



# Change Management Process

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## Version History

Version	Date	Author	Revision
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# 1 Preface

## 1.1 Introduction

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The development and maintenance of message usage guidelines (UGs) on appropriate versions of ISO 2022 base messages is a critical aspect of HVPS+'s role in the financial market infrastructure (MI) community.

This document describes the processes that HVPS+ follows for the development and maintenance of its ISO 2022 implementation and UGs. It describes the overall purpose of each process, as well as the conditions under which it will be used. It provides full details of all the steps that are followed, including the outputs produced and the involvement of the wider financial community.

The intended audience is anyone with an interest in ISO 2022 payment message implementations: from those that would initiate UG development and maintenance or collaborate as pilot users, to those that oversee the process from a governance standpoint.

As market needs change, so do the messages, and change is carried out after consultation with market experts from the global MI community.

All ISO 2022 messages are developed and maintained in accordance with the ISO 2022 methodology. The ISO 2022 development and annual maintenance process for ISO 2022 base messages is governed by the ISO 2022 Registration Authority (RA), rather than by HVPS+ or CBPR+ (Swift), although the processes overlap in terms of timeline.

For a complete picture, readers should also refer to the documentation of the methodology in the ISO 2022 standard itself, which can be found at [www.iso20022.org](http://www.iso20022.org). For further information on the use of HVPS+ published UGs in MI implementations, readers should refer directly to the individual MIs themselves.

## 1.2 Guiding Principles

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Developing and maintaining UGs must be supported by a business case for the market. The overall guiding principles for the development and maintenance of HVPS+ UGs are as follows:

- **STP** – Focus on the end-to-end, straight-through processing (STP) of financial transactions, for the global financial industry.
- **Market needs** – Meet the needs of the relevant players within the industry and optimise the efficiency of all parties within the financial transaction process chain.
- **Benefits** – UG development, maintenance, and implementation will only be proposed if it results in a clear net benefit to members.
- **Consensus** – Approval of any changes to UGs to be used across high value payment systems globally, is based on consensus of HVPS+.
- **Harmonisation and interoperability** – All changes to UGs to be assessed through the lens of harmonisation, ensuring, in particular, that the HVPS+ and CBPR+ UGs remain interoperable.

These guiding principles apply to all types of change – both changes to guidelines and base message version upgrades.

## 2 Glossary

### 2.1 Terms

Term	Definition
Base message	An ISO 20022 message on which usage guidelines can be built.
BIS	The Bank for International Settlements (BIS) fosters dialogue, collaboration and knowledge-sharing among central banks and other authorities that are responsible for promoting financial stability.
CBPR+	Cross-border Payments and Reporting Plus (CBPR+) is a workgroup of payments experts whose mission is to create global ISO 20022 Market Practice and Implementation Guidelines to ensure a common roll-out and implementation of ISO 20022 by banks. CBPR+ UGs define how ISO 20022 messages are to be used and validated for cross border payments and cash reporting on the Swift network. CBPR+ is the specification used in the FINplus Closed User Group (CUG) administered by Swift. Country representation on CBPR+ is elected by the local Swift User Groups of the relevant countries. CBPR+ is supported by the Payment Standards Working Group (PSWG), a working group charged with the maintenance of the CBPR+ UGs.
CGI-MP	The Common Global Implementation Market Practice (CGI-MP) initiative aims to simplify various payment related corporate-to-bank implementations by promoting the wider acceptance of ISO 20022 XML. The initiative provides a forum for banks, bank associations, corporates, corporate associations, vendors, and MIs. The CGI group works to achieve its goals through consultation, collaboration, and agreement on common implementation templates for various ISO 20022 financial messages.
CMWG	HVPS+ Change Management Working Group: a sub-committee of HVPS+ to manage the maintenance of HVPS+ UGs.
Collection	A group of ISO 20022 UGs for a particular market infrastructure.
Consensus	General agreement among the members of a given group and the process of getting to such agreement. The consensus process actively solicits the input and participation of all decision-makers with a view to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is achieved when no members oppose or block the proposal of the group.
Contentious CR	Caused disagreement, unable to reach full consensus. Result likely to have been determined by majority vote amongst HVPS+ Change Management Working Group members.
CPMI	The Committee on Payments and Market Infrastructures (CPMI) is an international standard setter that promotes, monitors and makes recommendations about the safety and efficiency of payment, clearing, settlement and related arrangements, thereby supporting financial stability and the wider economy. The CPMI also serves as a forum for central bank cooperation in related oversight, policy and operational matters, including the provision of central bank services.
CR	Change request.
Fast-track	An additional, exceptional maintenance process, for changes deemed too urgent and too important to wait until the next change cycle.

