

Role of Scientific Committee and Staff Liaisons

1. Role of the Scientific Committee (SC)

The roles of the SC encompass the following, with respect to the coordination, use and expansion of the scientific knowledge and skills of the actuarial profession:

- To oversee the development of work-plans for working groups and the implementation of goals in relation to the IAA Strategic Plan;
- To approve and/or assign supranational projects to working groups;
- To issue communications to external groups on behalf of working groups;
- To ensure the work of working groups is coordinated with other committees and sections
- To review the performance of working groups in achieving their goals.
- To review the scope and establish membership criteria for working groups; and
- To recommend to EC the establishment/disbanding of working groups.

2. Role of SC liaisons with respect to their assigned working group (s)

The role of the SC Liaison is intended to be one of peer to peer, to provide a direct line of communication from the working group to the SC and vice versa. However, the management of working groups remains a responsibility of the SC as a whole. An SC member shall not be appointed as liaison to a working group which he/she chairs.

The role of the SC Liaison includes:

- a. To monitor discussion and participate in working group meetings, to the extent reasonably practicable, with a view to informing the working group of SC discussions and priorities, and to alerting the SC to any issues arising out of the working group which merit its attention.
- b. To review the working group work-plan and goals on an annual basis, consult the Chair as needed, and to report to the SC on the findings, and on any other matters as needed.
- c. To ensure the working group Chair:
 1. maintains and discusses a working group work-plan on an ongoing basis;
 2. submits the working group's work-plan, including annual budget, in a timely manner; and
 3. identifies and monitors key success indicators.
- d. To inform Chairs of the need to speak with a consistent voice on behalf of the IAA in all external communications and ensure that drafts of working group papers and communications intended for a wider audience (actuarial or non-actuarial) are brought to the SC for approval in a timely way for approval before issuance and that any impending issues in respect of which publication could be regarded by FMAs as controversial are flagged up as early as possible to the SC.
- e. To ensure that working groups are made aware of potential supranational relations issues in relation to their work and to keep the SC informed about any contacts between the working group and supranational organisations, so that these can be coordinated, if appropriate, with any relations with the relevant supranational organisation being managed by another Committee or by the Officers.
- f. To bring to the attention of Chairs of working groups any potential synergies or conflicts with the work of other working groups, IAA Committees or Sections.
- g. To maintain a link between the working group and the SC in relation to issues of membership and the need to achieve as wide a representation as possible, and to ensure the appointment of suitable Vice-Chairs to the working group.
- h. To assist the Nominations Committee, on request, with leadership succession planning.

3. Role of staff liaisons with respect to their assigned working group (s):

To assist the Chair in carrying out his/her responsibilities by:

- a. Facilitating the development and posting to the website of the agenda and supporting documents for meetings;
- b. Editing and finalizing documents, as appropriate, in accordance with established communications policies and procedures; and
- c. Cross-referencing relevant work being carried out by other committees, Sections or working groups.
- d. Advising on IAA Statutes, Internal Regulations, processes, policies, procedures and protocols.