


UIA Training Course

Compliance – Challenges and Opportunities: How to Build and Implement an Effective Compliance Programme

Monday, April 20 & Tuesday, April 21, 2015



 #UIACompliance

PARIS – FRANCE

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INTRODUCTION & GENERAL INFORMATION

The UIA is proud to present this Course which is part of the UIA 2015 Training Courses Programme. The objective of our Training Courses is to provide comprehensive tools in specific and/or specialist areas of the law or in specific projects, by offering advanced-level “master classes” held by outstanding expert trainers.

The UIA aims to provide excellence at reasonable cost, given its non-profit nature and institutional role.

The course is held over one and half day, with 1 trainer.

The sessions will be highly interactive.

Minimum number of participants: 20

Maximum number of participants: 32

Objectives

Compliance is one of the most essential features of a company’s structure and operations, as has been highlighted by recent public scandals affecting the reputation of major multinationals. Reputation is the most important asset of a company, and compliance helps in safeguarding it. The objective of this Training Course is to introduce participants to compliance, its fundamentals, the challenges to compliance, the benefits of a thorough compliance programme, its building blocks, their implementation into a company’s operations, the review and reporting mechanisms, and how to conduct internal investigations if an issue occurs.

Jean-Claude Najar, the trainer, is with Curtis, Mallet-Prevost, Colt & Mosle LLP law firm in their Paris and Istanbul offices, and practices compliance and arbitration. He is an expert in all aspects of compliance for having had Compliance Departments reporting to him during his 24-year tenure in senior legal positions in General Electric Co. (GE), including GE Capital its highly regulated financial services business, GE Healthcare, GE Oil & Gas, and GE France. He has worked on numerous compliance matters, and has a wealth of experience in devising global compliance programmes, in cross-business compliance, and in internal investigations. Mr. Najar teaches compliance at Sciences Po and in the healthcare compliance programs of INSEAD, and of Seton Hall Law School/Sciences Po. He is a member of the ETHIC Intelligence anti-corruption Certification Committee and serves on the OECD’s task force devising a MENA anti-corruption guide.

In this highly interactive training, he will share best practices and examples with participants on how to build an effective compliance programme and how to “operationalize” it to make it truly effective.

Who should attend?

Lawyers, in-house and corporate counsel, compliance professionals, auditors, internal control, financial services professionals, business managers, all those interested in the building blocks and in the implementation of a solid compliance structure, in understanding the challenges and difficulties, in risk assessment and abatement, whistleblowing, concern reporting and resolution, in areas as diverse as anti-corruption, working with third parties, competition law, and financial services regulatory compliance, to provide the business with adequate policies, tools and processes, including an overview on how to conduct internal investigations.

Working language

The sessions will be held in **English without simultaneous translation**.

Accreditation of courses

Every participant attending the entire 2 days Training Course programme will receive a “Certificate of Attendance” at the end of the Course that may be used for obtaining “Credits” for “Continuing Legal Education” - “Continuing Professional Development” purposes, depending on national rules. For more information, please contact the UIA.

COURSE VENUE

La Maison du Barreau

2 rue de Harlay

75001 Paris – France

REGISTRATION FEES

	UIA Member		Non Member	
	<= 20.03.2015	> 21.03.2015	<= 20.03.2015	> 21.03.2015
STANDARD REGISTRATION <i>Amounts exclusive of VAT</i>	€ 500.00*	€ 550.00*	€ 550.00*	€ 600.00*

***Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.**

These fees cover participation in the Course, coffee breaks in the morning, as well as the documentation. Lunch on Tuesday, April 21, 2015 is optional and at additional charge. Please note that the number of places in this Training Course is **extremely limited**. The maximum number of participants is 32. Since we expect this training programme to fill up quickly, if you are interested, we suggest that you register immediately and benefit of the lower rate.

Applications will only be processed upon receipt in full of the registration fees. Admission will be on a first come - first served basis. The organisers reserve the right to refuse admission in the event of excess applications.

HOTEL RESERVATION

Each participant should make his/her own arrangements for hotel accommodation in Paris. The Maison du Barreau is located in the "1^{er} arrondissement" in Paris. A few hotel suggestions nearby are:

- *Hôtel Le Pradey 4**
- *Hôtel Novotel Paris Les Halles 4**
- *Hôtel Le Régent 3**.

The website www.booking.com might be helpful to find a hotel at walking distance.