Term	Definition
HVPS+	<p>High Value Payments Systems Plus.</p> <ul style="list-style-type: none"> <li>• HVPS+ Community: Any Market Infrastructure (MI) that uses, or has an interest in using, the HVPS+ Usage Guidelines (UGs). All organisations are able to nominate 'Readers' to the HVPS+ Community distribution lists to keep updated with latest news, changes, and requests for feedback.</li> <li>• HVPS+ : Representative membership organisation for the HVPS+ Community</li> </ul> <p>Refer to the HVPS+ Terms of Reference for a detailed description of the HVPS+ structure and key functions.</p>
Implementation	The adoption of an ISO 20022 collection in a market infrastructure.
IP+	Instant Payments Plus (IP+) is a workgroup, facilitated by Swift, of Market Infrastructures and global transaction banks, collaborating to develop global ISO 20022 market practice and implementation guidelines to enable participants to clear cross-border payments through their domestic instant payment system. The group took into account existing usage guidelines from HVPS+ and CBPR+ to ensure integration and interoperability.
ISO	International Organization for Standardization – the authority that approves and registers new standards.
ISO 20022	See <a href="http://www.iso20022.org">www.iso20022.org</a> .
ISO 20022 maintenance process	See <a href="https://www.iso20022.org/maintenance-iso-20022-message-definitions">https://www.iso20022.org/maintenance-iso-20022-message-definitions</a> .
MCR	Message Change Request report.
MDR	Message Definition Report.
MI	Financial Market Infrastructures (MIs), in this context, are systemically important payment systems, often operated by central banks, typically providing real time gross settlement services (RTGS) for high value payments, and usually responsible for the development, maintenance and publication of local ISO 20022 UGs. In this context Swift, as administrator of the FINplus CUG and CBPR+, is also considered an MI. It is the alignment of these UGs (covered in the following sections of the Charter) with CBPR+ and HVPS+ that is key to achieving interoperability and harmonisation on versions.
MR	Base Message Release referring to the period in which the ISO 20022 Registration Authority publishes new versions of ISO 20022 base messages.
MyStandards	<a href="http://www.swift.com/mystandards">www.swift.com/mystandards</a> .
PMPG	The Payments Market Practice Group (PMPG) provides a global forum to drive better market practices which, together with correct use of standards, will help in achieving full straight-through processing and improved customer service. Its mission includes documentation and publication of recommended market practice and proposed best practice. It is comprised of country representatives from communities relevant in the global payments marketplace.
PSWG	Payments Standards Working Group. The industry experts that assist Swift in undertaking standards maintenance activities. The MWG will be replaced by the Standards working group.

Term	Definition
Registration Authority (RA)	The ISO 20022 Registration Authority is the guardian of the ISO 20022 financial repository. The RA mission is to ensure compliance of developed repository items with the approved technical specifications and to publish the financial repository on www.iso20022.org on behalf of ISO. The ISO 15022 Registration Authority maintains the dictionary of messages and fields and approves new or changed messages and fields. The RA services for ISO 20022 are provided by Swift.
Standards Release (SR)	Term commonly used within the Swift community to refer to the live implementation of an annual message maintenance.
STP	Straight-through-processing.
Usage Guideline (UG/s)	A set of restrictions and/or rules placed upon an ISO 20022 base message for implementation within its specific business context.
Usage Guideline Collection	A group (collection) of Usage Guidelines for implementation.
Version	A two-digit number identifying the chronologic message version of an ISO 20022 base message (for example, pacs.008.001.XX).
XML	Extensible Markup Language.

## 2.2 Versioning

There are multiple layers when it comes to defining ISO 20022 messages and versions. Collections should be named according to the following convention.

