

---

**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 14 to Wednesday 23 September 2015  
(Arrival date: Sunday, 13 September; departure date: Thursday, 24 September)

---

## **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