



SHOQATA E BANKAVE TË KOSOVËS  
KOSOVO BANKING ASSOCIATION



**European Bank**  
for Reconstruction and Development

## **TRAINING WORKSHOP: Basics of International Documentary Trade Finance Banking for Back Office**

**Venue: Shoqata e Bankave të Kosovës, Lidhja e Pejës Street, Industrial Zone, 10000 Prishtina**

### **18 JUNE 2018**

- 9:00 - 9:30 Welcome coffee
- 9:30 - 10:30 «Trade Finance» - common understanding, what banking products are included in that term, who might be interested in it
- 10:30 - 11:15 Letter of Credit from banker's point of view – from A to Z. The concept, role of International Chamber of Commerce, “mechanics”, roles of banks, bank's units involvement depending on current step in LC Lifecycle, final costs for the customer, drafting agreement between the bank and the customer, standards of SWIFT messages, documents checking – is it the end?, drafting Letter of Credit, treatment in accounting, Letter of Credit and Financing
- 11:15 - 11:45 *Coffee break*
- 11:45 - 13:00 Letter of Credit from banker's point of view – from A to Z. Continuation
- 13:00 - 14:00 *Lunch break*
- 14:00 - 15:15 Letter of Credit from banker's point of view – from A to Z. Continuation
- 15:15 - 15:45 *Coffee break*
- 15:45 - 16:55 Letter of Credit from banker's point of view – from A to Z. Finalization
- 16:55 - 17:00 Closing of day 1

### **19 JUNE 2018**

- 9:00 - 9:30 Welcome coffee
- 9:30 - 11:15 Everything about bank guarantees – nature, similarities and differences with Letters of Credit, Stand By Letters of Credit, Counter-Guarantees, what is the typical structure, what might and what should contain a good guarantee, actions taken by banks in course of Guarantee Lifecycle, communications with customers/beneficiaries/other participants, drafting a guarantee agreement, what to do if demand is presented.
- 11:15 - 11:45 *Coffee break*
- 11:45 - 13:00 Guarantees from the banker's point of view – continuation
- 13:00 - 14:00 *Lunch break*
- 14:00 - 15:00 Guarantees from the banker's point of view – finalization.
- 15:00 - 15:30 Graduation Ceremony and Official Close of the Workshop.



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This is a general workshop arranged for Kosovo local banks. Numerous TFP member banks have expressed a view that currently there is a significant training demand for international trade finance banking and specifically in the documentary back office operations.

Operations such as synchronising transactions with client import-export sales contracts on cash covered basis (deposit) and clean basis (other security), drafting and signing documentary transaction agreements (“letter of credit agreements” and “letter of guarantee agreements”), processing and completing transactions with SWIFT message exchange, standards of checking of submitted documents with the documentary instruments as well as treatment of documentary transactions in accounting - that's a general list of topics which are intended to be covered.

The workshop will be of benefit to **junior and mid-level administrative officers and bankers involved in trade finance processing.**

- All registered participants will receive course materials free of charge.
- Successful participants will be awarded certificates by the EBRD & KBA at the close of the seminar.
- All meals provided free of charge.
- Language of the workshop is English.

#### The Facilitator



**Sergiy KOSTOGRYZ** is an Ukrainian Banker. He is in charge of Trade Finance business at Raiffeisen Bank Aval for over 10 years.

Sergiy acts as a technical consultant to EBRD on its Trade Facilitation Programme. He is member of ICC Banking Commission and is Chair of ICC Ukraine Banking Committee.

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## WORKSHOP REGISTRATION DETAILS:

If you wish to register for this event, please fill in the registration form and e-mail it to:

[kbatrainingcenter@bankassoc-kos.com](mailto:kbatrainingcenter@bankassoc-kos.com)

The deadline for workshop registration is **8 June 2018**

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