

Introduction

With the growth in Asia of Business Process Outsourcing and also insourcing, back and middle office operations have been centralised in centres such as Singapore and now Vietnam. In addition, local banks are increasingly under pressure to offer "world's best practice" in delivery of services and risk management practices.

This practitioner-led programme highlights the development of practical skills for operations staff, designed to provide an understanding of the principles and procedures which are applied to all banks and financial institutions engaging in traded products businesses from FX and bonds, through equities and derivatives, including exchange traded and over-the-counter. The emphasis of the programme is on an understanding of the underlying traded businesses with a goal to continuously improve service quality through timeliness, establishing efficient processes and delivering the most cost-effective services with minimised error rate and costs.

This intensive 2-day training programme will provide successful delegates, through face-to-face classes, case studies and practical examples, including a "Life Cycle of a Trade" case, the opportunity to expand their understanding of all aspects of back and middle office processes with a case study based around an actual traded market live from the time of the course.

Course Duration

2 day programme

Who Should Attend

- ✓ Back & Middle Office Executives
- ✓ Risk and Product Controllers
- ✓ Support Staff Assigned to Markets
- ✓ IT Staff Supporting Sales, Investment Management or Wealth Management
- ✓ Compliance Officers
- ✓ Internal & External Auditors

Course Objectives

The workshop is designed to train those in the financial markets industry.

Successful course participants of the programme should be able to:

- ✓ Recognise the different front office business models and how financial institutions profit from differing businesses
- ✓ Understand the processes used in getting to the settlement of trades.
- ✓ Execute a Mark-To-Market (MTM) and Mark-To-Model revaluation
- ✓ Recognise the risk factors in engaging in traded markets.
- ✓ Effectively communicate with front office counterparts



Pre-Requisites

A foundational knowledge of traded markets.

Delegates are requested to bring a **Financial Calculator** to this course and have a basic understanding of its functions.

Opening Case: What businesses does a bank engage in? (30 minutes)

Participants will examine the different types of business, identifying how profitability is generated and the risks taken in each business.

Module 1: Understanding Traded Markets (5 hours)

Types of Markets

- Exchange Traded
- Over The Counter (OTC)

Type of Products

- Securities
- Contractual
- Derivatives

Front Office

- What Front Office Does
- What Front Office Doesn't Do
 - ◆ Why not?
- Trading Platforms
 - ◆ Exchange
 - Broker & Broker-Dealer
 - ◆ Direct Market Access (DMA)
 - ◆ Electronic Communication Network (ECN)
- Pre-Trade Processes
- Authority
- Order Management
 - ◆ Quote Driven Markets
 - ◆ Order Driven Markets
 - ◆ Order Types

Practical: Executing a Trade

Participants will enter into a trade, identifying the timeline for process intervention.

Module 2: Back Office Functions (1 hour)

Settlements

Verification & Validation

Enrichment

Confirmation

Margin Maintenance

Reconciliation

Nostro & Inventory Control

Managing Fails

Module 3: Middle Office Functions (1 hour)

Product Control

Profit & Loss

Risk Management

Financial Control

Module 4: Pre Settlement Processes (3 hours)

Trade Affirmation & Validation

- Trader Permissioning
- Trade Matching

Enrichment

- Static Database
- Enrichment Fields

Case Study: Building a Static Database

Participants will determine the fields necessary for the building of a static database and assign authority for managing the static database.

Confirmation

Case Study: Confirmation Issues

Participants will identify matching issues, highlighting the importance in terms of timeliness and seriousness.

P&L Calculation and Verification

Practical: Marking-To-Market of a Trade

Participants will revalue (MTM) the earlier trade.

P&L Attribution

Risk Control



- Credit Risk Management
- Market Risk Management


Practical: Identifying the Market Risk of a Trade

Participants will identify the market risk

factors from the earlier trade.

Module 5: Settlements (2.5 hours)

-  Gross Settlement
-  Clearing Houses
-  Netting
-  DVP & CLS
-  FOP
-  Margins
-  Derivative Settlements
 - Benchmarks
-  **Case Study: Interest Rate Swap Settlement**

Participants will examine the settlement of an Interest Rate Swap over time.
-  Reconciliations
 - Nostro Reconciliation
 - Inventory Reconciliation
-  Inventory Management
 - Stock Borrowing & Lending
 - Repurchase Agreements (Repos)
-  Fails & Fail Management
-  Corporate Actions
-  **Case Study: Corporate Actions**

Participants will examine the impact of corporate actions on a security.

