

RESERVE BANK INFORMATION AND TRANSFER SYSTEM

RITS Low Value Feeder Project

Low Value Clearing Service (Clearing Interconnector)

Member Documentation

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1. INTRODUCTION

The Australian payments industry is currently migrating from the bilateral links used for the clearing of payments to an industry Community of Interest Network (COIN) or to SWIFT (using the SWIFT FileAct service).

The Reserve Bank has established a Low Value Clearing Service (the 'Clearing Interconnector' or LVCS) to facilitate file transfers between clearing participants using SWIFT FileAct and clearing participants using COIN. Clearing participants who use a single network (i.e. COIN or SWIFT) for their file exchanges will need to use this service for partner migrations where the other clearing participant is on the alternate network. The Low Value Clearing Service can also be used by clearing participants as a central point for the exchange of clearing related files with all other participants.

This paper provides information about the service and includes details on the administrative arrangements required for the set-up of participants and the activation of file transfers between each party.

Detailed information on the RBA's network partner migration arrangements, including relevant Reserve Bank contacts, is contained in the document *Payments Network Connectivity: Partner Migration Information Paper (December 2009)* available on www.rba.gov.au/rits/info under the Current Projects tab.

1.1 Defined Terms

The following terms are defined for use in this document.

Approved File Type	A file type that has been approved by the RBA to be transferred via the LVCS. Refer to Section 2.5 for more detail.
LVCS Participant	A party that uses the LVCS. This can be any of the following parties: <ul style="list-style-type: none">• a Clearing Participant that transfers files directly to and from the LVCS;• a Clearing Participant that uses a Courier to transfers files to and from the LVCS;• a Clearing Participant that acts as a Courier for another Clearing Participant; or• a Courier.
Clearing Participant	A member of a clearing system, approved by the RBA for the LVCS, that exchanges clearing files with other members, by itself or via a Courier. In APCA's APCS and BECS, it is a Tier 1 member. This term will also encompass a party that is not a Tier 1 member of APCS, BECS, or a settling member of CECS, but is otherwise eligible to exchange files related to payments activity with other Clearing Participants.
Courier	A third party appointed by a Clearing Participant to send files to, and receive files from, other Clearing Participants. A Courier does not need to be a Clearing Participant. The term Courier is used generally in this document to refer to a processing agent appointed by a Clearing Participant.
Exchange Partner	The party with whom files are exchanged. The Exchange Partner may be a Clearing Participant (who may also act as Courier for other Clearing Participants) or a Courier.

File Rule	A combination of the File Sender and file name that the LVCS uses to uniquely identify and process an incoming file. The File Rule specifies who the file should be delivered to and how it should be transferred.
File Recipient	<p>The Exchange Partner that receives a file from the LVCS.</p> <p>Where a Clearing Participant directly receives file transfers, this will be the Clearing Participant.</p> <p>Where a Clearing Participant uses a Courier, this will be the Courier.</p>
Receiving Principal	<p>The Clearing Participant who receives a file delivered by the LVCS, i.e. the ultimate destination.</p> <p>Where a Clearing Participant directly receives their own file transfers, this will be the same as File Recipient.</p> <p>Where a Clearing Participant uses a Courier, this will identify the actual receiving Clearing Participant.</p>
File Sender	<p>The Exchange Partner that delivers a file to the LVCS.</p> <p>Where a Clearing Participant directly sends file transfers, this will be the Clearing Participant.</p> <p>Where a Clearing Participant uses a Courier, this will be the Courier.</p>
Sending Principal	<p>The Clearing Participant whose file is delivered to the LVCS, i.e. the ultimate source.</p> <p>Where a Clearing Participant directly sends their own file transfers, this will be the same as the File Sender.</p> <p>Where a Clearing Participant uses a Courier, this will identify the actual sending Clearing Participant.</p>

2. LVCS - OVERVIEW AND SCOPE

This section outlines the scope of the LVCS and how it will operate.

2.1 Eligible Participants

The LVCS will be available to all direct Clearing Participants eligible to exchange files related to payments clearing activity in Australia.

The RITS Regulations will be amended to incorporate this service. All Clearing Participants who use the LVCS must be RITS Members.

2.2 Couriers

The LVCS will also accept files from, and deliver files to, third party agents (or Couriers) who have been authorised by Clearing Participants to send and receive clearing files on their behalf. The RBA will establish COIN or SWIFT connectivity with the Courier for this purpose.

It is expected that the RBA will deal with the Courier of the Clearing Participant in relation to operational and administrative matters when establishing file transfers across the LVCS. However, the Clearing Participant (and not its Courier) will be required to authorise the setup of Production file names and the activation of Production File Rules.

The RITS Regulations will be amended to include the ability for Clearing Participants to appoint Couriers. Under the revised RITS Regulations, the Clearing Participant will remain responsible for the actions of the appointed Courier. For more information, refer to Section 3.1.

2.3 Approved Networks

The RBA has approved the use of the Telstra COIN and SWIFT (using FileAct) in the initial implementation of the LVCS. At this stage, the RBA does not intend to support any bilateral link connections to LVCS.

The RBA will also consider supporting additional networks in the future if there is sufficient industry demand.

2.4 Approved File Transfer Protocol

The LVCS will use the Connect:Direct file transfer protocol for all file exchanges over the COIN.

Participants wishing to use a different file transfer protocol for COIN file transfers should contact the RBA to discuss their service needs.

2.5 Approved File Types

Initially, the LVCS will accept the following types of file transfers:

- Australian Paper Clearing System (APCS) – all Electronic Presentment & Dishonour (EP&D) related files, including presentments, dishonours, dishonour refusals, technically invalid dishonours and all acknowledgements.
- Bulk Electronic Clearing System (BECS) – transaction and summary files for normal and government direct entry payments (including transaction files that contain return/refusal/reversal items), and direct entry settlement reports (sent by the RBA only).
- Consumer Electronic Clearing System (CECS) – interchange settlement reports (Note: The LVCS cannot be used for ATM/EFTPOS transaction approval messaging).

- Collator and Commonwealth Government Agency banking files (exchanged with the RBA only).

The use of File Types allows the RBA to perform LVCS administration. A list of initial approved File Types is provided below. The RBA will consider requests to add other types of payments clearing file transfers as required. LVCS Participants will be advised of any changes to this list.

<i>File Type</i>	<i>Description</i>
<u>Australian Paper Clearing System (APCS; CS1)</u>	
EPDA	File A – Electronic Presentment
EPDB	File B – Presentment Acknowledgement and Technically Invalid
EPDC	File C – Presentment Technically Invalid Acknowledgement
EPDD	File D – Dishonour, Dishonour Refusal and Voucher Required
EPDE	File E – Dishonour Acknowledgement and Technically Invalid
EPDF	File F – Dishonour Technically Invalid Acknowledgement
<u>Bulk Electronic Clearing System (BECS; CS2)</u>	
DENT	Direct Entry Normal Transaction
DENS	Direct Entry Normal Summary
DEGT	Direct Entry Government Transaction
DEGS	Direct Entry Government Summary
DESR	Direct Entry Settlement Report <i>(sent by RBA only)</i>
<u>Consumer Electronic Clearing System (CECS; CS3)</u>	
CEIS	CECS Interchange Summary Report
<u>National Collator files</u>	
NCES	National Collator Exchange Summary
NCEA	National Collator Error Advice
NCPA	National Collator Provisional Advice
NCFA	National Collator Final Advice
NCNO	National Collator Net Obligations
<u>Commonwealth Government Agency Banking files</u>	
GAAB	Government Agency Account Balances
GASO	Government Agency Settlement Obligations
GAHV	Government Agency High Value Payments
GAPD	Government Agency Pending Debits
<u>Test files</u>	
TEST	LVCS Participants may wish to set up a File Rule for a non-specific file type in order to conduct initial connectivity testing using a file name that is not a production or normal test file name.

2.6 File Processing Using Alternate Sites

The LVCS will be able to exchange files from the RBA's primary and secondary sites. It will also be able to exchange files with the primary and secondary sites of each Exchange Partner.

LVCS Participants using the COIN will be given the host IP address of the LVCS at the RBA's primary and secondary sites, and may be able to configure their systems to use the secondary IP address if the primary IP address is not accessible after a certain number of retry attempts.

