



# A Practical Guide to **Fund Governance & Oversight** for Funds authorised by the FCA

9.15am to 4.45pm | 5 December 2019 | City of London

*Making extensive use of CASE STUDIES and practical EXAMPLES, this focused one day workshop will help fund professionals:*

- Understand what the FCA expects from fund oversight teams
- Prevent and deal with common errors and breaches, including Pricing and Investment Limits and Borrowing Powers
- Review your SLAs, KRIs and KPIs: are they monitoring the right metrics?
- Establish the controls needed to meet FCA and Depositary expectations
- Ensure and evidence adequate oversight of outsourced functions
- Learn the lessons from recent failures in fund governance and FCA monitoring and reviews
- Benchmark your governance and oversight arrangements and procedures against developing best practice

**CPD**  
6 hours

**CTP.**

For more information

**Email:**

[emmabond@ctp.uk.com](mailto:emmabond@ctp.uk.com)

**Visit:**

[www.ctp.uk.com/fundoversight](http://www.ctp.uk.com/fundoversight)

**Tel:**

0330 303 9779

## Course Outline & Objectives

When the FCA conducted its *Thematic Review of Outsourcing in the Asset Management Industry*, the regulator was concerned that only a few managers were able to demonstrate high standards of oversight across their outsourced activities.

This practical one-day workshop is intended to provide fund professionals with the appropriate knowledge and skills to provide effective fund oversight. The programme will cover all aspects of fund management and operations with particular emphasis on high risk areas in fund accounting and transfer agency.

It will include case studies of **pricing errors**, **investment & borrowing power breaches**, **rectification programmes** and failures of fund governance together with examples of **oversight questionnaires and reports**.

*"The course was very well presented and covered all the areas that I am responsible for."*

Neptune Investment Management

## Who will benefit?

This event will be of value to operatives with fund oversight responsibilities, including **Operations** professionals, **Risk Managers**, **Compliance Monitoring Teams** and **Internal Audit** at Fund Management firms or Third Party Administrators.

\* A basic knowledge of funds is expected, which can be achieved by attending our half day **Introduction to Authorised Funds**.

*"Interesting and worthwhile course for anybody working on investment vehicles."*

Baillie Gifford

## Course Leader

**Vivien Crayston** is a fund management business consultant with 26 years' experience in transfer agency and fund accounting / pricing for both traditional and hedge funds. She has occupied senior fund administration positions in South Africa and London and has been a fund management consultant for over 11 years, advising both large and boutique asset managers. She is a Chartered Member of the Chartered Institute for Securities and Investments holding MSCI qualification.

## How to book

The course fee is **£675 per person + VAT**, including documentation and refreshments. A **10% discount** is available when registering 3 or more delegates.

There are various ways to register:

Website: **[www.ctp.uk.com/fundoversight](http://www.ctp.uk.com/fundoversight)**

Email: **[emmabond@ctp.uk.com](mailto:emmabond@ctp.uk.com)**

Telephone: **0330 303 9779**

Post: **Complete and return booking form over page.**

*When booking please quote reference*

**FOVWEB**

## \*\*\*SPECIAL SAVING\*\*\*

are available to firms registering to both events. Please call **0330 303 9779** or email **[emmabond@ctp.uk.com](mailto:emmabond@ctp.uk.com)** for details.

**THIS PROGRAMME CAN ALSO BE ADAPTED AND DELIVERED IN-HOUSE.**

For more information please visit: **[www.ctp.uk.com/fundoversight](http://www.ctp.uk.com/fundoversight)**

Email: **[emmabond@ctp.uk.com](mailto:emmabond@ctp.uk.com)** Tel: **0330 303 9779**

