

UNICEDE/2 Underwriter's Workbook User's Guide

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Contact Information

If you need assistance in understanding the information in this document, or in using the software, please contact AIR Worldwide.

To contact AIR Worldwide via email, please use CATRADERSupport@air-worldwide.com.

Boston

AIR Worldwide Corporation
131 Dartmouth Street
Boston, MA 02116
Tel: (617) 267-6645
Fax: (617) 267-8284

London

AIR Worldwide Ltd.
New London House
6 London Street
London EC3R 7LP
Tel: +44 (0)20 7588 7901
Fax: +44 (0)20 7588 7902

San Francisco

AIR Worldwide Corporation
388 Market Street, Suite 750
San Francisco, CA 94111
Tel: (415) 912-3111
Fax: (415) 912-3112

Munich

AIR Worldwide GmbH
Brunnstrasse 1
80331 Munich, Germany
Tel: +49 (0)89 23077501
Fax: +49 (0)89 23077502

Beijing

AIR Worldwide Corporation Beijing
Representative Office
1 East Chang An Avenue
Dong Cheng District
Beijing 100738, China
Tel: +86 10 8520 0042
Fax: +86 10 8520 0110

Hyderabad

AIR Information Technology Pvt. Ltd.
6-3-569/2, 3rd Floor, Rockdale
Somajiguda, Hyderabad
A.P. India - 500 082
Tel: +91 40 6666 3300
Fax: +91 40 6666 2425

Tokyo

AIR Worldwide (Japan) LLC
2-4-1302 Kandaogawachou
Chiyouda, Tokyo 101-0052
Japan
Phone: +81-50-5534-6618 or
+81-50-5534-6716

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1 Introduction

This user's guide describes how to use the UNICEDE®/2 Underwriter's Workbook, a Microsoft® Excel® application developed by AIR Worldwide. To obtain the latest version of this application, go to www.unicede.com, where you can also find the latest version of this document.

Why Use UNICEDE/2?

Insurance companies around the world routinely assume a wide variety of risks, some of which is ceded to P&C (property and casualty) reinsurers, either directly or through reinsurance intermediaries. Each cedant or its broker provides data describing risks in its own unique format and expects to get a quick response as to each reinsurer's desired level of participation. However, as most reinsurers use software to analyze the data and determine their desired levels of participation, they spend precious time repackaging the data into a form that they can use in their own applications. During this repackaging process, it is easy to introduce transcription or even interpretation errors that can lead to unpleasant consequences for both the cedants as well as their reinsurers. UNICEDE®/2 is designed to alleviate such problems.

UNICEDE®/2 is a FREE standard public format that can be used to exchange data between ceding insurers and their reinsurers. It has been designed for the property and casualty industry and can be used to capture data for a wide variety of property. To learn more about UNICEDE®/2, go to www.unicede.com.

Why Use UNICEDE/2 Underwriter's Workbook?

People who are new to UNICEDE®/2 often have questions on how their files should look and how to repackage their data into this format. The *UNICEDE®/2 Underwriter's Workbook* is designed to help them create UNICEDE®/2 files and, in the process, learn more about how to use this format to *reduce the turn-around time* for getting reinsurance participation quotes.

Who Can Use the Workbook?

The UNICEDE[®]/2 Underwriter's Workbook is designed for several kinds of users:

- **Reinsurance Underwriters** who *receive data* from cedants in a variety of different formats (paper, fax, e-mail, spreadsheet, word-processing document, etc.) and need to repackage the data into a standard format they can import into their software applications, such as CATRADER[®].
- **Reinsurance Intermediaries** who *send data* to potential reinsurers around the world. These intermediaries can use the workbook to repackage their ceding client's data into a standard format instead of sending the data in a variety of different formats.
- **Software Engineers and Database Specialists** who need to learn how to *create* UNICEDE[®]/2 files.

To learn more about UNICEDE[®]/2 files, go to www.unicede.com, where you get the latest document that describes this format.

2 Downloading the Latest Copy

Steps



To download the latest copy:

1. Using your web browser, access www.unicede.com.
2. From the navigation menu on the left side of the screen, select **UNICEDE®/2**.
3. Under the Tools section on the About UNICEDE/2 page, click the **Underwriter's Workbook** link to begin downloading the compressed, self-extracting executable containing the UNICEDE®/2 Underwriter's Workbook. Save this executable file on your PC in a folder called *UNICEDE2*.
4. Unpack the file by double-clicking it. Doing so will create an Excel spreadsheet file called *UNICEDE2.xls*.

