

International Actuarial Association

Minutes

Advice and Assistance Committee Meeting

Limassol, Cyprus

November 4, 2008 ~ 09:30 – 12:30

See Appendix A for the list of attendees.

1. Introductions

The Chairperson welcomed all present including two new committee members:

- Ms. Amy Bouska, *Casualty Actuarial Society (US)*; and
- Mr. Vilius Dereškevičius, *Lietuvos aktuariju draugija (Lithuania)*.

Thanks were extended to two committee members who had retired:

- Mr. Bob Collett; and
- Mr. Jules Gribble.

2. Approval of Minutes

The Minutes of the previous meeting held in Québec City, on June 13, 2008, were approved as presented.

3. Confirmation of Items on Council Agenda

a) Terms of Reference

In respect to the Committee's Terms of Reference, a number of ideas that were expressed at the previous meeting had been reflected in the Revised Terms of Reference. The revised Terms of Reference for the Committee and its subcommittees had been submitted to the Council for approval.

The Executive Committee had submitted the IAA Strategic Plan to the Council for adoption. One of the objectives of the IAA Strategic Plan related directly to the Advice and Assistance (A&A) Committee. The Chairperson referred to Objective #4 of the Strategic Plan – (*Support the development, organization and promotion of the actuarial profession in areas of the world in which it is not present or is not fully developed.*) This was further amplified in several priorities which included:

1. Helping emerging and existing actuarial associations to develop; and
2. Facilitating the access to information and experiences from other countries, especially for countries with only a developing actuarial profession.

The Committee had been asked by the Executive Committee to develop action plans relating to the strategic plan and to identify volunteers, human resources and financial resources the action plans might imply. The ensuing discussion would determine some of the committee's future activities.

b) Possible Members for the Africa Subcommittee

The Committee had recommended to the Nominations Committee the creation of an Africa Subcommittee, similar to the existing China- and Latin America Subcommittees. The purpose of the Africa Subcommittee would be to provide advice and assistance that would support the development of the actuarial profession in Africa. The Nominations Committee had reviewed this proposal, as well as the

proposed Terms of Reference, and recommended that Council approve the creation of the Africa Subcommittee and accept the proposed Terms of Reference. The Council would also approve the leadership of the Africa Subcommittee. The Nominations Committee had recommended to Council, the appointment of Giovanna Ferrara (Italy) as Chairperson and, Mustapha Lebbar (Morocco) and Basil Reekie (South Africa) as Co-Vice Chairpersons.

Full Member associations would be given the opportunity to nominate representatives to the subcommittee. Mr. Thierry Poincelin (Institut des Actuaire – France) volunteered to serve as a member of the subcommittee.

Ms. Ferrara mentioned that perhaps two representatives could be appointed as members or observers to the Africa Subcommittee: one from the International Social Security Association (ISSA) and the other from the International Labour Organization (ILO). Two additional potential organizations could also be contacted: the African Development Bank and the regional representatives of the World Bank. (Note: Only Full Member associations can nominate individuals for IAA committees and subcommittees. In accordance with Article 3.1.1 of the Internal Regulations, representatives of Institutional and Associate Members can attend committee and subcommittee meetings as observers, provided their request to attend is authorized by the chairperson and supported by a member association.)

Ms. Giovanna Ferrara had developed a network of approximately 40 actuaries from various Francophone countries in Africa. The actuaries had suggested various topics for an IAA Fund meeting. This meeting was tentatively scheduled to take place in Côte D'Ivoire, possibly during the first part of 2009, for both English and French-speaking actuaries. It was suggested that one component of the Fund Meeting could deal with actuarial training and education, while the creation of actuarial associations was suggested as another component. It was also suggested that members of the academic and regulatory communities be invited to such a meeting, as they are important to the development of the profession in the region.

Concerns were expressed that several members of the subcommittee may not have the financial means to travel to the IAA meetings or even to participate in the subcommittee's meetings via teleconference. It was suggested that IAA consider using bursaries to support such members attending IAA meetings and that IAA also consider supporting the cost of teleconferences.

The International Congress of Actuaries (ICA 2010) Bursaries Committee had agreed that bursaries would be awarded to individuals from actuarially developing countries in Africa to attend ICA 2010.

It was suggested that it would be useful for the new subcommittee to develop a profile of the actuarial situation in Africa, including association status, numbers of actuaries, and similar information.

Next Steps:

1. Develop the membership of the Africa Subcommittee
2. Organize an IAA Fund meeting to be held in French-speaking Africa early in 2009
3. Involve the Africa Actuarial Task Force in the activities of the Subcommittee

4. Guidance, Advice and Assistance to Potential Associations, New Associations and Small IAA Member Associations

a) Formation of an Actuarial Association

In July 1997, a short paper had been prepared outlining an overview of the formation of an actuarial association, in anticipation that it would be helpful to the various actuarial groups around the world which were being formed. The paper was then posted on the IAA Website. The Committee had received a revised version prepared by Mr. Tarmo Koll, which will be circulated via email for discussion. It was suggested to include the paper in the existing information kit. This kit includes information about becoming a Full Member of the IAA.

b) Volunteers

The IAA Fund Subcommittee continued to be in need of additional volunteers to organize meetings. Another aspect of organizing meetings was the need for speakers and delegates. The role of the delegate would be to engage with the participants in order to create a beneficial networking environment for the participants from actuarially developing countries. It was suggested to regularly inform and encourage members of the Advice and Assistance Committee to participate in the IAA Fund meetings.

