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eiopa
EUROPEAN INSURANCE
AND OCCUPATIONAL PENSIONS AUTHORITY

General introduction

EIOPA-OPSG-18-20

EIOPA Occupational Pensions Stakeholder Group meeting
Frankfurt, 17 October 2018

o Role and tasks of the Stakeholder Groups

- According to EIOPA Regulation
- Changes in your professional activity

o Housekeeping

- OPSG website: where to find the relevant information
- Support from Secretariat
- Online registration
- Travel arrangements

o Rules of procedures (RoPs)

- Agreement on the RoPs to proceed to the election (item 05.)

Annex: reimbursement of expenses

4.1. Role and tasks of the OPSG EIOPA

To advise EIOPA

- Drafting opinions/advice in areas relevant to EIOPA's tasks ([Article 37](#))
- Providing informal feedback on specific working documents (e.g. early consultation)
- Submitting requests to investigate on breach or non-application of Union law (Article 17)

4.1. Responsibilities of Members



Be an active Member

- o Respect professional secrecy by dealing with EIOPA documents in a confidential way
- o Provide comments/votes in written procedures (WPs)
- o Volunteer to co-draft or lead the drafting (topic owner) of deliverables in the OPSG Work Plan

4.1 Responsibilities of Members

Next step



OPSG to draw a list of deliverables on a yearly basis

Draft OPSG 2018 Work Plan										Updated:
Area	Topic	Type of consultation (Formal = to be published on EIOPA website)	Name of OPSG deliverable	Lead (ie. topic owner/rapporteur)	Co-drafters	Deadline first draft	Deadline final comments by OPSG (all Members - see 2nd tab)	Deadline adoption by OPSG	Date of delivery	

4.1. Responsibilities of Members



Changes in your professional activity

- Members have the duty to report to EIOPA (via email) any change in their professional activity i.e. to the employment or any other non-remunerated activities
- EIOPA will assess if there is any conflict of interest
- EIOPA will assess if the SHG Member is still eligible:
 - If yes, the SHG Member remains in the Group
 - If no, a replacement process is launched (see Selection Procedure [EIOPA-17-279](#))

4.2. Housekeeping

Communication and EIOPA website



- Information on Stakeholder Groups is accessible from the home page of [EIOPA website](#) > including:



- o Dates of next meetings (2019 dates subject to OPSG Chair approval)
 - o Meeting documents
 - o CVs of Members
 - o Link to the Rules of Procedures (Common rules for IRSG and OPSG)
 - o Links to approved OPSG [opinions and advice](#)
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- Communication
 - o Generic email address is Stakeholder.Groups@eiopa.europa.eu
 - o Reimbursement-related queries should be addressed only to Registration@eiopa.europa.eu
 - o A document management tool is being developed – see next 2 slides

4.2. Housekeeping

OPSG Platform to share and edit documents



The screenshot displays the home page of the eiopa platform. On the left is a vertical navigation menu with the following items: Home (highlighted), Documents, Restricted Area, Secured Folders, News, Calendar, Restricted Calendar, Contacts, Links, Tasks, Q&A Section, Discussions, Wiki, and Recent. Below the menu is an 'EDIT LINKS' button. The main content area is divided into six panels, each with a green icon and a title:

- Calendar**: Icon of a calendar. Text: "There are no items to show in this view of the 'Calendar' list."
- Documents**: Icon of a document. Text: "There are no documents in this view."
- News**: Icon of a newspaper. Text: "There are no items to show in this view of the 'News' list."
- Links**: Icon of a chain link. Text: "There are no items to show in this view of the 'Links' list."
- Q&A Section**: Icon of a speech bubble. Text: "Recent My discussions Unanswered questions ...". Below this, it says: "There are no items to show in this view of the 'Q&A Section' discussion board."
- Wiki**: Icon of an information symbol. Text: "There are no documents in this view."

4.2. Housekeeping

OPSG Platform to share and edit documents



Next steps

- 1) Secretariat sends an email with instructions on how to register to the EIOPA Extranet => *October 2018*
- 2) EIOPA validates registrations and performs further IT security checks
- 3) IRSG platform is ready for use => *November 2018*

4.2. Housekeeping

Secretariat support



What you can expect from the IRSI* team:

- Central contact point
- Internal coordination within EIOPA
- Initial draft of:
 - Meeting agendas
 - Action points (shortly after the meeting)
 - Summary of conclusions (minutes)
 - OPSG Work Plan
- Support for the delivery of advice:
 - Organisation of written procedures, telcos, schedule of timelines, etc.

4.2. Housekeeping

Written procedure for adopting OPSG documents



Phase 1 - drafting

several weeks/months
A team of volunteers produces a draft, using the IRSG template

Agree, within the drafting team, on a stable version of the document

Phase 2 - comments

1 week (minimum)
Secretariat sends email to IRSG for comments

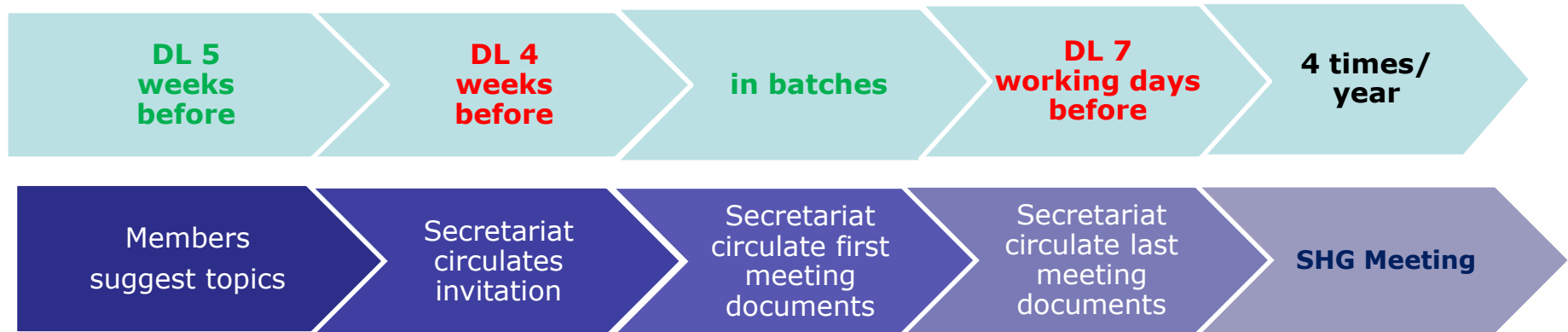
Give opportunity to all Members to make comments

Phase 3 - adoption

1 week
Secretariat sends email to IRSG for adoption

Seek approval from all Members

4.2. Housekeeping Meetings



The invitation email includes a draft agenda and a link to the **online registration** form:

Please respect the registration deadline mentioned in the invitation email and register your (non-) attendance

Confidential documents will be labelled accordingly



4.2. Housekeeping

Travel Arrangements



- Categories entitled to reimbursement (see details in annex)
 - o Beneficiaries
 - o Academics
 - o Employees
 - o SMEs (only upon prior approval)
 - o Professional Associations (only upon prior approval)
- Members should make their own bookings
- For cost saving please book your flights as early as possible

4.3. Rules of Procedures

- For decision, to be able to proceed to the election of the OPSG Chair and Vice Chair
- Quote from draft Rules of Procedures
 - *8. [...] meetings of the Group shall be chaired by one of the Group members elected as Chairperson by the Group during its first meeting.*