



# *PENSION SCHEME*



# TRUSTEE TRAINING

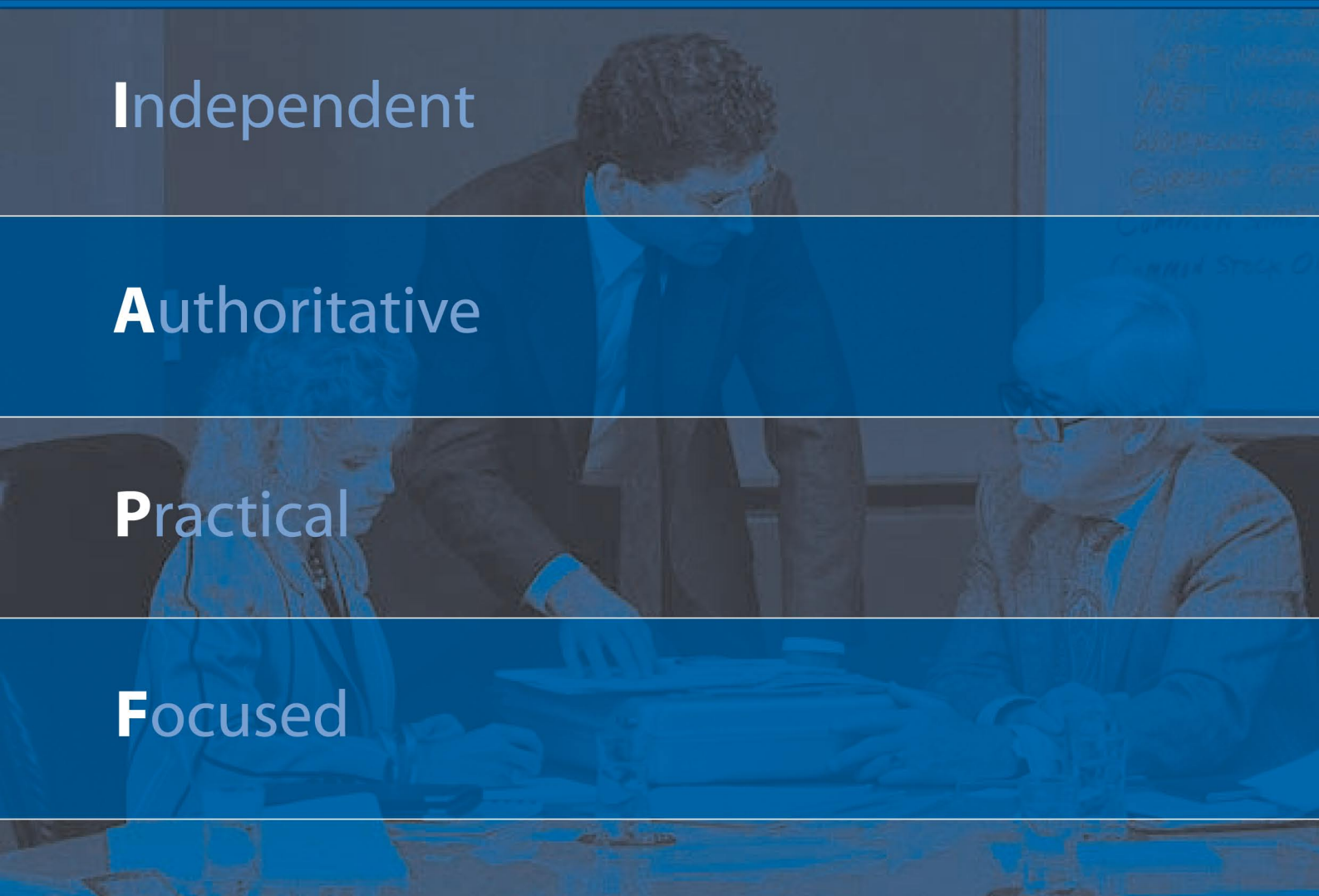
## Trustee Essentials

Independent

Authoritative

Practical

Focused



# COURSE *Objectives*

This programme has been designed to provide participants with an introduction to the tools and techniques that will assist them towards becoming effective members of a trustee board. It will also help those who provide support to the trustee board to understand the essential requirements of trusteeship.

The programme is conducted over one day and focuses not only on the theory but also on the practicalities of trusteeship through a mix of presentations by experts and exercises looking at real life case studies. This course also provides you with opportunities to network with experts and your peers.

8.45	Coffee & introductions
9.00	<b>Background to Irish pension provision</b>
9.30	<b>Legal issues and governance</b>
10.30	Tea and coffee
10.45	<b>Investment</b>
11.45	<b>Case Study</b>
12.15	Lunch
1.30	<b>Actuarial / financing issues</b>
2.30	<b>Case Study</b>
3.00	Tea and coffee
3.15	<b>Administration</b>
3.45	<b>Regulation and compliance</b>
4.15	<b>Future outlook</b>
5.00	Programme concludes

## Comments from previous delegates

*“Both speakers were very articulate and informative, an enjoyable and educational programme.”*

*“The course was very helpful and is pitched at the right level.”*

*“Excellent course, very well presented. Helpful to have the interaction.”*

# Who SHOULD ATTEND

- Newly appointed trustees and those considering becoming trustees
- Trustees with some experience but no formal training
- Anybody reporting to, or dealing with, a Trustee Board

## WHAT YOU WILL LEARN

### Trustee Governance:

Appropriate governance of the trustee board and the scheme; delegation and supervision of advisers.

