BANQUE CENTRALE DU LUXEMBOURG

EUROSYSTÈME

In case of discrepancies between the French and the English text,
the French text shall prevail

Manual of electronic transmission for

report S 2.9 «Staff»

Banque centrale du Luxembourg

Contents

1   Introduction

This manual details the technical characteristics that must be observed for the electronic transmission of report S 2.9 «Staff».

The instructions relating to the data collection are described in the documents Instructions and Report for report S 2.9 «Staff».

The objective of this manual is to describe the general principles of the reporting in XML format for report S 2.9 «Staff».

The XML scheme and a technical documentation are available for downloading on the BCL's website. It is important to know that the design of the XML reporting is based on a three structured menu.

The data to be reported must satisfy the general checks of the format or the belonging to a code list. The possibilities of the code also depend on the level of the data in the three structured menu.

The scheme contains format constraints for the data, but it does not necessarily specify the validity of a code that respects the format. The nomenclature as well as the verification rules defined in this manual must be respected.

2 Transmission

2.1 Attribution of the file name

The file name structure is the following:

S0209-L_aaaamm_Rrrrrrrrr_Ddddddddd_aaaammdd_nnn

Where:

- S0209 represents the code of the statistical report S 2.9

- L indicates that the accounting version of the report is «L»
  This information must be consistent with the accounting version (*accountingVersion)* provided in the «header» of the file

- aaaamm represents the year and the month the data refers to

- R identifies the type of the reporter
  The reporter is the entity that submits the data. Banks must use the letter B.

- rrrrrrrrr allows the identification of the reporter
  The identification numbers are allocated by the CSSF and/or the BCL. The digits on the left are equal to "0".
  Example: bank 999 is identified by 000000999.

- D identifies the type of *declarant*
  The declarant is the entity whose data are reported. Banks must use the letter B.

- ddddddddd allows the identification of the *declarant*

- The identification numbers are allocated by the CSSF and/or the BCL. The digits on the left are equal to "0".

- Example: bank 999 is identified by 000000999.

- aaaammdd is the creation date of the file

- nnn is the sequential number of the file
  The sequential number of the file allows to separately identify files that are created on the same day for the same report. It should be noted that a new sequence must be started each day and that the sequential number starts at 001; thus 000 must not be used.

Example 1:

