

**MINUTES OF THE ADVICE AND ASSISTANCE SUBCOMMITTEE  
COVENTRY, UK - JUNE 5, 1998**

**Present:**

Catherine Prime, Chairman  
Jean Berthon  
Bob Collett  
Chris Daykin (for part of the meeting)  
Luis Huerta Rosas  
Alf Guldberg  
Katsunori Inoguchi  
Peter Kuys  
Jim MacGinnitie  
Jürgen Strauss

Staff: Nicole Seguin (for part of the meeting only)

**Regrets:**

Carla Angela  
Max Lacroix

Catherine Prime called the meeting to order at 9:10 a.m.

**1. AGENDA**

The agenda was approved with the addition of one item on the IFAA reception to be held in Birmingham on June 11, 1998. The idea of a reception grew from a need to introduce the IFAA to actuaries from actuarially developing countries. It seemed opportune to profit from the gathering of actuaries during the Congress to invite participants from actuarially developing countries and bursary recipients to attend a reception hosted by the leadership and the Advice and Assistance Subcommittee of the IFAA. A more in-depth discussion was deferred until later in the meeting when Chris Daykin would be present.

**2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held in Cyprus were accepted as presented.

**3. UPDATE ON POSSIBLE NEW MEMBERS OF THE IFAA**

Catherine Prime presented the report prepared by Nicole Séguin on the status of possible new members of the IFAA. She invited members to advise the subcommittee of any developments they were aware of.

Catherine Prime reported that the current President of the Hong Kong Actuarial Society, Michael Ross, had indicated the Society's intent to apply for Full Membership.

Luis Huerta reported that the invitation letter and information package used by the IFAA to introduce itself to possible new member associations was now translated into Spanish. He indicated that he had tried to contact some of the South American association, but that contact proved to be difficult because the organisations were not fully organised and because they had a high rate of turnover. Catherine Prime noted that the subcommittee needed to sell the advantages of the IFAA to these associations to encourage them to become involved.

There were no further updates.

**4. ACTUARIAL CLUBS AND ASSOCIATIONS**

Bob Collett circulated his paper on electronic actuarial discussion groups. The purpose of his paper was to address how the A&A Subcommittee could encourage actuaries from countries like China, where it was difficult to arrange face to face meetings due to limited resources, to form a discussion group or electronic club. Through his investigation, Bob Collett researched the available avenues for meeting electronically. He concluded that this form of communication would involve a monthly fee for being online, would require access to a computer and would require a modem. Another possibility was discussion via the Internet through the establishment of a section on the IFAA Web Site. This avenue raised the question of how much encouragement the A&A Subcommittee should provide.

Jean Berthon cautioned that to provide a section on the IFAA Web Site for one group may lead to a situation where the IFAA would have to structure such a site for other similar groups.

During the discussion, it was noted that there was a need to identify the individuals in China who could move along the development of an actuarial association in that country. Chris Daykin reported that a luncheon would take place in Birmingham the week of the Congress to discuss the situation in China. One of the goals of the meeting was to identify potential leaders for the actuarial profession in China.

The subcommittee concluded this topic by agreeing to keep Bob Collett's note on electronic communications in reserve in case China or some other group required assistance in organising themselves or needed ideas on how to go about it.

**5. INTERNATIONAL PROMOTION AND EDUCATION FUND (IPEF)**

The subcommittee then discussed the IAA Fund and the role that the A&A Subcommittee could play in the organisation of meetings in actuarially developing countries. There was some discussion of taking the following issues to the Council meeting in Cape Town:

- the role of the A&A Subcommittee; should it restructure and, if so, how should it restructure
- the IPEF Fund in the restructured IAA
- what involvement the Education Subcommittee could have with the IAA Fund

The subcommittee agreed that the overall question would be brought to Council only once a well-prepared document listing all the issues to be considered was developed.

It was noted that the IPEF would continue under the restructured IAA with its current terms of reference.

The subcommittee stressed that the meetings organised by the IPEF must continue and that the organisation of a meeting in China should be promoted during the Congress. There was also the question of Russia, which was in need of support in order to develop itself. In the subcommittee's view, it was important that the Chinese and Russian delegates return to their countries with a message that the A&A Subcommittee would organise meetings in their respective countries.

The value of the IPEF sponsored meetings and the time involved in their organisation was recognised by the subcommittee. In this respect, the subcommittee was very supportive of moving along and expressed interest in assuming the organisation of the meetings with approval from Max Lacroix for financial support through IPEF funding. The subcommittee discussed the need to develop a proposal of dates and locations for future IPEF meetings for Council approval.

Jürgen Strauss drew attention to the issue of actuarial education activities organised by local actuarial associations in view of providing advice and assistance to developing associations. He reported that the DAV had hosted two seminars in the last year for actuarial education. He asked how these activities could fit in the role of the A&A Subcommittee. Catherine Prime responded that the subcommittee would not want to impede any of this work, but rather that it could serve as a coordinator. The rationale was that if one association knew what the other was doing, then the associations could coordinate complementary sessions to the benefit of all.

The matter of the IPEF will be taken at the next meeting.

**6. ASSISTANCE**

Catherine Prime reported that, since 1997, a record of assistance provided to actuarially developing countries was published in the April issues of the Bulletin. She indicated a need to develop a similar list, which would be forward-looking and would provide information on programs being planned. The intent of the list would be to ensure proper coordination among associations and other organisations providing actuarial education. In order to achieve this goal, it would be necessary to ask individual members and associations to advise the Secretariat, or the subcommittee through their representative, of planned programs from their conception. In this respect, it was suggested that the Secretariat develop a bulletin board on the Web Site for the A&A Subcommittee. It was also noted that the larger associations would need to be actively represented on the subcommittee. The subcommittee also recognised the importance of recording activities pertaining to the development of the actuarial profession, which were organised by organisations other than associations of actuaries.

Catherine Prime indicated that a message would need to be sent to associations asking them to inform their individual members that if they accepted to speak at a seminar sponsored by an organisation other than an actuarial association it would be their responsibility to so advise the A&A Subcommittee. It was important to promote the role of the A&A subcommittee and to communicate that the subcommittee was available to provide support. Catherine Prime suggested sending a communication to larger firms inviting them to communicate with the A&A Subcommittee if they had an interest in seeking actuarial expertise. It was recognised that contact with banks would also be very important.

Chris Daykin expressed strong support for wider use of the Web Site to promote the IAA and the role of the A&A subcommittee.

Another suggestion was that the Secretariat and members be encouraged to surf the Internet for any proposals or requests for actuarial education or assistance so that the subcommittee would be aware of them and could assist where possible. It was recognised that this exercise would be time-consuming, but it was felt that it could be worthwhile.

**7. A&A RECEPTION**

The subcommittee discussed the format of the reception planned for June 11. It was agreed that the incoming President, Jean Berthon, would be asked to address the invitees. Chris Daykin extended an invitation to all members of the A&A Subcommittee to attend the reception and promote the role of the A&A Subcommittee.

**8. OTHER BUSINESS**

Chris Daykin referred to the IAA promotional brochure used by Max Lacroix and suggested that it be updated to reflect the new structure of the IAA. The brochure could be available on the Web Site as well as in paper version.

**9. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at approximately 11:25 a.m.