### Legal Issues:

Basic concepts of a trust; relationship between the trustees and the employer; duties, powers and discretions; responsibilities of trustees.

### Administration & Management

Administration, duties of administrators, disclosure of information, administration pitfalls, management. Annual Reports & Accounts; disputes and IDR.

### Pensions Board

The regulatory code and framework within which trustees operate.

### Investment

Typical investment objectives of trustees, different classes of investment and their characteristics, investment performance and monitoring; custody of scheme assets.

### Actuarial

Role of Actuary; frequency and main features of an actuarial valuation; Benefit calculation, preservation and revaluation; calculation of transfer values, considerations affecting early retirement, responsibilities in merger/acquisition situations and other funding issues such as funding standards and funding proposals.

### Workshops

Course places are limited to small groups which will allow our facilitators to lead smaller workshops in addressing specific case studies relevant to main topics to allow further thought and examination of some of the more prominent areas in each module.

## WHAT WILL YOU RECEIVE

You will receive a complete manual covering the content of the programme and access to detailed supporting documentation to help you in your trustee work.

### Continuing Development

The programme will form part of your trustee development. As evidence of this, you will receive the IAPF Certificate of Pension Scheme Trustee Training "Trustee Essentials".

## WHERE DO I GO FROM HERE

Further Trustee Training Programmes:

- Trustee Investment Programme
- IAPF and the Trustee Forum intend to develop further programmes in related areas over the coming year.

## REGISTRATION *Details*

For ease of booking, the **IAPF website – [www.iapf.ie](http://www.iapf.ie)** - has an online booking system. You can complete your registration form there and pay on line, thereby ensuring that your place is booked.

NAME:	
E-MAIL:	TELEPHONE:
JOB TITLE:	
<input type="checkbox"/> TRUSTEE <input type="checkbox"/> POTENTIAL TRUSTEE <input type="checkbox"/> Co. EXECUTIVE <input type="checkbox"/> Co. STAFF <input type="checkbox"/> OTHER	
TITLE OF PENSION SCHEME:	
TYPE:    DEFINED BENEFIT <input type="checkbox"/> DEFINED CONTRIBUTION <input type="checkbox"/>	
EMPLOYER NAME:	
ADDRESS:	
PAYMENT TO BE MADE BY CREDIT CARD:    VISA <input type="checkbox"/> Mastercard <input type="checkbox"/>	
NAME ON CARD:	
CARD NO:	EXPIRY DATE:
PAYMENT ENCLOSED : €	
ALTERNATIVELY CHEQUE TO BE MADE PAYABLE TO: 'IRISH ASSOCIATION OF PENSION FUNDS'	

**Fees: IAPF Members: €450 - Non-Members: €500**  
**Confirmation of booking will be made on receipt of payment.**

**Please return registration details with payment by post or email to:**  
Trustee Training, **The Irish Association of Pension Funds**,  
Suite 2, Slane House, 25 Lower Mount Street, Dublin 2. Tel: +353 1 661 2427

### **Cancellations:**

Note: a substitution may be made at any time.  
All cancellations must be notified in writing. For cancellations received within 10 working days of the course, a charge of 50% will apply. Cancellations received within 5 working days will incur a fee of 75%. No show will be charged in full.

## DELIVERY of *Programme*

This training programme will be presented by experienced practitioners who are fully conversant with trustee issues. This will be a participative and interactive course which includes case studies and discussions to reinforce the programme themes.

**Presenters:    Jeanne-Marie Moriarty**  
**Russell Irvine**

**Each unit of the programme was developed for the Trustee Forum by a leading organisation in the industry.**  
The Trustee Forum are grateful for the excellent support of :

<b>Trustee Governance</b>	<b>Irish Association of Pension Funds</b>
<b>Legal Issues</b>	<b>Association of Pension Lawyers</b>
<b>Administration</b>	<b>Irish Institute of Pension Managers</b>
<b>Regulation &amp; Compliance</b>	<b>Pensions Board</b>
<b>Investment</b>	<b>Irish Association of Investment Managers</b>
<b>Actuarial</b>	<b>Society of Actuaries in Ireland</b>

### **Trustee Forum Objectives**

The **Trustee Forum** was set up jointly by **IBEC, ICTU** and the **IAPF** with the support of the **Pensions Board**. The Forum aims to be a powerful voice for trustees as well as a focal point for information, education and an exchange of ideas and views. For more information on the Trustee Forum and its evening seminars for trustees, please contact the **IAPF** at the contact details in this brochure.

### **IAPF Objectives**

The **IAPF** represents members' interests at all levels by active lobbying of **National Government**, the **Pensions Board**, the **Revenue Commissioners** and other relevant state agencies. For its members, the **IAPF** seeks to influence the future direction of pensions in Ireland and to provide for financial security of all retired people. **IAPF** members provide pension cover for over 260,000 employees, pay pensions to nearly 90,000 people who have already retired and are responsible for some €90bn in retirement savings. **IAPF** keep members informed on key pensions policy issues in benefits, pension and investment areas.