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## CAPITAL MARKETS BACK-OFFICE CERTIFICATION (CAMBOC)

ONLINE PROGRAMME, 21 MARCH – 1 APRIL 2022

### ORGANISATION SHEET

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| <b>Objectives</b>      | 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 in the primary and secondary markets, custody for debt instruments and equities, securities financing, collateral management, tax processing and international payments. The programme also includes a section on managing operational risk in the back-office. |
| <b>Methodology</b>     | 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. Before starting the instructor-led part of CAMBOC, participants will take an E-learning course on international financial markets.  |
| <b>Target Audience</b> | The level of this course is intermediate to high. It focuses on improving the efficiency of middle and <b>back-office staff</b> in banks and other financial institutions by covering different aspects of securities and cash operations in detail. Participants should have a <b>minimum of 3 years of experience in back-office operations or a similar area in financial services</b> .   |
| <b>Examination</b>     | <p><b>Part 1 E-learning courses</b> – participants are required to validate their knowledge by completing the quizzes included in e-learning course.</p> <p><b>Part 2 principal online seminar:</b> the knowledge acquired in the seminar will be validated through a group presentation and a 3-hour online exam. The required passing rate is 50%.</p> <p>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.</p>                  |
| <b>Experts</b>         | The different units of the CAMBOC programme will be delivered by senior experts with an in-depth experience in the respective fields of activity and willing to share their expertise.  |
| <b>Language</b>        | English   |

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HOUSE OF  
TRAINING



**Dates and  
Duration**

Online course: 8 sessions

From Monday 21 to Wednesday 30 March 2022 from 09:00 to 13:00  
CET

Online exam: Friday 1 April 2022 from 09:00 to 12:00 CET

**Platform &  
Technical  
requirements**

Webex

In order to join the course participants are requested to have:

- a stable internet connection
- a device (preferably a PC) with well-functioning microphone  
**and webcam, which is mandatory to be able to interact  
with the trainer and their peers and to take the exam.**

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## CAPITAL MARKETS BACK-OFFICE CERTIFICATION (CAMBOC)

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### CONTENT

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#### **E-LEARNING COURSE**

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.

#### **International financial markets** (estimated total duration: 2 hours)

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

#### **PRINCIPAL ONLINE SEMINAR**

- 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)
  - Middle office (Functions, importance)
  - Back-office (Operations, matching,...)
- ICMA rules
- Clearing
  - Gross
  - Net
  - Central counterparties
- Settlement
  - Criteria
  - Instrument types

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- 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 reclaim
- 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

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

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