



## **TERMS OF REFERENCE – RESEARCH PROGRAMME STEERING GROUP**

### **Programme: Optimising Future Pension Plans**

#### **Reporting Line**

Research and Thought Leadership Board (RTLB)

The chair of the Steering Group will be required to report to RTLB on a quarterly basis, in line with RTLB's regular board meetings.

#### **Purpose**

To ensure funded research programme delivers output that is in line with expectations, relevant to the actuarial user community and of an adequate quality.

#### **Key Responsibilities**

- Oversee the overall direction of the programme and approve any change in direction that may emerge as a result of research findings along the way
- Ensure that the research continues to meet the needs of the actuarial user community
- Ensure that the research is of an adequate quality
- Provide high level challenge to the direction of travel, key assumptions and conclusions of the research
- Agree when defined milestones have been met, particularly where this is tied to a payment to the research team
- Provide guidance on appropriate dissemination channels
- Report progress to RTLB on a quarterly basis

#### **Meetings**

Formal Steering Group meetings are expected to take place at least twice a year and possibly at key milestones as agreed with the programme. A sub-group of the Steering Group may also meet in the interim.

## ROLES AND RESPONSIBILITIES

Roles	Key Responsibilities
Chair	<ul style="list-style-type: none"> <li>• Ensures efficient running of Steering Group in line with its Terms of Reference</li> <li>• Ensures quality assurance of research outputs</li> <li>• Support mid and post-project reviews</li> <li>• Maintain an ongoing relationship with the PIs</li> <li>• Report progress to RTLB</li> </ul>
Principal Investigator(s)	<ul style="list-style-type: none"> <li>• Update the Steering Group on progress in the programme, including planned knowledge exchange activities</li> <li>• Provide monitoring and progress reports in line with the contractual arrangements</li> <li>• Highlight any threats to or opportunities for the programme</li> </ul>
IFoA members and others from the wider IFoA community	<ul style="list-style-type: none"> <li>• Ensure the research programme is aligned to the needs of the community</li> <li>• When required, provide suggestions on where additional practitioner input may be required</li> <li>• Provide input to knowledge exchange approach</li> <li>• Act as a communication channel between the research programme and their relevant IFoA Board/Committee</li> <li>• Agree any changes to scope or direction of programme as research emerges</li> </ul>
Other significant sponsors	<ul style="list-style-type: none"> <li>• Ensure the research programme is meeting their requirements as a sponsor</li> <li>• Provide input to knowledge exchange approach</li> <li>• Agree any changes to scope or direction of programme as research emerges</li> </ul>
IFoA Research and Knowledge team (including a research project manager)	<ul style="list-style-type: none"> <li>• Provide secretariat to the Steering Group</li> <li>• Support drafting of RTLB progress reports for Steering Group chair</li> <li>• Maintain high level project plan for each programme, including deliverables and dissemination</li> <li>• Help to identify knowledge exchange activities within the IFoA and beyond, including conferences</li> <li>• Support delivery of programme workshops and other knowledge exchange activities</li> <li>• Act as liaison with IFoA Events team for dissemination opportunities in IFoA's residential conferences and other seminars/events.</li> <li>• Act as liaison for IFoA's publications (i.e. BAJ, AAS and Longevity Bulletin)</li> <li>• Facilitate dialogue with other IFoA research programmes and wider research activities (e.g. working parties)</li> <li>• Act as liaison with IFoA's Public Affairs and Policy team</li> <li>• Act as liaison with other programme funders</li> <li>• Ensure IFoA website reflects programme progress</li> </ul>