Depending on their internal systems design, LVCS Participants using the COIN can also advise the RBA of the host IP address at their secondary site. This address can be used by the RBA to send files if access to the primary site address is unavailable. The RBA is able to automatically divert files to the secondary address after a defined number of retry attempts. This will be discussed with each participant when connectivity is established.

The switching of SWIFT connectivity between primary and secondary sites by a SWIFT LVCS Participant is transparent to other SWIFT FileAct users, as the same Distinguished Name is used.

2.7 LVCS Environments

The RBA will establish a Production Environment and a Pre-Production (or Industry Test) Environment for the LVCS. These environments will be differentiated by the use of different host IP addresses for LVCS COIN participants and different Technical Service Names for LVCS SWIFT FileAct participants. In addition, for SWIFT FileAct transfers, the RBA will use different Distinguished Names in Pre-Production and Production.

Static data entry and other LVCS Participant set-up activities will be completed independently for each environment.

As a safeguard, it is expected that participants use different file names when testing files in the Pre-Production Environment and transferring files in the Production Environment. If the same file names are used, identical File Rules will exist in both environments and participants will not be protected if a test file is accidentally sent to the Production Environment. That "test" file, if accidentally sent to the LVCS Production Environment, will be processed and sent on to the recipient's Production COIN or SWIFT FileAct destination address.

The Pre-Production Environment will remain available after the initial migration period and will be able to be used by LVCS Participants for testing application upgrades etc on an end-to-end basis.

2.8 File Name Translation

The LVCS has file name translation capability. The name that a file has when it is sent to the File Recipient by the LVCS can be different from the name that the file had when the File Sender delivered it to the LVCS. This capability has been designed to facilitate possible migration from proprietary file names to an industry clearing file name standard (a version of which has been proposed by the RBA in the document *Payments Network Connectivity: Partner Migration Information Paper*, dated December 2009). It can also be used to translate between proprietary file names if required.

However, in considering whether or not to use the file name translation capability, participants should note that they will not share a common file name with their Exchange Partner. This may impact on the ability of operational staff to troubleshoot any file processing difficulties as the names seen by each participant will be different. There are also implications if fallback to industry agreed contingency arrangements is required.

The use of file name translation also needs to be considered in the context of future same-day settlement of low-value clearing files. The sender of a clearing file will create and send a settlement instruction to the RBA, and a reference field in the settlement instruction will include the name of

the file (as it was when sent by the sender). Following settlement, the RBA will send a settlement response to the two RITS counterparties which will include a file name reference field to assist with reconciliation. If the recipient's file name has been translated by the LVCS, the file name contained in the settlement response will not be the same as the name of the file received from the LVCS.

The use of file name translation also requires both sent and received files to have "fully resolved" file names (i.e. there can be no variable components in the file name such as a date).

The file name translation capability is not intended to replace current bilateral arrangements for determining clearing file names, but may be used in the future to assist industry migration to a common file naming standard.

2.9 File Processing and File Name Matching

When receiving files, the LVCS will use the File Sender's identity and the file name to determine which File Rule to apply. The File Rule specifies how to deliver the file to the File Recipient and whether or not file name translation is required. The File Rule is created from static data provided by each Clearing Participant. This static data therefore forms part of the instruction that the LVCS will act upon.

Normal industry practice is for the File Recipient to nominate the file name they wish to receive. The file name required is usually a fully resolved name. If this is the case, and the File Sender delivers the file to the LVCS with the name required by the File Recipient (i.e. no file name translation is required), the File Rule will use this same fully resolved file name.

File Recipients who wish to use file names which have a variable component may do so. However, this will require the agreement of the File Sender (as file name translation capability is not available in this circumstance) and the use of "match expressions" in the LVCS File Rule (i.e. where wildcard characters replace the variable component). File Recipients should contact the RBA for further information on the additional steps that are required to use match expressions.

The LVCS will process files as it receives them in accordance with the File Rules that have been configured in the system. The LVCS will not check for duplicate files if it receives them from a File Sender, nor will the existence of duplicate files be specifically monitored. Responsibility for ensuring that duplicate files are not sent and received will rest with Sending and Receiving Principals (or their appointed Couriers).

Section 4 provides more information on the role of static data in the file transfer and set-up process.

2.10 Distinguishing File Transfers: File Sender to LVCS

Each Exchange Partner using the COIN will deliver files to a destination nominated by the RBA, called a mailbox. An Exchange Partner who only delivers files on its own behalf will have a single nominated root mailbox into which all LVCS files are delivered.

LVCS files will need to be delivered into separate destination mailbox addresses if a File Sender acts as a Courier. This will allow the LVCS to separately identify **the Sending Principal**. Exchange Partners will be advised of specific mailbox destinations as part of establishing their COIN connectivity with the LVCS.

Couriers should note that if they send files to the LVCS for two Sending Principals (and the files have the same name) and a file for one Sending Principal is incorrectly delivered into the destination of the other Sending Principal, the File Rule will still match, and the file transfer would be processed. As such, extreme care will need to be taken to ensure that files for each Sending Principal are sent to the correct mailbox sub-directories.

2.11 Distinguishing File Transfers: LVCS to File Recipient

The File Recipient's COIN receiving destination directory (if applicable) can be a nominated default location for all files (which will be setup as part of establishment of COIN connectivity), or separate paths can be nominated for each File Type (or groups of File Types). For example, a File Recipient can specify one destination for BECS files and another for APCS files. An Exchange Partner that is a Courier may also wish to specify different destination directories for different Receiving Principals.

File path details, if required, will be collected by the RBA on the Participant File Transfer Details Form (see Section 6.1).

2.12 Static Data Required for File Transfers

The key pieces of static data that will be recorded in the LVCS for a particular file transfer are:

- File Type.
- File Sender.
- Sending Principal.
- File Name (or match expression).
- File Recipient.
- Receiving Principal.
- Receiving file path (or destination directory) – COIN transfers only.
- Receiving File Name (if file name translation is used).

2.13 Variations to Static Data

Clearing Participants may need to vary the LVCS static data recorded by the RBA in the LVCS. This might include circumstances such as:

- a migration with an additional Exchange Partner (including where a participant migrates from using a Courier to performing their own file exchanges);
- the removal of an Exchange Partner (e.g. due to resignation from a clearing system);
- the use of additional Files Types with an existing Exchange Partner (e.g. if they have joined an additional clearing system in a file exchange capacity); and
- amendments to existing file names.

The RBA will process all change requests supported by appropriately signed documentation. As a guide, at least one week's notice should be provided. Procedures and forms for change requests will be provided to participants in due course. The LVCS Help Desk can provide further information and the necessary forms on request (see Section 3.5).

2.14 Participant Contingency Arrangements

LVCS Participants should note that if they (or their Courier) or another Clearing Participant (or their Courier) are unable to exchange files on an end-to-end basis via the LVCS due to any form of contingency event, they will need to exchange files using agreed industry fallback arrangements. At present, this requires the exchange of files using secure PGP email.

All contingency file exchanges are to occur directly between the relevant parties and will not involve the LVCS. All LVCS Participants must therefore have processes in place to generate and directly exchange files via the agreed contingency method.

2.15 Overview of Settlement Arrangements in the Low Value Settlement Service

In the future, Clearing Participants will be able to lodge settlement instructions related to their low-value clearing exchanges (regardless of whether or not the clearings involved a file exchange or used the LVCS) by using the RBA's Low Value Settlement Service (or the 'Settlement Interconnector'). Over time, this is expected to replace the existing 9am settlement arrangements.

The Low Value Settlement Service will allow participants to send a file containing a settlement instruction to the RBA. The settlement instruction will become an RTGS transaction and be placed on the RITS Queue for settlement. The settlement instruction will be tested like any other RTGS transaction. There will also be capability to settle a group of transactions on a multilateral basis at agreed intervals throughout the day. The settlement instruction will be able to be recalled from the RITS Queue by the party originating the instruction. Unsettled transactions will be removed from the RITS Queue at the end of the day, as is the case now with other payments. Both the initiator of the file settlement instruction and their counterparty (i.e. the Sending/Receiving Principals) can optionally elect to receive advices and responses in relation to the processing and settlement outcome of each instruction.

