

Learn the essentials of managing compliance & ethics programmes

INTERNATIONAL

# 2016 BASIC COMPLIANCE & ETHICS ACADEMIES

FROM THE SOCIETY OF CORPORATE COMPLIANCE & ETHICS®

**REGISTER EARLY TO RESERVE YOUR PLACE**  
LIMITED TO 75 FOR EACH ACADEMY



PLAN NOW TO  
TAKE THE CCEP-I®  
CERTIFICATION  
EXAM AFTER YOU  
COMPLETE THIS  
INTENSIVE TRAINING

**GET CERTIFIED**  
**ENROLL NOW**

**9,400+**  
**COMPLIANCE**  
**PROFESSIONALS**  
HOLD A COMPLIANCE  
CERTIFICATION BOARD  
(CCB)® CREDENTIAL

**CLE APPROVED**

**CCEP-I®**  
**INTERNATIONAL**  
Certified Compliance & Ethics Professional



SCCE Academies. Training more than 3,600 compliance and ethics professionals around the world.

**28 NOV – 1 DEC | MADRID, SPAIN**

[www.corporatecompliance.org/academies](http://www.corporatecompliance.org/academies)

Questions: [lizza.catalano@corporatecompliance.org](mailto:lizza.catalano@corporatecompliance.org)

# ABOUT SCCE'S BASIC COMPLIANCE & ETHICS ACADEMY<sup>®</sup>

## WHY YOU SHOULD ATTEND

More than 3,600 compliance & ethics professionals have turned to SCCE Basic Compliance & Ethics Academies to learn best and leading practices in compliance and ethics management.

SCCE Academies are not conferences. Instead, they provide in-depth, classroom-style training in the essential elements of an effective compliance and ethics programme. Class size is limited to facilitate interaction both with the faculty and the other participants.

Topics addressed include:

- Standards, Policies, and Procedures
- Compliance and Ethics Programme Administration
- Communications, Education, and Training
- Monitoring, Auditing, and Internal Reporting Systems
- Response and Investigation, Discipline and Incentives
- Anti-Corruption and Bribery
- Risk Assessment
- Compliance across borders

The Academies are also excellent preparation for the Certified Compliance and Ethics Professional-International (CCEP-I)<sup>®</sup> examination.

Course materials are provided and include SCCE's **The Complete Compliance and Ethics Manual (normally \$419)** and **International Compliance 101 (normally \$60)**.

An integral feature of the SCCE Academy is the ability to meet industry peers. Because class size is limited you will have the opportunity to get to know the other Academy attendees well. In addition, during the course of the Academy, SCCE provides a networking event that gives participants the opportunity to meet with each other in an informal environment.

## BECOMING CERTIFIED

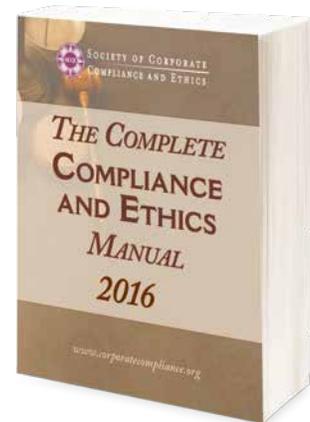
Currently over 9,400 Compliance Professionals around the world have earned a Compliance Certification Board designation. These individuals have all demonstrated sufficient knowledge of government regulations and compliance processes to understand and address legal obligations and promote organizational integrity through the operation of effective compliance and ethics programmes.



By taking and passing the Certified Compliance and Ethics Professional-International (CCEP-I)<sup>®</sup> certification exam, you will both join this distinguished group and help further the development of the compliance and ethics profession.

Earning the CCEP-I requires passing the CCEP-I examination, which is offered after the conclusion of the Academy. Eligibility to sit for the examination requires the completion of 20 hours of continuing education in compliance within the 12 months prior to your exam date. There are a number of ways to obtain those credits, but the Basic Compliance & Ethics Academy can provide all the continuing education credits you need and also provides excellent preparation for the certification exam. Additional eligibility requirements and more detailed information about the exam can be found in the CCEP Candidate Handbook or at [compliancecertification.org](http://compliancecertification.org)

## SCCE'S BASIC COMPLIANCE & ETHICS ACADEMY COURSE MATERIALS INCLUDE:



*The Complete Compliance and Ethics Manual, (normally \$419)*



*International Compliance 101, (normally \$60)*

## CONTACT US

Please call SCCE at +1 952 933 4977 or 888 277 4977 or visit us online at [corporatecompliance.org](http://corporatecompliance.org) to learn more about the Academies and SCCE's other programmes.

