PROGRAMMES ON THE WHITESPACE PLATFORM – A FULL GUIDE

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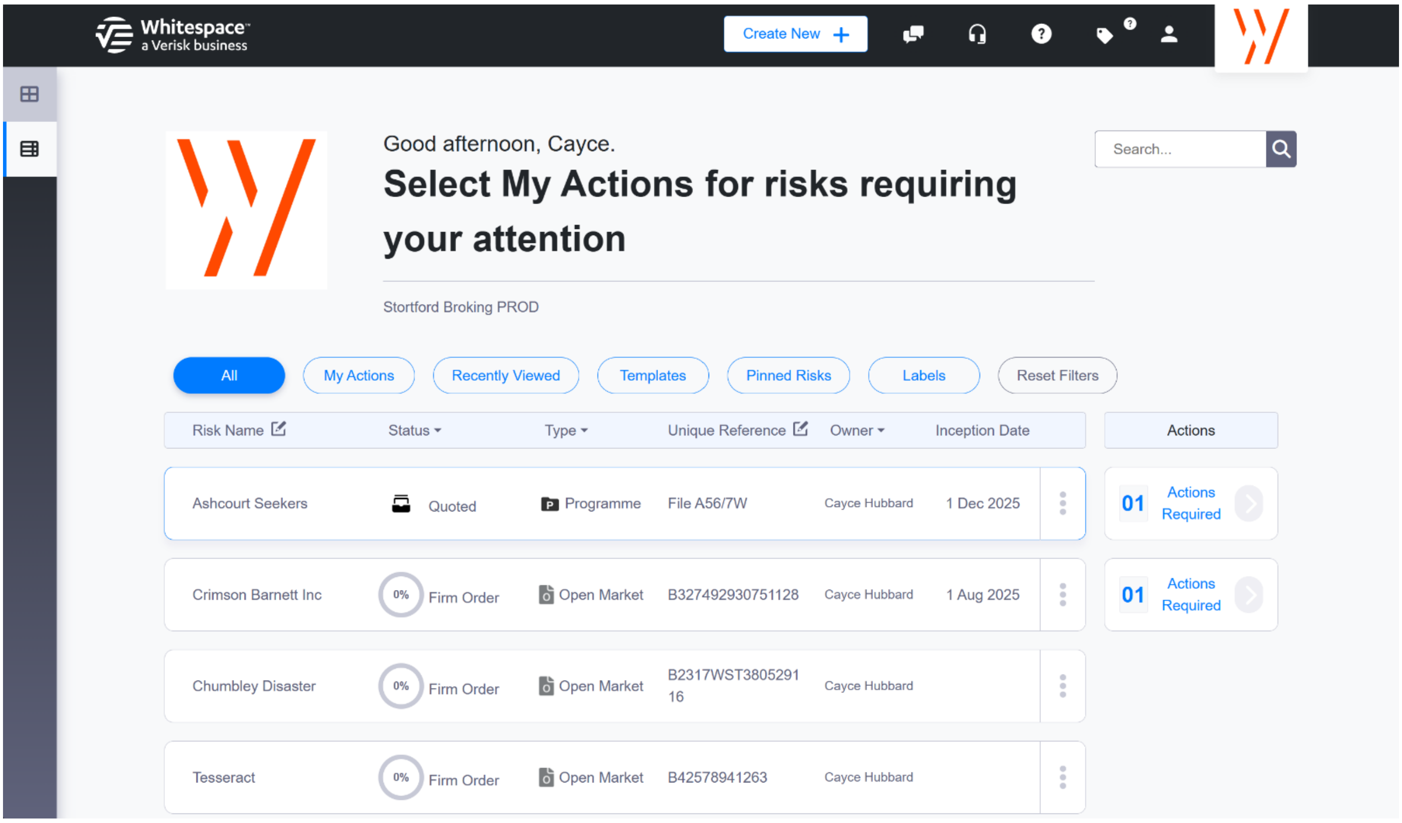
What are Programmes and Layers?

In the industry, a **programme** is a complex placement of insurance constructed from numerous **layers** of risk. A programme is usually created when there is a need to cover a large exposure, sometimes across multiple classes of business.

When a broker has a large placement to fulfil, it is unlikely they will find one underwriter who has the appetite to cover the whole limit, particularly if the risk is spread across multiple classes of business. Brokers will generally approach several underwriters to provide cover for smaller limits and specific classes of business. This involves dividing the policy into multiple layers and showing each to various underwriters until the risk is covered and the broker can fulfil the order.

Usually, the various layers of the programme cover increasing levels of liability that only trigger once the previous layer has been exceeded. So programme layers have an excess that is equivalent to the limit of liability on the preceding layer, meaning that an underwriter on a higher layer will only be liable for claims once the limit on the preceding layer has been reached. This method of layering is described as being presented in **towers**.

It is perfectly possible however to construct a programme from layers that each reflect the entire exposure of one class of business, or to arrange layers by risk location, and so on. In most cases, more than one underwriter will be required to participate on a layer to ensure the full order on that layer has been met. With several variables to consider and an increasing number of layers, this method of placement can quickly become complex.



Programmes and Layers on Whitespace

On the Whitespace Platform, a *programme* is a new contract ‘type’ which allows multiple layers to be grouped under that single entity. Whitespace’s programmes can be built to any pattern required.

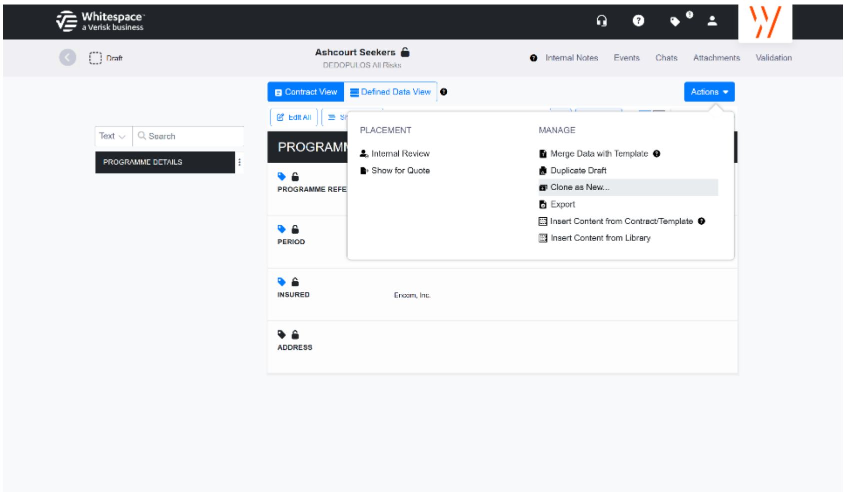
A *layer* on the Platform is a standard open market contract, off-platform contract, or declaration (‘contract’) within the platform which has been linked to a Programme. Layers are shown to underwriters as usual, who add written lines before the contract is signed. The linking must be done while the contract is still at the draft stage. Linking a contract does not change its contents or the process of placing business with it. It does, however, identify the layer as belonging to a specific programme, passing some programme-level data to the layer for easy tracking.