Type	Owner	Format	Definition
Base Message	ISO 20022 RA	MRXXXX	MR = Maintenance Release XXXX = the year that the new base messages become effective.
Usage Guidelines	CBPR+	SRXXXX	SR = Standards Release XXXX = the year that the UGs are implemented in FINplus.
Usage Guidelines	HVPS+	HVPS+ UGXXXX	UG = Usage Guideline XXXX = the year that the new UGs become effective.
Usage Guidelines	Individual MIs (recommended)	MI UGXXXX	UG = Usage Guideline XXXX = the year that the UGs are implemented by the MI.

For example:

- An HVPS+ collection which becomes effective in 2024 would be named: HVPS+ UG2024.
- A CBPR+ collection published in 2024, but due to be implemented in 2025, would be named: SR2025.
- For an MI collection that is published in 2020, but implemented in 2023, HVPS+ recommends naming: MI UG2023.

## 3 Change Requests

Usage Guidelines are developed or maintained in line with the overall guiding principles described in Section 1.2 above. In addition, any development or maintenance of the HVPS+ UGs requires endorsement from the HVPS+ Change Management Working Group (CMWG), and approval from HVPS+.

### 3.1 Who Can Request a Change?

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Proposals to develop or maintain HVPS+ UGs must be submitted by one of the following entities:

- HVPS+ Members (including the Secretariat or CMWG).
- CBPR+ or PSWG.
- PMPG.
- Representative of MIs.

Individual users of HVPS+ may not submit change requests directly to HVPS+, but they may submit them via their local MI.

### 3.2 Types of Requests

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This Change Management process covers the following types of requests:

- Changes to HVPS+ UGs (e.g., alteration of formal rules, datatypes, textual rules or comments).
- Upgrade HVPS+ UGs to later version of base message (i.e., MR Version Change).
- Add new message to, or remove message from, HVPS+ collection.

## 4 Change Timeline

Date	HVPS+ Change Process	CBPR+/PSWG Process <i>[for reviewing purposes only]</i>
By 1 June 20XX	Collect HVPS+ Change Requests. <i>(Note: HVPS+ Secretariat will assess incoming HVPS+ CRs for impact to CBPR+ and will raise CBPR+ CR if needed)</i>	Collect CBPR+ Change Requests. <i>(Note: CBPR+ Secretariat will assess incoming CBPR+ CRs for impact to HVPS+ and will raise HVPS+ CR if needed)</i>
1 June 20XX	Deadline for submission of HVPS+ Change Requests.	Deadline for submission of CBPR+ Change Requests.
HVPS+: by 1 <sup>st</sup> week in July 20XX CBPR+: by 3 <sup>rd</sup> week in July 20XX	HVPS+ Secretariat to analyse requests and prepare the Maintenance Proposal document. Documentation published to CMWG for internal review and to CBPR+ Members for noting, as well as on the HVPS+ page on <a href="http://swift.com">swift.com</a> and the HVPS+ group on MyStandards.	CBPR+ Secretariat to analyse requests and prepare assessment documentation. Documentation published to <a href="http://swift.com">swift.com</a> , and to CMWG for noting.
By end-July 20XX	CMWG meeting for initial review and assessment of HVPS+ changes.	<i>New step for CBPR+/PSWG: PSWG initial review and assessment of CBPR+ CRs.</i>
By 3 <sup>rd</sup> week in August 20XX	<b>Cross-group alignment:</b> 1. CMWG and CBPR+/PSWG share outcomes of initial assessments offline; then, 2. Joint meeting of CMWG and CBPR+/PSWG to discuss feedback on the other's changes [all must come to the meeting prepared to forge consensus at the meeting]	
By end-August 20XX	Final CMWG assessment, which should incorporate agreed outcomes from cross-group alignment. CRs to be endorsed by CMWG for HVPS+ approval.	PSWG meetings and final assessment, which should incorporate agreed outcomes from cross-group alignment.
September – October 20XX	HVPS+ meeting to approve CRs endorsed by CMWG.	Board ratification and country voting.
By 3 <sup>rd</sup> week in November 20XX	HVPS+ Secretariat to publish updated Maintenance Proposal Document (collation of approved HVPS+ CRs).	Publish CBPR+ updated high level information document.
November 20XX	MI Change Management cycles begin with review of approved changes to HVPS+ and CBPR+ collections.	
By 3 <sup>rd</sup> week in December 20XX	Publish draft UGs.	Publish draft UGs.
By 3 <sup>rd</sup> week in February 20XX+1	Publish updated collection of UGs.	Publish updated collection of UGs.
By 3 <sup>rd</sup> week in November 20XX+1	Recommended MI implementation.	CBPR+ implementation.

