

RAPA Data Committee – Minutes from June 9, 2011 meeting

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

Minutes/Notes/Actions.

1. Ellen reviewed the ACORD standards worksheet that Janette had worked on. There was consensus among the attendees that the document is ready for us to begin our review of the data fields.

2. We briefly discussed the data transfer information. Ellen discussed the method that their company uses (see attached documentation). She will pursue further information and procedure documents removing any reference to Jackson, so that this can become a RAPA procedure document. Genevra briefly discussed what their company does. She will send a document for review at our next meeting.

Take-away tasks

1. Genevra to bring back documentation on the current data transfer process used by Hannover.
2. Evelyn to bring encryption methods for e-mails.
3. Ellen to review Jackson's request form for the data transfer procedure and to make it more industry friendly.

Tentative Agenda for July 21 meeting (11-12 EST) – 1-800-847-6860, Participant 839704#

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

Documents that will be used at the July meeting:

<http://www.reinsadmin.org/pdf/WorkInforceFileDetail.pdf>

<http://www.reinsadmin.org/pdf/OriginalInforceFile.pdf>

<http://www.reinsadmin.org/pdf/Glossary.pdf>

<http://www.reinsadmin.org/pdf/HanoverClientFile.pdf>

<http://www.reinsadmin.org/pdf/MoveITSystem.pdf>

If you would like to receive the attachments in their original format, please contact: rkennedy@smlny.com