Programmes and layers have a parent to child relationship. Programme data is stored at the parent level and layer data is stored at the child level. Please note that at the present time, towers are not supported, and all layers are presented horizontally. Therefore the best practise is to name contracts in such a way as to clearly demonstrate the layer they represent.

Creating Programmes

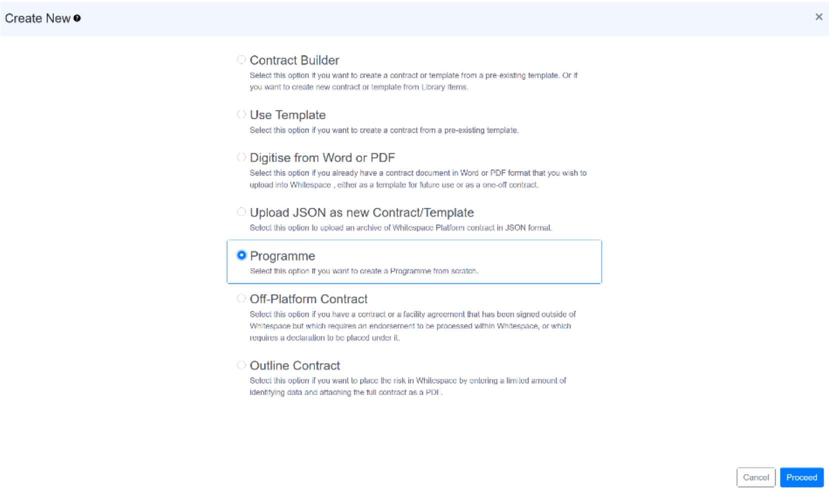
There are two ways to create a new programme.

If a suitable programme or programme template already exists, open an instance from the Programme Overview window and select ‘Clone as New’ from the blue drop-down ‘Actions’ menu to the top right of the Contract View pane.



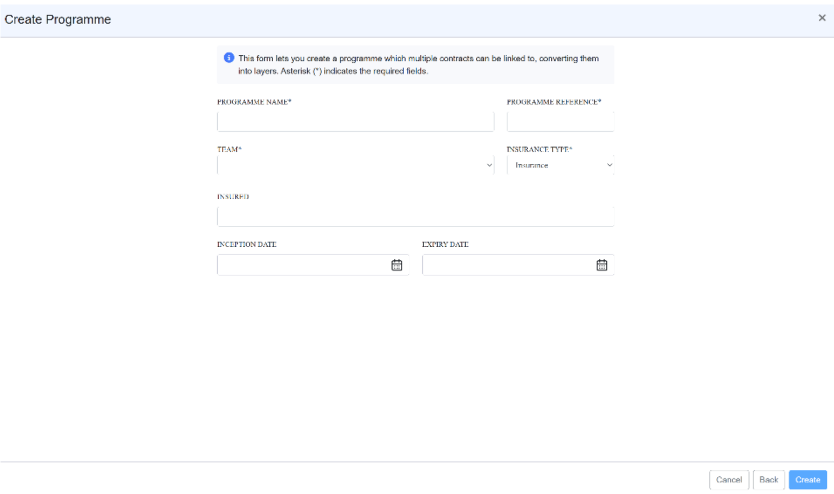
Cloning does not duplicate any layers, only the programme instance being duplicated. Please note that programmes can be cloned as templates, which is currently the only way to create a programme template.

The other option is to click on the white ‘Create New +’ visible on the Dashboard’s top navigation bar, and select ‘Programme’ from the list of creation options.

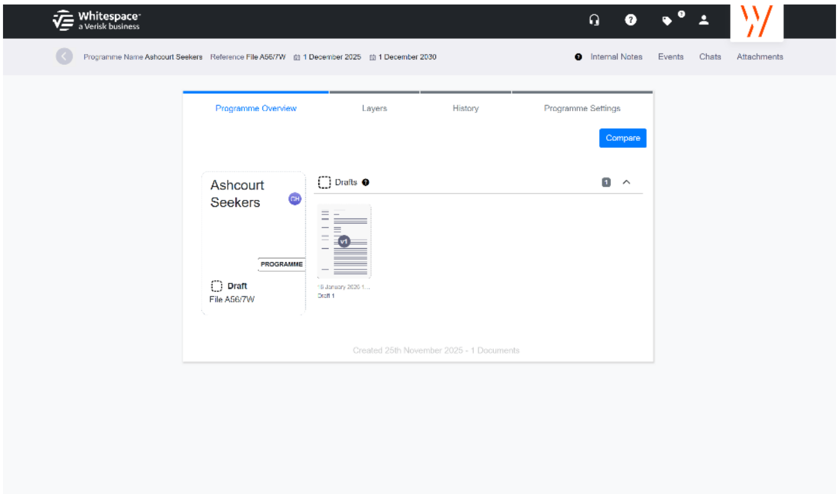


New programmes require certain items of data:

