

# XI

## INTERNAL ORGANISATION OF THE CSSF

1. The functioning of the CSSF
2. Human resources
3. Information technology department
4. Staff members
5. Internal committees

## 1. Functioning of the CSSF

The organisation of the administration and management of the CSSF is described in detail under the sub-section “Gouvernement et fonctionnement” (Corporate governance and functioning) on the CSSF website ([www.cssf.lu](http://www.cssf.lu), section “Qu’est-ce que la CSSF”).

## 2. Human resources

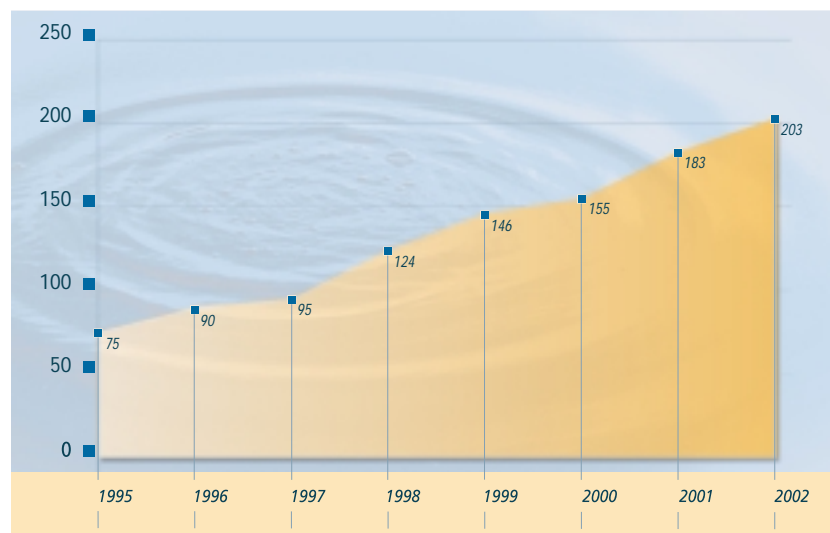
Following the coming into force of the Law of 9 November 2001 amending the Law of 23 December 1998 creating a *commission de surveillance du secteur financier*, allowing the CSSF to organise itself the recruitment and training of its staff members, the CSSF held open competitions on 16 March and 13 April 2002 for the recruitment of agents in the *carrière supérieure* and *moyenne* respectively.

These exams allowed to recruit with the status equivalent to civil servants fifteen new agents in the *carrière supérieure*, among which ten economists, three legal experts, one mathematician, one agent qualified in languages, and seven agents in the *carrière moyenne*.

The CSSF also recruited two new employees in 2002. Taking into account four departures during the year, total staff increased by 11% to reach 203 agents at 31 December 2002 against 183 at the end of 2001. This reinforcement will allow the CSSF to adequately respond to the increasing complexity of its supervisory tasks and the multiplication of tasks at international level.

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### Movements in staff numbers



The CSSF also attributes an essential role to continuing staff training. In 2002, seminars were held at the CSSF’s premises on the management of hedge funds, IAS standards, corporate law, criminal law and economic crime as well as on IT tools. Several agents also followed external specialised training. In total, 121 CSSF agents attended 55 different courses. The staff training will be intensified in 2003 through training focusing on the new regulations.

### 3. Information technology department

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#### 3.1. The IT department in 2002

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2002 was marked by the preparation for the implementation of new tools.

Receipt of files of the periodic reporting transmitted by the banks and other financial institutions did not encounter any major problems and the quality of received data can be considered as being very good. In this context, a working group was set up in order to define the specifications of a new operating tool for periodic reporting, the present solution no longer being adapted to future, most certainly complex and diverse needs generated by the introduction of the new accounting rules (IAS) and the New Basel Accord. Moreover, some minor corrections were made to the *Recueil d'instruction* of TAF (Transactions on financial assets) reporting. Direct actions initiated by persons in charge of TAF reporting allowed to improve its quality.

The project for the installation of an electronic mail service and document management system started off with a detailed study of the functioning of the different departments. The mail service is being installed, and will be complete in March 2003. As far as electronic document management is concerned, the first version for the department "Supervision of securities markets" is being validated.

