
COMPLIANCE
Certification Programme

ORGANISATION SHEET

Objective

- To enable participants to master all aspects of a Compliance Officer's function by covering all the technical and practical aspects as well as the decisions to be taken on regular basis
- To teach participants to implement the regulatory framework focusing on a case study of a specific environment.

At the end of the training course, the participants will have acquired a thorough understanding of the legal and regulatory environment of a Compliance Officer.

Methodology

Lectures, case studies and interactive workshops

Assessment

Multiple choice assessment & business case with assessment by a jury.

Target group

All level Compliance Officers
Bankers willing to improve their knowledge of managing the Compliance Officer function

Experts

IFBL selection of high level Compliance Experts with an in-depth understanding of all regulatory and organizational issues

Language

English

Participants

Maximum 20 participants

Dates

From Monday 2 February to Wednesday 11 February 2014
(Arrival date: Sunday, 1 February; departure date: Thursday, 12 February)

COMPLIANCE Certification Programme

CONTENT

1) Fundamentals of Compliance & Compliance areas

- Objectives
- What is Compliance
 - Definition
 - Compliance Risk
 - Basel Committee
 - Responsibilities
 - Establishment of a Compliance function
- Specific Compliance areas
- Key topics (Introduction)
 - AML/CTF
 - MIFID
 - Market Abuse
 - Customer complaints
 - Professional secrecy
 - Data Protection
 - Fraud
 - Whistleblowing
 - Code of Conduct
 - Remuneration policy
 - Conflict of interests
 - Cooperation with authorities
 - FACTA

2) Ethics

- Ethics & Deontology
- Values
- Whistleblowing

3) The Compliance function

- Introduction
- Roles and Responsibilities
- Practical implementation
- Compliance function
- Managing the Compliance function
- Compliance function in a Management Company
- The relationship with other functions
- Compliance Policy
- Compliance Charter
- The compliance function and ethics

4) AML/CTF

- Definition
- Regulatory environment
 - International standards
 - FATF and others
 - EU texts
 - Luxembourg standards
- Risk Based Approach (RBA)
- Customer Due Diligence (CDD)
 - CDD measures
 - CDD – Acceptance – General indicators
 - CDD – Acceptance – Identification, Verification
 - CDD – Keeping documents
 - Enhanced Due Diligence measures
 - On-going Due Diligence
 - Study cases
- Adequate Internal Organisation
 - Policies, Procedures, Controls
 - Responsibilities
 - Controls in place
 - Recruitment, Training, Awareness
- Cooperation with the Authorities
- External requirements
 - External Audit
 - Authorities

5) MIFID

- What is MiFID?
- Scope of MiFID
- MiFID Luxembourg implementation
- MiFID key obligations
 - Client classification
 - Suitability and appropriateness
 - Best execution & client order handling
 - Conflicts of Interest & inducements
 - Information
 - Transaction reporting
 - Safekeeping of clients' assets
 - Client complaints
- MiFID principles
- Practical cases

6) Market Abuse practical organization

- Introduction
- MAR & MAD II
- Legal definitions
- Luxembourg legal framework
- General trend
- Insider trading
- Market manipulation
- Means to limit the risk
- Specific obligations
- Suspicious Transaction Reporting
- Sanctions
- Study cases
- Training & Monitoring of Market transactions
- Flagging insiders
- Rules of Conduct

7) Cooperation with the authorities

- Legal and Regulatory Framework
- Professional Obligations
- Suspicious Activities/Transactions
- Reporting of Suspicious Activities/Transactions
- Appropriate Internal Organization
- Cooperation with Authorities