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To: CERA Treaty Board

c/o Thomas Evans
CGA Company Secretary
Institute and Faculty of Actuaries
First Floor, Belsyre Court
57 Woodstock Road
Oxford
OX2 6HJ

Dear Sirs,

Application to become Designated as an Award Signatory in terms of the Global Enterprise Risk Management Designation Recognition Treaty dated 13 November 2009 (“the CERA Treaty”)

A. In accordance with the CERA Treaty

.....

(Name of Association, with registration number (or equivalent) if applicable)

(‘Applicant’ or ‘We’) of

.....

.....

(Address of Association)

applies to become an Award Signatory under the terms and conditions of the CERA Treaty.

B. By signing this form we confirm that:

1. We are a Full Member Association of the International Actuarial Association in good standing.
2. We have read and understood the [CERA Treaty](#) and are able to immediately comply with the rights, obligations, requirements and duties of an Award Signatory contained in it.
3. We have provided the information requested in **Appendix B** to this document
4. We consent and provide irrevocable permission to:
 - (i) the CERA Treaty Board commencing the relevant due-diligence in connection with our application; and

(ii) any third party (including, without limitation, the International Actuarial Association) providing any information to you that relates to us including but not limited to any confidential information. This information might include details to verify the contents of our application and we understand and agree to the existence and contents of this application being disclosed as appropriate in relation to the due-diligence.

5. We understand that a pro-rated member subscription will be payable upon the CERA Treaty Board's approval of this application.

The payment will be denominated in Pounds Sterling.

6. We understand and agree that the reasonable costs of the relevant due-diligence will be borne solely by us and we will settle any invoice for such costs within 14 working days of receipt.

7. We understand and agree that certain Treaty fees will be payable on an annual basis as set out in the Treaty and we understand that such fees may be reviewed from time to time and hereby agree to pay any revised fee(s) falling due while we remain a Party to the Treaty.

Yours faithfully,

.....

Signature of Officer completing the form

.....

Name of Officer completing the form

Signed for and on behalf of the Applicant

.....

Authorised signatory

Name.....

Dated

APPENDIX A

Notes to Applicant

To facilitate the assessment of your application by the CERA Treaty Board, please provide all information requested in English.

Once completed and signed please submit the original hard copy form and all supporting information, details and documents to the address at the end of this appendix:

Requirements as described in the CERA Treaty

- a. Evidence that your internal governance arrangements (for example, your constitution, rules and regulations) are such that you are able to meet all the obligations of an Award Signatory under the Treaty;
- b. Evidence that you have taken all administrative steps necessary (including, where relevant, due diligence with respect to ascertaining whether Intellectual Property Rights in the Treaty Designation in your jurisdiction of domicile would be available) to ensure that you can comply with the Treaty immediately upon becoming an Award Signatory and thereafter;
- c. A resolution from your Board or ruling body affirming its desire to join the CERA Global Association as an Award Signatory. This can be an excerpt from the minutes of the relevant meeting.
- d. Confirmation that you can provide educational programmes which cover a sufficient proportion of the ERM Syllabus and include examination and/or of other assessment processes which are suitable for the assessment of a sufficient proportion of the ERM Syllabus by reference to the ERM Educational Standards as provided for in the Treaty. The Syllabus may change from time to time and you will also be required to demonstrate that you can adapt your programmes to reflect such changes as may be implemented from time to time;
- e. Details of the CPD strategy in place, and an explanation of how it includes ERM;
- f. A description of the mechanisms in place for review and appeal of a decision to refuse an application for the award of the Treaty Designation.

An Overview of Information requested in Appendix B – CERA Credential Submission for Award Signatory Status under the CERA Treaty in accordance with the Review Panel Terms of Reference

The main body of information is requested in four categories. These categories are:

- the overall process to be used in deciding to grant the CERA designation to any individual
- the syllabus and course(s) on which the award will be based
- the actuarial association itself, and any third-party education provider(s) and/or examiner(s) that will be used
- the proposed oversight or other process(-es) that will be put in place to ensure high quality

In addition, there are several important additional questions that are designed to allow all participants to assess the readiness of others to pursue and achieve Award Signatory status. Please answer all these questions as fully as possible.

The information may be gathered from existing information sources, if available, and the use of Appendices and attachments is encouraged.