*[ \* note: 20XX = Year 1, 20XX+1 = Year 2; i.e., changes submitted by June 2023, will be implemented, by MIs or CBPR+, in November 2024]*



## Note:

- Actual dates are set annually and communicated to the HVPS+ community on the HVPS+ page on [swift.com](http://swift.com) and the HVPS+ group on MyStandards, no later than the third week in June. If required, where there are many change requests, several meetings may occur (before the end of August).
- Unforeseen circumstances may mean that published dates change. Decisions to alter or postpone publication of UGs are always made by HVPS+.
- The HVPS+ uses the most appropriate means to communicate any change to the Community, for example on the HVPS+ page on [swift.com](http://swift.com) and the HVPS+ group on MyStandards.

## 5 HVPS+ Change Management Process

The process described in this section applies to the regular development and maintenance of HVPS+ UGs. An urgent (fast-track) process is described in a later section.

### 5.1 Collect Change Requests

<b>HVPS+</b>	By 1 June 20XX
<b>CBPR+</b>	By 1 June 20XX

Changes can be submitted on an ongoing basis up until the deadline, which is the 1 June each year. However, to allow adequate time for analysis, the community is urged to submit the requests as early as possible. If a request is submitted by a new or unfamiliar industry group, the HVPS+ Secretariat will work with the CMWG Lead to validate the request. This will be done as soon as the request is received.

All requests must be submitted in writing via e-mail to [secretariat@hvpsplus.info](mailto:secretariat@hvpsplus.info) using the appropriate template (see Appendix A). These requests must contain sufficient information to form the basis of a complete business case, including:

- The origin of the request, for example, an industry group.
- The urgency of the change and whether it would be possible to implement the change in a later release.
- A detailed description of the change.
- The business context for the change, that is, the rationale and business value.
- If a change request is linked to a regulation, which one and by when the regulation is expected to come into effect.
- The impact level on the community (cost benefits) and whether the impact is on a local or a global community of users.
- The scope of the impact, that is, on either current ISO 20022 usage guidelines only, and/or on base ISO 20022 messages.
- The list of ISO 20022 messages, and/or the set of ISO 20022 usage guidelines that will be impacted.
- A commitment from the requesting community that they will implement the change.
- Business scenario examples.

Individual users of HVPS+ may not submit change requests directly to HVPS+, but they may submit them via their local MI.

### 5.2 Analyse Requests and Prepare Documentation

<b>HVPS+</b>	By 1 <sup>st</sup> week in July 20XX
<b>CBPR+</b>	By 3 <sup>rd</sup> week in July 20XX

During this phase of the process, the HVPS+ Secretariat:

- Determines if the information received in the request is complete and clear. The HVPS+ Secretariat may request the submitter to provide missing or additional information for further clarification of the request.
- Determines if an alternative implementation could meet the requirements of the request.
- Creates the Maintenance Proposal document, including each CR (see Section 5.2.1 below), that serves as the basis for the CMWG discussions. The Maintenance Proposal document includes each change request, as submitted by the community, a solution proposed by the HVPS+ Secretariat, and the likely impact that the change will have on the HVPS+ UGs. This document will also assist implementers and operational staff with their resource planning and budget allocations for the following year.
- Distributes the Maintenance Proposal document to CMWG members and CBPR+/PSWG cross-group alignment members and will be made available on the HVPS+ page on [swift.com](https://swift.com) and the HVPS+ group on MyStandards.

### 5.2.1 Maintenance Proposal Document

The HVPS+ Secretariat distributes the Maintenance Proposal document to the CMWG at least three weeks before the CMWG meeting. It includes the analysis by the HVPS+ Secretariat of all valid change requests for the HVPS+ UGs.

It is important to note that these changes have not yet been validated by the CMWG. The purpose of the document is to:

- Provides the basis for discussion at the CMWG meeting.
- Help technical implementers and operational users to evaluate the impact of the proposed changes on their interfaces and applications and thus to plan resource and budget allocations for the implementation of these changes.