### SCCE'S MISSION

SCCE EXISTS TO CHAMPION ETHICAL PRACTICE AND COMPLIANCE STANDARDS IN ALL ORGANIZATIONS AND TO PROVIDE THE NECESSARY RESOURCES FOR COMPLIANCE PROFESSIONALS AND OTHERS WHO SHARE THESE PRINCIPLES.

*Rates are listed in U.S. dollars. Academies and certification exams will be conducted in English.*

# 2016–2017 INTERNATIONAL BASIC COMPLIANCE & ETHICS ACADEMIES

FROM THE SOCIETY OF CORPORATE COMPLIANCE & ETHICS\*



**9,400+** COMPLIANCE PROFESSIONALS  
HOLD A COMPLIANCE CERTIFICATION BOARD (CCB)<sup>®</sup> CREDENTIAL

**LIMITED** TO 75 FOR EACH ACADEMY:

## **MADRID, SPAIN**

28 NOVEMBER–1 DECEMBER 2016

## **DUBAI, UAE**

8–11 JANUARY 2017

## **AMSTERDAM, NETHERLANDS**

15–18 MAY 2017

## **SINGAPORE**

10–13 July, 2017

## **SÃO PAULO, BRAZIL**

21–24 August, 2017

## **MADRID, SPAIN**

DATES TBD

**Questions:** [lizza.catalano@corporatecompliance.org](mailto:lizza.catalano@corporatecompliance.org)

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**CCEP-I<sup>®</sup>**

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## MONDAY 28 NOVEMBER

8:30 – 9:00

**Registration and Continental Breakfast** *(provided)*

9:00 – 9:15

**Welcome and Introduction**

9:15–10:30

**Introduction to Compliance**



Debbie Troklus, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Managing Director, Aegis Compliance and Ethics Center

This session provides a basic introduction to compliance and the compliance programme. It covers the essential elements of a compliance programme and reviews the organizational steps necessary to implement a successful compliance programme.

10:45–12:30

**Organizational Ethics**



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

This is a focus on what an ethical culture is and its importance as the underlying basis for a strong culture of compliance and ethics. It focuses on the legal requirement of an ethical culture and the business value of one. The course also covers the current ethical landscape and the practical steps to creating and maintaining a strong ethical corporate culture.

12:30–13:30

**Lunch** *(provided)*

13:30–15:15

**Education & Training**



Art Weiss, JD, CCEP-F, CCEP-I, Chief Compliance & Ethics Officer, TAMKO Building Products

This session will cover the need for compliance and ethics training, the different types of training, targeted training, the dangers of ineffective training and the use of data to help prove "effectiveness."

15:30–17:15

**Compliance Infrastructure**



Louis G. Perold, CCEP, CCEP-I, Global Compliance Manager, Jabil Circuit, Inc.

This course is designed to help compliance professionals understand the basic framework needed to establish a successful compliance programme infrastructure. Programme governance, selection of a qualified staff, management considerations, budgeting for compliance and the overall structure of the office are discussed. Time is spent exploring the various compliance roles and positions needed and qualifications for each. The auditing role along with qualifications is also explored. A compliance professional should be able to use what is taught in this course to establish an adequate structure from the onset that will help to facilitate a successful and effective compliance programme for the long-term.

## TUESDAY 29 NOVEMBER

8:00 – 8:30

**Continental Breakfast** *(provided)*

8:30–10:15

**Creating & Reviewing Compliance Policies and Procedures**



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

This course focuses on the importance of policies and procedures as the foundation for any strong ethics and compliance programme. It covers the legal, cultural and efficiency reasons for having policies and procedures. The main purpose of the course is to clearly define what policies, procedures and guidelines are, what their specific elements are, and how to create effective policies and procedures. It covers an updated view of best practices on codes of conduct. Finally, it covers the ways to review and update policies and procedures.

