



REF: JT/HL/2010.074

" Learning is a wonderful lifelong journey »

Dear Madam,
Dear Sir,

If you are a HR Director/Manager of a financial institution and actively seeking to:

1. Increase your awareness of leading edge HR practices abroad;
2. Reflect on how these practices can be applied to resolving HR challenges in your own organisation; and
3. Exchange views, ideas and experiences with other international HR leaders

Then this is the programme for you!

ATTF will organize for the 5th time its successful multinational HRM seminar, offering an international group of participants the opportunity to exchange their knowledge and experience within the group as well as with HR experts from Luxembourg.

Dynamic, interactive, concrete and practical are the key words for the seminar approach. Workshops and debates on concrete challenges and working situations of the participants are major activities for the group. Participants will come away with a broad range of "can do" ideas to resolve their challenges as well as a multinational HR network to continue their learning after the programme.

The programme will cover the following core themes: **Teambuilding & Personal Challenge, Teamwork & Leadership, Talent Management, Competency Model, Performance Management, Learning & Development, Employee Engagement** with an underlying common thread of **Leading and Managing Change** across these strategic domains.

The seminar will be held in Luxembourg from **12 to 21 September 2010** (arrival on Saturday 11 September, departure on Wednesday 22 September).

As in previous years, the Luxembourg Ministry of Finance will support this fifth edition of our multinational HR forum and have mandated the "**Financial Technology Transfer Agency**" (ATTF - www.attf.lu) to implement the programme in association with the "**Personnel Officers' Group, Luxembourg**" (POG - www.pog.lu).

The programme is open to 20 participants coming from the following invited countries: Azerbaijan, Bosnia-Herzegovina, Bulgaria, China, Croatia, Cyprus, 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 selection of the participants will be made by the Ministry of Finance and ATTF experts/trainers. It will be based on objective criteria such as the applicants' **educational and professional background**, their present **position**. The geographical location will not be a selection factor – there may be no participant from one country but several from another.

As an active participation and exchange of ideas are key components to benefit from this programme, a **good level of spoken English** is required.

The applicants must submit **by 11 June** a **short description of a working situation or challenge** which they are confronting and which they would like to share with their peers and the experts, in order to find new options, approaches and solutions. This description will also be **considered for the selection** of the participants.

A good understanding of the candidates' situations will ensure that we can optimize the exchange of views and the elaboration of the subjects we will deal with during the seminar. To this end, the experts/trainers will **contact each candidate by telephone** and discuss for a few minutes the subject of their interest as indicated in the description. It is therefore very important that the candidates communicate their phone number and the best time for us to call them.

ATTF Board of Directors is asking for a contribution for the participation in this multinational seminar. This contribution amounts to 60 € excl. VAT per participant per working day (8 x 60 € = 480 € + 3% VAT) and will have to be paid at the **latest by 20 August 2010**. There will be no refund in case of cancellation and we will contact a new candidate on the waiting list after this deadline.

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

The participants will have to pay their contribution (480 € + 3% VAT) / their flight tickets / dinners on seminar days / lunches and dinners during the weekend except for the lunch during the visit of the country and the meals in Belgium / telephone, Internet, pay-TV, additional services in the hotel / the transportation for their personal needs.

If you need any further information on the programme, please do not hesitate to get in touch with us.

We look forward to welcoming this year's participants to Luxembourg.
Thank you in advance for your interest.

Yours sincerely,



Hilda LUTGEN
Project Manager



Josée THYES
Director Administration
and National Programmes

Appendices:

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