The document is made available on the HVPS+ page on [swift.com](https://swift.com) and the HVPS+ group on MyStandards at the start of July and an updated version is published in November, after HVPS+ has met (see Section 5.6).

## 5.3 CMWG Initial Review and Assessment

<b>HVPS+</b>	By end-July 20XX
<b>CBPR+</b>	(n/a)

CMWG works with its members to consider version upgrades and maintain appropriate ISO 20022 usage guidelines for the HVPS+ Community. The meetings are convened by the HVPS+ Secretariat, led by the CMWG Lead, and are held, usually virtually, via conference call or any other means of telecommunication, to:

- Validate the business case and other information contained in the change requests.
- Provide an opportunity, when appropriate, for the submitters of change requests to answer questions and provide additional clarity.
- Agree on which proposals will be endorsed for approval by HVPS+.

The HVPS+ Secretariat or CMWG Lead may invite observers with specific expertise to attend the CMWG meetings. Observers may represent market infrastructures and industry groups, such as the Payments

Market Practice Group (PMPG) or Common Global Implementation-Market Practice (CGI-MP), with no voting rights.

#### 5.4 Cross-Group Alignment

<b>HVPS+</b>	By 3 <sup>rd</sup> week in August 20XX
<b>CBPR+</b>	By 3 <sup>rd</sup> week in August 20XX

A significant part of the HVPS+ change management process involves cross-group alignment, particularly with CBPR+, to ensure harmonisation of UGs. Cross-group alignment takes many forms, from exchange of CRs received, sharing of views on proposals, to outlining the impact of the accepted CRs on the others' UGs.

It is envisaged that by the 3<sup>rd</sup> week in August each year:

- CMWG and CBPR+/PSWG will share, via email, outcomes of initial assessments; then,
- A joint meeting of CMWG and CBPR+/PSWG members will be convened to discuss feedback on the other's changes and forge consensus on next steps.

#### 5.5 CMWG Final Assessment

<b>HVPS+</b>	By end-August 20XX
<b>CBPR+</b>	By end-August 20XX

During the CMWG meeting, members review and discuss all change requests in the Maintenance Proposal document, sent to the group by 1<sup>st</sup> week in July. The CMWG is expected to validate or reject the proposed change requests, taking into account agreed outcomes from cross-group alignment, but any of the following may occur:

- The change request is validated; or
- Validated with an alternative solution; or
- Validated with a future implementation date.

An overview of all validated requests is submitted to HVPS+ for endorsement.

Alternatively:

- The change request is rejected. If a change request is rejected, the submitter will be informed of the CMWG's decision once approved by HVPS+.
- The change request requires further clarification. In some cases, the CMWG may request more information before being able to make a decision. The HVPS+ Secretariat endeavours to obtain the information from the requesting community within the time frame of the present maintenance cycle, otherwise the request is held over for the next maintenance cycle.
- The requested change requires a new message to be added to the HVPS+ collection. If a change will have a major impact on a message or usage guideline or cannot be accommodated within the scope of any existing messages, then the CMWG may decide that a new message is needed.

The decisions of the CMWG are documented in the meeting minutes and sent to HVPS+ for approval.

### 5.5.1 Criteria for Acceptance / Voting

The CMWG operates by consensus, and it may be necessary to have more than one meeting to achieve this. If there is no consensus, as determined by the CMWG Lead, then the lead must either open the issue for further discussion and potential re-vote or take a simple majority vote.

HVPS+ is informed of all contentious CRs, whether finally agreed by the CMWG or not.

If the CMWG agrees that a requested change is necessary and should be implemented, the request is added to the list of changes that the group submits to HVPS+ for approval. In the absence of agreement, the group may either decide to hold the request for the next year's change management cycle or to escalate it HVPS+. The decision of HVPS+ is binding.

The quorum for a CMWG meeting is the WG Lead, Secretariat and 51% of member organisations (MIs) that have a nominated representative. If quorum is not present, the meeting will still proceed, and an attempt will be made to convene sufficient members.

CMWG will seek consensus on all decisions in the first instance. If consensus cannot be reached and the matter requires a timely decision, CMWG may vote on the matter. Support of a 60% majority of appointed voting members present at the meeting is required for a decision to be made.

