



# Guidelines for Publications of Committees and Sections

The overall purpose of these Guidelines is to ensure that the IAA is well represented through these publications.

The Committees and Sections of the IAA (hereinafter called “the C&S”) regularly produce educational and informational documents to be made publicly available to IAA stakeholders. These publications are separate and distinct from the International Standards of Actuarial Practice (ISAPs) or the International Actuarial Notes (IANs) that are produced by the IAA. C&S documents may be in the form of a book, monograph or paper and may be made available in hard copy, electronic form or both.

The following descriptions should be used for publications from C&S:

- a) “Discussion Paper” for publications intended for the purpose of generating discussion and debate;
- b) “Exposure Draft” for the purpose of papers going out for public consultation and comment prior to preparing a final version intended for publication as a formal IAA Publication as defined in the categories of the IAA Publications Policy;
- c) “Committee Paper” or “Section Paper” for the final work product of a Committee or Section on a topic that has followed these Guidelines for publication; and
- d) “IAA Report” for a report based on verifiable data or research (e.g., mortality reports).

As a matter of practice, all such documents carry the IAA (or Section) logo, copyright and other features identifying them as products of the IAA. It should be noted that, while ISAPs and IANs have extensive due processes which include reviews by many parties prior to publication, C&S documents have the less stringent processes described below.

The following procedure should be used for the production of these documents by C&S (Sections may have varied processes for the review and approval of papers):

Unless alternative processes have been adopted, the following procedure should be used for the production of documents by C&S:

- i. Where practical, obtain a review by at least three members of the Committee or Section (who did not author or co-author the document) as to the appropriateness of the content of the document. This should be done prior to its consideration by the entire Committee or Section for approval. In the case of papers prepared by Task Forces this review must be done by the parent committee.

- ii. Obtain a review from Communications Subcommittee based on a set of considerations approved by the Executive Committee. The reviewers should be expressly documented in the supporting material submitted to the Communications Subcommittee. As the Sections have their own editorial processes, this step is optional for Sections.
- iii. Approve the completed document by a vote of the originating Committee or Section, after completion of items (i), and (ii) above.
- iv. Obtain an independent editorial review of the style and language of the document. It should not be conducted by an author or reviewer identified in (i) above. This is to ensure that the document provides a high-quality presentation to outside readers. The IAA Secretariat will co-ordinate the independent editorial review.
- v. Forward the document to the IAA Secretariat for final review and production.

This process does not apply to any of the other categories of publications (e.g., ISAPs, IANs, the ASTIN Bulletin, etc.) listed in the Publications Policy, which will take precedence over these Guidelines.

The IAA Secretariat shall ensure that papers include a disclaimer to indicate that the document is a publication produced and approved by that particular C&S. This disclaimer is intended to make it clear that this document has not been subject to a vote by Council and is therefore solely the opinion of a particular IAA C&S.