Mr. Chris Daykin and Ms. Giovanna Ferrara will organize a meeting to be held in French-speaking Africa. Mr. Alvaro Castro-Gutierrez, who was recently appointed to the IAA Fund Subcommittee, will assist with the Latin America meeting (described later in these minutes).

It was suggested that when the A&A Committee is in need of volunteers to perform tasks, it should contact the IAA member associations and the members of the Actuaries Without Frontiers (AWF) Section. AWF was created to implement a volunteer program that would push forward actuarial involvement in developing economies.

c) The Committee discussed ways in which it could better undertake to provide guidance, advice and assistance to both, potential new members of the IAA and to associate member associations.

A list of potential members and related material had been made available to the Committee. This list will be updated on an ongoing basis.

Casualty Actuaries of Bermuda (CABER)

The Committee discussed inviting the Casualty Actuaries of Bermuda (CABER) to apply for IAA membership. Ms. Amy Bouska would contact the Regulator; Mr. Trevor Thompson would ask Mr. Tom Karp (former Australian regulator) for his insights regarding the possibility of an actuarial association in Bermuda applying for IAA membership.

Institute of Actuaries of Korea (South Korea)

The Institute of Actuaries of Korea is an Associate Member of the IAA. Mr. Curtis Huntington was liaising with South Korea to assist the association with its upgrade to full membership status and particularly to ensure that South Korea's education system was compliant with the IAA guidelines. The IAA Fund Subcommittee was considering holding a meeting in that area of the world. The 15th East Asian

Actuarial Conference (EAAC) would be held in Seoul, South Korea from October 12 to 15, 2009; this could be a good opportunity for an IAA Fund meeting to be held in conjunction with the EAAC. An informal working group was created to liaise with the Institute of Actuaries of Korea to assist them in applying for full membership and to explore the possibility of holding an IAA Fund meeting in that area of the world. The group will consist of Messrs. Trevor Thompson (Institute of Actuaries of Australia), Yoshihiko Tsuji (Institute of Actuaries of Japan) and Dave Pelletier (Canadian Institute of Actuaries) as well as Ms. Céleste Leclerc who is a Secretariat staff member supporting membership.

(Secretarial Note: On January 16, 2009, the Secretariat invited the Institute of Actuaries of Korea to upgrade to Full Membership. The Criteria for Full Membership was included with the invitation letter.)

Vietnam

The Secretariat had invited the Vietnamese Society of Actuaries (VSOA) to apply for IAA membership; an information kit had been included with the invitation letter, sent in January 2007. The Secretariat would continue to follow-up with the VSOA.

Bangladesh

In June 2007, the Secretariat had invited the Actuarial Society of Bangladesh (ASB) to apply for IAA membership. The Secretariat would continue to follow-up with the ASB.

Turkey

Türkiye Aktüerler Dernegi (Turkey) was an Associate Member of the IAA. In December 2005, an IAA Fund meeting promoting the actuarial profession was held in Istanbul, Turkey, under the auspices of the Muhanna Foundation. Mr. Tarmo Koll volunteered to contact this association and to lead a discussion of Turkey at the next A&A Committee meeting.

5. Funding

The IAA Fund Subcommittee relies on voluntary contributions from the member associations and from other organizations. The flow of contributions has been good, but it was felt that this could be improved. The subcommittee was proposing to solicit funding using as a guideline a voluntary contribution per association in the amount of CAD \$2.00 per fully qualified actuary. The associations that have been contributing above that amount would be encouraged to continue to do so. Another option being considered by the subcommittee was to incorporate financial support for the IAA Fund into the dues structure representing approximately an additional CAD \$2.00 per fully qualified actuary. The IAA was expecting numerous competing resource requests that would come in as part of the Strategic Planning process.

6. Update from Subcommittees

a) IAA Fund

The IAA Fund Subcommittee continued the discussions on the possibility of co-sponsoring a meeting with the China Actuarial Association (CAA) to promote the actuarial profession in China. One of the objectives of the Fund meeting would be to target government officials and people in the industry. Provision had been made in the 2009 IAA Fund budget for such a meeting.

The Actuarial Association of Sri Lanka (AASL) was one of the most recent associations to be admitted as Associate Member of the IAA. An IAA Fund meeting

was being planned in the Indian Subcontinent, possibly in Colombo, Sri Lanka, in November 2009 in conjunction with the IAA meetings held in Hyderabad, India. This would enable several Executive Officers from the IAA to participate. The objective of the meeting would be to promote the actuarial profession in Sri Lanka. The meeting would be a good opportunity to invite representatives from other countries of the South East Asian and Indian Subcontinent to promote the profession in that area of the world.