The format of the file settlement instruction includes optional information fields to assist participants to match and reconcile the settlement instruction with the associated clearing file. Participants should note that RITS will not validate or link these clearing reference details on files transferred using the LVCS.

Further information on the Low Value Settlement Service, including file formats and detailed descriptions of file flows, is expected to be provided to participants later this year.

3. KEY SERVICE ARRANGEMENTS

This section provides a summary of the service arrangements that will be adopted by the RBA for the LVCS. This section should be read in conjunction with the document *RITS Low Value Feeder Project: Overview of Governance Arrangements (December 2009)* available on the RITS Information Facility.

3.1 Governance

The legal underpinning for the provision of the LVCS will be provided in the RITS Regulations and Conditions of Operation. These are being amended to incorporate this service and are expected to be available to Members by the end of May 2010.

As is the case now, the RITS Regulations bind the RBA and each RITS Member to an enforceable contract. For the LVCS, these set out the rights and responsibilities of each party using this service.

In addition to allowing Clearing Participants to directly send and receive files with the RBA (using the LVCS), the revised Regulations will permit a Clearing Participant to appoint an agent (Courier) to send and receive files on their behalf. A new exhibit to the RITS Regulations will cater for this. This exhibit will allow for the appointment of an agent and grant the RBA the authority to deal with the Courier on operational and administrative matters. The exhibit will make it clear that the Clearing Participant, as a RITS Member, will remain responsible for the actions of the agent in delivering and receiving files using the LVCS.

RITS User Guides will also cover the LVCS.

3.2 Technical Infrastructure

The RBA has established RITS technical infrastructure for the LVCS which leverages off the RBA's significant public policy investment in RITS. This technical infrastructure includes full redundancy of all systems and network connections at both primary and secondary sites and the mirroring of data between sites. Where practicable, failover from the failure of a single component is automated.

The RBA's network connections to COIN and SWIFT comprise dual links with physical (and logical) diversity to each RBA site. The RBA's four COIN connections are all 2 Megabits per second links with support and service levels the highest available from Telstra. As part of a separate program, the RBA's four SWIFT links are currently being upgraded from 256 Kilobits per second to 512 Kilobits per second. Link capacity has been specified to meet both normal and peak loads.

LVCS technical infrastructure has been designed to provide the highest standards of availability, resilience and reliability to LVCS Participants. As part of its overall risk management framework, the RBA has also developed business continuity arrangements to minimise the likelihood of operational disruptions. This includes support and operational staff being based at both primary and secondary sites. The RBA has successfully completed a range of initial failover and performance tests to ensure that its recovery procedures work as expected.

The Low Value Settlement Service (LVSS) will share the same technical infrastructure (for settlement instruction and response file transfers) as the LVCS.

3.3 RITS Security Arrangements

The new RITS technical infrastructure being introduced for the LVCS (and the future Low Value Settlement Service) will adhere to the rigorous security arrangements which presently exist for RITS. These cover the protection of data and systems within the RBA, access to the data and systems used by the RBA for file transfer processing, and the protection of systems from external threats.

In respect to the security arrangements in place for files processed by the LVCS, the RBA has the following measures in place:

- LVCS files are stored in an encrypted format and only retained for 7 calendar days (to cover extended weekends).
- Strict user access arrangements are in place to restrict the ability to view or edit file content.
- System controls prevent files from being inserted or updated during the file transfer process.

These and other RBA security measures are the subject of regular audits. As part of the initial implementation of the LVCS, the RBA arranged for an external security review of its infrastructure (including penetration tests). This review concluded that the security arrangements in place for the service were strong.

The RBA also complies with the industry security standards set out in APCA's COIN Operating Manual and with network security standards of SWIFT.

3.4 Key Service Metrics

3.4.1 Service Availability

Production file transfers over the LVCS can occur during normal clearing hours (business days between 7.00 am to 1.00 am next day) and normal RBA Collator hours (business days between 7.00 pm to 4.00 am next day). These times are Sydney times. Supporting operational staff will be present during these hours.

The Production Environment will not generally be available on weekends unless prior arrangements have been made with the RBA's LVCS Help Desk.

The Pre-Production Environment will be supported by the RBA during normal business hours (i.e. 9.00 am to 5.00 pm each business day). The environment may be available for "unsupported" testing (i.e. without LVCS Help Desk telephone support) on weekends, depending on RBA schedules for maintenance and failover verification. Participants wishing to conduct any weekend testing must contact the LVCS Help Desk as early as possible (at least two weeks notice) to confirm whether the environment will be available. Although the RBA will try and make the Pre-Production Environment available, this cannot be guaranteed for any particular weekend.

3.4.2 File Transmission Times

As with other RITS infrastructure, the LVCS has been designed to ensure the highest standards of availability and reliability. The capacity of the system has been specified to meet both normal and peak loads. The RBA's network and system components are scalable to cater for extra capacity requirements if these emerge.

The RBA has performed extensive testing for the LVCS. This testing has simulated a representative mix of clearing files being transferred between File Senders and File Receivers via the service using both the COIN and SWIFT FileAct.

On the basis of this testing (with conservative estimates of file sizes and peak loads), the following are indicative throughput and transit times that LVCS Participants can expect when transferring files via the service. These times should be taken as a guide only as actual transmission times will vary depending on the number and size of concurrent files being sent and received by different participants at once. The times indicated may also vary significantly depending on the network link sizes of each File Sender and File Receiver. All times shown include network transit times of the sender and receiver and LVCS processing times. These times reflect the RBA's current link sizes as detailed in [Section 3.2](#) and are likely to improve following the RBA's planned SWIFT network upgrade.

- A mix of 250 clearing files transferred concurrently across COIN/SWIFT in both directions simulating a **peak exchange period** (e.g. daily 8.00 pm exchanges) takes less than 45 minutes. The mix of files contains varying file sizes ranging from small to very large (50MB).
- A mix of 1000 clearing files transferred concurrently across COIN/SWIFT in both directions simulating a **peak exchange day** takes less than 120 minutes. The mix of files contains varying file sizes ranging from small to very large (50MB).
- The average end to end transit times of files (including COIN/SWIFT network times) from File Sender to File Recipient are:
 - A clearing file of 100KB will take approximately 1 minute to transfer.
 - A clearing file of 5MB will take approximately 10 minutes to transfer.
 - A clearing file of 50MB will take approximately 30 minutes to transfer.

These times were measured during periods when no other file transfer activity was taking place. Longer times may be experienced during periods where there is high network traffic.

The RBA will look to update the expected transmission times quoted above in light of Production experience.

3.4.3 Target Failover Times

As mentioned in Section 3.2, the RBA has established technical infrastructure at both its primary and secondary sites with data mirrored between sites in real-time. If a full failover to the RBA's alternate site is required, the overall target recovery time is 40 minutes. This can be broken down as follows:

- LVCS file management systems – 40 minutes. This is to re-establish file transfers using applications and components running from the alternate site.
- COIN – no downtime is expected in respect to the availability of the COIN. The RBA has two connections to the COIN at both sites which are active at all times. However, File Senders should note that they will need to deliver files to the RBA's alternate host IP address if the primary host is unavailable.
- SWIFT FileAct – 40 minutes. This is to re-establish SWIFT FileAct connectivity using a SWIFT Alliance Gateway (SAG) at the alternate site. This can be done concurrently with the re-establishment of LVCS file management systems.

3.4.4 Notification of File Processing Failures

An LVCS File Sender will generally know from its own systems whether or not a file was successfully delivered to the LVCS for subsequent delivery to the File Recipient. This can occur through the use of Connect:Direct monitoring (for COIN transfers) and through SWIFT (using either real-time mode or by selecting the delivery notification option for store and forward file transfers). However, File Senders will generally not know if the file has been successfully delivered by the LVCS to the File Recipient.

As part of its LVCS processes, the RBA will closely monitor all file transfers. Transfers will be marked as unsuccessful after the system has attempted to send the file(s) to each File Recipient, including to nominated primary and secondary addresses (as applicable).

The RBA will notify the File Sender (via email/telephone) when a file(s) is unable to be delivered to a File Recipient. The RBA undertakes to provide this notification as soon as possible and in any case within 30 minutes (within normal clearing and Collator hours – refer to Section 3.4.1).

