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**CAPITAL MARKETS BACK-OFFICE CERTIFICATION PROGRAMME (CAMBOC)**  
LEVEL 2: MASTERING SECURITIES BACK-OFFICE OPERATIONS

**ORGANISATION SHEET**

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**Objective**

By the end of CAMBOC II, participants will have a good understanding of various aspects of securities back-office operations, including settlement, securities financing, valuation of different types of securities, corporate actions, taxes, SWIFT and its use in the back office, international payments, collateral management and managing operational risk in the back office.

**Methodology**

The methodology used in CAMBOC II is based on an optimal combination of theory and practice. Theoretical aspects are based on the latest market standards, while examples, case studies and exercises are used to present and reinforce the practical application of the material.

**Target group**

The level of this course is intermediate to high. It focuses on improving the efficiency of **middle and back office staff** in banks and other financial institutions by covering different aspects of securities and cash operations in detail. Participants should either have successfully passed CAMBOC Level 1 or should have **experience of minimum 3 years, ideally 5 years, in back-office operations.**

**Examination**

The knowledge acquired in the seminar will be validated through a written examination. Successful candidates will be granted a certificate issued by the IFBL.

**Experts**

IFBL experts: All different training units are delivered by experts in the respective fields of activity, all of whom are professionals with many years of experience in securities back-office operations.

**Language**

English

**Participants**

**15 participants from the following invited countries:** Albania, Armenia, Azerbaijan, Bosnia & Herzegovina, Bulgaria, Cyprus, China, Croatia, 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.

Participants will be selected by ATTF, IFBL and ICMA Luxembourg according to the relevance of their applications.

**Dates**

From Monday, 24 to 28 November 2014  
Arrival: Saturday, 22 November 2014  
Departure: Saturday, 29 November 2014

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**1. Monday, 24 November 2014**

**Review of material from CAMBOC I**

***Creating a Securities Database***

- Structure of the database
- Applying ISO 10962
- Sources of information
- Fields to be defined
- Operation of the securities database

***SWIFT/ISO Securities Messages***

- Overview of ISO 20022, message types for post-trade operations (securities settlement, securities management, securities events, payments)
- Fields and variations used in message types

**2. Tuesday, 25 November 2014**

***Operating a (I) CSD Account***

- Account opening and administration
- Instruction types
- Process flows within (I) CSDs
- Fees
- Risks of using a (I) CSD

***Clearing and Settlement Issues***

- Examples using SWIFT/ISO message types
- Variations on process flows
- Settlement failures and troubleshooting
- Settlement risk
- Managing claims
- Case studies

***Variations on Corporate Actions***

- Examples using SWIFT/ISO message types
- Variations on processing flows

- Errors and troubleshooting
- Claims for corporate actions
- Case studies

### **3. Wednesday 26 November 2014**

#### ***Variations on Securities Financing***

- Variations on securities lending and repos
- Examples using SWIFT/ISO message types
- Errors and troubleshooting
- Fee calculations
- Case studies

#### ***Issues in Cash Management and Payments***

- Examples using SWIFT/ISO message types
- Variations on process flows
- Errors, troubleshooting
- Claims

### **4. Thursday, 27 November 2014**

#### ***Managing Operational Risk in the Back Office***

- Methods of operational risk management
- Classification of back-office risks
- Creation and operation of an incident database
- Capital requirements for back-office operations

#### ***Legal Issues in the Back Office***

- International standards
- Rights and liabilities of custodians
- Insurance
- Applicable legislation

### **5. Friday, 28 November 2014**

**Morning:** Review of all material

**Afternoon:** Written Examination