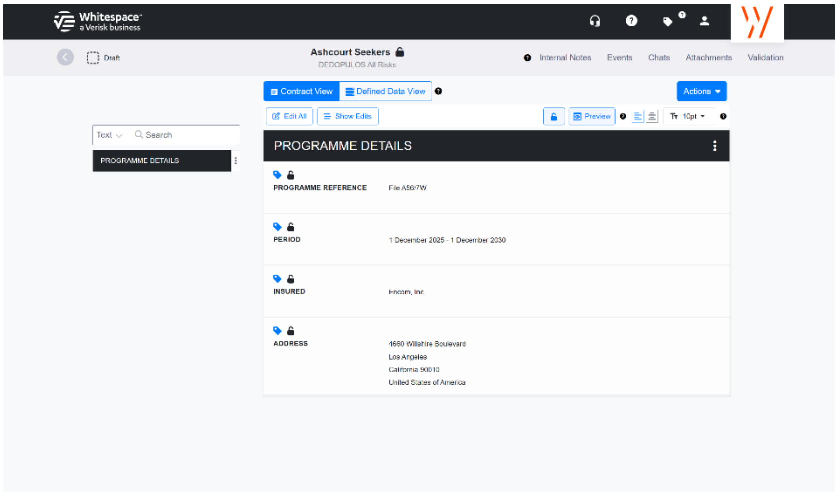
- Programme Reference, mandatory, up to 20 alphanumeric characters.
- Programme Name, mandatory, up to 75 alphanumeric characters.
- Team, mandatory, selected from a drop-down list of your organisation's teams.
- Insurance Type, mandatory, either 'Insurance' or 'Reinsurance' from drop-down.
- Insured, up to 75 alphanumeric characters.
- Inception Date, selected from the date-picker box.
- Expiry Date, selected from the date-picker box.



Once created, the new programme is accessed from the dashboard in the same way as contracts and templates, with drafts and other versions gathered under an Overview screen.

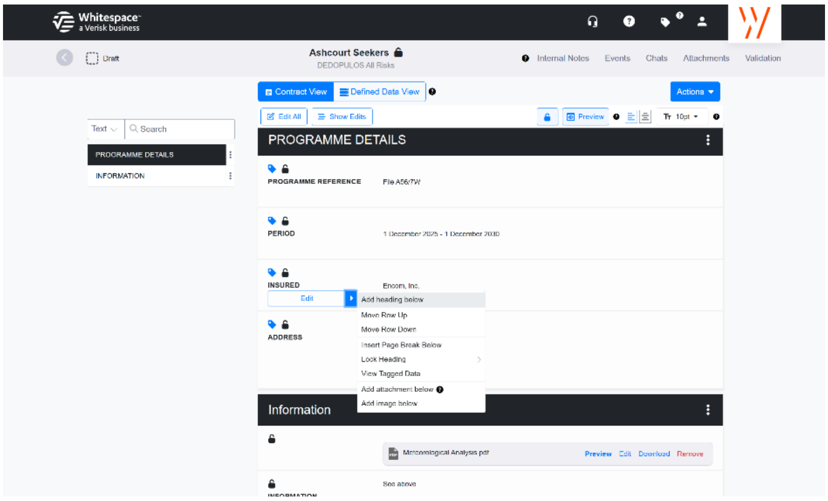


The newly-created draft programme includes the contract headings PERIOD, INSURED, and PROGRAMME DETAILS. These headings are populated and tagged from the data entered during creation, including the new 'Programme Reference' defined data tag.



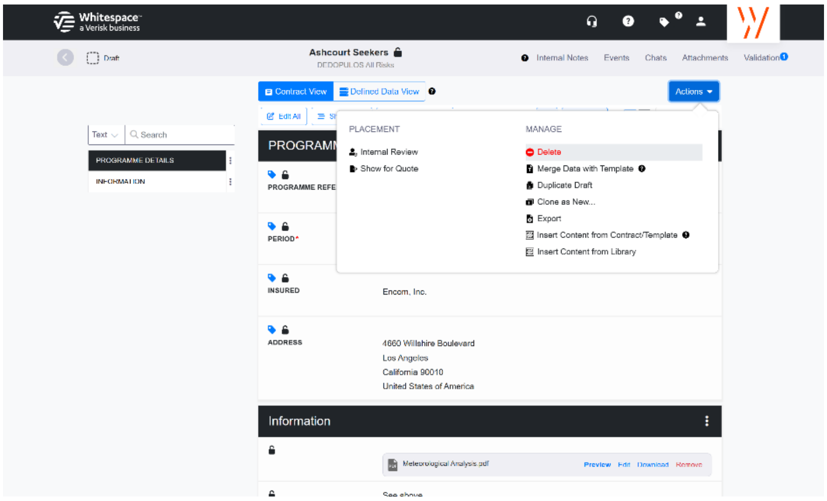
Editing and Showing Programmes

During the draft stage, programmes can be freely edited and manipulated in the same way as non-programme contracts. This includes adding section and contract headings, and populating them with text, tables, and inline attachment PDFs relevant to the programme as a whole.

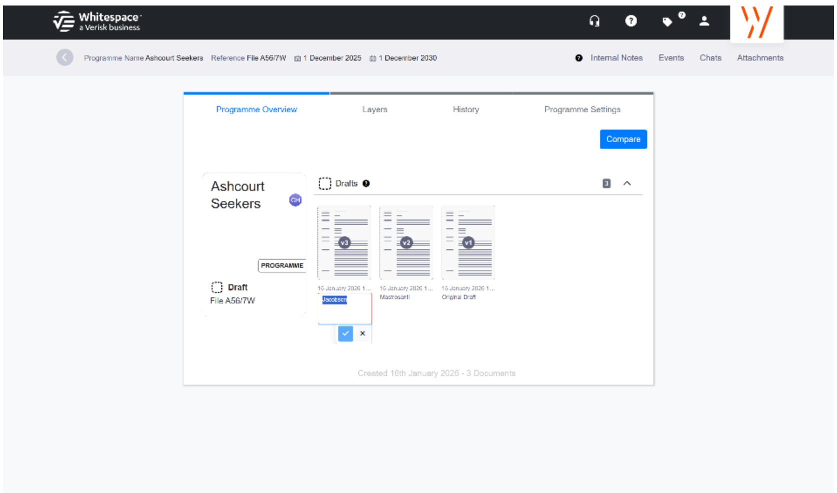


It is also possible to tag data fields, export the document, request Internal Review, set the date format or add labels via the Settings tab, and perform other such actions.

