



**INTERNATIONAL ACTUARIAL ASSOCIATION**  
**Strategic Planning Subcommittee**  
**April 9, 2013 – 10:00 AM (EDT)**  
**Conference Call**

**Minutes**

**Present:**

Rob Brown  
Ricardo Frischtak  
Cathy Lyn  
Mike McLaughlin  
Joe Nichols  
Vladimir Novikov  
Dave Pelletier  
Alan Rubenstein  
Junichi Sakamoto  
Kurt Wolfsdorf

**Staff:**

Christian Levac, Manager, IT and Member Services  
Nicole Séguin, Executive Director

**Regrets:**

Malcolm Campbell, EC Liaison  
Ad Kok  
Desmond Smith

The Chair called the meeting to order at 10:05 am EDT.

1. **Approval of February 22, 2013 minutes**

The draft minutes of the meeting of February 22 were approved as presented.

It was reported that the revised terms of reference (TORs) of the Advice and Assistance Committee had been approved by the Executive Committee. The revised Rules of the Actuaries Without Borders Section and the revisions to the Strategic Plan have been included on the 60-day Council agenda for approval in The Hague.

*Action items*

- *Secretariat to post minutes to website (Done)*
- *Secretariat to prepare a background note for the revisions to the Strategic Plan to be included on the 30-day Council agenda. (Done)*

## 2. Results of Surveys

### a) Effectiveness of Committees

Some key findings from the survey results were noted:

- There was a noticeable improvement in Secretariat support in some of the technical committees and subcommittees, which can be attributed to the addition of a Director of Technical Activities. It was noted that the technical committees had previously indicated the need for additional technical support.
- There were also slight improvements in staff support for working groups.
- Responders to the survey continued to indicate a number of areas of concern with the Education and Enterprise and Financial Risk Committees. However, it was noted that the response rate for the EFRC was very low (17%) and may not be statistically significant.
- With regards to Insurance Regulation, the effectiveness of meetings has declined from the previous year, which can be evidenced by one member's comment. It was also noted that the response rate was extremely low (11%).
- New leadership for the Africa Subcommittee has been put in place earlier this year.
- It was remarked that our overall trend lines continue to improve, but some committees continue to be a concern.

The following suggestions were made:

- At the last meeting of the year, include on the Leaders Forum agenda a reminder to Chairs to encourage their committee members to complete the survey.
- The low response rate was of concern. It was suggested that there may be some correlation with meeting attendance. The Secretariat was asked to add a new column to the survey results to show actual committee member attendance for the past several years.

### b) Committee Chairs & Vice-Chairs

Some key findings from the survey results were noted:

- With regards to question 6(f), the 50% response should not be a concern as many committees do not use conference calls in between meetings or at the biannual meetings.
- There were noticeable improvements in several areas: activity reports; use of the vice chair; and budget submissions.
- Based on the responses to question 11(d) and 30(d), chairs should be reminded to make members aware of the NNE paper ([Participation of Non-Native English Speakers and New Delegates in the Work of the IAA](#)). It was noted that all meeting attendees are reminded of the NNE and role papers in an announcement prior to each meeting. It was suggested that we could include

reminders in both the specification sheet sent to chairs prior to the meetings and on the meeting agendas.

- It was observed from the responses to the subcommittee results that subcommittees need to provide activity reports to their parent committee.

### c) **Executive Committee**

Some key findings from the survey results were noted:

- The perception of both the chairs and EC members have increased and this is seen as a positive step; there is more consistency in their responses than last year.
- With respect to question 2(e), it is to be noted that the EC and the Chairs were asked to respond from different perspectives: for Chairs, they were asked if the EC needed to provide more direction, whereby the EC was asked if it believed it was providing adequate direction. This explains the opposing results between the two groups. Revised wording for the EC survey has been suggested for 2013 as follows: "the EC applies appropriate direction".

The Executive Committee will consider a report from the SPS on these results at its meeting in The Hague.

#### *Action item:*

- The individual committee results will be communicated to the committee chairs and to the EC liaisons. (Done)
- The key findings will be updated based on the discussions and converted into a report to be included on the EC agenda for The Hague. The report will be circulated to the SPS prior to inclusion on the EC agenda. (Done)
- The survey questions will be sent to SPS members and time will be set aside to discuss in The Hague any additional changes for 2013. (On agenda for The Hague)

### **3. 2013 Surveys**

At the request of the Chair, the SPS was informed that the surveys are issued at the end of the year, with a reminder sent around late January. In view of the changeover in committee leaderships that occurs on January 1<sup>st</sup>, it would be preferable for surveys (effectiveness of committees and chairs) to be circulated immediately following the second meeting of the year, with a reminder sent prior to year-end. It was hoped that this would encourage participation. For the EC survey, it was suggested that the survey be split (removal of committee questions) and that the questions relating to the chair be issued following the first meeting of the year in order to provide early feedback to the chair.

To increase participation, the following suggestions were put forward:

- Inform nominating associations that surveys have been issued to delegates. Associations would then be able to remind their delegates to complete the surveys. Communication should go to President, copy to Correspondent.
- Provide an incentive for delegates to complete, such as a draw for a complimentary registration to the next Congress. Other incentive ideas will be considered by the Secretariat.

It was also suggested that for certain questions we should include “not applicable” as an option (e.g. use of conference calls).

#### **4. Adjournment and Next Meeting**

The meeting in The Hague will feature the following topics:

- Review of surveys (15 mins)
- Update 5-year Business Plan
- Branding
  - Role of the Actuary Paper
  - International Focus Paper from Yves Guérard
  - Groupe Consultatif branding initiative

There being no further business to discuss, the meeting was adjourned at 11:25 am EDT. The next meeting will take place in The Hague on Thursday, May 23, 2013 at 08:30 am (local time).

*Respectfully submitted,*

*Christian Levac*