**ISAP 1A – Governance of Models**

**IAA Professionalism Committee Review of Compliance with Due Process**

Prepared by:

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Professionalism Committee Task Force (TF) to review compliance with Due Process for ISAP 1A

**Status Report on ISAP 1A – Governance of Models**

**Strategic Action Plan for ISAPs**

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|  |  | **Date** | **Evidence** | **Verified (1)** | **Verified (2)** |
| 1. | Consider proposal (EC) |  |  |  |  |
|  | *Note that Executive Committee (EC) should consider whether an IAN would be more appropriate.* |
| 2. | Add to Strategic Action Plan for ISAPs (Council) | 26 July 2015 | Updated Strategic Action Plan for ISAPS same date | Mary Frances Miller |  |

**Statement of Intent**

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 3. | Prepare draft SOI (ASC) | May 2015 | http://www.actuaries.org/index.cfm?lang=EN&DSP=PUBLICATIONS&ACT=STANDARDS\_ISAP1A | Mary Frances Miller |  |
| *SOI should include: reasons why ISAP is desirable; purpose(s) of ISAP; scope of ISAP (including boundaries), roles to which it would apply and high level indication of proposed content; and confirmation that there is no conflict with principle of subsidiarity.* |
| 4. | Consult on draft SOI (ASC) | May 2015 | 27 May 2015 Transmittal memorandum; comments received on website | Mary Frances Miller |  |
| *Member associations should be asked to inform local standard-setter.* |
| 5. | Submit proposed final SOI for approval, together with report on consultation (ASC).*Copy to PC.* |  | http://www.actuaries.org/CTTEES\_ASC\_MODGOV/SOI\_ISAP1A\_RatifiedByCouncil\_17Oct2015.pdf | Mary Frances Miller |  |
| 6. | Approve proposed final SOI (EC), submit to Council for ratification |  September 2015 | EC report to Council of 1 September /2015 | Mary Frances Miller |  |
| *There should be sufficient demand for the ISAP to justify the work to be done in developing it.**ASC should provide to EC and Prof Comm a summary of the key issues from the consultation on the draft SOI and the ASC’s responses.* |
| 7. | Ratify approval within 9 months (Council) | 17 October 2015 | Ratified by Council 17 October 2015 in Vancouver | Mary Frances Miller |  |
| *Council may invite ASC and EC to submit a modified SOI (-> amend this template if necessary).*  |
| 8. | Publicise approval (EC/Secretariat) | September 2015 | 1 September 2015 EC minutes distributed 9 September 2015 | Mary Frances Miller |  |
| *Member associations should be invited to communicate the decision to relevant national bodies.* |

**Exposure Draft**

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 9. | Develop an Exposure Draft (ASC) | October 2015 | Distributed via Email 1 October 2015; comment deadline 31 March 2016Webinar held 27 January 2016 | Mary Frances Miller |  |
|  | *Any significant revision of scope, compared with final SOI, requires EC approval. Such revisions should be communicated to Council in a timely manner and ratified at the next Council meeting.* |
| 10. | Consult on ED (ASC) |  | Distributed via Email 1 October 2-15; Webinar held 27 January 2016 | Mary Frances Miller |  |
|  | *Distribute to member associations. Publish on IAA website. Invite comments from member associations, relevant international bodies and other interested parties. Encourage member associations to consult with their own members, actuarial standard-setting bodies in their jurisdictions, legal advisers and applicable national bodies.* |
|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 11. | Carefully consider comments received; prepare a comprehensive report on the comments and the ASC’s response(ASC) |  | 21 comments received | Mary Frances Miller |  |
|  | *ASC may include in the report, or in its drafting notes accompanying the proposed ISAP, any items that led to significant debates / divergent views.* |
| 12. | Consider whether re-exposure is necessary (ASC) | 15 August 2016 | Per minutes: no re-exposure required (unanimous); package approved for final exposure | Mary Frances Miller |  |
|  | *(If there is re-exposure: amend this template as necessary).* |

**Development of ISAP**

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 13. | Develop proposed final ISAP; publish consultation response and proposed final ISAP(ASC) | 18 August 2016 | Proposed final ISAP and consultation response distributed via email 18 August 2016; on website: http://www.actuaries.org/index.cfm?lang=EN&DSP=PUBLICATIONS&ACT=STANDARDS\_ISAP1A | Mary Frances Miller |  |
| 15. | Assess compliance with due process (subject to materiality) (Prof Comm) | * this report
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**Adoption of ISAP**

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 15. | Proposed final ISAP -> EC for approval for submission to Council (ASC) | 4 October 2016 | 15 comments received<http://www.actuaries.org/CTTEES_ASC/ISAP1A/Final_Review_Comments/Final_Review_ISAP1A_CommentsReceived_Sept2016.pdf.> ASC made non-substantial changes to sections 2.1 (stem) and 2.1.2; approved by ASC 4 October 2016; to EC for 18 October 2016 meeting | Mary Frances Miller |  |
| 16. | Approve proposed final ISAP for submission to Council (EC) | Review of compliance with due process precedes these steps, which are noted here only for completeness. |
| 17. | ISAP -> to Council - 60 day agenda (EC)  |

***Additional steps (18. – 22.) if any substantive issues arise out of the final review consultation (see 13.)***

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 18. | Address substantive issues arising from the final review consultation (ASC) |  |  |  |  |
| 19. | Assess compliance with due process in respect of response to the final review consultation (subject to materiality) (Prof Comm) | * updated version of this report
 |
| 20 | Proposed final ISAP (as amended) -> EC for approval for submission to Council (ASC) | Review of compliance with due process precedes these steps, which are noted here only for completeness. |
| 21. | Approve proposed final ISAP (as amended) for submission to Council (EC) |
| 22. | ISAP -> Council for approval – 30 day agenda (EC) |

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|  |  | Date | Evidence | Verified (1) | Verified (2) |
| 23. | Adopt ISAP (Council) | Review of compliance with due process precedes these steps, which are noted here only for completeness. |
| 24. | ISAP promulgated (EC/Secretariat) |

**Comments from reviewers:**

The task force finds that the ISAP Due Process for ISAP 1A was thorough, complete and complied with all Due Process requirements for the steps completed at the date of this report.