



CEIOPS-DOC-11/08  
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## Q&A procedure during the QIS4 exercise

### **A question is raised**

National supervisory authorities are the first contact point for questions concerning the QIS4 technical specifications and spreadsheets (see contact list of the national QIS4 analysts on CEIOPS' website <http://www.ceiops.eu/content/view/118/124/>).

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 five 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 Q&A document available on the CEIOPS website (<http://www.ceiops.eu/content/view/118/124/>).

On **questions relating to the technical specifications**, the QIS task force may need to consult with the relevant CEIOPS expert groups or with the EC in case the question touches upon a political matter.

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 QIS4.

### **Q&A document**

A Q&A document will be made available on CEIOPS' website (<http://www.ceiops.eu/content/view/118/124/>) and will be regularly updated.

Participants that have registered to the QIS4 email alert ([http://www.ceiops.eu/component/option,com\\_performs/formid,13/](http://www.ceiops.eu/component/option,com_performs/formid,13/)) will be informed via email alert of the regular updates.