S0209-L_201006_B000000999_B000000999_20100720_001.xml corresponds to the first file, accounting version L, created on 20 July 2010, submitted by bank number 999 and the data refers to bank number 999 for the period June 2010.
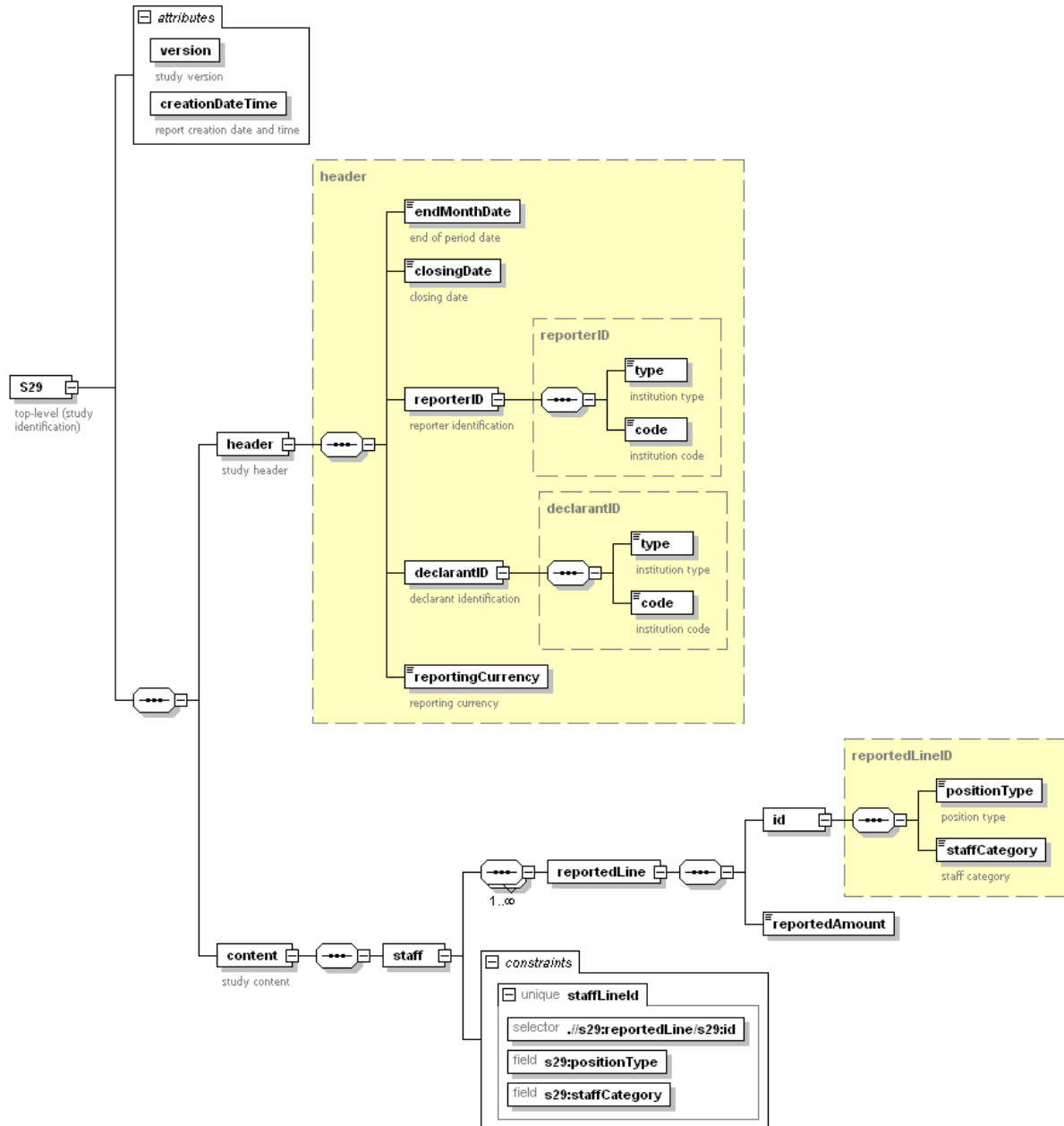
Example 2:

S0209-N_201006_B000000999_B000000999_20100720_001.xml corresponds to the first file, accounting version N, created on 20 July 2010, submitted by bank number 999 and the data refers to bank number 999 for the period June 2010.
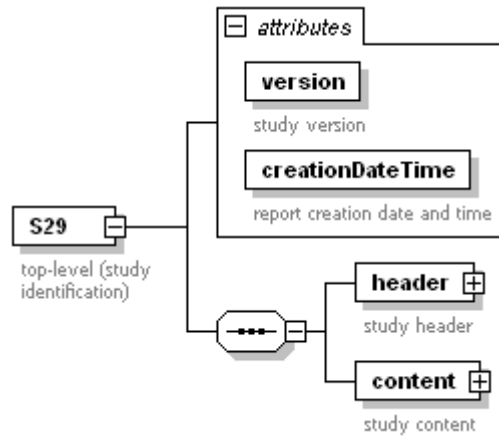
2.2 Means of transmission

The BCL accepts the use of the current electronic transmission channels offered by Cetrel and Finesti. However, the BCL is also willing to accept a new secure transmission channel that is accepted by both, the BCL and the reporting agents.

