

Template for International Actuarial Notes (IANs)

Approved by the Professionalism Committee in St Petersburg on 26 May 2016

Any document proposed as an International Actuarial Note (IAN) must:

1. Contain the following paragraph prominently in its first page:

This International Actuarial Note is promulgated under the authority of the International Actuarial Association. It is an educational document on an actuarial subject that has been adopted by the IAA in order to advance the understanding of the subject by readers of the IAN, including actuaries and others, who use or rely upon the work of actuaries. It is not an International Standard of Actuarial Practice ("ISAP") and is not intended to convey in any manner that it is authoritative guidance.
2. Any citation from another document should be quoted verbatim and not paraphrased. If a code of conduct is being cited the IAA model (2.1.4 of Internal Regulations) should be used if possible. The citation should be delimited by quotation marks and the reference (source) given so it is very clear it is a citation.
3. Not contain directive words such as "must" and "should", other than in a citation. The only exception to this rule is if they were contained in a previous version, and they cannot now be easily removed,
4. Not contains sections such as "Scope" or "Application" which suggest to the reader that it is a standard.
5. Be written in straightforward language in whatever style and format that suits the need (E.g. question and answer format). The style and format selected by the drafting committee should be acceptable to the PC and will be subject to the preceding constraints.
6. The format shall include the definition of the term "International Actuarial Note", and other information that can be expected to be similar or identical for each IAN.

A sample cover page is attached.



IAN XX

[Title]

**Prepared by the
XYZ Committee**

Published on [Date]

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