

IAA Mortality Working Group - Editorial Committee

Minutes of meeting on Thursday, 3 March 2016

By conference call

1. Attendees: Brian Ridsdale (Chair), Morteza Aalabaf (Secretary), Eduardo Trigo Martinez, Al Klein, Dieter Gaubatz, Nancy Kelly. Paul Lewis in attendance (with thanks for arranging the conference call). Apologies Bridget Browne, Ermanno Pitacco.

2. Feedback from management group, and proposed response

Agreed subject to revisions on number of EC reviewers required for a paper: For papers published in peer-reviewed journals, 1 reviewer from the EC is required, who may be the page owner. If the page owner is not for any reason able to consider the paper, two EC reviewers are required. For other papers and presentations, two reviewers are required.

3. Editorial Committee Brief – Paper 2 – Agreed

Brian will produce Guidelines for Subject Authors for circulation to MWG members (next few days)

4. Overview of Information Base quality – Paper 3 – Agreed that:

Information Base needs substantial improvement and this will be given priority.

Paul will circulate all members of the MWG (but not Interested Parties) with a copy of the review, enclosing a copy of Guidelines for Subject Authors. (Once Guidelines are agreed)

Brian will produce notes for each individual Subject, for Paul to pass on to Subject Authors (mid-March)

Paul will then do a follow-up email to Subject Authors, so page review process can start in mid-March

5. Other points – Agreed that:

A simple administration system will be developed to allow the EC to manage the editorial process and communicate requirements with Nancy in the secretariat. **Brian, Morteza** and **Nancy** will develop this.

Access statistics for MWG and IB pages are a priority. **Brian** to email details of request to Nancy, who will try to progress (Tishan very busy on other website amendments).

Nancy offered to be the general interface point for the MWG: requests to be passed through her. She will not be attending the MWG in St Petersburg.

Amali Seneviratne is now the IAA Staff Liaison for the MWG and **Paul** will request that she be able to attend at least part of one of our two meetings in St P.

Paul will consider whether Dieter can be given access to (one of?) the St P meeting by phone.

Minor generic changes to the Information Base will be implemented now.

A space will be provided in the IB for links to the various actuarial associations' website locations where they store papers and conference presentations. This will probably be in the "Other sources of information" page.

6. No further meeting was arranged.

Brian Ridsdale
3 March 2016