

TERMS OF REFERENCE EIPP MULTI-STAKEHOLDER GROUP

1. Mission and objective

The Electronic Invoice Presentment and Payment (EIPP) Multi-Stakeholder Group (the Group) is responsible for coordinating the work on the EIPP topics as requested by the ERPB at its meeting of November 2017 and expressed in the corresponding ERPB statement¹.

2. Scope of work

According to the goal outlined by the ERPB, the following topics are parts of the scope:

- Selection of a set of ISO 20022 messages for the request-to-pay. If needed, a change request will be submitted in line with the yearly ISO 20022 maintenance cycle.
- The functional design of a set of technical messages which fulfil the requirements for servicing messages and associated messages as described in the ERPB report of November 2017².
- Proposal for a way forward for guiding principles regarding an implementation model including possible approaches for parties' identification, directories, lookup and routing mechanisms.
- Impact analysis of the new set of messages on the existing schemes. The needed links with the EPC Scheme Evolution and Maintenance Working Group (SEM WG) and its Standards Task Force (SEM STF) will be established.

3. Deliverables

The Group will produce the needed written deliverables covering the scope, including if necessary the documents needed for the submission to the standardisation bodies. A final report on these deliverables will be provided to the ERPB for its meeting of November 2018. An interim report will be presented in the ERPB meeting of June 2018.

The intellectual property rights, copyright and rights of development and disposal related to the deliverables of the Group reside exclusively with the EPC.

4. Composition

The Group will consist of a maximum of 18 members, representatives of EPC Members participating in EPC "Module 2" in 2018, and from other organisations as follows:

- EPC: 6 members
- EESPA: 2 members

¹ [Statement of the ERPB](#)

² [ERPB WG on EIPP report](#)



- EACT: 1 member
- BEUC: 1 member
- EuroCommerce: 1 member
- Ecommerce Europe: 1 member
- PISPs: 1 member
- Observers: 2 observers from the Eurosystem, 1 from the European Commission, 1 observer from SWIFT

The Group will be co-chaired by a member representing the EPC and another member from an organisation with full membership (not observers), other than EPC. The Group will report to the EPC Board.

The nominated members are expected to be senior experts in the fields of electronic payments and E-invoicing including the current standards and to be knowledgeable of related regulatory frameworks. They should have the ability and mandate to properly represent their institutions and their communities, be able to devote the necessary time to the Group and be proficient in English as the working language.

One alternate may be appointed to each Group member, subject to the approval of the Nominating and Governance Committee (NGC). An alternate shall be appointed for the duration of the mandate of the relevant Group member and may only attend a Group meeting when the relevant Group member is unable to attend such meeting.

The Group co-chairs will be elected by the Board following a recommendation by the NGC that the candidate(s) meet(s) the profile for the role. In particular the co-chairs will be senior managers with relevant business and practical experience and with the available time and commitment. The co-chairs will be responsible for proactively guiding the Group in meeting its deliverables and ensuring coherence with EPC objectives.

The Secretary of the Group will be provided by the EPC Secretariat. The Secretary supports the co-chair and is accountable for ensuring compliance with EPC processes.

5. Group Organisation

The Group will meet physically or by conference-call, on an as-needed basis. Calls for meetings and agendas will be issued at least two weeks in advance and meeting papers will be provided at least one week in advance. Minutes will be made available by the EPC Secretariat to all Group members and observers.

The Group will develop its conclusions and recommendations on the basis of broad consensus. In circumstances where such consensus is not achievable, and the matter is appropriate for the conduct of a vote, a vote may be taken and, for this to be binding on the group, a 2/3 majority on the basis of a quorum of 2/3 of the Group membership must be obtained. In the event of a serious divergence of views, reference will be made to the EPC Board and if need be to the ERPB for advice and guidance.

6. Mandate

The Group holds its mandate from and is accountable to the Board. The Group will operate under these Terms of Reference from the date of its approval by the Board. It will hold its mandate until the ERPB meeting of November 2018.