3.5 LVCS - Production Monitoring and Support

The production operation of the LVCS will be closely monitored by RBA staff. As noted in Section 3.4.1, operational staff will be present:

- between 7.00 am and 1.00 am from Monday to Saturday covering normal clearing file exchange hours; and
- between 7.00 pm and 4.00 am from Monday to Saturday covering normal Collator file exchange hours.

RBA technical support staff are also available during these hours to ensure continuity of production operations.

The RBA has established a Help Desk contact telephone number for use by LVCS Participants. This number is **1800 617 566**. This number is available for use on a 24 x 7 basis. An email address has also been established specifically for the service. The email address is **lvcshelpdesk@rba.gov.au**.

The RBA will monitor all file transfers sent and received by the LVCS. The nature and extent of the RBA's monitoring will be as follows:

- Incoming files will be matched in the LVCS against a File Rule specific to the File Sender. Files which match a File Rule will be accepted and delivered to the File Recipient. The File Sender will be contacted by RBA staff if a file is received that does not match a pre-defined File Rule, or matches to an inactive File Rule.
- The RBA will attempt to deliver the file to the File Recipient using their nominated destination address details. This will include a pre-configured number of retry attempts and the use of a secondary destination if this has been supplied (COIN only). If files are unable to be delivered, the RBA will contact the File Recipient to determine the cause of the problem. The RBA will contact the File Sender if the problem is unlikely to be resolved within a 30 minute timeframe.
- The RBA will monitor **actual** file transfers to ensure their success. The RBA will not specifically monitor **expected** file transfers.
- The RBA will not monitor for files that may be sent more than once by the File Sender. All files that match a File Rule will be accepted and delivered to the File Recipient.
- The RBA will regularly monitor the status of its LVCS systems and the networks it uses for LVCS processing.

The RBA has the capability to resend files to File Recipients from the LVCS. The use of this resend capability will occur under strict procedures, as outlined below.

- If a processing problem has prevented the delivery of a file to the File Recipient, the LVCS will show the transmission as unsuccessful. The RBA will verify with the File Recipient that it has not received the file and recommence the file transfer process only when it is satisfied that the file has not been sent.
- If a File Recipient requests a file be resent to them, and LVCS indicates that the file has already been successfully sent, the RBA will require a written request. This should be in the form of an email to the RBA LVCS Help Desk (**lvcshelpdesk@rba.gov.au**) by operational staff

authorised to make such requests. The email must state the original source of the file (File Sender), the approximate time originally sent/received and the file name.

In either case, it is expected that File Recipients have their own controls in place to prevent duplicate files from being processed within their systems.

If a File Recipient, or a Receiving Principal, is expecting a file that has not been received, they should **initially contact the File Sender** to confirm whether or not it has been sent. If the File Sender confirms that the file has been delivered to the LVCS, the File Recipient should then contact the LVCS Help Desk.

File Senders and File Recipients should contact the LVCS Help Desk if they become aware of a problem affecting their ability to send and receive files over the LVCS and the duration of the problem is expected to be greater than 30 minutes.

The RBA will also support the operation of the service by:

- Responding to telephone or email queries from participants in relation to all aspects of the service.
- Providing an immediate response to nominated staff regarding requests relating to the processing status of a file transfer.
- Providing advice and assistance in respect to adding, amending or deleting File Rules, and activating or deactivating a File Rule.
- Assisting participants with the testing of file transfers using the Pre-Production Environment.
- Maintaining contact lists for each LVCS Participant and Courier (including name, phone and email details).

As is the case now with RITS, the RBA will keep participants informed via email and SMS if a problem occurs which affects LVCS file transfer processing. This will include the provision of regular updates. Conference calls may also be co-ordinated as required. These information flows will be facilitated by the RBA's RITS Communication Facility. The RBA also uses this facility to provide the APCA Crisis Communications Facility.

3.6 LVCS Participant Costs

The RBA has previously advised the industry that there will be no charge for use of the LVCS for at least the first two years from the date of live commencement. This will be reviewed prior to the conclusion of this two-year period.

An LVCS Participant will bear the network-related charges of the network they use to connect to the LVCS (regardless of whether they are the File Sender or File Recipient). In other words, SWIFT FileAct users will be responsible for SWIFT message costs only and COIN users will be responsible for COIN costs only.

SWIFT has also announced that it will waive the messaging costs that would normally be incurred by the RBA when sending LVCS files via SWIFT FileAct for a period of two years. After that time, if the RBA is incurring these SWIFT costs it will consider whether to implement a reverse billing arrangement (similar to the SWIFT PDS) whereby the receiving SWIFT user is charged for file transfers from the RBA.

3.7 LVCS Participant Considerations

This section draws out some considerations for LVCS Participants in preparing to use the service.

- Participants should develop a good understanding of the LVCS procedural processes outlined in this document, especially in relation to the establishment of File Rules and their activation or deactivation. These procedural processes cover both Production and Pre-Production Environments.
- Participants will be required to authorise that their Production file names are correctly recorded by the LVCS prior to (or as part of) their activation. This authorisation must be provided by current RITS Authorised Signatories. As existing RITS Authorised Signatories are unlikely to have a detailed working knowledge of the LVCS, an additional internal sign-off process may be required in order for the authorised signing officers to sign the report. RITS Authorised Signatures will also be required on instructions to activate or deactivate File Rules.
- Whilst the collection of static data can be performed by a Clearing Participant's Courier, all forms and reports relating to Production must be signed by the RITS Authorised Signatories of the actual Clearing Participant.
- Participants should familiarise themselves with the governance arrangements for the service as set out in the revised RITS Regulations and Conditions of Operation (when available).
- Participants should be aware of the types of file traffic that are allowed to be exchanged via the LVCS.
- Participants should have procedures in place to cater for the different possible types of contingency events that may affect file transfer processing using the LVCS. The possible responses may vary depending on the source of the problem (sending/receiving participant, network or LVCS).

4. PROCESS FOR PARTNER MIGRATION USING THE LVCS

This section outlines the process to establish file transfers with an Exchange Partner using the LVCS.

4.1 Establishing connectivity: COIN

4.1.1 Join COIN and establish connectivity with RBA

COIN LVCS participants must join the COIN and establish connectivity to the RBA as part of their overall network migration. Details are outlined in the document titled *Payments Network Connectivity: Partner Migration Information Paper*, dated December 2009, which is available on the RITS Information Facility.

Once a COIN participant has established a COIN link with the RBA, including the exchange of pre-shared secrets and establishment of the IPSEC "tunnel", this same connection will be used to communicate with the RBA's Banking Department and the LVCS (although host IP addressing will be different for the two uses).

4.1.2 Configuration for LVCS

The LVCS uses a separate file transfer application from that used by the RBA's Banking Department (which is used for exchanging APCS, BECS, agency banking and collator files with the RBA as a Clearing Participant and Courier via the COIN). As such, the LVCS uses different host IP addresses to those that participants will have set up when establishing their COIN connectivity with the RBA's Banking Department. The RBA will need to repeat the various configuration tasks for the LVCS version of the file transfer application and this will require input from the Exchange Partner.

The RBA will contact participants directly regarding the configuration and other information required to establish connectivity with the LVCS. This will include discussions on the exchange of any confidential credential information, connectivity to primary and secondary sites, default receiving destination (if applicable) and the scope of initial testing. Participants will also be able to commence the configuration of their file transfer applications once these discussions have taken place.

4.1.3 Sending correctly to RBA IP addresses and 'mailboxes'

Once configured in the LVCS, Exchange Partners will need to ensure that they can send the correct files to the two separate sets of RBA file transfer application host IP addresses (i.e. to RBA as an Exchange Partner and to RBA for the LVCS). Details of relevant host IP addresses can be provided by the RBA on request.

The establishment of LVCS COIN connectivity will include the setup of a mailbox address at the RBA to which the Exchange Partner will deliver files. As mentioned in [Section 2.10](#), a separate sub-directory address will be required if the Exchange Partner is a Courier. The RBA will advise the Exchange Partner of the LVCS destination address details to use in each circumstance.

