

Multinational Certification Programme Compliance - Advanced Level Luxembourg: 17 – 21 September 2018 (5 days)

Luxembourg, 24th May 2018

Dear Madam, Dear Sir,

As a professional in compliance you are involved with policies, business transparency, complying with requirements, following rules and regulations.

Compliance officers or managers are key professionals in banking institutions. Your team and management count on you to ensure the bank is compliant with all the requirements.

Do you feel equipped and ready to fulfill your mission, make the right moves, suggest the most adequate solutions and take the best decisions?

If you hesitate to answer this question the Compliance Certification Programme Advanced Level will make a difference in your professional life. It will give you the tools and knowledge you need to achieve the best results in compliance.

The House of Training Compliance Quality Circle and the practitioners of ALCO - Association of Luxemburg Compliance Officers (<http://www.alco.lu/>) have reworked the content of this programme and have divided it in two levels: the Advanced Level, concerned by this invitation, will take place from 17 to 21 September 2018.

We invite you to carefully read the description hereunder and the Organisation Sheet attached to this invitation in order to evaluate which level best suits your training needs. In both levels there will be many workshops and practical case studies.

In order to make your participation in this programme financially attractive, the Luxembourg Ministry of Finance will support the participation of 15 professionals from partner countries.

Who can apply?

15 participants will be selected among applicants from the invited partner countries: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, the Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, 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 House of Training and ALCO experts, according to the relevance of the participants' profile, which will have to correspond to the

Programme organised in collaboration with and validated by

target group mentioned in the Organisation Sheet attached to this invitation. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation.

Final Evaluation

The seminar will end with a team work and an oral assessment (group and individual work).

When and where will the seminar take place?

The seminar will be held in Luxembourg **from Monday 17 to Friday 21 September 2018**. Participants are required to arrive on Saturday, September 15 and depart on Saturday 22 September.

Deadline for application: 16 July 2018


We look forward to receiving your application!
To that end, you are kindly requested to fill in the attached application form and send it back to the House of Training official contact in your country (from whom the present invitation was received) before **16 July 2018**.

Hoping you will consider this invitation favourably, we look forward to receiving your application. Should there be any unanswered questions do not hesitate to contact us.

Yours sincerely,



Claire MOZET
Programme Coordinator



Ben LYON
Director House of Training
Head of ATTF Services

Appendices:

- Seminar description: Organisation sheet & content
- Application form
- Financial conditions