

Pension fund management in times of coronavirus (COVID-19)

Is your pension fund well prepared?

9 March 2020



Maintain capacity to act during the coronavirus crisis

The increasing spread of coronavirus disease confronts pension funds with a new challenge

What does this mean for your pension fund?

- With the increasing number of infections, the risk that your immediate environment could also be affected increases.
- Home office or even a quarantine situation with complete breakdowns could bring the day-to-day business of your pension fund to a standstill.
- We therefore recommend a thorough examination of your own ability to act in an emergency and asking all business partners about the security measures they have in place.

The following checklist will help you to check whether you will still be able to act and meet your obligations if the crisis worsens





Checklist to ensure the daily business of the pension fund in case of a crisis scenario

Party	Target	Preventive/emergency measures			Ready for an emergency? <small>(usually when points 1-4 are met)</small>
Board of trustees	Ensure the pension fund's ability to act.	<input type="checkbox"/> 4.	<input type="checkbox"/> 2. <input type="checkbox"/> 5.	<input type="checkbox"/> 3. <input type="checkbox"/> 6.	<input type="checkbox"/> yes <input type="checkbox"/> no
Pension fund administration	Ensuring the basic functions, exchange with the insured persons / authorities / courts, pension payments, annual accounts etc.	<input type="checkbox"/> 1. <input type="checkbox"/> 4.	<input type="checkbox"/> 2. <input type="checkbox"/> 5.	<input type="checkbox"/> 3. <input type="checkbox"/> 6.	<input type="checkbox"/> yes <input type="checkbox"/> no
Pension fund management	Ensuring the maintenance of governance and day-to-day operations.	<input type="checkbox"/> 1. <input type="checkbox"/> 4.	<input type="checkbox"/> 2. <input type="checkbox"/> 5.	<input type="checkbox"/> 3. <input type="checkbox"/> 6.	<input type="checkbox"/> yes <input type="checkbox"/> no
Asset Management	Compliance with the investment regulations with rebalancing if bandwidths are exceeded, ensuring sufficient liquidity, etc.	<input type="checkbox"/> 1. <input type="checkbox"/> 4.	<input type="checkbox"/> 2. <input type="checkbox"/> 5.	<input type="checkbox"/> 3. <input type="checkbox"/> 6.	<input type="checkbox"/> yes <input type="checkbox"/> no
Payroll / Human Resources	Communication between pension fund administration and affiliated employer.	<input type="checkbox"/> 1. <input type="checkbox"/> 4.	<input type="checkbox"/> 2. <input type="checkbox"/> 5.	<input type="checkbox"/> 3. <input type="checkbox"/> 6.	<input type="checkbox"/> yes <input type="checkbox"/> no

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| <ul style="list-style-type: none"> 1. Substitution arrangements 2. External access authorizations (incl. data protection) 3. Physical postal delivery ensured | <ul style="list-style-type: none"> 4. All documents available electronically 5. Hygiene measures in the workplace 6. Preventive behavioural measures such as social distancing |
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Ask us!

We will be happy to support you in this demanding task.

Please do not hesitate to contact us if you have any questions in connection with this topic.



Annex

The increasing spread of coronavirus disease presents the population with a new challenge

- In January 2020, the World Health Organization (WHO) declared the outbreak of the new coronavirus disease (COVID-19) in Hubei province, China, a public health emergency of international concern.
- In February, the virus also spread in Europe. Our neighbouring country Italy is currently the most severely affected, and the first cases of infection have already been observed in Switzerland.
- At the end of February, the Federal Office of Public Health (FOPH) therefore launched a nationwide campaign to protect the population.
- At present, the FOPH recommends avoiding commuting during rush hours.
- Employers consider staggered working hours and (extended) home office activities

