



IFoA Covid-19 Action Taskforce (ICAT)

Guidance Notes

For Practice Boards and ICAT Workstream Leads and Members

1. Background and context

Covid-19 a once-in-a-century event that will shape the profession for years to come. Some actuaries, particularly those involved in pandemic risk, are now at the forefront of understanding Covid-19. Many more are involved in supporting clients and employers deal with the varied implications.

The IFoA has a significant role to play in the current crisis and in order to ensure that it can do this speedily and effectively, a Covid-19 Action Taskforce (ICAT) was established and is responsible for leading and coordinating the IFoA's response to the coronavirus crisis. This volunteer activity across the organisation is led by Louise Pryor (incoming President-Elect) along with Colin Dutkiewicz (Chair, Life Board) and Jo Davis (Head of Communities).

Over 500 members have already signed up to join this bank of volunteers and the Practice Boards and other sources have already put forward over 60 suggestions of topics to be addressed. These topics will cover the specialist areas covered by the IFoA and professional actuarial work. But they will also cover the demographic developments of the virus, and the economic consequence of policy actions.

2. The Governance

The ICAT workstreams – will **not be** bound by the same governance as existing IFoA working parties because of their need to be **responsive**.

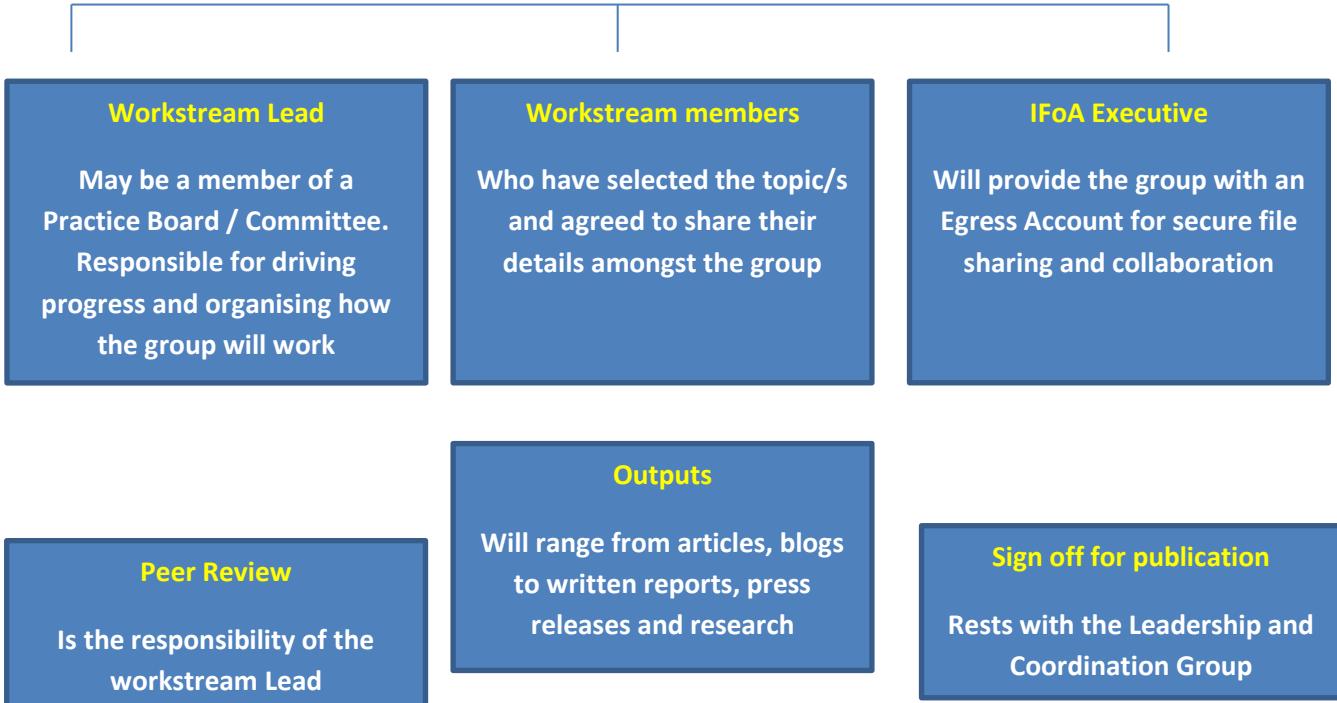
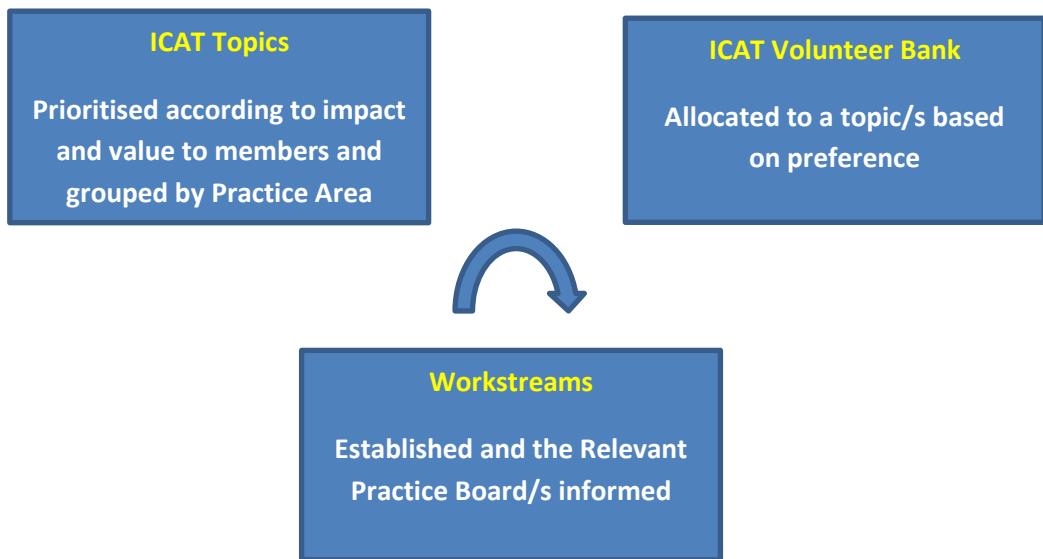
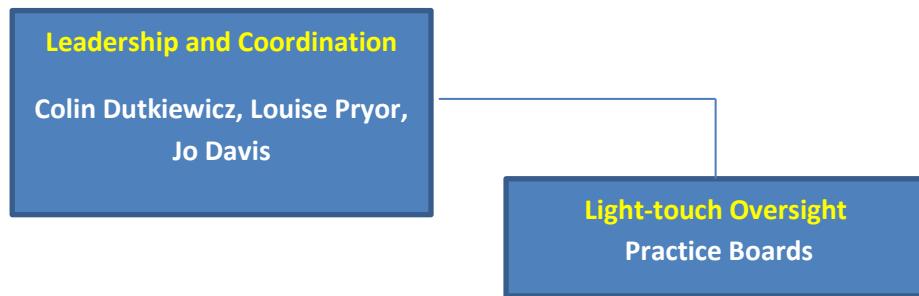
We will be relying on the professionalism of the workstream volunteers, most of whom will be members of the IFoA and will therefore be acting in accordance with the Actuaries' Code as a matter of course.

