



---

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

**ORGANISATION SHEET**

---

**Objective**

CAMBOC is a comprehensive programme that covers many aspects of securities back-office operations.

The main objective of CAMBOC is to provide participants with a good understanding of the diverse activities that are carried out in a securities back office, including settlement, custody, treasury, securities financing, collateral management, tax processing and payments. The programme also includes a section on managing risk in the back office.

**Methodology**

For this programme, the House of Training uses an innovative blended learning approach that combines the efficiency of E-Learning with the effectiveness of instructor-led training (ILT):

Part 1:

An **E-learning course** "International Financial Markets" (maximum duration: 12 hours) with a final non-elimatory test.

Participants are required to take this course and pass the test with a minimum recommended score of 60% a few weeks before the beginning of the second part.

Part 2:

An **instructor-led training** (ILT) in Luxembourg. The ILT part of the programme is taught by industry experts, who effectively combine theory with practical examples, exercises and case studies.

The blended methodology used in CAMBOC 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 **back-office staff** in banks and other financial institutions by covering different aspects of securities and cash operations in detail. Participants should have a **minimum of 3 years experience in back-office operations or a similar area**.



**Examination**

**Part 1:** E-learning non-elimatory test: prerequisite for the participation in the Luxembourg course.

**Part 2 in Luxembourg:** Participants have their newly acquired knowledge validated through a group presentation and a written exam.

Participants who succeed the group presentation and the exams will receive a certificate of achievement issued by the House of Training and ICMA, Luxembourg region.

**Experts**

The different units of the CAMBOC programme are delivered by industry experts in the respective fields, all of who have many years of experience in back-office operations.

**Language**

English

**Participants**

25 **participants** from ATTF partner countries and from financial institutions and banks based in Luxembourg.

Participants will be selected by a committee of experts from the House of Training according to the relevance of their profiles and work experience

**Dates**

From Monday 11 May to Tuesday 19 May 2020 (7 days)

Arrival: Sunday, 10 May 2020

Departure: Wednesday, 20 May 2020



---

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

**PROGRAMME**

---

**PART 1:**  
***E-LEARNING *International Financial Markets****

The objective of this part is to provide the participants with a good understanding of financial markets, the financial instruments traded in them, the key players in financial markets and the activities that they perform.

Participants will have access to the E-learning course on a 24/7 basis through the Internet for a period of 6 months from the selection date onward. They will be able to log-on and log-off the course as many times as they would like.

The instructor-led part will start where the E-learning finishes. Completing the E-learning course with a score of at least 60%, therefore, is **a prerequisite for the ILT part** of the programme.

The specific content of the E-learning course is the following:

- Financial Markets
- Financial Instruments: Securities
- Financial Instruments: Derivatives and Investment Funds
- Market Activities
- Market Players
- Future Trends

The estimated duration of the E-learning course is approximately 10 hours, which are typically divided into sessions of 30-40 minutes each. The last chapter of the E-learning course is a test, which participants are expected to pass to confirm the knowledge that they acquired before beginning the ILT course.

**PART 2:**  
***INSTRUCTOR-LED PART in Luxembourg from 11 to 19 May, 2019***

***CONTENT***

The programme covers the following topics:

- Definitions
- ISO standards, codes
- Classification scheme for financial instruments (ISO 10962: 2015)
- Players in financial markets
- SWIFT as a back-office standard
- Financial markets
  - Primary market
  - Secondary market
  - Overview of the Transaction Chain of Securities Processing
  - Front office (Pre-trade, Trading)

---

Programme organised in collaboration with and validated by



- Middle office (Functions, Importance)
  - Back office (Operations, matching,...)
- ICMA rules
- Clearing
  - Gross
  - Net
  - Central counterparties
- Settlement
  - Criteria
  - Instrument types
  - Payment methods
  - Currency, multi-currency
  - Settlement cycle
  - CSDs vs. ICSDs
  - Settlement models
  - Role of central banks in settlement
  - Target 2 Securities
- Custody for equities
  - Corporate actions
  - Classification
  - Events review
  - Legal/regulatory issues regarding equities
- Custody for debt instruments
  - Corporate actions
  - Classification
  - Events review (interests, redemptions,...)
- Tax processing for securities
  - Withholding tax
  - Capital gains tax
  - Other types of taxes
  - Tax reclamation
- Custodian fees
  - Transaction fees
  - Custody fees
  - Other types of fees
- Treasury and Cash Management
  - Placements, borrowing
  - Foreign exchange
  - Hedging, derivatives
  - Reconciliation
  - Cash correspondents
  - Payments
  - Payment systems
  - Market practice
- Securities Financing
  - Securities lending and borrowing
  - Repurchase agreements ("Repos")
  - Sell/buybacks
  - Collateral Management
  - Uses of collateral
  - Managing different types of collateral
  - Haircuts and margins



- Marking to market
- Legal/regulatory issues
- Fund Custody
  - Functions of a fund custodian/depositary
  - Responsibilities of a fund custodian/depositary
  - Variations for standard ("UCITS") and alternative funds
- Managing Risk in the Back Office
  - Types of risk in financial services
  - Basics of risk management
  - Risk in the back office
  - Counterparty/settlement risk
  - Operational risk
  - Processes
  - People
  - Systems
  - External events
- Regulatory Issues in the Back Office
  - International standards
  - European regulations
  - Prevention of money laundering and terrorist financing in the back office
- Technology in the Back Office
- Case Studies and Group Projects and Simulations
- Review and Exam

## Exam

The knowledge acquired in the seminar will be validated through a written examination. Participants who pass the exam will receive a certificate issued by the House of Training and ICMA.

## Language

English

## Other

Kindly be informed that accommodation is not included in the price and is under the responsibility of each participant (unless organised by the employer).

*Remark: By delivery date, any training documentation shall be subject to regular reviews and updates amending the table of content as described herein.*

<sup>1</sup> One of the core values of the House of Training is pragmatism, the training it provides is therefore: practical, current, modular and targeted.

Bank and finance professionals from all disciplines are facing one international challenge in particular, which is to work together to improve the quality of services while reducing costs, within a framework that is increasingly subject to strict regulations and the use of technology.

In order to face the challenge of delivering fully-adapted training programmes, the House of Training uses a quality management method that it calls "Quality Circles", that bring together professionals and practitioners from the financial sector with shared goals, philosophy and passion for learning. Our quality circles have an intimate knowledge of the real needs in the industry and collaborate actively with the House of Training to integrate this understanding into our programmes.

---

Programme organised in collaboration with and validated by