



TERMS OF REFERENCE – RESEARCH PROGRAMME STEERING GROUP

MODELLING, MEASUREMENT AND MANAGEMENT OF LONGEVITY AND MORBIDITY RISK

Reporting Line

Research and Thought Leadership Board (RTLB) and any relevant groups within the Society of Actuaries (SOA) and Canadian Institute of Actuaries (CIA).

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

Purpose

To ensure funded research programmes deliver 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.

Procedural Rules

Voting is by a simple majority. The Steering Group complies with other procedural rules as set out in the IFoA's Governance Manual.

Membership

- Steven Haberman (Chair) – ARC Associate Director
- Andrew Cairns – Principal Investigator
- David Blake – Co-investigator
- Stephen Richards – Co-investigator
- Adrian Gallop – Representative from Health and Care Practice Area and Mortality Research Steering Committee
- Gordon Wood – Representative from Life Practice Area
- Charlotte Healy – Representative from Risk Management Practice Area
- Nicholas Sparks – Representative from Pensions Practice Area
- Anna Doudina – Representative from Canadian Institute of Actuaries
- Gavin Benjamin – Representative from Canadian Institute of Actuaries
- Elena Black – Representative from Society of Actuaries
- Jean-Marc Fix – Representative from Society of Actuaries
- Larry Pinzur – Representative from Society of Actuaries
- Chukwudi Onyia – IFoA Executive (Project Manager)
- Stephen Bale – Representative from Continuous Mortality Investigation

Secretariat support will be provided by the IFoA Research Project Manager.

The SOA and CIA may also have up to two Executive staff members as non-voting observers to the Steering Group meetings.

Non-voting Observers

- Patrick Nolan – Society of Actuaries
- Dale Hall – Society of Actuaries

ROLES AND RESPONSIBILITIES

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