PROGRAMME

Monday, April 20, 2015

14:00 – 14:30	REGISTRATION OF PARTICIPANTS
14:30 – 16:00	Overview of Compliance: <ul style="list-style-type: none">- What is it? Ethics or compliance, or both?- Values-based vs. rules-based programmes?- Challenges to compliance- Cultural issues
16:00 – 16:15	COFFEE BREAK
16:15 – 18:00	Legal / regulatory background Subject-matter content: What subjects should a compliance programme cover? Conclusion of Day 1

Tuesday, April 21, 2015

09:15 – 11:00	Compliance Programme Building: Content prioritization (<i>continued from Day 1</i>) Building Milestones: <ul style="list-style-type: none">- Leadership & Tone at the top- Risk identification and assessment- Reporting- Raising and resolving concerns- Training- Communication- Evaluating effectiveness
11:00 – 11:15	COFFEE BREAK
11:15 – 12:30	Building Milestones (<i>continued</i>)
12:30 – 14:00	LUNCH BREAK
14:00 – 15:30	Operationalization <ul style="list-style-type: none">- Review cycles- Internal investigations
15:30 – 15:45	COFFEE BREAK
15:45 – 17:30	Operationalization (<i>continued</i>) General conclusion

THE TRAINING TEAM



Jean-Claude NAJAR

International Counsel

Curtis, Mallet-Prevost, Colt & Mosle LLP

Paris & Istanbul offices

E jcnajar@curtis.com

Jean-Claude Najjar joined the law firm of Curtis, Mallet-Prevost, Colt & Mosle LLP in January 2013, principally based in its Paris office. A recognized expert in anti-corruption and compliance, he is developing their compliance and internal investigations practice, to which he brings his extensive in-house experience to bear. He also practices international commercial arbitration, as counsel and as arbitrator.

Prior to joining Curtis, Mallet-Prevost, Colt & Mosle LLP, Jean-Claude Najjar was in-house counsel at GE (General Electric Co.) where he held senior roles for close to 24 years, the last covering cross-business legal and compliance responsibilities for France and Europe. Jean-Claude Najjar served as Senior Counsel & Chief Compliance Officer of GE Capital Europe, Middle East & Africa (EMEA), in Paris and London; as worldwide group General Counsel, Director of Government Affairs & of Compliance of GE Oil & Gas, in Florence (Italy); and as VP Legal & Compliance of GE Healthcare EMEA, in Paris. He represented GE on TI's Principles for Countering Bribery (BPCB) Steering Committee, and at the OECD's Anti-Bribery Working Group. He was involved in the drafting of GE's *The Spirit & The Letter* compliance code. He was involved in numerous diverse anti-corruption and compliance initiatives, trainings, drafting of codes and guidelines, and in internal investigations worldwide.

Jean-Claude Najjar is a member of ETHIC Intelligence's anti-corruption Certification Committee, of the OECD's task force drafting an anti-corruption Investment Guide for the MENA region, and of the ICC's CSR & Anti-Corruption France and international commissions. He teaches compliance at the Sciences Po Law School in Paris, and in the healthcare compliance programmes of INSEAD and of Seton Hall Law School / Sciences Po.

In arbitration, Jean-Claude Najjar is the founder of the Corporate Counsel International Arbitration Group (CCIAG), with currently over 130 corporate membership. His advocacy on behalf of corporate counsel participation in arbitration earned him a lifetime Outstanding Achievement Award in 2012. He sits on the board and committees of several arbitration institutions (Swedish Arbitration Association, Centre de Médiation et d'Arbitrage de Paris (CMAP), International Institute for Conflict Prevention and Resolution (CPR), ICCA). He is a past Senior Chair of the IBA's Corporate Counsel Forum (CCF), and a past Vice-President of the LCIA Court.

Mr. Najjar teaches, lectures, and publishes extensively on arbitration, compliance, anti-corruption, and CSR. He read law at the Universities of Lausanne, Switzerland; the Sorbonne (Paris-I); and the LSE (London School of Economics) from which he holds an LL.M.

Mr. Najjar, who started his career in international arbitration in the Paris office of Coudert Brothers, has completed the CMAP's mediation training, and is admitted to the Paris Bar. He speaks French, English, German, Italian, and Turkish fluently, and has a good command of Spanish.

CANCELLATION CONDITIONS

All cancellations will be subject to a 50% deduction and will have to be sent in writing, to be received by the Union Internationale des Avocats **no later than March 20, 2015**. No refund will be made for cancellations received after this date.

VISAS: Anyone who requires a visa invitation letter in order to attend the seminar should register and pay their registration fees **no later than March 20, 2015** to ensure there is enough time to obtain a visa.

All cancellations due to a visa refusal will be refunded in full, minus €50 + VAT to cover administrative costs, provided that the UIA has received the registration documents and **total** registration fees **no later than March 20, 2015**.

