**CCS Steering Committee Rules of Operation**

**Overview**

Current version: Version 1 – January 2013

This document describes the processes that govern the Clearing Connectivity Standard Steering Committee (hereafter “CCS Steering Committee” or "Steering Committee") in relation to its operation, membership, meetings, decision and escalation methods and the publication of approved standards. This document is subject to evolve with the progression of the Committee.

The two primary objectives of the Steering Committee are:

* To govern the Clearing Connectivity Standard, including adoption and integration by FCMs and custodians, and to encourage its implementation as the new industry standard.
* To expand the initial scope of the standard to include additional products, participant types and functionality.

**Membership**

Current members are:

BAML

Barclays

BNY Mellon

Citi

Credit Suisse

Deutsche Bank

Goldman Sachs

HSBC

JP Morgan

Morgan Stanley

Northern Trust

State Street

UBS

New members for the Steering Committee should apply to the co-chairs. The Steering Committee will vote to accept new members. The Committee will ensure a diverse representation of senior IT operations and clearing representatives from ISDA members.

If a member of the Steering Committee is unable to attend any scheduled meetings, they may nominate an appropriate alternate to attend on their behalf, provided that notice is given to the committee secretary prior to the meeting.

Members are able to publicize their involvement with CCS.

**Meetings**

**Schedule**   
The Steering Committee is expected to meet once or twice a month. Meetings will generally be held via conference call for 1 hour of duration with longer face-to-face meetings scheduled intermittently throughout the year.

**Attendance**   
If participants are unable to attend a scheduled meeting, notice should be given to the committee secretary prior to the meeting, and an appropriate alternate nominated to attend. Each participant should have one chosen alternate only.

**Agenda**  
The agenda and any supporting documentation will be distributed to participants during the week preceding the scheduled meeting. 

**Agenda Items**   
A participant wishing to raise an item for the agenda must first gain approval from either of the co-chairmen. If approved, the participant must provide the committee secretary with any supporting documentation, unless the item is purely informational in nature, in which case it can be covered under Any Other Business.

The Agenda will cover core items every meeting:

* Review of action items from previous meeting.
* Update on any developments related to the Standard.
* Working Group Status (each working group to provide an update on activities underway).
* AOB
* Other items can be added using the process outlined above.

**Minutes**   
The minutes/actions will be distributed to participants for comment within one week of the meeting. 

**Guests**   
On occasion it will be pertinent to invite guests to attend/observe the Steering Committee meetings. Details of the guest, their company, and reason why they will be attending should be sent to either co-chair and committee secretary. As with alternate representatives, guests will not be able to partake in any voting.

**Voting**

The Steering Committee's role includes approving or rejecting proposals related to standardization of data transfer for the clearing and reporting of OTC Derivatives.

Generally, issues for voting on will be dealt with as part of the agendas for the scheduled monthly meetings. It will be necessary for a quorum to be present before a vote can proceed. For the purposes of the Steering Committee a quorum is defined as at least half plus 1 of the total number members of Steering Committee Members.

When resolving issues and making decisions, the aim of the Steering Committee is to achieve unanimity of opinion wherever possible. However, a 75% majority of votes will be sufficient to carry the motion.

If a member requires a ballot on an issue to be made between scheduled meetings, he/she should first contact the committee secretary, who will raise the issue with the co-chairs, initiating the formal Ballot process if required.

**Working Groups**

Working groups will be established to study a technical or policy issue involving cleared products and to develop proposals for the Steering Committee.

Working groups are where much of the actual work will be done, which together will evolve the standard. It is expected that members of a particular working group will actively solicit others’ opinions and input as appropriate in order to achieve the best solution for any given set of requirements.

Participants can either be fellow Steering Committee members, nominated individuals/experts from organizations that are committed to involvement in clearing standard work or independent experts.

The chair of each working group must produce a charter that describes the following:

* the groups mission;
* the chair and participants of the group;
* the scope of the group’s activities and deliverables detailing the criteria for success;
* milestones for activities and deliverables;
* meeting schedules;
* voting mechanisms if required;
* estimated time commitment a member would have to make in order to participate.

The Chair will make the initial presentation of the charter for approval and subsequently report on the progress of activities/deliverables at each scheduled Steering Committee meeting.

It is up to the Chair of the working group to apply criteria to determine whether participants are contributing accordingly. Some examples of what could be deemed inappropriate conduct are:

* the person is not present at more than one in three scheduled meetings;
* the person has not provided required deliverables on time on consecutive occasions.

To allow rapid progress, working groups are intended to be small and composed of experts in the area defined by the charter.

When all deliverables of the working group have been achieved, or if the scope of the Steering Committee alters to the extent that the activities conducted by the working group are deemed no longer necessary, the working group may be disbanded. A request to dissolve a working group should be made at a scheduled Steering Committee meeting.

**Escalation of Issues - Decisions**

Any issues discussed by the Working Groups which the Chair feels require escalation to the Steering Committee are to be submitted to the committee secretary. The Secretary will add the issue to the next meeting agenda, where it will be decided according to usual procedure.

**Communication**

An e-mail group with archiving capability has been established. The email group is managed by the committee secretary. All general communications should be sent using the mail group:

[CCSSteeringCommittee@fpml.org](mailto:CCSSteeringCommittee@fpml.org)

English is the primary language of the Standards Committee.

Nominated alternates will receive all mails sent using the above mechanism.

**Documentation Archiving**

All documentation including working group charters, process guidelines etc. relating to the Steering Committee will be posted to the ISDA website.