RAPA Data Committee – Minutes from May 12, 2011 meeting

Committee Members	Attended
Adrian Gagiu (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) - chair	Y
Evelyn Bradanovich (Manulife)	Y
Genevra Pflaum (Hannover Life)	
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 Kosfiszer	
Kelly Stanbary (Allstate)	
Kent Ross (Equilife)	
Laura Christopher (Quasar)	
Laura Gray (Munich Re Canada)	
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)	Y
Robert McCloskey (RBC)	
Ryan Cauldwell (GE)	
Simon Bell (Logiq3)	
Tim Kuhn (TAI)	

Minutes/Notes/Actions

1. We started out discussing the TAI conference and what items were covered that seemed relatively important. Thanks to Grace and Rajesh for their feedback. The top 3 things discussed were:
   a. More fields will be on the policy master – this will help with audits

b. Expansion of field sizes
c. The .NET version of TAI

A few other items were also mentioned:

- 7 clients had planned to convert to the 3.0 version of TAI. All were direct writers.
- Claims and LTC (Long Term Care) are now on the current files.

2. Par reviewed the spreadsheet she had created. One of the tabs (Original Inforce File-Detail El) contained a direct copy and paste of the ACORD document, so that we could easily refer back to it if necessary. Another tab (Glossary) contained the current glossary of terms that was available. The last tab (Inforce File-Detail Element Def) is the working document to review. Par had discovered that in the working document from ACORD, that information was not in 1 "cell" making it a little difficult to be able to sort and filter the information. These merged cells were moved to column E. We discussed if the format was in a workable order, and spent a lot of time discussing whether or not we needed to track the hierarchy of the fields, i.e., what is the primary field, the secondary field, etc. There were many "child of" records. For example, from row 104 in the worksheet, you could define a record with Holding/Policy/Life/Coverage. It was later determined that the hierarchy was not necessary to track in our worksheet. The goal of this process is just to determine some common definitions for the fields. We need to make sure that everywhere something is defined is consistently defined. Janette volunteered to review the document to make sure that Par caught all the merged field information and moved it over to column E correctly.
3. We briefly discussed the data transfer information. I mentioned that my IT person hadn't gotten back to me yet. Genevra was also going to supply some information, but she was not able to make the call.

<u>Take-away tasks</u>

1. Janette to verify the worksheet that Par created. Ellen will call Janette in 2 weeks from the meeting to see how it's going, and will help if necessary.
2. Ellen and Genevra to bring back documentation on the current data transfer process from their respective companies.

<u>Tentative Agenda for June 9 meeting (11-12 EST) – 1-800-847-6860, Participant 839704#</u>

1. Further review of the ACORD standard document. Start review for further clarification and explanation of the fields.
2. Review of the data transfer process.

A copy of Par's document is available at:
http://www.reinsadmin.org/pdf/ParsDocument.pdf