



Continuous Mortality Investigation

Institute and Faculty of Actuaries

Governance guidance for members of CMI committees and working parties

Introduction

One of the CMI's great strengths is the willingness of a significant number of volunteers to support the CMI's activities. The CMI is very grateful to all these volunteers.

These guidelines have been drawn up to help volunteers to understand key aspects of their involvement in the CMI's work. They are intended to complement the IFoA's [Volunteer Induction Pack](#) (VIP) and associated documents; much of which relates to volunteers' involvement in the CMI's work, as well as the IFoA more generally, and is not repeated here. The VIP provides useful contacts within the IFoA; you may also wish to contact the CMI Secretariat, particularly where matters are more specific to the CMI's activities.

Governance

Volunteers should be familiar with their committee's [Terms of Reference](#) but are not expected to have a full understanding of the CMI's wider governance arrangements – the Chair of each of the investigation committees is a member of both the Management and Executive Committees of the CMI, and they can assist with queries. Alternatively, volunteers are encouraged to approach the CMI Secretary or the Chair or Deputy Chair of the [CMI Executive Committee](#) if they have any governance concerns.

Confidentiality

Information supplied to volunteers and matters discussed in committee meetings are not normally considered confidential unless they are specified as such; however volunteers should not generally:

- attribute views to particular individuals, outside of the meeting; or
- express material concerns or disagreements outside of the meeting, unless these were raised at the meeting.

Situations in which information may be considered confidential include:

- information that has not yet been published or released to CMI Subscribers;
- information that is never published or released to CMI Subscribers; and
- decisions regarding future plans before these are announced.

Where volunteers have confidential information, this must not be disclosed to anyone not involved in that area of CMI's work and reasonable steps should be taken to ensure the security of the information. You may want to ensure that colleagues/clients are aware that you will not take account of confidential CMI material in your work until such time as it becomes more widely available.

If you need clarification of what information has and has not been made more widely available, please contact the relevant committee chair or secretary.

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Conflicts of interest

Volunteers will often find the work of their CMI committee or working party relates to aspects of their day-to-day work; this is expected, as CMI wants volunteers with relevant experience and expertise on its Committees. However this might place a volunteer in a situation where their employer's interests conflict with CMI's.

A volunteer with a material conflict of interest should consider whether it is appropriate for them to:

- excuse themselves from the discussion and decision:
- engage in the discussion but not the decision; or
- resign, if the conflict is of a recurrent ongoing nature and material to the work of that committee.

Volunteers may express views as to whether their employer or client might find a CMI initiative helpful; however committees should not give undue weight to the views of the employer or client of a volunteer over others.

Representing the CMI

Volunteers should not speak to the media, or otherwise put themselves forward as representing the CMI, unless they are explicitly approved to do so.

Speaking up and Whistleblowing

The CMI has a duty to conduct its affairs in a responsible way and welcomes openness, freedom of speech and the voicing of concerns as a contribution towards maintaining and enhancing and ensuring a high standard of governance and accountability.

If you have any concerns regarding the operation of your committee or working party we encourage you to discuss these with a member of the [CMI Executive Committee](#). The IFoA's guide "[Whistleblowing: A guide for actuaries](#)" and "[Speaking Up: A Guide for Members](#)" may provide additional assistance.

Gifts and Hospitality

It is an offence under the Bribery Act 2010 for persons associated with the CMI to accept any gift or consideration as an inducement or reward for doing, or not doing, anything in an official capacity or showing favour or disfavour to any person in an official capacity. The conduct of individuals, including IFoA staff, CMI Secretariat staff and all persons associated with the CMI, should not create suspicion of any conflict between their official duty and their private interest. Further, the action of individuals in their official capacity should not give the impression (to any member of the public, organisation, colleague or all or any of them) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Personal data

The CMI Secretariat will process any personal data you disclose to them in accordance with both the letter and spirit of data protection laws and as set out in the [Terms & Conditions for Academics and Committee members](#).

I acknowledge that I have received and read a copy of these guidelines.

Name

Signature

Date