Note



Do not rename the workbook.

3 Opening the Workbook

Note



The UNICEDE/2 Underwriter's Workbook contains macros that must be enabled before you can use the application. Remember, *you* are responsible for following your company's rules for using applications with macros. You must also accept the terms, conditions, and disclaimers (listed on www.unicede.com) before you can export a UNICEDE/2 file from this application.

Steps



To start the application:

1. Open the *UNICEDE2.xls* file.
2. Click Yes to verify that you accept the terms, conditions and disclaimers listed on www.unicede.com.

4 UNICEDE/2 Workbook Interface

The UNICEDE/2 Workbook can process company data for one country at a time. It contains a single input worksheet that is designed to accept company data in a simple formatted table. Because lines of business and area codes are country specific, the formatting of the worksheet varies depending on your exposure data. For example, if you select the United Kingdom, the lines of business and layout for the data will be similar to the worksheet shown in **Error! Reference source not found.**

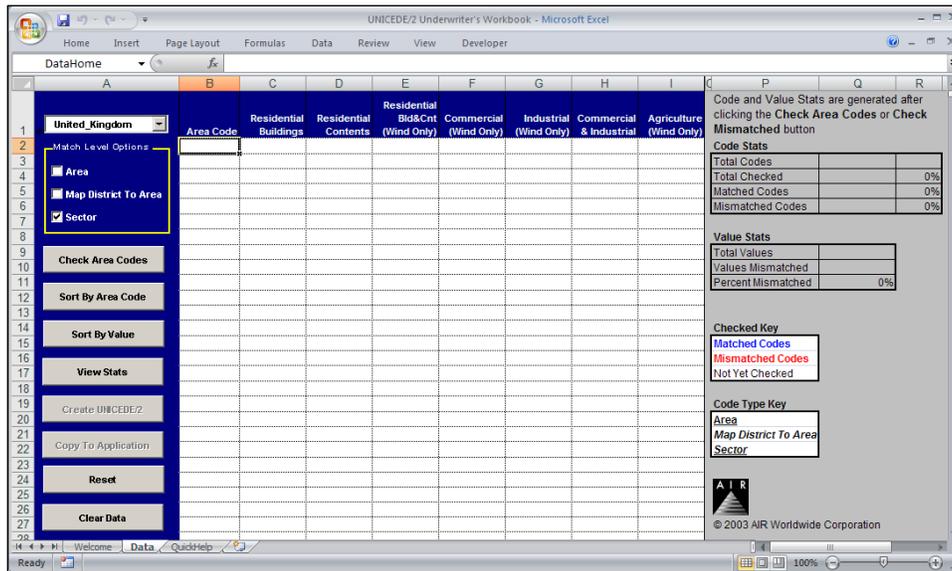


Figure 1 Input Worksheet for the United Kingdom

When you select a supported country from the **Country** drop-down list (showing *United Kingdom* in **Error! Reference source not found.**), the worksheet lines of business and match-level options are updated. You should select a country before entering company data or using any of the other buttons:

- **Match Level Options:** select the appropriate data level. For most countries, UNICEDE/2 supports only one level.
- **Check Area Codes:** compare entered area codes to area codes supported by UNICEDE/2. After the check is complete, area codes are color coded and statistics are generated to show the percentage of mismatched codes.
- **Sort By Area Code:** sort company data in ascending order by Area Code.
- **Sort By Value:** sort company data in descending order by exposure.
- **View Stats/View Data:** collapse the company data to hide everything but the Area Code column and allow more screen space to view the statistics. Unhide the columns by clicking the button again.
- **Create UNICEDE/2:** export your data to a UNICEDE[®]/2 file. You will be prompted to provide information for the UNICEDE/2 header and the name of the target folder and file.
- **Copy To Application:** format data to allow pasting into CATRADER[®].
- **Reset:** reset the selected company, Area Code formatting, and statistics without clearing the data.
- **Clear Data:** clear all company data and formatting in the worksheet.

After entering data in the worksheet, the workbook will validate country area codes and generate validation statistics. You have the option to export the data to a file in UNICEDE/2 format or copy the data to the application.

The following sections describe how to prepare country-specific company data for pasting into the workbook.