A meeting on the actuarial profession was being planned in Moscow, Russia, from November 27 to 29, 2008. Representatives from the Commonwealth of Independent States (CIS) had been invited to attend.

The subcommittee had discussed the possibility of holding a meeting in the Middle East.

b) China

The China Actuarial Association (CAA) continued to consider applying for IAA Full Membership. The CAA had been given all of the information that is required to join the IAA; Mr. Curtis Huntington was the designated IAA liaison for the CAA to ensure that their education system was compliant with the IAA's education guidelines. Further discussions with the CAA would be held about specific areas where the China Subcommittee could be of assistance; and in particular regarding education and whether a component of the International Actuarial Education Program might be considered. As noted at the previous meeting, the China Subcommittee would no longer be needed once the CAA was admitted as a Member of the IAA.

c) Latin America

The Colegio Nacional de Actuarios A. C. (Mexico) was assisting the Instituto de Actuarios Matemáticos de Chile, an Associate Member, in its bid to become a Full Member of the IAA.

The leaders of the Spain/Portugal project continued their efforts to implement their program in Colombia. The leaders were also considering the possibility of developing the profession in Bolivia, Ecuador, Peru and Panama.

There was an active interest for an IAA Fund meeting in Latin America to be held during the first half of 2009.

7. Other Business

Topics of discussion for the next A&A meeting in Estonia (May 26-30, 2009):

- Information kit and marketing package
The Committee agreed to review the content of the existing information kit (including the "formation of an actuarial association" document) and the availability of marketing documents.
- Discipline Process
A discipline process is a requirement of the IAA. However, some new associations might need some assistance in establishing a discipline process and some small associations might not be able to operate a discipline process when an actual case arises. It was suggested to create a small team that could provide advice or who would be responsible to handle the discipline cases on behalf of an association. The Chairperson would inform the Executive

Committee before proceeding on such an initiative. Mr. Tarmo Koll volunteered to research this topic before proceeding.

- International Congress of Actuaries (ICA 2010 – Cape Town, South Africa)
The intention was to have some sessions which would be about professionalism and the development of the profession. Therefore, the A&A Committee should probably volunteer to organize some of these sessions. The Committee would inform the ICA organizers that there was an interest to organize something. Also, at past congresses, the A&A Committee had sponsored an evening reception for various attendees but particularly for the bursary recipients. This type of event presents a good opportunity to network.

8. Adjournment and next meeting

The Chairperson of the Committee thanked everyone present for their interest, for their volunteerism and for their valuable input and discussion and also for generating ideas for the meeting in Tallinn.

As there was no further business to discuss, the meeting adjourned at 12:30. The next meeting will take place in Tallinn, Estonia, on May 30, 2009.

Attendees

Present

Bob Conger, Chairperson
 Tarmo Koll, Co-Vice-Chairperson
 Amy Bouska, *Casualty Actuarial Society*
 Chris Daykin, Chief Executive, IAA Fund, *Institute of Actuaries*
 Giovanna Ferrara, *Istituto Italiano degli Attuari*
 Basil Reekie, *Actuarial Society of South Africa*
 Ulrich Stellmann, *Deutsche Aktuarvereinigung e. V. (DAV)*
 Yoshihiko Tsuji, *Institute of Actuaries of Japan*

Ex officio

Estella Chiu, Chairperson, China Subcommittee
 David G. Hartman, President
 Katsumi Hikasa, President Elect
 Jim MacGinnitie, Chairperson, IAA Fund Subcommittee

Regrets

Jean Berthon, *Institut des Actuaire*
 Robert Beuerlein, *Conference of Consulting Actuaries*
 Howard Bolnick, *Society of Actuaries*
 Vilius Dereškevičius, *Lietuvos aktuariju draugija*
 Alf Guldberg, *Svenska Aktuarieföreningen*
 Luis Huerta, Chairperson, Latin America Subcommittee, *Colegio Nacional de Actuarios A. C.*
 Marija Kerkez, *Udrženje Aktuara Srbije*
 Jelica Klucovska, *Slovenska Spolocnost Aktuarov*
 Stuart Leckie, *Actuarial Society of Hong Kong*
 John Parks, *American Academy of Actuaries*
 Irina Voronova, *Latvijas Aktuaru Asociacija*

Observers

Ken Buffin, *American Academy of Actuaries*
 Woh Choo, *Institute of Actuaries of Australia*
 Peter Doyle, *Actuarial Society of South Africa*
 Jeremy Goford, *Institute of Actuaries*
 Jean-Louis Massé, Chair, Task Force on Sections
 Dave Pelletier, *Canadian Institute of Actuaries*
 Thierry Poincelin, *Institut des Actuaire*
 Tom Ross, *Faculty of Actuaries*
 Trevor Thompson, *Institute of Actuaries of Australia*
 Paul Thornton, *Institute of Actuaries*

Céleste Leclerc, IAA Secretariat