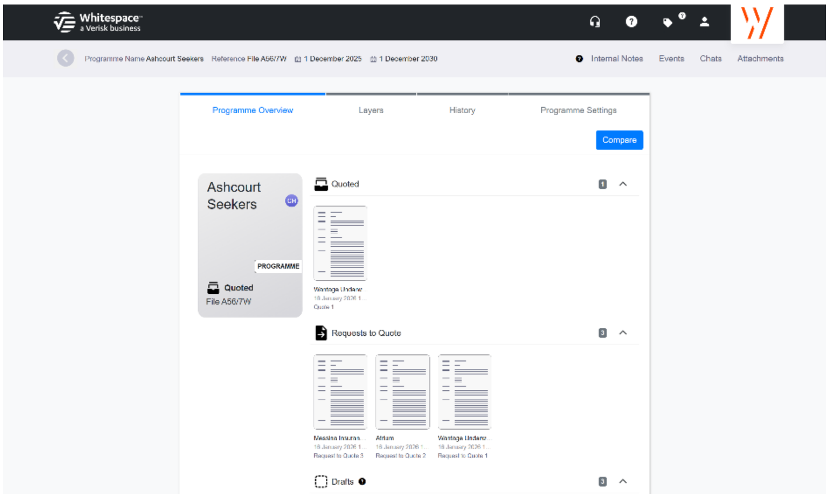
The programme can be deleted until a layer has been linked, but not afterwards.



Draft programme versions can be duplicated, renamed, and edited as required.

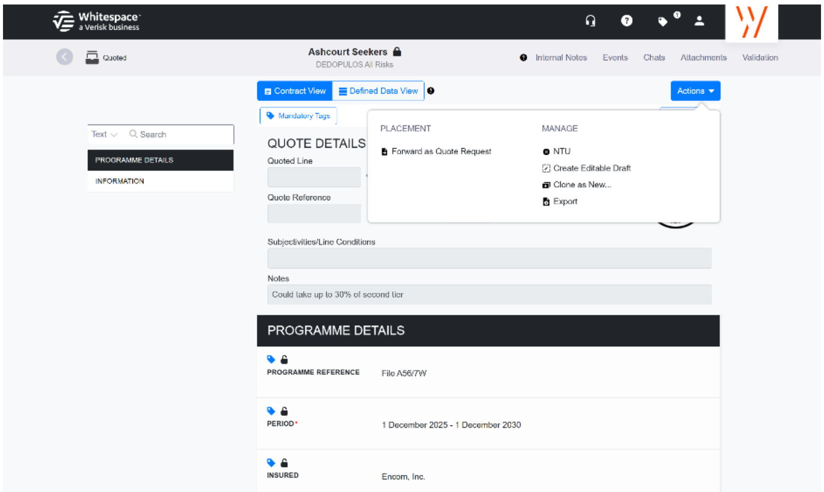


Programmes can never be advanced to the Market Only, Bindable Quote, Firm Order, or Signed stages, and cannot be endorsed or contract corrected. They can be shown as Requests to Quote to gauge interest in layer participation, and underwriters can populate the Quote Details section, edit any unlocked contract headings except the PROGRAMME DETAILS, and return the quoted programme. It is not possible to include any layers when showing a programme, these must be shown separately.



Note that since programmes cannot be advanced to any later stages, all quoted programmes are automatically indicative rather than binding.

Programme instances at the Request to Quote, Quote in Preparation, and Quoted stages can be cloned or duplicated as drafts, exported, forwarded as further quote requests, sent for Internal Review, and, in the case of Quoted programmes, marked as NTU. All programme instances can be viewed alongside any other programme or contract using the side-by-side comparison tool.

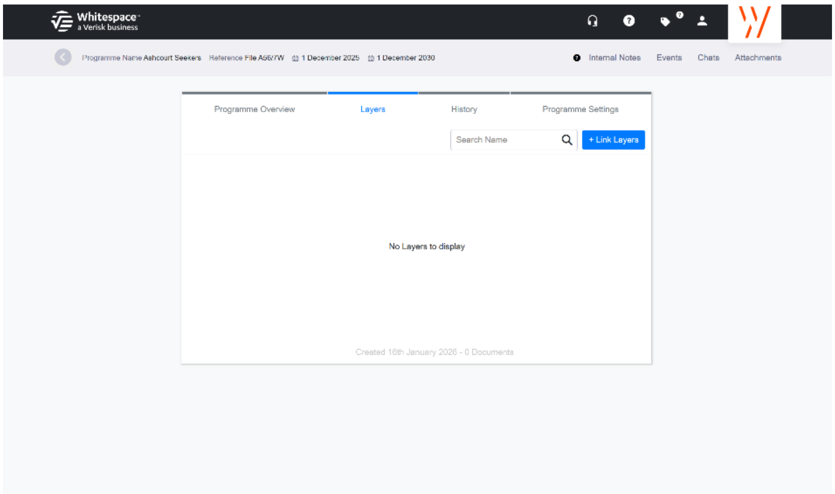


Linking Contracts as Layers

Once a programme has been created, the underlying contracts for the various layers need to be attached to it.

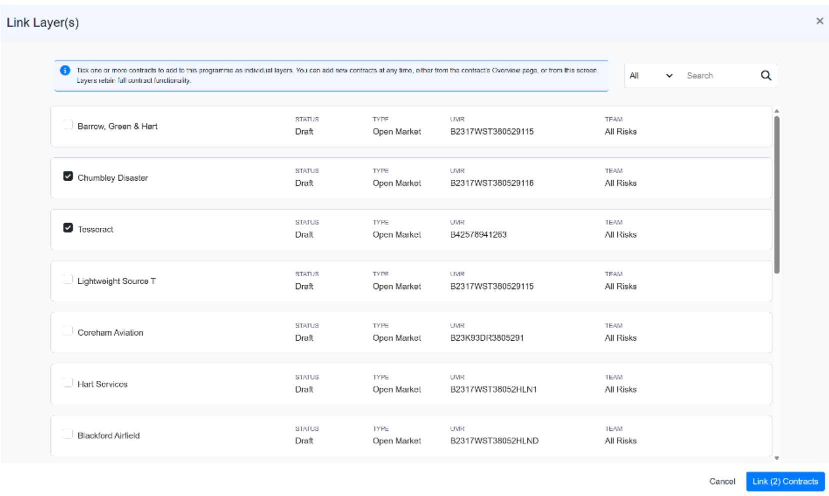
There are two ways to attach a draft contract to a programme, turning it into a layer.

