



Professional Skills Sub-Committee (PSSC)

Note of meeting on Tuesday 29 March 2022

Attendees:	Malcolm Slee (Chair), Graham Black (GB), Sally Calder (SC), Richard Chalk (RC), Jane Hamilton (JH), Ben Stroud (BS), Neil Walton (NW)
Executive:	Fiona Goddard (FG), Mairi MacIntyre (MM), Vicky Campbell (VC)
Apologies:	Sonal Shah (SS)

1. **Welcome**

The Chair welcomed the new members joining the Committee, Jane Hamilton and Ben Stroud and invited all in attendance to introduce themselves briefly for the benefit of Jane and Ben.

1.1 **To note schedule of committee membership**

The Committee noted paper 1 – ‘Membership of Professional Skills Sub-Committee’.

1.2 **To note Regulatory Board meeting update (meeting 08/02/22)**

Chair gave a brief introduction of paper 2 – ‘Regulatory Board meeting update’ which was noted.

2. **To receive an oral update on recruitment**

The Chair announced that he will be stepping down at the end of the year. A recruitment exercise would commence in Summer.

FG advised that there was one note of interest received for the current vacancy for additional Committee Members. The deadline for applications for the vacancy is 31 March. A review of advertising avenues would be discussed at a later date to ascertain how to encourage a more diverse range of applicants.

SC volunteered to bring the advert to the attention of Divya Shah, Market Coordinator/Administrator for the IFoA Markets Development team, to pass on to her international contacts.

3. **To note update on the second release of 2021/22 content**

FG noted that the executive was working to work closer with the Regulatory Board to ensure a more joined up approach in the topics covered in our online resources. To this end FG added that she attended a meeting with the Practice Board Chairs and Regulatory Board Chair on 16 February seeking their input on providing ideas for potential case studies.

FG covered paper 3 – ‘Second release of 2021/2022 content’, clarifying that the original publication date for the second release of the 2021/2022 Professional Skills content was scheduled for the end of the month, however the Vox Pops (which is the new style of follow-up videos) had taken a bit longer to finalise than expected which had led to a delayed publication date of mid-April.

FG suggested that to improve the process for next time it would be better to arrange a call prior to the individual recordings so that contributors get an opportunity to discuss the angles they might cover with a view to reducing potential overlap.

The Chair sought feedback from the new members on how the follow-up videos are received and if they used them at events. BS and JH agreed that the follow-up videos were useful when it came to the preparation of an event but were not used as material for the event.

4. **To discuss work-in-progress and potential ideas for Sept 2022 launch**

Committee members' comments were noted.

5. **Events online/ face to face**

5.1 **Conferences**

The Chair informed the Committee that the intention was to present at three IFoA conferences this year (still waiting for the 'Call for Speakers' for Giro and Life conferences):

- IFoA Conference 2022: 22-23 June 2022
- GIRO Conference: 21-23 November 2022
- Life Conference: 23-25 November 2022

The IFoA Conference in June will be a hybrid of face-to-face and live streaming for members who are unable to attend in person.

Virtual breakout rooms will be used to simulate the in-person table discussions allowing questions to be presented to both in-person and online attendees.

The event will be hosted by the Chair and a member from the Regulation team.

FG informed the Committee that for the GI Conference, Sonal, Richard Chalk, and Andrew Newman were considering hosting a session.

FG noted there was potential to film scenarios for the November conferences at the same time as any of the scenarios in development for the March content release.

Action

All: to think of scenarios for the Life and GI conferences in November and the scheduled publication for March 2023

5.2 **Draft Programme of Webinars**

FG talked through paper 6 – 'Potential Webinars' advising that our aim is to provide 2–4 webinars a year.

Two webinars were delivered in the 2021/22 CPD year – JFAR Hotspot: 'Technological Change and Competence in New Areas' and 'The Many Faces of Bias'.

FG was happy to receive suggestions for future webinars.

Action

All: to think of potential webinar topics

6. To receive oral update on Modern Regulation Workstream (launch of Professional Skills hub)

FG informed the Committee of the Professional Skills contribution to the Modern Regulation Workstream which is the development of the Professional Skills Hub.

FG said that the idea was to make the resources more accessible, engaging, user friendly, and to give older content more longevity. Currently the videos are ordered by year and that we're looking to change to be by topic i.e. the six principles of the Actuaries' Code and Data Science. Other topics, such as Climate change/ Sustainability, will be added as and when content is developed. A review is currently underway of all the material that has been produced over the years and has been given a consistent look.

Originally the plan for the hub was to move the content to be accessed via the website to give more flexibility on presentation/ navigation, however the Professional Skills team had recently received clarity on the timing of the IFoA's VLE platform upgrade and the increased functionality this would enable, such as the ability to host quizzes with weighted scoring as well as branching case studies, in addition to achieving the presentational and navigational improvements we are looking for.

The upgrade should be completed in July so looking to launch at the same time as the September release of content. FG added that these changes/ improvements would be communicated to members nearer the time.

7. Next steps/further meetings

FG suggested having a meeting in May to discuss progress of content and development. In the first instance, the Chair to advise his availability for potential dates and thereafter VC would seek everyone's availability.

Action

Chair to advise his availability in May for a PSSC meeting
