

CAFII Priorities by Committee – March 2013

**Executive Operations Committee**

**Membership:** As per CAFII Bylaw 6.01. Sub-committees may strike taskforces drawing on expertise of other individuals associated with member companies.

Mandate	Activities	Issues of Interest
Recommend budget and priorities to Board	Draft and review <b>Financial Reports</b>	
Keep environment open to key products	Be aware of current and emerging issues ( <b>Regulatory Update</b> ).	
	Develop responses to regulatory initiatives. Forward to board for approval as necessary. Oversight of <b>Distribution and Market Conduct Policy Committee (DMC)</b>	Regulation of ISI
		International regulation of creditor products
		Market Conduct Regulation
		Electronic Commerce
Provincial Insurance Act Reviews		
Keep environment flexible /efficient	Identify barriers to efficient operations. Oversight of <b>Licensing Efficiency Issues Committee</b>	Licensing Irritants
		Provincial Insurance Councils and CISRO issues, including LLQP
		Electronic licensing
		Multi-jurisdictional licensing/mutual recognition
Develop communication plans and tools	Oversight of <b>Media and Advocacy Strategy Committee(MAC)</b>	Communications strategy, CAFII Branding Advocacy Strategy Website
Build relationships with key stakeholders	Connect with regulators. Manage and conduct regulator visits. (Manage <b>Regulator Visit Schedule</b> ) Approve attendees at regulator meetings, review meeting notes and manage follow-up actions	
	Oversight of <b>Networking and Events committee</b>	
Other items	Continuance under new Not for Profit Corporations Act	Changes to be made by October 2014
	Changes to CAFII Management structure – development of Executive Director role	Executive Director hired effective December 2012; oversight of establishment of ED’s role, its evolution and effectiveness

**Distribution and Market Conduct Policy Committee**

**Membership:** The committee will have 4 permanent members including 2 co-chairs all of whom are members of the EOC.

**Co-Chairs:** 1) Sue Manson CIBC 2) Wayne Eccles TD **Other members:** 3) Emily Brown BMO 4) John Poolman, Assurant

5) Andre Duval, DSF 6) Rose Beckford Scotialife Financial **Mandate:** Oversee development of CAFII policy positions as directed by EOC. Oversee taskforces as required. Activities: Draft CAFII submissions, Manage and interpret industry research projects as approved by EOC

Item	Description	Activities Completed/Industry Developments	Status/Next Steps
<b>Regulation of ISI</b>	Quebec ▪ DWR(review of Act)	▪ CAFII members met with Eric Stevenson Nov 2012	▪ Deferred/Watch
	Quebec ▪ Review of Distribution Guide	▪ CAFII input provided on Guide (e.g. signature, remuneration) through letter sent to AMF June 2012, meeting with Eric Stevenson Nov 2012 and follow-up letter sent to AMF Dec 2012	▪ Active ▪ EOC issue ▪ DMC proposes information session
<b>International Regulation of Creditor Insurance</b>	PPI IAIS Core Principles	▪ Brendan reported on US and UK developments ▪ CAFII Project	▪ Active/Monitor ongoing ▪ Prepare for discussion with Board April 10 ▪ Post Implementation Review
		▪ Proposed committee work on impact of international regulations matrix	▪ Obtain EOC Input
<b>Complaint Statistics</b>		▪ Proposed committee work on Complaint Statistics	▪ Obtain EOC Input
<b>Consultations</b>	FSCO life insurance suitability review	▪ FSCO will hold a pre-consultation meeting with CAFII when ready to launch initiative	▪ Active/Coming up
	ecommerce	▪ CCIR and AMF – upcoming consultations	▪ Active/Coming up
	Provincial Insurance Acts	▪ Manitoba	▪ Active/Coming up
		▪ Saskatchewan	▪ Watch
		▪ Ontario	▪ Watch
<b>Avalon Report Update</b>	Survey members companies, update analysis and research	▪ Comparison of creditor insurance on mortgages with term life and individual disability insurance: pricing, approval rates, claim approval rates, etc.	▪ Active, draft timeline

**AMF Distribution Guide Task Force**

(Task Force of Distribution and Market Conduct Policy Committee)

**Members:** Emily Brown, John Poolman, Rose Beckford, Moira Gill, Sue Manson

**Purpose:** Recommend changes to the AMF Distribution Guide based on the Mutual Fund Guide, customized for exclusion disclosure

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**Licensing Efficiency Issues Committee**

**Membership** – 1 Chair who is a member of EOC and 3 members from representative companies.

Chair: Moira Gill TD 2) John O’Hoski Cdn Premier 3)Sara Gelgor , ScotiaLife Financial 4) John Poolman, Assurant 5)Greg Grant CIBC

