



Finance and Investment Life Long Learning Subcommittee Terms of Reference

Education:

- Working with the Education Board, via staff actuary, on developments in the practice area which impact on the examinations syllabus and education needs of members. Regular review of exam syllabus.
- Review of core reading in accordance with annual timetable (as advised by staff actuary) and writing and maintaining core reading material as required/ approving the sourcing of additional volunteers to assist in this task, as required.

CPD:

- Development of CPD programme and forward event planning including:
 - Liaison with relevant Boards/groups/committees and relevant IFoA staff to plan content for cross-practice events
 - Develop and maintain a CPD matrix which summarises the main subject areas which need to be covered, and use the matrix as a tool for planning appropriate provision. This includes ensuring that:
 - CPD covers a range of relevant topics
 - CPD is at various levels (beginner, intermediate and high)
 - CPD is provided in locations where there is a concentration of members within a specific practice area
 - Ensure there is appropriate professionalism development within the CPD programme
- Monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
- Oversight and guidance of Conference Programme Committee (if delegated by the Board). Ideally a CPD member should also sit on the conference committee. Alternatively the Conference Programme Chair would provide regular reports to the CPD subcommittee on the content.
- Can form subgroups, as appropriate, to manage organisation of larger events.

Research and thought leadership:

- Identify, promote and foster research opportunities, including:
 - Oversight and guidance of member-led research initiatives, in accordance with the 'Guidance for new working parties';
 - Working with the Executive's Research teamto:
 - Establish links with universities and external research bodies
 - Identify topics/areas for commissioned research

- Review and evaluation of commissioned research
 - Identify topics for sessional research programme and source volunteers to peer review papers and chair events
- Support annual conference programme development (facilitate working party involvement in liaison with the relevant Conference Programme Committee)
- Foster cross practice research activity where there are overlapping interests eg Solvency II. This includes the incorporation of Risk Management into research initiatives, in accordance with the Enterprise Risk Management Strategy. In practical terms it may include attendance and participation at cross-practice meetings (such as the Cross-practice research committee) and events and working with other practice area representatives on projects.
- Be aware of, and advise other members on, the process for applying for funding to support member-led research initiatives (from the Member support funding pool and, for example, the FTSE fund).
- Maintain a watching brief on the progress of and needs of existing member led working parties.