

Terms of Reference

EPC318-19
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Public



Approved

Revised terms of reference of the Request-To-Pay Multi-Stakeholder Group (RTP MSG)

1 Mission and Objective

At its 20 November 2019 meeting, the Board decided to extend the mandate of the Request-To-Pay Multi-Stakeholder Group (“RTP MSG”)¹ to fulfil a consultative role towards the ad hoc Task Force (“RTP TF”) that is entrusted with the development of a SEPA RTP scheme rulebook by November 2020.

2 Scope of Work

The RTP MSG developed the specifications for an RTP standardisation framework (RTP MSG 005-19²) on which the SEPA RTP scheme rulebook will be based. In view of this relevant knowledge and experience the MSG RTP will be invited by the RTP TF to:

- respond to queries in relation to the RTP specifications.
- review the RTP TF deliverables (before and after the public consultation).

3 Deliverables

The RTP MSG will review the SEPA RTP scheme rulebook (including related queries) and make recommendations to the RTP TF, which will also be shared with the Board.

The SEPA RTP rulebook will consist of a set of rules, practices and standards that makes it possible for PSP and non-PSP entities to join, participate and operate in the SEPA RTP scheme. The SEPA RTP scheme rulebook will be subject to a public consultation and will be submitted by the RTP TF for approval to the November 2020 meeting of the Board, prior to its publication on the EPC website.

The SEPA RTP scheme will be based on the ISO 20022 standard, separate from the EPC SEPA payment schemes, covering a set of basic functions as presented in the RTP specifications and approved by the November 2019 Board.

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

¹ The creation of the RTP MSG and its initial Terms of Reference (EPC251-18) were approved by the Board at its 21 January 2019 meeting.

² <https://www.europeanpaymentscouncil.eu/document-library/guidance-documents/request-pay-specifications-standardisation-framework>



4 Group Composition

The Group will consist of a maximum of 30 members and will be composed as follows:

- European Consumer Organisation (BEUC): 1 member.
- European Automated Clearing House Association (EACHA): 1 member.
- European Association of Corporate Treasurers (EACT): 1 member.
- EBA Clearing: 1 member.
- Ecommerce Europe: 1 member.
- European E-invoicing Service Providers Association (EESPA): 1 member.
- European Mobile Payment Systems Association (EMPSA): 1 member.
- European Payments Council (EPC): 7 members (drawn from RTP TF members).
- European Third Party Providers Association (ETPPA): 2 members.
- EuroCommerce: 2 members.
- POI payment solution and other providers: 7 members.
- Observers: 4 (2 from the Eurosystem (1 ECB representative and 1 National Central Bank representative), 1 from the European Commission, 1 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 co-chair representing the EPC will be elected by the Board following a recommendation by the NGC that the candidate(s) meet(s) the profile for the role. The other co-chair will be elected by the Group's full members (not observers) not representing the EPC during the Group's first meeting under its new mandate.

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 its objectives. The Group will report to the Board.

The nominated members are expected to be senior experts in the fields of electronic payments including the current applicable 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 member. An alternate shall be appointed for the duration of the mandate of the relevant member and may only attend a Group meeting when the relevant Group member is unable to attend such meeting.

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

5 Group Organisation

The Group will meet physically or by telephone conference, according to the demands of its scope of work.

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, observers, and their alternates, as soon as possible and within one month of the meeting.

The Group will develop its 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.

When reporting the outcome of Group deliberations and recording them in minutes, reference will be made to both majority and minority positions if applicable.

6 Mandate

The Group holds its mandate from and is accountable to the Board. The Group will operate under these Terms of Reference from its inception. It will hold its mandate until otherwise directed by the Board.

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

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