

Gateway Standards

Binding Implementation Practice (BIP) Note Process

DRAFT

Version 2
9 September 2016

For further information or questions, contact GNGB via email at contactus@gngb.com.au

Version History:

Version	Date	Changes	Date Ratified	Effective Date
1.0	August 2016	Finalised document	31/08/2016	31/08/2016
2.0	September 2016	Updated document with GNGB information		

PURPOSE

This document describes the process to develop or update a Binding Implementation Practice (BIP) note for the Superannuation Transactions Network (STN).

WHAT ARE BIPS

Binding Implementation Practice note means a ratified notification which outlines operational guidance on methods or practices for implementing the Gateway Standards and which is binding on Gateway Operators, and forms part of the Gateway Standards.

PROCESS STEPS

STEP 1 – Issue Identification

Upon identification of an issue that needs resolution, the Gateway Operator(s) who has identified the issue is to initiate discussions with other affected Gateway Operators to resolve the issue.

This process may indicate that development of a BIP is desirable to clarify or establish an agreed practice.

Note: BIPs are usually identified and created by testing or technical subject matter expert groups which are formed from time to time to conduct interoperability testing for implementation of significant changes and supporting the introduction of new STN members.

Note: For issues that are identified by parties that are not Gateway Operators under the MoU, submissions can be submitted to the secretariat via contactus@gngb.com.au. The secretariat will then contact the party to discuss the issue identified and raise the issue at the next Gateway Operators Meeting if appropriate.

STEP 2 – Raise issue with the Gateway Operators Meeting

The Gateway Operator who identified the issue (or other nominated Gateway Operator) will be responsible for arranging for the item to be placed on the agenda of a Gateway Operators Meeting, providing any necessary documentation to support the discussion and lead the discussion with the Gateway Operators meeting.

This can be submitted to the secretariat via contactus@gngb.com.au.

The Gateway Operators Meeting participants will review the issue and determine the appropriate course of action – this may include consideration of information in the form of an initial draft BIP note. The Gateway Operators Meeting may decide (including any combination) to:

- endorse development of a BIP,
- reject proposal to develop a BIP,
- refer to the ATO SuperStream Technical Committee (SSTC),
- defer and consult with a wider stakeholder community.

Note: matters of technical and architectural significance to the implementation, maintenance and change of the SuperStream Standard are to be referred to the SSTC.

Endorsement for the development of a BIP will be recorded on the BIP register. The Gateway Operators Meeting secretariat will monitor progress and follow-up with responsible parties for progress updates. Compliance to the new BIP will form part of the overall compliance monitoring of Gateway Operators to the Gateway Standards.

STEP 3 – Develop draft BIP

The responsible Gateway Operator will develop a draft BIP in consultation with the Technical Working Group and require their endorsement. A date that all Gateway Operators must have implemented the new BIP must also be endorsed by the Technical Working Group.

Progress updates should be provided to the Gateway Operators Meeting in a timely manner. The responsible Gateway Operator will keep the Technical WG Chair (if the BIP originates from the testing group) or Gateway Operators Meeting secretariat informed of the progress.

STEP 4 – Gateway Operator Meeting Ratification

The BIP is to be submitted to the Gateway Operators Meeting for approval. Where the BIP originates from a testing group, that group is expected to review and endorse the BIP before it is submitted to the Gateway Operators Meeting.

The Gateway Operators Meeting will review the BIP and determine the appropriate course of action. Options may include (including any combination):

- Ratify BIP,
- Reject BIP and refer to originator for further work,
- Reject BIP and decide a BIP is not required,
- Refer to the ATO SuperStream Technical Committee,
- Defer and consult with wider stakeholder community.

The BIP is approved by the Gateway Operators if attendees of that Gateway Operators Meeting approve the adoption of that change proposal by a 75% majority of those Gateway Operators Meeting attendees entitled to vote.

Step 5 – GNGB ratification

Once a BIP is approved at the Gateway Operators Meeting, it is submitted to the GNGB Executive Officer for review and ratification. The GNGB Executive Officer may determine a number of steps are required such as those detailed in step 4 or any combination of those prior to ratification.

STEP 6 – Publish

On ratification by the GNGB, the BIP will be published on the GNGB website and recorded in the BIP register.

STEP 7 – Implementation and Compliance

All Gateway Operators are obligated to implement the new BIP change by the date specified and the GNGB will monitor progress and compliance.

Note: Changes to the Gateway Services Standard made via the BIP process are not subject to the notice period requirement detailed in the MoU clause 8.2(b) but will be effective on notification by GNGB of ratification, which notification will specify the date on which the variation to the Gateway Standard takes effect.