

## TERMS OF REFERENCE

### LSFI Innovation and Retail Products for Sustainable Finance Working Group

#### 1. General Mandate & Objectives

The general mandate and aim of this working group are to conduct a mapping on different products existing today in Luxembourg and abroad (including offering from banks, insurance companies, fund industry, asset management firms, etc). To fulfil its mandate, the working group will primarily work on the following objectives.

- **First objective** – *Identify and assess the current offer of Sustainable Finance investment products (banking, asset management, insurance, ...) for retail investors in Luxembourg.*
- **Second objective** – *Identify and assess the current offer of Sustainable Finance investment products (banking, asset management, insurance, ...) for retail investors in other relevant European Countries, with a focus also on any incentives (such as tax benefits) in place to encourage retail investors to choose Sustainable Finance Products.*

For both the first and second objectives the working group will define the key drivers of the assessment, which will have ideally to highlight current main gaps and possible potential solutions.

*As a third objective, it is foreseen that the WG will focus on finding new Sustainable investment solutions for Retail Investors, adapted to the structure and characteristics of the Luxembourgish market.*

While focusing on the first two objectives, the appointed working group members - under the guidance of the Chair (and Co-chair) - will define more precisely and confirm the scope and goal of the third objective.

#### 2. Deliverables

In line with the working group objectives, each conclusion and practical solution proposed by the working group members will be supported by an outcome document (e.g., ppt slides, word document, guidelines, ...).

#### 3. Confidentiality

As long as the working group's work is ongoing and not made public by the LSFI, the data shared during the sessions will be considered under development and confidential. Likewise, the members won't be allowed to use any information or material shared or discussed at the working group without the explicit authorisation of the LSFI.

#### **4. Membership**

The working group aims to be composed of professionals with relevant experience and expertise in sustainable finance and innovation and retail products who are willing to contribute actively and regularly to the objectives of this working group. These professionals have to be part of an organisation which fully supports their attendance. Working group members include representatives of the:

- Financial industry associations and institutions.
- Financial industry at large (core, inclusive, impact, etc.).
- Fintechs.
- International organisations or governmental bodies.
- Legal and Tax.
- NGOs.
- Supervisory or regulatory authorities.
- Think tanks and research organisations.

Preferably, candidates should be based in Luxembourg to ensure regular attendance at the working group meetings. However, a candidate based outside Luxembourg with proven vested interests within the Luxembourg financial industry and adequate expertise could also apply and be considered.

Alternate members are not allowed in the working group.

It must be noted that the working group is not a marketing or advertising platform for any organisation.

##### **4.1. Number of Members**

The number of members will be limited to 10-12 persons to ensure efficiency in the discussions and that the working group's objectives are achieved.

##### **4.2. Member Selection**

The members are selected by the LSFI team and approved by the LSFI Board based on the profile, experience, expertise, gender diversity, and availability of the applicant while ensuring a balanced representation of stakeholders and sectors. The selection of the members falls under the full and only discretion of the LSFI based on the above-mentioned criteria.

##### **4.3. Selection and Role of the Chair**

The LSFI will appoint a Chair (and if relevant a Co-chair) based on expertise, commitment to the topic and availability.

The Chair (and Co-Chair) propose(s) an agenda to the working group, moderates and steers the discussions to ensure the delivery of practical and useful activities aligned with the working group's objectives.

The Chair (and Co-Chair) will be invited to report on the working group's achievements and proposals to the LSFI Board and, if relevant, at the LSFI Stakeholder Assembly and/or the LSFI Stakeholder Forum.

## **5. Meetings**

### **5.1. Meetings Calendar**

The working group is expected to start in November 2024, the week of 25<sup>th</sup> November. Considering its mandate and objectives, the working group is expected to deliver its conclusions regarding the "first and second objectives" by May 2025. Under the guidance of the Chair (and Co-Chair), the members will confirm whether the estimated timeline is sufficient to deliver both objectives.

### **5.2. Meeting Duration & Frequency**

The working group is held regularly, and the meetings are expected to last 1.5 to 2 hours. The working group will convene every 2/4 weeks (7-9 sessions approx.) to cover its objectives.

The meetings calendar will be confirmed during the working group's first meeting.

### **5.3 Meeting Format**

Ideally, the first and the decisional meetings will be held in person. Besides that, most meetings will be in hybrid format. However, if interaction with participants is needed, the chair (and co-chair) might require holding them in person. Overall, the LSFI secretariat will try to accommodate members' availability and preferences.

## **6. Required Attendance**

The working group members are required to ensure their availability. In case of persistent absence, working group members can be excluded. 3 excused or non-excused unattendances will be considered as persistent absence<sup>1</sup>.

We recommend applicants carefully consider the meeting objectives and frequency when applying to ensure their availability.

## **7. Secretariat**

The LSFI will hold the secretariat. The secretariat supports the working group from an organisational and administrative point of view. Its role is also to ensure the alignment of the working group with the objectives set out in the Terms of Reference.

In case you need additional information, please contact: [info@lsfi.lu](mailto:info@lsfi.lu).

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<sup>1</sup> Exceptions will be made only for absences related to health reasons.

## 8. Sub-workstreams

This working group is allowed to set up sub-working groups if extremely relevant for its purpose. The secretariat needs to approve the launch of any new sub-working group. If the sub-working group requires a call for new members, the LSFI will take charge of drafting the Terms of Reference, in collaboration with the Chair of the working group, and launching the call for applications. The meetings of these sub-working groups will be held within the same working group's timeline to support the umbrella working group's conclusions in due time.

### **PROCESS TO BECOME A MEMBER**

Please send an email to LSFI at [info@lsfi.lu](mailto:info@lsfi.lu), attaching the filled-out **application form** available on the LSFI website.

Applications must be submitted by 15<sup>th</sup> November 2024 at 7:00pm.

The working group call for members will be published on LSFI's website and promoted through the initiative's communication channels, as well as communicated by email to the LSFI Stakeholder.

The final list of working group members will be made public on LSFI's website once the members will have been selected.

**Date of approval by LSFI's Board of Directors: 02/10/2024**