The operating systems division was reinforced by one newly recruited agent, bringing the number of personnel of the IT department to 13 persons. The IT team is in charge of the development, operation and computer equipment for 203 agents as well as the management of reporting data flows. In 2002, particular emphasis was laid on the training of the new agents as regards the tools used at the CSSF. The installation of the workstations of the new agents as well as the replacement of Pentium 133 PCs by more modern equipment represented an important part of the work of the operating systems division. Moreover, a centralised backup system on cassettes is being installed.

In co-operation with the person responsible for systems security, protection systems securing the Internet access as well as the firewalls set up within the reporting network are regularly updated. The CSSF website, [www.cssf.lu](http://www.cssf.lu), is very successful and certain changes effected in 2002 greatly improved its user-friendliness.

The first step concerning the creation of a backup platform for the IT equipment of the CSSF is complete. The CSSF disposes of a remote premise containing a copy of strategic systems. Following a functional and financial study conducted in 2001 in order to determine the different needs as regards the restart of the most important tools following an incident or disaster, a hybrid solution was adopted. Indeed, certain systems are on stand-by to rapidly take over the needed services. Other systems are operated as test or development systems and are able, should the need arise, to restart on a second set of disks as production systems.

#### 3.2. Management of reporting data

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A team of three dataflow managers within the IT department is in charge of managing the files sent to the CSSF within the scope of legal reporting by banks, central administrations of investment funds and most of the other companies active in the financial sector.

Data flows can be divided into the following four categories:

- Periodic reporting of banks

Tables relating to periodic reporting of banks are sent to the CSSF on a monthly basis and contain the information required by the CSSF in the Schedule of Conditions. Moreover, certain data are sent on a quarterly or annual basis. The dataflow managers validate the file format and feed the data into a database, which is then explored by the auditors of the department for the "Supervision of banks". The dataflow managers also check whether all the mandatory files have been sent and, should the need arise, demand that they be sent by the banks. The files are transmitted via the LIBRAC channel, the Luxembourg interbank network managed by Cetrel. About 2,000 files are received each month within the scope of this reporting.

- Reporting of UCIs

The monthly reports of central administrations are transmitted to the CSSF via the Luxembourg Stock Exchange network. A division of the UCI department is in charge of analysing the data and feeding it into the database. More than 10,000 UCI files are received every month.

- Daily TAF reporting (transactions on financial assets)

TAF are reported to the CSSF on a daily basis. The dataflow managers verify the file format and supervise the feeding of data into the database. Should problems arise, a return file indicating the issues in question is generated and automatically returned to the company concerned. The dataflow managers contact those investment firms that did not correct their errors despite electronic notifications. TAF reporting represents a volume of 3,000 files a month.

- Occasional specific studies

From time to time, the CSSF launches specific studies with banks and other financial institutions on various subjects. The files required within the scope of these studies are now sent via the LIBRAC network.

All the files received within the scope of the four reporting categories are encrypted. The CSSF set up a PKI system (Public Key Infrastructure) allowing to generate and manage public and private keys. The dataflow managers are in charge of distributing these keys, supervising their correct application and intervening with financial professionals encountering problems.

The supervision of entering files constitutes the main task of the dataflow managers. They must claim missing and erroneous files; every year, they send about 500 faxes to financial establishments requiring them to send correct files.

In order to ensure fast and efficient information flows, supervised entities must provide the CSSF with the contact number of the persons in charge of reporting. It is also important to adequately train the persons replacing those in charge of reporting on the modes to follow. Many issues are indeed linked to the fact that the person in charge of reporting went on holiday or left the company.

The dataflow managers, who closely monitor the files of banks and other financial establishments, are the first point of contact as regards the technical part of any type of reporting sent to the CSSF. The team can be reached at the phone number (+352) 26 251-414.