Submission of Application

Please edit your answers into your copy of this document and return to:

CERA Treaty Board
c/o Thomas Evans
CGA Company Secretary
Institute and Faculty of Actuaries
First Floor, Belsyre Court
57 Woodstock Road
Oxford, OX2 6HJ
United Kingdom

Appendix B

CERA Qualification Submission for Award Signatory Status

SECTION 1 – ASSOCIATION INFORMATION

Question 1

When was your Association last reviewed for “Members with an Actuarial Credential” status by the IAA committee?

Question 2

Please give a full description of how the Association currently educates and examines its members up to the minimum level of “Members with an Actuarial Credential” as defined by the IAA. Include the following in the submission:

- a. Volumes processed
- b. Use of third party providers
- c. Quality Assurance processes
- d. Oversight arrangements

Question 3

Has your Association taken necessary steps to satisfy itself: that

- a. it has the legal power to award a designation of the type envisaged?
<Yes/No>
- b. that there are no obstacles (in terms of copyright or trademark, etc) to its intention to award a designation with the name “CERA” in its territory of domicile?
<Yes/No>
- c. that there are no legal obstacles (in terms of the Association’s constitution, or corporate laws or privacy laws, etc) to its compliance with all the terms of the Treaty?
<Yes/No>

SECTION 2 – OVERALL PROCESS FOR CERA DESIGNATION

Question 4

Please give a full description of the overall process to be used in deciding to grant the CERA designation to any individual. In particular;

- a. Provider of education
- b. Examination process including responsibilities
- c. Body that decides on the grant of designation
- d. Appeal process

Question 5

Please describe in outline the routes to CERA qualification that your Association would like to have validated.

- a. Using assessments set by the Association for qualifying new actuaries
- b. Using universities and other third party providers to deliver the qualification for qualifying new actuaries
- c. Other (Please specify)

Question 6

When does the Association plan to implement the steps that will underpin the achievement of Award status? (Please give as much detail as possible – including, as a minimum, the intended start and finish dates for your proposed first education cycle, and the earliest date on which you would intend to award the designation to any of your members.) What volumes do you expect?

SECTION 3 – SYLLABUS COVERAGE

Question 7

Please give a full description of the adherence of the syllabus and learning levels to the CERA core syllabus

- a. For Associations providing their own education:
 - (i) Please specify how each of the learning objectives in the syllabus will be met and the learning level it is intended to achieve.
 - (ii) Please provide a self-assessment of how well your syllabus meets the CERA syllabus by mapping the objectives of your syllabus to those of the CERA syllabus including how any deficiencies will be overcome.
 - (iii) Please provide the syllabus and course(s) on which the award will be based cross-referenced to the CERA syllabus learning objectives
 - (iv) Please provide any reading materials which support the syllabus delivery including required textbooks
- b. For Associations providing education through third party providers:
 - (i) Please specify any differences between the benchmark syllabus used by your association and the CERA syllabus
 - (ii) Please specify how the actuarial association itself, intends to ensure that any third-party education provider(s) and/or examiner(s) will meet the CERA syllabus learning objectives at an appropriate level and ensure that any deficiencies will be overcome
 - (iii) For each third party provider currently used an assessment of how well the syllabus meets the CERA syllabus, both in terms of coverage and learning objectives, including how any deficiencies will be overcome
 - (iv) Please provide any reading materials which support the syllabus delivery including required textbooks
- c. For other routes to qualification:
 - (i) Please provide details of how the learning objectives in the syllabus will be met and the learning level it is intended to achieve.
 - (ii) Please provide a self-assessment of how well your syllabus meets the CERA syllabus by mapping the objectives of your syllabus to those of the CERA syllabus including how any deficiencies will be overcome.
 - (iii) Please provide the syllabus and course(s) on which the award will be based cross-referenced to the CERA syllabus learning objectives
 - (iv) Please provide any reading materials which support the syllabus delivery including required textbooks

SECTION 4 – CERA EDUCATION

Question 8

Please provide details of the Association's quality assurance process which will be used to ensure quality of provision. Where education is provided through third party providers the following information is required on each third party

- a. Experience in offering courses in actuarial science and risk management
- b. Experience of the faculty in the education of risk management
- c. Links with actuarial firms and/or professional bodies
- d. Commitment of resources
- e. Contractual arrangements

Question 9

Please outline the Association's CPD strategy which will be used to ensure that CERA holders will continue to keep their ERM knowledge and skills up to date

END