



The Association of
Corporate Service Providers
Isle of Man

The ACSP Programme for Professional Development 2019

An Essential Skills Programme



ACSP Programme for Professional Development
(senior administrators/managers/directors/compliance professionals)



ACSP Induction Programme
(trainees/new starts)



ACSP Essential Skills Programme
(administrators who require upskilling/knowledge refresh for CPD)

31 Jan 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided

Managing your terrorist financing risk

- Global terrorism overview
- Key global terrorist organisations (GTOs): Geographical areas of operation, tactics and makeup
- Financial mechanisms of terrorist financing
- Identify your risk – Raise, Use, Move, Store model
- Practical steps to manage your risk

Both courses on this day are delivered by UK anti-terrorism expert Ross Savage, who has led operational terrorist finance investigations and contributed to UK policy and strategy, both domestically and internationally. Jo French will be facilitating the Q&A.

31 Jan 2019

14:30 – 16:30

Registration from 14:15



Countering the financing of terrorism (CFT) – practical realities for the financial sector

- Two interactive contemporary case studies
- These will be based on real-world operational experiences and will reflect the risk to financial services businesses of exposure to terrorism financing

Both courses on this day are delivered by UK anti-terrorism expert Ross Savage, who has led operational terrorist finance investigations and contributed to UK policy and strategy, both domestically and internationally. Jo French will be facilitating the Q&A.

01 Feb 2019

10:00 – 12:00

Registration from 09:30

So you want to be a CSP director? Essential information and survival guide

- Directors and the law
- Duties of a director
- Running an effective board
- The board's corporate governance role
- Induction, appraisal and training of directors
- Personal liability
- NEDs
- Ensuring effective administration in the offshore environment

01 Feb 2019

13:00 – 15:00

Registration from 12:45

So you want to be a professional trustee? Essential information and survival guide

- Duties of a trustee
- Managing conflicts of interest
- Common failings
- Development of the fiduciary duty in regulation
- Special problems faced by corporate trustees
- Limiting trustees' liability

28 Feb 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided



From Russia with Cash – examining some of the contemporary issues and risks when dealing with Russia

- Background to the current environment
- Examining the impact of corruption on the UK property market
- Ensuring effective risk management strategies when dealing with Russia and Russian PEPs
- Illustrative case study

28 Feb 2019

14:30 – 16:30

Registration from 14:15



Stretching the reach of sanctions – assessing the impact of the UK Magnitsky Act

- What is it?
- Background and drivers
- Impact – extension of sanctions to cover human rights abuses to CSPs
- Case study – examining potential risk and impact

01 Mar 2019

10:00 – 12:00

Registration from 09:30

Effective company administration – part 1

- Features of a company, highlighting the concept and importance of separate legal personality
- The veil of incorporation and how it may be lifted
- Company formation from a risk perspective; achieving effective CDD
- The company secretary and statutory records
- Managing fiduciary relationships

01 Mar 2019

13:00 – 15:00

Registration from 12:45

Effective company administration – part 2

- Who can be a director?
- Directors' duties, liabilities and powers
- Managing intermediary relationships
- How do you demonstrate effective management and control? Ensuring client directors can carry out their functions effectively
- Achieving a robust audit trail; the importance of effective record keeping

28 Mar 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided

"Strong arm of the law" – to what extent are the UK's law enforcement agencies (LEAs) prepared to flex their muscle?

- Examining recent LEA developments and update on contemporary cases
- Deferred Prosecution Agreements (DPAs) – utilisation to date
- Unexplained Wealth Orders – aka the "McMafia" orders
- OFSI – UK sanctions update
- FCA – new approaches and latest enforcement action

28 Mar 2019

14:30 – 16:30

Registration from 14:15

Panama and Paradise papers – 'fake news' or 'inconvenient truth'?

- ICIJ updates and impact
- Panama Papers – what happened next?
- Paradise Papers – what happened next?
- Assessing global responses and LEA action to date – what can we learn?
- Future revelations...?

29 Mar 2019

10:00 – 12:00

Registration from 09:30

MLROs under pressure? Review of current regulatory and court actions

- Assessing the role – do MLROs face an unfair regulatory burden?
- Review of enforcement action to date
- Lessons learnt
- Insurance considerations

29 Mar 2019

13:00 – 15:00

Registration from 12:45



AML all staff mandatory training

This session is structured to ensure that delegates are fully compliant with all of the requirements for AML training under AML Codes and the AML handbook, thus meeting a firm's annual mandatory AML training requirements.

It is also suitable for those new to the world of anti-money laundering, junior employees, support staff, and those who have changed role and are now caught under the AML legislation for the first time, thereby demonstrating to the regulator your organisation's adherence to the Proceeds of Crime Law and the AML/CFT Handbook.

- What is money laundering?
- What is terrorist financing?
- Vulnerabilities, triggers, risks and responsibilities
- The Enactments and the AML/CFT Handbook
- What is the risk-based approach?
- Risk-based approach in action – case studies
- Mandatory and post-reporting obligations

23 May 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided

MLRO masterclass: legislative and regulatory update – what do you (really) need to know?!

