

AAE Insurance Committee Non-Life Working Group

Terms of Reference (ToR)

Version Control

Version	Date	Comments	Author
V0.1	6 th November 2015	First draft of the ToR	K Thomson

Background and Purpose

The Non-Life Working Group (NLWG) was set up at the Actuarial Association of Europe (AAE) Insurance Committee meeting in Bucharest, Romania on the 24th September 2015, in recognition that there has been limited discussion on non-life insurance issues from the Insurance Committee's perspective.

The purpose of the NLWG is to ensure that the AAE Insurance Committee has focus on non-life insurance issues and consequently have the appropriate collective knowledge to respond and comment on the non-life insurance market.

Objectives of the Working Group and Outcome Sought

The objectives of the NLWG include:

- Have the collective knowledge and awareness of non-life insurance issues;
- Assist the Insurance Committee in responding to relevant consultations on non-life insurance issues on behalf of the AAE;
- Knowledge share and present at the Insurance Committee meetings on topical non-life insurance issues;
- Outline and influence the formal views of the Insurance Committee on non-life insurance issues.

Deliverables and Expected Outputs

Work streams will be set up and led by the members of the NLWG and specific objectives and deliveries will be agreed at the outset.

Roles and Responsibilities

Responsibilities

The responsibilities of the NLWG are to:

- Review the scope and objectives for the NLWG;
- Define the products that the NLWG will deliver and the tasks required to enable this;
- Review the work stream plan on a regular basis to maintain a running six-month plan to coincide with the bi-annual Insurance Committee meetings and ensure longer term product deliverables remain valid and complete;

- Identify and monitor any key dependencies (internal and external) for the work undertaken for the NLWG;
- Define which resources are required to deliver the work plan and undertake volunteering search activity where needed and where possible. Ensure the appropriate information regarding the work, progress, delivery, etc. is communicated effectively across delivery teams;
- Identify the acceptance criteria for each work product and provide assurance to the Insurance Committee that the delivered products are fit for purpose;
- Support issues related to the relative priority of deliverables/requirements and recommend relative priorities to the Insurance Committee for approval, if required;
- Raise any issues or concerns about the work plan and agree mitigating action, taking ownership and progressing resolution where required;
- Provide update for each work stream in the project to be endorsed by the NLWG collectively. Update to include:
 - Progress against milestones from last update;
 - Activity for the immediate future to the next update;
 - Review of risks and issues and identification of those that require escalation.
- Represent the NLWG at the Insurance Committee meetings as required.

Membership

Name	NLWG Role	Role Description
Kartina Thomson	Chair of the NLWG	Overall responsibility of the output of the NLWG
	Deputy Chair of the NLWG	Deputise for the Chair, when necessary and provide general support to the direction of the NLWG
Esko Kivisaari	Chair of the Insurance Committee	Provide oversight and steer on the general direction of the NLWG, in the context of the Insurance Committee
Tony O’Riordan	Member	Deliver the objectives and outcome of the NLWG
Kirsten Sasady	Member	
Mattias Pillaudin	Member	
Peter Franken	Member	
Dieter Kohnlein	Member	
Christoph Krischanitz	Member	

Members should ensure that they can attend meetings by conference call, review input materials and minutes, and be ready to contribute fully to the business of the NLWG. Where members are unable to attend a meeting, they should comment on the agenda before the meeting and the minutes after the meeting.

Additional attendees may be invited when particular issues are under consideration and they need to report on progress or answer questions.

Scope of Work

The work priority will be agreed based on the priority of the Insurance Committee, the topical market issues and the need to respond to a particular issue. The NLWG will regularly assess the priority of work for the group.

Governance and Reporting

The NLWG is a sub group of the Insurance Committee. It will report bi-annually at the Insurance Committee meetings.

Escalation

The NLWG will escalate any issues that are not resolvable within the NLWG to the Insurance Committee.

Approach including Meeting Format and Frequency

Meetings will be supported by an agenda with all the relevant information required to support the group's responsibilities, which will be circulated at least one working day before the meeting.

Meetings will be held at least every two months. Exceptional meeting may be arranged where critical issues need to be raised.

Key decisions and actions from the NLWG meetings will be documented and circulated after the meeting.