

Workers Compensation Claims and Policy Services

DATE

2005

Schedule 10 – Disengagement Plan

Nominal Insurer

And

«CoName»

Schedule 10 – Disengagement Plan

1 Introduction

- 1.1 **(About this Schedule)** This Schedule provides for the Scheme Agents Disengagement Plan, as referred to in Clause 9 (“Disengagement Services”) and Part J (“Remedies and Termination”) of the Deed.
- 1.2 **(Glossary)** For the meaning of defined terms used in this Schedule, refer to Schedule 14 (Glossary).
- 1.3 **(Obligations)** The obligations in this Schedule are in addition to the other parts of the Deed.

2 Disengagement Plan Requirements

- 2.1 **(Requirements)** The Scheme Agent must ensure that the Disengagement Plan specifies:
- (a) the Scheme Agent's Personnel and other resources that will perform Disengagement Services;
 - (b) all things necessary to effect Disengagement in accordance with the obligations in the Deed (including as a result of reviewing the Transition Plan to develop a list of those things the parties did (or should have done) at the start of this Deed to effect the Transition; and
 - (c) a timetable, Milestones, and process addressing each of the issues in this Schedule and the Deed and will enable the Nominal Insurer to have completed Disengagement as quickly as possible in accordance with its obligations in the Deed.
- 2.2 **(Establish plan)** The Scheme Agent must establish and maintain a Disengagement Plan. The Disengagement Plan must be Approved by the Nominal Insurer no later than 31 March 2006.

3 Disengagement Plan Contents

- 3.1 **(Contents)** The Disengagement Plan will provide a description of the activities that shall occur, the requirements to be met and the procedures that shall apply for any Disengagement activity. This will include the following Issues.
- 3.2 **(Personnel)** The Disengagement Plan is to provide details of the Personnel, Key Personnel and other resources that will be required to provide Disengagement Services including:
- (a) roles and responsibilities as relevant to the provision of Disengagement Services;
 - (b) descriptions of the roles and responsibilities of the Personnel and Key Personnel during Disengagement;
 - (c) table of delegated authority relating to the Disengagement activities; and
 - (d) arrangements to ensure the Scheme Agent meets the obligations under Clause 9 of the Deed.

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- 3.3 **(Records and File Transfer)** The Disengagement Plan is to specify the Scheme Agents approach to the delivery up and transfer requirements, as referred to in Sub-clauses 9.7 and 9.8 of the Deed regarding Records, files and all relevant information and other items.
- 3.4 **(Continuity)** The Disengagement Plan is to specify the Scheme Agents approach to ensuring continuity of Scheme Services during the Disengagement Period.
- 3.5 **(Data management)** The Disengagement Plan must provide a detailed description of the information systems required to migrate Nominal Insurer's I Records and Insurance Records.
- 3.6 **(Assistance required)** The Disengagement Plan is to specify any assistance required by the Scheme Agent from the Nominal Insurer and or the Receiving Agent.
- 3.7 **(Project plan)** The Scheme Agent is to provide a project plan in accordance with the Nominal Insurer's project management methodology including:
- (a) the duration of the Disengagement;
 - (b) time frames and Milestones that describe the Disengagement Services that are required to achieve the objectives of this Schedule;
 - (c) key activities to be performed by all parties during the Disengagement Period;
and
 - (d) meetings to be conducted between the Scheme Agent and the Nominal Insurer.

Schedule 10 – Disengagement Plan Attachment A

Scheme Agent’s Disengagement Plan

(Note: to be inserted post 31 March 2006)