

# **INSTITUTE OF ACTUARIES OF AUSTRALIA**

## **POLICY FOR PRACTICE COMMITTEE & TASKFORCE INFORMATION NOTES**

Practice Committees or Council Taskforces may from time to time issue Information Notes to members of the Institute on various practice or other issues of interest to members in the delivery of Professional Services.

Information Notes may be issued simply to provide information, or to encourage discussion on a particular issue. They are not Practice Guidelines.

Each Information Note must clearly include the date of issue, and it must nominate a member from the Practice Committee or Taskforce to whom feedback or comments can be supplied. The person nominated is responsible for compiling and assessing any feedback or comments and reporting to the Practice Committee or Taskforce on the same.

The relevant Practice Committee or Taskforce is responsible for:

- formally documenting the issue, amendment or revocation of an Information Note via the minutes of that Committee or Taskforce, and its reports to the Institute's Council;
- reviewing all current Information Notes at least annually, and clearly communicating to members when an Information Note is no longer current, and if it is revoked or amended; and
- informing Council of any key issues arising for the profession as a result of feedback or comments received in relation to an Information Note.

**First issued: July 2006**