



Agence de Transfert  
de Technologie Financière,  
Luxembourg  
Société anonyme

Financial Technology  
Transfer Agency,  
Luxembourg  
Stock company

**Ref: JT/HL/2009.213**

**Re: Multinational Seminar of 5 days in Luxembourg: 22-26 February 2010**

Dear Madam, Dear Sir,

We are pleased to inform you that the Luxembourg Ministry of Finance will support the organisation of the multinational seminar « **Back Office : Securities Settlement, Clearing and Global Custody** » in Luxembourg.

**20 participants** will be selected to attend this seminar. Invited countries are: Azerbaijan, Bosnia and Herzegovina, Bulgaria, China, Croatia, Cyprus, the Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Malta, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tunisia, Turkey and Ukraine.

The "**Financial Technology Transfer Agency**" (ATTF – [www.attf.lu](http://www.attf.lu)) has been mandated by the Luxembourg Ministry of Finance to implement this training course, which will be co-organised by the **Institute for Training in Banking, Luxembourg** (IFBL – [www.ifbl.lu](http://www.ifbl.lu)).

The seminar will be held in Luxembourg **from 22 to 26 February 2010** (arrival date: Saturday 20 February, departure date: Saturday 27 February). The seminar will end with a knowledge assessment (multiple choice). All successful candidates will be granted a certificate of success. We send you herewith the seminar description (organisation sheet & programme) and application form.

The selection of the participants will be made by the Ministry of Finance and ATTF/IFBL experts, according to the relevance of the participants' profile, that will have to correspond to the target group mentioned in the organisation sheet. The geographical criterion will NOT be considered (there may be no participant from one country but several from another). The participants are requested to have a **sound knowledge of English** as the whole seminar will be held in that language with no translation.

ATTF is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 80 € excl. VAT per participant per working day ( $4,5 \times 80 \text{ €} = 360 \text{ €} + 3\% \text{ VAT}$ ) and will have to be paid at the **latest by 8 February 2010**. There will be no refund in case of cancellation.

The Luxembourg Ministry of Finance will cover the experts' fees and management fees / the accommodation (night and breakfast) in Luxembourg / the lunches on seminar days / the closing dinner / the visit of the city / the transportation (by taxi or public bus) within the framework of the programme (from and to the airport, to and from the closing dinner).

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The participants will have to pay their contribution (360 € + 3% VAT) / their flight tickets / dinners on seminar days / lunches and dinners during the weekend / telephone, Internet, pay-TV, additional services in the hotel / the transportation for their personal needs.

The people interested in this training course are kindly requested to fill in the attached application form and send it back to ATTF official contact in their country (from which the present invitation was received) **by 21 December 2009.**

Looking forward to receiving your application,  
Yours sincerely,



Hilda LUTGEN  
Project Manager



Josée THYES  
Administration & National  
Programmes Director

Appendices:

- Seminar Description (Organisation Sheet & Programme)
- ATTF application form