

March 2024

# Terms of Reference

**FTSE US Fixed Income Advisory  
Committee**



**FTSE  
RUSSELL**

An LSEG Business

[lseg.com/en/ftse-russell](https://lseg.com/en/ftse-russell)

## **1.0 Constitution**

1.1 The FTSE US Fixed Income Advisory Committee (the Committee) has been established and consists of senior market practitioners who are representative of the appropriate sectors of the investment community.

## **2.0 Purpose**

2.1 The purpose of the Committee is to provide a forum to interact with index users and other stakeholders with a view to enhancing the underlying methodologies, and to maintain timely revision of those methodologies, for final approval by the FTSE Russell Index Governance Board.

## **3.0 Responsibilities**

3.1 The responsibilities of the Committee are to:

- Provide guidance on the methodology for the FTSE fixed income indices in conjunction with the other FTSE Regional Fixed Income Advisory Committees.
- Share feedback that is rooted in practical experience of investing in the markets which FTSE Fixed Income indices are designed to track and discuss proposed amendments to the index ground rules and calculation methodology, as required by IOSCO and the FTSE Russell governance framework. Discuss and advise on proposed enhancements to the FTSE Fixed Income Country Classification Process, and the structures of local market structures and relative market accessibility, as described by the FTSE Fixed Income Country Classification Process document on [www.ftserussell.com](http://www.ftserussell.com).

3.2 The Committee will not be required to discuss material that might be deemed to be price sensitive. Such material includes the potential treatment of specific forthcoming corporate events (as distinct from rules intended to cover classes of corporate events), and discussions at the bond/instrument level.

## **4.0 Members**

4.1 Appointment to the Committee is by invitation and extended by FTSE International Ltd. on a personal level to individual market practitioners. Members will include those able to advise on the optimal construction and maintenance of the indices and instruments. Individuals will be invited from organisations that make use of fixed income indices and instruments, including: asset management companies, investment consultants, asset owners and members of the actuarial profession, and is based on their expected contribution towards maintaining the quality of the indices and instruments.

4.2 The members of the Committee are appointed by FTSE Russell for a period of three years with the possibility of re-appointment for subsequent terms, as determined by FTSE Russell.

4.3 Committee membership is predicated by an understanding of and experience in the use of relevant indices; membership of the committee may be rescinded if the individual ceases to be involved in the usage and tracking of the indices in question. Committee members may discuss topics raised at the meetings of the Committee with colleagues in their own organisation to source such expertise as is relevant to the issues for which members' views are sought as committee members. In having such discussions, committee members should be aware of their confidentiality and conflicts of interest obligations, as well as the purpose and responsibility of the Committee and their role in it.

4.4 If a committee member cannot attend a meeting, the committee member will make every effort to nominate a deputy to attend in their stead. Committee members understand that admission of a proxy nominee to a committee meeting will only be permitted if the proxy in question has agreed to FTSE Russell's Terms of Proxied Attendance, available from the Committee Secretary.

4.5 FTSE Russell will not disclose names of committee members and the members of the Committee shall not disclose names of other members to a third party.

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4.6 The prospective members of the Committee will be provided with a letter of invitation and the Terms of Reference for the Committee and will be required to sign a copy of the letter of invitation confirming their acceptance of its terms.

**5.0 The Secretary**

5.1 A Secretary is appointed to support the work of the Committee. The Committee Secretary will be responsible for preparing agendas and papers for Committee meetings, maintaining a record of members' attendance and taking the minutes. The Secretary is responsible for following up action points between meetings.

**6.0 Meetings**

6.1 The Committee will be chaired by a senior member of the FTSE Russell Policy team.

6.2 The Committee will meet to conduct business in accordance with its responsibilities set out in paragraph 3.

6.3 The quorum for all meetings of the Committee is three members. The Chair or a deputy and the Committee Secretary or a deputy must also be in attendance.

6.4 An extraordinary meeting of the Committee may be convened at the request of the Committee or the FTSE Russell Index Governance Board when deemed necessary.

6.5 Declarations of any known actual or potential conflict of interest with respect to any agenda item can be made at any time before or during the meeting, which will be followed by the appropriate recusal.

6.6 Third-party or any other kind of recording of committee meetings by members is not permitted.

6.7 The minutes of the meeting are to be approved by the members of the Committee.

*The Terms of Reference for this Committee shall be reviewed annually by the FTSE Russell Index Governance Board.*

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