Institute and Faculty of Actuaries

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Introducing ways to work remotely

In line with our diversity strategy, we continuously strive to provide an inclusive environment to enable all members to get involved in supporting the profession, from wherever in the world they are based.

This is facilitated by tools that allow volunteers to work remotely. The IFoA provides several services to help you work with us and collaborate effectively with other members; these include the use of teleconferencing services and secure online workspaces.

We appreciate that sometimes the most efficient use of time and resources will still be to meet in one location, but when that isn't possible, these tools will help keep the conversation flowing and enable IFoA volunteers to get involved and use their time productively.

What are collaborative tools?

These are online tools to help people involved in a common task to view and edit documents, engage with each other, share ideas, develop concepts and achieve their collective goals.

In addition to the use of email, you can also:

- Make use of the IFoA's telephone and video conferencing facility, BlueJeans
- Share and collaborate on documents using the IFoA's secure workspace, Egress
- Develop and share computer code with GitHub.

BlueJeans

BlueJeans by Dolby is the IFoA's videoconferencing system.

- Video and telephone conferencing
- Screen sharing
- Webinars
- Available on desktop and mobile.

Egress

Egress Secure Workspace is the IFoA's system for collaborating on documents and sharing files.

- Collaborate on Word, Excel and Powerpoint documents
- Mark up and comment on PDF files
- Share files securely.

GitHub

For those involved with writing code, we have a GitHub repository you can also take advantage of to share and develop code.

Volunteers wishing to make use of the above should discuss this with their Chair and/or the member of the IFoA Executive staff that supports you and your volunteer group. Alternatively please feel free to email the Collaborative Tools project team for more information. We'd also love to hear about your experiences using the services we provide and welcome any suggestions for tools that we should consider.

Contact: **collaborative-tools@actuaries.org.uk**

Please note that piloting and identifying the most appropriate tools will take time. Your feedback will be invaluable.