

Guidelines on how to fill the input template to report an ISO 20022 Adoption Initiative

The guidelines aim to help the authors to fill the ISO 20022 adoption initiatives input form. The data required in this form goes from the description of an ISO 20022 adoption initiative down to a more detailed level of information such as the supported messages and their versions.

The reported initiative will be reflected in the (iOS tablet) 'ISO 20022 adoption mApp' available in the [App Store](#) and the ISO 20022 Adoption Initiatives Report published on the [iso20022.org adoption page](https://iso20022.org/adoption).

Would you need any further assistance to fill the form please contact the ISO 20022 Registration Authority (iso20022ra@iso20022.org). Once completed, send the filled form to the ISO 20022 Registration Authority (RA) via [email](#).

Structure of the ISO 20022 adoption form (Excel document)

You have to give generic information about the ISO 20022 adoption initiative in the 'About the initiative' worksheet. You can give information about the adopted ISO 20022 messages sets and messages in the other worksheets categorized per business domain:

- Payments
- Securities
- Trade Services
- Foreign Exchange
- Cards

Important note

Please include the name of the initiative – or an abbreviation of it – in the title you choose to save your adoption form (e.g. "InitiativeXYZ_ISO20022adoption")

When you open the Excel document, you may be get security warnings requesting you to 'Enable Editing' and/or 'Enable Content' (please click on the button(s) below the toolbar of Excel sheet).

*Some of the information in the form is mandatory **(M)** other is optional **(O)**. This is indicated in column E of the 'About the initiative' worksheet. The use of the other worksheets per business domain is optional, but the more information you will give to the ISO 20022 RA, the better the initiative will be described for the external audience.*

Instructions

I. Generic information worksheet

Please fill the worksheet 'About the initiative' including the generic information.

Information about the initiative adopting ISO 20022

- Name of the initiative or name of the adopting community: Full name and potential abbreviation. This will be the title shown in the adoption reporting¹.
- Status of Adoption: Select in the drop down list one of the following possibilities:
 - **Under discussion** = The adoption of ISO 20022 still under discussion
 - **Planned** = It is planned to adopt ISO 20022
 - **Roll-out/Testing** = The adoption of ISO 20022 is in the roll-out/testing phase
 - **Live** = ISO 20022 has already been adopted
- Live date: Month and year when the related ISO 20022 messages will be or have been adopted in live mode. If you are not sure about the month, input the most realistic month. You will be able to change it once you will have more clarity on the timing of adoption.
- Migration Type: Select in the drop down list one of the following possibilities:
 - **Big Bang**: ISO 20022 messages will be or have been adopted directly without any migration/transition period (no other messages were used previously or all users changed from one standard to ISO 20022 without any co-existence)
 - **Migration**: ISO 20022 is adopted by migrating from one message standard to ISO 20022 (e.g. there will be a period of co-existence)
 - **Phased Migration**: ISO 20022 is adopted by migrating a set of messages during a first phase; followed by another set of messages in a second phase, etc.
- Description of the initiative²: Which is the **scope** of the initiative (for example, in the payments business domain, is it an initiative in the Corporate-to-Bank space or in the Bank-to-Bank space)? And what are the **drivers** of this initiative (e.g. regulation, harmonization, renewal of legacy systems, new service offering, etc.)? Which **platform/channels** are used in the frame of this initiative (e.g. proprietary network (incl. name), global network provider (SWIFT, others, etc.)?)
- Community of users²: Who are the **impacted industry players**? Please identify each category of actors that will use the ISO 20022 messages and, for each category, the (expected) number of users and the (expected) volumes of messages.
- Business domain/Type of initiative: Select in the drop down list to which business domain (Payments, Securities, Foreign Exchange, Cards or Trade Services) the ISO 20022 adoption initiative is related.
- List of countries: Display which countries are involved in the initiative in cell C14. To add/remove a country, select the country in the drop down list of cell G14 and push the button "Add country"/"Remove country".

¹ When mentioning the adoption reporting, we refer to the mApp iOS application and the detailed ISO 20022 adoption initiatives report.

² Note that it is possible that the information you submit in this field will be slightly edited before publication to ensure consistency of the way each adoption initiative is presented in the adoption reporting.

Information about the organization behind the ISO 2022 initiative

- Owner/Organization: Which organization owns the initiative and is responsible for it?
- Official webpage: Where can the external audience find more information about the initiative?
- Other resources & references: Additional publically available community resources including specifications, further status on adoption and implementation, other relevant URLs, Whitepapers, etc.

Source of initiative information

This information is used internally by the ISO 2022 Registration Authority to manage the data. Note that this information will not be published in the adoption reporting.

