

# Advisory Group on HRD, Admn & Finance

25 June 2011

# Agenda

**Role & Responsibility**

**Strategic Initiatives**

**Long-term Aims**

# Role & Responsibility

AGHAF advises Council of IAI on matters involving

- Various fees charged by IAI
- Selection & payments to suppliers/ vendors
- Recruitment, performance review and salary & other benefits of Staff
- Various classes of members
- Tax & other statutory requirements
- Develop & review the processes and manuals for efficient operational & financial controls of IAI

# Agenda

**Role & Responsibility**

**Strategic Initiatives**

**Long-term Aims**

1. To develop and conduct ongoing reviews ( within the Provisions of Actuaries Act, 2006) of a straight forward, clear & concise Human Resources Policy covering Staff of the Institute

Well-defined	Expected deliverables	Success indicators
Yes		

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Well-defined	Expected deliverables	Success indicators
Yes	Short term: Approach an HR Consultant for developing an appropriate HR Policy for staff of IAI and recommend the same to the Council  Long term: Conducting ongoing periodical reviews	

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Well-defined	Expected deliverables	Success indicators
Yes	Short term: Approach an HR Consultant for developing an appropriate HR Policy for staff of IAI and recommend the same to the Council  Long term: Conducting ongoing periodical reviews	Recommendation is accepted by the Council

2. To develop and conduct ongoing reviews of a suitable Media Policy of the Institute

Well-defined	Expected deliverables	Success indicators
Yes		



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Well-defined	Expected deliverables	Success indicators
Yes	<p>Short term: To approach the Media Agency of IAI for helping in developing a suitable Media Policy of the Institute to communicate ethically and morally in support of our professional goals</p> <p>Long term: Conducting ongoing periodical reviews</p>	

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Yes	<p>Short term: To approach the Media Agency of IAI for helping in developing a suitable Media Policy of the Institute to communicate ethically and morally in support of our professional goals</p> <p>Long term: Conducting ongoing periodical reviews</p>	Media policy is adopted by the Council

3. To describe various services along with turn around time (TAT) to be delivered by IAI to its different classes of members

Well-defined	Expected deliverables	Success indicators
Yes		

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Well-defined	Expected deliverables	Success indicators
Yes	<p>Short term: Approaching different classes of members in person and through mails to find out their expectations from IAI and prepare a detailed document describing various services IAI should provide to different classes of its members along with reasonable TATs</p> <p>Medium term: Periodical review of such document</p>	

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4. To develop and conduct periodical review of Financial and Internal Controls policy of the Institute

Well-defined	Expected deliverables	Success indicators
Yes		

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Well-defined	Expected deliverables	Success indicators
Yes	<p>Short Term: To engage an Audit Firm for developing Financial &amp; Internal Controls Policy of IAI and recommend the same to the Council for adoption</p> <p>Medium &amp; long term: Periodical review</p>	

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Well-defined	Expected deliverables	Success indicators
Yes	<p>Short Term: To engage an Audit Firm for developing Financial &amp; Internal Controls Policy of IAI and recommend the same to the Council for adoption</p> <p>Medium &amp; long term: Periodical review</p>	Recommendation is adopted by the Council



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**Long-term Aims**

# Long-term Aim

The role & Responsibility of AGHAF is to help the Institute in achieving highest administrative efficiency and member satisfaction within the terms of the Actuaries Act, 2006