



The Association of
Corporate Service Providers
Isle of Man

The ACSP Programme for Professional Development 2018

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)

11 Jan 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

Global terrorist organisations (GTOs) and their funding mechanisms

- Global terrorism overview
- What is a designated or proscribed terrorist organisation?
- Key GTOs: geographical areas of operation, tactics and makeup
- UK based Islamic extremism – a statistical look
- Financial mechanisms of GTOs

Both courses on this day are delivered by UK 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.

11 Jan 2018

14:30 – 16:30

Registration from 14:15

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

- Does your current CFT regime go far enough?
- CDD screening myths – looking for a needle in a haystack
- International CFT initiatives
- Terrorist finance: lessons learned from real-world operations
- Practical risks and indicators exercise based on real-world counter-terrorism operational experiences
- Case studies

Both courses on this day are delivered by UK 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.

12 Jan 2018

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

12 Jan 2018

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

22 Feb 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

In the firing line – managing the risk of personal liability

- What are your duties – statute, common law, fiduciary
- How is a duty breached?
- What are the potential consequences?
- Managing an investigation
- Review of recent regulatory action

22 Feb 2018

14:30 – 16:30

Registration from 14:15

Is prevention better than cure? The rise and rise of “failure to prevent” offences

- What is a “failure to prevent” offence
- Drivers for criminalising corporates
- How does a firm demonstrate adequacy and reasonable procedures – practical advice
- Review of cases

23 Feb 2018

10:00 – 12:00

Registration from 09:30

Effective company admin – 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

23 Feb 2018

13:00 – 15:00

Registration from 12:45

Effective company admin – 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

22 Mar 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

22 Mar 2018

14:30 – 16:30

Registration from 14:15

23 Mar 2018

10:00 – 12:00

Registration from 09:30

23 Mar 2018

13:00 – 15:00

Registration from 12:45

Sanctions update

- A review of the sanctions landscape
- Implications of a Trump presidency for US OFAC sanctions
- The Office of Financial Sanctions Implementation (OFSI) and what this means for the Isle of Man
- Implications and risk management for Isle of Man financial services businesses

Tax – when does “avoidance” become “evasion”?

- Review of recent action by HMRC
- The fine line of aggressive tax avoidance versus legitimate tax planning
- The implications of the Criminal Finances Bill for the Isle of Man
- Policy and procedure considerations for financial services businesses

Investment fundamentals – part 1

- A review of the various asset classes
- Bonds, equities and alternative investments
- Portfolio construction theory

Investment fundamentals – part 2

- Investment risk management for trustees
- Overview of derivatives
- Investment strategies in 2018 and beyond

24 May 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

Brexit update – one year in, one more to go

- What impact have the negotiations had on AML and compliance
- Where are we now?
- Review impact of implementation of the European Union's Fourth Anti-Money Laundering Directive
- What new requirements are now needed?
- Review of any areas of deregulation
- Crown Dependencies – post-Brexit

24 May 2018

14:30 – 16:30

Registration from 14:15

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

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

25 May 2018

10:00 – 12:00

Registration from 09:30

Effective trust admin – 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

25 May 2018

13:00 – 15:00

Registration from 12:45

Effective trust admin – 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

28 Jun 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

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

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

28 Jun 2018

14:30 – 16:30

Registration from 14:15

Corruption update – is nothing sacred?

- Examination of anti-corruption developments:
 - Sport
 - Manufacturing and contracts
 - Health and safety – contracts and bribes
 - Kleptocracy
- Supporting cases studies
- Review of action taken to date under the Bribery Act

29 Jun 2018

10:00 – 12:00

Registration from 09:30

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

29 Jun 2018

13:00 – 15:00

Registration from 12:45

MLRO Masterclass

- Review of the role – the reality of increased responsibility for MLROs
- Managing your liability – review of MLRO specific insurance options
- SARs – theory and practice
- Legislative and regulatory update – what do you need to know?

13 Sep 2018

12:00 – 14:00

Registration from 11:30

Lunch is provided

The ever-changing face of crime: an exploration of new scams, frauds and methodologies – are you at risk?

- Has modern technology and globalisation made criminal activity more common, more lucrative, easier to commit or harder to detect?
- What part could CSPs unwittingly play?
- Is the old distinction between “organised” and “white collar” crime being erased as traditional crime groups become more sophisticated, and bring their capital and skills to bear on the task of infiltrating and corrupting the legal economy?
- Where are your risks investment of funds and providing structures and schemes to facilitate “trade”?

13 Sep 2018

14:30 – 16:30

Registration from 14:15

Cyber awareness for financial services

- Beyond the bored-teenager-in-the-bedroom: who are the real forces behind cyberattacks and cyber fraud?
- The weakest link: why the biggest cyber vulnerability for most firms is their staff
- The ‘social-engineering’ hack
- It’s not a question of ‘If?’ but ‘When?’: preparing for the inevitable successful hack and how to minimise the damage

14 Sep 2018

10:00 – 12:00

Registration from 09:30

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 compliance landscape post-Moneyval
- Hot topics

14 Sep 2018

13:00 – 15:00

Registration from 12:45

Market Abuse Regulation (MAR) – 2 years on

- Has increased regulation positively impacted on culture and behaviour?
- A review of local and international fund and investment scandals
- Focus of the Regulator both locally and internationally
- What constitutes fit and proper behaviour?
- Where are firms failing? The consequences, both to individuals and corporates
- Case studies

25 Oct 2018

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

25 Oct 2018

14:30 – 16:30

Registration from 14:15

Corporate governance – review of recent regulatory action, both domestically and internationally

- Review of current “mood music”
- What is the focus of the regulator?
- Review of action taken – against individuals and corporates, e.g.:
 - Money laundering/fraud/misfeasance
 - System failures and failure in culture
 - Identifying commonality and managing the risks

26 Oct 2018

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
- Word abbreviation
- Skills practice
- Active listening
- Transcribing minutes

26 Oct 2018

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

06 Dec 2018

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

06 Dec 2018

14:30 – 16:30

Registration from 14:15

You heard it here first – what might 2019 hold?

- End-of-year round-up and predictions
- Post-Brexit influences
- USA
- UK influences: FCA/SFO/NCA
- Tax evasion and mission creep
- New markets and opportunities

07 Dec 2018

10:00 – 12:00

Registration from 09:30

AML all staff mandatory training

(repeat of June course)

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

07 Dec 2018

13:00 – 15:00

Registration from 12:45

CDD update

- What it means to be “The keeper of your customer's customer's customer” – examine extension of obligations to provide oversight in supply chains and intermediary relationships
- The rise of a CSP's responsibility to “police” clients
- What constitutes a supply chain of intermediaries and third-party relationships?
- How to demonstrate an effective audit trail?
- How to manage potential risks in intermediary relationships
- Case studies



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