



International Actuarial Association
Association Actuarielle Internationale

Memorandum

To: Council

From: Executive Committee (EC)

Date: 2 October 2018

RE Conformance Changes to ISAPs 2, 3 and 5

The ASC is proposing to make conformance changes to ISAPs 2, 3, and 5 resulting from the proposed changes to ISAP 1, using an expedited procedure as envisaged in paragraph 9.2 of the Due Process. This procedure is laid out below in this memo.

The EC considered the conformance changes proposed by the ASC and recommends the adoption of the proposed conformance changes to ISAPs 2, 3, and 5 by Council subject to:

1. ISAPs 1 and 6 being adopted by Council in Mexico City; and
2. Concurrence by the Professionalism Committee (PC) that the proposed changes are conformance changes.

Later note by the Secretariat: The PC in their conference call on 1 October 2018 confirmed PC's agreement that the changes proposed to ISAPs 2,3 and 5 are conformance changes (reference [minutes of the PC conference call on 1 October 2018](#)).

Background

9.2. of the Due Process states that

“However, from time to time, it may be appropriate to make non-fundamental changes to existing ISAPs. If the ASC believes that such a minor change is not fundamental and is not controversial, it may propose to the Professionalism Committee that the change be implemented under an expedited procedure rather than through the normal Due Process. If the Professionalism Committee concurs that the change is not fundamental and not controversial, it may authorise an expedited procedure, and the Executive Committee may in its discretion rely on this expedited procedure, when approving the submission of the ISAP to Council for a vote. If such a change receives an affirmative vote of at least 80% of the votes cast, it is thereby adopted.”

The ASC is in agreement that the changes proposed below are neither fundamental nor controversial and should follow the expedited process for conformance changes.

Proposed “2018 Conformance Changes”

The following conformance changes are proposed for adoption:

ISAP and Council Adoption Reference (confirming formal Council Approval)	Item to be changed	Conformance Changes proposed
ISAP 2 Version - Conformance changes adopted 23 April 2017	Preface Paragraph 1.4.	Delete reference to ISAP 1A
	Paragraph 2.1.	Replace the word “entity” with “organization”
	Throughout ISAP 2	Mark the term “data” as a defined term and link to the ISAP glossary.
ISAP 3 Version - Conformance changes adopted 23 April 2017	Preface Paragraph 1.4.	Delete reference to ISAP 1A
	Paragraph 2.4.	Correct reference to paragraph 2.5.5.
	Paragraph 2.7.1.	Clarify reference to sub paragraph 2.3.3.
	Throughout ISAP 3	Mark the term “data” as a defined term and link to the ISAP glossary.
ISAP 5 Version – 21 November 2016	Preface Paragraph 1.4.	Delete reference to ISAP 1A
	Preface	Conform bolded “non binding” sentence to ISAP 1
	Throughout ISAP 5	Mark the term “data” as a defined term and link to the ISAP glossary.

The ASC has prepared markup and clean versions of ISAPs 2, 3 and 5 reflecting these proposed conformance changes. These documents are attached.

The Expedited Procedure consists of the following steps:

1. The ASC and EC confirm that only conformance changes are being proposed for these ISAPs and that the expedited process be implemented.
2. The markup and clean version of ISAPs 2, 3 and 5 are placed on the 60-day Council agenda.

3. If the proposed conformance changes prove non-controversial and no objections are received from member association after they are placed on the 60-day agenda, the proposed changes will be placed on the 30-day Council agenda for adoption, subject to prior adoption of ISAPs 1 and 6 in Mexico City, and subject to prior concurrence by the PC that only conformance changes are being proposed for these ISAPs.
4. If the proposed conformance changes prove controversial and the ASC is unable to satisfy any such concerns, or the PC determines that they are not only conformance changes, then the proposed conformance changes will be withdrawn by the ASC.