

POLICY AND PUBLIC AFFAIRS BOARD (PPAB)

Terms of Reference

Purpose

Ensures that the IFoA public affairs objectives are being delivered and remain appropriate. Authorises consultation responses, media releases, communications to key stakeholders, policy briefings and position statements. Oversees all public affairs and policy outputs. Makes recommendations to Council for honorary fellowships and medals.

Key responsibilities

1. Strategy

- a. Supports Council in future reviews of IFoA public affairs and policy objectives.
- b. Collaborates with other Boards to ensure that cross cutting organisational and cross-practice opportunities and initiatives are appropriately addressed.
- c. Provides input regarding the identification of emerging issues, through IAA and AAE current issues and other horizon scanning approaches, globally.
- d. Develops, in conjunction with appropriate Boards and Committees, and agrees the IFoA's public affairs policy, including the key policy priorities, policy briefings and position statements.

2. Planning and reporting

- a. Reports to Management Board on activities and progress and to Council on strategic matters.
- b. Supports Management Board in developing the annual corporate plan by developing proposals for that plan as they relate to the policy and public affairs objectives.
- c. Agrees the public affairs stakeholder engagement plan.
- d. Approves the annual public affairs and policy plan.
- e. Ensures regular communications on the progress of public affairs activities to Boards and Committees and to the wider membership.

3. Governance

- a. Complies with the Governance Manual.
- b. Chair to be responsible for ensuring that the Board's activities support the IFoA principles of equality, diversity and inclusion.
- c. Appoints chair and sets up terms of reference for the International Nominations Committee (INC).

4. Oversight

- a. Monitors the IFoA's public affairs and policy outputs, including, but not limited to:
 - i. Media releases
 - ii. Communications to key stakeholders
 - iii. Consultation responses
 - iv. Policy briefings and position statements.
- b. Monitors delivery against the corporate plan and the public affairs and policy plan.
- c. Monitors delivery of stakeholder engagement plan.
- d. Monitors the Actuary Magazine. The Volunteer Editor shall report at least annually to PPAB.

5. Other responsibilities

- a. Authorises the IFoA's public affairs and policy outputs (with responsibility for technical content resting with the appropriate Boards and Committees).
- b. Works with the Research and Thought Leadership Board to support the development of an evidence-based approach and appropriate research that improves the effectiveness of our public affairs and policy outputs.
- c. Supports the delivery of an integrated public affairs programme by representing the IFoA with appropriate key stakeholders.
- d. Works with the Markets Development Board to support the implementation and development of the markets development objectives.
- a. Recommends to Management Board for its approval specific IFoA representatives and candidates for other appointments to the IAA and AAE, paying due regard to succession planning.
- e. Relationships with IAA, AAE and other supranational bodies:
 - i. Optimises the IFoA's engagement with and influence within the IAA and the AAE by promoting active involvement by IFoA members in those bodies through sub-committees and working parties.
 - ii. When appropriate and with relevant members of the executive, engages directly with supranational bodies where active participation in the IAA / AAE is unlikely adequately to serve the needs of the IFoA.
 - iii. Provides a conduit for IFoA input to the IAA and AAE, including responding to surveys and general requests for information, consulting the executive, boards, committees or sub-committees as appropriate.
 - iv. Provides a conduit for IFoA input to other supranational bodies, consulting the executive, boards, committees or sub-committees as appropriate.

- f. Considers the nominations received and, taking into account the criteria agreed by Council, makes recommendations to Council for the award of:
 - i. Medals (Gold and Finlaison) to members
 - ii. Honorary Fellowships.
- g. Considers and makes recommendations to Council on the policy for the award of medals.
- h. Recommends to Management Board donations to international bodies, to other associations or in appropriate circumstances.
- i. Engages with the Chief Risk Officer to ensure that strategic and significant operational risks and their mitigation are understood and appropriately managed.
- j. Oversight of, and examining recommendations of, sub-committees answering to PPAB:

Supranational Associations Liaison Subcommittee (SALS) – providing advice on maintaining the IFoA's relationships with supranational actuarial organisations, such as the International Actuarial Association (IAA) and Actuarial Association of Europe (AAE). This also involves oversight of the volunteer nominations process to vacancies within the organisational structures of these supranational associations.

Membership

Executive Support: Public Affairs Executive

The Committee shall comprise no fewer than nine and no greater than twelve members:

1. Chair
2. The Presidential team (President, Immediate Past President and President-elect)
3. Chair of Regulation Board
4. At least two and no more than five additional members (of which up to two may be lay members)
5. IFoA Director of Public Affairs and Research
6. IFoA CEO

Specific Procedural Rules

The quorum for meetings shall require a majority of non-Executive members.

12/04/18