Introduction

On behalf of the IFoA, thank you for taking part in a thematic review.

This guidance sets out step-by-step instructions for taking part in a thematic review including submitting examples of actuarial work.

For general information on how the thematic review works and what to expect during the process, please see the Thematic Review Programme page on the IFoA website.

If you have any further questions on the submission process, please email us at reviews@actuaries.org.uk.

How to take part

1	**Complete form**	Complete the submission form for each of the examples you are submitting.
2	**Select examples**	Select examples of actuarial work to be submitted to us.
3	**Redact and rename**	Remove identifying information and rename the file(s) you are submitting to include a suitable reference, eg “Example A”
4	**Set-up data transfer**	Please email the Review Team and we will get this set up for you (reviews@actuaries.org.uk).
5	**Sign undertaking**	Sign the Confidentiality Undertaking, if this is the first IFoA thematic review for your organisation.
6	**Upload**	Upload your submission forms and advice examples, and any Confidentiality Undertaking to Egress.

How to take part (continued)

Step 1: Complete submission form

Please complete the submission form. This form will be specific to each thematic review. The form will contain questions in the following areas:

- Information on the organisation and confirmation of its authority to submit materials to the IFoA
- Information on the organisation's work in the areas of advice covered by the review and views on current regulation
- Background information on the actuarial work being submitted.

The responses will provide the review team with details of the context of the actuarial work to assist with the review. The form may need to be completed multiple times if several examples of actuarial work are to be submitted.

The form may also ask for case studies to illustrate the range of actuarial work carried out by the organisation within the scope of the review.

Step 2: Select examples

We are looking for examples of actuarial work within the scope of the exercise so that we can build up a picture of the work being carried out across different organisations. Organisations should exercise judgement to select examples of such work.

We appreciate that actuarial work will be provided in a range of formats including emails, papers and presentations. It may be appropriate to share more than one item of actuarial work prepared around the same time if they rely on one another, for example a report and a follow-up email, or a presentation and technical appendix.

If you are unsure whether to submit a certain document, please contact us (reviews@actuaries.org.uk).

The number of examples to be submitted to a particular thematic review will depend on the amount of relevant actuarial work carried out within the organisation and will be outlined in the submission form.

We ask organisations to exercise their own judgement to select examples for submission, but please consider the need to be representative, particularly where more than one example is to be submitted. This may include:

- different types of work within the overall scope of the review, and broadly based on the amount of such work carried out by the organisation;
- actuarial work provided by different signing actuaries; and
- work relating to entities with different characteristics.

Step 3: Redact and rename examples

To maintain confidentiality, organisations should redact examples of actuarial work to remove information which could lead to the identification of third parties, (for example the user or the subject of the work, as well as any other identifying information) or the identification of any individual other than the signing (or co-signing) actuary.

Organisations should ensure that redaction is carried out effectively by removing the relevant text, or replacing it with 'XXX', for example, rather than placing a redaction block over the text to be hidden, which may not be effective.

Each document being submitted – both the submission form and any actuarial work – should be named clearly to distinguish the various examples an organisation is submitting. Please include "Example A", "Example B" etc, in the filenames to achieve this.

Step 4: Set-up secure data transfer

Before you submit, we will set up a secure data transfer folder for your organisation on Egress. This will allow you to upload files to a secure location which is only accessible by your selected employees and the Review Team within the IFoA. Egress is secure and easy to use. If you want to take part, you can request an Egress folder from the Review Team (reviews@actuaries.org.uk).

Step 5: Sign Confidentiality Undertaking

The IFoA will put in place a Confidentiality Undertaking for each organisation taking part in a Thematic Review. For organisations which have taken part in a previous thematic review, the undertaking signed at that time will continue to apply.

If you are taking part in your first thematic review and you have not already received a pre-signed Confidentiality Undertaking, please get in touch (reviews@actuaries.org.uk).

Step 6: Upload documents

Once the above steps have been completed, the organisation will be ready to upload the following to Egress:

- a completed submission form for each example, clearly named
- redacted example(s), also clearly named
- a countersigned Confidentiality Undertaking, if this is your organisation's first review

The IFoA Review Team will automatically be notified of the upload, so there is no need to contact us separately.

Questions and answers

1 Can we submit examples of actuarial work without redactions?

The IFoA has taken special measures to store securely all materials received for the Thematic Review Programme. Materials are only accessible by members of the Review Team. Organisations can choose at their own risk to submit reports without redactions. However, we would prefer that all personally identifiable information (apart from the names of signing actuaries) is redacted before submission.

We also understand that some actuaries will wish to seek authority from their client to submit information.

2 Can we submit examples without disclosing the signing actuary's name?

Yes, if you wish to do this, please simply redact the actuary's name from the advice being submitted and leave blank the relevant sections of the submission form. Please, however, complete the remainder of the submission form.

If the actuary is prepared to be identified for any follow-up discussion, then please show this on the submission form.

3 My latest in-scope advice was completed some time ago. Should this still be submitted?

In a thematic review, we are looking for recent in-scope actuarial work prepared in the last 12/18 months. If the only relevant output is slightly older then we would be happy to accept it if no other examples are available.

4 We prepared a presentation for the user in advance of a more formal report to summarise the results. What should we submit to the review?

It would be helpful if both documents could be submitted to help us understand the advice as a whole. These would be treated as a single example. Both documents should have "Example A", say, included in the filenames to ensure we can identify them, along with the relevant submission form, once uploaded to Egress.

5 The actuarial work refers to separate documents in relation to one or more key aspects of the work. Should these be submitted too?

Yes, these may be submitted as they are relevant to the overall actuarial work.

6 The project spanned several months with multiple pieces of advice. What should we submit?

Please submit one or two key pieces of material actuarial work. Please complete the relevant sections in the submission form to explain how the submitted documents fit into the overall exercise.

7 The actuarial work was set out in a report which also included substantial content prepared by non-actuaries. What should we submit to the review?

We would be happy if you submit only an extract of the report, or redact content prepared by non-actuaries. Please indicate the nature of redacted advice in the relevant section of the submission form.

8 Should I submit any follow-up work?

If there was follow-up communication to clarify points made in the main actuarial work, or, for example, to address a specific question, these should also be submitted.

9 The actuarial work we wish to submit was provided in response to issues raised by another actuary. Should we share this?

No. We are just looking at actuarial work within the scope of the review. Sharing actuarial work provided by another actuary is likely to raise confidentiality issues.

If you believe there is some important background in the actuarial work being submitted, please set this out in answering the free-form questions in the submission form. You will also be given the opportunity to describe the context of the actuarial work in more detail if we have a follow-up discussion.

10 I am unable to access Egress from my organisation. How do I take submit examples?

If your organisation is unwilling or unable to use Egress, we would be happy to receive submissions by email (reviews@actuaries.org.uk). You may wish to password-protect emailed files for additional security.