



TERMS OF REFERENCE

1. MISSION & SCOPE

The PMPG provides a truly global forum to drive better market practices which, together with correct use of standards, will help in achieving full STP and improved customer service.

The mission of the PMPG is to:

- take stock of payments market practices across regions
- discuss, explain, and document market practice issues, including economic viability
- recommend market practices, covering end-to-end transactions
- propose best practice, business responsibilities and rules, message flows, consistent implementation of ISO messaging standards and exception definitions
- ensure publication of recommended practices
- encourage an iterative dialogue with communities where community feedback is incorporated in updated publications
- recommend payments market practices in response to changing compliance requirements

The scope of the PMPG covers end-to-end transactions in the payments business area, including:

- payment initiations from any business to a financial institution
- payment instructions between financial institutions
- rejections, returns, status reports, request for cancellations, reversals, i.e., any kind of exception handling, related to the above
- transportation and processing by financial institutions of business to business information
- financial reporting, confirmations and statements, related to the above,
- the convergence of the trade and payments space
- the impact of compliance requirements as they relate to global payments market practices
- market practices for securities transaction related payments

The focus of the PMPG is global. The group will liaise as much as possible with other organizations, such as global and regional standard bodies, industry organizations, ACH and high value payment system operators, SWIFT Corporate Advisory Group, SWIFT Financial Crime Compliance Advisory Group, Securities Market Practice Group, ISO 20022 Standards Evaluation Groups and Registration Management Group, etc. to leverage existing channels, ensure alignment of opinion and avoid duplication.

2. GOVERNANCE

The PMPG is a SWIFT advisory group that reports into the Banking Services Committee (BSC) for all topics related to SWIFT. The BSC may request the PMPG to investigate topics for market practice setting, as appropriate.

For topics/market practices not related to SWIFT, the PMPG remains an independent industry group that will inform the BSC on its activities and may recommend actions.

3. COMPOSITION

1. Group composition will ensure representation from communities that are relevant in the global payments market place;
2. Members will have a wide knowledge of the existing payments business processes and procedures to correctly estimate the impact of their decisions on legacy systems and existing practices;
3. Members will enjoy sufficient respect in their professional communities for the publicized results to be credible with local communities;
4. Group membership will be governed by the group through self-regulation. One member should come from the BSC; in order to assess the coverage of group membership across the various communities of the PMPG, the respective communities of the BSC representatives will not be taken into account;
5. The group will have two co-chairs from different regions (Asia Pacific, Europe, North America etc). One of the co-chairs will come from the BSC;
6. Communities represented on the PMPG nominate member candidates to be approved by the PMPG by majority vote, after review and support for the nomination by the PMPG co-chairs and the chair of the BSC. The mandate concerns the individual not the institution without (ad-hoc) replacements unless decided otherwise by the group.
Members will serve a 3-year term, renewable on request of their community;
7. For reasons of continuity members should attend as many meetings as possible. The co-chairs will monitor group participation and address issues with the members' community if needed;
8. Requests for renewal or replacement of members will come from the communities, subject to PMPG approval. New members will serve a new 3-year term;
9. SWIFT will act as Secretariat to the group.

4. ACTIVITIES & ACCOUNTABILITY

1. The group will have at least two physical meetings a year, in Q2 and Q3-4 (preferably at Sibos). Conference calls are scheduled on a monthly basis. It will be upon the discretion of the co-chairs to increase the meeting frequency if necessary;
2. Each member will bear his/her own expenses related to group activities, for example, travel.
3. Task forces and sponsors will be defined as per need and based on topics and priorities established. They may involve participants external to the PMPG (for example, experts drawn from members' organisations or communities);
4. The group will agree on a document review and staging process. Documents will be published by the PMPG based on the consensus of the group members;
5. Information will be shared on a regular basis with the SWIFT community, with regional industry bodies and with the PMPG member communities. Final PMPG documents and meeting summaries will be shared publicly on the group's website www.pmpg.info;
6. The recommendations of the group will foster a community view, based on timely and appropriate community consultation. Each member of the group will seek input from his/her community and share meetings outcome with his/her community;
7. For topics related to SWIFT the group has power of recommendation for approval by the SWIFT Board. When a PMPG recommendation is approved by the BSC and ratified by the board, it will be communicated under auspices of the Board (for example, at NMGs) and executed by SWIFT. For topics not related to SWIFT, all communications will be done under the auspices of the PMPG;
8. Relevant regulations and any applicable legislation take precedence over guidance issued by the PMPG. Recommendations and guidelines represent an industry's best effort to develop consensus positions and assist peers in the interpretation and implementation of the relevant topic(s), regulations and/or legislation. The PMPG - or any of its members - cannot be held responsible for any alternative view of its publications or any consequence thereof;
9. The success of the PMPG will be measured by publication and explanation of existing payments related practices, adoption of recommended market practice(s), increase of true straight-through-processing in the exchange of messages and by the overall level of dialogue and relationships established with the global payments community;
10. In reaching a formal position, the PMPG aims to work by consensus, that is, to formulate a shared position with no sustained objections from any member. However, if consensus cannot be reached the chairs may opt to conduct a vote. Each member of the PMPG is entitled to vote and at least three quarters of PMPG members must vote to establish a quorum. A 75% majority (one-member-one-vote) is required to declare a majority opinion