



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

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Luxembourg, 29 July 2014

Capital Markets Back-Office Certification Programme (CAMBOC) Level II: Mastering Securities Back-Office Operations

Dear Madam, Dear Sir,

The **Financial Technology Transfer Agency** (ATTF – www.attf.lu) is proud to inform you that the Luxembourg Ministry of Finance will support the participation of 15 professionals from ATTF partner countries in the 2nd edition of the multinational seminar "**CAMBOC - Capital Markets Back-Office Certification Programme Level II: Mastering Securities Back-Office Operations**".

This seminar is organized by the **Institute for Training in Banking, Luxembourg** (IFBL – www.ifbl.lu) and the **Luxembourg Capital Market Association** (ICMA Luxembourg – www.icma-group.org) and is embedded in the CAMBOC programme, which is divided in two levels: "The Fundamentals" approaches the basis in securities settlement, clearing and global custody. "Master Level", to which this invitation refers, provides a **deep analysis and understanding** of securities settlement clearing and global custody to experienced middle-office and back-office professionals.

Who can apply?

Professionals working in **middle and back office** of banks and other financial institutions with **experience of minimum 3 to 5 years**.

If you have succeeded the "CAMBOC Level I: The Fundamentals" seminar your application will be automatically accepted for the CAMBOC Level II: Mastering Securities Back-office Operations. However, this is not a mandatory prerequisite for acceptance in this programme.

15 participants will be selected among applicants from the invited countries: Albania, 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, Vietnam and the West African Economic & Monetary Union.

The selection will be made by the Ministry of Finance, ATTF, IFBL and ICMA-Luxembourg 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.

When and where will the seminar take place?

The seminar will be held in **Luxembourg from Monday, 24 November** (arrival on Saturday, November 22) **to 28 November 2014** (departure on Saturday, November 29). It will end with a **written test**. All successful candidates will be granted the CAMBOC Master Level certificate.

Please find attached the seminar description (organisation sheet & content) and 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). In addition, participants will have to pay a contribution to a travel insurance valid in the Schengen area of 15 € excl. VAT. It will cover medical costs, repatriation and physical injury. The detail of the covers will be sent together with the confirmation letter in case of selection.

The total contribution of 1015 € + 3% VAT will have to be paid at the **latest by November 3, 2014.**

There will be no refund in case of cancellation after the deadline for payment.

The Luxembourg Ministry of Finance will cover tuition and management fees, accommodation (nights and breakfast) in Luxembourg, a welcome dinner, lunches on seminar days, closing event, visit of the country, transportation by public bus within the framework of the programme, the transfer by taxi from the airport to the hotel on arrival day and to the airport by public bus or by taxi, according to the time of the flight, on departure day.

The participants will have to pay their contribution, including insurance, flight tickets, visa fees if a visa is requested, lunch on arrival day, lunch and diner during the weekend, telephone, pay-TV, additional services in the hotel and the transportation for their personal needs.

Deadline for application: 20 September 2014

We look forward in receiving your application! However, before applying, we strongly recommend you to verify if 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) latest on **20 September 2014.**

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

If you don't 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 2015. Information on it will be published in due time.

Thank you in advance for your interest.
Yours sincerely,


Luciele MILANI
Project Officer


Josée THYES
Administration & National
Programmes Director

Appendices: Seminar Description (Organisation Sheet & Content) and ATTF application form