- Review of the role – increased responsibility
- Tips to ensure a positive compliance culture
- Managing your liability – review of MLRO-specific insurance options
- Hot topics and new threats

23 May 2019

14:30 – 16:30

Registration from 14:15



Appreciating your money laundering and terrorist financing risk – through a series of contemporary case studies

- Cases studies to consider
- Bribery and corruption
- Terrorist financing
- Tax evasion
- Sanctions
- Fraud, etc

24 May 2019

10:00 – 12:00

Registration from 09:30

Effective trust administration – part 1

- A brief overview of common types of trusts and how they are used offshore
- Different types of trust deed and the proper use of letter of wishes
- What are a trustee's duties and how do they derive their powers?
- Who can be a beneficiary and ensuring their interests and rights
- Void and voidable trusts
- The importance of trustee records and meetings

24 May 2019

13:00 – 15:00

Registration from 12:45

Effective trust administration – part 2

- Trust formation checklist – dangers and pitfalls!
- Trustees' duties and investments
- Creating an effective trustee investment checklist
- Ensuring effective management and control offshore
- Dealing with the problem of settlor involvement

11 Jul 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided

11 Jul 2019

14:30 – 16:30

Registration from 14:15

12 Jul 2019

10:00 – 12:00

Registration from 09:30

12 Jul 2019

13:00 – 15:00

Registration from 12:45

Bribery and corruption update – usual suspects and emerging stars

- Round-up and examination of latest high-profile cases
- Considering local contamination risk
- Learning to spot the [not necessarily] obvious red flags

Investment fraud and market abuse – round-up of recent regulatory action

- Recent cases
- How do they do it? A review of common market abuse techniques
- How much does it really cost?
- The expense of restitution, regulatory fines and reputation!

Understanding the offshore business environment

- What is meant by offshore?
- History/uses/features of offshore centres
- Review of typical entities, products and providers
- Regulation and supervision
- Offshore threats, e.g. FATCA, sanctions, extraterritoriality, etc

Introduction to the role of the company secretary

- What is a company secretary?
- Duties and responsibilities
- Arranging and recording meetings
- Ensuring effective audit trails
- Statutory record keeping

12 Sep 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided

12 Sep 2019

14:30 – 16:30

Registration from 14:15

13 Sep 2019

10:00 – 12:00

Registration from 09:30

13 Sep 2019

13:00 – 15:00

Registration from 12:45

No safe havens – the impact of the Criminal Finances Act 2017 one year on

- Where are the prosecutions for tax evasion?
- How reasonable do the reasonable procedures need to be in order to act as an effective defence?
- Does the offence go far enough? What else does HMRC have in store?

Countering the financing of terrorism – what areas should an effective BRA consider when managing this risk?

- Top tips – using the FATF recommendations of PESTEL
- Are you asking the right questions around Political issues, Economic factors, Social structure, Technological capabilities, Environment and geographical features and Legislation?
- Ensuring an effective risk assessment in line with current National Risk Assessment (NRA) thinking

So you want to be a compliance professional? Essential information and survival guide

- The compliance officer's role in context
- Building a compliance framework
- Embedding an effective compliance culture
- Challenges in practice
- Changes to the compliance landscape post-Moneyval
- Hot topics



So you want to be an MLRO? Essential information and survival guide

- Money laundering risk in reality
- Changes to the AML landscape post-Moneyval
- The MLRO roles in context
- Effective SARs
- Challenges in practice
- Case studies
- Hot topics

24 Oct 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided



Advanced AML for senior CSP professionals

- Does your handbook reflect your real money laundering risk?
- Business risk assessments – theory and practice
- The risk-based approach to Customer Due Diligence and common CDD myths
- Emerging AML and CFT typologies and recent case studies
- Understanding the risk of ‘failure to prevent’ offences:
 - In corruption
 - Tax evasion
- Embedding a positive AML culture

24 Oct 2019

14:30 – 16:30

Registration from 14:15

Corporate governance – ultimate defence or white elephant?

- A review of latest thinking – ensuring an effective governance framework
 - Board compensation – getting the balance right
 - Achieving effective risk management
- Meeting your regulator’s governance expectations

25 Oct 2019

10:00 – 12:00

Registration from 09:30

Top tips for effective minute writing

- Why take minutes?
- The challenges of the role
- Format and layout
- Capturing the data
- Tools and techniques
- Key word abbreviations
- Active listening
- Transcribing minutes

25 Oct 2019

13:00 – 15:00

Registration from 12:45

Business letter writing workshop

- What is business writing?
- Dangers of the written word
- First impressions
- Understanding the purpose
- Understanding the reader
- Structure
- Setting the tone
- Punctuation and grammar
- Email etiquette

05 Dec 2019

12:00 – 14:00

Registration from 11:30

Lunch is provided



Appreciating your money laundering and terrorist financing risk – through a series of contemporary case studies

(repeat of May course)

- Cases to consider
- Bribery and corruption
- Terrorist financing
- Tax evasion
- Sanctions
- Fraud, etc

05 Dec 2019

14:30 – 16:30

Registration from 14:15

You heard it here first – what might 2020 hold?

- Post-Brexit landscape for AML and compliance
- USA
- UK influences: FCA/SFO/NCA
- Tax evasion and mission creep
- New markets and opportunities

06 Dec 2019

10:00 – 12:00

Registration from 09:30



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(repeat of March course)

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06 Dec 2019

13:00 – 15:00

Registration from 12:45

CDD update – UBOs (Uncovered Beneficial Owners or Unexplainable Beneficial Owners?)

- Who or what is the UBO?
- UBO – understanding the pressure on public disclosure
- Managing the risk of the undisclosed agent
- How well are we doing as a jurisdiction?



How to book

To book your place on these courses, register online:

www.jerseyibs.com/acsp/booker

For enquiries please email jofrenchACSP@jerseyibs.com or phone +44 (0)1534 816333

Course costs

All courses cost £55 for ACSP members; £80 for non-members

Venue

All courses are held at Upper Hall, Loch Promenade Church, Douglas