10:30–10:45

**Test Question & Answer**

10:45–12:15

**Compliance & Ethics Risk Assessment**



Sheryl Vacca, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Senior Vice President and Chief Compliance & Audit Officer, University of California

In this session, participants will learn what risk is and how it can be assessed, who should be involved in risk assessments, ways to identify risk areas and what to do with the results of a risk assessment.

12:15–13:15

**Lunch** *(provided)*

13:15–14:45

**Discipline & Programme Improvement**



Art Weiss, JD, CCEP-F, CCEP-I, Chief Compliance & Ethics Officer, TAMKO Building Products

This session focuses on two of the most important elements of a programme. When a failure is detected, discipline demonstrates a culture in which enforcement of the standards of the organization is serious. Discipline not only affects the individuals involved but is a message to the overall culture. Programme improvement is an analysis after every failure to see what can be done in various elements of the programme to prevent the same failure in the future. The programme is always a work in progress.

15:00–16:00

**Obtaining Buy In & Commitment**



Debbie Troklus, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Managing Director, Aegis Compliance and Ethics Center

Obtaining buy in and commitment from leadership is still the number one obstacle to compliance. This session will focus on understanding management/leadership styles and developing methods to help in getting the buy- in that is needed for an effective compliance program.

16:15–17:30

**Recent Global Compliance Developments**



Federico G. Castillo, CCEP-I, Head of Legal and Compliance, Philips Ibérica, S.A.U.

17:30

**Networking Reception**

## WEDNESDAY 30 NOVEMBER

8:30 – 9:00

**Continental Breakfast** *(provided)*

9:00–10:45

## Auditing & Monitoring



Sheryl Vacca, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Senior Vice President and Chief Compliance & Audit Officer, University of California

The goal for this session is to provide compliance professionals with a solid understanding of the role of auditing and monitoring in the compliance system. It begins with determining the role of auditing and monitoring in the organizational governance process – specifically what assurance the board and management need to meet their responsibilities. Next the session explores the relationship between monitoring activities and internal control. A practical process for developing effective monitoring plans and strategies is then presented along with attributes needed for these plans to provide assurance on the effectiveness of the compliance programme. Finally, the session ends with a discussion of internal reporting systems as a key part of an organization's monitoring activities.

11:00–12:45

## Privacy



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

This session is an overview of key privacy laws and regulations that could impact a US or global company. The Privacy session provides a basic high level introduction to law and regulations in all segments of industry. It covers laws and regulations from both the private and governmental industry segments. Law and regulations for activities in the US, Europe, Asia and other areas of the world are touched on in this session.

12:45–13:45

## Lunch (provided)

13:45–15:00

## Investigations



Louis G. Perold, CCEP, CCEP-I, Global Compliance Manager, Jabil Circuit, Inc.

This session is focused on the aspects of a compliance investigation. The session overviews the considerations for who should conduct such investigations based on the nature of the investigations as well as considerations for determining whether the investigations should be conducted under attorney client privilege. The session also addresses considerations for what information to provide to the workforce during an investigation and how to report the investigation findings. The duties and obligations of the board of directors and key leaders in the organization are also addressed in this session.

15:15–17:00

## Effectiveness and Evaluation



Greg Triguba, JD, CCEP, CCEP-I, Senior Practice Leader, Ethics, Compliance and Risk, Affiliated Monitors, Inc.

This session focuses on Compliance & Ethics Program effectiveness and evaluation to include core components of program design, implementation, and management, among other key areas. Effectiveness considerations are explored to include strategies and approaches across program elements, organizational impact, global standards, stakeholder expectations, and best practices. The course will also consider methods, tools and resources for evaluating effectiveness and suggested steps for managing program risks, reporting, and opportunities to take the Compliance & Ethics Program to the next level. Overall, this course provides valuable insight and reinforcement of fundamental program requirements, needs and objectives.

