



The Association of Corporate Service Providers Isle of Man

2021 Programme

- **ACSP Toolkit Essentials for Administrators**

This programme is designed for all junior to mid-level administrators who require training on the basics of trust and company administration.

- **ACSP Toolkit Essentials for Senior Staff**

This programme is designed for all senior administrators, managers & directors. It aims to provide training on the more senior aspects of trust and company administration such as trusteeship, directorship, risk management and corporate governance.

- **ACSP All Staff Programme for Professional Development**

This programme is designed for all senior financial services professionals, including managers, directors, compliance officers and senior administrators. It aims to keep members updated with knowledge to ensure they meet their compliance and regulatory obligations within their role.

- **ACSP Response to Market Courses**

This programme is designed for all senior financial services professionals, including managers, directors, compliance officers and senior administrators. It aims to respond dynamically to the local market and member feedback, to keep members updated with topical knowledge and ensure they meet their compliance and regulatory obligations within their role.

Date & Time	Course Details	Type	Tutor
27 th May 12pm-2pm (2 hours)	<p>Directors - How to Get Value From Your Board</p> <ul style="list-style-type: none"> • Why board need to improve their collective and individual behaviours • Board Dynamics and Human Factors • The board as a Team • Common problems & tips for improving • Consequences of failing to have a positive culture 	ACSP All Staff Programme for Professional Development	Jo French
27 th May 2:30pm-4:30pm (2 hours)	<p>All Staff AML/CFT Mandatory Training</p> <ul style="list-style-type: none"> • What is your Money Laundering and Terrorist Financing risk in reality? • The AML and CFT Risk universe • How do you manage the risk? • Key policies and procedures • SARs as a defence • Mandatory SARs and post-reporting obligations • What are the potential consequences if you fail? • Impact of Covid • Risk-based approach in action – case studies 	ACSP Toolkit Essentials for Administrators	Jo French
28 th May 9am-11:00am (2 hours)	<p>Company Administration Essentials Part 1 (Theory)</p> <ul style="list-style-type: none"> • Features of a company • The veil of incorporation and how it may be lifted • Company formation and constitution • Company records and statutory disclosures • Dissolution and liquidation 	ACSP Toolkit Essentials for Administrators	Jo French
28 th May 11:30am-1:30pm (2 hours)	<p>Company Administration Essentials - Part 2 (Practice)</p> <ul style="list-style-type: none"> • Directors' duties, liabilities and powers • Members powers and rights • Capital adequacy • Uses of a company • Demonstrating effective management and control; offshore 	ACSP Toolkit Essentials for Administrators	Jo French

<p>24th June 12pm-2pm (2 hours)</p>	<p>Human Trafficking - Organised Crime's Commodity of Choice: Where Your Risks Are and How You Manage Them</p> <ul style="list-style-type: none"> • Manifestations and methodology of the crime • Impact and extent • Legislative responses - Modern Slavery Act & Sanctions • Media responses and reputational risk • Undertaking a corporate anti-slavery health check 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>24th June 2:30pm-4:30pm (2 hours)</p>	<p>MLRO Masterclass</p> <ul style="list-style-type: none"> • Revisit the role of the MLRO to check you are fit for the 2021 risk and regulatory environment • Identify key policies and procedures to ensure you are effective in the execution of the MLRO function • Focus on SARs – in particular your analysis and thought processes, time frames, record keeping and robust audit trails, escalation and reporting to the board • Recognising and managing cultural barriers to effective SARs from both a staff and management perspective • What should prompt a SAR? A quick review of hot topics and emerging risks and case study. 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>25th June 9am-11am (2 hours)</p>	<p>Professional CSP Directorship - Essential Skills and Knowledge</p> <ul style="list-style-type: none"> • The Directors legal and regulatory universe (domestic and international) • Focus on “fiduciary duty” • Roles and Key relationships • Induction • Vacation of office • Offshore tensions and the need to demonstrate “Economic Substance” • Consequences of a breach of duty • Managing directors’ liabilities 	<p>ACSP Toolkit Essentials for Senior Staff</p>	<p>Jo French</p>
<p>25th June 11:30am-1:30pm (2 hours)</p>	<p>Senior Staff AML/CFT Mandatory Training</p> <ul style="list-style-type: none"> • Appreciate the increased obligations and the challenges that may be faced in meeting them • Consider emerging financial crime risks and the suitability of existing controls • lessons learnt from recent financial crime investigations and prosecutions • Business risk assessments - theory and practice • Embedding a positive AML culture • Hot topics 	<p>ACSP Toolkit Essentials for Senior Staff</p>	<p>Jo French</p>

