Minutes of IAAHS Committee Conference Call
September 10, 2014 10:30-12:30 London Time
Prepared by: Alex Brownlee, Secretary

Participants:
Committee Members:
April Choi (AC) Chairperson
Alex Brownlee (AB) Secretary
Cheng Hock Chi (CHC) Treasurer
Froilan Puente (FP) Member, Mexico (10:30-11:30)
Stuart Rodger (SR) Member, Australia
Alexander Sadovski (ASad) Member, Bulgaria
Aldona Skucaite (ASku) Member, Lithuania
Adrian Baskir Member, UK (10:30 to 12:00)
Ulrich Stellman (US) Member, Germany
Emile Stipp (ES) IAA delegate
Cecil Bykerk (CB) IAA Delegate

Topic Team Leaders:
Lisa Morgan (LM) Microinsurance for Health, UK
Yair Babad (YB) Long Term Care, Israel

Other invited attendees:
Christian Levac (CL) IAA Director, Communications and Development
Roseanne Da Silva Actuarial Society of South Africa
Heather Jerbi American Academy of Actuaries
Kevin M Law Society of Actuaries
Stephane Levert Canadian Institute of Actuaries
Pedro Pacheco Colegio Nacional de Actuarios A.C.

Apologies:
Denis Garand (DG), Eduardo Lara (EL), John Rutherford (JR), Al Schmitz (ASch), Sheree Swanson (SS),

1. Roll call and welcome
   April welcomed everyone and confirmed the attendees.

2. Confirmation of agenda
   Agenda was confirmed without changes.

3. Approval of June 18th 2014 meeting minutes
   Draft version 2 sent 7.11.2014 was approved by the Committee members without changes.

4. 2016 Joint Colloquium (sometime between Jun 27 – Jun 30)
   April confirmed that the Colloquium was due to be organized for 3 of the 4 days between 27 June and 30 June 2015.
a. Committees representatives confirmed as:
   Organizing Committee – Eduardo and April
   Logistic Committee – John Rutherford
   Scientific Program Committee – Adrian and Cheng Hock

b. Organizing Committee selected ‘Managing Matters’ as the meeting planner. They are a Canadian based organization with experience in managing and planning events of this nature. It was considered important to have a good meeting planner.

5. Membership and financial status
Cheng Hock provided an update on the membership and financial status of the Section, based on Q2 2014 accounts. A report was distributed via email on 4 Sep 2014. Membership proved to be better than budgeted: 428 members vs. 403 budgeted. Also, C$3000 was budgeted for travel expenses that were expected to be incurred by ICA 2014 speakers, but none were incurred. A surplus of C$7000 was projected for 2014. The question was raised as to how best to spend this for the members.

The cost of webinars was discussed. Previously the cost was high and sponsors were required. Now the IAA pays C$100 per month for unlimited usage for webinars (charges would be higher if attendees at the session is greater than 100) and sponsors are actually not required.

Suggested spend included:
- Providing bursaries to members to attend future conferences. This was already budgeted for. April would consult with other Sections regarding their practices.
- Supporting the topic team library project. It was acknowledged that the library project had been mostly supported on a voluntary participation basis and that there might be a need to get external support.
- Advertising future IAAHS Colloquia to local actuarial associations in different languages, perhaps in English and the local language.

Subscriptions were also discussed, with some Associations automatically renewing the membership whilst others leaving it to the members to update.

Actions:
- April would consult with other Sections as to how they handle bursaries so we may have a more consistent practice.

6. Topic Teams Library
a. Traditional, Complementary, and Alternative Medicine Topic
Heather McLeod informed April that she would no longer be able to serve as the Topic Team leader for Traditional, Complementary, and Alternative Medicine. Due to personal circumstances, she is cutting back substantially on the committees she serves. In addition, all of her work these days is in palliative and end of life care, rather than traditional, complementary and alternative medicine. April thanked her for the contributions she had made to IAAHS in the past years, and wished her all the best. Heather also mentioned the field had also moved on substantially over the last decade, and that “integrative medicine” had supplanted the older terminology of “complementary and alternative” medicine. It was proposed to simply remove this Topic Team from the list of Topic Teams for now, but to
keep the library material for reference. We will revisit whether to add other Topic Teams at some future date.

b. Yair Babad was welcomed back as a co-leader of Long Term Care topic team. Yair was the previous long-time IAAHS Secretary and Treasurer. He had been a valuable contributor to IAAHS activities. Al and Yair had worked together on an IAAHS LTC project a couple of years back, and Yair would co-lead the LTC Topic Team with Al.

c. April welcomed Aldona as the new library project manager.

