



Agence de Transfert  
de Technologie Financière,  
Luxembourg  
Société anonyme

Financial Technology  
Transfer Agency,  
Luxembourg  
Stock company

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## NEW HIGH LEVEL PROGRAMME

Be the first to be granted the newly created

### **"Capital Markets Back-Office Certification – Level II"**

Dear Madam, Dear Sir

The **Financial Technology Transfer Agency** (ATTF – [www.attf.lu](http://www.attf.lu)) is pleased to inform you that the Luxembourg Ministry of Finance will support the participation of 20 professionals in the multinational seminar "**CAMBOC - Capital Markets Back-Office Certification Programme Level II: Mastering all aspects of Back-Office Operations of Securities Settlement, Clearing and Global Custody**".

This seminar is organized by the **Institute for Training in Banking, Luxembourg** (IFBL – [www.ifbl.lu](http://www.ifbl.lu)) and the **Luxembourg Capital Market Association** (ICMA – [www.icma-group.org](http://www.icma-group.org)) and is embedded in the newly created CAMBOC programme that is divided in two levels. Level I, whose first edition took place in May of current year, approached the fundamentals in securities settlement, clearing and global custody. Level II, to which this invitation refers, will provide a **deep analysis and understanding** of securities settlement clearing and global custody to experienced middle-office and back-office professionals.

#### **Who can apply?**

As a long experience in the field is requested, holders of the CAMBOC Level I Certificate are not automatically eligible for this programme. At the same time, the CAMBOC Level I Certificate is not a mandatory prerequisite for this programme.

**20 participants** will be selected among applicants from the following invited countries: Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, China, Croatia, Cyprus, the Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Malta, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine and the West African Economic & Monetary Union.

The selection will be made by the Ministry of Finance, ATTF, IFBL and ICMA experts, according to the relevance of the participants' profile, which will have to correspond to the target group mentioned in the organisation sheet attached to this invitation. The geographical criterion will NOT be considered. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation. Please note that ATTF will accept only one person per institution.

#### **When and where will the seminar take place?**

The seminar will be held in **Luxembourg from 9 to 13 December 2013** (arrival date: Saturday 07 December, departure date: Saturday 14 December). It will end with a group assessment based on case studies. All successful candidates will be granted the CAMBOC Level II certificate. Please find attached the seminar description (organisation sheet & programme), together with the relevant application form.

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### **Fees**

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 200€ excl. VAT per participant per working day (5 x 200€ = 1000€ + 3% VAT) and will have to be paid **at the latest by 18 November 2013**. There will be no refund in case of cancellation after the payment deadline.

The Luxembourg Ministry of Finance will cover the enrolment fees (training programme and documentation), the accommodation (in full board during the seminar days and the night and breakfasts on weekends), visit of the city, closing cocktail and the transportation within the framework of the programme (from and to the airport).

The participants will have to pay their contribution (5 x 200€ = 1000€ + 3% VAT), flight tickets, lunch and dinner on arrival day and on weekend, telephone, Internet, pay-TV, additional services in the hotel and the transportation for their personal needs.

### **Deadline for application: 14 October 2013**

Grab this unique opportunity to be CAMBOC Level II certified and apply for this seminar now! But before doing so, please check that your profile matches the target group. If it does, you are kindly requested to fill in the attached application form and send it back to the ATTF official contact in your country (from whom the present invitation was received) **by 14 October 2013**.

Should you need any further information on the programme, please do not hesitate to get in touch with us.

*Should you not have the required experience to attend this seminar but would like to acquire the CAMBOC certification please note that a multinational course "CAMBOC - Capital Markets Back-Office Certification Programme Level I: Fundamentals in Securities Settlement, Clearing and Global Custody" will be organised in Luxembourg in the first semester of 2014. Information on it will be published in due time.*

Thank you in advance for your interest.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Luciele MILANI'.

Luciele MILANI  
Project Officer

A large, stylized handwritten signature in black ink, appearing to read 'Josée THYES'.

Josée THYES  
Administration & National  
Programmes Director

### **Appendices:**

- Seminar Description (Organisation Sheet & Programme)
- ATTF application form