The workstreams will therefore be subject to very light touch governance procedures. Most workstreams will be overseen by a Practice Board, which is expected to follow these guidelines.

(Anyone wishing to volunteer, or to suggest ideas, please email Debbie.Atkins@actuaries.org.uk).

Ways of working





3. Ways of working

Once a workstream has been established the IFoA Executive will set up an Egress Account for the group to enable it to collaborate and file share.

Each workstream is expected to have a Lead, who may have been selected by the Practice Board or the Leadership and Coordination Group. If there is no Lead in place the workstream members should choose one of themselves to be the Lead.

The workstream Lead is expected to drive progress and to organise appropriate quality assurance / peer review of all outputs. All workstream members should act in accordance with the Actuaries Code, and should apply any relevant actuarial standards, taking full account of materiality and proportionality.

Each workstream is encouraged to develop its own ways of working, which includes setting up meetings and calls using the video conferencing platforms of its members. There should be a clearly defined time scale for producing outputs, which could be from two or three weeks up to a few months.

Workstreams are also encouraged to explore different types of outputs, from short blogs (or even shorter social media posts) through podcasts to more formal articles and papers, dependent upon the intended audience. Workstream outputs represent the views of their members, not the official view of the IFoA, and this should be made clear if there's any possibility of doubt.

Publications and other outputs intended to appear on the IFoA website should be coordinated through the [IFoA Executive \(dawnm@actuaries.org.uk\)](mailto:IFoA Executive (dawnm@actuaries.org.uk)) who will organise sign off and publication as appropriate.

Approval from the Leadership and Coordination Group is required for:

- Press releases and media comment
- Comments or opinions on governmental or regulatory policies
- Contact with regulators and government departments/bodies

No other formal approvals are required, though if you have any doubts do check with the IFoA Executive.

The Volunteer Information Pack (VIP) contains information which will be helpful to all workstream members. **Volunteer Information Pack (VIP):** <https://www.actuaries.org.uk/get-involved/volunteering-ifoa/volunteer-information-pack-vip>

Should you have any questions, please contact [IFoA Executive](#).

4. The Role of the Practice Boards

All Practice Boards have had the opportunity to suggest the topics they would like to see explored and may have nominated a Lead for them.

Practice Boards will be notified of workstreams that are relevant to their area. Each workstream will have at most a single sponsoring Practice Boards (cross-practice workstreams will be assigned to just one Practice Board, although they may need to liaise with others).

The role of the Practice Boards will be to provide light-touch oversight **only**. By this we mean that they are not expected to provide formal approvals for workstream outputs. They should provide some high level advice and steering if needed, and to keep an eye on progress. They can also make sure that the workstreams they are overseeing liaise as appropriate if there are overlaps, and help disseminate outputs to their communities.

5. Communication and keeping in touch with activity across all Work streams

We have received a tremendous response to this request for help and we are looking forward to seeing much activity happening over the next few weeks with all sorts of outputs.

To keep you in touch with this activity, we will be issuing a regular bulletin to all ICAT volunteers.

In the meantime, can I highlight the [**IFoA Pandemics Hub**](#). If you have not already done so, please do take a look at the material which is already contained on our website.

Should you have any questions, please contact [Jo Davis, Head of Communities](#).