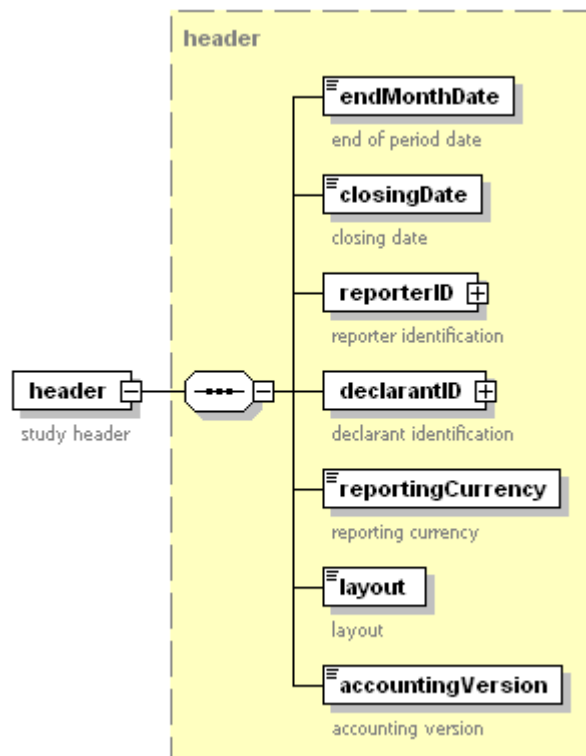# 3 Visualisation of the XML scheme for report S 2.9

3.1 The attributes

The attribute (*version*) identifies the version of the XML scheme used for the reporting.

The attribute (*creationDateTime*) identifies the creation date and the time of the report.

3.2 The branch Header

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The date of the end of the reference month (*endMonthDate*) corresponds to the last day of the month the data relates to.

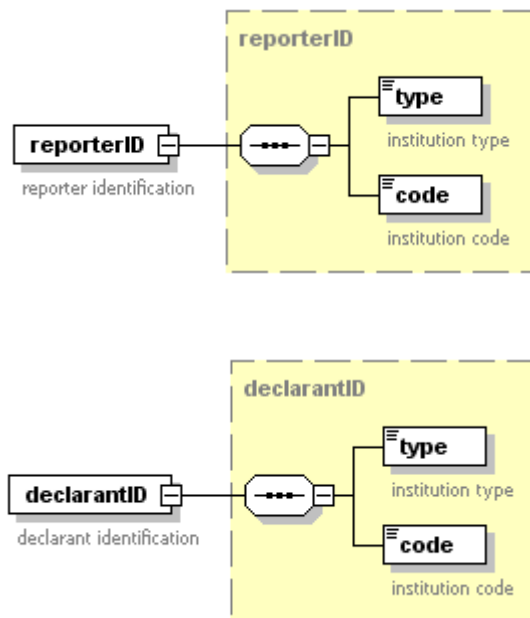The closing date (*closingDate*) corresponds to the calculation date of establishment of the data.

Example:

For instance, for report S 2.9 «Staff» of March 2012:

- the end of Month date is 31.03.2012
- the closure date is for instance 30.03.2012

Indeed, since 31 March 2012 is a Saturday, the data are normally established on the last working day before 31 March 2012.

The identification of the reporter (*reporterId*) and of the *declarant* (*declarantId*) include each the type of the identification number (*type*) and the identification number (*code*).

The association of number types and authorised values are:

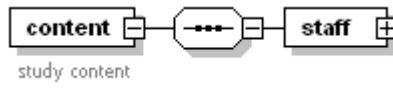| Type	Code
23	Identification number allocated by the CSSF to banks

The currency of the reporting (*reportingCurrency*) must be the accounting currency - i.e. the currency of the capital - of the securitisation vehicle.

