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LCP ONLINE GOVERNANCE SYSTEM (LOGS) ENEWSLETTER

eNewsletter

Welcome to the first LCP Online Governance System (LOGS) eNewsletter. We want to make your life easier by helping you make the most of LOGS in this easy to read, free eNewsletter. Each quarter we will:

- [Tell you the latest governance news](#)
- [Show you how to work a selected LOGS module in 3 easy steps](#)
- [Spotlight on a LOGS module](#)

LCP has been named as the first certified implementation partner for the IT specialist firm eShare.

Certification required LCP to demonstrate excellence in its customer training programme and use of LOGS and eView. eShare chief executive Alister Esam explained: "We don't provide pension consulting services and we rely on our partners to advise on governance issues."

Governance news

How acceptable is the risk of knowledge mixing?

Governance professionals are worried about "mixing" - which includes the storing of scheme knowledge and information on corporate servers, trustees using corporate email systems, and the use of corporate servers to run administration software. A number of pension schemes are becoming concerned about their reliance on the sponsoring employers IT infrastructure, because:

- it could jeopardise the confidentiality of the trustees' knowledge or debate, particularly around valuation assumptions, employer covenant assessment work and negotiations with the employer; and
- the security and availability

of critical systems and knowledge repositories could be compromised or lost should anything untoward happen to the sponsoring employer or its infrastructure.

A good example is where companies go into administration. Under these circumstances the pension scheme may be given very short notice by the company administrator to remove all data and knowledge, including documents and emails, from corporate servers before they are decommissioned, following which all knowledge would be destroyed.

The Governance Forum has asked the Pensions Regulator to provide guidance on the current practice of mixing scheme and corporate

knowledge, so that schemes are able to take appropriate action to mitigate against this security and confidentiality risk, or to understand that they are acting appropriately. A spokesperson for the Regulator said this was an area it took seriously, and schemes needed to consider the level of risk involved.

In the time lag before the Regulator publishes its guidance, we recommend trustees should regularly undertake risk assessment exercises to identify whether their existing system of internal controls is still fit for purpose, assess new and emerging risks, including "mixing", and put controls in place that are proportionate and pragmatic.

PDF pack creation

Streamlining the pack creation process

PDF pack creation is an easy to use tool that helps you create meeting packs within LOGS. PDF pack creation has been developed to streamline the pack creation process for our clients. This functionality provides easy access to the meeting papers with one click. It is easy to create and easy to use. You can create a PDF meeting pack within your meeting area on eMeetings using the populated material in the meeting pack workspace (note only controllers can create PDF packs currently). You can select your desired options for the Meeting Pack and choose the documents that you would like to include using the arrows.

PDF pack creation benefits

- ✓ Saves time creating packs
- ✓ Papers automatically ordered with dividers, placed in one document
- ✓ Easier to download pack to desktop than individual papers
- ✓ Smaller file size for emailing pack than emailing individual papers
- ✓ Environmentally friendly

1. Click create PDF

You can create a PDF meeting pack within your meeting area on eMeetings using the populated material in the meeting pack workspace (note only controllers can create PDF packs currently).

The screenshot shows the LOGS interface for a meeting pack site. The main content area is titled 'Meeting pack site for Q4 Trustee Meeting' and has several tabs: Meeting Details, Meeting Pack (selected), Feedback, Document Production, and Pre Meeting Actions. Below the tabs is an 'Agenda' table with columns for subject, Description, owner, time, item, paper status, Link, and Paper. The table lists items such as Introduction, Matters Arising, Decisions, Investment matters, Scheme valuation, Audit, Training, and Lunch. A callout box with a PDF icon and the text 'Click here to create a PDF Meeting pack...' points to a button in the interface. Another callout box with a PDF icon and the text 'Click here to create a PDF Meeting pack...' points to a button in the 'Meeting Board Pack' section. The interface also includes a sidebar with navigation options and a 'Meeting Links' section at the bottom.

2. Select options and documents

You can select your desired options for the Meeting Pack and choose the documents that you would like to include using the arrows.

