



Guidelines for classifying educational documents as International Actuarial Notes (IANs)

- a) IANs should address actuarial topics that are international in nature.
- b) If (subject to the Principle of Subsidiarity set out in the IAA [Statutes](#)) a Committee decides to develop an educational document on an international actuarial topic, the Committee should consider whether it would be appropriate to develop the document as an IAN. An IAN might be suitable for topics such as:
 - Actuarial work performed in accordance with International Financial Reporting Standards or other standards or requirements issued by supranational organizations - especially if an objective in producing the educational document is to draw attention to emerging or expected practices relating to new standards or requirements (rather than well-established practices);
 - Any topic that is also addressed by an ISAP (or on which there is an ISAP in development or planned) - in this case, the IAN, or other educational document, can describe common or expected actuarial practices but must not seek to interpret the ISAP;
 - Evolving technologies, methodologies or areas of actuarial work – an IAN might be suitable if, for example, the Committee wishes to draw attention to approaches on which consensus is emerging in a key area of practice or an area in which the international actuarial profession is seeking to grow its role.

This list is not exhaustive. Equally, there is no obligation on a Committee to develop educational documents on the above topics as IANs.

- c) While an IAN may describe practices within a known or expected range of practices, it should not advocate any particular approach and, if applicable, the IAN should clearly state that it covers only some approaches and that there are, or may be, other equally valid methods in use too.
- d) An IAN is developed in accordance with a Due Process that involves
 - Preparing a Statement of Intent and circulating it to Member Associations;
 - Issuing an exposure draft of the IAN to Member Associations and considering whether and if so how to reflect comments received in a revised draft;
 - Agreeing with the Professionalism Committee that the language and format of the IAN are appropriate;
 - Publishing the IAN and distributing it to Member Associations; and
 - Reviewing the IAN periodically (this could lead to a decision to withdraw the IAN).



When deciding whether to develop an educational document as an IAN, a Committee could consider:

- Whether the objectives of the education document justify the extra time and resources involved in developing it as an IAN;
- Conversely, whether the objectives can be fully met, even if the document is not developed as an IAN.

For example (in both cases), consultation with Member Associations may reasonably be considered to provide assurance that any material differences of opinion on the content of the IAN will be identified and considered¹, and the Committee might consider that this usefully adds to the credibility of a document on an important topic.

The Committee should also bear in mind that, while general educational material is valid at time of issue but might go out of date, IANs should be enduring and need to be maintained. Therefore, the Committee should not undertake to develop educational material as an IAN unless the Committee also undertakes to periodically review the IAN and, if necessary, update or withdraw it.

- e) The decision on whether to develop an educational document as an IAN rests with the Committee that wishes to develop the document, except that, in accordance with the Due Process for ISAPs/IANs, Council may direct a Committee to develop an IAN. A Committee that is considering developing an IAN should liaise with the Professionalism Committee at an early stage regarding the Professionalism Committee's capacity to carry out its responsibilities under the Due Process in the timescale envisaged.

IAA Professionalism Committee
28th November 2018

¹ There might be legitimate differences of opinion, in which case they should be identified in the IAN.