**Mandate:** Identify and manage licensing efficiency issues for restricted and individual licensing processes.

Priorities	Issues	Currently active issues	Status
<b>Licensing operation issues</b> Streamlining and harmonizing licensing requirements (training, CE, other)	Request for restricted certificates for 3 <sup>rd</sup> parties Alberta	v	CAFII letter to the Council (2011). Council responded that they did not support the request. Committee decision to address the issue with the Council again in 2012.
	CISRO project to redesign LLQP – project completion target Sept 2014		Quarterly Update Forums being held by CISRO, incl. January 17/13 Next Forum expected to be held in Toronto on April 9, 2013
	Licensing process -streamlining and harmonization		Identification of issues on going.
<b>ISI regime implementation</b>	Manitoba – issues to be resolved with implementing regulations		Included in Insurance Act spring 2012 <b>Letter sent in August 2012</b>
<b>Provincial Insurance Councils and CISRO issues</b>	Opportunities to have restricted licensees represented or otherwise participate on Council discussed with Saskatchewan and Alberta. Committee identified a need for an analysis of options for BC, Alberta & Saskatchewan. Council representation needed	v	Legal assistance engaged and analysis of options underway. <b>Meeting with AIC Jan 2012.</b> <b>Meeting with Sask. held</b> <b>Meeting with Manitoba held</b>
<b>Electronic licensing</b>	Promote use of electronic licensing systems by provincial regulators Possible use of “business numbers” to link		<b>Letter of support sent to CISRO May 2012</b>
<b>Multi-jurisdictional licensing/ mutual recognition</b>	Trade Agreements - promote mutual recognition ( Ontario – Quebec, New West Partnership )		Attended trade agreement update meeting May 2012

**Media and Advocacy Strategy Committee**

**Membership:**The committee will have 4 permanent members including 2 co-chairs, all of whom are members of EOC. EOC chair is co-chair.

**Co-Chairs:** 1) Sara Gelgor 2) John Lewsen

**Members:** 3) Paul Yeung, 4) Moira Gill 5) Greg Grant

**Resources:** Leya Duigu, Brendan Wycks

**Mandate:** Identify key stakeholders and develop, recommend and implement communication and advocacy strategy. Oversee CAFII branding. Oversight of Media Response taskforce.

**Areas of Interest:** Underserved Market: Creditor Insurance (value proposition, disclosure); Counter broker lobby messages

Initiatives	Status/Explanation	Resp	Next steps
-Develop a Communications Strategy	-Update Communications Strategy: CAFII-branded “Regulatory Value Added Strategy” for website and regulator communication. Most materials exist but materials should be reviewed and recommendations made as to how to package and brand materials. Include concept of sending targeted messages to regulators when an issue is in the media.  -bring strategy up to date, should be a refresher at every board meeting	ED	-ED B. Wycks provided Feedback/Commentary on Communications Strategy at March 21, 2013 MAC meeting -Update to be provided at March 26, 2013 EOC meeting  -Update to be provided at April 10, 2013 Board meeting
<u>Website</u> -collect testimonials, post on site  -Refresh CAFII mission statement  -expand tabs to include other products & regulators/industry	-Testimonial ( written or video)- 1 per member , have 7 or 8 available and determine how to rotate through ( value –add to members)  -review mission statement to ensure it is in line with branding,  -incorporate alternate distribution ( underserved market)	J Lewsen  ED  ED	-Website live May 2012. Email reminder sent w/o Oct 22, 2012; One written testimonial received to date. B. Wycks to follow-up with direct request to each Voting Member, via EOC members -In process with ED B. Wycks; for review and discussion at April 2013 MAC meeting -Underserved market material drafted, to be approved for website. In process with ED B. Wycks; for review and discussion at April 2013 MAC meeting

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Initiatives	Status/Explanation	Resp	Next steps
<p>-Develop CAFII “Did you know” video to convey important facts</p> <p>-what’s new</p>	<p>- Travel insurance product – ED to reach out to travel association and CLHIA; look at it from distribution perspective</p> <p>-(Charles Blaquiere suggestion ) <b>Budget allocation request \$10,000</b></p> <p>-In place, ongoing update of news</p>	<p>ED</p> <p>ED</p> <p>ED</p>	<p>-Pending; target completion in April/May 2013; ED B. Wycks has meeting with three CLHIA Execs. on April 3; and is arranging meeting with John Thain, volunteer President of Travel Health Insurance Association of Canada, who works for Assurant Solutions</p> <p>-In process as part of CAFII Re-Branding and Visual Identity Modernization initiative</p> <p>-Ongoing</p>
<p><u>CAFII Branding</u></p> <p>-develop marketing tagline</p> <p>-CAFII newsletter for regulators</p> <p>-CAFII “look”</p> <p>-Acquire soft marketing tools (pads, pens etc),</p>	<p>several taglines to be sent to Board, -identify differentiating factor, eg advocating for insurance access , choice, all Canadians</p> <p>- include tagline on all submissions, website, swag, and letters to regulators</p> <p>-Insurance regulatory news to be collected monthly and shared with regulators as a value added service <b>Budget Request re formatting?</b></p> <p>-Develop a font and layout unique to CAFII to be used in letters, submissions and newsletter; assess if new logo needed <b>Budget allocation request \$10,000</b></p> <p>-Coasters suggested– include tagline and web address on next re-order <b>-Budget allocation request</b></p>	<p>J Lewsen</p> <p>ED</p> <p>ED</p> <p>ED</p>	<p>Completed</p> <p>-In process; to be completed in conjunction with Re-Branding and Visual Identity Modernization initiative</p> <p>-Completed and ongoing. First issue produced in March 2013</p> <p>-In process. RFP issued for CAFII Re-Branding and Visual Identity Modernization</p> <p>-Pens, mugs and i-phone holders are in stock</p>
<p><u>Media Protocol</u></p>			

