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**Multinational Certification Programme  
Compliance - Foundation Level  
Luxembourg: 4 – 8 February 2019 (5 days)**

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Luxembourg, 13 November 2018

Dear Madam, Dear Sir,

As a professional in compliance you are involved with policies, business transparency, complying with requirements, following rules and regulations.

Compliance officers or managers are key professionals in banking institutions. Your team and management count on you to ensure the bank is compliant with all the requirements.

Do you feel equipped and ready to fulfill your mission, make the right moves, suggest the most adequate solutions and take the best decisions?

If you hesitate to answer this question the Compliance Certification Programme Foundation Level will make a difference in your professional life. It will give you the tools and knowledge you need to achieve the best results in compliance.

The House of Training Compliance Quality Circle and the practitioners of ALCO - Association of Luxemburg Compliance Officers (<http://www.alco.lu/>) have reworked the content of this programme and have divided it in two levels: the Foundation Level, concerned by this invitation, and the Advanced Level, which should take place later in 2019.

We invite you to carefully read the description hereunder and the Organisation Sheet attached to this invitation in order to evaluate which level best suits your training needs. In both levels there will be many workshops and practical case studies.

In order to make your participation in this programme financially attractive, the Luxembourg Ministry of Finance will support the participation of professionals from partner countries.

### **Who can apply?**

**The participants** will be selected among applicants from the invited partner countries: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, the Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Rwanda, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine, Vietnam and the West African Economic & Monetary Union.

The selection will be made by the House of Training and ALCO experts, according to the relevance of the participants' profile, which will have to correspond to the

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Programme organised in collaboration with and validated by

target group mentioned in the Organisation Sheet attached to this invitation. The geographical criterion will NOT be considered. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation.

### **Final Evaluation**

The seminar will end with a multiple-choice assessment and a written exam open questions.

### **When and where will the seminar take place?**

The seminar will be held in Luxembourg **from Monday 4 to Friday 8 February 2019**. Participants are required to arrive on Saturday, February 2 and depart on Saturday February.9.


### **Deadline for application: 21 December 2018**

We look forward to receiving your application!  
To that end, you are kindly requested to fill in the attached application form and send it back to the House of Training official contact in your country (from whom the present invitation was received) before **21 December 2018**.

*Should you consider that you have more experience and time on the job you will be welcome to apply for the Master Level of this programme which should take place later in 2019. We will keep our contacts informed on the dates. Our website will also be updated as soon as the dates are available.*

Hoping you will consider this invitation favourably, we look forward to receiving your application. Should there be any unanswered questions do not hesitate to contact us.

Yours faithfully,



Claire MOZET  
Programme Coordinator



Ben LYON  
Director House of Training  
Head of ATTF Services

### **Appendices:**

- Seminar description: Organisation sheet & content
- Application form
- Financial conditions