Member Section Guide

DMP Coordinator (Deputy) assign/ change/ delete

December 2023
With respect to the Default Management Process (DMP), Eurex Clearing foresees according to the Clearing Conditions Chapter I, Part 1, 7.5 (4) of Eurex Clearing, that each Clearing Member shall appoint at least one employee as coordinator ("DMP Coordinator") and another of its employees as a deputy ("DMP-deputy").

Both the DMP Coordinator and the DMP Deputy serve as Central contacts for all general matters related to the DMP of an institution (circular and e-mails about fire drill, real event, Default Fund utilization etc. that is relevant for the respective institution).

- **What:** Regular Reminders will be issued to Central Coordinator in the Member Section
- **When:** In case DMP Coordinator/ DMP Deputy Data are missing / outdated (i.e. no change/ confirmation was observed within the last 180 calendar days).

A Clearing Member must nominate at least one DMP Coordinator and one deputy.

- It is the responsibility of the Clearing Member to inform Eurex Clearing of role assignments through the Member Section. [https://membersection.deutsche-boerse.com/](https://membersection.deutsche-boerse.com/)
- An individual can carry 1 to n Liquidation Group Assignments per Role. Assignments of Liquidation Groups can be split amongst individuals.
- The List of Liquidation Groups can be found here: [https://www.eurexclearing.com/clearing-en/services/risk-parameters](https://www.eurexclearing.com/clearing-en/services/risk-parameters)
Reminder Types:
Reminders can be found on the top right corner after Login as Central Coordinator

<table>
<thead>
<tr>
<th>Reminder Types</th>
<th>Description / What is required</th>
<th>MITIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSING CONTACT - (DMP Coordinator)</td>
<td>No DMP Coordinator maintained on Business Partner Level. Please appoint at least one employee as a DMP Coordinator and another employee as “DMP-deputy” for your entity.</td>
<td>See Chapter 2 (existing contact) Potentially also steps described in Chapter 4 (a new contact needs to be setup)</td>
</tr>
<tr>
<td>MISSING CONTACT - (DMP Deputy)</td>
<td>No DMP Deputy maintained on Business Partner Level. Please appoint at least one employee as a DMP Coordinator and another employee as “DMP-deputy” for your entity.</td>
<td>Pls go to referenced contact and validate Data fields.</td>
</tr>
<tr>
<td>MISSING INFORMATION - [Name] - (DMP Coordinator)</td>
<td>Contact Data for DMP Coordinator not sufficient. Please complete missing fields.</td>
<td>See Chapter 2 (existing contact) Potentially also steps described in Chapter 3 (in case contact is no longer DMP Coordinator / DMP Deputy) + Chapter 4 (a new contact needs to be setup)</td>
</tr>
<tr>
<td>MISSING INFORMATION - [Name] - (DMP Deputy)</td>
<td>Contact Data for DMP Coordinator not sufficient. Please complete missing fields.</td>
<td></td>
</tr>
<tr>
<td>OUTDATED INFO - [Name] - (DMP Coordinator)</td>
<td>Outdated Information (DMP Coordinator): Please review contact details and “DMP Coordinator” role/ LG assignments and update / confirm them.</td>
<td></td>
</tr>
<tr>
<td>OUTDATED INFO - [Name] - (DMP Deputy)</td>
<td>Outdated Information (DMP Deputy): Please review contact details and “DMP Deputy” role/ LG assignments and update / confirm them.</td>
<td></td>
</tr>
<tr>
<td>MISSING LG ASSIGNMENT - (DMP Coordinator)</td>
<td>No Liquidation Group assigned for DMP Coordinator. Pls. ensure Liquidation Group Assignments for the DMP Coordinator(s)</td>
<td>Pls go to referenced contact and validate Data fields.</td>
</tr>
<tr>
<td>MISSING LG ASSIGNMENT - (DMP Deputy)</td>
<td>No Liquidation Group assigned for DMP Deputy. Pls. ensure Liquidation Group Assignments for the DMP Deputy / Deputies</td>
<td></td>
</tr>
</tbody>
</table>
1. How to find out who is currently assigned as DMP Coordinator / DMP Deputy
How to find out who is currently assigned as DMP Coordinator / DMP Deputy

Step 1
In Member Section, click on Company Contacts on bottom left
https://membersection.deutsche-boerse.com/