4.2 Establishing connectivity: SWIFT

4.2.1 Join SWIFT CUG and establish connectivity with RBA

SWIFT Exchange Partners must join the relevant SWIFT FileAct service CUG (Closed User Group) as part of their overall network migration. Details are outlined in the document titled *Payments Network Connectivity: Partner Migration Information Paper*, dated December 2009, which is available on the RITS Information Facility.

4.2.2 SWIFT message structure

All LVCS clearing file exchanges using SWIFT FileAct must use the request type "pacs.xxx.cfe". This applies to the SWIFT leg of each file exchange to and from the LVCS and covers all Exchange Partners including the RBA.

SWIFT Exchange Partners should note that the LVCS will populate the FileInfo field of each file transfer request that it sends to SWIFT with the following information:

Compression="None"; Source="XXX"; Dest="YYY"; Type="ZZZZ" where:

XXX is the APCA 3-character clearing code of the Exchange Partner that sent the file to the RBA.

YYY is the APCA 3-character clearing code of the Exchange Partner to which the RBA is sending the file.

ZZZZ is a 4-character code for the File Type, based on the abbreviations contained in [Section 2.5](#) of this document.

SWIFT Exchange Partners may also, at their discretion, populate the FileInfo field in each file transfer request they send to the LVCS. However, the LVCS will not use this information to process the file transfer. There may, however, be a future requirement for this field to be populated in a specific format to cater for the circumstance where the File Sender is also a Courier. Any such change will be discussed with affected participants well in advance.

The SWIFT Exchange Partner and the RBA will conduct initial file transfer tests to confirm the correct use of the relevant bulk-payments service and request type(s).

In future, once the RITS Low Value Settlement Service has commenced operations, SWIFT participants may also elect to use the combined clearing and settlement request type (pacs.xxx.lvsc). This request type will allow both the clearing file and settlement instruction to be sent in one FileAct transfer. Further information on the Low Value Settlement Service, including details on the use of SWIFT FileAct settlement request types, is expected to be provided to participants later this year.

4.3 Set-up of File Rules in Pre-Production

This section outlines the administrative steps that LVCS Participants must complete before they can use the LVCS for their bilateral partner migration testing over the LVCS Pre-Production Environment. The extent of this testing will be mutually agreed between Exchange Partners.

A File Sender that is both a Sending Principal and a Courier may wish to migrate both sets of files (i.e. its own and its client's) at the same time, or may wish to have separate migration dates. Both approaches are supported by the LVCS. Each File Rule identifies the Sending Principal, so there will be two sets of File Rules which must be activated independently (this can be done simultaneously or separately).

The administrative steps for the set up of File Rules in the LVCS Pre-Production Environment for partner testing are as follows. Examples of the forms mentioned are provided in [Section 6](#). Participants may also wish to note that if their sending and receiving Production file names are already known, the steps outlined in [Section 4.6](#) can also be completed at the same time as the steps outlined in this section.

Step	Description
1	The Clearing Participants (i.e. Sending and Receiving Principal) or their Courier(s) will contact the RBA and advise that they wish to commence a bilateral partner migration via the LVCS. The RBA will confirm the scope of the proposed migration, including the details of any Couriers that will be used. Contact details for all parties will also be sought. Where a Courier is used, the RBA will seek confirmation of whether administrative tasks are to be completed by the Principal or by the Courier on the Principal's behalf.
2	The RBA will email a Participant File Transfer Details Form (an Excel spreadsheet) to each Clearing Participant (or to their Courier, if requested), pre-populated with details identifying the Receiving Principal and the Sending Principal. If file transfers for more than one Receiving or Sending Principal are to be set up, a separate form for each will be required.
3	Each Clearing Participant (or their Courier) will complete the form (spreadsheet) as a Receiving Principal – i.e. they will specify the Receiving File Name for the <u>test</u> files that they will receive from the other Clearing Participant(s), and any non-default destination file path address details (this is explained in Section 2.11). Once completed, the form will be returned via email to the RBA by the Clearing Participant (or their Courier).
4	<p>The RBA will lock the completed cells to prevent amendment and email the form (spreadsheet) to the other Clearing Participant (or their Courier, if requested). The other Clearing Participant (or their Courier) will review the form from the perspective of the Sending Principal and advise if the sending file name will be the same as the listed receiving file name (this is the expectation in most circumstances). The Sending Principal (or their Courier) will return the form to the RBA via email.</p> <p>[If the sending file name is to be different to the receiving file name, the RBA will resend the form with an additional column for the Sending Principal (or their Courier) to fill in the Sending File Name. This would then be returned to the RBA via email.]</p>
5	The RBA will record the details of each individual file name listed in the form as a File Rule in the LVCS Pre-Production Environment. Each File Rule created will initially be set to a status of inactive.
6	<p>The RBA will print and send a LVCS Pre-Production Environment Participant File Details Report to each Clearing Participant (or their Courier) for verification. This report will show:</p> <ul style="list-style-type: none"> • the name of the Clearing Participant; • the name of the Clearing Participant's Courier (if used); • the name of the other Clearing Participant; • the name of the other Clearing Participant's Courier (if used); • the environment (LVCS Pre-Production); • Part A - as a File Sender: <ul style="list-style-type: none"> ○ the File Type and File Type description; and ○ the sending file name (or match expression incorporating wild cards if the file name has variable components); • Part B - as a File Recipient: <ul style="list-style-type: none"> ○ the File Type and File Type description; ○ the receiving file name; and ○ the nominated non-default destination address details (if applicable).
7	Each Clearing Participant will check that all details in their LVCS Pre-Production Environment Participant File Details Report are correct. The RBA should be contacted if any of the details are incorrect. The RBA will re-issue the report if any changes are required. For the LVCS Pre-Production Environment, each Clearing Participant can confirm to the RBA via an email to the LVCS Help Desk (lvcshelpdesk@rba.gov.au) that the details are correct. (The section on the report for activation date is not used in Pre-Production.)

Once the above steps have occurred, the LVCS static data entry, verification and authorisation processes are complete. However, each File Rule will be set to a status of inactive. The activation of File Rules is covered in the next section.

4.4 Activation of File Rules in Pre-Production

Clearing Participants must agree the activation date(s) of File Rules for their Pre-Production file exchanges. The activation of all File Rules can occur at the same time, or participants can advise a different time for each File Rule, or group of File Rules.

The RBA will only activate a Pre-Production File Rule relating to a file transfer from one Clearing Participant to another Clearing Participant after it has received authorisation to do so from both Clearing Participants (or their Couriers). For the LVCS Pre-Production Environment, this authority can be provided to the RBA via an email to the LVCS Help Desk (lvcshelpdesk@rba.gov.au).

The RBA will confirm via an email to both participants (and/or their Couriers) that it has activated the requested File Rule(s) in the LVCS Pre-Production Environment. Partner testing can now commence.

4.5 Testing of File Exchanges

The LVCS Pre-Production Environment will be available each business day for file transfer testing and testing may occur at the times agreed between participants. However, participants should note that support for the LVCS Pre-Production Environment will only be provided by the RBA between 9am and 5pm each business day.

LVCS testing is expected to include end-to-end file transfer tests (including failover testing). For non-RBA partner migrations, this testing is independent of any testing that may have occurred with the RBA's Banking Department. COIN participants are also expected to send their files to both primary and secondary LVCS host IP addresses during this partner testing. Testing of COIN file transfers from the LVCS to a participant's primary and secondary sites is also expected to occur and the timing of these tests will need to be jointly agreed.

Participants are requested to advise the RBA of their expected testing periods and to keep the RBA informed if these dates change.

4.6 Set-up of File Rules in Production

This section outlines the administrative steps for the set up of File Rules in the LVCS Production Environment. These steps are essentially the same as those used for the LVCS Pre-Production Environment (as outlined in [Section 3.3](#)), but with the additional requirement of formal authorisation by RITS Authorised Signatories. [The differences between Production and Pre-Production steps are shown in *red italics*.]

It is anticipated that each Clearing Participant (or their Courier) will have discussed and agreed production file names and other arrangements with their Exchange Partner prior to the commencement of this process.

Step	Description
1	The RBA will email a Participant File Transfer Details Form (an Excel spreadsheet) to each Clearing Participant (or to their Courier, if requested), pre-populated with details identifying the Receiving Principal and the Sending Principal. If file transfers for more than one Receiving or Sending Principal are to be set up, a separate form for each will be required.