When a decision must be taken to a vote:

- Only CMWG member organisations (MIs) have voting rights; observers from other industry bodies are not able to vote.
- Each MI represents one vote.
- Experts/FI representatives, attending as the guest of an MI, are non-voting members.

Decisions made by inquorate meeting must be electronically ratified within a timeframe agreed by the WG Lead and Secretariat. CMWG members are responsible for ensuring alternate representation when absent from a meeting. If a member is absent and has not provided an alternate, the decisions made by the CMWG are considered final.

CMWG members are responsible for ensuring alternate representation when absent from a meeting. If a member is absent and has not provided an alternate, the decisions made by the CMWG are considered final.

## 5.6 Approval of Endorsed Changes

<b>HVPS+</b>	September – October 20XX
<b>CBPR+</b>	September – October 20XX

HVPS+ must formally approve or reject all CRs endorsed by the CMWG.

During discussions, the CMWG Lead must highlight any contentious CRs that resulted in extensive debate, along with the final endorsement for approval or rejection by the CMWG. In addition, in those cases where a decision was not reached due to a lack of consensus, quorum, or decisive vote (see section 5.5.1 above), HVPS+ is asked to resolve the issue. The decision of HVPS+ is final and binding.

## 5.7 Publish Updated Maintenance Proposal Document

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<b>HVPS+</b>	By 3 <sup>rd</sup> week in November 20XX
<b>CBPR+</b>	By 3 <sup>rd</sup> week in November 20XX

In the third week of November, the HVPS+ Secretariat publishes an updated version of the HVPS+ Maintenance Proposal document, which provides an overview of all CRs endorsed by the CMWG and approved by HVPS+. When the implementation of the change is different from the original request, this is clearly indicated.

The updated Maintenance Proposal document is published to all HVPS+ members, on the HVPS+ page on [swift.com](http://swift.com), and on the HVPS+ group on MyStandards.

## 5.8 Publication of Draft UGs

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<b>HVPS+</b>	By 3 <sup>rd</sup> week in December 20XX
<b>CBPR+</b>	By 3 <sup>rd</sup> week in December 20XX

As soon as the HVPS+ changes are approved by HVPS+, draft versions of the UGs are created by the HVPS+ Secretariat and published on MyStandards. This should be completed by the third week in December.

It is expected that the HVPS+ Secretariat, in their creation of the draft UGs, will work with the Swift Standards Team to ensure alignment on exact wording between CBPR+ and HVPS+, within the constraints of the approved CR. This will include a side-by-side comparison of the two collections.

## 5.9 Publication of Final UGs

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<b>HVPS+</b>	By 3 <sup>rd</sup> week in February 20XX+1
<b>CBPR+</b>	By 3 <sup>rd</sup> week in February 20XX+1

After the draft HVPS+ UGs are published, some omissions or inconsistencies may be reported to HVPS+ members or the HVPS+ Secretariat. If this occurs, updated UGs are published by the third week in February.

Again, it is expected that the HVPS+ Secretariat, in their creation of the final UGs, will work with the Swift Standards Team to ensure alignment on exact wording between CBPR+ and HVPS+, within the constraints of the approved CR. This will include a side-by-side comparison of the two collections.

## 6 Fast-Track Maintenance Process

### 6.1 Eligibility

The fast-track maintenance of HVPS+ UGs is an additional, exceptional maintenance process, for changes deemed too urgent and too important to wait until the change management maintenance cycle. Fast-track is not intended as an alternative maintenance process for a change request that is simply late (these late change requests will have to be re-submitted for the next normal maintenance cycle).

Rules for submitting a fast-track change request are the same as for other change requests (as described in Section 3) with the following additional conditions:

- They must address a clear legal or regulatory need in a major market, where the law or regulation comes into force before it could be accommodated in the regular maintenance process and where no workaround is possible; or
- They must offer significant and urgently required improvements in the community's ability to combat financial crime and where no workaround is possible; or
- They must enable significant and urgently required improvements for a major community-driven initiative, again where no workaround is possible.

