



CONDENSED AGENDA: Prêt-à-SEPA SEPA PROGRAMME HEALTHCHECK

Based on a series of “Best Practice” checklists

Scope

- Customer-facing business units, IT and Ops units
- Overseas units (incl in countries that may adopt the EUR, and in EEA countries)
- Electronic banking systems
- Clearing and settlement interfaces including correspondents
- Legal and Compliance

Background

- Inventory of current services affected
- Library of reference documents
- Library of policies, processes, customer documents, prices

Objectives

- Vision of external environment at key future points
- Statement of capabilities, operational model, assumptions, P&L at key future points
- Senior executive buy-in and funding
- High-level change plans
- ToR for each sub-project/response

Programme structure

- Executive sponsor and ToR from the Board
- Composition and remit of Steering Committee
- Size, resources and remit of Programme Office
- Process to engage Customer-facing business units, IT and Ops units
- Impact analysis and responses
- Project plan for each response, with business case, statement of required actions and resources, and costs

Communications and Interlinkages

- Internal communications and training
- External communications/customers
- External communications/EPC, national banking community, EBA, SWIFT
- Projecting our point of view; influencing change
- Lobbying

Dependencies, reporting and risk management

- Identification of dependencies
- Control and management of dependencies
- Progress reporting
- Feedback loop
- Change management
- Risk assessment
- Risk monitoring and remedial action loop