



# ACTUARIAL STANDARDS OVERSIGHT COUNCIL CONSEIL DE SURVEILLANCE DES NORMES ACTUARIELLES

## ACTUARIAL STANDARDS OVERSIGHT COUNCIL'S POLICY ON THE REVIEW OF THE DUE PROCESS FOLLOWED IN THE ADOPTION OF A STANDARD OF PRACTICE

The Actuarial Standards Board (ASB) has the responsibility of developing and adopting actuarial Standards of Practice in Canada.

The role of the Actuarial Standards Oversight Council (ASOC) is to serve the public interest by providing oversight to the ASB and input on its activities.

If a petition signed by at least 50 Fellows of the Canadian Institute of Actuaries (FCIAs) requesting the review of a Standard of Practice - including a description of the changes requested as well as the rationale supporting them - is delivered to the chairperson of the ASOC within 90 days after the date of adoption of the Standard of Practice by the ASB, the ASOC shall follow the procedure outlined in this policy in order to review the process that led to the ASB's adoption of the Standard of Practice.

1. The Chairperson of the ASOC shall contact the Executive Director of the CIA, within 30 days after having received the petition requesting the review of a Standard of Practice, to verify and confirm that the petition was signed by at least 50 FCIAs in good standing at the time it was delivered to the ASOC Chairperson and received on or before the last day of the required 90-day period.
2. If the petition is deemed valid, the Chairperson of the ASOC will request that the ASB prepare a written report outlining, in detail, the steps taken in the process that led to the adoption of the Standard of Practice. The ASB will be expected to demonstrate in its report that its Policy on Due Process for the Approval of Standards of Practice ("due process") was respected in the adoption of the Standard of Practice. The report will outline the timeline and milestones of the process (i.e., notice of intent, exposure draft, etc.). The report will also identify the members of the designated group who drafted the Standard of Practice, as well as the individuals and stakeholders who were consulted during the drafting process. A summary of the comments received during the consultation process, the ASB's responses to the comments, as well as a list of significant issues (if any) on which there was disagreement, will also be included. The ASB will also explain in its report how, in its opinion, the criteria for adopting Standards of Practice have been met in this particular case.
3. The ASB will present its written report to the ASOC no later than 60 days after receipt of the request from the ASOC.
4. The ASOC may retain the services of independent experts to help determine if "due process" has been followed.
5. No later than 60 days after having received the report prepared by the ASB, the ASOC will meet, either in person or by teleconference, in order to reach one of the following conclusions: a) "due process" has been followed; or b) "due process" has not been followed.

6. In the event that the ASOC concludes that the Standard of Practice has been adopted in accordance with “due process”, the ASOC will inform each petitioner as well as the full CIA membership of its decision and no further action will be taken.
7. In the event that the ASOC concludes that the Standard of Practice has not been adopted in accordance with “due process”, the ASOC will inform the ASB of its decision and identify the steps and/or criteria in the “due process” that it considers were not met or followed appropriately and that need to be addressed. The ASOC will inform each petitioner as well as the full CIA membership of its decision.
8. The ASB will have a maximum of three months to take action and report back to the ASOC on the measures taken to address the ASOC’s concerns.
9. The ASB will then issue publicly its final decision regarding the Standard of Practice. The ASB’s decision will be to maintain the Standard of Practice, withdraw it or modify it.

Approved September 12, 2007