The HVPS+ Secretariat and CMWG Lead will closely scrutinise all CRs proposed for fast-track to ensure eligibility. In particular, any CR will need to include a clear explanation of why it meets the fast-track criteria, with supporting evidence (for example, a link to the relevant section of the regulation including the timing of the implementation and an indication of the proportion of the affected community). Even if meeting the fast-track conditions above, the CMWG and HVPS+ reserves the right to reject fast-track change requests if, after analysis, it appears that the CR would lead to an unreasonable number of changes.

### 6.2 Timeline

If a CR meets the fast-track requirements, it will follow this timeline:

Date	HVPS+ Regular Change Process	HVPS+ Fast-Track Change Process
By 1 June 20XX	Collect HVPS+ Change Requests	
1 June 20XX	Deadline for submission of HVPS+ Change Requests	
HVPS+: by 1 <sup>st</sup> week in July 20XX	HVPS+ Secretariat to analyse requests and prepare the Maintenance Proposal document	
By end-July 20XX	CMWG meeting for initial review and assessment of HVPS+ changes	-
By 3 <sup>rd</sup> week in August 20XX	Cross-group alignment	
By end-August 20XX	Final CMWG assessment	
September – October 20XX	HVPS+ meeting to approve CRs endorsed by CMWG	
By 3 <sup>rd</sup> week in November 20XX	Publish updated Maintenance Proposal Document	-

Date	HVPS+ Regular Change Process	HVPS+ Fast-Track Change Process
November 20XX	MI Change Management cycles begin with review of approved changes to HVPS+ and CBPR+ collections.	
By 1 December 20XX	-	Deadline for submission of Fast-Track CR
By 3 <sup>rd</sup> week in December 20XX	Publish draft UGs	Cross-group alignment; CMWG and HVPS+ review and assessment
By 3 <sup>rd</sup> week in February 20XX+1	Publish updated collection of UGs	Alignment with Regular Process
By 3 <sup>rd</sup> week in November 20XX+1	Recommended MI implementation	

### 6.3 Receive Fast-Track Change Request

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All fast-track requests must be submitted by 1 December at the very latest, using the correct template (see Appendix B). The CR must clearly explain why it should be considered for fast-track, according to the eligibility criteria, and include a cost-benefit justification, if possible, for the entire HVPS+ community, or at least for the local community of users. Unclear or incomplete change requests will not be put forward.

As with standard CRs, the Secretariat will facilitate cross-group alignment with CBPR+/PSWG.

### 6.4 Review and Assessment

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As soon as a fast-track request is received, the CMWG will be informed and the group convened as soon as possible to discuss it and make a formal recommendation, before being taken for approval at the last meeting of HVPS+.

### 6.5 Alignment with Regular Process

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If HVPS+ approves the recommendation of the CMWG, the remainder of the fast-track maintenance process follows exactly the same steps as the regular change process but in a shorter timeframe (see Section 5 for details):

- The approved fast-track CR for HVPS+ UGs will be included in an updated Maintenance Proposal Document, due to be published by the end-December. Depending on timing, the changes may or may not be included in the draft UGs.
- Updates to the HVPS+ UGs will be finalised with the publication of final UGs in third week in February 20XX+1.
- It is expected that fast-track changes will be implemented by MIs by third week in November 20XX+1.

The fast-track maintenance process is designed to minimise disruption by merging with the current, regular maintenance process in its later phases to ensure that there remains a single annual usage guidelines publication. HVPS+ has the same right to reject a change request submitted for fast-track, or to recommend that it is postponed to a future cycle, as it does under the regular maintenance process.



## Appendix A Change Request Form

*Note: this form mirrors the current CBPR+/PSWG CR Form*

- Deadline for change requests is 1 June 20XX. You are encouraged to submit your request ahead of this deadline to be sure that there is sufficient time for the HVPS+ Secretariat to validate it and, if needed, to get back to you with questions before the deadline is passed.
- All requests must be submitted by a HVPS+ Community Member (or other group listed in Section 3.1 of the HVPS+ Change Management Process). Requests received directly from individual institutions will not be accepted.
- Requests must be sent to [secretariat@hvsplus.info](mailto:secretariat@hvsplus.info).
- The requestor must fill in all fields to enable the HVPS+ Secretariat and Change Management Working Group to fully understand the change request and its impact on the community.
- The HVPS+ Secretariat is committed to check the quality of change requests and to return change requests that are unclear or incomplete, and to ask the originator to provide additional information if needed.
- The requestor may propose a solution to address the change request, however, the HVPS+ Secretariat and CMWG are responsible for defining the appropriate standards solutions for such requests.
- The requestor (or a suitable alternate) must be prepared to present the change to the CMWG, as needed.