#### 4. Staff members (as at 1 March 2003)

##### Management

Director General	Jean-Nicolas SCHAUS
Directors	Arthur PHILIPPE - Charles KIEFFER

• <i>Executive secretaries</i>	Marcelle MICHELS - Monique REISDORFFER Joëlle DELOOS - Carole EICHER
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Information technology audit	David HAGEN - Claude BERNARD
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Internal Audit	Marie-Anne VOLTAIRE
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Director General's advisor	Marc WEITZEL
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IT co-ordination	Pascale DAMSCHEN
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Systems security	Constant BACKES
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##### General secretariat

Head of department	Danièle BERNA-OST
Deputy head of department	Danielle MANDER Benoît JUNCKER - Geneviève PESCATORE - Carine CONTÉ Natasha DELOGE - Jean-François HEIN - Michel HEINTZ Nadine HOLTZMER - Ngoc Dinh LUU - Iwona MASTALSKA Christiane TRAUSCH

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##### Department for the Supervision of Banks

Head of department	Claude SIMON
Deputy head of department	Frank BISDORFF

###### • *Division 1*

Head of division	Marc WILHELMUS Marco BAUSCH - Jean LEY - Françoise DALEIDEN Martine WAGNER - Jean-Louis BECKERS Romain DE BORTOLI - Jean-Louis DUARTE - Gilles JANK
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###### • *Division 2*

Head of division	Ed. ENGLARO Joan DE RON - Patrick WAGNER - Claudine TOCK Isabelle LAHR - Claude MOES - Steve POLFER Jacques STREWELER
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- **Division 3**

Head of division	Jean-Paul STEFFEN Jean MERSCH - Marguy MEHLING - Alain WEIS Christina PINTO - Marc BORDET - Michèle TRIERWEILER Carlos PEREIRA AZEVEDO - Pascal DUCARN - Gérard KIEFFER Marina SARMENTO - Yves SIMON
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- **Division 4**

Head of division	Nico GASPARD Anouk DONDELINGER - Monica CECCARELLI
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- **International and legal affairs division**

Head of division	Romain STROCK Guy HAAS - Nadia MANZARI
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- **Methods and analyses**

	Joëlle MARTINY - Davy REINARD - Alain HOSCHIED Ronald KIRSCH - Patrick MAAR - Manuel NEU Edouard REIMEN - Claude WAMPACH
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- **Accounting and fiscal issues**

	Danièle KAMPHAUS-GOEDERT
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- **Information technology and statistics**

	Claude REISER
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- **Secretaries**

	Michèle DELAGARDELLE - Elisabeth DEMUTH Claudine WANDERSCHIED
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### Department for the Supervision of Undertakings for Collective Investment

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Head of department	Simone DELCOURT
Deputy head of department	Irmine GREISCHER

- **Division for the permanent supervision of UCI and international relations**

Head of division	Pierre BODRY
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- **Section 1**

Head of section	Charles THILGES Marc SIEBENALER - Nicole GROSBUSCH - Francis LIPPERT Claude WAGNER - Dominique HERR - Tom EWEN - Dave REUTER
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- **Section 2**

Head of section	Vic MARBACH Martine KERGER - Géraldine APPENZELLER - Guy MORLAK Marc DECKER - Carlo PLETSCHETTE - Marie-Rose COLOMBO Thierry STOFFEL
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**Section 3**

Head of section	Ralph GILLEN Joël GOFFINET - Marc RACKÉ - Carine HOFFMANN Roberto MONTEBRUSCO - Luc RICCIARDI - Laurent CHARNAUT Martin MANNES - Damien HOUEL
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**Legal affairs and international relations section**

Head of section	Jean-Marc GOY François HENTGEN - Géraldine OLIVERA Isabelle Maryline SCHMIT
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**• Division for the approval of UCI and supervision of management companies**

Head of division	Francis KOEPP
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**Section 1**

Head of section	Francis GASCHÉ Anica GIEL-MARKOVINOVIC - Daniel CICCARELLI Pierre REDING - Daniel SCHMITZ - Nathalie CUBRIC
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**Section 2**

Head of section	Nadine PLEGER Pascale SCHMIT - Nathalie REISDORFF - Michèle WILHELM Evelyne PIERRARD - Yolanda ALONSO - Son BACKES
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**Section for the approval and supervision of management companies**

Head of section	Pascal BERCHEM Anne CONRATH - Pascale FELTEN-ENDERS
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**• Division for the data management and risk supervision of UCI**

Head of division	Nico BARTHELS
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**Statistics and analysis section**

Head of section	Claude STEINBACH Adrienne ANDRÉ-ZIMMER - Marie-Louise BARITUSSIO Suzanne WAGNER - Josiane LAUX - Claude KRIER Danièle CHRISTOPHORY
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**Identification section**

Head of section	Jolanda BOS Danielle NEUMANN - Claudine THIELEN
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**Risk supervision of UCI section**

