



# “INTERMEDIATE/ADVANCED FUND ADMINISTRATION”



Thursday 21st January 2010 | Labourdonnais Waterfront Hotel | Mauritius

## About the Course

With fund sponsors and investment managers needing greater levels of support the role of the administrator is undergoing fundamental change.

It is crucial for supervisors and managers to re-engineer the processes, procedures and controls to meet this challenge, but what needs change and how should it be managed?

This high value one day program will address the issues and explain how successful restructuring of the administration function can be achieved.

## THE SESSIONS IN DETAIL

### “Managing Processes and Operations, Regulation and Risk Management in Funds”

#### Session One

#### **Impact of Regulation on funds and administrators**

Key workshop looking at:

- Impact of EU and other Directives
- Client protection
- Regulation of fund administrators
- AML
- Documentation

#### Session Two

#### **Risk Management**

This session focuses on key risk issues affecting funds including:

- Market, Credit and Operational Risk
- Managing service risks and Q.A. issues
- Legal and Regulatory Risk of the fund and the external service providers

- Operational Risk identification, measurement and control
- Role of Audit
- Operations managers/supervisors role in managing operational risks

(includes analysis of a major operational risk situation)

#### Session Three

#### **Key Workshop - Developing Effective Administration Services**

- Establishing the Fund Administration Service
- Objectives and Benchmarks
- Identifying and developing the necessary skill sets
- Current developments and issues in:
  - Products and strategies used by investment managers
  - Pricing and valuation techniques
  - Providing value added services to the fund

The whole program is supported by several work sessions, relevant handouts, a glossary of terms etc

# "INTERMEDIATE/ADVANCED FUND ADMINISTRATION"

Thursday 21st January 2010 | Labourdonnais Waterfront Hotel | Mauritius

## ABOUT THE TRAINER

David Alan Loader has been involved in the financial markets for over 30 years during which time he has worked in a variety of roles within investment banking.

He has a background that covers both front and operations functions in banking and investment including being a Director of S.G.Warburg Securities Ltd, Operations Director of Wartburg Futures and Options Ltd and Director Exchange Traded Derivatives at SBC. David has been involved in his present companies for over seven years and in addition to developing the businesses he is involved in many projects utilising his extensive knowledge and experience in a consultancy role and also as a senior trainer within the organisations. David specialises in risk, support services like settlement, custody and fund administration and operations subjects related to securities and derivatives trading and investment. His engagements include working with the Investment Property Forum delivering educational and consultancy services related to property derivatives, and assisting two major bank clients with consultancy on a custody issue and an operations review.



David Alan Loader

He is also a successful author having over twelve titles published by Wiley and Elsevier as well as The Securities and Investment Institute where he authors the qualification examination workbooks covering Exchange Traded Derivatives Administration and provides input to the Certificate in Advanced Global Securities Operations. His titles include subjects such as: securities and custody, derivatives, operational risk, fund administration, credit derivatives, operations management and advanced operations management.

Recently he has been working with colleagues on creating the syllabus and workbooks for Advanced Certificate and Diploma in Fund Administration in association with the University of Manchester.

## The Programme

8:15 - 8:45	Registration
8:45 - 9:00	Introduction
9:00 - 10:15	Morning Session 1
10:15 - 10:30	Morning Break
10:30 - 12:00	Morning Session 2
13:30 - 15:00	Afternoon Session 1
15:00 - 15:15	Afternoon Break
15:15 - 17:00	Afternoon Session 2

# REGISTRATION FORM

(Please fill in block letters)

## Participant

Title Mr / Mrs / Miss  
Surname \_\_\_\_\_  
First Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Position \_\_\_\_\_  
Email (Professional) \_\_\_\_\_  
Email (Personal) \_\_\_\_\_

## Company

Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Tel \_\_\_\_\_  
Fax \_\_\_\_\_

## Course Title 1: FUND ADMINISTRATION

Participation Fee: US\$ 1500 / participant

But only US\$ 1300 if registration and payment is made before 20 December 2009

## Course Title 2: INTERMEDIATE/ADVANCED FUND ADMINISTRATION

Participation Fee: US\$ 750 / Participant

But only US\$ 600 if registration and payment is made before 20 December 2009

## Both Course: Discounted rate

Participation Fee: US\$ 2000 / Participant

But only US\$ 1750 if registration and payment is made before 20 December 2009

Please tick the appropriate box - Course 1:  Course 2:  Both:

## Payment

A crossed cheque or bankers draft (Account Payee only) for US\$ \_\_\_\_\_ payable to CLBS is enclosed.

If you wish to pay by wire transfer, please contact CLBS for our bank details.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Note

Completed registration forms along with the **full** payment of the course should reach CLBS by 10 January 2010 at the latest. A registration by a prospective participant creates a binding contract between the participant and the organisers. Once a prospective participant has registered on a course, the full payment of the course must be paid even if the person subsequently withdraws from the course. Refunds shall only be at the discretion of the course organizers. Bank charges to be born by participant.

**For HRDC purpose, please note that the amount on the official receipt shall be the rupees equivalent of the course fees at the exchange rate of 1 USD = Rs. 32**