# THURSDAY 1 DECEMBER

8:00 – 8:30

## Continental Breakfast (provided)

8:30–9:30

## Using Incentives in the Compliance Program



Greg Triguba, JD, CCEP, CCEP-I, Senior Practice Leader, Ethics, Compliance and Risk, Affiliated Monitors, Inc.

The incentives session will explain why it is so important to include incentives in the scope of a compliance program. The session reviews the different ways to do this, including personnel evaluations, rewards and awards, and giving compliance a role in promotion decisions. The coverage also includes the importance of company incentive programs in general and why the compliance officer needs a seat at the table when any corporate incentive system is being developed. We ask the difficult question whether those who report fellow employees should get rewards for doing so.

9:45–11:30

## Conflicts of Interest



Sheryl Vacca, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Senior Vice President and Chief Compliance & Audit Officer, University of California

Conflicts of interest are some of the most common and challenging issues for compliance and ethics programmes. Employees are expected to act in the best interests of their organizations and exercise sound judgment unclouded by personal interest or divided loyalties, but that does not always occur. This session is designed to assist compliance professionals in understanding ethical and organizational risks that result from conflicts of interest and how they occur; gifts, gratuities and kickbacks; policy development; disclosure programmes; detection and auditing for compliance; training; case studies and best practices.

11:45–13:15

## Anti-Corruption & Bribery



Odell Guyton, CCEP, CCEP-I, Co-Founder SCCE, Compliance and Ethics Professional

This course explores the domestic and global administrative and law enforcement efforts surrounding anti-corruption enforcement principles and provides a practical (hands-on) approach for dealing with these and other organizational compliance and ethics risks.

13:15

## Lunch (provided)

14:15 – 14:45

## CCEP-I® Exam Check-In

14:45 – 18:15

## CCEP-I® Exam Time\*

The Certified Compliance & Ethics Professional-International (CCEP-I)® exam is optional. You must pre-register for the CCEP-I exam separately from the Academy. To register for the exam, download the PDF application for your Academy from [www.corporatecompliance.org/academies](http://www.corporatecompliance.org/academies).

\* If you are not present at the specified "Exam Time" as listed above, and as determined by the exam proctor, you will not be allowed to sit for the exam. Actual Exam Duration is 150 minutes, per the Candidate Handbook. Time range above includes mandatory exam procedures and proctor instructions.

**CCEP-I**  
**INTERNATIONAL**  
Certified Compliance & Ethics Professional

Academy and CCEP-I exam are conducted in English at this time. Agenda is subject to change.

## CONTACT INFORMATION

Mr.  Mrs.  Ms.  Dr.

Email (required for registration confirmation & conference information)

First Name MI

Last Name

Current Certifications Held (CCEP, CCEP-F, CHC, etc.)

Job Title

Name of Employer

Postal Address

City/Town

State/Province Zip/Postal Code

Country

Phone

### WAYS TO REGISTER

**MAIL:** Include registration form with check payable to: SCCE, 6500 Barrie Road, Suite 250 Minneapolis, MN 55435, United States

**ONLINE:** [www.corporatecompliance.org/academies](http://www.corporatecompliance.org/academies)

**FAX:** +1 952 988 0146 (including billing information)

**QUESTIONS?** Call +1 952 933 4977 or 888 277 4977 or e-mail [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org)

### GROUP DISCOUNTS

**5 or more:** \$200 discount for each registrant

**10 or more:** \$400 discount for each registrant

Discounts take effect the day a group reaches the discount number of registrants. Please send registration forms together to ensure that the discount is applied. A separate registration form is required for each registrant. Note that discounts will NOT be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount.



## SCCE's Basic Compliance & Ethics Academy® MADRID, SPAIN | 28 NOV – 1 DEC 2016

### CHOOSE YOUR REGISTRATION FEE

*(Registration fees are as listed and considered net of any local withholding taxes applicable in your country of residence.)*

- SCCE Member**.....\$2,500 USD
- Non-Member** .....\$3,000 USD
- New Member (\$2,500) Registration Plus SCCE Membership (\$200)** .....\$2,700 USD

*SAVE BY JOINING SCCE TODAY. First-time members only. Dues regularly \$295 annually.*

- Group Discount** *(Please contact SCCE for the total amount due based on the number of participants.)*

**TOTAL \$ \_\_\_\_\_ USD**

Any additional fees and/or reservations for hotel, airfare, certification exam must be made separately. Please see page 7 for details and information.