d. The membership of the topic teams was discussed and April confirmed that the focus would be to first setup the library and then clean up the membership. Nevertheless, Christian would match IAAHS members to the topic team list and send to the topic team leaders.

e. The quality of the library submissions was discussed. The Topic Team leaders should remove poor quality material or suspect documents. It was suggested that quality control was required as it affected our brand. However, it was felt that strict quality control could hamper progress and would be onerous on the Topic Team leaders. Instead, IAAHS should add a disclaimer on quality to the website, similar to open publications on the Internet. Lisa suggested leveraging already available good websites that are actively maintained by credible organizations. April confirmed that Topic Team leaders need to concentrate their initial efforts on populating the library by getting the low hanging fruits first, such as populating:

   i. Links to other actuarial associations websites
   ii. Colloquium presentations
   iii. Links to other credible websites on health topics.

f. Aldona described the project plan distributed on 4 Sep 2014 via email. This was the draft plan with major steps listed. The Topic Team leaders needed to fill in some of the plan dates. The idea was to use this sheet to track the project status. This was a high level plan, and it would not track individual Team’s detailed steps. The table below summarizes the progress on project plans drawn up by Topic Teams.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Completion date</th>
<th>Responsible Persons</th>
<th>Remarks / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Illness</td>
<td></td>
<td>Bill Baker</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aldona Skucaite</td>
<td></td>
</tr>
<tr>
<td>Comparative Health Systems</td>
<td>20/08/2014</td>
<td>Eduardo Lara, Cheng Hock Chi</td>
<td>Initial plan without specific dates</td>
</tr>
<tr>
<td>Health Capital &amp; Risk Management</td>
<td>20/08/2014</td>
<td>Claude Ferguson, Ulrich Stellmann</td>
<td>Comprehensive plan</td>
</tr>
<tr>
<td>Income Protection</td>
<td></td>
<td>Dan Skwire</td>
<td></td>
</tr>
<tr>
<td>Long Term Care</td>
<td></td>
<td>Allen Schmitz, Yair Babad</td>
<td>Plans to speak with people from LTC industry, SOA etc.</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>20/08/2014</td>
<td>Ulrich Stellman</td>
<td>Comprehensive plan</td>
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<tr>
<td></td>
<td></td>
<td>John Rutherford</td>
<td></td>
</tr>
<tr>
<td>Micro-insurance for Health</td>
<td>20/08/2014</td>
<td>Lisa Morgan</td>
<td>Contacted persons from Micro-insurance network; agreed to allow links</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denise Garand</td>
<td></td>
</tr>
<tr>
<td>Risk Adjustment</td>
<td>27/8/2014</td>
<td>Sheree Swanson</td>
<td>Comprehensive plan</td>
</tr>
<tr>
<td></td>
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<td>Froylan Puente</td>
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</tr>
<tr>
<td>Traditional, Complementary &amp; Alternative Medicine</td>
<td></td>
<td>Removed</td>
<td></td>
</tr>
</tbody>
</table>

The document also set out some data elements to be used in the library and some examples of publication sources.

g. Yair, Aldona, Christian and April held initial discussions on the structure, organization and design of the library website, detailed in a document entitled ‘IAAHSLibraryDBDescriptionDraft090814.doc’ sent via email on 8 Sep 2014.

Yair emphasized the need for a simple and flexible database design. Categories would be added as sub-records to provide flexibility and growth capability. Yair presented the following principles to guide the DB structure and policy:

- The structure of the DB will be based, to the extent feasible, on the structure of the IAA’s database that is used by the IAA sections. At the same time, the same field may have one use by the IAA, and another use by the IAAHS Library. The proposed structure (see Appendix A) follows this principle.
- The DB structure should be flexible enough to support current needs as well as expected future needs.
- The DB will be managed by an IAAHS-DB-Manager (DBM); Aldona agreed to take on this role. The DB will be technically supported by the IAA, with Christian Levac as the IAA-DB-Representative (DBR).
- The DBM will encourage team leaders to submit material to the DBR who in turn will technically manage the population, validation, operation and backup of the DB. The DBM will periodically verify the up-to-datedness of the DB (e.g., via reminders to the Team leaders), report to the IAAHS Committee, and promote the Library DB to the IAAHS membership.
- The DB will be populated by the Team leaders, who will submit their data to the DBR. IAAHS Committee members and IAAHS members will be encouraged to also submit their data to the DBR.
- Access to the DB will be in two ways, by either going to items under a specific Topic Team (Topic Team Website) or to all items in the DB (All Topics Website). The Topic Team Website will first present the items of interest to the particular Team; if so wished, the user can then access data beyond the Team's material. Or the user can go directly to the All Topics Website to access all the items in the DB.
- The website will provide search capabilities on selected fields, probably through pull-down menus or keywords, to match the users’ needs. It will then present standardized reports of the selected information, with ability to print or download these reports.
- The website will also provide a link to the DBM / DBR so that users can report suspected errors, suggest improvements, comment on the DB contents or operation, and provide additional library material.
Discussion ensued as to how the library would be updated. Whilst the document suggested members could add publications directly, Aldona suggested that the Topic Team leaders manage documents to be added to the library and remove outdated submissions, perhaps annually. It was agreed that the procedures to update the library and policy on how submissions are to be updated need to be determined and documented.