5 Preparing Company Data

After selecting the desired country, the worksheet format changes in preparation for data entry. You must prepare your data by ensuring it follows the same format shown in the worksheet. AIR recommends that you make the formatting changes to a copy of the original company data. **Error! Reference source not found.** summarizes the company data requirements for the workbook.

Total Columns	(Version 12) 8 – 10, depending on country lines of business (Version 11) 5 – 9, depending on country lines of business
Data Type	Sums Insured or Number of Risks
Peril	Wind (or Flood for United Kingdom)
Currency	Must be consistent throughout.
Units	Ones, Thousands, Millions or Billions

Table 1 Company Data Table Requirements for UNICEDE/2 Underwriter's Workbook

For example, if you have data for the United Kingdom, the company data should look similar to the sample table shown below when you have finished formatting.

Area Code	Residential Building	Residential Contents	Commercial	Auto
BH17 7	51,024	36,773	95,850	10,496
BH17 8	1,146,979	960,720	794,675	60,945
BH18 0	6,640,182	5,909,699	2,945,968	190,988
BH18 8	3,409,525	1,410,195	893,330	6,098
BH18 9	906,600	55,699	206,995	1,985

Table 2 Sample UK Company Data for UNICEDE/2 Underwriter's Workbook

Except for the Area Code column, it is not necessary to have values in every cell. However, it is important to have data for different lines of business in the correct column.

Remember to save a copy of the prepared company data.

6 Pasting Company Data

Copy and paste the company data into the empty worksheet, making sure not to copy the column headers.



Note When copying data from Excel, the source data cell format should be set to **Text**. Leaving the cell format set to **General** can result in the workbook reading the copied data as a date. This can occur for countries with 5-digit subarea codes (e.g., France 04-001 could be read as April-1).

If you are copying data from an older Excel worksheet, you may encounter *File not found* or *Microsoft Excel cannot paste the data* error messages. These known issues can be ignored; the data will be properly pasted after you click **OK**.

If the worksheet already has data in it, click **Clear Data** before pasting. Select the cell under the Area Code column and paste your company data into the UNICEDE/2 Underwriter's Workbook.

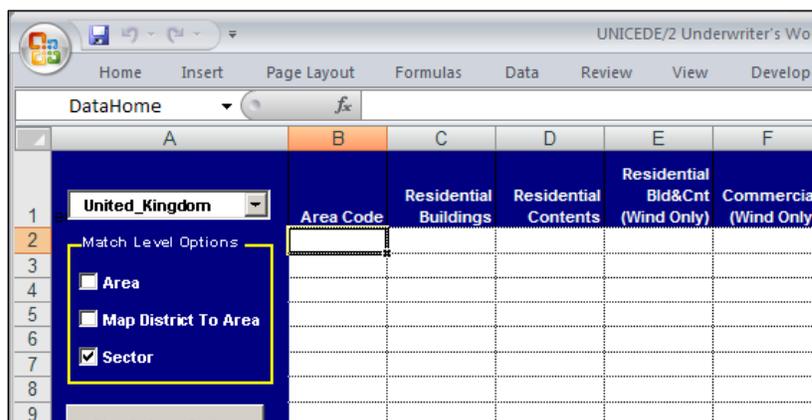


Figure 2 Pasting Company Data

7 Specifying Match Level Options

After the company data is pasted into UNICEDE/2 Underwriter's Workbook, you must specify the level of data to check. For most countries only *Level 2* or *CRESTA* will be available.

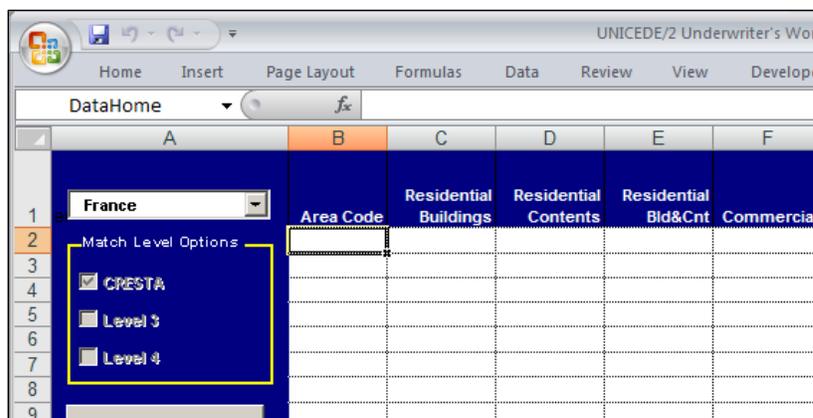


Figure 3 Match-Level Options for France

Area, *District* and *Sector* are the **Match Level Options** for the UK. Very large company data tables that you may receive for the UK typically contain sector-level data. However, you may not always know if you also have district and area level mixed in with the company data.