Step 2
In Company Contacts, export all contacts into Excel

Step 3
In exported File, Filter in Column “Contact Types” for all entries starting with “DMP Coordinator” or “DMP Coordinator Deputy”
How to assign a DMP Coordinator / Deputy role to an (existing) contact within Member Section
How to assign a DMP Coordinator / Deputy role to an (existing) contact within Member Section (1)

**Step 1**
https://membersection.deutsche-boerse.com/

**Step 2**
- Select User to which role shall be assigned.
- If a person is not on the list ➔ Chapter 4

Click one contact
How to assign a DMP Coordinator / Deputy role to an (existing) contact within Member Section (2)

**Step 3**
Select “Clearing” Category

**Step 4**
Add Role DMP Coordinator / DMP Deputy by adding Category

2. Add Category first

3. Drop down Category and click DMP Coordinator (Deputy)
How to assign a DMP Coordinator / Deputy role to an (existing) contact within Member Section (3)

**Step 5** Select “Clearing” Category

**Step 6** Add Liquidation Group (LG) Responsibilities of the respective person and confirm with “Save”

Tick boxes to add/change LGs

Not mandatory. If used will be effective for all Roles within Clearing Category

Click „Save“
3 How remove a DMP Coordinator / DMP Deputy assignment from a contact
How to remove a DMP Coordinator / Deputy role

**Steps 1-3**

Steps 1-3 are identical to “Assign” Scenario described in Chapter 2

**Step 4a**

When multiple Categories are available: Delete role assignment and confirm with “Save”

If contacts have multiple roles under “Clearing”, click this icon to delete Role Assignment of DMP Coordinator/ DMP Deputy.

LG responsibilities can be updated by changing different boxes

**Step 4b**

When only 1 Category within “Clearing” is selected: Delete role assignment by unselecting the “Clearing” Tickbox and confirm with “Save”
4 How to setup a new contact and assign a DMP Coordinator/ DMP Deputy Role
How to assign a DMP Coordinator / Deputy role to an (new) contact within Member Section

**Step 1**  
Go to Portal User Administration

**Step 2**  
Add User Name details and set permissions

- Click here to add contacts
- Fill in all mandatory fields -> Click „Next“
- Select permissions

**Step 3**  
User receives Email with Activation Link to be confirmed.

**Step 4**  
Once confirmed, DMP Coordinator / Deputy Role can be assigned as described in Chapter 2
Appendix
Role Assignment

DMP Coordinator / DMP Deputy

DMP Coordinators are maintained in the Member Section by the Clearing Member: [Member Section - Deutsche Börse Group (deutsche-boerse.com)](deutsche-boerse.com)

Here also more supporting materials can be found.

A detailed guide on how to maintain contacts on the member section is provided here: [210709_Assign a Contact Type Guide (eurex.com)](eurex.com)

In case of any questions or if you require further information, please contact us via email: [member.section@deutsche-boerse.com](member.section@deutsche-boerse.com) or via phone: +49-69-211-1 78 88.
Default related Roles and Responsibilities  
DMP Coordinator vs. Business Manager and Bidders

Eurex Clearing foresees four roles for a Clearing Member to participate in the Default Management Process (DMP):

**DMP Coordinator / DMP Deputy**
- With respect to the Default Management Process (DMP), Eurex Clearing foresees according to the Clearing Conditions Chapter I, Part 1, 7.5 (4) of Eurex Clearing, that each Clearing Member shall appoint at least one employee as coordinator (“DMP Coordinator”) and another of its employees as a deputy (“DMP-deputy”).
- Central contacts for all general matters related to the DMP of an institution (circular and e-mails about fire drill, real event, Default Fund utilization etc. that is relevant for the respective institution).
- Participants should keep those contact details up to date for a smooth communication.
- Maintained in Member Section

**NEW**: Regular Reminders will be generated to Central Coordinator in the Member Section in case DMP Coordinator/ DMP Deputy Data are missing / outdated.

**Business Manager (ECAT*)**
- Maintained in Eurex Clearing Auction Tool (ECAT)
- Operational Contact during a DMP (fire drill) with regards to a Liquidation Group, e.g. for confirmation of preparedness for auctions
- Shall be able to identify bidders and assign them to LG(s) in ECAT.

**Bidder (ECAT*)**
- Responsible for pricing of an auction portfolio, participates in Independent Sales.
- A Bidder is assigned to a specific Liquidation Group ensemble (e.g.).
- Bidders are maintained in the Eurex Clearing Auction Tool by the Business Manager.

*Eurex Clearing Auction Tool, used for Auction Management in context of a DMP (fire drill)
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