From the programme's Overview screen, select the 'Layers' tab.

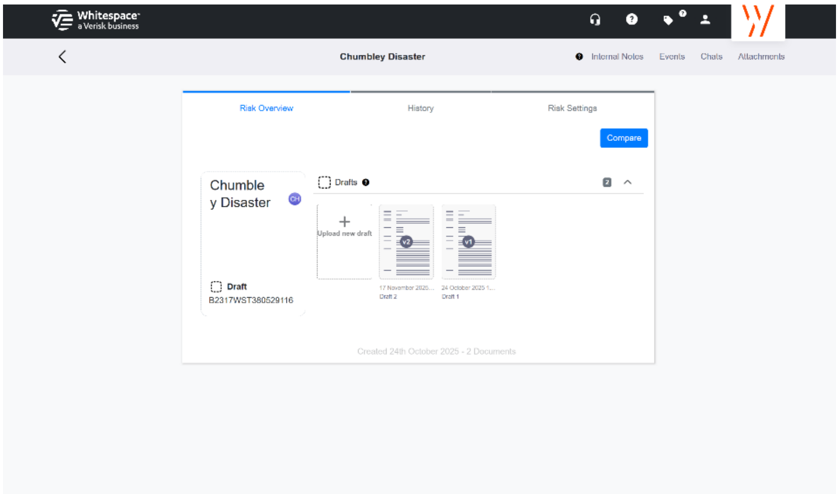


Any existing linked layers are shown below in last modified order, with their name, current status, and UMR/Unique Reference. Click 'Open' to switch to that layer. To return to the programme, click its name in the layer's programme banner at the top of the Overview.

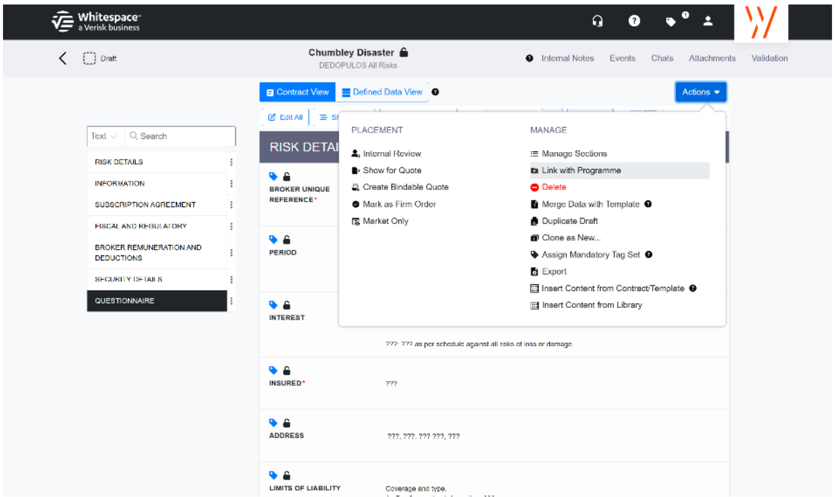
From the programme's 'Layers' tab, clicking the '+ Link' button opens a list of eligible draft contracts that the broker has access to. This list can be scrolled or searched as necessary. Click the box next to one or more contracts on the list to select them, and click 'Proceed' to convert the selected contracts to layers linked to this programme.



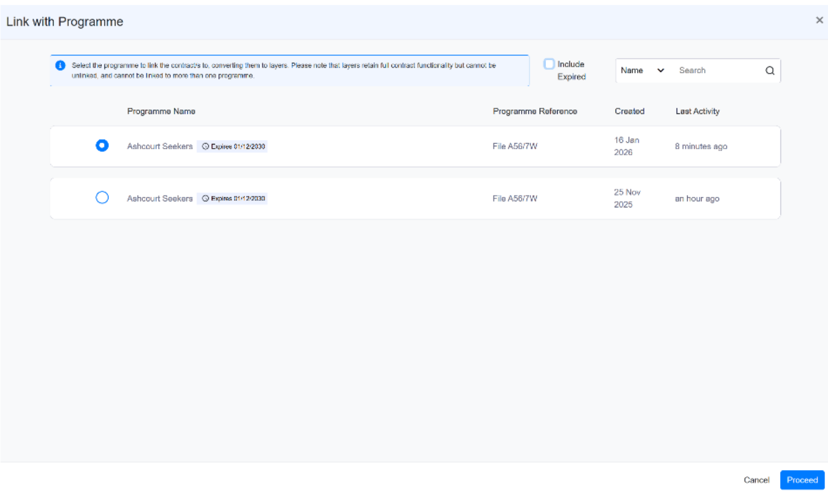
Alternatively, open a draft instance of the required contract.



Then click the blue drop-down ‘Actions’ button, and select the ‘Link With Programme’ action.



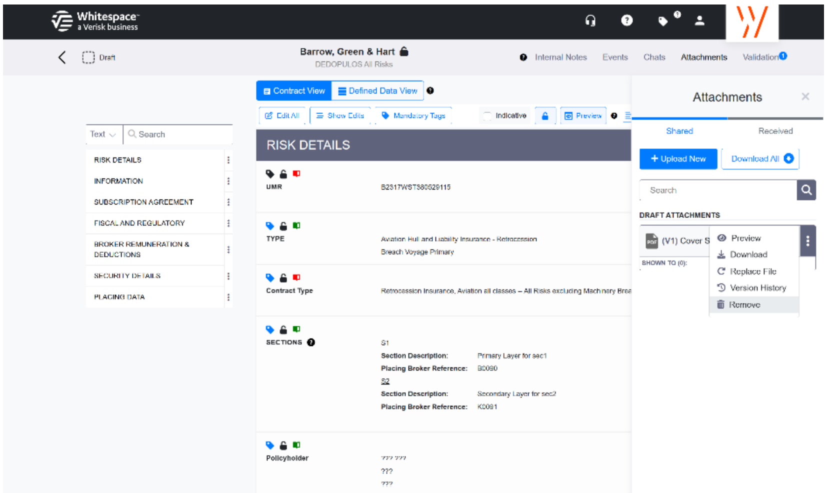
This opens a list of active programmes which can be scrolled or searched. Select the desired programme and click ‘Proceed’. Each programme’s tagged expiry date is displayed, and although they cannot be selected, programmes marked as expired can be toggled to be displayed.



