

DOWNTONHILL

NEXT-GENERATION FINANCIAL CRIME PREVENTION TRAINING™

SPECIAL SESSION ON
CORPORATE GOVERNANCE

COMPLIANCE FOR ACCOUNTABLE INSTITUTIONS

*“Optimising interaction between accountable institutions and regulators,
providing a foundation for effective compliance policy”*

Protea Courtyard Hotel
Dar Es Salaam
23rd—25th August 2010

With lead instructors John Symington and Ursula M’Crystal

THE SEMINAR & FORUM

Objectives:

- to address roles, responsibilities and expectations of key stakeholders in respect of interaction between regulators and accountable institutions
- to facilitate understanding of critical aspects of an effective, functioning financial intelligence unit
- to assess AML legislation in the light of the growing prevalence of financial intelligence units, and of international compliance standards
- to examine experience gained in other jurisdictions, to facilitate a sound understanding of how best to address the unfolding challenges
- to provide a template for compliance best practice

Public-private sector co-operation

The seminar will stress the importance of public-private sector co-operation and understanding, and will serve as a valuable forum for the exchange of ideas and experiences between the regulatory institutions and the organisations accountable to them.

We invite:

- Banks
- Financial institutions
- Public-sector agencies

to attend this seminar.

Comprehensive pre-read materials will be provided before the seminar, and there will be a refresher session on the first day.

Participants will receive all programme materials and supplementary information on a flash drive, and a certificate of attendance.

DAY ONE

REVIEW OF MAJOR TOPICAL ISSUES

- Terminology
- International standards
- Local legislation & regulation
- Sanctions & penalties

ROLES OF STAKEHOLDERS IN THE AML/CFT ENVIRONMENT

- Who are the stakeholders in the AML/CFT environment
- What is the role played by stakeholders in the AML/CFT environment
- International perspective
- Local perspective

Activity – The role of stakeholders in the AML/CFT environment

SPECIAL SESSION: CORPORATE GOVERNANCE & SUSTAINABILITY

- Corporate governance principles
- King III Report on good corporate governance
- Sustainability reporting
- AML/CFT management

EFFECTIVE COMPLIANCE FRAMEWORK

- CDD/KYC including enhanced client intake issues & advanced KYC
- Record keeping
- Reporting
- Training

Activity – KYC & record keeping

ROLES, RESPONSIBILITIES & ACCOUNTABILITY OF MANAGEMENT & OPERATIONAL STAFF

- Board of Directors
- Senior management
- Head of Compliance
- Compliance manager
- MLRO
- Local manager
- Front-line employee

Activity – Determination of responsibilities

CORE PRINCIPLES OF THE COMPLIANCE FUNCTION

- Compliance policy, charter & framework
- Establishment of a compliance function
- Status
- Independence
- Fit & proper
- Resources
- Appointment & termination
- Culture & behaviour
- Independent review
- Materiality

Activity – Core principles

DAY TWO

ROLE & EXPECTATIONS OF FINANCIAL INTELLIGENCE UNIT

- International best practice
- Functions of the FIU
- FIU partners
- Proactive vs. reactive
- Feedback

SUSPICIOUS TRANSACTION REPORTING

- Types of reports
- Indicators
- Suspicious vs. unusual
- Non-reporting

Activity – Suspicious Transaction Reports

AML/CFT LEGAL OBLIGATIONS

- Legal requirements around STRs
- Legal obligations
- Penalties for not meeting requirements

ROLE OF ACCOUNTABLE INSTITUTIONS

- International requirements
- Local requirements
- Compliance with spirit of legislation

ROLE OF SUPERVISORS & REGULATORS IN THE AML/CFT ENVIRONMENT

- International guidance
- Understanding the environment
- Risk-based approach
- Testing for adequacy

Activity – Role of supervisors

ROLE OF LAW ENFORCEMENT AGENCIES IN THE AML/CFT ENVIRONMENT

- Using FIU information
- Investigating ML
- Proactive gathering of ML information
- Trends & typologies
- Feedback

KEEPING UP TO DATE

- ML trends & typologies
- New developments
- Tools & information
- Trade-Based Money Laundering
- Corruption

DAY THREE

COMPLIANCE OFFICER PROFILE

- Occupational purpose
- 6 tasks of a compliance officer
- Compliance knowledge skills & experience

Activity – Compliance occupational profile

CONTROL ENVIRONMENT

- Control framework
- ML control
- AML/CFT assurance

Activity – Controls

COMPLIANCE RESPONSES TO REGULATORY REQUIREMENTS

- Compliance with AML/CFT requirements
- Conservative & liberal compliance
- Achieving compliance objectives

RELATIONSHIP OF COMPLIANCE, INTERNAL AUDIT & LEGAL DEPARTMENTS

- Compliance responsibilities of these departments
- Relationship of compliance function with operational risk management functions, other operating units & subsidiaries

Activity – Compliance responsibilities

COMPLIANCE PROGRAMME

- Role of programme in execution of responsibilities of compliance function
- Risk-based approach in programme formulation
- Programme implementation, optimisation & review
- Programme coverage & co-ordination across risk management functions

Activity – Risk assessment

REVIEW & INSPECTION OF ACCOUNTABLE INSTITUTIONS

- Preparation for a review/inspection
- Engagement with stakeholders
- Review/inspection process
- Testing: adequacy & effectiveness
- Management of review findings

Activity – Review & inspection of accountable institutions

FACULTY

John Symington

Compliance expert - former Group Head of Compliance, Standard Bank, South Africa

Currently participating in the drafting of the King III Report Guidance Notes on Good Corporate Governance

Ursula M'Crystal

Anti-money laundering specialist - former senior officer at the Financial Intelligence Centre, South Africa

FIU and Law Enforcement AML specialist

John and Ursula are leading authorities on AML/CFT and Compliance Management, combining wide knowledge of international best practice with extensive first-hand experience of working in the area of AML/CFT in Africa.

PRESENTATION

The interactive programme is presented at an advanced level, using presentations, selected case studies and activities.

All topics in the programme relate to specific key challenges, taking account of global, regional and national legislation and practices.

Downton Hill has conducted open-access Compliance and AML/CFT seminars extensively across Africa, and in-house training for a number of major African banks.

SEMINAR REGISTRATION FORM

PARTICIPANT DETAILS

Please insert details as they should appear on name-badge.

PLEASE USE BLOCK CAPITALS

Full name:
Position:
Email:

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Organisation:

Address:

Contact person:

Telephone:

Fax:

Email:

Signed:

PAYMENT

Please invoice my organisation for the sum of:

Invoice and bank transfer details will be forwarded on receipt of registration.

SEMINAR INFORMATION

COMPLIANCE FOR ACCOUNTABLE INSTITUTIONS

ORGANISED BY:
DOWNTON HILL

VENUE:
**PROTEA COURTYARD HOTEL
DAR ES SALAAM**

DATES:
23rd—25th AUGUST 2010

SEMINAR FEE:
**Single participant:
GBP1,195
Two or more participants:
GBP995 per participant**

This includes all tuition, pre-read materials, seminar materials, morning coffee, lunch & afternoon tea.

This seminar is non-residential. Participants will be responsible for their accommodation. Downton Hill will not be responsible for any travel or incidental expenses incurred by participants.

REGISTRATION

To register, please complete and email this form to:

contact@downtonhill.com

or tel/fax to +44 (0)1588 640089

CANCELLATION

We do not charge any cancellation fees. In the event that you register and pay, and cannot attend for any reason, we will make a full refund. We would, of course, welcome the participation of a colleague in your place.

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