

## **LLQP STAKEHOLDER ENGAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE:**

The LLQP Stakeholder Engagement Committee (the Committee) will provide input and feedback on matters of interest to LLQP course providers or industry participants with respect to the LLQP.

Input from the Committee will be shared with CISRO's LLQP Governance Committee (the LLQP GC).

#### **2. COMPOSITION:**

The Committee must have a minimum of five members. Any LLQP course provider, any licensed entity that recruits or employs new life insurance representatives and any associations representing insurers or agents may join.

The Committee must appoint its own Chair.

#### **3. MEETING SCHEDULE OF THE COMMITTEE:**

The Committee shall meet as often as it determines. Agenda topics will be determined by the Committee.

#### **4. MEETING SCHEDULE OF THE GOVERNANCE COMMITTEE WITH THE COMMITTEE:**

The Committee will be given the opportunity to meet with the LLQP GC at least once a year in conjunction with a CISRO meeting, and more frequently at the LLQP GC's discretion.

The LLQP GC will use these meetings to communicate information regarding the operation of the LLQP and the Committee will also have the opportunity to provide the LLQP GC with feedback on the existing LLQP and/or on future directions for the program.

At least one week in advance of meeting with the LLQP GC, the Chair of the Committee will provide requested agenda items to the Chair of the LLQP GC.

The LLQP GC reserves the right to call upon the Committee to meet for any purpose.

#### **5. CONFIDENTIALITY:**

All materials produced by the LLQP GC will be kept confidential. Each Committee member will be required to sign a confidentiality agreement prior to the first meeting with the LLQP GC.

From time to time the LLQP GC may require additional confidentiality measures and embargo conditions regarding specific topics of discussion and/or documents for review with Committee members. Such measures could include limiting the discussion with Committee members present at the meeting and requiring Committee members to sign for numbered copies of specific documents with the requirement for them to be returned.

#### **6. FACILITIES AND EXPENSES:**

The Committee members will be responsible for their own expenses.