If you believe you have sector-level data, AIR recommends that you select only *Sector Level* to ignore any data associated with district or area level. In this case, only sector-level data will be included when the UNICEDE/2 file is created.

If you believe you have area-level data, AIR recommends that you select only *Area Level*. You can create a UNICEDE/2 file or use the **Copy To Application** feature with area-level data.

As an added feature, UNICEDE/2 Underwriter's Workbook can map district-level data to area level by using the **Map District to Area** option. Mapping district level to area level is necessary because UNICEDE/2 does not directly support district-level data. **Map District to Area** maps district level to the *area* level where the district lies. The resulting checked data will have area data mapped from district-level data.

Note



Because district-level data is mapped to the area level, there is a danger of double counting data if you select both *Areal Level* and *Map District to Area*.

8 Checking the Data

In this step, the workbook checks area codes against a database of valid codes in the UNICEDE/2 protocol country database. Codes are color-coded and statistics are generated showing the percentages of matched and mismatched values. Take special care during this step; the final results determine the data that can be imported into CATRADER.

To begin the check, click **Check Area Codes**. During the check a progress bar displays the percent complete and the percent mismatched codes.

New Button Labels

After you click **Check Area Codes**, the text of the **Check Area Codes** and **Sort By Value** buttons change as described below:

Old Button Name	New Button Name	New Functionality
Check Area Codes	Check Mismatched Button	Scans mismatched codes from the previous check and prevents re-checking matched codes. The progress meter and Code Stats displays only provide feedback about the <i>re-check</i> of the mismatched codes. Click Reset to check all codes.
Sort By Value	Sort By Check Status	Sort company data in descending order by mismatched codes with the highest values. This helps users quickly see the biggest data problems near the top of the screen.

Table 3 Button Mappings

Viewing the Check Results

After the check is completed, formatting is applied to area codes and the company data table is sorted to highlight mismatched data with the highest exposure values. If you need a better view of the check statistics, click **View Stats**.

Review the statistic tables, which contain valuable information about the results of the check:

- How many codes in total? Were all of the codes checked?
- How many codes are matched? How many mismatched?
- What percentage of codes is matched? What percent mismatched?
- What quantity of exposure values is not matched?
- What percentage of exposure values is not matched?

If there are mismatches in the company data, note the percent of mismatched codes and the percent of mismatched values. The Code Type Key table indicates formatting applied to area codes to indicate the identified data level.

Review the mismatched data to determine if the mismatches can be explained. For example, if you selected only *Sector Level* from the **Match Level Options**, the high level of mismatches may be reasonable due to area and district codes found in the data.

If the level of mismatches is within acceptable limits, you can skip the next step and continue to either the *Creating a UNICEDE/2 File* or *Copying Data to CATRADER* section.

9 Modifying Mismatched Codes (Optional)

Review the mismatched data, Code Stats and Value Stats again to determine if it is necessary or reasonable to modify mismatched codes by hand. If so, click **Sort By Check Status** to highlight mismatched data with the highest values and try one or more of the following strategies:

Replacing Mismatched Code

In some cases, you can replace a mismatched code with a valid code. For example, a typographical error may have the code SO240 accidentally written as SO24O having the *letter* O in the final place instead of a 0 (zero). A sample guideline for replacement is listed below:

Steps



A sample guideline for replacement is listed below::

1. Scan the mismatched codes for replacement candidates.
2. When you find a code you know you can replace, select the cell containing the mismatched code and enter the replacement. For example, if you are correcting a typographical error in code SO24O, select the cell containing SO24O and type SO240. Press <Enter>.
3. Follow the above steps until you feel you have replaced enough mismatched codes. Click **Check Mismatched** to rescan the mismatched codes. After the scan, the status of your replaced codes will now be listed as matched.

Note



Replacing a mismatched code with a code that already exists will combine the values for the records when the data is imported or copied into CATRADER.