Question	Answer	Supporting Notes
<b>Title</b>		
Proposed title of change request		<i>Enter a short title, for example, 'Change length of element X'.</i>
<b>Requestor Details</b>		
Origin of request		<i>Name of HVPS+ Community Member, or other group listed in Section 3.1.</i>
Person/s that can be contacted for additional information	<b>Name:</b> <b>Email:</b> <b>Phone:</b>  <b>Name:</b> <b>Email:</b> <b>Phone:</b>  <b>Name:</b> <b>Email:</b> <b>Phone:</b>	<i>At least one contact must be provided, but no more than three.</i>

Question	Answer	Supporting Notes
Group that sponsors the request		<i>Provide the name of the group (or a list of institutions) that support and commit to implementing this change. For example, if the requestor submits the request on behalf of a local market practice group, or a group of local Participants.</i>
<b>Message Type/s</b>		
Message type/s impacted		<i>List all message types affected by this request, for example, pacs.008, pacs.009_COR, camt.029.</i>
<b>Business Impact of Request and Regulation</b>		
What impact will this change have on business applications?	<b>Level of impact:</b> HIGH / MEDIUM / LOW <b>Justification:</b>	<i>Select level of impact, and optionally provide justification for the level of impact on business applications</i>
Is this change required for regulatory reasons?	<b>Required for regulatory reasons?</b> YES / NO <b>Regulation:</b>	<i>If 'yes', then it is mandatory to identify the regulation (name/reference number, etc.) or to provide a link (URL) to the regulation.</i>
<b>Commitment to Implement the Change</b>		
Total number of messages of this type that the sponsors currently send and/or receive in one year.		<i>Estimate, when possible, of total traffic sent and/or received by the requesting group in one year.</i>
What percentage of the messages send and/or received will include this change in the future?		<i>Estimate, when possible, of the percentage of sent and/or received messages (as above response) that will be impacted by the change.</i>
Country, community or group that is committed to use this change?		<i>This must be completed, even if it is the same as the group that sponsors the CR. "All Users" is not an acceptable response here, since the requestor cannot make a commitment on behalf of all HVPS+ users.</i>

Question	Answer	Supporting Notes
Year they commit to use this change.		<i>Note the year in which the requesting community will start to use the change.</i>
<b>Rationale</b>		
Business rationale for the change.		<i>Note the following: a. Who will benefit from the change? b. Why is the change needed? Describe the business rationale for the request and its criticality for your market. It must be complete and detailed.</i>
<b>The Change</b>		
Outline the nature of the change.		<i>What must change? For example, 'Change the datatype in element XXX from YYY to ZZZ'. Describe the change to the Usage Guidelines – to both the element/s and the message/s.</i>
<b>Workarounds</b>		
Describe a current work around if one exists.		
<b>Use Cases</b>		
Business scenario examples.		<i>Outline all applicable use cases.</i>
<b>Additional Information</b>		
Add any further information here or attach it to this form.		

Note, if this is a Fast-Track CR, you must also complete questions at Appendix B.

## Appendix B Fast-Track Change Request Form

Question	Answer	Supporting Notes
<b>Fast-Track</b> (in addition to questions in Appendix A)		
Does the change address a clear legal or regulatory need in a major market, where the law or regulation comes into force before it could be accommodated in the regular maintenance process, and where no workaround is possible?	<b>Response:</b> YES / NO <b>Further information:</b>	<i>If 'yes', justification and/or further comments are mandatory.</i>
Does the change offer significant and urgently required improvements to the community's ability to combat financial crime and where no workaround is possible?	<b>Response:</b> YES / NO <b>Further information:</b>	<i>If 'yes', justification and/or further comments are mandatory.</i>
Does the change enable significant and urgently required improvements for a major community-drive initiative, where no workaround is possible?	<b>Response:</b> YES / NO <b>Further information:</b>	<i>If 'yes', justification and/or further comments are mandatory.</i>