### PAYMENT OPTIONS

*If you wish to pay using wire transfer, please email [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org) for instructions.*

**Mail check:** SCCE, 6500 Barrie Road, Suite 250  
Minneapolis, MN 55435, United States

**Fax to:** +1 952 988 0146

- Check enclosed (payable to SCCE)     Invoice me
- I authorize SCCE to charge my credit card (choose below)

Due to PCI Compliance, **please do not provide any credit card information via email.** You may email the application (without credit card information) and call SCCE at +1 952 933 4977 with your credit card information.

Credit Card:  American Express  MasterCard  Visa  Discover

Credit Card Account Number

Credit Card Expiration Date

Cardholder's Name

Cardholder's Signature

CAI1116

**By submitting this registration form you agree to the terms and conditions, including the use of your information as stated on page 15, and our Privacy Statement located at [www.corporatecompliance.org/privacy.aspx](http://www.corporatecompliance.org/privacy.aspx).**

### SOCIETY OF CORPORATE COMPLIANCE AND ETHICS

6500 Barrie Road, Suite 250, Minneapolis, MN 55435 United States  
PHONE +1 952 933 4977 or 888 277 4977 | FAX +1 952 988 0146  
[www.corporatecompliance.org](http://www.corporatecompliance.org) | [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org)

## CONFERENCE LOCATION AND HOTEL RESERVATIONS

### GRAN MELIÁ FÉNIX

Calle de Hermosilla 2

Madrid 28001

Spain

T: (34) 91 4316700

[www1.melia.com/en/hotels/spain/madrid/gran-melia-fenix](http://www1.melia.com/en/hotels/spain/madrid/gran-melia-fenix)

Book your online reservations at: [bit.ly/2016-Madrid](http://bit.ly/2016-Madrid)

SCCE has arranged a reduced rate of €209.00 per single occupancy per night inclusive of 10% VAT. Double occupancy is €225.50 per night inclusive of 10% VAT. Any VAT changes will be applied on the rates accordingly. Breakfast is included in these rates. The cutoff date for the group rate is Friday 4 November 2016 or once the group block is full. Please use the group's online hotel booking site: <http://bit.ly/2016-Madrid> to make your hotel accommodations and to ensure you receive the group rate.

**PLEASE NOTE:** Neither SCCE nor any hotel it is affiliated with will ever contact you to make a hotel reservation. If you receive a call soliciting reservations on behalf of SCCE or the event, it is likely from a room poacher and may be fraudulent. We recommend you make reservations directly with the hotel using the phone number or web link in this brochure. If you have concerns or questions, please contact +1 952 933 4977 or 888 277 4977. We do recommend that you book your hotel room early with the Gran Meliá Fénix either using the group online hotel booking site: <http://bit.ly/2016-Madrid> or by calling the hotel directly at (34) 91 4316700.

## TERMS AND CONDITIONS

**Use of Information:** Your information may be received by exhibitors at a conference as well as our affiliates and partners who we may share it with for marketing purposes. Please note that only postal address information is shared. If you wish to opt-out, please follow the process set out in the Privacy Statement located at [www.corporatecompliance.org/privacy.aspx](http://www.corporatecompliance.org/privacy.aspx).

### Agreements & Acknowledgements:

I agree and acknowledge that I am undertaking participation in SCCE events and activities as my own free and intentional act, and I am fully aware that possible physical injury might occur to me as a result of my participation in these events. I give this acknowledgement freely and knowingly and assert that I am, as a result, able to participate in SCCE events, and I do hereby assume responsibility for my own well-being. I agree and acknowledge that SCCE plans to take photographs at the Academy and reproduce them in SCCE educational news or promotional material, whether in print, electronic or other media, including the SCCE website and social

media. By participating in the SCCE Academy, I grant SCCE the right to use my name, photograph, and biography for such purposes. As a participant of this event, your name, job title, organization, city, state and country will be listed on the attendee list that will be distributed to attendees and speakers of this event.

