll
Ibrahim Muhanna
Janina Slawski

1. Approval of Minutes of Berlin Meeting

The draft minutes of the meeting held in Berlin in November 2003 were approved, as presented.

2. Update on IPEF Meeting in Dubrovnik – April 2004

Chris Daykin reported that, with the assistance of Maria Perry, the arrangements for the meeting in Dubrovnik were well under way and registrations were starting to come in. They were expecting 63 individuals from Central and Eastern European countries and 16 from more developed countries. The total budget for the meeting, which included bursaries for potentially 37 candidates, was now expected to be in the range of 28,000 Euros (\$40,000 US). Some sponsorship funds were received from Swiss Re and Chris Daykin was investigating other potential funding sources.

It was noted that Denise Lamaute of USAID was expected to attend, as was the local mission head, and that this would be a good opportunity to advance our discussions with the USAID on funding assistance for the development of the actuarial profession in that region.

3. Feedback on Post-Buenos Aires Questionnaire and Follow-up IPEF Meeting in Panama

Nicole Séguin reported that, from the responses received to the post-meeting questionnaire, the first part of 2005 seemed to be the preferred time to organize a follow-up meeting in Latin and Central America. Chris Daykin indicated that February would work best for him. It was noted that, given the location, it would be useful to have some representation from Spanish-speaking members. Luis Huerta and Juan Carlos Padilla will be approached for their assistance. The Instituto in Spain had also expressed an interest to assist in Spanish-speaking countries and we could seek their participation in this meeting.

Nicole Séguin will propose February 2005 to Luis Martinez who has offered to help host the meeting in Panama.

4. The Need to Involve the EAAC in the Planning of the Asia IPEF Meeting in 2005

The location selected for the EAAC in 2005 was Bali, Indonesia and the suggestion of holding an IPEF meeting in conjunction with the EAAC was prompted by a commitment from the Indonesian actuarial association to reach Full Member status in the IAA by that time.

In response to a suggestion that the A&A involve the actuarial organisations in Asia to assist with the IPEF meeting in 2005, Stuart Leckie confirmed that the local associations were all represented on the organizing committee for the EAAC and that they were scheduled to meet sometime in October 2004. He will endeavour to ensure that support for a coincident IPEF meeting is placed on their agenda.

5. Update on IPEF Contributions Received to Date and Finances at December 31, 2003

A report on contributions received to date for 2004 was attached to the agenda, as were the financial statements ended December 31, 2003. It was noted that a couple of contributions did not appear on the list. The Secretariat will revise the report and resend to the committee. (*Secretarial Note: the most recent report on contributions is attached. All contributors were sent an appropriate thank you letter signed by Max Lacroix as Delegate.*)

Norm Crowder reported that in a recent encounter with Curtis Huntington, chairperson of the Audit Committee, reference was made to the accounting of IPEF funds held in the UK. Bob Collett, in his role of IPEF trustee, undertook to further explore this with Curtis.

6. Relationship Between the A&A and IPEF

The committee expressed support for the proposed revised terms of reference for the IPEF, as outlined in Steve Handler's email of March 29 (attached to the agenda).

With respect to the suggestion of a possible levy on member associations of \$0.50 CAD for the IPEF, Max Lacroix cautioned that this could be a burden for smaller associations and those that are not wealthy.

7. China

Stuart Leckie reported that the organization of the 2nd International Actuarial Conference in China, planned for September 26-29, 2004, was progressing well. He indicated that the President of the IAA would be invited to attend and that his presence at this event was important. As with the first conference, the IPEF would be approached for financial support in the order of \$10,000-\$12,000 US. Bob Conger mentioned that, in addition to assisting with the organization, the Casualty Actuarial Society would consider making an additional contribution to the IPEF for this event. Other potential donors included the Canadian Institute of Actuaries and the Institute of Actuaries of Australia.

8. Status Report on Discussions with AID on Possible Actuarial Training Programs for Developing Countries

Norm Crowder referred to his note which was circulated in advance of the meeting and was attached to the agenda. As noted above, Denise Lamaute would attend the Dubrovnik meeting and discussions would continue at that time.

9. Strategic Issues for the A&A Committee

In response to a suggestion that the A&A Committee conduct a region-by-region audit to determine the need for advice and assistance, Steve Handler indicated that much of this work was already done through the IPEF sponsored meetings and follow-up questionnaires. It was noted that IPEF meetings always concluded with the question "What needs do you have or foresee which require IAA assistance in the future?"

Reference was made to the marketing plan prepared by Howard Bolnick. This raised questions such as: How do we market our services? What are the most important areas where we should concentrate our efforts in the coming months?

Additional points made during the ensuing discussion include:

- Divide the committee's mission by regional needs and identify the true needs for each region.
- Issue a needs questionnaire on a yearly basis rather than only post IPEF meetings.
- Prepare a summary report, with an indication of current status, for each nation we are working with.
- Assistance to the regions should be on a bottom up basis, in response to specific requests.

10. Next Meeting

The next meeting of the A&A Committee will take place from 14:00 to 17:00 on June 3, 2004 in Stockholm, Sweden.