# Course Programme

Session	Content
Fund Governance and Oversight	<ul style="list-style-type: none"> <li>■ Oversight by the Board and the importance of challenge</li> <li>■ Service Level Agreements</li> <li>■ Key Risk &amp; Performance Indicators</li> </ul>
Fund Administration	<ul style="list-style-type: none"> <li>■ Dealing and settlement</li> <li>■ The register</li> <li>■ Box management</li> <li>■ Client money</li> <li>■ NAV calculation</li> <li>■ Income and expenses</li> <li>■ Distributions</li> </ul>
Developing Effective Control Environments	<ul style="list-style-type: none"> <li>■ Controls over asset valuation</li> <li>■ Income and expense accruals control</li> <li>■ Daily fund level checks</li> </ul>
Pricing Errors	<ul style="list-style-type: none"> <li>■ What constitutes a pricing error</li> <li>■ How pricing errors arise</li> <li>■ Key controls for early identification</li> <li>■ Process for resolution</li> <li>■ Compensation calculations</li> </ul>
Investment and Borrowing Powers	<ul style="list-style-type: none"> <li>■ Eligible assets</li> <li>■ Investment limits &amp; restrictions</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>■ What are the key risks?</li> <li>■ The Integrated Risk Assessment</li> <li>■ Portfolio risk management</li> <li>■ Risk mitigation</li> </ul>
Roles and Expectations of the Depositary	<ul style="list-style-type: none"> <li>■ Review of the managers systems and controls</li> <li>■ OTC derivative valuation</li> <li>■ Pricing errors oversight</li> <li>■ Dilution policies and FVP</li> </ul>
Oversight of Third Parties	<ul style="list-style-type: none"> <li>■ Three lines of Defence</li> <li>■ Visits to the TPA</li> <li>■ Compliance monitoring plans</li> <li>■ Risk based reviews</li> <li>■ Samples of oversight questionnaires and reports</li> </ul>
The FCA Review of Outsourcing Oversight	<ul style="list-style-type: none"> <li>■ FCA Key concerns</li> <li>■ Evidence of good governance</li> <li>■ Expectations over fund oversight teams</li> </ul>

# COURSE BOOKING FORM

Please post, fax or email completed form to addresses listed below.

**CTP.**

Thank you for registering to a CTP event. Once the completed booking form is received, your place/s will be reserved and you will receive confirmation by email. Joining instructions will be sent 2 weeks before the event date. Please note all **delegate fees are payable prior to the course**.

*There is a 10% discount when registering 3 or more attendees. Please complete another form for additional delegates.*

<b>Course Title</b>	<b>A PRACTICAL GUIDE TO FUND GOVERNANCE &amp; OVERSIGHT</b>
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<b>Date</b>	<b>5 December 2019</b>	<b>Event code</b>	<b>FOVWEB</b>
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<b>Delegate 1</b>	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

<b>Delegate 2</b>	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

<b>Delegate 3</b>	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

<b>Company Name</b>			
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<b>Address</b>		<b>Invoice Address (if different)</b>	
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<b>Post Code</b>		<b>Post Code</b>	
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<b>Booking Contact (if different)</b>			
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<b>Tel</b>		<b>NB:</b>	
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<b>Email</b>		<b>Purchase Order No / Vendor No</b>	
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<b>Payment details</b>	I authorise you to debit my account with the amount of £	inc VAT
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I wish to pay by	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	Please invoice <input type="checkbox"/>																				
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**Cancellations, Substitutions and Transfers.** The following cancellation charges apply: 30+ days before the course date = no charge; 15-29 days before the course date = 50% of the course fee; 0-14 days before the course date = 100% of the course fee. If the registered delegate cannot attend, we shall be pleased to welcome a substitute at no extra charge – please advise us beforehand. If a delegate fails to attend without prior notification, the course fee is payable in full. Please note CTP is unable to accept any liability for non-attendance caused by severe weather or travel disruption. Requests to transfer to the next available course date may be accepted, subject to availability. The option to transfer is only available if received prior to the original course date, once the original course fee has been paid in full and to a course taking place within 12 months. Transfers made 1-30 days prior to the course date, will be charged at 25% of the course fee. For substitutions, cancellations and transfer enquiries, please contact info@ctp.uk.com

CTP is a trading style of Corporate Training Partnerships Ltd, registered in England and Wales (no. 04440798)

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