Deleting Mismatched Code

In some cases, you may want to delete records from the mismatched codes. It may be difficult to evaluate the statistics in the Code Stats and Value Stats tables because your original data includes unwanted records. To remove unwanted records, select the mismatched code and press <Delete>. After you delete all unwanted codes, click Check Mismatched to remove the associated records and regenerate check statistics.

10 Creating a UNICEDE/2 File

When the level of mismatches is within acceptable limits, you can create a UNICEDE/2 file. The UNICEDE/2 file will only contain records from data associated with matched codes from the latest check. UNICEDE/2 files also contain a header section describing who created the file, the company the data describes and other important information.

Click **Create UNICEDE/2**. A dialog box allows you to enter information about your company data for the UNICEDE/2 file header.

Defining the UNICEDE/2 File Header

Select the Data Info tab. Double-check the values for **Data Units**, **Data Currency**, **Select Peril** and **Select Exposure Type**. These must correspond to the company data as described in **Error! Reference source not found.** on page 9.

The screenshot shows a dialog box titled "Enter Data For Header" with two tabs: "Data Info" (selected) and "Company Info". The "Data Info" tab contains the following fields and options:

- Data As Of:** 20081125
- Data Units:** Ones
- Data Currency:** US Dollar
- Data For:** TREATY
- Data Quality:** Excellent

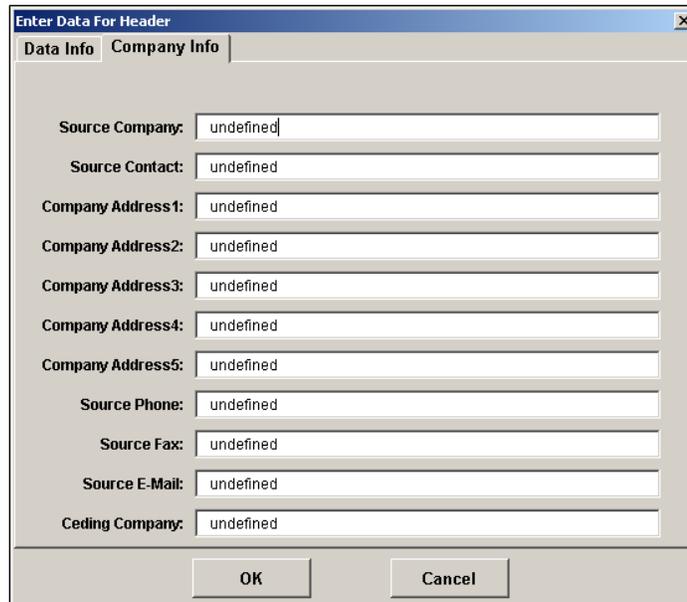
Below these fields are two sections:

- Select Peril:** Radio buttons for Flood and Wind (selected).
- Select Exposure Type:** Radio buttons for Sums Insured (selected) and Number Of Risks.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Figure 4 Creating a UNICEDE/2 File Header

Select the Company Info tab and enter the applicable information. After entering all the information click **OK**.



The screenshot shows a dialog box titled "Enter Data For Header" with two tabs: "Data Info" and "Company Info". The "Company Info" tab is selected. The dialog contains several text input fields, each with the placeholder text "undefined". The fields are labeled as follows: Source Company, Source Contact, Company Address1, Company Address2, Company Address3, Company Address4, Company Address5, Source Phone, Source Fax, Source E-Mail, and Ceding Company. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 5 Entering Company Information

The workbook processes the records for export. A progress bar displays the percent complete.

Specify the UNICEDE/2 File Name

After processing is complete, you must provide the destination folder and filename for the UNICEDE/2 file. Choose a distinct file name to avoid confusion. To allow CATRADER to easily find the files, AIR recommends that the filename begins with *UN* and the extension remains *.txt*.

The UNICEDE/2 file is ready for import into CATRADER. Follow instructions for importing UNICEDE files found in online help for CATRADER.

11 Copying Data to CATRADER

The workbook can format data for copying and pasting directly into CATRADER. In all European countries, the copy capability supports CRESTA-level data. CRESTA-level data for the United Kingdom can be copied in either the CRESTA or NUTS schemes. United Kingdom Sector-level data should be exported to UNICEDE/2 and then imported into the application.

Preparing the Application for Pasting

Start CATRADER and open the appropriate company. Open the exposure screen to the target country for pasting the data.