Head of section	Angela DE CILLIA Alain STROCK - Eric TANSON - Fabio ONTANO - René SCHOTT Diane REUTER - Isabelle SCHMIT - Stéphanie BONIFAS Anne-Marie HOFFELD - Sabine SCHIAVO
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**• Division for the approval and permanent supervision of pension funds**

Head of division	Christiane CAMPILL Marc PAULY - Didier BERGAMO - Joëlle HERTGES
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**• Secretaries**

	Carla DOS SANTOS - Sandy BETTINELLI Karin FRANTZ - Simone KUEHLER
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### Department for the Supervision of Investment Activities

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Acting head of department | Sonny BISSDORFF-LETSCH

- ***Division for the supervision of professionals of the financial sector***

Head of division | Sonny BISSDORFF-LETSCH  
Denise LOSCH - Mylène HENGEN - Carlo FELICETTI  
Brigitte JACOBY - Carole NEY - Luc PLETSCHETTE  
Sylvie MAMER - Carine MERKES - Claudia MIOTTO  
Anne MARSON - Martine SIMON - Gérard BRIMEYER

- ***Division for the supervision of securities markets***

Head of division | Françoise KAUTHEN  
Annick ZIMMER - Simone GLOESENER - Pierre VAN DE BERG  
Karin WEIRICH - Malou HOFFMANN - Sylvie NICOLAY  
Maggy WAMPACH

- ***Secretaries*** | Emilie LAUTERBOUR - Marie-Josée PULCINI

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### Department Administration and Finance

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Head of department | Edmond JUNGERS

- ***Human resources and general management division***

Head of division | Georges BECHTOLD  
Alain KIRSCH - Fernand ROLLER - Raul DOMINGUES  
Marco VALENTE - Paul CLEMENT

- ***Budget operations division***

Head of division | René KREMER

- ***Accounting and financial management division***

Head of division | Guy LINDÉ

- ***Financial controller*** | Jean-Paul WEBER

- ***Secretary*** | Milena CALZETTONI



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**IT Department**

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Head of department | Jean-Luc FRANCK

- **Analysis and development division**

| Paul HERLING - Marc KOHL - Guy WAGENER

- **Database management division**

| Sandra WAGNER

- **Operating systems division**

| Jean-Jacques DUHR - Guy FRANTZEN - Edouard LAUER  
| Jean-François BURNOTTE - Nadine ESCHETTE

