

Guideline on Enterprise Risk Management (ERM Guideline) - Preparation Status Survey

Name of Insurer:

[Please input]

Type of Business Authorized:

[Please select]

Professional reinsurer (Yes/No):

[Please select]

Place of incorporation

[Please select]

Contact Person for This Survey:

Name:

[Please input]

Telephone:

[Please input]

Email:

[Please input]

Colour key:

Input, explain or specify

Select from menu

Personal Information Collection Statement

The provision of personal data is voluntary. However, failure to provide such data may make it impossible for the Insurance Authority to communicate with you. Purpose of Collection: The personal data you provide will be used for future correspondence and in relation to this survey. Transfer of Personal Data: For the purposes of collection mentioned above, the personal data you provide may be disclosed to organisations that are directly involved in this exercise. Access to / Correction of Personal Data: In accordance with the Personal Data (Privacy) Ordinance, you have the right to request access to and correct the personal data provided. Requests should be made in writing to the Data Privacy Officer of the Insurance Authority at 19/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong.

Please submit your survey responses by 16 August 2019 to **RBC Team** at the following email address: rbcphase2@ia.org.hk

All information provided in the Survey will be treated in strict confidence and will not be disclosed by the IA to any third parties except in an aggregated form of statistics.

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Survey Questions	Deadline: 16 August 2019	
This survey aims to facilitate the Insurance Authority to understand the preparation status of the insurers, and help insurers identify and assess those areas which need more focus.		
PART A) Basic Information	Responses	
1) Is your company a stand-alone entity (i.e. not part of any group) or an entity that belongs to a group? (Determination of group should be made with reference to "Annex A - Identification of Group" of the ERM Guideline)	[Please select]	[Please explain]
2) Do you currently rely on (or intend to rely on) any Company or Group policies, processes or functions for the implementation of the ERM Guideline?	[Please select]	
If Yes, please describe and explain the extent of reliance of group resources. (E.g. in terms of ERM/ORSA implementation)		[Please explain]
If Yes, please describe any assessment on the appropriateness and adequacy of the Company or Group policies that can be applied in respect of your business operations in Hong Kong.		[Please explain]
If Yes, please input the name of the group (or home) supervisor.		[Please input name of group (or home) supervisor]
PART B) Readiness Status	Responses	
3) Have you performed a gap analysis or devised a work plan on the compliance of the:		
a) ERM Framework in respect of the ERM Guideline? Please select from the right box that best describe your current status. (If Yes, please provide a copy of the gap analysis / work plan to the IA and supplement with concise explanations; If No, are you going to perform a gap analysis and when? Please supplement explanations, as necessary)	[Please select]	[Please attach or explain]
b) ORSA in respect of the ERM Guideline? Please select from the right box that best describe your current status. (If Yes, please provide a copy of the gap analysis / work plan to the IA and supplement with concise explanations; If No, are you going to perform a gap analysis and when? Please supplement explanations, as necessary)	[Please select]	[Please attach or explain]
- If a gap analysis / work plan on the above is/are not available, please describe and explain the future milestones or critical steps on how to comply with ERM / ORSA requirements in the ERM Guideline. (e.g. engage consultant)		[Please explain]

