
**CAPITAL MARKETS BACK-OFFICE CERTIFICATION PROGRAMME
(CAMBOC)**

LEVEL 2 : MASTERING ALL ASPECTS OF BACK-OFFICE OPERATIONS OF SECURITIES
SETTLEMENT, CLEARING AND GLOBAL CUSTODY

ORGANISATION SHEET

Objective

- Understand the tasks and responsibility of a back office
- Define the tools to be used to manage the activity
- Know what action to be taken to resolve an operational problem
- Analyse each step of the settlement process in details
- Identify & define the controls to limit the operational risk
- Understand the importance of the technology: the STP
- Analyse securities lending and borrowing in practice
- Understand the different steps in corporate actions and income process
- Define the most accurate payment system to manage transfers and cash management

This course should bring a better understanding of the most important aspects of the whole back office activity.

Methodology

Interactive seminar with a mix of theoretical presentations and practical exercises followed by 2 hours of workshop to focus on practical questions and to improve the understanding of the topics covered.

Target group

This course is an intermediate to a high level training which tends to improve the efficiency of **middle and back office staff** of banks and other financial institutions by analysing the steps of securities and cash operations process and defining the accurate tools to achieve it. **A banking experience in the back-office field of more than 5 years** is requested.

Assessment

The participants will have their newly acquired knowledge validated on the last day of the seminar through a group examination based on case studies.

Experts

IFBL experts
All different training units are held by carefully selected experts in the respective fields of activity. All of them are active professionals and have a long-term experience in banking and finance.

Language

English

Participants

20 participants from the following invited countries: Armenia, Azerbaijan, Bosnia & Herzegovina, Bulgaria, 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 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, 9 December to Friday, 13 December 2013
Arrival date to Luxembourg: Saturday, 7 December 2013
Departure: Saturday, 14 December 2013

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PROGRAMME

Monday, 9 December 2013

Settlement: the detailed back office activity in the security transactions

- Tasks & responsibility
- Tools: the Swift network & the information providers
- Risk linked to this activity
- The Straight Through Processing
- Introduction: Position of the securities back office in the trading & settlement process
- Control of outstanding orders
 - Objectives
 - Risks
- Control of execution and trade matching
 - Objectives
 - Associated Swift messages
- Input of the transaction: market side
 - Impact on the treasury position
 - Associated Swift messages
- Input of the transaction: client side
 - Fees
 - Associated Swift messages
- The settlement process
 - Settlement instructions
 - Pre-matching: unmatched instructions & actions to be taken
 - Settlement status
 - Associated Swift messages
 - Risks: cost of failed trades & claims
- Securities reconciliation
 - Movements
 - Holding & status
- Taxation process (Example of stamp duty, capital gain tax, French tax on financial transactions, overview of the US QI/FATCA requirements)
- The Straight Through Processing
 - Objectives
 - Example
- **Workshop: Custody & Securities Settlement**

Tuesday, 10 December 2013 morning

Lending (0,5 day): Securities lending & borrowing in practice

- Transaction life cycle
- Regulatory issues
- Turn theory into practice through exercises

Tuesday, 10 December 2013 afternoon

Payments (0,5 day): the Back Office interventions in the Payments process

- Introduction: position of the back office in the payment process
- Choice of the best payment method
 - Correspondent banking
 - Net settlement system
 - Gross settlement system
- Associated Swift messages
 - MT103
 - MT200
 - MT202 & MT202COV
- The SSI parameterization
- Evolutions and challenges
 - Evolution in means of payment
 - Straight Through Processing implementation
 - Evolution in regulation worldwide

Workshop: Cash Management & Associated Payments

Wednesday and Thursday, 11 & 12 December 2013

Corporate actions (2 days): Manage corporate actions

Understand the different steps in corporate management in practice

- Payment operations
 - Dividends
 - Coupons
- Mandatory Corporate actions
 - Stock split
 - Spin off
 - Capital reduction
 - Merger & acquisition – demerger
 - Script issue
- Voluntary Corporate actions
 - Optional dividend
 - Capital increase
 - Tender offer
 - General meeting
- **Wednesday-Workshop: Securities Lending**
- **Thursday-Workshop: Conclusion & closing of the program**



Friday, 13 December 2013

Morning: Group preparation for final assessment

Afternoon: Group Assessment: Case presentation in front of the jury