

How to Launch an SPI Platform?

This chapter sets out the steps to be taken to set up the SPI partnership once key public and private stakeholders have agreed to it.

Establishing the SPI Committee sets up the partnership. This strategic decision must be made known to other institutions and to the public. The *Toolkit annexes* document the actions to be taken at this stage: an official invitation letter to the central bank and the finance and economy ministries, a note backing up the letter, a draft joint letter inviting other institutions to join the partnership, a possible open letter from the newly established SPI Committee, and the operating guidelines covering this stage.

5.1. Setting up the SPI Committee

On the basis of a memorandum detailing the favorable results of consultations with public authorities (see **Annex IV-1**), the management of the banking association will be able to take the decision to establish the SPI partnership.

The next action is to set up the supervising body of the partnership, the SPI Committee, whose main responsibilities at this stage are to raise awareness of the initiative, take the necessary steps to ensure funding, recruit the SPI Secretariat team and decide on the first projects to be undertaken.

5.1.1 Official Invitation to the Central Bank and Ministries

The first step is to send official invitations to the central bank and relevant ministries to enter into the SPI partnership (see **Annex V-1**). The information provided in the note attached to the invitation letter (see **Annex V-2**) should enable the governing bodies of the public authorities to take an informed decision and empower their members to represent them on the SPI Committee for the initial mandate to secure financial coverage for SPI Platform activities.

5.1.2 Joint Invitation to Other Stakeholders

The two private-public founding institutions should send invitation letters to other potential SPI partners. As mentioned in Chapter 1, an institution can be invited to nominate a permanent observer or a member to the SPI Committee, subject to approval by the initial SPI partners.

A joint letter constitutes a statement that the SPI partnership is established, so it will have a greater impact on the invited institutions. A sample invitation letter is provided in **Annex V-3**; it should be adjusted in line with the agreed composition of the SPI Committee. The note in **Annex V-2** could be attached to the joint letter because it provides summary information about the SPI Platform and the responsibilities of the SPI Committee.

5.1.3 First SPI Committee Meeting

The establishment of the SPI Committee should be marked by a launch meeting to approve the operating guidelines for this pre-funding stage, to clarify the responsibilities of each member institution and to define the next steps (see **Annex V-4**).

The newly established SPI Committee should announce the launch of the partnership through an open letter to be published in newspapers and posted on the partners' websites (see **Annex V-5**).

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