- **Dataflow management division**

| Joao Pedro ALMEIDA - Karin PROTH - Carine SCHILTZ

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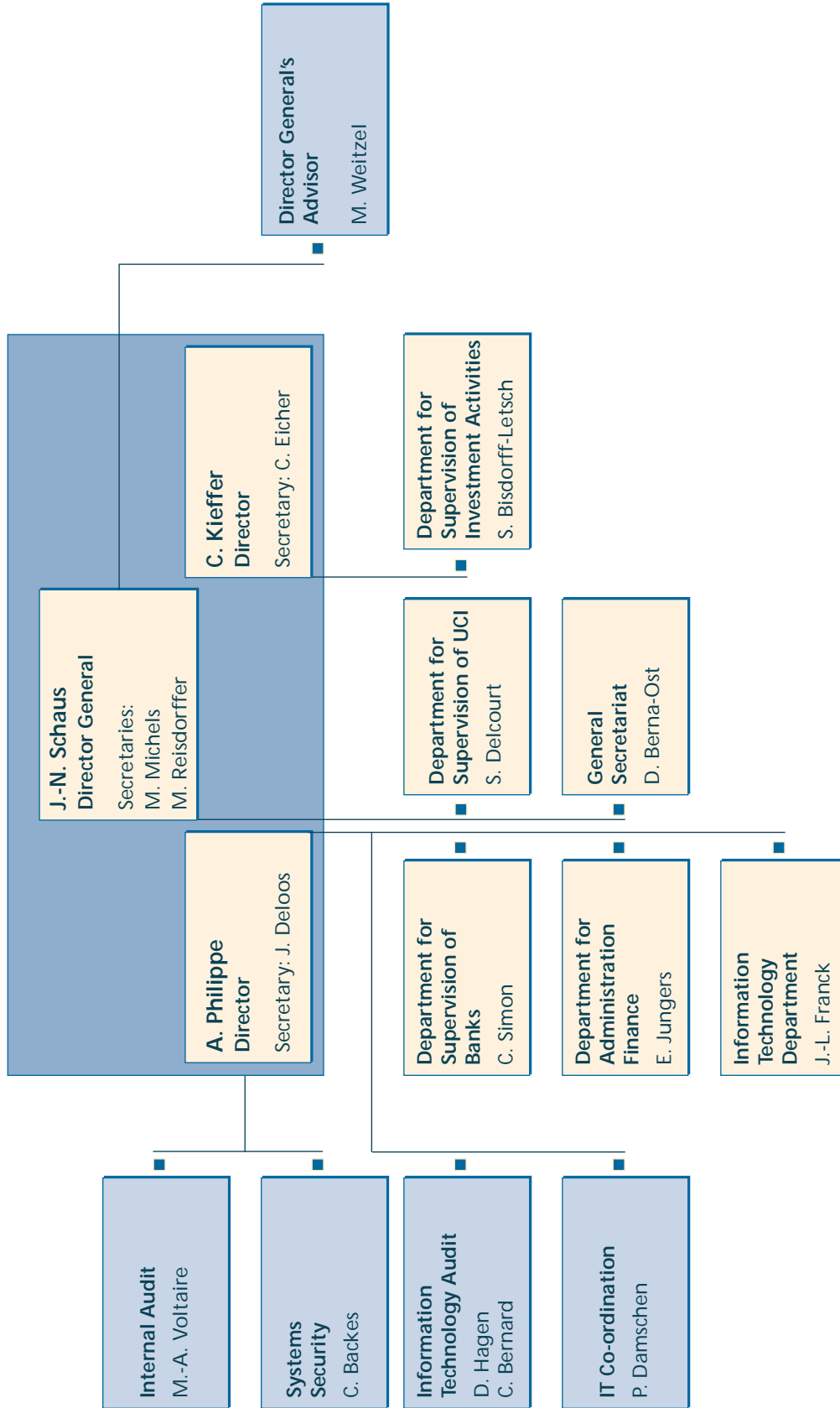
**External Auditors**

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PricewaterhouseCoopers

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Organisation chart



## 5. Internal committees

### Prudential regulation consultative committee

President	Jean-Nicolas SCHAUS
Members	Philippe DE BROQUEVILLE - Rafik FISCHER - Jean FUCHS - Jean GUILL Michel MAQUIL - Paul MEYERS - Arthur PHILIPPE - Lucien THIEL
Secretary	Danielle MANDER

### Anti-money laundering steering committee

President	Jean-Nicolas SCHAUS
Members	Patrice BERNABEI - Olivier DE JAMBLINNE - Jacques DELVAUX - Lucy DUPONG Jean-Paul FRISING - Jean FUCHS - Paul GASPARD - Jean GUILL Jean-François HEIN - Willy HEIN - Pit HENTGEN - Paul HIPPERT Guy HORNICK - Jean-Luc KAMPHAUS - Pierre KRIER - Jean-Marie LEGENDRE Guy LEGRAND - François MOES - Arthur PHILIPPE - Victor ROD Daniel RUPPERT - Guy SCHLEDER - Romain STROCK - Lucien THIEL Lony THILLEN - Marc WEITZEL
Secretary	Geneviève PESCATORE

### Other financial sector professionals committee

President	Jean-Nicolas SCHAUS
Members	Danièle BERNA-OST - Freddy BRAUSCH - Jean BRUCHER - Christian CADE Henry DE CROUY-CHANEL - Alain FEIS - Jean FUCHS - Irmine GREISCHER Charles KIEFFER - Didier MOUGET - Jean-Michel PACAUD - Jacques PETERS Carl SCHARFFENORTH
Secretary	Anne MARSON

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### Banks committee

President	Arthur PHILIPPE
Members	Ernest CRAVATTE - Jean-Claude FINCK - Pierre KRIER - Jean-Noël LEQUEUE Paul MOUSEL - Adrien NEY - Guy ROMMES - Jean-Nicolas SCHAUS Claude SIMON - Romain STROCK - Lucien THIEL - Etienne VERWILGHEN Henri WAGNER
Secretary	Martine WAGNER