Ulrich asked about language and whether only English would be accepted. It was confirmed that the IAAHS would remain an English based organization and the Topic Team libraries would remain in English. Nevertheless, Yair said he could add ‘language’ as a field in the library database to ensure flexibility. Further discussions resulted in a proposal to develop and adopt a language policy.

Yair invited everyone to submit values for the category fields. Note that ‘Not null’ fields are compulsory fields that need to be filled in.

A small group of Yair, Aldona, Christian and April would meet on 3 October 2014 to progress the library project. Anyone wishing to join could email April. A version after the 3 October meeting would be distributed for comments.

A question was raised as to what to do about some Topic Team leaders that were silent. The view was that if no feedback was received after an extended period, perhaps 6 months, then April would ask them if they wished to continue. If there was still no response, then they should be replaced. It was noted to wait at least one month for a response as members could be on leave or travelling, and we wished to respect the members.

April asked for the Topic Team leaders to confirm whether or not the project dates were acceptable, aiming for a date of March 2015 for completion.

A suggestion was made to pay students to code all the fields if a particular Topic Team has a long list of publications. It was agreed to pursue this idea with Aldona or Roseanne da Silva, who were suggested as persons best able to contact students given that they worked in universities.

Ulrich suggested a letter to be sent in April 2015 to inform members of the new library and drafting this letter should be added to the task list. Similarly, a letter to other organizations should be sent, inviting them to also add publications if they wish. It was confirmed that the Committee would sign off the library in April 2015 at the Zurich meeting.

April mentioned that the All Topics Website in the library would have links to other actuarial organizations and their libraries. The IAAHS needs to get permission to attach the links to these sites and April requested Committee members to get such permission. It was agreed that the following individuals would approach their own actuarial
organizations and get the permission; Alex, Eduardo, Stuart, Alexander, Aldona, Ulrich, Denis, Cheng Hock (SE Asia).

**Actions:**
- Yair to document the policy and procedures to update the library.
- Yair to add language as a field in the library database to ensure flexibility.
- Committee members to review and submit values for the category fields in the library database.
- Yair/April to distribute updated library database details for comments, following the 3 October 2014 meeting.
- Aldona to consider the viability of using students to code the library fields. Alex Brownlee to liaise with Roseanne da Silva to similarly assess the viability of using students.
- Aldona to add 2 tasks to the project: (1) drafting a letter to members to be sent in April 2015 to inform members of the new library and (2) drafting a letter to other organizations and inviting them to also add publications if they wish. Aldona to allocate to a responsible person.
- The following individuals to approach their own actuarial organizations and get the permission to link to their website: Alex, Eduardo, Stuart, Alexander, Aldona, Ulrich, Denis, Cheng Hock (SE Asia).

7. **Webcasts**
April expressed a hope to get a webcast done this year, although time is running out. There were 4 possibilities being worked on:

   a. Long Term Care, Vincent Bodnar from Towers Watson – Adrian/ Al/ Lisa. There was a need for another presenter in Asia or Europe and members should let April know of a person if they do know of a suitable one.
   b. Global Health Care Trend, Francis Coleman from Towers Watson– Emile/April. At the moment April was struggling to get contact.
   c. East Asia, Lawrence Tsui from Swiss Re – Cheng Hock. This topic would cover the changes in the healthcare systems framework in Hong Kong and Singapore, specifically the challenge of covering lives with pre-existing conditions.
   d. 2015 Joint webcasts with Health Practice International Task Force (HPITC) of American Academy of Actuaries (AAA) – April. These would be Q&A format webinars with 2 or 3 countries per subject under discussion at each webinar. April would contact Committee members to volunteer or to suggest a contact.
   e. Risk adjustment was also a topic under consideration.

8. **Other**
No other business was discussed.

9. **Next conference call: To be confirmed**
The next conference call will be held early in 2015, either January or February. The exact date will be confirmed later.

The meeting ended at 12:30pm London time.