Artificial Intelligence, Data & Emerging Technologies Committee
Terms of Reference

Approved by EC on 11 June 2026 and ratified by Council on [Date]

1. Membership

The Artificial Intelligence, Data & Emerging Technologies (AIDE) Committee is a limited membership committee, appointed by the Executive Committee (EC) in accordance with Section 4.5.a. (iv) of the Internal Regulations.

The Committee composition will be as follows:

a. The Steering Committee, whose members will be:

   i. Chair and two Vice Chairs

   ii. Between 3 and 5 members who are appointed by the EC for 3-year terms, renewable once. Initial terms may be staggered to ensure continuity and capacity. The EC will take into account competency, relevant expertise and experience, as well as geographic and D&I considerations in the selection process.

b. AI related Subject Matter Experts (SMEs)

Full Member Associations may designate SMEs to serve on this Committee. Such appointments are subject to a vetting process conducted by the Steering Committee, based on demonstrated AI-related expertise, knowledge and experience as evidenced by a résumé with the relevant information. SMEs shall also serve as the liaison between the Committee and their FMA.

SME is a volunteer position that carries an explicit commitment to dedicating meaningful time and effort throughout their term.

c. Observers

FMAs that are unable to nominate SMEs may nominate up to 2 observers to the Committee. Observers should serve as the liaison between the Committee and their FMA.

2. Committee Structure and Responsibilities

2.1. **Focus -** The AIDE committee will be an active working committee, focused on delivering tangible outputs to support FMAs as well as Supranational relationships.

2.2. **Leadership** - The Committee will be led by a Chair and two Vice-Chairs, appointed through the annual Nominations process upon expiry of the initial leadership terms. The initial leadership will be appointed by the EC.

2.3. **Governance** - The AIDE committee will report to the Executive Committee and comply with the requirements stipulated in IAA governance, policies, guidelines and protocols.

2.4. **Steering Committee** – The EC-appointed Steering Committee supports the Committee leadership in initiating and coordinating the activities of the AIDE committee. The Steering Committee is intended to provide speed and agility, enabling the Committee to respond swiftly to opportunities in this rapidly evolving field. It also supports the Committee leadership in planning and coordinating the Committee's activities in collaboration with the SMEs.

2.5. **Temporary Workstreams** - The Committee may establish temporary workstreams as necessary to meet its objectives and disband them when their tasks are completed.

3. Purpose

3.1. Support the IAA's objective of helping actuaries around the world to become AI-enabled, by supporting FMAs in their AI-related initiatives.

3.2. Support the relevant IAA Supranational relationship team(s) in their engagement on AI-related topics.

3.3. Advance the competency of the profession by creating awareness, facilitating knowledge sharing and educating actuaries in AI, data and emerging technologies

4. Role

4.1. Serve as the IAA's advisory body on matters relating to AI, data and emerging technologies

4.2. Coordinate IAA activities relating to AI, data and emerging technologies across all IAA entities

4.3. Support the relevant Supranational relationship team(s) in their efforts to liaise, strengthen relationships and contribute to discussions on issues relating to AI, data and emerging technologies at a global level.

4.4. Monitor the environment for relevant developments, emerging risks and supranational activities.

4.5. Develop a strategic roadmap for AI related initiatives for the IAA, recommending and prioritizing areas of focus for timely action by the IAA.

4.6. Establish a 3-year rolling action plan, to be updated and approved every year by the Executive Committee.

4.7. Manage and maintain the aiforactuaries.org digital community to provide a forum for actuaries involved or interested in AI to share information, discuss issues and topics of interest.

5. Decision Making Authority

The Committee operates within the IAA Statutes and Internal Regulations and makes recommendations for action to the IAA Executive Committee as appropriate.

6. Operational Matters

Meeting Frequency and Agendas

a. The Steering Committee will meet as frequently as required, and the full AIDE committee will meet at least twice a year.

b. The Committee will meet in person at least once a year in conjunction with the IAA's Council and Committee meetings.

c. Agendas – Formal agendas for the AIDE committee meetings will be distributed by the Chair one week in advance.

Meeting notes

Brief meeting notes reflecting decisions and action items will be prepared and distributed as soon as practicable after each AIDE committee meeting. A record of the action items will be circulated following each Steering Committee meeting.

Votes

The Committee shall attempt to make decisions by consensus. However, where necessary, decisions may be made by a simple majority of the Steering Committee members voting either at the meeting or electronically, with the Chair having a casting vote in the event of a tie.

Reporting

The Committee reports to the Executive Committee. To facilitate communication, the Executive Committee appoints one of its members to serve as the Executive Committee liaison person.

Committee Publications and Public Statements

The Committee shall comply with the requirements of the IAA guidelines, policies and protocols relevant to communications, publications and public statements.

Liaison with other IAA Entities:

The Committee will liaise with other IAA Committees, Subcommittees, Forums, Task Forces and Sections as needed to carry out its role and activities and to support these entities in achieving their objectives.