Steps



The Exposure View must have the proper settings *before* you paste the data. Make sure you have the Exposure View settings prepared by:

1. Select the appropriate Exposure Tab, *Sums-Insured or No. of Risks*.
2. Select the appropriate Peril, *Wind or Flood*.
3. Select the appropriate scheme. For any European country, select *CRESTA*. For the United Kingdom, select *CRESTA* or *NUTS-1*.
4. Select the appropriate Data Units, *Ones, Thousands, Millions, or Billions*.
5. Select the appropriate Currency.

Copying to the Application Process

After you run a check of the area codes in the UNICEDE/2 Underwriter's Workbook, the **Copy To Application** button is enabled. When you click **Copy To Application**, a worksheet is displayed with the data prepared in the same line of business and area name format for pasting into CATRADER. An example for France is shown below.

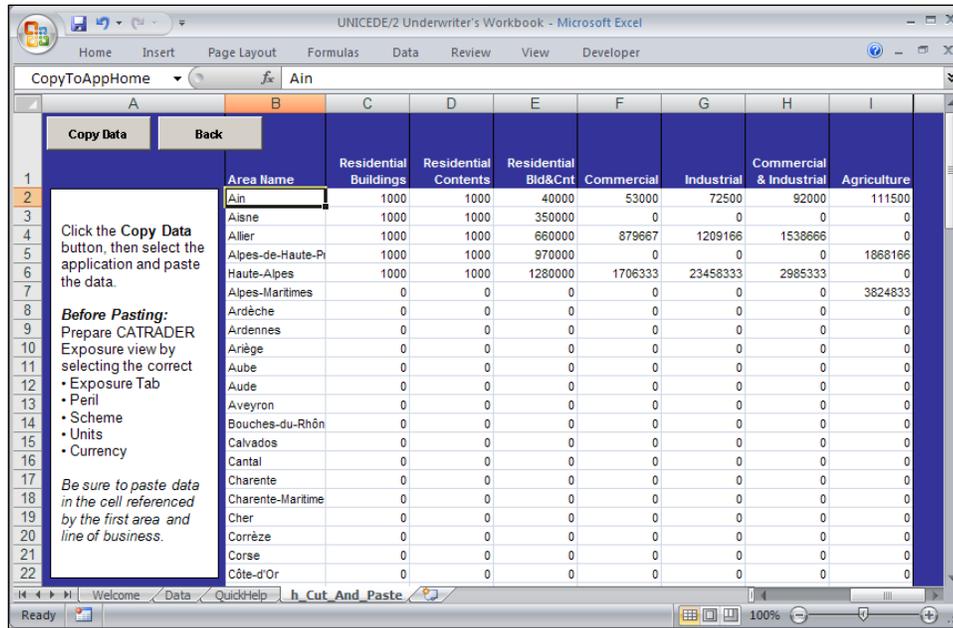


Figure 6 Preparing to Copy Data

Click **Copy Data** to automatically select and copy the correct area for pasting into CATRADER.

Paste Data in Application

Paste the data by selecting the cell below the first line of business and to the right of the first area name. Avoid copying into the gray shaded areas or country total rows. After pasting, review the data pasted and the data copied to be sure data is in the correct areas and lines of business.

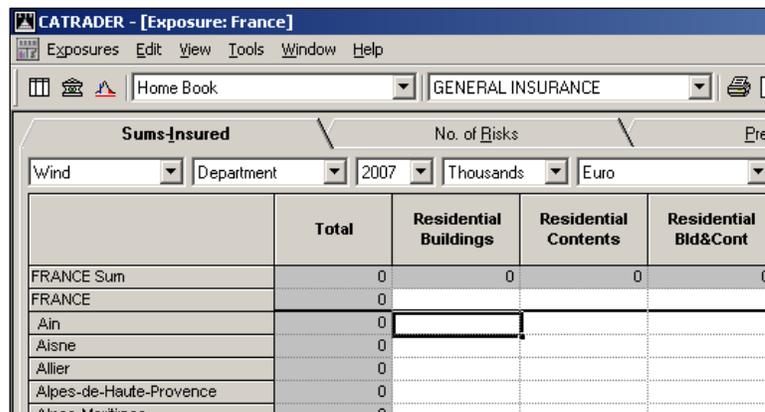


Figure 7 Pasting Data into CATRADER