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Initiatives	Status/Explanation	Resp	Next steps
-Develop and manage protocol for handling media requests  -media training for ED	-Protocol needs to be revised for arrival of ED  <b>-Budget allocation request \$2,000</b>	ED	-Completed; revised Media Protocol approved by MAC on January 17/13  -Schedule training for April/May 2013
-Monitor Media		ED	Ongoing
-Develop List of Friendly media			Paul & Moira have draft list. In process; for review and discussion at April 2013 MAC meeting
-Notify communications departments of member firms	-To be done when messaging is reviewed		
-News Release	-Send out notification re new ED		-Notice sent to all CAFII members. Included in first issue of Regulators' newsletter. Also to be sent to each regulator in first week of April
Develop 2-3 likely scenarios		ED	-B. Wycks reviewing material drafted by G. Grant. For review and discussion at April 2013 MAC meeting
Key Message Development - identify issues and develop key messages	-Key message document: develop and review stock messages to be used in communication opportunities	ED	-Key Messages document drafted by A. Riley for B. Wycks' review. In process; for review and discussion at April 2013 MAC meeting
-Regulator Kit  -develop booklet /brochure	For new regulators. Compile package of information for regulators which can include -booklet - past submissions, -testimonials and -key fact sheet. Booklet - take images from website, testimonials, designed to highlight major issues. Small 10 page booklet that can be given out with business cards.	ED  ED	-Some content developed by RBC intern          -To be completed in conjunction with Re-Branding and Visual Identity Modernization initiative

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Initiatives	Status/Explanation	Resp	Next steps
-Key Facts sheet	-develop a “Key Facts” sheet to be part of regulator package	ED	-To be completed in conjunction with Re-Branding and Visual Identity Modernization initiative
Manage research to support message (eg. Pollara) - develop key messages - manage plan of use of research - determine when and what research must be undertaken or renewed	-Pollara plan of use in place	MAC	-Plan of use to be reviewed by ED and feedback brought to MAC meeting in April/May 2013
-Industry Statistics	- identify and keep current statistics from LIMRA and CAFII research	ED	-overlapping responsibility with DMC. For possible referral/delegation to DMC.
-Webinars Develop and offer webinar education Determine distribution of webinar material	-develop / oversee development of new webinars -review and keep webinars current -track who has seen which webinars -plan number of webinars per year, have list of upcoming webinars -deliver webinars  <b>Budget allocation request \$10,000</b>	ED	-Digital, apps and social media webinar in process with Davis Yoo and Debbie Dimoff of PwC; for delivery to CCIR audience on either Thursday, May 30 or Friday, May 31, during consultation period following release of CCIR’s follow-up discussion paper on e-commerce. Teleconference to review Content Outline for webinar -- involving Davis Yoo, Debbie Dimoff, Carol Shevlin of CCIR, and B. Wycks scheduled for March 28

**Media Response Taskforce**

**Membership:** Taskforce consists of any two members of the Media and Advocacy Strategy committee plus Brendan Wycks.

**Purpose:** Deal with media issues as they arise. Make recommendation to Board communications committee (Members: Mark Cummings, Scotialife Financial; Dave Minor, TD; Rick Lancaster, CIBC; Julie Barker-Merz BMO)

CAFII Priorities by Committee – March 2013

**Networking and Events Committee**

**Membership:** 1 Chair - 2 members , EOC chair is an ex-officio member

Chair: Paul Yeung RBC 2) Maria Sanchez –Chung TD 3) Ex-officio: Jennifer Hines Resources: Leya Duigu, Brendan Wycks

**Mandate :** Operate CAFII events and receptions to maintain contact with regulators, associate members and other key stakeholders.

Priority	Activities	Status
<b>Plan Quarterly Speaker and reception events, and member-only event</b>	-February Speaker Event ( members only)	-Moved to March 26, 2013, with Jane Carr, Vice-President and Managing Attorney, Assurant Solutions, Atlanta, speaking on “Issues, Challenges and Opportunities in U.S. Debt and Other Protection Products.” Completed
	-April 10, 2013 CAFII 15 <sup>th</sup> Anniversary Event	-Plans fully in place
	-June AGM/Regulator Reception Event	-Doug McPhie, Ernst & Young’s Canadian Insurance Leader, proposed as speaker on “2013 Canadian Life Insurance Outlook” for Regulator Reception event on June 11, 2013
	October Speaker Event	
	December Reception	
<b>Keep current lists of key contacts</b>		
<b>Christmas cards to key contacts?</b>		
<b>Seek out other opportunities to meet with contacts (eg. corporate table)</b>		