

Training Course	Enhancing the Capabilities of Compliance Officers
Duration: (Days – Hours)	Four (4) days – 20 Hours
Methodology	<ul style="list-style-type: none"> - Lecture - Mind Mapping - Discussions - Case Studies - Educational videos - Using Simulation tools - Exercises
Targeted audience	<ul style="list-style-type: none"> - Compliance managers, officers, and AML/CFT officers of FIs and their primary associates. - Managers and officers of the risk department, and their primary associates. - Managers and officers of the audit department, and their primary associates - Branch managers and their primary associates.
Number of Attendees	35 - 40
Objective of the Course	<p>By the end of the course, the attendees will:</p> <ol style="list-style-type: none"> 1. Have a full understanding of main and major concepts of compliance. 2. Have awareness of required elements related to good compliance function performance. 3. Have awareness of the legislative and supervisory frameworks related to compliance function. 4. Have awareness of the main responsibilities of the compliance function 5. Have awareness of the role of a compliance officer, and the responsibility of FIs in combatting financial crimes, including money laundering and terrorism financing. 6. Have studied CDD, EDD, and the related role of compliance officers.

	<ol style="list-style-type: none"> 7. Have awareness of the main principles of governance, and their relation to compliance function. 8. Presentation of the Arab Banking Legislation Platform of the Union of Arab Banks.
<p>Description of the Course</p>	<p>This program is set to be a comprehensive course that focuses on general and intrinsic concepts related to compliance and its functions. The program also includes a number of practical aspects in order to achieve the utmost benefit for the participants.</p>
<p>Topics</p>	<ol style="list-style-type: none"> 1. Basics of Compliance Function 2. Policies and Responsibilities of Compliance Function 3. The relation between Compliance Department and other Departments 4. Code of Conduct and Work Ethics at FIs, and the related role of the Compliance Function 5. Legislative and Regulatory framework, and Compliance Systems at Banking and non-banking FIs 6. Organizational Governance and related Supervisory Environment 7. The role of FIs in combatting Money Laundering and Terrorism Financing 8. Customer Due Diligence 9. Targeted Financial Sanctions 10. Suspicious Transaction Reporting
<p>Content</p>	<ol style="list-style-type: none"> 1. Basics of Compliance Function <ol style="list-style-type: none"> a. Basel Principles related to Compliance Function b. Concept of Compliance c. Importance of Compliance d. Risks of Non-Compliance e. Aspects of Compliance f. Independence of Compliance Function g. Organizational Structure of Compliance Department

- 2. Policies and Responsibilities of Compliance Function**
 - a. Duties and Responsibilities of Compliance Officer in FI**
 - b. Responsibilities of the Board of Directors**
 - c. Responsibilities of Senior Management**
 - d. Compliance Policy and other related policies**
 - AML / CFT Policy
 - Customer Protection Policy
 - Data Protection and Cyber Security Policy

- 3. The relation between Compliance Function and other Departments**
 - a. The relation between Compliance Function and Risk Department**
 - b. The relation between Compliance Function and Internal Audit**
 - c. The relation between Compliance Function and other relevant departments**

- 4. Code of Conduct and Work Ethics at FIs, and the related role of the Compliance Function**
 - a. Compliance with the Code of Conduct and Work Ethics**
 - b. Combatting crimes of financial and administrative corruption**
 - c. Most intrinsic Duties of FI employees**
 - d. Consequences of non-compliance with the Code of Conduct and Work Ethics**

- 5. Legislative and Regulatory framework, and Compliance Systems at Banking and non-banking FIs**

- a. International Regulatory Bodies
- b. Legislative and Supervisory Bodies
- c. Laws that Banks and non-banking FIs should comply with

6. Organizational Governance and related Supervisory Environment

- a. Defining Governance, its importance, objectives, and principles
- b. Basel Committee for Banking Supervision (BCBS)
- c. Organization for Economic Co-operation and Development (OECD)
- d. Islamic Financial Services Board (IFSB)
- e. World Bank (WB)
- f. Important Corporate Governance regulations
- g. Organizational Structure of Board of Directors and their responsibility
- h. Committees emanating from the Board of Directors
- i. Responsibilities of Executive Directors
- j. Explaining what a Supervisory Environment in FIs is
- k. Governance, and related role of compliance
- l. The importance of integration between supervisory functions to achieve governance.

7. The role of FIs in combatting Money Laundering and Terrorism Financing

- a. Basic concepts of Money laundering and terrorism financing
- b. Risks of money laundering and terrorism financing, and how to mitigate them.
- c. International initiatives and Legislative and Supervisory Frameworks related to combatting

	<p>money laundering and terrorism financing in the Kingdom.</p> <ul style="list-style-type: none"> d. Main parties of the anti- money laundering and terrorism financing system, and their roles e. FI obligations in relation to combatting money laundering and terrorism financing. f. Role of AML/CFT Compliance officer <p>8. Customer Due Diligence (CDD)</p> <ul style="list-style-type: none"> a. Important elements of CDD b. Risk-based CDD implementation <ul style="list-style-type: none"> – Examples of EDD for certain category of Customers – Examples of Simplified DD for certain category of Customers – Exceptional cases in which CDD is not applied. c. Case Studies <p>9. Targeted Financial Sanctions</p> <ul style="list-style-type: none"> a. concept of Targeted Financial Sanctions b. Most important international sanctions' lists and related obligations c. Unilateral Sanctions d. Role of FIs in implementing TFS <p>10. Reporting Suspicious Transaction Reports</p> <ul style="list-style-type: none"> a. ML related red flags b. TF related red flags. c. Case studies related to red flags. d. Presenting and analyzing some criminal cases of money laundering and terrorism financing
Required Instruments	Projector / TV

	Speakers Flip Chart
Summary of Case Studies – if any –	<ul style="list-style-type: none">- A case study presenting some of the procedures taken by the FI in applying CDD and discussing the validity of these procedures with the groups.- A case study that requires identifying ML related red flags through examining and analyzing account statements and CDD documents- Presenting and analyzing some criminal cases of money laundering and terrorism financing