A layer may only be linked to one programme, and the linking action is permanent. Please ensure that layers are correctly linked, because for legal reasons, they cannot be unlinked, or have their link transferred to a different programme.

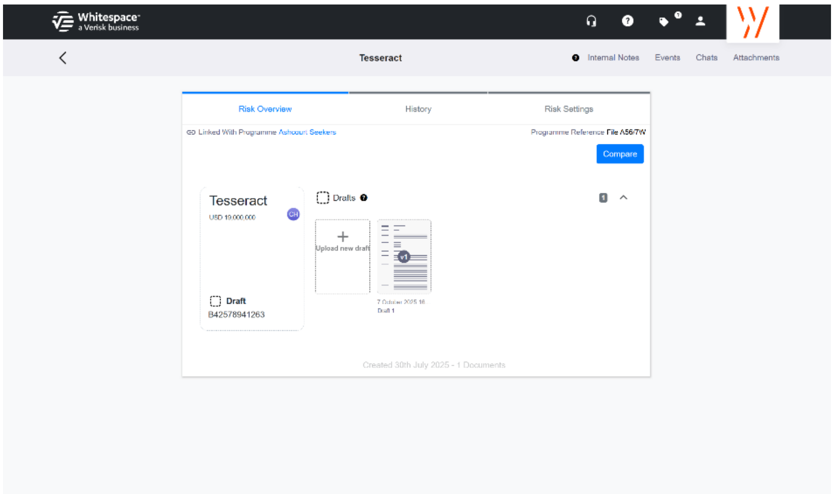
On the Whitespace Platform, it is the act of linking a draft contract to a programme that turns it into a layer. Before that point, it is indistinguishable from any other draft open market contract, off-platform contract, or declaration. Contracts that will become layers are created in exactly the same way as any other similar contract.

Only draft contracts without uploaded attachment documents are eligible to become layers. The restriction on attachments does not include inline attachments, which are simply treated as part of the contract. Uploaded attachments have to be still unshown for the contract to have remained at draft, and so they can be removed from the draft contract to permit it to be turned into a layer.

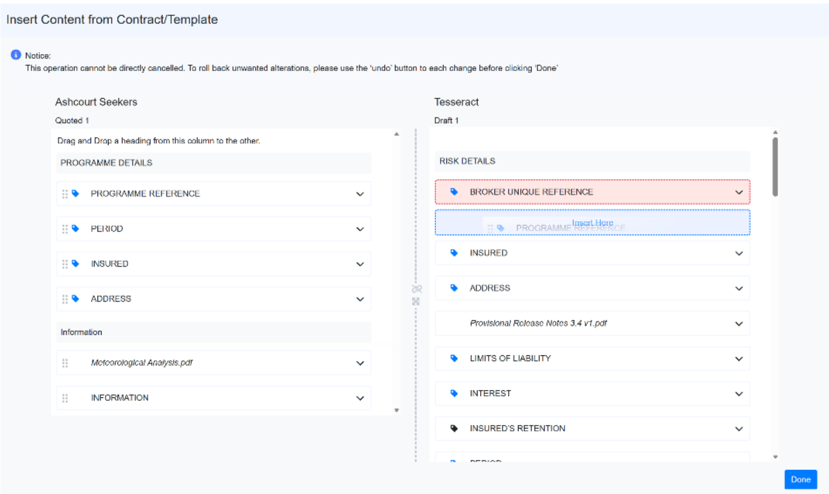


Editing and Showing Layers

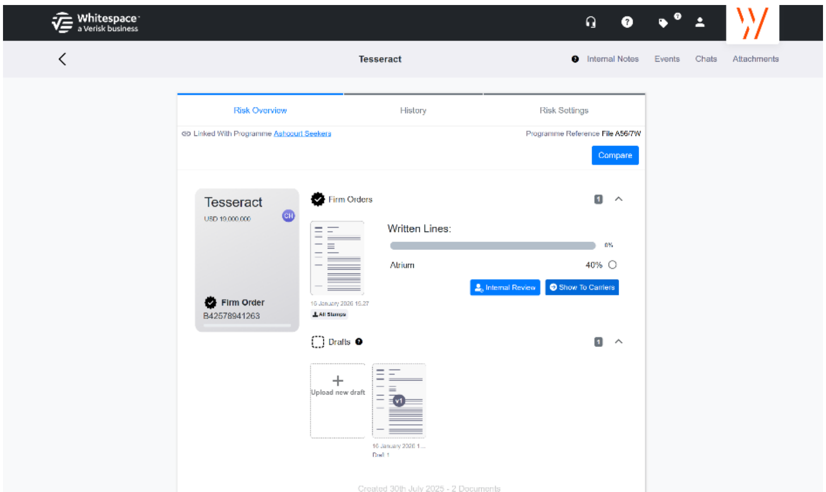
Layers have a banner at the top of their Contract Overview page which shows the name and reference of the programme that they are part of. Clicking on the programme name in the banner opens the Programme Overview page. Alongside the ability to navigate to a layer from the programme's 'Layer' tab, this makes it very easy to switch between layer and programme.



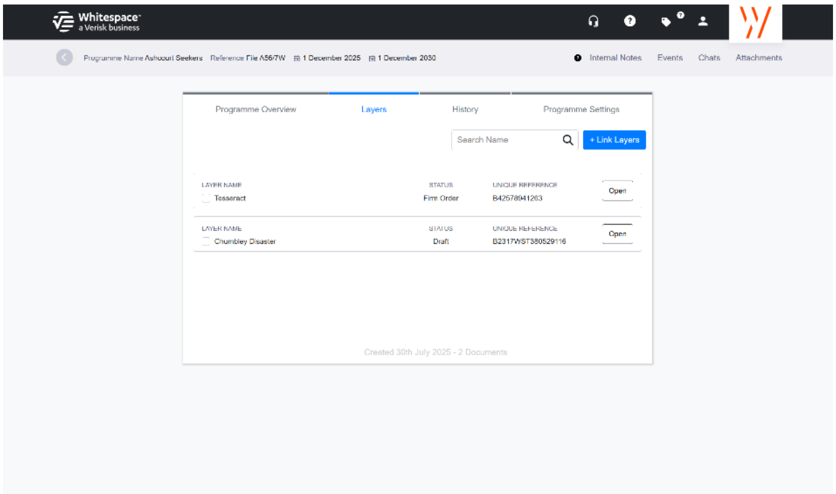
Apart from the programme information banner, individual layers behave in exactly the same way as other contracts of their type. They can be edited as usual. It is also worth remembering that brokers editing a layer can use the ‘Insert from Contract’ action to add relevant contract headings and other information from the parent programme document.



