



## The Canadian Pension Mortality Experience Study

### Frequently Asked Questions

#### **Who is requesting our data?**

Your pension plan data is being requested by the Committee on Canadian Pension Mortality Experience of the Canadian Institute of Actuaries (CIA). It is intended to be used to create new pension mortality tables for Canadian pension plans. The CIA has retained MIB Solutions ([www.mibsolutions.com](http://www.mibsolutions.com)) to conduct the study. The current version of the data call documents can be found on

[http://www.mibsolutions.com/cia\\_pension\\_study/](http://www.mibsolutions.com/cia_pension_study/) .

#### **Exactly what data is being requested?**

This study covers both active and retired plan participants. We are requesting administrative data pertaining to plan participants who have paid into the plan or have received retirement benefits from the plan at any time during the 10-year period from 1 January 1999 through 31 December 2008.

Industry information and characteristics of participating your plans will be compiled separately through either a phone call or an on-line survey. This will be done after we receive notification of a plan administrator's intention to participate in the study.

The study is intended to measure mortality characteristics of active and retired plan participants by age, length of time since retirement, job type while employed and other characteristics. Along with the demographic characteristics of plan participants, the benefit amount and mortality status are other key data elements.

Data by plan or calendar year are accepted. If plan year is submitted, please inform MIB of the beginning date of your plan year. Please refer to the Study's data format and data guidelines documents for more details.

#### **When is the data submission needed?**

We would like to receive your data by 31 March 2010.

#### **How many years of data should be submitted?**

While we are requesting 10 years of data, we will accept fewer years if you are unable to send a full 10 years of data. If you are able to provide more than 10 years of data, please do so. If you cannot send the same number of years of data for active and retired lives, send as many years of each type of data as possible.

**Why are they requesting our data?**

The mortality assumptions for Canadian pension plans should be based upon the mortality experience of industry-wide domestic plans and not based primarily on US mortality experience. By collecting Canadian pension plan data, we hope to realize the significant achievement of establishing Canadian mortality tables. Multiple years of data are being requested both to increase significance of results and to project mortality improvement for retirees covered by Canadian pension plans.

**Why should we participate?**

Valuations of pension plans in Canada have historically utilized the mortality experience of either US pensioners or their own experience studies. The Canadian Institute of Actuaries, together with the Actuarial Standards Board in Canada, has undertaken to develop pension mortality tables based on Canadian experience in order to enhance the accuracy of pension plan valuations. Broad participation of Canadian pension plan sponsors and plan administrators is required for credible results to be forthcoming from this effort.

**What benefit can I expect from participation?**

In addition to supporting Canadian pension plan members and sponsors by participating in this research effort, you can also benefit by having your plan evaluated on the new mortality basis, when those tables have been finalized and accepted by the entities governing adoption of pension standards. At no charge, MIB Solutions will perform a summary analysis of the mortality experience included in the study for each participating plan. Certain limitations may apply, but it is expected that participating plans in this undertaking will get the benefit of an early look at their experience analyzed against overall experience for other plans participating in the study.

**Who should we send our data to?**

The data compiler for this study is MIB Solutions ([www.mibsolutions.com](http://www.mibsolutions.com)). MIB Solutions will perform data validation; work with data contributors to cleanse the data; and analyze the data for use in mortality tables.

**Who is MIB Solutions?**

A subsidiary of MIB Group ([www.mib.com](http://www.mib.com)), MIB Solutions has performed data compiling, validation, summarization and analysis for numerous experience studies for the Society of Actuaries since the 1980's. MIB Group is a membership corporation owned by approximately 470 member insurance companies in the US and Canada. Organized in 1902, MIB is best known for its underwriting services that support sound and equitable underwriting of life, disability, critical illness and long-term care insurance.

### **What about Data Security and Confidentiality?**

MIB has set the insurance industry standard for confidentiality of individually identifiable medical information. Data contributors that participate in an experience study by submitting data to MIB Solutions have a strong assurance that their data will not be disclosed in any individually identifiable form. Only MIB will have access to individual contributor data or identifiable contributor results. Data contributions may only be used for the purposes for which such data was originally submitted, including procedures which validate data and results, and quality assurance procedures that verify conformance of data to defined requirements. MIB procedures conform to all CIA confidentiality policies. As in other engagements, MIB Solutions will work with study participants to address their security needs and concerns.

### **Who can I contact with questions about submitting my data?**

You can contact Jan Palmbach of MIB Solutions with any question you have about the study in general or submitting your data.

Jan Palmbach, Senior Data Coordinator  
MIB Solutions  
781-751-6128  
[jpalmbach@mibsolutions.com](mailto:jpalmbach@mibsolutions.com)

### **Why are Plan ID and Member ID required?**

A unique identifier is needed for each individual and plan to validate data submissions . These IDs should be unique non-identifiable codes used to differentiate one plan and member from another.

### **Do I have to include every field?**

The record format contains a column labeled 'Req' which will label the fields that are required, those that are required for terminations (deaths) and the fields that are optional. There are a separate set of unique fields for active and retired lives and only one set of these fields should be coded on each record. If a required field is left blank, an error will be generated on one of the Validation Reports. Remember, the goal of the study is to create a reference for pension mortality that is based entirely on Canadian experience. The greater the number of participating plans and the more complete the data, the better the result will be.

### **What will I receive after I submit my data?**

Soon after submitting your data to MIB Solutions, we will send Validation Reports back to you describing what was sent along with any errors that we found in your data. These reports can be used to verify that MIB Solutions is processing all of your data correctly.

### **What do I do to correct problems with my submission?**

At any time, if there are changes that need to be made, you can resubmit your data and the corrected data will be used. Also, if the corrections are simple, you can ask MIB Solutions to make the corrections for you. In either case, you will receive a complete new set of Validation Reports.

### **In what format can I submit my data?**

We accept your data with a single year per file as:

- Text file (.txt)
- Comma Separated Value (.csv)
- Access Database (.mdb)
- Excel file (.xls or .xlsx)

### **How can I submit my data?**

Our recommendation is that you either mail your data on a CD/DVD or use your FTP site or our Secure File Transfer. While we do accept data as an email attachment, we don't recommend this method as it is not sufficiently secure. If you like, the files on your CD/DVD could be password-protected with the password communicated in an email.

- CD/DVD by mail
- Your FTP site
- Our Secure File Transfer Facility

Send your CD/DVD to:

Jan Palmbach  
MIB Solutions  
330 University Avenue  
Suite 501  
Toronto, ON M5G 1R7

To use our Secure File Transfer Facility, please contact Jan Palmbach, [jpalmbach@mibsolutions.com](mailto:jpalmbach@mibsolutions.com), 781-751-6128.