

MANDATE OF THE SUB-GROUP ON MESSAGE STANDARDISATION

1. Preamble

The Sub-group on Message Standardisation (SGMS) was established by the T2S Advisory Group (AG) in accordance with the T2S Guideline. (Guideline of the European Central Bank of 18 July 2012 on TARGET2-Securities (ECB/2012/13), OJ L 215, 11.08.2012, p. 19.)

The primary role of the SGMS is to advise the AG, the ECB and the 4CB in developing T2S related messages from a users' perspective, and to support the T2S teams at the ECB and the 4CB in translating the user requirements into message standards. It will discuss issues related to message specifications covering all message types exchanged with external parties (such as CSDs, directly connected users, NCBs, RTGS systems, and collateral management systems...). The SGMS receives message related proposals and documents (e.g. draft Message Models and Specifications, draft Business Justification) from the T2S Programme Office and any of the groups for T2S governance.

2. Mandate

The SGMS shall have the following tasks:

- Provide comments on ISO20022-compliant messages to be developed or amended, as well as T2S-specific messages, which may on occasion lead to a revision of the T2S User Requirements via the T2S change management process;
- Contribute to/comment on the business justification in view of the submission of new messages to the registration authorities;
- Contribute to/comment on the specification and documentation of messages e.g HLBR and message schema;
- Contribute to/comment on the Change Request to ISO for ISO20022 messages.

The SGMS mandate shall expire:

- when the AG has decided to dissolve the SGMS or
- when the AG mandate expires.

3. Composition and term

3.1. Chairperson

The AG Chairperson shall appoint the Chairperson of the SGMS on the basis of his/her expertise. The Chairperson shall be entitled to designate an alternate to replace him/her in exceptional circumstances. The AG Chairperson shall appoint the Chairperson of the SGMS on the basis of his/her technical expertise. As a rule the Chairperson shall be a member of the AG or a staff member from the T2S team at the ECB.

The Chairperson shall have the following tasks and responsibilities:

- determine the frequency, format and agenda of the meetings;
- conduct the SGMS meetings;
- invite external experts and/or members of the T2S teams at the ECB and the 4CB to the SGMS meetings on specific topic;
- report to the AG.

3.2. Secretary

The Secretary shall be a member of the T2S team at the ECB, designated by the SGMS Chairperson.

The Secretary shall have the following tasks and responsibilities:

- co-ordinate the organisation of the meetings and relevant documents;
- support the Chairperson in the preparations for the SGMS meetings;
- draft summaries and minutes from the meetings;
- support the Chairperson in preparations for reporting to AG.

3.3. Members

Members shall be appointed by the AG Chairperson, following nomination by the AG members. Members shall:

- have a thorough business knowledge about messages for settlement and the related market practice, as well as ISO standards for messages, and ideally a good command of XML;
- have good knowledge of the T2S User Requirements Document.

3.4. Participation

Participants in the SGMS 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 Secretary in advance.

In addition, regular and effective attendance is a pre-requisite for membership in the Sub-group and membership will cease, should a member be absent for a total of two meetings.

Whenever a member has left the entity he/she represents, his/her membership will cease with immediate effect and his/her entity may propose a substitute member to the AG Chairperson.

4. Reporting

The SGMS reports to the AG via the ECB.

5. Working procedures

5.1. Meetings

The SGMS shall meet as need be. The Chairperson may convene meetings when this is required for the SGMS to fulfil its mandate in an efficient manner. The dates of meetings shall be communicated to members and observers sufficiently in advance.

The Chairperson shall decide on the agenda for each meeting.

Meeting documentation will be circulated sufficiently in advance of meetings (at the latest three working days prior to an SGMS meeting).

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

5.2. Deliverables

The SGMS shall aim at working in consensus. If considered feasible, written procedures may be applied.

5.3. Substructures

The SGMS may establish substructures to support its work in an efficient manner. The mandate of such substructures shall be defined by the SGMS. The SGMS shall coordinate with the T2S Board to avoid the duplication of substructures on similar topics.

5.4. Interaction and information exchange

The SGMS shall maintain regular interaction with the other technical groups and may request relevant information directly from other technical groups and provide relevant information directly to other technical groups. The SGMS may decide to issue mini-consultations or questionnaires on dedicated topics in order to fulfil its mandate.

5.5. Transparency

All relevant documentation and information shall be made available on the T2S website.

In exceptional cases, the Chairperson may decide to restrict the publication of individual documents on the T2S website if these documents contain confidential information as defined in Schedule 1 of the Framework Agreement and the Currency Participation Agreement. The members and invited experts may not disclose such information to the public.