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## MANDATE OF THE TIPS CONTACT GROUP

### 1. Preamble

The TIPS Contact Group (TIPS-CG) is a technical group for the TIPS service established by the Market Infrastructure Board (MIB) in accordance with its mandate. It follows the decision of the Governing Council on 21 June 2017 to initiate the realisation of the instant payments settlement service together with market participants involved in the TIPS. The MIB established the TIPS Contact Group at the beginning of the realisation phase.

The objective of the TIPS-CG is to provide the MIB with the information and advice in the domains of planning, user testing and change and release management activities. The Group shall support the MIB with the timely preparation of the users for the user testing and, subsequently, for the go-live.

### 2. Mandate

#### 2.1 Tasks of the group

The TIPS Contact Group shall have the following tasks:

- Provide input on relevant specification documents such as the User Detailed Functional Specifications (UDFS) and the User Hand Book (UHB) as well as discuss and clarify any outstanding business and technical issues relevant for the TIPS service;
- Advice on any change and release management activities following e.g. discussions on amendments to the user requirements documentation/specifications;
- Assists on the planning and the execution of the Pilot Testing as well as the preparation of the users for the Testing activities;
- Provide input on go-live activities such as planning and preparation of the users as well as provide input on relevant documentation for the operational phase such as the Manual of Operational Procedures (MOP);
- Assist in clarifications and specifications of any other topics requested by MIB.

#### 2.2 Expiration of the mandate

The mandate of the TIPS Contact Group shall expire by the end of the TIPS project's realisation phase. The MIB may review and extend the mandate of the TIPS contact group beyond the realisation phase.

### **3. Composition**

#### **3.1 Chairperson**

The MIB shall appoint the Chairperson of the TIPS-CG on the basis of his/her expertise.

As a rule the Chairperson shall be a staff member from the ECB DG Market Infrastructure and Payments (DG-MIP). The Chairperson shall be entitled to designate an alternate to replace him/her in exceptional circumstances.

The Chairperson shall have the following tasks and responsibilities:

- determine the frequency, format and agenda of the meetings and teleconferences;
- conduct the TIPS-CG meetings and teleconferences;
- invite experts to the TIPS-CG meetings and teleconferences on specific topic;
- report to the MIB;
- represent the TIPS-CG externally; and
- coordinate the exchange with other relevant groups whenever necessary.

#### **3.2 Rapporteur**

The rapporteur shall be a member of the ECB DG-MIP, designated by the TIPS-CG Chairperson.

The TIPS-CG Chairperson may designate an alternate to replace the rapporteur in exceptional circumstances

The rapporteur shall have the following tasks and responsibilities:

- co-ordinate the organisation of the meetings, teleconferences and the distribution of relevant documents;
- support the Chairperson in the preparations for the TIPS-CG meetings and teleconferences;
- draft summaries and minutes from the meetings and teleconferences; and
- support the Chairperson in preparations for reporting to the MIB.

#### **3.3 Members**

Members of the TIPS-CG shall come from:

- i. Representatives of banks, that are prepared to enter into a legally binding contractual arrangement with the Eurosystem for TIPS and intend to join the go-live and/or the initial phase after the go-live;
- ii. Representatives of service providers that intend to operate as an Instructing Party in TIPS, and are prepared to offer services to TIPS market participants;
- iii. Central Banks of the Eurosystem on a voluntary basis;
- iv. Central Banks of other EU member states that decide to use the TIPS service; and
- v. The Service Providing Central Bank(s) of the TIPS service.

The members of the TIPS-CG shall:

- i. have a key role in the implementation of the TIPS service in their institution; and
- ii. have sufficient time available to be actively involved in the work of the TIPS-CG.

The number of participating institutions will be limited to allow for active discussions and contributions, but the composition of the Group will reflect to the extent possible the diversity of the stakeholders in terms of e.g. geography, size of institution and business model.

### **3.4 Observers**

As a general rule, the TIPS-CG shall have no observers. However, the Chairperson may invite a limited number of observers from the ECB and the providing NCB(s).

### **3.5 Participation**

Participants in the TIPS-CG shall provide adequate resources for achieving progress within a short time period. Members can be replaced by one alternate, in exceptional circumstances, who shall attend the meetings and may express views on his/her behalf. Such alternates must be notified to the Rapporteur sufficiently in advance.

## **4. Reporting**

The TIPS-CG reports regularly to the MIB via the Chairperson.

## **5. Working procedures**

### **5.1 Meetings**

The TIPS-CG shall meet regularly. The dates of meetings shall be communicated to members sufficiently in advance. The Chairperson may call for additional meetings or teleconferences when this is required for the TIPS-CG to fulfil its mandate in an efficient manner.

The Chairperson shall decide on the agenda for each meeting. Meeting and teleconference documentation will be circulated at the latest three working days prior to a TIPS-CG meeting/teleconference.

The TIPS-CG shall normally hold its meetings in the premises of the ECB. Meetings may also be held by means of teleconferencing.

### **5.2 Deliverables**

The TIPS-CG shall prepare and submit the deliverables according to its mandate.

The TIPS-CG shall aim at working in consensus.

If considered feasible, written procedures may be applied.

### **5.3 Substructures**

The TIPS-CG may establish substructures to support its work in an efficient manner. The mandate of such substructures shall be defined by the TIPS-CG. The TIPS-CG shall coordinate with the MIB to avoid the duplication of substructures on similar topics.

### **5.4 Interaction and information exchange**

The TIPS-CG shall maintain regular interaction with the MIB. The Group may request relevant information directly from the MIB as well as provide relevant information to the other governance bodies via the MIB.

The TIPS-CG may decide to issue mini-consultations or questionnaires on dedicated topics in order to fulfil its mandate.

### **5.5 Transparency**

The TIPS-CG shall work under full transparency. All documents that are discussed by the TIPS-CG will be published on the ECB website to ensure full transparency.

In exceptional cases, the Chairperson may decide not to post individual documents on the ECB website if such documents are considered to be of confidential nature. The members of TIPS-CG and invited experts may not disclose such information to the public.

If considered feasible, mini consultations with the market may take place.