TERMS OF REFERENCE – REVIEW GROUP

Economics and Actuaries Research Scoping and Review Group

Reporting Lines

The Review Group reports to the IFoA's Research and Thought Leadership Board (RTLB) and will be required to submit a report to the RTLB on a quarterly basis, in line with RTLB's regular Board meetings. The Review Group will also be required to liaise with the ARC Director Panel and IFoA executive staff and members as appropriate, providing them with regular updates on progress of the research and the opportunity to feedback their views. This will be done at key milestones during the delivery of the research project, in line with the project plan.

Purpose

On behalf of the IFoA (and its relevant Governance structures), the Review Group will oversee the delivery of the commissioned independent research project, to ensure it delivers output that is of high quality and is in line with expectations, producing findings that are relevant to the actuarial community and other key stakeholder groups.

Key Responsibilities

- Initial scoping of detailed research objectives (high level objective already determined through IFoA governance structures)
- Commissioning third party independent research services, to deliver the research objectives
- Evaluating and reviewing the activities of third parties undertaking the research services
- Overseeing and reporting on the overall direction of the project and proposing any change in direction that may emerge as a result of research findings along the way
- Ensuring that the research meets the needs of the actuarial user community and other key stakeholders
- Ensuring that the research is of high quality
- Providing high level challenge to the direction of travel, key assumptions and conclusions of the research – through communicating with relevant governance structures and feeding back views to relevant parties
- Agree when defined milestones have been met, particularly where this is tied to a payment to the research team
- Provide guidance on appropriate dissemination channels
- Reporting progress to RTLB on a quarterly basis

Membership

- TBC - ARC Director and Chair
- Oliver Bettis – Member
- Sam Achord – Member
- Martin White – Member
- Alex Waite – Member
- [Vacant] – Member
- [Vacant] – Member
- Fiona Darwin – Actuarial Research Centre Manager
- Chukwudi Onyia – Research Project Manager

Secretariat support to the Review Group will be provided by the IFoA Research Project Manager.

Meetings
Project review meetings will take place throughout the project to monitor delivery. Members of the Review Group are expected to remain active for the duration of the research project, attend project review meetings (by conference call where appropriate) and liaise with the research team as the research develops.

ROLES AND RESPONSIBILITIES

Roles	Key Responsibilities
Chair	• Ensures efficient running of Review Group in line with its Terms of Reference • Ensures quality assurance of research outputs • Support mid and post-project reviews • Maintain an ongoing relationship with the research team • Report progress to RTLB and other governance structures
Review Group	• Highlight any threats to, or opportunities for, the project • Ensure the research programme is aligned to the needs of the actuarial community • Provide subject-matter expertise • Provide input to knowledge exchange and dissemination approach • When required, provide suggestions on where additional practitioner input may be required.
Research Project Manager	• Provide secretariat to the Review Group • Drive forward the research to ensure all milestones are met • Support drafting of RTLB progress reports for Review Group Chair • Maintain high level project plan for the project • Help to identify knowledge exchange activities • Support delivery of project workshops and other knowledge exchange activities. • Act as liaison with Events team for dissemination opportunities / events. • Act as liaison for IFoA's publications (i.e. BAJ, AAS, Longevity Bulletin and The Actuary) • Facilitate dialogue with other IFoA research projects and wider research activities • Act as liaison with IFoA's Public Affairs and Policy team • Ensure IFoA website reflects project progress