

# SCA Programme Steering Group (PSG)

## Terms of Reference

<b>Name of Committee / Group</b>	Strong Customer Authentication (SCA) Steering Group
<b>Group status</b>	This group is a project group, with an expected lifetime until the end of March 2021.
<b>Reporting to</b>	This is a self-governing group which nominally reports to the UK Finance Payments Board. It represents regulated industry stakeholders who are accountable to the FCA for the successful delivery of the SCA Roadmap agreed on 13 <sup>th</sup> August 2019.
<b>Business Owner</b>	Eric Leenders
<b>Date Terms of Reference agreed</b>	TBC 10 <sup>th</sup> October 2019
<b>Date Terms of Reference to be reconsidered</b>	Annually, or sooner if required.
<b>Expected completion date</b>	End March 2021.
<b>Objectives</b>	<p><b>High Level Objective</b></p> <p>Following agreement to the rollout plan, the FCA has stated that, 'At the FCA's request, UK Finance worked to co-ordinate an agreed industry plan to implement SCA for card-not-present transactions for e-commerce as soon as practicable'</p> <ul style="list-style-type: none"> <li>• This means that the programme high-level scope is specifically relating to e-commerce transactions.</li> <li>• It also means that it is specifically relating to card-not-present transactions.</li> </ul> <p>Card-not-present transactions must be able to be authenticated for all segments of customers including those without access to technology such as mobile phones. The FCA defines these as the vulnerable, less digitally engaged or located in areas with limited digital access This means that the programme will need to identify options/solutions for enabling authentication for those customer segments in addition to already developed solutions such as 3D Secure.</p> <p><b>The PSG's role is to coordinate activities, individual firms remain responsible for individual delivery activities and regulatory compliance.</b></p>

	<p><u>Specific Objectives:</u></p> <ul style="list-style-type: none"> <li>• The PSG shall work with stakeholders to implement the plan agreed with the FCA to roll out Strong Customer Authentication over an 18 month period from September 2019 to March 2021.</li> <li>• The PSG shall set up five Working Groups (WGs) to deal with Regulatory, Business, Technical, Fraud and Communications matters related to the High Level Objective.</li> <li>• The PSG shall receive recommendations from the chairs of the WGs on collective steps that stakeholders can take to achieve the milestones in the agreed Roadmap. The PSG must satisfy itself that that the recommendations made are fair and balanced across the stakeholder community, with a clear emphasis on protecting consumers and users.</li> <li>• The PSG will identify the need for Special Interest Groups (SIGs) to deal with sector specific matters related to SCA and these will form part of the Business WG structure.</li> <li>• The PSG will be responsible for ensuring that timely updates are provided to the FCA (and other regulatory authorities if required) on the card-not-present ecommerce payment's industry's (including both FCA regulated and unregulated firms) progress and readiness to implement strong customer authentication by 14 March 2021 against agreed metrics in the UKF Roadmap.</li> </ul> <p>There will be periodic review of the effectiveness of the group and whether it continues to be of value, and in addition its constitution and Terms of Reference to ensure it is operating at maximum effectiveness.</p>
<p><b>Membership</b></p>	<p>The membership of the PSG will be individuals representing the stakeholder community of Issuers, Acquirers, Trade Associations and Card Schemes. The Programme Steering Group will be limited in number for practical reasons, so not all organisations with an interest in SCA will have an PSG member. Where they do, that individual is expected to participate actively and represent the interests of the whole community of impacted stakeholders.</p> <p>PSG Members will also be expected to consult with and represent views from other firms/organisations within their constituency.</p>

	<p>The PSG will ensure wide communication and understanding across the stakeholder community of its scope and progress against its objectives.</p> <p>The Steering Group will communicate its deliberations to impacted stakeholders, in a way that is open and transparent whilst observing the need to protect stakeholders' and industry's practice related to reducing fraud.</p>
<b>Chair</b>	The Chair will be Robert White, in his absence or for specific sessions he will appoint a deputy. In the absence of the Chair and/or the appointed deputy, the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference.
<b>Quorum</b>	The quorum necessary for the transaction of the Group's business should be at least 51% of the group's total membership.
<b>Alternates</b>	Alternates may be proposed with the specific agreement of the chair and any alternate must be fully briefed by the person they are representing.
<b>Method of Working</b>	<ul style="list-style-type: none"> <li>• The mode of decision making will be by consensus. In the event that there is a matter of contention or a decision cannot be reached then escalation is to the FCA Forum or the FCA directly, as appropriate for the circumstances.</li> <li>• The appointed secretariat will provide an agenda and papers normally 5 working days in advance of meetings, unless otherwise agreed. Minutes will include the names of those present and in attendance. Draft minutes will be circulated to all members of the group and will include an action list.</li> <li>• The PSG may direct the PMO to run ad hoc events or workshop sessions to consider specific issues, made up of either a subset of PSG members or with additional experts drawn from the WGs or the SIGs.</li> <li>• Observers or subject matter experts may be invited to attend PSG meetings and/or provide advice to it.</li> <li>• Participation in person is preferred, with teleconference facilities provided where strictly necessary.</li> <li>• The PSG will operate in accordance with industry best practice (where applicable) in its method of working, to ensure that it is compliant with UK competition law and that commercially sensitive matters are not discussed.</li> <li>• Appropriate steps will be taken to preserve and maintain confidentiality as necessary in any of its workings.</li> </ul>

<b>Meeting frequency</b>	The SCA PSG will usually meet monthly and otherwise as required.
<b>Secretary</b>	UK Finance will provide the secretariat services to the group.