



CGI-MP Management

CGI-MP Deliverables Approval and Maintenance Process

Approved

02 September 2011

Reviewed and updated (section 3.2) on 04 December 2012



1. Introduction

The following describes the official approval and maintenance process for the Common Global Implementation – Market Practice (CGI-MP) deliverables in terms of its guidelines and supporting documentation. This does not currently include any other decision-making process covered by the Governance Model document or any other issue that concerns the daily operation of CGI-MP in the operational or organisational domain for which the CGI-MP Management or Plenary is responsible.

1.1 Purpose

The purpose of having an officially approved process for the Approval and Maintenance of CGI-MP deliverables is to have a clear set of consistent and predictable rules in order to provide transparency both to CGI-MP members as well as to implementers/potential adopters on the approval and maintenance process for CGI-MP deliverables.

1.2 Content

This document falls in two parts, one section for the approval of CGI-MP deliverables and another section for the maintenance of those. The term CGI-MP deliverables is used as a general term for all guidelines and supporting documentation that CGI-MP produces for message implementation.

1.3 Status

This document is approved by the CGI-MP Members 02 September 2011

2. CGI-MP approval of deliverables

All CGI-MP deliverables, once approved by the CGI-MP members as a work item for CGI, are designated to a specific working group, led by a CGI-MP Management appointed facilitator. The facilitator, together with the working group, is responsible for performing the work in order to produce and deliver it as final CGI-MP deliverable.



Each Working Group will - supported by CGI-MP Management and CGI-MP Support - be responsible for all parts of the process around the production of the CGI-MP deliverables. In case they cannot agree the issue is referred to CGI-MP voting membership.

2.1 Approval process

The approval process of a CGI-MP deliverable shall follow the following steps and timelines:

- 1) The Working Group produces and agrees a draft deliverable for public review (CGI-MP and the public). The draft deliverables is sent to CGI-MP Support that posts it on the CGI-MP web site and also distributes it to CGI-MP members with a notice of public review.
- 2) The public review period is **45 days** and can upon request from a CGI-MP member be extended for a maximum of **10 additional days**.
- 3) At the end of the public review period, the Working Group responsible reviews and disposes of all the comments. The Working Group is encouraged to include in the review process the comment submitters in order to clarify and resolve all comments in a satisfactory manner. The Working Group then prepares a final draft for approval by CGI-MP Voting Members.
- 4) The Working Group submits the final draft to CGI-MP Management Team, which distributes the final draft to CGI-MP Membership for approval.
- 5) CGI-MP Voting Members reviews the final draft and votes (via email) on the final draft within a **14 day ballot**. If a CGI-MP voting member votes no, the reason must be submitted with the no-vote.
- 6) If approved according to Governance Model, the CGI-MP Support publishes the final approved draft to the CGI-MP web site and CGI-MP Plenary.
- 7) If not approved, the CGI-MP deliverable is returned to the Working Group with the comments received. The Working Group together with the CGI-MP will then dispose of all the comments in cooperation with the CGI-MP members that have voted no with comments.
- 8) Step 4-6 is then repeated.
- 9) If the CGI-MP deliverable is not approved on a second round, the CGI-MP deliverable is withdrawn from the work programme of CGI.

3. Maintenance process

The maintenance process has two tracks depending on whether it concerns the normative or the informative part of the CGI-MP deliverables. **Normative** refers to the referenced Message Implementation Guideline basic template. **Informative** refers to the annexes such as country specific market practise, examples, etc.



3.1 Maintenance process – Normative CGI-MP deliverables

The maintenance process for normative CGI-MP deliverables is based on an annual release cycle. The principles for the maintenance process are based on the maintenance process from ISO20022. The fixed release dated every year is July 1st.

The following steps are required

- 1) The submitter of the CGI-MP Change Request (CCR) submits it to CGI-MP Support, which in turn forwards it to the relevant Working Group.
- 2) The CCR must include the following information:
 - The name of the submitter (does not have to be a CGI-MP member)
 - The message(s) in scope.
 - The business reason for the CCR.
- 3) Cut-off date for CCR's is March 1st.
- 4a) If the CCR is approved by the relevant CGI-MP Working Group then the CCR follows step 1-6 of the Approval Process mentioned in section 2.1 with the addition that a separate change report is appended to the updated version of the CGI-MP deliverable detailing the changes as applied. The CCR submitter is encouraged to participate in the Working Group discussion of the CCR.
- 4b) If the CGI-MP Working Group does not approve the CCR, the reason for rejection is returned to the submitter. The submitter may appeal the decision to the CGI-MP Voting Membership.

In exceptional cases, the CGI-MP membership may decide to modify the process described above and schedule an urgent release.

In addition a corrigendum may be issued if it concerns minor corrections or editorial errors found in the published documentation.



3.2 Maintenance process – Informative CGI-MP deliverables

Informative CGI-MP deliverable can be requested to be updated at any time by a CGI-MP member or an external party. The informative deliverables follows a quarterly release cycle based on the annual release cycle of July 1st.

The following steps are required:

1) Non-CGI-MP member submission:

- a. A CGI-MP Change Request (CCR) must be submitted to CGI-MP Support, which in turn forwards it to the relevant Working Group.
- b. The CCR from a CGI-MP external source must include the following information:
 - The name and organization of the submitter
 - The message(s) in scope.
 - The business reason for the CCR.
- c. The relevant CGI-MP Working Group makes the necessary changes and updates the supporting documentation, including returning feedback to the submitter when the change is rejected.

2) CGI-MP member submission:

- a. Submit email with details of additional content or change to Informative Deliverables to appropriate CGI-MP Working Group.
- b. Attend scheduled CGI-MP Working Group meeting to present proposed content or change.
- c. The relevant CGI-MP Working Group makes the necessary changes and updates the supporting documentation.

3) All changes to Informative Documents are documented in 'Change Control' tab or paragraph of the applicable document.

4) No later than a month before an actual new quarterly release, the CGI-MP Members are informed of the changes and the updated supporting documentation. Any comments received from CGI-MP Members will be taken under review by the CGI-MP Working Group issuing the document.

The CGI-MP membership may decide to modify the process described above and schedule an urgent release of the supporting deliverable.