

**RAPA Data Committee – Minutes from April 14, 2011 meeting**

<u>Committee Members</u>	<u>Attended</u>
Adrian Gagli (RGA – Canada)	
Amy Kemna (RGA)	
Andrew Hassinger (GE)	
Barb Mindak (RGA)	Y
Betsy Russell (MARC)	
Brian Newman (Hannover Life)	
Connor Brady (SCOR)	
Ellen Fedorowicz (Jackson National)	Y
Evelyn Bradanovich (Manulife)	Y
Genevra Pflaum (Hannover Life)	Y
Guylaine Demers (Optimum Re)	
Eileen Hendricks (Transamerica)	
Grace Sirianni (Munich Re Canada)	Y
Jan Reagan (GE)	
Janet Johnston (Swiss Re)	
Janette Eagle (Berkshire Hathaway)	Y
Jennifer Brown (Aurigen Re)	
Jennifer Sellers (Principal)	
John DeCarlo (SCOR)	
Jonah Kosfiszter	
Kelly Stanbary (Allstate)	Y
Kent Ross (Equilife)	
Laura Christopher (Quasar)	Y
Laura Gray (Munich Re Canada)	Y
Linda Hand (Swiss Re)	
Maggie Reed (Transamerica)	
Muneeza Coughlin (Sun Life)	
Par Kambo (RBC)	Y
Paul Widhalm (Ace)	
Rajesh Kavuru (Swiss Re)	Y
Robert Kennedy (Security Mutual)	
Robert McCloskey (RBC)	
Ryan Cauldwell (GE)	
Simon Bell (Logiq3)	
Tim Kuhn (TAI)	

Minutes/Notes/Actions

1. We briefly discussed the ACORD standards documents, and what we have available for use. For the TAI system, this will vary based on mainframe versus .NET format. We currently have a procedure document for the .NET format. For

- mainframe users, TAI did not let me disclose their procedure. Anyone interested in this needs to contact TAI directly.
2. Future direction:
    - a. Required fields/standard name – We discussed starting with the TAI file, and eliminate or add any fields and descriptions that we need. Quasar would rather we start with the ACORD standard. The group agreed we'd start with the ACORD standard. We would like a document that defines the field, gives a brief description of the field, along with also known as (AKA) names. We would add allowable values for each of the fields. ACORD has defined all of these in a separate document. There was some concern about fields that are irrelevant to Canada. These should also be noted. Par volunteered to take the ACORD standard and bring it into an excel format. This format will allow us to filter and search easier than a word format. It will also allow us to make sure that fields that are used in more than one area have the same description. Par hopes to have this ready to start reviewing by the next meeting in May.
    - b. Education – Enhance the RAPA website, maybe even add a “documentation tab”. Our part of the website (under the committee tab) does have the links to documents. It might be easier to find if we put all of these in their own tab. A suggestion was raised to have a session at the Fall meeting regarding the website. \*\*\* After the meeting, Ellen contacted the RAPA board members, and this was accepted as an idea for the Fall meeting.
    - c. Data Privacy – We discussed a couple of options that are out there and that our companies use. Kelly mentioned they use TAI Express to send data along with claims files. Ellen mentioned using a program called Move-It. These seem to be the 2 popular methods (of those who attended the call) for sending information between the direct writer and the reinsurer. For sending data from the reinsurer to the retro, FTP and CDs are still being used. Most times, the files are zipped and protected, or sent with secure e-mail. The group agreed that individuals would come back to the May meeting with more details on how these work.

### Take-away tasks

1. Par to develop a spreadsheet with the ACORD standards document as a base.
2. Kelly, Ellen and Geneva to write out the current procedures that their companies use to transfer the data among others.

\*\*\* Please make sure to send me all documents by Monday, May 9, so that I can send them out before our next meeting.

### Tentative Agenda for May 12 meeting (11-12 EST)

1. Start review of the spreadsheet to develop standard names and descriptions – depending on how this goes, we might break this into a couple of groups to review and bring back to the whole committee.
2. Start review of the data transfer processes if we have time.