

comPlan



Requirements profile for comPlan trustees

General

The Swisscom pension fund (comPlan) is a foundation under private law. The Foundation Council is comPlan's supreme governing body and, as such, exercises overall management, ensures statutory duties are fulfilled and determines the strategic objectives and principles of the pension fund and the means to achieve them. The Foundation Council establishes comPlan's organisational structure, ensures its financial stability and oversees its management.

The Foundation Council is composed of equal numbers of employee and employer representatives. It serves as a specialist team and deploys committees, external experts and the office to support it.

However, each member bears responsibility for their role, plays an important part in maintaining the Foundation Council's balanced composition and should be able to assess the basis for their work, question proposals for resolutions, represent the interests of the members and participating employers and make decisions appropriately, weighing up the various interests and with a view to comPlan's long-term success. This calls for expertise, some of which they may already have, while the rest can be developed through targeted professional development

In their activities, the Foundation Council members are subject to the legally stipulated duty of loyalty and confidentiality.

The duties of the Foundation Council are set out in law (Art. 51a of the Federal Act on Occupational Old Age, Survivors' and Invalidity Pension Provision (OPA)). Specifically, this includes:

- Establishing performance objectives, pension plans and the principles for the use of free reserves
- Issuing and amending regulations
- Preparing and approving the annual financial statement
- Fixing the level of the technical interest rate and the other technical bases
- Deciding on the interest on old age savings accounts
- Establishing the organisational structure
- Organising the accounting system

- Ensuring the initial training and professional development of employee and employer representatives
- Appointing and dismissing individuals responsible for management
- Appointing and dismissing the occupational pensions expert and the statutory auditor
- Defining the objectives and principles of asset management and the implementation and monitoring of the investment process
- Periodically reviewing the medium- and long-term consistency between the investments made and the pension fund's obligations
- Ensuring information and communication
- Other duties within the meaning of Art. 51a OPA and [comPlan's organisational regulations \(available in German\)](#)

Requirements of Foundation Council members

The Foundation Council is a governing body. Day-to-day business is delegated to the office. The Foundation Council then appoints an occupational pensions expert and an investment controller to provide specialist support. Therefore, the following are required of Foundation Council members:

- Interest in matters relating to occupational pensions
- Ability to understand and question specialist documents after training
- Willingness to make leadership decisions and assume responsibility
- Willingness and sufficient time to deal appropriately with comPlan's specialist and organisational framework
- Willingness to familiarise themselves with the duties of the Foundation Council and undergo continuous professional development
- Basic knowledge of investment matters
- Interest in creating added value for members
- Ability to cooperate actively
- Language skills: German is the working language

Time required

- Four meetings per year, each usually lasting four to six hours
- Around one day of preparation per meeting
- Four quarterly calls of 45 minutes each per year
- Several half- to full-day professional development events per year
- Individual professional development (trade journals, etc.)
- Possible participation in commissions/committees and working groups (e.g. Investment Committee)

It is up to the individual member to coordinate/agree with their supervisor the time required for their duties as a member of the Foundation Council.

The term of office for Foundation Council member is four years

Documentation

- Book: Fachwörterbuch für die berufliche Vorsorge (Specialist dictionary for occupational pensions)
- Book: Die 2. Säule – BVG Auskünfte (Pillar 2 – OPA information)
- Magazine: Schweizer Personalvorsorge (Swiss pension provision)
- Internal documents (in digital form): regulations and minutes of meetings
- Access: SharePoint
- Website: www.pk-complan.ch

Professional support for the Foundation Council

Office

The office is a competence centre with specialists and is responsible for comPlan's operational activities. The Foundation Council appoints the Management Board.

The president and vice-president of the Foundation Council have authority over the Management Board. Management of comPlan comprises pension consulting, asset management, finance and IT. The members of the Management Board are available to the Foundation Council members at any time for training, professional development and specialist questions.

Occupational pensions expert

By law, the Foundation Council appoints an occupational pensions expert. This entity calculates the pension capital and technical provisions and checks whether they are covered by the available plan assets and whether current financing (risk contributions, conversion loss contributions, etc.) is sufficient to pay the promised pension benefits. It also checks whether the benefits and contributions comply with statutory provisions. In addition, it advises the Foundation Council on fixing the technical interest rate and the other technical bases, as well as the measures to be taken in the event of a funding deficit.

Investment strategy consulting firm/investment controller

The Foundation Council also appoints an external investment strategy consulting firm and an external investment controller. They help the office, the Investment Committee and the Foundation Council to regularly review the investment strategy and systematically monitor asset performance and the investment activities of the appointed asset managers.

Statutory auditor

By law, the Foundation Council appoints an external statutory auditor. This entity reviews the annual financial statement, management practices and investments for compliance with legal and regulatory requirements, and makes a recommendation to the Foundation Council on whether to approve or reject the annual financial statement. In the event of a funding deficit, the statutory auditor checks whether the measures needed to restore full funding have been initiated.

Other advisers

Other external service companies can be commissioned if necessary. In the legal field, for example, this could be for advice on complex regulatory changes, the enforcement of recourse claims or the conduct of court proceedings.

Fondation Council professional development

We would like to point new members of the Foundation Council that basic and advanced training seminars are offered by the PK-Netz 2. Säule and Zürcher Kantonalbank (ZKB), among others. We recommend attending the basic training or introductory seminar no earlier than 6 months and no later than 24 months after taking office. Advanced seminars may then be completed within 18 months of the most recently attended seminar.

We also recommend that all existing members of the Foundation Council attend the more advanced seminars as required and check the VPS seminars. These are advertised in every issue of the Schweizer Personalvorsorge specialist magazine.

Professional development options

Zürcher Kantonalbank – www.zkb.ch

Three seminars with four modules each; the modules can also be attended individually.

	Introductory seminar	Intermediate seminar	Specialist seminar
Modul 1	Foundation Council rights, obligations and liability	Pension fund management	Pension fund management in practice
Modul 2	Performance and financing concepts	Provisions and fluctuation reserves	Investment strategies in practice
Modul 3	Investment strategies	Investment implementation	Latest developments in case law
Modul 4	Investments for pension funds	Sustainability for pension funds	Designing occupational pension plans

Verlag für Personalvorsorge und Sozialversicherung AG (vps.epas) – www.vps.epas.ch

- Pension fund management for trustees: several dates a year
- Workshop for presidents and vice-presidents: two dates a year
- Various other focus seminars
- „In Form“ (annual, two-day professional development course for trustees)

PK-Netz 2. Säule – www.pk-netz.ch

4-day basic training; course days may also be attended individually.

	Content
Day 1	Legal basis and the Swiss pension system
Day 2	Mechanics of a pension fund
Day 3	Investments
Day 4	Joint management of the pension fund

- Various focus seminars

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