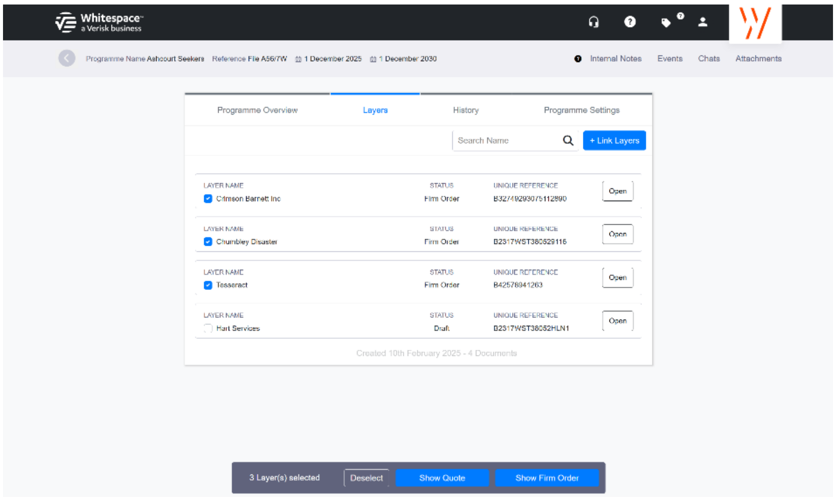
Layers can be sectioned, shown, progressed, signed, corrected, and endorsed as usual on an individual basis.



The status of one layer has no impact on the status other layers under the same programme, and unexpired programmes can be shown and have layers added at any time.

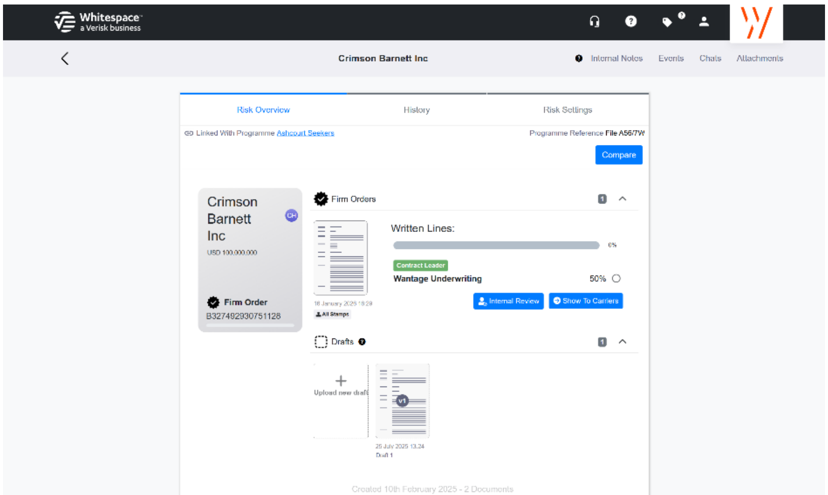


Alternatively, layers can be shown and progressed through the placing process either singly or in bulk from the ‘Layers’ tab of the programme overview. This allows the broker to manage significant numbers of layers easily and flexibly. Selecting multiple layers in the ‘Layers’ tab displays the current total at the bottom of the tab, in a grey box, with an accompanying context-sensitive ‘Show’ button.



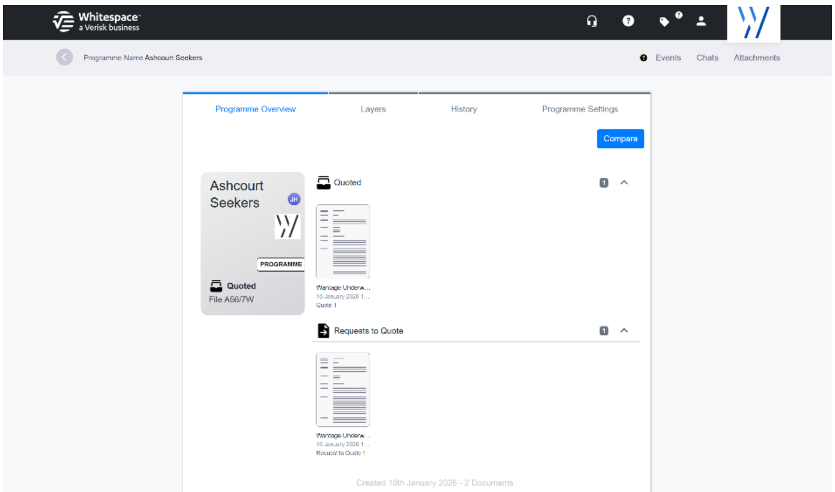
The options available for bulk showing vary according to the current stage of the selected layers. Layers at the draft, request to quote, and quoted stages can only be bulk-shown to underwriters for quotes, and their presence will restrict the entire selection to just ‘Show quote’. Layers at the Bindable Quote stage can also be shown for bindable quote. Finally, layers at the firm order stage can additionally be bulk-shown as firm orders or, if they were all previously Bindable Quotes, for further Bindable Quotes.

Progressing a layer to the Bindable Quote, firm order, or signed stages cannot be done in bulk, and must be applied from the individual layer’s Contract Overview screen as usual. Similarly, off-platform lines cannot be added from the programme’s ‘Layers’ tab, and declarations cannot be shown to a facility. These actions must be taken from the individual layer’s blue drop-down ‘Actions’ menu in Contract View, as usual.



