



Policy on the Review of the Due Process Followed in the Adoption of a Standard of Practice

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The role of the Actuarial Profession Oversight Board (APOB) is to be satisfied that the Canadian Institute of Actuaries' (CIA) professionalism and standard-setting activities and related processes are appropriate and responsive to the public interest.

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

A petition signed by at least 50 Fellows of the Canadian Institute of Actuaries (FCIAs) or other stakeholders may request the review of a Standard of Practice on the basis that the ASB's *Policy on Due Process for the Adoption of Standards of Practice* (Policy) was not followed. The petition must indicate the rationale supporting the request and the particulars of the policy which the petitioners believe were not followed. The petition must be delivered to the chairperson of APOB within 90 days after the date of adoption of the Standard of Practice by the ASB. APOB shall follow the procedure outlined in this policy to review the process that led to the ASB's adoption of the Standard of Practice.

1. The Chairperson of APOB shall contact the Executive Director of the CIA, within 10 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 or other stakeholders, is limited in scope to the policy applied in respect of the Standard of Practice, and was received on or before the last day of the required 90-day period.
2. Upon receipt of the Executive Director's confirmation, the petition shall be deemed valid and the Chairperson of APOB will request that the ASB prepare a written report outlining, in detail, the steps taken, pursuant to the Policy, that led to the adoption of the Standard of Practice. The report will outline:
 - a) The timeline and milestones of the process (i.e., notice of intent, exposure draft, etc.);
 - b) The members of the designated group who drafted the Standard of Practice;
 - c) The individuals and stakeholders who were consulted during the drafting process;
 - d) A summary of the comments received during the consultation process;
 - e) The ASB's responses to the comments; and
 - f) A list of significant issues (if any) on which there was disagreement.

The ASB will also explain in its report how, in its opinion, the process set out in the Policy has been followed in this particular case.

3. The ASB will present its written report to APOB no later than 60 days after receipt of the request from APOB.
4. APOB 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, APOB will meet, either in person or virtually, in order to reach one of the following conclusions: a) the processes under the Policy were followed; or b) the processes under the Policy were not followed.
6. In the event that APOB concludes that the Standard of Practice has been adopted in accordance with the Policy, APOB will inform each petitioner, as well as the full CIA membership and other stakeholders, of its decision and no further action will be taken.
7. In the event that APOB concludes that the Standard of Practice has not been adopted in accordance with the Policy, APOB will inform the ASB of its decision and identify the steps and/or criteria in the Policy that it considers were not met or followed appropriately and that need to be addressed. APOB will inform each petitioner as well as the full CIA membership and other stakeholders of its decision.
8. The ASB’s report to APOB will be provided to petitioners for information.
9. The ASB will have a maximum of three months to take action and report back to APOB on the measures taken to address APOB’s concerns and the effect of these measures on the Standard of Practice (i.e., maintain, withdraw or modify).
10. 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.

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