### Banking accounting committee

President	Arthur PHILIPPE
Members	André-Marie CRELOT - Eric DAMOTTE - Serge DE CILLIA - Doris ENGEL Norbert GOFFINET - Jean-Paul ISEKIN - Carlo LESSEL - Bernard LHOEST Vafa MOAYED - Roland NOCKELS - Jean-Nicolas SCHAUS - Thomas SCHIFFLER Claude SIMON - Romain STROCK - Alain WEBER
Secretary	Danièle KAMPHAUS-GOEDERT

### Company domiciliation committee

President	Jean-Nicolas SCHAUS
Members	Gérard BECQUER - Danièle BERNA-OST - Johan DEJANS - Lucy DUPONG Victor ELVINGER - Guy HARLES - Guy HORNICK - Charles KIEFFER Jean LAMBERT - Jean-Jacques ROMMES - Carlo SCHLESSER Christiane SCHMIT - Marc WEITZEL - François WINANDY
Secretary	Luc PLETSCHETTE

### Pension funds committee

President	Jean-Nicolas SCHAUS
Members	Freddy BRAUSCH - Christiane CAMPILL - Simone DELCOURT Jacques ELVINGER - Rafik FISCHER - Irmine GREISCHER - Fernand GRULMS Robert HOFFMANN - Claude KREMER - Jacques MAHAUX Olivier MORTELMANS - Arthur PHILIPPE - Jean-Jacques ROMMES Jean-Paul WICTOR - Claude WIRION - Jacques WOLTER
Secretary	Geneviève PESCATORE

### Information technology committee

President	Arthur PHILIPPE
Members	Nico BARTHEL - Paul FELTEN - Jean-Luc FRANCK - David HAGEN Marc HEMMERLING - Etienne JUNG - Dominique LALIN - Bruno LEMOINE Claude MELDE - Alain PICQUET - Olivier PEMMERS - François SCHWARTZ Alain TAYENNE - Dominique VALSCHAERTS
Secretary	Pascale DAMSCHEN

### Legal committee

President	Jean-Nicolas SCHAUS
Members	Maria DENNEWALD - Philippe DUPONT - Irmine GREISCHER André HOFFMANN - Jean-Luc KAMPHAUS - Jacques LOESCH - André LUTGEN Yves PRUSSEN - Jean-Jacques ROMMES - Jean STEFFEN - Marc WEITZEL
Secretary	Geneviève PESCATORE

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### Mortgage bonds committee

President	Arthur PHILIPPE
Members	Janine BIVER - Reinolf DIBUS - Thomas FELD - Jean-François HEIN Clive KELLOW - Jean-Jacques ROMMES - Raymond SCHADECK Jean-Nicolas SCHAUS - Thomas SCHIFFLER - Martin SCHULTE - Claude SIMON Romain STROCK
Secretary	Michèle TRIERWEILER

### Transferable securities markets committee

President	Charles KIEFFER
Members	Danièle BERNA-OST - Daniel DAX - Serge DE CILLIA - Jean-Paul DEKERK Axel FORSTER - Giovanni GIALLOMBARDO - Irmine GREISCHER - Jean HOSS Françoise KAUTHEN - Charles KREMER - Claude KREMER Jean-Nicolas SCHAUS - Jean-Marie SCHOLLER - Richard SCHNEIDER
Secretary	Annick ZIMMER

### Undertakings for collective investment committee

President	Jean-Nicolas SCHAUS
Members	Jacques BOFFERDING - Freddy BRAUSCH - Simone DELCOURT Jacques DELVAUX - Jacques ELVINGER - Jean-Claude FINCK - Rafik FISCHER Jean-Michel GELHAY - Irmine GREISCHER - Manuel HAUSER Robert HOFFMANN - Claude KREMER - Guy LEGRAND - Michel MALPAS Julian PRESBER - Jean-Jacques ROMMES - Marc SALUZZI - Alex SCHMITT Henri SERVAIS - Dominique VALSCHAERTS - Eric VAN DE KERKHOVE Patrick WEYDERT - Julien ZIMMER - Patrick ZURSTRASSEN
Secretary	Jean-Marc GOY



**Department "Supervision of Banks" - staff members recruited in 2002**

From left to right:

Patrick MAAR - Ronald KIRSCH - Carlos PEREIRA AZEVEDO - Marina SARMENTO - Jacques STREWELER  
Alain HOSCHIED - Yves SIMON - Jean-Louis DUARTE

