**Terms of Reference**

**RTLB Publications Sub-Committee**

**Reporting line**: Research and Thought Leadership Board (RTLB)

**Purpose**: RTLB Publications Sub-Committee is a sub-group of the RTLB who aim to provide strategic direction and oversight of all IFoA research publications, and ensure appropriate delivery through the relevant Executive staff, PDRs and volunteers. On behalf of RTLB, it also acts as a review mechanism for best paper prize submissions.

# Key tasks

1. Guide and advise the IFoA as to the strategic direction of IFoA research publications. This includes, but not limited to:
	* British Actuarial Journal (BAJ)
	* Annals of Actuarial Science (AAS)
	* Longevity Bulletin
	* Sessional Research Papers
	* Research papers formally published from IFoA-sponsored research
	* Symposium papers and other formal conference research publications
	* International Series on Actuarial Science books, published by Cambridge University Press
2. Maintain a holistic view of the IFoA research publication programme to identify links, themes, overlaps and opportunities.
3. Ensure research publication plans are aligned to the IFoA’s strategy and corporate plan, and the delivery models are fit for purpose.
4. Ensure the content of IFoA research publications is relevant to the actuarial community and related disciplines.
5. Advise on choice of any external publishers, for example for the BAJ and AAS.
6. Identify policy issues and how these can be integrated into the planning and implementation of the publication of research publications.
7. Outside the IFoA journals, ensure appropriate quality assurance is in place for the publications under the sub-committee’s review and act as arbitrator, when issues are escalated.
8. Make recommendations to RTLB on research papers suitable for the award of any best paper prizes.

# Membership

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| **Position** | **Current role-holder** |
| RTLB Chair | Erik Vynckier |
| Editor-in-chief Annals of Actuarial Science | Andreas Tsanakas |
| Editor British Actuarial Journal | Cathy Robertson |
| One other member of the editorial groups | Adrian O’Hagan |
| One other member | Vacancy |
| Head of Research & Knowledge | Vacancy |
| Library and Publications Manager | Tom Bishop |
| Representative from IFoA Practice Executive | Jo Davis (Head of Communities Engagement) |

The sub-committee is chaired by the RTLB chair and secretariat provided by the Research and Knowledge Assistant.

From time to time, other members of the journals’ editorial boards may attend, as appropriate.

# Meetings

The RTLB Publications Sub-Committee will meet twice a year, with one meeting to include representation from the IFoA journal publisher.