



## Institute and Faculty of Actuaries

### **Resource and Environment Research and Continuing Professional Development Subcommittee Terms of Reference**

The Resource and Environment Research Subcommittee has responsibility to the Resource and Environment Board (REB) for all matters relating to the profession in connection with the advancement of research including its promotions through the provision of events and continual professional development (CPD).

Regarding Research, the Subcommittee works to:

- identify, promote and foster research opportunities, including:
  - oversight and guidance of member-led research initiatives, in accordance with the *Guidance for new working parties*.
  - working with the Executive's Research team to:
    - establish links with universities and external research bodies
    - identify topics/areas for commissioned research
    - review and evaluation of commissioned research
    - identify topics for sessional research programme and source volunteers to peer review papers and chair events.
- oversee the dissemination of member-led and commissioned research
- facilitate knowledge-sharing between actuaries and external researchers.
- support annual conference programme development cross practice (facilitate working party involvement in liaison with the relevant practice area Conference Programme Committee).
- foster cross practice research activity where there are overlapping interests (e.g. new economics and systems thinking). This includes the incorporation of Resource and Environment into research initiatives, in accordance with the Resource and Environment strategy. In practical terms it may include attendance and participation at cross-practice meetings (such as the Research and Thought Leadership Committee) and events and working with other practice area representatives on projects.
- be aware of, and advise other members on, the process for applying for funding to support member-led research initiatives (from the member support funding pool).

In the matter of events and CPD, the subcommittee will work to:

- plan and develop the Resource and Environment events and CPD programme including:
  - liaison with relevant Boards/Subcommittees/Working Parties and IFoA Executive staff to plan and determine appropriate content for cross-practice events
  - approaching and confirming potential speakers
  - drafting editorial of the content for marketing purposes
  - where appropriate helping the Events team to identify suitable event partners
  - assist the Events team to manage the logistics of the event, as required
  - develop and maintain a CPD plan which summarises the main subject areas which need to be covered, and use the plan as a tool for developing appropriate provision. This includes ensuring that:
    - CPD covers a range of relevant topics

- CPD is at various levels (beginner, intermediate and high)
  - CPD is provided in locations where there is a concentration of members within a specific practice area
  - there is appropriate professionalism development within the CPD programme.
- monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
- plan and develop annual events including:

In working on the above the Sub-committee will:

- work with Events, Policy and Practice Executive staff, who will provide advice and guidance as to the logistics and timelines, and will lead in implementing planning for the event.
  - submit the recommended theme and topic content of the conference to the Board for approval
  - provide regular reports to the R and E Board and Research and Thought Leadership Committee (as appropriate according to responsibility delegated by the Board) on the development of the programme and delivery of CPD, seeking feedback and advice as appropriate
  - identify, promote and provide opportunities for education and research focussed sessions during the events.
  - follow best practice guidelines including
    - considering feedback from previous events (topics and speakers) to guide the content and planning of the presentations
    - work to ensure the presentation provides CPD across a range of topics and levels
    - if appropriate incorporate cross practice sessions in accordance with the associated practice area, and ensure the sessions are appropriately branded in the marketing material
    - seek input from its Board as applicable
    - seek input from Policy and Public Affairs representatives.
- In addition to programme content, the sub-committee will work with the Executive team to contribute to the successful delivery of the various conferences, measurable by delegate evaluation forms.