

TERMS OF REFERENCE



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Distribution: **Standards and Governance Executive; Process and Standards Group**

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1. PURPOSE	2. BACKGROUND	3. SCOPE
<p>The purpose of this Terms of Reference document is to gain the Process & Standards Group (PSG) and the Standards and Governance Executive (SaGE) support for the proposed Scope, Objectives, Timescales, Resources and Approach for the Group Risk Quote Standards Development project.</p>	<p>Group Risk is the term used to describe a variety of protection products that are typically purchased or offered by Employers to their Employees, typically:</p> <ul style="list-style-type: none"> • Group Life; • Group Dependants' Pension; • Group Income Protection; • Group Critical Illness. <p>Research by Criterion in 2018 identified these processes across the lifecycle of these products as key priority for support using standardised APIs for data exchange between insurers and employers (or their Employee Benefit Consultants):</p> <ul style="list-style-type: none"> • Mid Term Changes; • Quotations; • Rate Review. <p>The Process & Standards Group approved the development of Standards to support the Mid Term Changes process; these were delivered at Draft Final in January 2020, following which market stakeholders confirmed an appetite to develop Standards for Quotations and associated processes, including rate review.</p> <p>This Terms of Reference is for that subsequent work.</p>	<p>The scope of the project will cover the following:</p> <ul style="list-style-type: none"> • The products covered in section 2; • The Group Risk Quotes and Rate Review Processes. <p>Consideration should be given to technical solutions beyond XML being sent over https in particular JSON format and OpenAPI definitions.</p>

4. OBJECTIVES	5. TIMESCALES/RESOURCE REQUIREMENTS	6. RELATED GUIDELINES
<p>The project objectives are to:</p> <ol style="list-style-type: none"> 1. understand and document the Use Cases that are driving the demand for data integration standards for Group Risk Quotes and Rate Review Processes; 2. define the process requirements and detailed business data needs for these Processes; 3. assess any additional security or legal considerations that emerge from these detailed requirements; 4. identify any changes needed to the Legal Framework Standard required to support these Processes; 5. identify which Solution Model or combination of Solution Models is most appropriate for the Standards to adopt; 6. publish all business, technical and supporting artefacts required to support successful implementation of the Standards. 	<p>Start Date: March 2021</p> <hr/> <p>Elapsed Time: 5 - 8 Months anticipated: Timescales confirmed following Requirements phase</p> <hr/> <p>Resource Types: Project Management Business Analyst Technical Analyst</p> <hr/> <p>External Parties: This development project will benefit from representation from Product and Platform Providers, Back Office System Suppliers, Advisers, Flexible Benefit Providers and Employee Benefits Providers.</p> <p>Participating organisations will be expected to provide 1 – 2 days per month input to the project. That may include input from business and solution architects / analysts, technical architects / developers, and product / channel SMEs.</p> <hr/> <p>Proposer: Legal & General, Remy Smits</p> <hr/> <p>Seconded: Zurich, Matt Sainsbury</p>	<p>Criterion will invite interested parties to form a Group Risk Standards Development Working Group, to assist Criterion in the assessment and analysis of Group Risk Quotes Process Standards requirements. The Working Group's involvement will be in gathering and validating the requirements, assisting in resolving any issues, reviewing and signing off the deliverables.</p> <p>The Working Group will meet by video-conference when there are issues or activities which would benefit from discussion by the Group.</p> <p>Working Group members must make themselves aware of, and operate in compliance with, Criterion's Competition Act Policy Statement:</p> <p>https://www.criterion.org.uk/competition-act-policy/</p>