If you register after this date, only 50% of the amount paid minus €50 + VAT to cover administrative costs will be refunded for cancellations due to visa refusals.

All cancellations due to a visa refusal must be sent in writing and reach the UIA **before the seminar**. Cancellations must be accompanied by a **proof of visa refusal**.

If your visa is issued after the seminar date or if you do not have proof of visa refusal, you will not be entitled to a refund.

GENERAL CONDITIONS

All registrations received by the Union Internationale des Avocats (UIA) along with the full payment of fees corresponding to the events selected will be confirmed in writing.

Due to the European legislation (Directive 2006-112-CE art.52), the UIA has to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

The UIA reserves the right to cancel or postpone the seminar to a later date, change the seminar venue and/or programme, make any corrections or modifications in the information published in the seminar programme and cancel any invitation to participate in the seminar, at any time and at their entire discretion, without having to provide any reasons for the same.

Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature, suffered (directly or indirectly) by a delegate, accompanying person or a third party following any cancellations, changes, postponements or modifications.

The UIA strongly advises participants to subscribe to modifiable and/or refundable services, as well as to take out a cancellation insurance.

Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature whatever, suffered (directly or indirectly) by a delegate or accompanying person, except in case of death or personal injury due to gross negligence by the UIA.

The contractual relations between the UIA and each participant (delegate or accompanying person) in relation to the seminar are subject to French law and jurisdiction, to the exclusion of any other law. Paris is the city of jurisdiction.

FORMALITIES

It is the responsibility of participants to ensure compliance with police, customs and health formalities for their journey. Participants unable to take part in the seminar because of their inability to take a flight or any other means of transportation due to being unable to provide the documents required (passport, visa, vaccination certificate, etc.) cannot claim any reimbursement.

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INFORMATION

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PARIS – FRANCE

REGISTRATION FORM

Register online at www.uianet.org
or please complete and return this form by email, fax or post, to:

UNION INTERNATIONALE DES AVOCATS

25 rue du Jour, 75001 Paris, FRANCE

Tel: +33 1 44 88 55 66 / Fax: +33 1 44 88 55 77 / Email: uiacentre@uianet.org



Register online!

UIA INDIVIDUAL MEMBERS

Please specify your membership number (Please check your membership card or membership fees):

MI _____

Family Name:

First Name:

Firm:

Address:

Post Code:

City:

Country:

Tel:

Fax:

Email:

Date of Birth:

EU VAT ID-number:

Special requests (special diet, allergies, handicap...):

A. TRAINING COURSE REGISTRATION FEES

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B. OPTIONAL ACTIVITY

Please indicate below whether you plan to attend the following event **not included** in the registration fees:

Lunch – Tuesday, April 21: € 42.50 (Excl. VAT) per person

C. TOTAL

TOTAL (A) Excl. VAT – Registration Fees: €

TOTAL (B) Excl. VAT – Optional Activity: €

TOTAL (A+B) Excl. VAT: €

VAT (20 %)*: €

TOTAL (A+B+VAT): €

* Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

D. COMMITMENT

I undertake to attend the entire one and half day programme.

A "certificate of attendance" will be delivered to all participants who will attend the entire course.

E. CANCELLATION CONDITIONS

I, the Undersigned, confirm that I have read and accepted the **cancellation conditions** as well as the **general conditions** given on **page 6** of the registration programme. My registration will only be taken into account on receipt of the payment. Participants are aware that their image and/or voice may be photographed, recorded or filmed throughout the duration of the seminar. They hereby assign to the UIA, with the signature of this form, the right to exploit, reproduce and disseminate the images and recordings by all means, both known and unknown, using all media, for an unlimited term and free of charge.

F. METHOD OF PAYMENT

♦ By cheque in € - drawn in a French bank - payable to the UIA, addressed to: UIA - 25 rue du Jour – 75001 Paris – France

♦ By Bank transfer in € - without charges to the payee – in favour of the Union Internationale des Avocats, quoting "F15PAR04", to the following bank and account:

Société Générale – Paris Elysées Entreprise
 91 avenue des Champs Elysées – 75008 Paris - France
BIC / SWIFT: SOGEFRPP
IBAN: FR76 3000 3033 9200 0503 4165 164

♦ By credit card: Visa Mastercard

Card N°: _ _ _ _ _

Expiry date: _ _ / _ _ 3 Digits: _ _ _

Name of card holder:

I authorise the Union Internationale des Avocats to debit the above mentioned credit card in the amount of: € (Euros)

Date:/...../..... Signature: