

## T+1 Communications and Education Working Group (CEWG)

### Proposed Agenda

**Tuesday, December 14, 2021 – 1:30 pm ET/10:30 pm PT**

<https://us02web.zoom.us/j/82070904557?pwd=VGftZ20xM2FrSVo3bzFZN0ZnN2Erdz09>

**Meeting ID: 820 7090 4557 / Passcode: CCMACEWG**

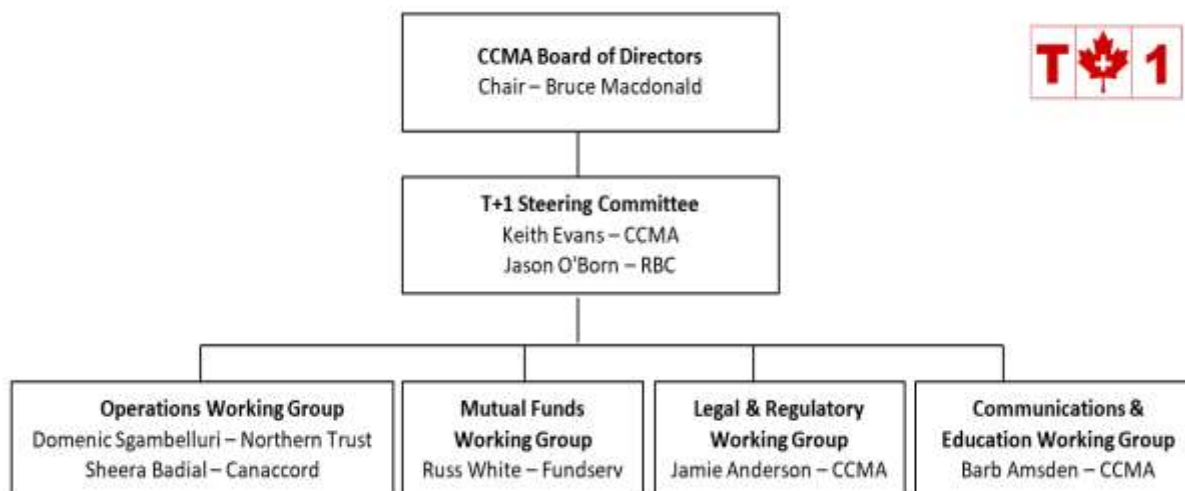
To join by phone: MtgID: **820 7090 4557**; Participant# **52616219**; Passcode# **52616219**  
 +1 647 374 4685 Toronto area +1 438 809 7799 Montreal/Quebec  
 +1 778 907 2071 B.C. +1 587 328 1099 Alberta  
 +1 204 272 7920 Manitoba

1. **Welcome, introductions, attendance** **All**
2. **Background – Attachment 1** – Committee Structure, Members, Steering Committee Mandate **Staff**
3. **For review, discussion, amendment, and approval**
  - i. **Attachment 1** – Draft mandate **Members**
  - ii. **Attachment 2** – Draft issue list **Members**
  - iii. **Attachment 3** – Current member list – who is missing, ccs, other **Members**
  - iv. **Other administrative matters:** Standard date(s)/times for meetings? By Zoom, phone, other?  
Notes, recordings **Members**
4. **Review of any results of T+1 announcement (if any) in the U.S. and Canada** **Members/CCMA**
5. **For discussion**
  - i. Tools
  - ii. CIBC Mellon may be prepared to sponsor a CCMA T+1 event featuring regulators, market stakeholders on T+1, handling the infrastructure, content prep, invites, etc.
  - iii. Other ideas?
6. **Other issues as raised** **Members**
7. **Summary of action, next steps and next meeting** **Staff**

## Background

## T+1 Organization in Canada, T+1 Steering Committee Members and Mandate

## Committee Structure



## Proposed T1SC Membership List

## Buy Side

Mark Austin	Connor, Clark and Lunn Financial Group
Melissa Ghislanzoni	PMAC
Pamela Egger	IFIC
TBD	TBD

## Custodian

Louis Lesnika	CIBC Mellon
Domenic Sgambelluri	Northern Trust/Co-Chair OWG
John Riordon	RBC Investor Services
Denny Mendonca	State Street

## Sell Side

Keri Peacock	BMO
Corey Cunningham	Scotiabank
Charlena Gualin	CIBC
Stephanie Leblanc-Mchenry	Fidelity Clearing
Nelson Dugre-Sasseville	National Bank
Jason O'Born	RBC Capital Markets/Co-Chair T1SC
Sheera Badial	Canaccord/Co-Chair OWG
Rob Candido	TD

## Other

Barb Amsden	CCMA/Chair CEWG
Jamie Anderson	CCMA/Chair LRWG
Russ White	Fundserv/Chair MFWG
Keith Evans	CCMA/Co-Chair T1SC

## **T+1 STEERING COMMITTEE (T1SC)**

### **MANDATE FOR T+1 INITIATIVE**

#### **Overview**

The T+1 Steering Committee (“T1SC”) has been mandated to co-ordinate an industry-wide effort to shorten the securities settlement cycle from the current two day period, or T+2, to a one day period, or T+1. The T1SC will identify legal and regulatory changes, systems, processes and procedural changes, and ensure effective communication and education of the overall Canadian financial services industry.

The Canadian T+1 initiative is being coordinated in concert with the United States. The joint Canadian-American implementation date is targeted for Q4 – 2023 to Q2 - 2024.

#### **Composition**

The T1SC membership is open to individuals representing firms and organizations with an interest in the T+1 initiative. These firms and organizations include the buy-side, custodians, sell-side, service providers, industry utilities, self-regulatory organizations, and other regulatory bodies.

#### **Reporting Structure**

The T1SC reports to the CCMA Board of Directors via the Executive Director/Co-Chair of the T1SC.

#### **Responsibilities**

The T1SC will, or will oversee working groups that will:

- identify all areas (system development, procedure, process, etc.) that need to be addressed,
- identify the various solutions to the above,
- gain industry agreement on required standards,
- identify regulatory changes,
- agree on timelines,
- coordinate activities to complete the tasks,
- educate those in need of education,
- be a spokesperson for the T+1 initiative,
- plan the industrywide testing that will be needed to ensure readiness,
- coordinate with the U.S. to ensure a lock-step approach with regards to implementation.

#### **Governance**

Meetings will be called by one of the Co-Chairs. Notices calling meetings and agendas will be sent to all T1SC members/observers. Meetings will be minuted and attendance recorded. Meeting minutes will be tabled with the T1SC for approval. There is no set minimum quorum requirement for meetings. Minutes and decisions of the T1SC may be posted on the CCMA website.



## **DRAFT MANDATE: T+1 Communications & Education Working Group (CEWG)**

*Note: This is the T+2 CEWG mandate, in standard CCMA format and with minor changes to T+1.*

### **Overview**

The Communications & Education Working Group (CEWG) has been mandated to manage communications to stakeholders to facilitate the smooth transition from the current industry standard securities settlement period for most equities, bonds and certain other securities of two days after trade date (T+3) to one day (T+1) to maintain a consistent settlement cycle with that of the U.S. The Canadian T+1 initiative is being coordinated in concert with the United States. The joint Canadian-American implementation date is targeted for the first half of 2024.

### **Composition**

The CEWG membership is open to individuals representing firms and organizations with an interest in the T+1 initiative. These firms and organizations include the buy-side, custodians, sell-side, service providers, industry utilities/infrastructure, self-regulatory organizations, and other regulatory bodies. New members may join the CEWG at any point.

### **Reporting Structure**

The CEWG reports to the CCMA T+1 Steering Committee (T1SC) via the CEWG Chair and interacts with other CCMA T+1 committees for communications plan purposes.

### **Responsibilities**

The CEWG will:

- Develop and execute an integrated communications plan connecting with the financial community, regulators/government, and media to support the smooth implementation of a T+1 securities settlement cycle in the Canadian capital marketplace to coincide with a similar move in the U.S.
- Monitor, and report on relevant, T+1 developments in the U.S., co-ordinating where warranted with the UST1 Secretariat
- Prepare/manage tools for helping advance the understanding of T+1 and T+1 preparations, including providing material, if determined necessary, for the financial community's communications with their clients
- Identify and mitigate possible communications risks.

### **Administratively, the CEWG will:**

- achieve industry consensus on proposed solutions, action plans, and timelines for all open issues;
- assign responsibility for issues;
- provide ongoing communication to the T1SC, tracking issues through to completion; and
- provide additional guidance, direction, and support for T+1 legal and regulatory issues as requested by the T1SC.

### **Governance**

Meetings will be called by the Chair. Notices calling meetings and agendas will be sent to all CEWG members. Meetings will be minuted and attendance recorded. Meeting minutes will be tabled with the CEWG for approval. There is no set minimum quorum requirement for meetings. All recommendations will be forwarded to the T1SC for final approval. Minutes and decisions of the CEWG may be posted on the CCMA website.



**DRAFT ISSUE LIST**

**T+1 Communications & Education Working Group Summary List of Issues**

*Note: This is the T+2 CEWG issue list with minor changes for T+1.*

#	Issue/Risk	Needed	Status/Comments
1.	<b>Key stakeholder engagement:</b> The Canadian co-ordinating team is small and part-time yet must keep pace with the considerably larger U.S. team; resource limits in Canada may impede progress.	<ol style="list-style-type: none"> <li>1. Solicit involvement of key stakeholder associations/ organizations that can connect with all parts of the industry as communications channel</li> <li>2. Update contact database</li> <li>3. Seek advice from/share information with key stakeholder associations to develop communications strategy</li> <li>4. Identify main benefits/challenges for each industry segment/their clients</li> <li>5. Co-ordinate presentations to industry parties</li> </ol>	<p>Done</p> <p>Underway – CCMA</p> <p>Underway</p> <p><b>For discussion</b></p> <p>Underway</p>
2.	<b>CCMA website:</b> The CCMA website must be the recognized dissemination point of clear, consistent, reliable T+1 information; multiple conflicting sources will cause confusion, increasing cost and risk.	<ol style="list-style-type: none"> <li>1. Update website for the T+1 program (English)</li> <li>2. Update website for the T+1 program (French)</li> </ol>	<p>Done</p> <p>Pending</p>
3.	<b>Industry image/reputation:</b> Capital markets are highly competitive and sensitive to real and perceived variations between markets; the CCMA must help deliver credible messages regarding Canada's preparations and preparedness for T+1	<ol style="list-style-type: none"> <li>1. Prepare standby statements/Qs&amp;As to be ready for questions.</li> <li>2. Identify key data to support messaging</li> <li>3. Prepare approach for developing and releasing quick responses if needed</li> <li>4. Be prepared with key spokesperson(s)</li> </ol>	<b>For discussion</b>
4.	<b>Stakeholder T+1 awareness:</b> Because of the breadth of firms T+1 affects, and the technical nature of T+1, there is a risk that T+1 will not be given the necessary firm priority until too late, affecting institutional and retail clients and negatively impacting Canadian markets.	<ol style="list-style-type: none"> <li>1. Effective segment awareness-building approaches: Events, webinars; FAQs; newsletters; media; surveys</li> <li>2. How different industry segments will be affected</li> <li>3. Expanded contact database</li> <li>4. Easy-to-understand and use <ol style="list-style-type: none"> <li>a. list of affected products</li> <li>b. issue logs</li> <li>c. timeline</li> </ol> </li> <li>5. Self-serve presentation with T+1 info</li> <li>6. T+1 impact, if any, on institutional and retail clients</li> <li>7. Work with regulators on supportive communications</li> <li>8. Surveys re awareness and readiness</li> </ol>	<b>For discussion</b>
5.	<b>Co-ordination with the U.S.:</b> In light of the common T+1 deadline, Canada and the U.S. must both be ready at the same time, meaning not just systems/operations must be in synch, but also communications should be consistent.	<ol style="list-style-type: none"> <li>1. Work with U.S. counterparts to co-ordinate communications where necessary or desirable</li> </ol>	<b>For discussion</b>
	<b>Other? Delete any?</b>		<b>For discussion</b>

**CURRENT AND POSSIBLE Members/Ccs of Communications & Education Working Group**

James	Ryu	Advocis
Jamie	Grant	Candeal
Hartland	Elcock	CBA: Canadian Bankers Association
Irina	Issakova	CBIA: Canadian Bond Investors Association
Barb	Amsden	CCMA
Keith	Evans	CCMA
Pat	Dunwoody	CETFA: Canadian ETF Association
Michael	Thom	CFA Societies Canada
Carol	Elmalem	CIBC
Kapil	Sharma	CIBC
Alexandra	Decata	CIBC Mellon
Brent	Merriman	CIBC Mellon
Carol	Revoredo	CIBC Mellon
Merici	Young	Compass360 Consulting
Mark	Austin	Connor Clark Lunn
Matt	Latimer	FMFD: The Federation of Mutual Fund Dealers Canada
Pamela	Egger	IFIC: Investment Funds Institute of Canada
Jack	Rando	IIAC: Investment Industry Association of Canada (IIAC)
Jana	Nagulan	Intinfotech
Kim	Barrett	L&T Infotech
Colleen	Bronson	NBC: National Bank Wealth Management
Domenic	Sgambelluri	Northern Trust
Aaron	Ferguson	OSC: Ontario Securities Commission
Annette	Ho	OSC: Ontario Securities Commission
Frank	Lacroce	OSC: Ontario Securities Commission
Emily	Sutlic	OSC: Ontario Securities Commission
Jaron	Evasco	PMAC: Portfolio Management Association of Canada
Melissa	Ghislanzoni	PMAC: Portfolio Management Association of Canada
Emma	Harris	PMAC: Portfolio Management Association of Canada
Victoria	Paris	PMAC: Portfolio Management Association of Canada
Nick	Rhodenizer	PMAC: Portfolio Management Association of Canada
Massimo	Satira	Questrade
Stephen	Isgar	RBC
Laurie	Clark	Smarten Up Institute
Luisa	Roberto	STAC: Security Transfer Association of Canada
Jasvir	Bhokal	TD Asset Management Inc.
Irina	Issakova	TD Asset Mgmt./Canadian Bond Investors' Association
Daniel	Malik	TFI: Toronto Finance International

**And what about?**

ACPM: Association of Canadian Pension Management	CFEX: Canadian Foreign Exchange Committee
AIMA: Alternative Investment Management Association	CLHIA: Canadian Life and Health Insurance Association
CASLA: Canadian Securities Lending Association	CSTA: Canadian Security Traders Association
Central1	TMAC: Treasury Management Association of Canada