
COMPLIANCE Certification Programme

ORGANISATION SHEET

Objective

Compliance has become a full component of a good corporate governance. In banks, the Compliance function is a mandatory internal control function, besides Risk Management and Internal Audit. The role of compliance is to protect the bank against several risks like reputation, legal or sanctions' risks.

At the end of this seminar, the participants will

- Be able 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 be able to implement the regulatory framework focusing on a case study of a specific environment.

Methodology

Interactive seminar combining lectures, Luxembourg based case studies and exchanges of views, focusing on the Luxembourgish experience in the framework of the international standards

Assessment

Multiple choice assessment & business case with assessment by a jury

Target group

All level Compliance Officers and bankers willing to improve their knowledge of managing the Compliance Officer function.

Participants may be commercial bankers, central bankers, and representatives of other financial institutions of the private sector involved in legal, economic or financial matters.

Experts

High level Compliance Experts with an in-depth understanding of all regulatory and organizational issues, member of the House of Training Quality Circle ALCO in Compliance

Language

A good command of English is required.

Participants

Maximum of **20 participants** from the House of Training, ATTF pillar following partner countries:

- Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Moldova, Mongolia, Montenegro, Myanmar, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine, Vietnam and from the West African Monetary & Economic Union- selected by House of Training QC ALCO according to the relevance of their applications.

Dates

From 19 to 28 September 2016 - 10 days

Arrival on Sunday, 18 and departure on Thursday, 29 September

Programme organised in collaboration with and validated by

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