

TERMS OF REFERENCE EIPP MULTI-STAKEHOLDER GROUP 2019 (APPROVED BY THE BOARD)

1. Mission and objective

The Electronic Invoice Presentment and Payment Multi-Stakeholder Group (EIPP MSG) achieved its mandate and delivered its report to the ERPB¹. In its meeting of 28 November 2018, the ERPB took note of the report, welcomed the work conducted, and invited the EPC to follow up on this work in a multi-stakeholder context including the EIPP MSG².

2. Scope of work

According to the goal outlined by the ERPB, the follow up work for 2019 aims at designing and submitting a request for the creation of an ISO 20022 set of EIPP servicing messages.

Consequently, the EIPP MSG will undertake the following tasks:

- Work closely with SWIFT, as ISO 20022 registration authority, to produce the necessary documentation for drafting a set of EIPP servicing messages based on ISO 20022 and on the basis of the functional design of EIPP servicing messages that has been delivered with the 2018 report.
- Prepare and conduct a public consultation on the above draft.
- Submit to ISO 20022 the request for the new EIPP servicing messages set.
- Be available for any activity related to post-submission steps, such as evaluations and updates of the proposed set of messages.

3. Deliverables

The Group will produce the needed written deliverables covering the scope, including the supporting documents for public consultation and submission to ISO 20022. A final report on these deliverables will be provided to the ERPB for its meeting of November 2019. An interim report will be presented to the ERPB meeting of June 2019.

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 EIPP MSG keeps its composition of 2018, i.e.:

- EPC: 5 members
- EESPA: 2 members
- EACT: 1 member

¹ [2018 EIPP MSG report](#)

² [November 2018 ERPB Statement](#)



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

The Secretary of the Group will be provided by the EPC Secretariat.

5. Group Organisation

The EIPP MSG 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 EIPP MSG members and observers, as soon as possible and within one month of the meeting.

The EIPP MSG will develop its conclusions and deliverables 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 EIPP MSG 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 EIPP MSG 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 2019.

The members of the EIPP MSG will at all times execute their mandate in accordance with the stipulations of the EPC Code of Conduct on competition law (EPC212-14), as amended from time to time.

7. Data protection

Members of the EIPP MSG should as a matter of principle refrain from processing any personal data accessed or obtained through their membership of the EIPP MSG, unless and to the extent required to fulfil their normal EIPP MSG duties, as described in the present terms of reference or in any other relevant procedural or policy document (e.g. EPC Charter, Internal Rules).

This principle shall apply mutatis mutandis to any observers, guests or other third parties (partly) attending one or more meetings of the EIPP MSG.

The EPC Data Protection and Privacy Policy (document EPC024-18) provides further guidance in this context.