

# **MSCI Index - Risk and Regulatory Committee**

Terms of Reference

December 2020

## General

MSCI uses a committee structure to provide overall oversight and governance for the design, calculation and maintenance of MSCI indexes as follows:

- Oversight as required by the EU benchmark regulation and any similar post-Brexit UK regulation (collectively, the “BMR”) is provided by the BMR Oversight Committee (“OC”).
- A Risk and Regulatory Committee presides over operational and business risk and regulatory compliance matters.
- The Index Policy Committee (“IPC”) presides over major methodology developments and changes as well as equity market classification decisions, and is an escalation point for any index committee.
- An Index Committee presides over the development, review and interpretation of index methodologies and other matters described in the relevant terms of reference.

All of the committees are staffed solely by MSCI group company employees with extensive relevant experience.

All committee members are expected to act with integrity as is required of all our employees according to our Code of Ethics and Business Conduct posted on [www.msci.com](http://www.msci.com), and are subject to MSCI’s compliance policies, including with respect to confidential information and relevant Chinese Walls..

All decisions taken by the committees are the responsibility of their members.

MSCI believes that its editorial and operational independence is critical to its objectivity, efficiency and avoiding conflicts of interest.

## MSCI Index – Risk and Regulatory Committee

### Description

For MSCI’s equity, blended and fixed income indexes<sup>1</sup> the risk and regulatory committee is known as the MSCI Index - Risk and Regulatory Committee (“RRC”).

The RRC presides over operational and business risks and regulatory compliance matters.

These terms of reference are reviewed and approved by the RRC, and reviewed by the MSCI BMR Oversight Committee (“OC”) annually.

### Responsibility

The key responsibilities of the RRC include, but are not limited to, the following:

- Preside over the integrity of the MSCI index processes. The aim is to ensure that there is in place an effective system reasonably designed to evaluate and control general risks within the MSCI index product line. The RRC’s responsibilities include, but are not limited to:
  - Review and approve the “MSCI Benchmark Administration Framework” (“BAF”), the “MSCI Risk and Control Matrix - Equity and Blended Indexes” and the “MSCI Risk and Control Matrix - Fixed Income Indexes”.
  - Review the results of internal and external audits and recommend actions
  - Review and implement recommendations from the OC, as appropriate
- Highlight and address potential material risks and issues, including operational risks, changes in regulatory environment, and conflicts of interest.
- Review any formal index complaints.
- Assess and manage the firm’s compliance with existing regulation or regulatory principles for existing, new and proposed indexes, as well as changes in processes.
- Discuss regulation and potential regulation and the impact on the MSCI index product line.

Note this committee has no authority over the EIC, FIIC or IPC or their responsibilities.

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<sup>1</sup> For the purpose of this document, “indexes” refer to MSCI equity, blended and fixed income indexes.

## Composition

The composition of the committee is determined by job function. Membership changes are approved by the RRC, and any changes to the voting membership are approved by the OC.

The RRC is chaired by the Global Head of Index and comprises of members representing senior leadership selected from each of:

- Index Research
- Index Data Management
- Index Product Management
- Index IT
- Legal and Compliance

Membership shall be revoked for the following reasons:

- The member notifies the committee of his or her decision to resign from the RRC.
- The member is no longer an employee of an MSCI group company or his or her role changes significantly.
- The member does not fulfill or is not capable of fulfilling his or her responsibilities on the committee, including attendance at meetings.

## Meetings

- Meetings are to be held at least quarterly and as needed and may be attended in person or by teleconference.
- The Chairperson and a member from each of the five functions as listed in the composition above must be present at any meeting<sup>2</sup>. If a member is unable to attend, he or she must be represented by a delegate from his or her function to ensure that all relevant areas are present. Each voting member has one vote. A delegate can vote on behalf of the member.

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<sup>2</sup> In case of an unexpected delay of the Chairperson for an RRC meeting, the RRC Secretary will chair the meeting. However, decisions required from the RRC will be made only in presence of the Chairperson by simple majority. Should the Chairperson be delayed beyond the end of the RRC meeting, such decisions would be processed via email.

- Decisions will be taken by simple majority<sup>3</sup> of the voting members present at the meeting.
- In instances when an RRC decision is required and scheduling an ad-hoc RRC meeting is not possible, such decision may be reached via email communication, provided at least three voting members of the RRC explicitly approve a proposal.
- Members must disclose any potential conflict of interest before each agenda item and recuse themselves from any discussions where they have a conflict of interest. This will be recorded in the minutes.
- The committee may ask any personnel to attend or to present at the meeting. These attendees will not have voting rights.
- The agendas for all RRC meetings contain the date, time, expected attendees and topics. Topics presented at the RRC may have supporting documents.
- Generally, the minutes of all RRC meetings contain the date, time, attendees, topics discussed, and decisions made. The minutes of each RRC meeting are approved by the members.
- The Secretary will record minutes of each meeting, which will be retained for at least five years.

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<sup>3</sup> Simple majority means more than half of the total number of votes cast.

## Contact us

clientservice@msci.com

### AMERICAS

Americas	1 888 588 4567 *
Atlanta	+ 1 404 551 3212
Boston	+ 1 617 532 0920
Chicago	+ 1 312 675 0545
Monterrey	+ 52 81 1253 4020
New York	+ 1 212 804 3901
San Francisco	+ 1 415 836 8800
São Paulo	+ 55 11 3706 1360
Toronto	+ 1 416 628 1007

### EUROPE, MIDDLE EAST & AFRICA

Cape Town	+ 27 21 673 0100
Frankfurt	+ 49 69 133 859 00
Geneva	+ 41 22 817 9777
London	+ 44 20 7618 2222
Milan	+ 39 02 5849 0415
Paris	0800 91 59 17 *

### ASIA PACIFIC

China North	10800 852 1032 *
China South	10800 152 1032 *
Hong Kong	+ 852 2844 9333
Mumbai	+ 91 22 6784 9160
Seoul	00798 8521 3392 *
Singapore	800 852 3749 *
Sydney	+ 61 2 9033 9333
Taipei	008 0112 7513 *
Thailand	0018 0015 6207 7181 *
Tokyo	+ 81 3 5290 1555

\* = toll free

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To learn more, please visit [www.msci.com](http://www.msci.com).

*The process for submitting a formal index complaint can be found on the index regulation page of MSCI's website at: <https://www.msci.com/index-regulation>.*

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