

MANDATE OF THE TIPS CONSULTATIVE GROUP

1. Preamble

The TIPS Consultative Group (TIPS-CG) advises and provides support to the TIPS governance on the evolution and operations of TIPS. The Market Infrastructure Board (MIB) established the TIPS-CG following the start of operations of TIPS.

The objective of the TIPS-CG is to provide the MIB, via the TIPS- Working Group (TIPS-WG), with user input in the domains of functional enhancements in TIPS, testing and operations.

2. Mandate

2.1 Tasks of the Group

The TIPS-CG shall have the following tasks:

- provide advice on future evolution of TIPS, by playing an active role in the Change and Release Management process. In this regard,
 - o check the completeness, clarity and categorisation of registered change requests and review clarification notes provided by the Eurosystem;
 - o assess which enhancements in TIPS may generate more value to existing and potential users (i.e. rank authorised change requests taking into account their business values);
 - o provide advice on the preliminary and detailed assessment of change requests;
 - discuss the planning, preparation and execution of the testing activities;
 - discuss relevant matters related to TIPS operations to advise on the smooth functioning of TIPS;
- and

- assist in clarifications and specifications of any other topics requested by TIPS-Working Group (TIPS-WG) and MIB.

The TIPS-CG will report to the TIPS-WG.

2.2 Expiration of the mandate

The TIPS-CG mandate shall be reviewed every two years commencing on the date of its approval by the MIB.

3. Composition

3.1 Members

Members of the TIPS-CG shall represent:

- i. Payments Service Providers (PSPs) and Automated Clearing Houses (ACHs) that make active use of TIPS, i.e. in the case of PSPs, participants who settle a significant part of their I.P.'s in TIPS;
- ii. Central Banks;
- iii. Service Providing Central Bank(s) of the TIPS service; and
- iv. TIPS/ESMIG licensed Network Service Providers (NSPs).

The members of the TIPS-CG shall:

- i. have sufficient time available to be actively involved in the work of the TIPS-CG;
- ii. have functional and operational knowledge of TIPS for the discussions regarding possible change requests; and
- iii. play an active role in the management of instant payment services within their institution.

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. The MIB will review the membership every two years considering updates to the TIPS participation/reachability lists as well as the value of the contributions from the individual members. During such review certain aspects may be considered, such as diversity of the business model, the level of contribution to the instant payment landscape, the volumes brought to TIPS as well as geographical diversity and the active participation in the activities of the group, in particular to the annual business prioritisation exercise. The TIPS-WG will flexibly organise the participation of Central Banks in the TIPS-CG (remote or physically present).

3.2 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 tele/videoconferences;
- conduct the TIPS-CG meetings and tele/videoconferences;
- report to the TIPS-WG;
- represent the TIPS-CG externally including informing the Advisory Group on Market Infrastructures for Payments (AMI-Pay) about its discussions; and
- coordinate the exchange with other relevant groups whenever necessary.

3.3 Secretary

The Secretary of the Group 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 Secretary in exceptional circumstances.

The Secretary shall have the following tasks and responsibilities:

- co-ordinate the organisation of the meetings and tele/videoconferences;
- distribute all relevant documentation among the TIPS-CG members;
- support the Chairperson in the preparations of the TIPS-CG meetings and tele/videoconferences;
- draft summaries/minutes from the meetings and tele/video conferencing; and
- ensure the publication of relevant material on the ECB website.

3.4 Observers

The Chairperson may invite a limited number of observers if their expertise is particularly relevant on the topics included in the agenda of the meeting.

3.5 Participation

Participants in the TIPS-CG shall provide adequate resources for the participation in the Group.

A member can be replaced by one alternate, in exceptional circumstances, who shall attend the meetings and may express views on his/her behalf. Such alternate must be notified to the Secretary sufficiently in advance.

4. Reporting

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

The AMI-Pay is kept informed about the discussions in the TIPS-CG.

5. Working procedures

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 tele/video conferencing 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 tele/videoconference documentation will be circulated at the latest five working days prior to any TIPS-CG meeting and tele/video conferencing.

The agenda of each TIPS-CG meeting or tele/videoconference shall contain:

- Regular agenda items, including, amongst others, the approval of the agenda, the approval of the outcome of the previous meeting and the review of the TIPS-CG action points; and
- Ad-hoc agenda items, which have been proposed sufficiently in advance of the meeting.

The TIPS-CG shall normally hold its meetings in the premises of the ECB and/or by means of tele/video conferencing.

In addition to the meetings, the TIPS-CG will also be consulted on a regular basis via written procedures on a variety of topics (e.g. input in the domains of functional enhancements in TIPS, testing and operations).

The TIPS-CG may establish temporary sub-structures, e.g. task forces, to support its work on specific topics of importance in its mandate if considered necessary.

In case of communication towards external fora, the outcome would be presented as the opinion of the group as a whole. In case unanimity has not been reached, it would be presented under the majority of the members (no individual opinions would be shared).

6. Transparency

As a matter of principle, relevant TIPS-CG documentation and information shall be made available to the public on the ECB website.

In exceptional cases, the Chairperson may decide to restrict the publication of individual documents on the ECB website if these documents contain confidential information. In such a case, the members, observers and invited experts may not disclose the related information to the public.