<p>9th September 12pm-2pm (2 hours)</p>	<p>Friends (Or Foes) In High Places – PEP Risk, Corruption and Media Interest</p> <ul style="list-style-type: none"> • PEPS redefined - Assessing a PEP’s influence • Legal and regulatory requirements • Ensuring an effective PEP risk assessment <ul style="list-style-type: none"> ○ Identification challenges ○ EDD measures ○ Acceptance and monitoring ○ Case studies in failure 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>9th September 2:30pm-4:30pm (2 hours)</p>	<p>Why Good Governance is the Boards Risk Management Ultimate Secret Weapon!</p> <ul style="list-style-type: none"> • Consequences of failing to have a positive culture • Why a good governance regime is essential • Governance architecture fundamentals • The Board and governance committees • The Board and risk management • Importance of meaningful board evaluations • Ensuring an effective Board and demonstrating Economic Substance • Danger! Governance failures –past and recent case studies 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>10th September 9am-11am (2 hours)</p>	<p>Professional Trusteeship - Essential Skills and Knowledge</p> <ul style="list-style-type: none"> • Hot topics • Trustee Duties and Liabilities • APT risks • Constructive Trusts • Managing the risk of a Sham • Effective administration for professional trustees • International Trust options - STAR and VISTA Trusts 	<p>ACSP Toolkit Essentials for Senior Staff</p>	<p>Jo French</p>
<p>10th September 11:30am-1:30pm (2 hours)</p>	<p>Risk Management - Essential Skills and Knowledge</p> <ul style="list-style-type: none"> • Global Risk Trends • Appreciating your “Risk Universe” • Drivers, influencers and the need for compliance • Risk Management Architecture • Key Roles and Responsibilities for Risk Management • Identifying risks in your business environment • Tips to manage and monitor • Potential consequences of failure 	<p>ACSP Toolkit Essentials for Senior Staff</p>	<p>Jo French</p>

<p>21st October</p> <p>12:00pm-2:00pm (2 hours)</p>	<p>The Data Conundrum of Reporting Obligations</p> <ul style="list-style-type: none"> Finding the balance between reporting obligations and data protection legislation Key considerations in the Isle of Man International information security and how international agencies work together 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>
<p>21st October</p> <p>2:30pm-4:30pm (2 hours)</p>	<p>The SARS Universe</p> <ul style="list-style-type: none"> Latest local developments in SARS SARS - still fit for purpose? Key considerations when submitting a SAR How easy is it to 'tip off'? 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>
<p>22nd October</p> <p>9:00am-11:00am (2 hours)</p>	<p>Risk-Based Approach – Myth Or Reality?</p> <ul style="list-style-type: none"> Developing a true risk-based approach How to ensure your risk scoring is adequate in 2021 Isle of Man FSA considerations. 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>
<p>22nd October</p> <p>11:30am-1:30pm (2 hours)</p>	<p>Business Letter Writing</p> <ul style="list-style-type: none"> Structuring a business letter or email Essential ingredients of a written communication Effective communication Achieving effective outcomes Regulatory considerations 	<p>ACSP Toolkit Essentials for Administrators</p>	<p>Christopher Journeaux</p>
<p>18th November</p> <p>12:00pm-2:00pm (2 hours)</p>	<p>UK Criminal Finances Act – All Bluster or a Storm In The Making?</p> <ul style="list-style-type: none"> Update on CCO legislation Any prosecutions yet!? Risk management for offshore TCSPs 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>
<p>18th November</p> <p>2:30pm-4:30pm (2 hours)</p>	<p>How Legal Privilege and Financial Crime Intersect</p> <ul style="list-style-type: none"> What is legal privilege and what is it not? Understanding the pit falls Case studies for consideration 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>

<p>19th November</p> <p>9:00am-11:00am (2 hours)</p>	<p>Where Next For International Money Laundering Regulations?</p> <ul style="list-style-type: none"> • Moneyval update for Isle of Man • Beyond Moneyval, to the J5 and beyond! • Latest pressures on the Isle of Man and FATF post-Covid 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Grahame White</p>
<p>2nd December</p> <p>12pm-2pm (2 hours)</p>	<p>If You Think Governance Is Expensive Try Having A Disaster</p> <ul style="list-style-type: none"> • Consequences of failing to have a positive culture • What is Governance, risk and compliance? • Establishing a GRC framework – essential components • Establishing a GRC framework key relationships • Making a business case for GRC • Lessons from contemporary GRC failing 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>2nd December</p> <p>2:30pm-4:30pm (2 hours)</p>	<p>Managing Conflicts of Interest</p> <ul style="list-style-type: none"> • What is a conflict of interest? • Why is it an issue? • Are you affected? • Problems if not managed • Case study 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>3rd December</p> <p>9am-11am (2 hours)</p>	<p>All Staff AML / CFT Mandatory Training</p> <ul style="list-style-type: none"> • What is your Money Laundering and Terrorist Financing risk in reality? • The AML and CFT Risk universe • How do you manage the risk? • Key policies and procedures • SARs as a defence • Mandatory SARs and post-reporting obligations • What are the potential consequences if you fail? • Impact of Covid 	<p>ACSP All Staff Programme for Professional Development</p>	<p>Jo French</p>
<p>3rd December</p> <p>11.30am-1.30pm (2 hours)</p>	<p>Senior Staff AML/CFT Mandatory Training - Repeat of June course</p>	<p>ACSP Toolkit Essentials for Senior Staff</p>	<p>Jo French</p>

Pricing:

1-hour sessions:

- £35.00 per 1-hour course for members
- £50.00 per 1-hour course for non-members

2-hour sessions:

- £50.00 per 2-hour course for members
- £65.00 per 2-hour course for non-members

Bookings:

Two easy ways to book...

1. To register your place, please book online either at:

- <https://www.acsp.co.im/events>
- <https://booking.sifs.co.uk>

2. Email Louise.McCormick@sifs.co.uk or events@sifs.co.uk including the below details per course:

- Full name
- Email address
- Billing address