

THE ACTUARIAL SOCIETY OF HONG KONG

Innovation Committee

Terms of Reference

1. Basics

The Innovation Committee (“the Committee”) of the Actuarial Society of Hong Kong (“ASHK”) operates in accordance with the policies of the ASHK. Consequently, the Committee’s Terms of Reference (“ToR”) and subsequent amendments are subject to approval of the ASHK Council (“Council”).

2. Purpose

The Committee supports the ASHK’s purpose: *“To provide a platform for our members to improve sustainability by helping people and organisations be more financially resilient with positive social impact”*. More specifically, the Committee aims to **champion innovation that advances financial resilience, sustainability, and societal value** by empowering actuaries to pioneer solutions for complex challenges. The Committee will:

- Drive **transformative applications** of actuarial science beyond traditional practice areas.
- Foster **ethical, socially responsible innovation** aligned with ASHK’s mission to serve the public interest.
- Position actuaries as leaders in addressing **emerging risks** and **global trends**.

3. Scope

The Committee shall:

- A. **Champion Innovation:** Promote actuarial leadership in **Data Science and AI, sustainability and other emerging domains**
- B. Establish and support the **AI Sub-committee** to explore the applications, governance, and ethical considerations of AI in actuarial work.
- C. **Address Societal Challenges:** Develop solutions for social good with innovations
- D. **Foster Collaboration:** Partner with regulators, NGOs, academia, and industries to co-create innovations aligned with public interest.
- E. **Modernize Practices:** Accelerate adoption of automation, analytics, and AI tools to transform actuarial workflows.
- F. **Upskill Members:** Promote continuous learning on new/ non-traditional applications of actuarial work.

4. Authority

- A. The Chairperson(s) will ensure the Committee follows the ASHK's mission and implements action plans that are aligned with the ASHK's best interests and strategic priorities.
- B. The Chairperson(s) will coordinate decision-making and planning activities in consultation with Committee members to accomplish action plans.
- C. The Chairperson(s) may assign particular Committee members to lead groups, projects and or sub-committees, conduct parts of any meetings and other tasks within the Committee's authority and scope.
- D. The ASHK Council has the right of final decision and interpretation on all proposals or agreements recommended by the Committee.

5. Membership

- A. The Chairperson(s) shall determine the optimal number of members in the Committee at any particular time.
- B. The Chairperson(s) will select and recommend interested ASHK members to join the Committee in consultation with Committee members.
- C. Appointments to the Committee are on an annual basis. Both new appointments and reappointments are subject to approval by the Chairperson(s). However, the membership of the Committee may be terminated if a Committee member resigns by notice in writing to the Chairperson(s) or fails to attend at least half of the Committee meetings in a calendar year.

6. Meeting arrangements

- A. The Chairperson(s) will schedule and conduct at least two meetings per year at appropriate times. The frequency and timing of meetings may differ according to the Committee's need to discharge its role and activities effectively.
- B. Only members of the Committee have the right to attend Committee meetings. However, other individuals may be invited to attend all or part of any meetings as and when deemed appropriate and necessary by the Committee.

- C. The meetings may be held in person, by video conference or by telephone conference. A quorum shall exist when half of its members are present (including participation by video conference or by telephone conference).
- D. The Chairperson(s) will distribute meeting agenda and minutes to Committee members.
- E. Matters of the Committee shall be decided by a majority of votes in favour. Each Committee member shall have one vote. In the case of an equality of votes, the Chairperson(s) shall have a second or casting vote. However, the above does not apply if the Chairperson(s) is/are not to be counted as participating in the decision-making process for quorum or voting purposes.

7. Reporting

- A. The Committee will submit meeting minutes to Council.
- B. The annual summary of activities will be submitted to Council to be included in the ASHK Annual Report.
- C. Deliverables where appropriate shall be made reference to the Articles of Association and By-Law (e.g. Due Process for the Development of Professional Standards and Guidance Notes) as well as any other guidelines as issued by the ASHK.

8. Resources and budget

The budget for any activities of the Committee shall be approved by Council.

9. Deliverables

The Committee will deliver value to the ASHK and the wider community through the following interconnected streams:

- A. Collaboration & Events
 - Host workshops, webinars, conferences and/or other events with relevant experts, partners, regulators, and/ or academia to explore emerging trends and foster cross-sector dialogue.
 - Organise events such as networking sessions to connect members with leaders in non-traditional sectors and industries to foster innovations.
 - Mentor junior actuaries through training programs/ collaborative projects focused on emerging trends and technologies.
- B. Thought Leadership
 - Draft practical guidelines and frameworks to address cutting-edge topics such as AI governance, climate risk, and ethical innovation.
 - Review and recommend updates to actuarial standards, guidelines, and

educational materials to ensure relevance in a rapidly changing landscape.

- Publish case studies and research papers highlighting successful applications of actuarial science in novel domains.
- Share global best practices through partnerships with international actuarial bodies and thought leaders.

C. Knowledge Sharing

- Create platforms for members to exchange ideas, insights, and strategies on innovation trends.
- Suggest training modules and resources to upskill members in data science, AI, sustainability, and non-traditional practice areas.
- Showcase award-winning strategies and transformative projects to inspire broader adoption of innovative practices.

10. Review

The Terms of Reference will be reviewed at least once a year.

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