Module 6: Question & Answer Session (2 hours)

The final session will be devoted to a Q&A session, used to examine issues that delegates may like to raise and have not had a chance during programme time to cover

BIOGRAPHY

ANDREW DOYLE

Andrew has over 20 years of international trading experience in Asia and Australia. He is Managing Director of FRA Blackstone Pte Ltd, a company that provides consulting services to the international financial services industry, and with representatives in London, New York, Sydney, Singapore, Kuala Lumpur, Mumbai and Dubai. FRA Blackstone has in excess of 20 consultants working within the team. Andrew is currently based in Singapore and spends a great deal of his time in Malaysia. He remains active in the areas of currency, interest rates, equity, credit and derivative trading and marketing as well as operational and technological support providing advice to governments, banks and corporations.

His previous experience includes being Regional Marketer for Derivatives at ABN AMRO Bank in Singapore. His responsibilities included structuring and pricing complex derivative risk management solutions for bank, corporate and government customers as well as training & new product development. These products covered the entire scope of the bank's suite including Spot & Forward Currency & Money Markets, Non Deliverable Forwards (NDFs) Fixed Income, Forward Rate Agreements, Convertible Bonds, Asset & Liability Swaps, Interest Rate and Cross Currency Swaps, Interest Rate & Currency Options, Equity & Fixed Income Derivatives and Exotic Options. He was the driving force behind the bank's development of swap trading books in New Taiwan Dollars & Indian Rupee and was a pioneer in the development of the derivatives markets in both countries.

Before joining ABN AMRO, Andrew was the Manager for Australian and New Zealand Dollar Bond Options at BZW, Sydney. His responsibilities included price making, risk management and strategic marketing of Australian and New Zealand Bond options globally. During his time there, he grew the business of BZW to be both the largest Bond option business in Australia as well as the largest within the Barclays group.

Andrew began his professional career at the State Bank of New South Wales (now part of the Commonwealth Bank of Australia) as a Treasury Manager in Interest Rate Options and Foreign Exchange where he gained broad experience in Foreign Exchange, Interest Rate markets. He also has extensive trading experience in FX, Interest Rate, Equity and Commodity Markets. Andrew has been a member of the Australian Financial Markets Association (AFMA) OTC Interest Rate Options Market Committee.

Andrew has conducted seminars in Australia, Hong Kong, India, Indonesia, Japan, Malaysia, The Philippines, Singapore, South Africa, South Korea, Thailand, Taiwan and Vietnam. His courses cover all aspects of banking, risk management and treasury & capital market products including option & other derivative pricing, valuation, risk management and trading strategies.

Andrew has conducted training programmes for organisations including Monetary Authority of Singapore (MAS), Securities Commission (Malaysia), Bank of the Philippines (BSP), RAM Holdings Berhad, the Malaysian Derivatives Exchange, Indonesian Banking Reconstruction Agency (BPPN), Development Bank of Southern Africa, Asia-Pacific Economic Cooperation (APEC), Citibank, CIMB, DBS Bank, Deutsche Bank, HSBC, Standard Chartered Bank and JPMorgan. He remains an active option trader for his own account.

Andrew holds degrees in Finance, Economics and Psychology

Registration form

Delegate details

Full Name _____
Position _____ Department _____
Company _____
Address _____

Telephone _____ Fax _____
Email _____

I have read and understood the booking terms and conditions

Signature _____ Date _____

Registration Fees

VBMA Member Fees 11 200 000 VND
Non-member Fees 16 200 000 VND

Fees include tuition, documentation, lunch and refreshment and two night stay in Novotel Danang Hotel (shared, twin room).

Please note, payment must be received prior to **July 30, 2016**

Payment details (please transfer the fee one day after your registration – via fax or email)

A/C name: Hiep Hoi Thi Truong Trai Phieu Viet Nam

A/C No.(\$): 120 10 00 0367028 @ BIDV Transaction Center No.1 branch

*For security purposes, we can only accept account transfer.

Contact

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Senior Coordinator

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4 easy ways to register!

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- Facsimile:
+84 3974 8782
- Post mail:
Vietnam Bond Market Association, 14th
Floor, Tower A, Vincom, 191 Ba Trieu, Ha
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Policy

Registration is on a first-come-first-served basis. VBMA shall start accepting registrants immediately upon dissemination of this memo. VBMA through its board of directors, shall be the final decision-maker and arbiter in matters pertaining to the conduct of the seminar.

Cancellation Policy

Registered candidates may get a replacement or substitute provided that VBMA is informed one week before the start of the seminar. Refunds may also be made provided that the above advice is received on time. Failure to do so shall mean forfeiture of the registration fee.