



QAS Committee meeting

10 April 2025

Attending:	Nick Ong-Seng (Chair), Georgie Barnard, Maura Feddersen, Kathryn Wilson
Executive Staff:	Darren Kerr, Emma Dalziel,
Apologies:	Kevin Cunningham, Nikhil Dodhia, John Herbert
Online or in person	Online

Item	Title	Action
1.	Welcome, apologies and conflicts.	
1.1	<u>Welcome</u> The Chair welcomed the Committee members to the meeting and acknowledged apologies from Kevin, Nikhil and John.	
1.2	<u>Declare any conflicts of Interest.</u> No conflicts of interest declared.	
2	Review of minute from previous meeting	
2.1	The Committee reviewed the minute from the previous meeting held on 6 February 2025. After some minor amendments, the Committee agreed to approve the minute. Action	Executive
3.	Action List & Committee Priorities	
3.1	<u>Action List</u> 447- This action can be closed. New Annual Return form has been approved and issued to SQARs- Action 449- This action can be closed. The Best Practice report has been shared with SQARs- Action 447- [REDACTED] 429- This action remains open. The proposed amendment to the handbook is still to be approved by the Regulatory Board. 439- This action is to be closed- Action 442- Action is to remain open and will be discussed later in the meeting.	Executive Executive



Item	Title	Action
	<p>445- This action is to remain open. The first SQAR forum of 2025 is to be held on 11/04/25. The aim for this forum is to gain valuable feedback from SQARs and examples of future Specialist Review topics will be discussed during this forum.</p>	Executive
4.	Executive Update	
4.1	<p><u>Executive to give update to the Committee.</u></p> <p>Application Pipeline [REDACTED]</p> <p>Current QAS Matters [REDACTED]</p> <p>Acquisitions [REDACTED]</p> <p>QAS Practicing Certificate Scheme [REDACTED]</p> <p>Recruitment [REDACTED]</p>	
5	QAS Comms and Marketing	
5.1	<p><u>Celia Munro from IFoA to discuss QAS marketing</u></p> <p>[REDACTED]</p>	
6	QAS Committee Action Plan	
6.1	<p>The Executive presented a proposed Committee Action plan which combines three existing Committee documents and focusses on key areas. Following a discussion, the Committee approved the Committee Action Plan.</p> <p>The Committee agreed that the proposed Action Plan will be a valuable tool for tracking the progress and development of the QAS.</p> <p>[REDACTED]</p>	



Item	Title	Action
	The Chair will raise the discussion of potential topics for future Specialist Reviews at the Forum on 11 April 2025. [REDACTED]	
7	Annual Returns	
7.1	<p>[REDACTED] Annual Return</p> <p>The Committee reviewed the annual return and noted the organisation's intention to add an additional two SQARs</p> <p>[REDACTED]</p> <p>The Committee approved the annual return and agreed to close three of the four open SBPRs. Action.</p>	Executive
7.2	<p>[REDACTED] Annual Return</p> <p>The Committee reviewed the annual return and noted an improvement with the quality of information provided by the organisation. The Executive is to feed this back to the organisation. Action</p> <p>The annual return was approved and two SBPRs were closed. The Executive is ask the organisation to provide an update on the remaining SBPRs in their next annual return. Action.</p>	Executive Executive
7.3	<p>[REDACTED] Annual Return</p> <p>The Committee reviewed the annual return and was impressed with the quality of examples provided and in particular the organisation's transparency on a certain matter. The Executive is to share the positive feedback with the organisation. Action</p> <p>The annual return was approved and all four open BPFs were be closed-Action</p>	Executive Executive
8	AOB	
	The Executive thanked the Committee for their prompt approval of the new Annual Return form and acknowledged that the form has received positive feedback from some members.	



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