PART B) Readiness Status (Cont'd)		Responses		
<p>4) What is your readiness status on the following items a) to e)? Please select the best answer from the drop-down menu.</p> <p>[Readiness status]</p> <p>- <i>Basic (0% - 20%) [relevant item is not yet in place or not defined consistently]</i></p> <p>- <i>Developing (21% - 40%) [relevant item is defined but capabilities and standards vary]</i></p> <p>- <i>Sustainable (41% - 60) [relevant item is enterprise-wide, clear and consistent standards]</i></p> <p>- <i>Integrated (61% - 80%) [relevant item is integrated and consistently aligned with objectives and value proposition to business strategy]</i></p> <p>- <i>Advanced (81% - 100%) [relevant item enables all major decision-making and its approach is fully evidenced, with extensive use of defined metrics and tools]</i></p>	<p>Referenced paragraph in the Guideline:</p>	<p>Select from drop-down menu</p>	<p>Please supplement / explain on:</p> <p>- the gaps;</p> <p>- the actions to address the identified gaps;</p> <p>- or the latest status</p>	<p>Considerations in your written responses (for reference)</p> <p>(please refer to the Guideline for the full context)</p>
<p>a) Establishing governance, which includes roles and responsibilities, reporting lines and authority, as well as approaches, methodologies, process, controls, systems and reviews in relation to risk management activities -</p>	<p>Overall on Section 4</p>	<p>[Please select]</p>	<p>[Please explain]</p>	<p>Is there delegation of functions by the Board?;</p> <p>Is the Risk Committee set up?;</p> <p>Are the roles and responsibilities of parties in risk governance defined and communicated?</p>
<p>a.1) Specifically, has the Risk Committee been set up?</p>		<p>[Please select]</p>	<p>[Please explain]</p>	
<p>a.2) Specifically, are the roles and responsibilities, and reporting lines within Risk Governance clearly defined and communicated?</p>		<p>[Please select]</p>	<p>[Please explain]</p>	
<p>b) Preparing risk appetite statement, which defines the risk capacity and gives clear guidance to operational management on the risk limits of material risks ?</p>	<p>Overall on Section 5</p>	<p>[Please select]</p>	<p>[Please explain]</p>	<p>Is there a risk appetite statement and risk limits structure?</p> <p>Are they used in day-to-day operations?</p>
<p>b.1) Do you have the risk appetite statement in place?</p>		<p>[Please select]</p>	<p>[Please explain]</p>	
<p>b.2) Do you have risk limit structure? Do you use the risk limit structure in business operations?</p>		<p>[Please select]</p>	<p>[Please explain]</p>	
<p>c) How is the preparation progress of risk assessment and control process and embedding of the ERM throughout the business activities?</p>	<p>Overall on Sections 6 to 7</p>	<p>[Please select]</p>	<p>[Please explain]</p>	<p>Are the identification, quantification, monitoring and reporting, management review and actions, etc. of stages in risk assessment cycle in place?</p>
<p>d) Is there any feedback loop and review mechanism in place?</p>	<p>Overall on Section 8</p>	<p>[Please select]</p>	<p>[Please explain]</p>	
<p>e) How Is the preparation progress of ORSA Report?</p>	<p>Overall on Section 9</p>	<p>[Please select]</p>	<p>[Please explain]</p>	

PART C) Implementation challenges	Responses	
5) Milestones or critical areas that insurers may face implementation challenges are listed in the drop-down menu. Please select the top 3 areas that you face implementation challenges and elaborate why.	Select from drop-down menu	
-First	[Please select]	[Please elaborate, if any]
-Second	[Please select]	[Please elaborate, if any]
-Third	[Please select]	[Please elaborate, if any]
6) Minimum requirements of the ORSA Report are listed in the drop-down menu. Please select the top 3 minimum requirements that you face implementation challenges and elaborate why.	Select from drop-down menu	
-First	[Please select]	[Please elaborate, if any]
-Second	[Please select]	[Please elaborate, if any]
-Third	[Please select]	[Please elaborate, if any]
7) Based on your current estimate, are you able to:	Responses	
a) Implement an ERM framework that <i>materially</i> meets the ERM Guideline by 1 January 2020 ? (If No, please submit an ERM action plan and roadmap to the IA in achieving the target)	[Please select]	[Please attach action plan and roadmap or explain]
b) Submit an ORSA report that addresses the minimum requirements outlined in Section 9 of the ERM Guideline, in 2021 ? (If No, please respond to question 7c and submit an ORSA action plan to the IA)	[Please select]	[Please attach action plan and roadmap or explain]
c) Submit an ORSA report that addresses the minimum requirements outlined in Section 9 of the ERM Guideline, in 2022 ? (If No, please attached your ORSA roadmap to achieve the target within a reasonable timeframe)	[Please select]	[Please attach action plan and roadmap or explain]
PART D) Recommendations, Suggestions or Comments	Responses	
8) Please provide your recommendations, suggestions or other comments:	[Please input]	