Step	Description
2	Each Clearing Participant (or their Courier) will complete the form (spreadsheet) as a Receiving Principal – i.e. they will specify the Receiving File Name for the <i>production</i> files that they will receive from the other Clearing Participant(s), and any non-default destination file path address details (this is explained in Section 2.11). Once completed, the form will be returned via email to the RBA by the Clearing Participant (or their Courier).
3	<p>The RBA will lock the completed cells to prevent amendment and email the form (spreadsheet) to the other Clearing Participant (or their Courier, if requested). The other Clearing Participant (or their Courier) will review the form from the perspective of the Sending Principal and advise if the sending file name will be the same as the listed receiving file name (this is the expectation in most circumstances). The Sending Principal (or their Courier) will return the form to the RBA via email.</p> <p>[If the sending file name is to be different to the receiving file name, the RBA will resend the form with an additional column for the Sending Principal (or their Courier) to fill in the Sending File Name. This would then be returned to the RBA via email.]</p>
4	The RBA will record the details of each individual file name listed in the form as a File Rule in the LVCS <i>Production</i> Environment. Each File Rule created will initially be set to a status of inactive.
5	<p>The RBA will print and send a LVCS <i>Production</i> Environment Participant File Details Report to each Clearing Participant (or their Courier) for verification. This report will show:</p> <ul style="list-style-type: none"> • the name of the Clearing Participant; • the name of the Clearing Participant's Courier (if used); • the name of the other Clearing Participant; • the name of the other Clearing Participant's Courier (if used); • the environment (LVCS Production); • Part A - as a File Sender: <ul style="list-style-type: none"> ○ the File Type and File Type description; and ○ the sending file name (or match expression incorporating wild cards if the file name has variable components); • Part B - as a File Recipient: <ul style="list-style-type: none"> ○ the File Type and File Type description; ○ the receiving file name; and ○ the nominated non-default destination address details (if applicable).
6	<p>Each Clearing Participant will check that all details in their LVCS <i>Production</i> Environment Participant File Details Report are correct. The RBA should be contacted if any of the details are incorrect. The RBA will re-issue the report if any changes are required. <i>Once all the details have been confirmed as correct, each Clearing Participant must arrange for the report to be signed by two of their RITS Authorised Signatories. File transfers will not be able to commence without this authority. Only Sending Principals and Receiving Principals can provide this authorisation.</i></p> <p><i>A PDF of the signed report should then be sent to the RBA via email with the original mailed to the RBA.</i></p>

The Participant File Details Report has a section for the activation of all File Rules. If participants know the intended date and time for the activation of their Production File Rules when the form is to be signed, they can include this instruction in the relevant section of the Form. If this information is not known at the time of signing, a separate File Rule Activation Form will be required (see next section).

Once the above steps have occurred, the LVCS static data entry, verification and authorisation processes are complete. However, each File Rule will be set to a status of inactive. The activation of File Rules is covered in the next section.

4.7 Activation of File Rules in Production

Clearing Participants must agree the activation date(s) of File Rules for their Production file exchanges. The activation of all File Rules can occur at the same time, or participants can advise a different time for each File Rule or group of File Rules.

The RBA will only activate a Production File Rule relating to a file transfer from one Clearing Participant to another Clearing Participant after it has received authorisation to do so from both Clearing Participants. For the LVCS Production Environment this authority must be given by each Clearing Participant's RITS Authorised Signatories. If the activation time is known when the parties are confirming file name details on the Participant File Details Report, they can specify the activation time when they return that report to the RBA. Alternatively, they can request File Rule activation by using the separate LVCS File Rule Activation Form (see Section 6.3).

The RBA will confirm via an email to both participants (and/or their Couriers) that it has scheduled the activation of the requested File Rule(s) at the specified time.

4.8 Production Implementation

The agreed date for the activation of File Rules in either or both directions is essentially the Production implementation date for the partner migration. Clearing Participants can agree if their implementation is to be staged, using only a subset of File Types to begin with. The RBA expects all Production migration activations to occur on a weekend (from Saturday morning to avoid the risk Friday's Production exchanges being affected).

It is expected that Exchange Partners will wish to exchange a small number of test files across the Production environment on the implementation weekend to verify their systems and links. This can occur after the activation of agreed File Rules on the LVCS. Exchange Partners may use their ongoing Production File Rules for this type of testing. Alternatively, Exchange Partners may request the RBA to activate "TEST" File Rules to allow these tests to occur, and to deactivate these File Rules once the tests are completed. All requests for activation and deactivation of Production File Rules must be made by both participants in writing using the LVCS File Rule Activation Form.

Participants must take great care when performing these test file transfers using Production infrastructure and addresses.

5. PARTICIPANT CHECKLIST

The following checklist provides a summary of the tasks that need to be undertaken by LVCS Participants. Some tasks are dependent on whether a Courier is used or on which network is used (COIN or SWIFT) – these are noted below.

ACTIVITY	REFER TO SECTION / STEP	COMPLETED?
<p><i>Establish Network connectivity: COIN users</i></p> <p>Join Telstra COIN.</p> <p>Establish network communications with RBA.</p> <p>Exchange information with RBA concerning file transfer application configuration details.</p> <p>Configure systems to allow test files to be exchanged with the LVCS.</p> <p>Send a test file to each RBA LVCS Host IP address.</p> <p>For Couriers, send a test file to each mailbox sub-directory (for each Principal) advised by the RBA.</p>	<p>4.1</p> <p>4.1.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.1.2</p> <p>4.1.3</p> <p>4.1.3</p>	
<p><i>Establish Network connectivity: SWIFT users</i></p> <p>Join relevant SWIFT FileAct service CUG.</p> <p>Configure systems to allow test files to be exchanged with the LVCS.</p> <p>Send a test file to the LVCS using the correct SWIFT FileAct service and request type ('pacs.xxx.cfe').</p>	<p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.2</p>	
<p><i>Pre-Production: Set up of File Rules</i></p> <p>Contact the RBA to advise that you wish to commence bilateral migration with another Clearing Participant.</p> <p>Advise the RBA of the scope of the migration (i.e. Clearing Participants, types of file exchanged) and contact details.</p> <p>Receive Participant File Transfer Details Form from the RBA.</p> <p>Enter test file names into the Participant File Transfer Details Form as a Receiving Principal (i.e. specify test file names for all files to be received from the other Clearing Participant), and email the completed form back to RBA.</p> <p>Receive Participant File Transfer Details Form, as completed by the other Clearing Participant, from the RBA.</p> <p>Review the other Clearing Participant's completed form, as a Sending Principal. This involves checking that the test file names listed are the same as the file names you will send to the other Participant. Return the form to the RBA.</p>	<p>4.3</p> <p>Step 1</p> <p>Step 1</p> <p>Step 2</p> <p>Step 3</p> <p>Step 4</p> <p>Step 4</p>	

ACTIVITY	REFER TO SECTION / STEP	COMPLETED?
<p>Receive a Participant File Details Report from the RBA which lists all File Rules between you and the other Clearing Participant entered into the LVCS.</p> <p>Carefully review the details in the Participant File Details Report.</p> <p>Confirm via email to the RBA that details are correct.</p>	<p>Step 6</p> <p>Step 7</p> <p>Step 7</p>	
<p><i>Pre-Production: Activate File Rules</i></p> <p>Contact the other Clearing Participant (or their Courier) to agree on the activation date for test File Rules.</p> <p>Advise the RBA via email of the activation date. (The other Clearing Participant (or their Courier) will also email the RBA to confirm this date.)</p>	4.4	
<p><i>Pre-Production: Testing of file exchanges</i></p> <p>Perform end-to-end file transfer testing as agreed with the other Exchange Partner.</p> <p>For COIN participants, perform testing using the LVCS primary and secondary host IP addresses, and using both your primary and your secondary sites.</p>	4.5	
<p><i>Production: Set up of File Rules</i></p> <p>Receive Participant File Transfer Details Form from the RBA.</p> <p>Enter production file names into the Participant File Transfer Details Form as a Receiving Principal (i.e. specify Production file names for all files to be received from the other Clearing Participant), and email the completed form back to RBA.</p> <p>Receive Participant File Transfer Details Form, as completed by the other Clearing Participant, from the RBA.</p> <p>Review the other Clearing Participant's completed form, as a Sending Principal. This involves checking that the Production file names listed are the same as the file names you will send to the other Participant. Return the form to the RBA.</p> <p>Receive a Participant File Details Report from the RBA which lists all File Rules between you and the other Clearing Participant entered into the LVCS.</p> <p>Carefully review the details in the Participant File Details Report. If known, insert the agreed activation date. Sign the report, email a PDF version to the RBA and mail the report to the RBA. The report must be signed by your RITS Authorised Signatories.</p>	<p>4.6</p> <p>Step 1</p> <p>Step 2</p> <p>Step 3</p> <p>Step 3</p> <p>Step 5</p> <p>Step 6</p>	

