Appendix 12
QRG: documentation, approval and maintenance

12.1   Documentation, approval and maintenance

App 12.1.1 G   *Firms* should keep a written record of discussion of the wind-down planning exercise, and most importantly, the wind-down plan as the final output from that process.

App 12.1.2 G   The final output – the wind-down plan – will be easier for its future users to implement if it is simply structured for ease of reference with sections such as:

  (1) governance process for wind-down scenario (■ WDPG App 6);

  (2) operational analysis for winding down (■ WDPG App 8);

  (3) estimated revenue/costs schedule of wind-down (■ WDPG App 9); and

  (4) resource assessment (■ WDPG App 10).

App 12.1.3 G   The *governing body* of a *firm* should review and approve a wind-down plan and then maintain it by designating an accountable individual to own the document. This maintenance will ensure its reliability as an effective resource for the *firm*.

Effective	Less effective
Wind-down plan is kept as a live document and is reviewed at least once a year.	Wind-down plan is left unrevised for years.