



CEIOPS-DOC-84/10-rev1
27 July 2010 public

Q&A procedure during the QIS5 exercise

A question is raised

National supervisory authorities are the first contact point for questions concerning application of QIS5 technical specifications and completion of the spreadsheets (see contact list of the national QIS5 analysts on CEIOPS' QIS 5 dedicated webpage (<http://www.ceiops.eu/index.php?option=content&task=view&id=732>)

If the supervisory authority cannot answer the question, it will contact the QIS task force.

Participants are invited to formulate their questions as early as possible in the course of the exercise.

An answer is formulated

The questions can be broadly split between questions related to the spreadsheets and questions on the technical specifications. The overall target deadline for CEIOPS for answering a question from the national supervisor is seven working days. Where possible, detailed reference will be made to the relevant paragraph number.

On **questions relating to the spreadsheets and instructions** for carrying out the exercise, the QIS task force can in most cases readily reply.

The QIS task force drafts the answer and replies directly to the supervisory authority. The answer is being published in the QIS5 Q&A page available on the CEIOPS website (<http://www.ceiops.eu/index.php?option=content&task=view&id=752>).

On **questions relating to the technical specifications**, the QIS task force will consult the relevant CEIOPS expert groups and the European Commission.

The QIS task force will inform the national supervisory authority as soon as possible if the deadline cannot be met. If the question cannot be solved within reasonable time (1 week following notification of the delay to the supervisor) and the question remains

unanswered, the supervisory authority is informed by CEIOPS and the issue will be further analysed by the relevant expert groups after QIS5.

Q&A document

A Q&A document will be made available on CEIOPS' QIS5 webpage (<http://www.ceiops.eu/index.php?option=content&task=view&id=752>) and will be regularly updated.

Participants that have registered to the QIS5 email alert (http://www.ceiops.eu/index.php?option=com_performs&formid=17) will be informed via email alert of the regular updates.