ACTIVITY	REFER TO SECTION / STEP	COMPLETED?
<p><i>Production: Activate File Rules</i></p> <p>If you and the other Clearing Participant have completed the same activation date and time on your Participant File Details Report, the RBA will act on that instruction to activate the File Rules.</p> <p>Otherwise, agree the activation date and time with the other Participant and complete the LVCS File Rule Activation Form. Sign the form, email a PDF version to the RBA and mail the form to the RBA. The form must be signed by your RITS Authorised Signatories.</p> <p>The RBA will schedule activation of the File Rules at the specified date and time, and confirm to both Clearing Participants (and/or their Couriers) that this has been done.</p>	4.7	
<p><i>Production: Cutover</i></p> <p>Arrange, as necessary, the exchange of test files using Production systems on the implementation weekend. [Production File Rules activated on the implementation weekend will remain active for the commencement of normal production file exchanges on Monday.]</p>	4.8	

6. SAMPLE LVCS FORMS AND REPORTS

This section provides samples of the forms that will be used for static data collection and validation, and for File Rule activation authorisation. Participants should note that, although the forms are in a near final stage, there may be further minor amendments as the service is introduced. As such, the text below should be taken as a guide only.

6.1 Participant File Transfer Details Form

The Participant File Transfer Details Form is an Excel spreadsheet. Each Receiving Principal completes details of the receiving file names they require (by File Type) from the other Clearing Participant. COIN participants may also complete specific destination address details (if they are different from the nominated default destination address, refer to Section 2.11).

The Sending Principal then confirms whether or not they will deliver the files with the same file names as nominated by the Receiving Principal. If the file names are going to be different from those advised by the Receiving Principal, the RBA should be contacted to amend the form to allow details of the sending file names to be exchanged.

The spreadsheet has two worksheets:

- The first worksheet contains instructions for completion.
- The second worksheet contains details of the Sending Principal and Receiving Principal and their Couriers (if used). This information is completed by the RBA. The worksheet also contains a table of all approved File Types, with spaces for the Receiving Principal to type in the receiving file name and file path/destination address (as required).

Each participant will receive two forms, one as the Receiving Principal (to nominate the file names they wish to receive) and the second as the Sending Principal (to confirm the file names they will send). The second version of the form will be sent by the RBA to the Sending Principal after completion by the Receiving Principal.

The worked example shown on the following pages is for BECS file transfers between North Bank and South Bank.

Instructions on First Worksheet of Form

RBA Low Value Clearing Service Participant File Transfer Details Form



Instructions

The structure of this form is aligned with existing industry practice whereby the receiver of files nominates the file names they are to receive from the sender.

One Clearing Participant, as Receiving Principal, will complete this form with details of all files they will **receive** from another Clearing Participant (via the LVCS).

The other Clearing Participant, as Sending Principal, will be asked to confirm that they will use those file names when delivering files to the LVCS. If they will not use those names, file name translation will be required, and additional details will be sought by the RBA from this Clearing Participant.

The RBA will complete the environment and participant details following initial discussions with each Clearing Participant. Each participant must check that the details recorded are accurate.

Receiving Principal:

Fill in the table with the details of each file you will **receive** from the other Clearing Participant.

Only COIN Participants may need to complete Column C "File Path". This column can be left blank for files that will be delivered to the default destination setup during establishment of COIN connectivity with the LVCS. File Path may be a sub-mailbox or LAN sub-directory address.

COIN and SWIFT Participants must complete Column D "File Name to be Received by LVCS".

If you do not exchange a particular file type with this Clearing Participant, write NOT EXCHANGED.

Email the form back to the RBA (lvcshelpdesk@rba.gov.au).

The RBA will lock the cells completed by the Receiving Principal to prevent amendment and email the form to the Sending Principal.

Sending Principal:

The Sending Principal checks that the file names indicated in Column D are the names that each file will have when they are delivered to the LVCS for on-sending to the Receiving Principal.

(The file name must be the outgoing (or destination) file name, not the source name that the file may have had when it was generated by your application.)

If you are not going to deliver the file to the LVCS with the file name in Column D, please contact the RBA as you will need to complete additional details, and the RBA will need to amend the form to allow this to occur.

Email the form back to the RBA (lvcshelpdesk@rba.gov.au).

Verification:

Once verified, each participant will need to arrange to have this report signed by their RITS Authorised Signatories and return it to the RBA.

In Pre-Production, once verified, each participant will email the RBA (lvcshelpdesk@rba.gov.au) to confirm the report is correct.

In Production, once verified, each participant will need to arrange to have this report signed by their RITS Authorised Signatories and return it to the RBA, via pdf email and mail.

Second Worksheet – Completed by North Bank as Receiving Principal

RBA Low Value Clearing Service
Participant File Transfer Details Form



Files to (Receiving Principal): North Bank
via Courier (File Receiver): North Agent Services

Files from (Sending Principal): South Bank
via Courier (File Sender): -

Environment: Pre-Production

Receiving Principal to complete Columns C and D

For COIN Participants only, type the file path (if applicable) into Column C "File Path".

For example, this may be a sub-mailbox, or a LAN address.

Excel will not allow you to type / as the first character in a cell. Use an apostrophe as the first character to indicate text.

For COIN and SWIFT Participants, type the names that you wish incoming files to have into Column D "File Name to be Received from LVCS".

Write 'NOT EXCHANGED' for all file types not exchanged with this Clearing Participant.

File Type	File Type Description	File Path <i>(Completed by Receiving Principal, if required)</i>	File Name to be Received from LVCS <i>(Completed by Receiving Principal)</i>
EPDA	File A – Electronic Presentment		
EPDB	File B – Presentment Ack and Technically Invalid		
EPDC	File C – Presentment TI Ack		
EPDD	File D – Dishonour, Dishonour refusal and V/R		
EPDE	File E – Dishonour Ack and Technically Invalid		
EPDF	File F – Dishonour TI Ack		
DENT	Direct Entry Normal Transaction File	/infile/beans/data	PTUP.DENT.SBK.TXN.INFILE
DENS	Direct Entry Normal Summary File	/infile/beans/data	PTUP.DENS.SBK.TXN.INFILE
DEGT	Direct Entry Government Transaction File		
DEGS	Direct Entry Government Summary File		
CEIS	CECS Interchange Summary Report		
TEST	Test Files		

Second Worksheet – Completed by South Bank as Receiving Principal

**RBA Low Value Clearing Service
Participant File Transfer Details Form**



Files to (Receiving Principal): South Bank
via Courier (File Receiver): -

Files from (Sending Principal): North Bank
via Courier (File Sender): North Agent Services

Environment: Pre-Production

Receiving Principal to complete Columns C and D

For COIN Participants only, type the file path (if applicable) into Column C "File Path".

For example, this may be a sub-mailbox, or a LAN address.

Excel will not allow you to type / as the first character in a cell. Use an apostrophe as the first character to indicate text.

For COIN and SWIFT Participants, type the names that you wish incoming files to have into Column D "File Name to be Received from LVCS".

Write 'NOT EXCHANGED' for all file types not exchanged with this Clearing Participant.

