

MEETING OF THE PROFESSIONALISM COMMITTEE
TO BE HELD IN UTRECHT, THE NETHERLANDS
ON FRIDAY 21 SEPTEMBER 2018 FROM 08.30-13.00 CEST

AGENDA

1. **OPENING OF MEETING AND ADOPTION OF THE AGENDA**
including any notice of confidential matters for item 19.
2. **APPOINTMENT OF VICE-CHAIR PERSON AND NOMINATION OF NEXT CHAIRPERSON**
To note the appointment of Birgit Kaiser as vice-chairperson of the Professionalism Committee.
To note the Nomination of Christophe Heck by the Nominations Panel as next Chairperson (to be agreed at General Assembly).
3. **MINUTES OF PREVIOUS MEETING**
 - 3.1 To confirm the [Minutes of the meeting](#) held in Lisbon on 13 April (a further copy is at **Annex 3.1**).
 - 3.2 To consider any matters arising not covered elsewhere as substantive items on the agenda.
- 8.45**
4. **ACTUARIAL STANDARDS**
 - 4.1 To confirm the installation of the new subcommittee on Actuarial Standards (ASSC) and to disband the Standards Project Team
 - 4.2 To confirm the Terms of Reference for the ASSC (**Annex 4.2**). The current version takes into account comments received from FMAs.
 - 4.3 To receive a report on the work of the ASSC, including Workplan (see **Annexes 4.3a and 4.3b**).
 - 4.4 To discuss/approve the drafts of:
 - Due Process for the development of ESAPs (**Annex 4.4.1a (clean version) and Annex 4.4.1b (with track changes)**)
The new amended proposed wording has been prepared taking into account comments received from FMAs.
 - Due Process for the development of EANs (**Annex 4.4.2**)
- 9.00**
- 4.6 To discuss To receive a report on progress with a draft European Actuarial Note (EAN) related to IORP2:
- 9.15**
 - Proposal to develop an EAN (**Annex 4.6.1**)
 - Latest draft of EAN (**Annex 4.6.2**)

- 4.7 To receive a report on progress with a draft European Actuarial Note (EAN) to accompany ESAP 3 (**Annexes 4.7a and 4.7b**).

9.30

- 4.8 To discuss possible new topics for ESAPs
- 4.9 To consider a draft Style Guide for AAE publications, including EANs (see **Annex 4.9**).
- 4.10 To consider arrangements for Monitoring Adoption of ESAPs by member associations (**Annex 4.10**).

5. CODE OF CONDUCT

- 5.1 To take note of the Webinar to be held on 9 October 2018 (**Annex 5.1**).
- 5.2 To remind member associations of the transition period ending 1st January 2021 and the need to comply by the effective date and to discuss any problems foreseen at this stage.

9.50

6. PROFESSIONALISM ISSUES

6.1 Mutual Recognition Agreement (MRA)

- 6.1.1 To receive an update on the revision of the MRA documents (incl. the Heubeck letter) from the working group (see **Annex 6.1.1**).
- 6.1.2 To note the [reference on the AAE website](#) for questions related to MRA and other governance issues.

10.00

6.2 Continuing Professional Development

To review the question of requiring member associations to make CPD compulsory in the light of any developments in member associations and at the IAA (**Annex 6.2**).

10.15

7. ROLES OF ACTUARIES / ACTUARIAL FUNCTION

- To receive a progress report from the Roles of Actuaries task force (see **Annexes 7a and 7b**).

10.30

Coffee Break 10.30 – 11.00

8. GLOBAL ERM QUALIFICATION

To receive an update from Malcolm Campbell on the CERA qualification.

11.10

9. CONSUMER PROTECTION WORKING GROUP

To receive a report from the Consumer Protection Working Group (see **Annex 9.1 and 9.2**).

11.20

10. ACCREDITATION OF MEMBER ASSOCIATIONS

To receive an oral update from the Chairman on arrangements for continuing accreditation of member associations.

11.30

11. AAE AND IAA – ISSUES OF MUTUAL INTEREST

- 11.1 To consider any issues of mutual interest in the professionalism area arising at the IAA meetings in Berlin in May 2018, or for discussion at the meetings in Mexico in November 2018.
- 11.2 To note the liaison from the IAA Membership Committee to cover European Associations' need to comply with the new AAE CoPC.

11.45

12. REVIEW OF COMMITTEE PRIORITIES

To review the priorities of the Standards, Freedoms and Professionalism Committee in the context of the AAE strategy document and Action Plan:

- Objectives, Priorities and KPIs (**Annex 12.1a and 12.1b**)

- A. Content – what we want to achieve
- B. Governance – how we achieve it.
- Draft revised Terms of Reference (**Annex 12.2a (clean version) and Annex 12.2b (with track changes)**).

12.15

13. STRATEGIC OBJECTIVE 3

To receive an update from Esko Kivisaari on SO3 (**Slides to follow**).

To consider the areas where the AAE can assist smaller Member Associations with IAA matters.

12.30

14. DEFINITION OF AN ACTUARY

To receive suggestions for an AAE definition of an “Actuary” or “European Actuary”.

15. MEETING WITH EXTERNAL ORGANISATIONS AND STAKEHOLDERS

To note the [overview of meetings](#) held between delegations of the AAE and the respective stakeholders (see **Annex 15** for 2018 Q2).

16. FUTURE ANNUAL AND SPRING MEETINGS

16.1 Annual Meetings

2019 – Vienna, Austria – 11 October 2019

2020 – Munich, Germany – 9 October 2020

2021 – Zürich, Switzerland – 24 September 2021

Offers to host other Annual meetings from 2022 onwards will be discussed.

16.2 Spring Meetings

2019 – Sofia, Bulgaria, 10-12 April 2019 – all committees

2020 – Bratislava, Slovakia, 2-3 April 2020 – all committees

Offers to host other Spring meetings from 2021 onwards will be discussed.

17. INFORMATION EXCHANGE

To note information provided on current issues in member associations of interest to other members.

- Country report from IFoA (UK) (**Annex 17.1**)
- Country report from DAV (Germany) (**Annex 17.2**)
- Country report from SAI (Ireland) (**Annex 17.3**)

[Note: Members are strongly urged to provide the Secretary with a written note of such issues to be circulated before the meeting.]

18. DATE OF NEXT MEETING

To note that the next meeting of the Committee will be held in Sofia, Bulgaria, on Friday 12 April 2019, at the invitation of the Bulgarian Actuarial Society in conjunction with their 25th Anniversary.

19. ANY OTHER NON - RESERVED BUSINESS

20. RESERVED (CONFIDENTIAL) BUSINESS – IF ANY

13.00