

Policy on International Activities

Document 222050

Context and Purpose

The Canadian Institute of Actuaries (CIA) has important contributions to make and stands to gain significant benefits from being active on the international scene. As such, through the designated council, the Institute maintains an ongoing list of priorities, which aims to enhance the CIA's international presence through key strategic activities such as: developing mutually beneficial international relationships with supranational organizations such as the International Actuarial Association (IAA), Organization for Economic Co-operational and Development (OECD), and International Accounting Standards Board (IASB); maintaining a connection to members working internationally; and facilitating the international awareness and portability of the FCIA designation.

Globally, the recognition, growth, and education of the actuarial profession; sharing of research; application of accounting and actuarial standards; and consideration of the interests and implications of actuaries practising outside their home countries are all matters of interest to the CIA and its members.

Scope

This policy outlines the priorities, budgetary constraints, and other considerations to be pursued and observed by the CIA in its contributions on international matters.

Contributions to international discussions that may have repercussions for Canadian actuarial practice will be conducted primarily under the oversight of the designated council responsible for international affairs and in coordination with the Institute's due process for public statements, and with other entities within the CIA as appropriate.

Policy Statements

- 1. The priorities of the CIA regarding international matters are identified through the mandate and objectives of the designated council responsible for international affairs.**
- 2. Priorities are pursued in keeping with an annual budget and internal financial procedures approved by the Board.**
 - a. The CIA will consider paying the travel costs of a volunteer representative to attend relevant international meetings as deemed necessary, and only if the representative is not already supported financially by another payer (the CIA must be payer of last resort);

- b. All CIA representative expenses will be reviewed by the chair of the designated council responsible for international affairs and will be reimbursed in accordance with the *CIA Travel and Expense Policy for Volunteers and Staff*;
- c. In the interest of fiscal responsibility, members should choose the lowest possible fare when booking travel, and selections must be in accordance with the *CIA Travel and Expense Policy for Volunteers and Staff* which includes an expense cap on international return airfare of \$1500.00 Canadian unless otherwise approved in advance by the Chair of the International Affairs Council and the Director, Operations;
- d. Reasonable accommodation expenses at the published group rate for the specified meeting will be reimbursed in relation to the required attendance of the representative at the meeting; and
- e. CIA volunteers are also subject to the Institute's vaccination and other health-related policies that may apply from time to time.
- f. Any travel choices made outside of these guidelines will be the responsibility of the representative.

3. Recruitment of CIA members to serve in international positions is a key priority. The following procedures apply:

- a. The CIA will advertise available positions, and strive to rotate members on a regular basis;
- b. Selection of members for international roles will be performed by a panel appointed by the chair of the designated council, who shall make recommendations to the approving council based on a matching of relevant experience and qualification to the requirements of the role;
- c. Where the member is to serve as an official CIA delegate (for example on an IAA committee where each member association has the right to appoint a delegate), the term is limited to a maximum of three years;
 - i. The chair of the designated council may extend an appointment to a maximum of five years.
 - ii. If circumstances require an appointment to extend beyond five years, the CIA Board may approve an extension, on a year-by-year basis, on the recommendation of the designated council.
 - iii. It is the delegate's responsibility to identify upcoming topics where the CIA may have a position and seek out appropriate guidance on presenting and advocating for that position. It is expected that the delegate would vote in accordance with the CIA position.
 - iv. Delegates contributing on a topic where the CIA does not have a position should consult with CIA colleagues and others and put forward opinions and rationales based on their expertise so that the CIA is seen as an active and constructive member of the IAA.

- v. Delegates are expected to report on topics of significance at pre- and post-IAA meeting preparatory and debrief meetings conducted by the CIA. All delegates must submit a written report directly following each meeting.
 - vi. Regardless of their funding situation, CIA delegates represent the interests of the CIA and not those of their employer.
- d. Where the member is not serving as an official CIA delegate (for example, in an IAA leadership role or on an IAA limited-membership committee), the term is normally not determined by the CIA, but rotation is still encouraged. Members serving in an IAA leadership role or on an IAA limited-membership committee do not represent the CIA and are expected to serve the interests of the profession.
- 4. The designated council on international affairs will nominate an international ambassador for a term of three but not more than five years who will represent the CIA as required at international meetings and vote on the CIA's behalf at IAA Council meetings, unless otherwise directed by the current CIA president. The international ambassador is approved by the CIA board.**

Exemptions
N/A

Escalation Procedures/Management of Non-compliance with this Policy
The CIA delegates to the chair of the designated council the authority to make decisions to adhere to the spirit and intent of this policy.
The CIA Board retains the authority to address failures by the chair of the designated council to adhere to the spirit and intent of this policy.

Definitions and Abbreviations
N/A

Associated Documents
CIA Travel and Expense Policy for Volunteers and Staff

Reference
N/A

Monitoring, Evaluation, and Review	
Approval date	March 22, 2022
Effective date	March 22, 2022
Approval authority	Board
Review owner	Designated council responsible for international affairs
Prior review and revision dates	June 16, 2015; September 19, 2018; March 25, 2020
Review cycle	Every five years
Next review date	2027

Procedures N/A