File Type	File Type Description	File Path <i>(Completed by Receiving Principal, if required)</i>	File Name to be Received from LVCS <i>(Completed by Receiving Principal)</i>
EPDA	File A – Electronic Presentment		
EPDB	File B – Presentment Ack and Technically Invalid		
EPDC	File C – Presentment TI Ack		
EPDD	File D – Dishonour, Dishonour refusal and V/R		
EPDE	File E – Dishonour Ack and Technically Invalid		
EPDF	File F – Dishonour TI Ack		
DENT	Direct Entry Normal Transaction File		PDESYS.INFILE.TXN.STH
DENS	Direct Entry Normal Summary File		PDESYS.INFILE.SUMM.STH
DEGT	Direct Entry Government Transaction File		
DEGS	Direct Entry Government Summary File		
CEIS	CECS Interchange Summary Report		
TEST	Test Files		

6.2 Participant File Transfer Details Report

Once the RBA has recorded the details advised on each Participant File Transfer Details Form, a Participant File Transfer Details Report will be produced for each Clearing Participant. This report will show the details of all File Rules that have been entered and will be split to show files sent and files received. The report shows this file exchange information against a single other Clearing Participant only.

The worked example shown on the following pages is for North Bank's exchanges with South Bank.

The form also allows the authorisation of File Rules. For Production, this form must be checked and signed by two RITS Authorised Signatories and returned to the RBA.

Participant File Transfer Details Report: For North Bank with South Bank

RBA Low Value Clearing Service Participant File Transfer Details Report North Bank



via Courier: North Agent Services
 With Clearing Participant: South Bank
 via Courier: -
 Environment: Pre-Production

This report is used by the Reserve Bank to confirm that the following details, which have been entered into RITS for participation in the Low Value Clearing Service, are complete and correct.

Part A: Files Sent to the LVCS by North Bank to be sent to South Bank

File Type	File Type Description	File Name Sent to LVCS
EPDA	File A – Electronic Presentment	
EPDB	File B – Presentment Ack and Technically Invalid	
EPDC	File C – Presentment Technically Invalid Ack	
EPDD	File D – Dishonour, Dishonour Refusal and V/R	
EPDE	File E – Dishonour Ack and Technically Invalid	
EPDF	File F – Dishonour Technically Invalid Ack	
DENT	Direct Entry Normal Transaction File	PDESYS.INFILE.TXN.STH
DENS	Direct Entry Normal Summary File	PDESYS.INFILE.SUMM.STH
DEGT	Direct Entry Government Transaction File	
DEGS	Direct Entry Government Summary File	
CEIS	CECS Interchange Summary Report	
TEST	Test Files	

Part B: Files Sent to the LVCS by South Bank to be sent to North Bank

File Type	File Type Description	File Name Received from LVCS	Destination Directory (if other than the root or default destination)
EPDA	File A – Electronic Presentment		
EPDB	File B – Presentment Ack and Technically Invalid		
EPDC	File C – Presentment Technically Invalid Ack		
EPDD	File D – Dishonour, Dishonour Refusal and V/R		
EPDE	File E – Dishonour Ack and Technically Invalid		
EPDF	File F – Dishonour Technically Invalid Ack		
DENT	Direct Entry Normal Transaction File	PTUP.DENT.SBK.TXN.INFILE	/infile/beccs/data
DENS	Direct Entry Normal Summary File	PTUP.DENS.SBK.TXN.INFILE	/infile/beccs/data
DEGT	Direct Entry Government Transaction File		
DEGS	Direct Entry Government Summary File		
CEIS	CECS Interchange Summary Report		
TEST	Test Files		

Part C: Activation of File Types

Tick **one** of the options below.

Please activate **all** of the file types above at: Date ___ / ___ / 20__ Time ___: ___ am / pm (circle one)

I will advise of activation date/s separately. (Contact the Reserve Bank to discuss your requirements and to obtain an appropriate form.)

Part D: RITS Authorised Signatories

Name (please print) _____ Name (please print) _____
 Signature _____ Signature _____
 Date (Day/Month/Year) ___ / ___ / 20___ Date (Day/Month/Year) ___ / ___ / 20___

Participant File Transfer Details Report: For South Bank with North Bank

RBA Low Value Clearing Service Participant File Transfer Details Report South Bank



via Courier: -

With Clearing Participant: North Bank
via Courier: North Agent Services
Environment: Pre-Production

This report is used by the Reserve Bank to confirm that the following details, which have been entered into RITS for participation in the Low Value Clearing Service, are complete and correct.

Part A: Files Sent to the LVCS by South Bank to be sent to North Bank

File Type	File Type Description	File Name Sent to LVCS
EPDA	File A – Electronic Presentment	
EPDB	File B – Presentment Ack and Technically Invalid	
EPDC	File C – Presentment Technically Invalid Ack	
EPDD	File D – Dishonour, Dishonour Refusal and V/R	
EPDE	File E – Dishonour Ack and Technically Invalid	
EPDF	File F – Dishonour Technically Invalid Ack	
DENT	Direct Entry Normal Transaction File	PTUP.DENT.SBK.TXN.INFILE
DENS	Direct Entry Normal Summary File	PTUP.DENS.SBK.TXN.INFILE
DEGT	Direct Entry Government Transaction File	
DEGS	Direct Entry Government Summary File	
CEIS	CECS Interchange Summary Report	
TEST	Test Files	

Part B: Files Sent to the LVCS by North Bank to be sent to South Bank

File Type	File Type Description	File Name Received from LVCS	Destination Directory <i>(if other than the root or default destination)</i>
EPDA	File A – Electronic Presentment		
EPDB	File B – Presentment Ack and Technically Invalid		
EPDC	File C – Presentment Technically Invalid Ack		
EPDD	File D – Dishonour, Dishonour Refusal and V/R		
EPDE	File E – Dishonour Ack and Technically Invalid		
EPDF	File F – Dishonour Technically Invalid Ack		
DENT	Direct Entry Normal Transaction File	PDESYS.INFILE.TXN.STH	
DENS	Direct Entry Normal Summary File	PDESYS.INFILE.SUMM.STH	
DEGT	Direct Entry Government Transaction File		
DEGS	Direct Entry Government Summary File		
CEIS	CECS Interchange Summary Report		
TEST	Test Files		

Part C: Activation of File Types

Tick **one** of the options below.

Please activate **all** of the file types above at: Date ___ / ___ / 20__ Time ___: ___ am / pm (circle one)

I will advise of activation date/s separately. *(Contact the Reserve Bank to discuss your requirements and to obtain an appropriate form.)*

Part D: RITS Authorised Signatories

Name (please print) _____ Name (please print) _____
 Signature _____ Signature _____
 Date (Day/Month/Year) ___ / ___ / 20___ Date (Day/Month/Year) ___ / ___ / 20___

6.3 LVCS File Rule Activation Form

This form allows for File Rules to be activated and deactivated. It will be used when the authorisation to activate File Rules did not occur as part of the authorisation contained on the Participant File Transfer Details Report. Both Clearing Participants will need to authorise the activation (or deactivation) of individual File Types, using the LVCS File Rule Activation Form shown below.

**RBA Low Value Clearing Service
File Rule Activation Form**



This form is used by the Reserve Bank to collect details required for participation in the Low Value Clearing Service. These details will be entered into RITS.

**File Transfers between: South Bank
and North Bank**

In the Pre-Production* / Production* Environment

Activate* / Deactivate* the LVCS File Rules for the file types listed below on the following date and time:

Date: ____ / ____ / 20__ Time ____ : ____

** Delete whichever is not applicable. Note that file rules in the Production Environment may generally only be activated on weekends.*

File Types:	De/Activate the following transfers#	
	From: North Bank To: South Bank	From: South Bank To: North Bank
Electronic Presentment and Dishonour Files (Transmission A, B, C, D, E and F)	<input type="checkbox"/>	<input type="checkbox"/>
Direct Entry Normal Files (Transaction and Summary)	<input type="checkbox"/>	<input type="checkbox"/>
Direct Entry Government Files (Transaction and Summary)	<input type="checkbox"/>	<input type="checkbox"/>
CECS Interchange Summary Report	<input type="checkbox"/>	<input type="checkbox"/>

Tick box to indicate requested file types.

Signed on behalf of North Bank

Name (please print)

Signature

Name (please print)

Signature

____ / ____ / 20__
Date

Signed on behalf of South Bank

Name (please print)

Signature

Name (please print)

Signature

____ / ____ / 20__
Date