- Date of submission / update: Month and year when information about the new/updated initiative has been provided.
- Author: your name (i.e. contact person who is providing the information about the initiative).
- Author's email address (= your e-mail) & Author's affiliation (= your role at the initiative/organisation or in a standards group)

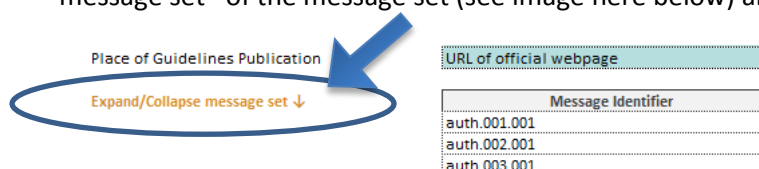
Once the information mentioned above has been provided, you can continue to fill the business domains worksheets to provide more specific details [if known].

II. Business domain worksheets with detailed information

Although not mandatory, the business domain worksheets are expected to be filled with initiative data, especially if the status of adoption is 'Live' or 'Roll-out/Testing'.

How to expand/collapse the message list in each message set?

All ISO 2022 message sets and their related messages are shown per business domain in a separate worksheet. The business domain worksheets reflect the categorisation of the message in the business domain catalogues on the ISO 2022 website (e.g. [Payments catalogue](#)). In each business domain worksheet, the messages in the message set can be expanded or collapsed. To expand/collapse the ISO 2022 messages per message set, double click on the cell 'Expand/Collapse message set' of the message set (see image here below) and all messages will (dis)appear.



How to fill in the business domain worksheets?

If your initiative covers more than one business domain, please fill out all relevant business domain worksheets. In each business domain worksheet, select for each 'message set' whether the messages set is used, planned to be used or not. To do so, select in the 'Message set used or planned to be used?' drop down list 'Yes' or 'No'.

Note that the unfilled business domain worksheets and unfilled message sets will be by default considered as ‘not used’. Only message sets selected as used (with a ‘Yes’ in the ‘Message set used or planned to be used?’ drop down list) will be shown in the adoption reporting.

If the message set is not (planned to be) used, no further information is needed. Else, the following information can also be provided:

Message Set
Message Set used or planned to be used?

A Status
B Live date
C Business Application Header used?
D BusinessApplicationHeader Version
E Implementation Guidelines Required
F Status of Implementation Guidelines
 Owner of guidelines
 Contact Person of guidelines
 Place of Guidelines Publication

Card Payments Exchanges - Acceptor to Acquirer

mm/yyyy
 V01
 free text
 free text
 URL of official webpage

Expand/Collapse message set :

Message Identifier	Message Name	Use of message	Used version	Additional Information
oaaa.001.001	AcceptorAuthorizationRequest	G	H	I
oaaa.002.001	AcceptorAuthorizationResponse			
oaaa.003.001	AcceptorCompletionAdvice			
oaaa.004.001	AcceptorCompletionAdviceResponse			
oaaa.005.001	AcceptorCancellationRequest			
oaaa.006.001	AcceptorCancellationResponse			

- A. Status: Select in the ‘Status’ drop down list one of the possibilities: Live, Planned or Roll-out/Testing.
- B. Live date: Provide the date when the message set went live or is planned to go live. If you are not sure about the month, input the most realistic month. You will be able to change it once you will have more clarity on the timing of adoption.
- C. Business Application Header (BAH): Does your initiative use the BAH for this message set? Select ‘Yes’ or ‘No’ in the drop down list. Until there is only one version of the BAH, there is no need to indicate which version of the BAH you are using.
- D. Implementation Guidelines Required: Indicate if implementation guidelines have to be used by selecting ‘Yes’ or ‘No’ in the drop down list. These can be guidelines which are public or which are shared with a restricted audience.
- E. Status of Implementation Guidelines: If implementation guidelines are required, select the ‘status of the implementation guidelines’ in the drop down list: Live, Under Development or (none). Note that the caption about the status of implementation guidelines will only be shown in the adoption reporting if they are ‘Live’ or ‘Under Development’.
- F. Owner of guidelines, Contact Person of guidelines³ & Place of Guidelines Publication: In the corresponding fields, insert the information about the owner/organisation owning the guidelines, the contact person at this organization and the official webpage where the guidelines are provided.
- G. Use of message: Indicate the messages that are (planned to be) adopted or not by selecting ‘Yes’, ‘No’ or ‘Planned’ in the drop down list.
- H. Used version: In the drop down list ‘Used version’, select the latest version which is used for the ISO 20022 message in the scope of the ISO 20022 adoption initiative.
- I. Additional information: specific information relevant to the use of the message.

³ This can also be a generic email address.