



Style Guidelines for the Production of an Information and Assistance Note (IAN)

Introduction

The purpose of these guidelines is to assist those in the Profession who are responsible for the drafting of IANs and the Standards Review Committee (SRC) which is responsible for the approval of IANs to ensure consistency in style of all IANs. Separate Style Guidelines apply to the production of APSs.

General

1. The IAN must be consistent with the Actuaries' Code.
2. Prior approval to draft an IAN must be sought via the Standards Approval Process¹ as laid down by the SRC before detailed drafting commences.
3. If appropriate, the IAN should specify that the Institute and Faculty of Actuaries is the regulatory authority which has issued the IAN.

Structure and Format

4. The IAN should follow the attached structure and format.
5. Each IAN should have a title.
6. Each IAN should state the owner, purpose, target audience, effective date, version number and latest date for review.
7. The preamble and rubric referring to the Actuaries' Code are standard.
8. Sections must be headed and numbered, the title encompassing all topics covered in the section.
9. Paragraphs within a section must be numbered.
10. Bullets may be used in dot style, with sub-bullets indicated by a dash.

¹ See pages 1-6 of this document.

Language

11. The IAN should be drafted in simple English and be comprehensible to both the actuaries to whom it applies and to the wider public.
12. The IAN should be consistent in terminology, avoid ambiguous phraseology, and should comply with the "[Editorial Style Guide](#)²" which can be accessed on the staff intranet.
13. The use of the word "must" is only permitted where reference is made to a requirement imposed by legislation or by other regulatory or professional requirements and each instance must be referenced to the appropriate source.
14. As a general rule, the IAN should observe the good regulation principles³ as follows:
 - transparent
 - accountable
 - proportionate
 - consistent
 - targeted

² <http://apshare/policy/Shared%20Documents/Editorial%20style%20guide.pdf>

³ Sir Philip Hampton review 2005 – 'Reducing administrative burdens: effective inspection and enforcement'

IAN (Insert Title)

Information and Assistance Notes (IANs) are intended to provide helpful material on particular matters in an accessible form for all members including those who may not have any specialised knowledge in the relevant area. It is not mandatory for members to have regard to an IAN.

MEMBERS MUST AT ALL TIMES COMPLY WITH THE REQUIREMENTS OF THE ACTUARIES' CODE, ACTUARIAL PROFESSION STANDARDS AND TECHNICAL ACTUARIAL STANDARDS PRODUCED BY THE FINANCIAL REPORTING COUNCIL, WHEN ADDRESSING ISSUES WHICH MAY ARISE.

Owner

Purpose

Target Audience

Date of Issue

Latest date by which it will be reviewed

1. Introduction