



Tribunal Panel

Statement of Operating Procedures

Document 223070

Introduction

1. This statement of operating procedures has been developed and adopted by the Actuarial Profession Oversight Board (APOB) in accordance with the terms of reference of the Tribunal Panel (TP). The procedures set out below are applied by the TP in carrying out its responsibilities.

Appointment of members

2. The TP will consist of at least 15 Fellows of the Canadian Institute of Actuaries (CIA) who are compliant with the CIA [Qualification Standard – Requirements for Continuing Professional Development \(CPD\)](#), including a chair and vice-chair, who are ready and willing to serve on a disciplinary or appeal tribunal, or a committee of adjudication, when needed, in accordance with the *CIA Bylaws*.
3. None of the President, the President-elect, the Immediate Past President of the CIA or a member of the Professional Conduct Board (PCB) shall be members of the TP.
4. The members of the TP are selected to ensure that the TP has an appropriate balance of competencies and experience to fulfil its responsibilities. The TP maintains diverse representation within its membership, as well as diverse professional background within the actuarial profession.
5. Each member of the TP (including the chair) is normally appointed for a term of five years, except when moving into the role of chair or vice-chair, which would begin a new term in that role. Members are eligible for re-appointment in their current role to maintain appropriate expertise on the TP, as well as an orderly transition of members. APOB may extend the term of a member, chair or vice-chair, for up to five more years, for a total of 10 consecutive years in one role.

Operations

6. The chair of the TP will select the required number of appropriately qualified members from amongst the members of the TP (excluding the chair and vice-chair) to serve on a disciplinary or appeal tribunal, or a committee of adjudication, as needed, and fulfil the other responsibilities of the role as outlined in the *Policy on the CIA Disciplinary Process* and the *CIA Rules of Practice and Procedure of a Disciplinary Tribunal* and in the *CIA Bylaws*.

7. The chair of the TP will select a retired judge to serve as chair of a disciplinary tribunal when required.
8. The chair of the TP will collaborate with the PCB, as needed, to monitor the CIA’s disciplinary process and recommend changes, particularly with regard to the conduct of disciplinary or appeal tribunals.
9. The TP shall advise the APOB as to the human and financial resources needed to accomplish its mandate.
10. Additional documents that provide detailed information regarding operational procedures related to the work of the PCB are linked below:

Document	Comments
1. <u>Rules of Practice and Procedure of a Disciplinary Tribunal</u>	
2. <u>Policy on the CIA Disciplinary Process</u>	
3. Respondent’s Handbook	<ul style="list-style-type: none"> • Not published; distributed to respondents, as required

Confidentiality

11. Members of the TP must keep materials and information confidential.