



Framework for the Production of Professionalism Guidelines¹

Professionalism Guidelines are non-binding guidelines for IAA member associations on matters of professional conduct. The overall purpose of these Guidelines is to aid member associations in their consideration of professionalism issues within their association. (This purpose is discussed in more detail in the “suitability” criteria listed in step 2 below.)

The process for the production and publication of Professionalism Guidelines shall be as follows:

1. A task force for the production of the Professionalism Guideline shall be created by the Professionalism Committee (PC). This “production” task force’s members need not be exclusively PC members, and need not all be members of IAA member associations. Depending on the facts and circumstances, it is acceptable for this task force to be a joint task force with another body, whether IAA or otherwise.
2. The resulting document from the production task force will be reviewed by at least three members of the Professionalism Committee who did not author or co-author the document (the “reviewing task force”). The purpose of that review will be to ascertain the suitability of the resulting document for designation as a Professionalism Guideline.

Papers will be considered as “suitable” for Professionalism Guidelines if the reviewing task force finds that the paper meets one or more of the following criteria:

- Further a general understanding of the concept of professionalism, including the relevance and application of the concept to the actuarial profession.
- Provide examples or suggestions as to how certain aspects of professionalism may be supported by an IAA member association.
- Provide examples or suggestions as to how various IAA member associations might work together to further the professionalism of actuaries. (E.g., examples of various cross-border discipline agreements.)
- Identify professionalism issues that may be faced by various IAA member associations, and various implications of these issues or how they might be addressed.

In addition, in order to be considered suitable for Professionalism Guidelines, the reviewing task force must find that the paper (after suitable corrections/modifications may be made) does **not**:

- Contain any inaccuracies or unsupported statements that would need correction, clarification or support;
- Intend to advocate one valid alternative over another valid alternative, to identify or list all valid approaches, or to standardize how these issues need to be addressed;
- Critique how individual member associations address professionalism issues; or

- Advocate an approach that would violate the principle of subsidiarity, as set forth in the IAA Statutes.
3. The Professionalism Committee shall also obtain an editorial review of the style and language of the document that is independent of the production and reviewing task forces (identified in steps 1 and 2 above). Ideally this review should be conducted by a native English speaker or speakers. Those performing the review need not be members of the Professionalism Committee, but any recommended changes should be subject to approval of the two task forces. The purpose of this review is to ensure that any final document is sufficiently readable and consistent with any other IAA guidelines for committee communications. The Secretariat will coordinate this editorial review.
 4. After the above steps have been completed, the Professionalism Committee will, by means of a vote of the full Committee, decide whether to recommend the document to the Executive Committee for publication and designation as a Professionalism Guideline. If the document is so approved, the document will be forwarded to the Executive Committee for their approval. If not, the Professionalism Committee will decide whether to continue with the effort by sending the paper back to a previous step or to end work on the paper.
 5. After receiving the recommended paper from the Professionalism Committee, the Executive Committee will consider the document for approval as a Professionalism Guideline (subject to Council ratification). If so approved and ratified, the document will be forwarded to the Secretariat for final publication and posting on the IAA website. Otherwise the Executive Committee shall send it back to the Professionalism Committee for revision/reconsideration or shall withdraw the paper for future consideration.
 6. The Secretariat shall post the final Professionalism Guideline on the IAA's Professionalism Committee webpage in a designated section for such guidelines, after addressing any necessary final production matters (e.g., formatting, disclaimers).

The Secretariat shall ensure that the final document includes a disclaimer to indicate the source of the publication, that it has been approved by that Committee and Council, and is considered to be non-binding guidelines to aid member associations. An example is: "This document has been produced by the Professionalism Committee of the IAA and has been approved by IAA Council as non-binding guidelines to aid member associations in their consideration of Professionalism issues." This disclaimer is intended to make it clear that following the guidelines in the document is not required for association membership in the IAA.

Only after the completion of the above steps shall the document be considered part of the collection of Professionalism Guidelines.

ⁱ This Framework presumes that the proposed Professionalism Guideline was developed by the IAA Professionalism Committee (PC). This Framework will need to be modified if and when PC receives papers developed outside the PC for consideration as Professionalism Guidelines.