



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

Luxembourg, 17 November 2014

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« Capital Markets Back-Office Certification Programme (CAMBOC) »
Level I : Fundamentals in Securities Settlement, Clearing and Global Custody

Dear Madam,
Dear Sir,

The Capital Markets Back-Office plays a major role in the transaction flows as it is liable for a timely and correct execution of the front office deals. Taking into consideration the demanding services back-office staff has to deliver on a daily basis it is essential that they continuously upgrade their knowledge and know-how.

Therefore, if you are a **professional with maximum 5 years of experience in back-office** and would like to improve your knowledge in this field, we have the programme for you!

The **Financial Technology Transfer Agency** (ATTF – www.attf.lu) is pleased to inform you that the Luxembourg Ministry of Finance will support the participation of 15 professionals in the multinational seminar "**CAMBOC - Capital Markets Back-Office Certification Programme - Level I: Fundamentals in Securities Settlement, Clearing and Global Custody**".

This programme is organized by the **Institute for Training in Banking, Luxembourg** (IFBL – www.ifbl.lu) and the **Luxembourg Capital Market Association** (ICMA – www.icma-group.org) and is embedded in the two levels CAMBOC programme.

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^w An innovative blended learning approach has been added to the CAMBOC programme, which now combines 2 parts:

PART 1: E-Learning preparation course "International Financial Markets"

The E-learning course focuses on the fundamentals of financial products and is a **prerequisite** for the second part of the programme. It will be available from the selection date for a period of 6 months.

The estimated duration of this E-Learning course is **approximately 10 hours**, which are divided into sessions of 30-40 minutes each.

The last chapter of the E-learning course is a test, which **participants are expected to pass** to confirm the knowledge that they acquired before the beginning of part 2 (participants are allowed to retry the final test as often as they want).

PART 2: Instructor-Led Training (ILT)

The training will be held in Luxembourg **from 2 to 6 March 2015** (arrival date: Saturday 28 February, departure date: Saturday 7 March). It will end with a written exam. **All successful candidates will be granted the "CAMBOC level I certificate"**.

You will find in appendix the programme description and the relevant application form.

Fees

ATTF is asking for a contribution for the participation in this multinational seminar:

- **Contribution fees (E-learning and ITL): 200 € excl. VAT** per participant per working day (5 x 200 € = 1000 € + 3% VAT);
- **Contribution to a compulsory travel insurance** valid in the Schengen area: **15 € excl. VAT (3%)**. It will cover medical costs, repatriation and physical injury.

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This contribution (**1045.45 € incl. VAT**) will have to be paid at the **latest by 9 February 2015**. There will be no refund in case of cancellation after that date.

⚠ Please note also that the amount of **170 € + 3% VAT** that corresponds to the E-learning registration fees **will NOT be refunded** once the participant has received his/her access code to the E-learning environment (this amount remains due even in case of cancellation before 9 February 2015).

In addition the participants will have to pay their flight tickets, dinners on seminar days, lunches and dinners during the weekend, additional services in the hotel (telephone, pay TV) and transportation for their personal needs.

The Luxembourg Ministry of Finance will cover the experts' and management fees, the accommodation (7 nights incl. breakfast) in Luxembourg, the lunches on seminar days, the closing cocktail, the visit of the city, the transportation (by taxi or public bus) within the framework of the programme (transfer from the airport, and to and from the closing cocktail venue).

Selection process

15 participants will be selected among applicants from the different invited countries. 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 programme target group. 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.

☞ In order to make sure that the selected participants have enough time to complete the E-learning part, **we will process according to the "first in, first served" principle**. Within a few days after their selection confirmation, the participants will get an access code to the E-learning environment and be able to start their preparation.

Grab this unique opportunity to become **CAMBOC Level I certified** and apply for this programme **NOW!** Your application form shall be sent to ATTF official contact in your country (from whom the present invitation was received) as soon as possible, and at the latest **by 9 January 2015**.

Please note that ATTF reserves the right to cancel the programme until 12 January 2015 (if you are selected, we suggest you not to confirm your flight tickets before that date).

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

We inform you that ATTF will organise the second level of CAMBOC Programme "Mastering all aspects of Securities settlement, Clearing and Global Custody" in Luxembourg in 2016. This programme will target middle and back office staff/management of banks and other financial institutions with more than 5 years of experience in back office.

We look forward to receiving your application!
Yours sincerely,


Hilda LUTGEN
Project Manager


Josée THYÈS
Administration & National
Programmes Director

Appendices: Programme Description / Application form