**Registration Payment Terms:** Checks are payable to SCCE. Enclose payment with your registration and return it to the SCCE office, or fax your credit card payment to +1 952 988 0146. If you wish to pay using wire transfer funds, please email [help@corporatecompliance.org](mailto:help@corporatecompliance.org) for instructions. Payment must be sent in at least two weeks prior to the start date or your space may be released. If your total is miscalculated, SCCE will charge your card the correct amount. For information on group discounts, please see the box on the registration form. The cost of exam application fees and your travel and hotel accommodations are not included in the registration fee. Breakfast and lunch are included in the tuition amount as indicated on the agenda.

**Cancellations/Substitutions:** You may send a substitute in your place or request a conference credit. Refunds will not be issued. Conference credits are issued in the full amount of the registration fees paid, and will expire 12 months from the date of the original cancelled event. Conference credits may be used towards any SCCE service or product. If a credit is applied towards an event, the event must take place prior to the credit's expiration date. If you need to cancel your participation, notification is required by email at [service@corporatecompliance.org](mailto:service@corporatecompliance.org), prior to the start date of the event. Please note that if you are sending a substitute, an additional fee may apply.

## RECORDING/ELECTRONICS

Audio and/or video recording of SCCE conferences is not allowed. Personal laptops may not be used during conference sessions.

## PREREQUISITES/ ADVANCED PREPARATION

None.

## CONTINUING EDUCATION UNITS

If you have questions about CEUs, please contact CCB at +1 952 405 7935 or [ccb@compliancecertification.org](mailto:ccb@compliancecertification.org). Visit [corporatecompliance.org/academies](http://corporatecompliance.org/academies) for the most up-to-date CEUs.

### Compliance Certification Board (CCB):

Compliance Certification Board (CCB): CCB has awarded a maximum of 28.2 CEUs for these certifications:

- Certified in Healthcare Compliance (CHC)\*
- Certified in Healthcare Compliance–Fellow (CHC-F)\*
- Certified in Healthcare Privacy Compliance (CHPC)\*
- Certified in Healthcare Research Compliance (CHRC)\*
- Certified Compliance & Ethics Professional (CCEP)\*
- Certified Compliance & Ethics Professional–Fellow (CCEP-F)\*
- Certified Compliance & Ethics Professional–International (CCEP-I)\*

**US Legal Education CLE:** The Society of Corporate Compliance and Ethics is a State Bar of California Approved MCLE provider, a Pennsylvania Accredited Provider, a Rhode Island Accredited Provider, and a Texas Accredited Sponsor. An approximate maximum of 23.5 clock hours of CLE credit will be available to attendees of this conference. All CLE credits will be awarded based on individual attendance.

**US Accounting NASBA/CPE:** The Society of Corporate Compliance and Ethics is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors, Sponsor Identification No: 105638. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit and may not accept one-half credits. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: [www.nasba.org](http://www.nasba.org). A recommended maximum of 28.0 credits based on a 50-minute hour will be granted for the entire learning activity. This programme addresses topics that are of a current concern in the compliance environment. This is an update, group-live activity. For more information regarding administrative policies such as complaints or refunds, call SCCE at +1 952 933 4977 or 888 277 4977.

## CCEP-I EXAM

The cost of the CCEP-I exam is not included in the Academy registration fee. To register for the CCEP-I exam, download the PDF application form for the exam offered at your Academy from [www.corporatecompliance.org/academies](http://www.corporatecompliance.org/academies).

Please note that you must register for the CCEP-I exam separately from the Academy. Submit the application and fee (\$250 SCCE members or \$350 non-members) in advance as directed on the application form.

**Questions?** Contact the certification team at [ccb@compliancecertification.org](mailto:ccb@compliancecertification.org) or +1 952 933 4977.



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*"This four-day course was the most robust theoretical support on the compliance & ethics discipline I could ever attend. And the caliber of the invited speakers was impressive, as well. The feedback to my colleagues was very short: a first-class course. I strongly recommend this course."*

– Zaur Ahmadov, Compliance & Ethics Advisor, Group Compliance & Ethics, BP (British Petroleum)

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