2 automatically generate a meeting board pack from a selection of papers. The generated PDF will automatically be uploaded to the meeting workspace.

Please select the documents that you would like to be included in the PDF meeting board pack from the list of available documents below. Note that password protected PDF documents and certain file types are not supported - contact eShare Support using the link at the foot of this form for more information.

Options

Include Agenda Dividers: Document Name Page Numbering: Overall Document Name

Include Index Total Pages

Advanced Options

| Available Document(s): | Selected Document(s): |
|--|-----------------------|
| 02 - Report and Account- 31-8-2011 (Draft).pdf | |
| 01 - Agenda.doc | |

UP DWN

Reset Form

Tip: Hold down the "Ctrl" button on your keyboard to select multiple documents.

Total Documents In Workspace: 2
 Estimated PDF Size: -
 Recommended Max File Size: -

This is a list of documents that will be included in the PDF

Create! Cancel

If you need help with PDF pack creation, please contact [Suzy Harris](#) of LCP.

3. PDF meeting pack created

You will receive a message from eShare support that your pack is being created and again when it is ready. PDF conversions take approximately 15 minutes to complete. A link will be included in this confirmation email that takes you direct to the PDF meeting pack. Users can also then view all the information needed for the meeting.

Your PDF meeting pack includes an automatically generated agenda and index, enabling you to navigate to the documents in your pack with ease.

3

Agenda
 Index
 Introduction
 Matters Arising

Decisions
 Investment matters
 Scheme valuation
 Audit
 Training
 Lunch
 Additional Documents

Demonstration Scheme
 Trustee Board
 Q4 Trustee Meeting
 12 December 2011 - 10:00am

AGENDA

1 Introduction 10:00 am

How eView benefits you

- ✓ Greater transparency
- ✓ Enhanced communications
- ✓ Easy, cost effective website
- ✓ Easy access to relevant information
- ✓ Full content control with no technical expertise
- ✓ Version history to changes to web pages and documents
- ✓ Manages content approval process

How do I get started?

We work with your team to decide the content, layout and design of the member eView website. Once this is agreed, we show you the site for approval. We also agree with you the best way of making members aware of the site and how to access it.

Spotlight - eView

Andrew Cox of LCP is a keen supporter of eView and so we asked Andrew a few questions to understand more about it.

What are the top 10 reasons why you use eView?

...it provides a public access front end to LOGS which allows you to publish information to a wider audience.

...it was specifically developed to enable clients to make selected governance information accessible to scheme members.

...it enables easy disclosure to members of certain scheme information that although necessary is often viewed as a burden, be overlooked or be inaccurate.

...it means you will no longer have to rely on manual uploading of public disclosure documents, and can avoid duplicating your workload.

...it reduces the risks of publishing an incorrect or out of date version of public documents.

...it enables you to take charge of all content of your scheme member eView site.

...once set up, enables you to edit the text and content of each page.

...it links publicly disclosed documents on your site directly to your governance workspace, with any updates replicated on the public access website.

...one click publication that eliminates duplication of work effort carefully managed through controlled sign-off.

...version control of public documents is ensured through automatic alerting.

To sum up how would you describe eView in 10 words?

eView is a solution to meet all your governance needs.

How much does eView cost?

The fee to deploy eView will depend on how complex or simple you need the site to be. A price will usually be quoted once the site is specified.

LOGS *eNewsletter*

Have any questions? Need to talk through mixing, PDF pack creation or eView over the phone?

Please contact Suzy Harris, LCP on 020 7432 6777 or Andrew Cox, LCP on 020 7439 2266 or lcpgovernance@lcp.uk.com.

This LCP LOGS eNewsletter is based on our current understanding of the subject matter and relevant legislation which may change in the future. Such changes cannot be foreseen. This document is prepared as a general guide only and should not be taken as an authoritative statement of the subject matter. No responsibility for loss occasioned to any person acting or refraining from action as a result of any material in this LOGS eNewsletter can be accepted by LCP.