The layout (*layout*) indicates the version number of report S 2.9. The report S 2.9 that is currently in force is the first version of this report which means that it will be layout «0».
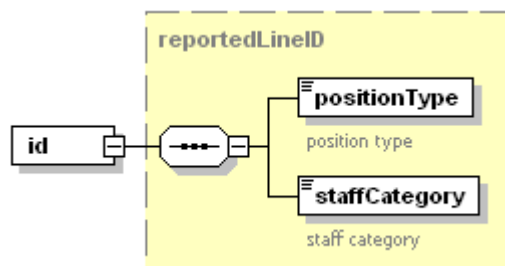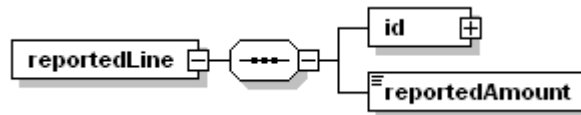
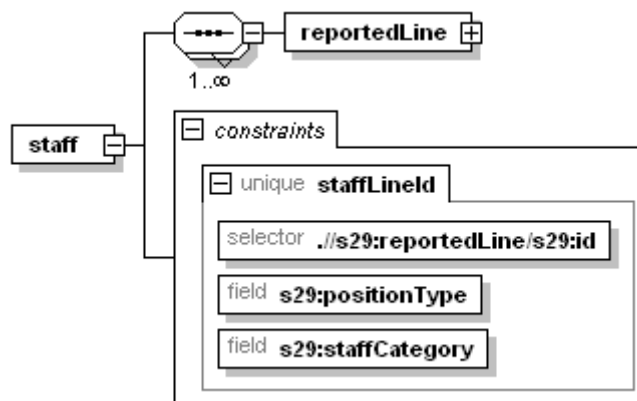The accounting version (*accountingVersion*) indicates whether the data refers to:

- the Luxembourg entity (accounting version «L»)
- a foreign branch of the Luxembourg entity (accounting version «S»)
  It is important to mention that a separate accounting version «S» must be provided for each foreign branch of the Luxembourg entity.
- the aggregate of the Luxembourg entity and its various branches (accounting version «N»)

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3.3 The content

3.3.1 The branch staff (*Staff*)

The line (*reportedLine*) is identified by the type of staff (*positionType*) and the category of the staff (*staffCategory*).

Line identification:

- the type of staff must be broken down as follows:
    - «1» for managers
    - «2» for employees
    - «3» for workers
    - «5» for part time staff
- the category of staff must be broken down as follows:
    - «NAM» for native male
    - «NAF» for native female
    - «FOM» for foreign male
    - «FOF» for foreign female

Reporting agents must refer to the reporting instructions of report S 2.9 «Staff» in order to report only the information that is requested by the reporting instructions of report S 2.9 «Staff».

The amount reported (*reportedAmount*) corresponds to the amount of staff. It is expressed in units.

4 Format of variables in the XML file

Variables	format xml	Maximum	Pattern	Exemple
creationDateTime	datetime		*YYYY-MM-DDThh:mm:ss*	2012-03-30T23:59:59
endMonthDate	date		*YYYY-MM-DD*	2012-03-31
closingDate	date		*YYYY-MM-DD*	2012-03-30
reporterID/type	string	2 caractères	[0-9]{2}	23
reporterID/code	string			999
declarantID/type	string	2 caractères	[0-9]{2}	23
declarantID/code	string			999
reportingCurrency	string	3 caractères	[A-Z]{3}	EUR
typePosition	string	1 caractère	[1]-[0-9]{1}	1
staffCategory	string	3 caractères	[A-Z]{3}	NAF ou FOM
reportedAmount	decimal	0 décimale		562485

- The *datetime* format is used to specify a date and a time: YYYY-MM-DDThh:mm:ss

  where:

  YYYY indicates the year, MM indicates the month, DD indicates the day

  T indicates the start of the required time section

  hh indicates the hour, mm indicates the minute, ss indicates the second

- The *date* format is used to specify a date: YYYY-MM-DD

  where:

  YYYY indicates the year, MM indicates the month, DD indicates the day

Detailed information on xml standard is available on the web site under the following address: http://www.w3schools.com/