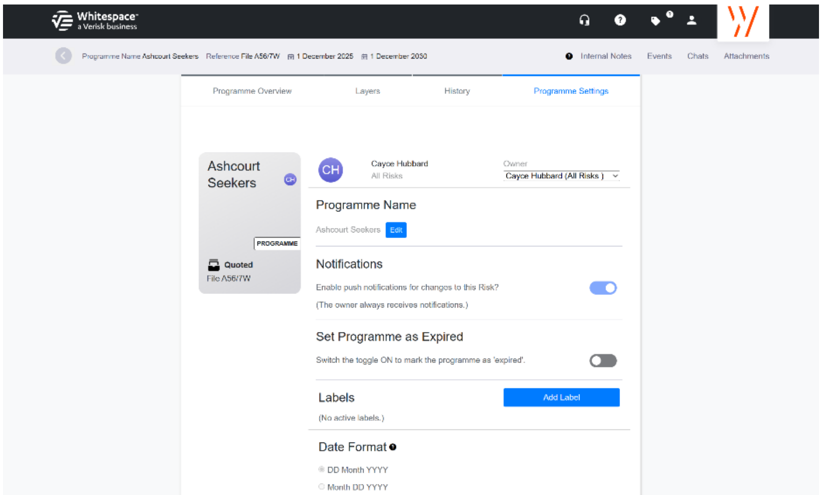
Once the layers to show have been chosen, the broker is taken through to usual process to select underwriters, choose sections, assign the leader role, add line guidance, suggest stamps, and pick stamp visibility for each layer seperately. It is not possible to reshow a layer or layer section to an underwriter who has already seen it and who either has already written a line or who has a response pending. Any such instances are clearly marked and not selectable. Unshown sections can still be shown, as can layers that have been shown and withdrawn, or where the underwriter's line has been removed.

Underwriters process layers as normal. The associated programmes banner gives the underwriter access to the programme document and its details, including the name, status and UMR (but not the contract document) of layers that they have not been shown. They only have visibility of quoted versions of the programme document that they themselves have returned, however – other underwriters' quotes are not visible.



Expiring Programmes

Programmes can be freely toggled to 'Expired' from the Programme Settings tab of the Overview page.

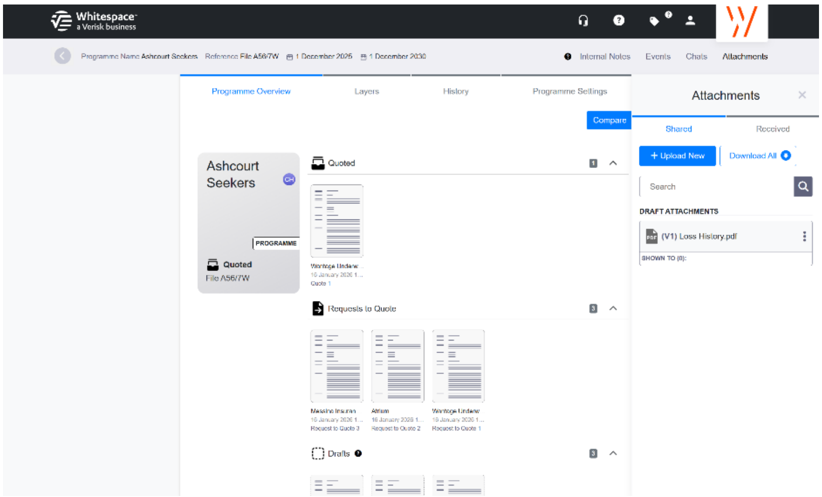


Expired programmes do not permit linking from the Layers tab, and do not appear as options in the list of programmes when selecting the 'Link With Programme' option from a draft contract's 'Actions' menu. The switch can be toggled back to 'Active' at any time.

If the 'Expiry Date' tag is present in the programme's PERIOD contract heading, this date is displayed in the programme list. Passing this date does not toggle the programme to 'Expired'. If required, it can be manually set to Expired as above.

Handling Attachments

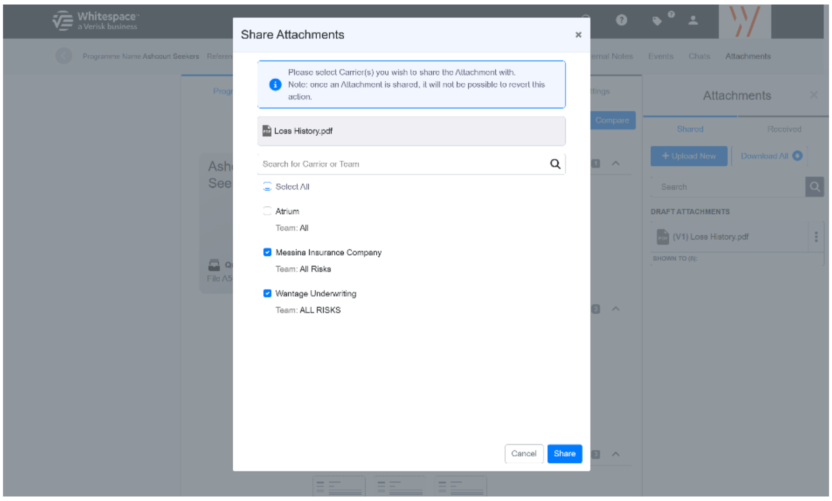
Inline attachments are considered part of the layer or programme contract document that they are added to, and behave normally in all respects.



Uploaded attachments are all managed at the programme level. To add an attachment to the programme, open its 'Attachments' window and upload the document as usual. These then behave the same way as other attachments, and can be selected for showing with the programme, added to, updated, and deleted if still unshown.

Contracts with attachments cannot be converted into layers, and attachments cannot be added to layers. Opening the ‘Attachments’ window from a layer shows all the attachments associated with the programme, and these can be shown to underwriters as normal during the process of showing a layer.

To share an attachment with an underwriter when not otherwise showing the programme or a layer, open the attachments pane from the Programme Overview window, click on the three-dot menu for the attachment to share, select ‘Share Attachment’, then tick the required underwriter/s from the list of users participating in the programme. Underwriters who have already seen the attachment cannot be reselected.



Permissions

All programme-related permissions are contained within the existing permission options. The ‘Contract Creator – UI’ and ‘Contract Creator – API’ permissions are required to create a new programme using the ‘Create New +’ button. The ‘Template Manager’ permission is required to clone a programme to a template. No extra permissions are required to link a layer to a programme, or to show, progress, sign, or endorse layers.