

# Introductory OTC Documentation Workshop

EARN UP TO 3 REGULATION & COMPLIANCE CE HOURS

A highly practical half-day workshop introducing participants to the *AFMA Online Guide to OTC Documents*, an online publication that provides standardised documentation for products traded on Australian and New Zealand OTC markets under the ISDA® Master Agreement.

A combination of lectures, examples and online demonstration is utilised to assist participants to develop an understanding of the value, importance and operational best practice of the ISDA® Master Agreement and its components.

**A half-day workshop providing participants** with an overview of the *AFMA Online Guide to OTC Documents* publication.

Through a series of short lectures and hands-on examples, including case studies and deals, participants will learn about the structure, content and format of a completed Schedule to the 2002 ISDA® Master Agreement. Discussion of the 1992 Master Agreement will provide historical context and illustrate the main areas of progression and why changes were necessary.

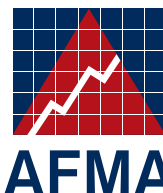
The workshop outlines the range of derivatives products and types of transactions, netting and important legal and operational issues. The presenter will have access to the *AFMA Online Guide to OTC Documents* throughout the workshop and will demonstrate how it works and the information available.

We recommend attending the Advanced OTC Documentation Workshop within six months of completing the Introductory Workshop.

## UPON COMPLETION OF THIS WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- report on the key reasons why a master agreement is required
- identify the main components of the 2002 ISDA® Master Agreement and Schedule, explaining some key clauses and negotiated issues
- describe some of the core derivatives products involved
- explain the concept of netting
- summarise ISDA® documentation operational best practice.

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## THIS COURSE WILL BE OF PARTICULAR VALUE AND RELEVANCE TO:

- analysts
- compliance managers
- corporate treasurers
- dealers
- fund managers
- ISDA® negotiators
- legal counsel
- operations staff
- risk managers
- settlements staff
- traders
- treasury operations personnel

## Assumed/desired knowledge

Familiarity with the financial market products covered by the ISDA® Master Agreement is not a pre-requisite to attending this workshop.

## CE hours earned

Earn up to 3 Regulation & Compliance CE hours.

## Course Outline

### 1. Why a Master Agreement?

- credit risk
- pre-settlement risk
- settlement risk
- legal risk

### 2. ISDA®

- the Schedule
- confirmation process
- single agreement concept
- architecture
- benefits and features

### 3. AFMA Online Guide to OTC Documents

- ISDA® documents

### 4. The products

- the OTC market
- caps, collars and floors
- foreign exchange
- forward rate agreements
- repurchase agreements
- electricity transactions

### 5. Netting

- payment netting
- close-out netting

### 6. Legal overview of ISDA®

- negotiated Schedule to a 2002 ISDA® agreement

### 7. Operational issues

- ISDA® documentation operational best practice
- operational controls
- failure
- absence of master agreement

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## REGISTRATION FORM

### Personal Details

Dr  Mr  Ms

Name \_\_\_\_\_ Surname \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Are you an AFMA Member Yes / No

### Workshop Dates & Locations

Please refer to [www.afma.com.au](http://www.afma.com.au) for latest workshop dates & times.

Preferred date: \_\_\_\_\_

### Fee per course

Member \$803.00 inc GST

Non-member \$1,006.50 inc GST

Introductory and Advanced Guide to OTC Documentation Package

Member \$1,831.50 inc GST

Non-member \$2,281.95 inc GST

This document becomes a Tax Invoice for GST purposes upon completion and payment. Please photocopy and retain for your records.

### Method of Payment

Attach cheque made payable to AFMA or provide credit card details below:

Visa  Mastercard  American Express  Diners Club

Please note a surcharge applies of 3% for American Express and 4% for Diners Club.

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\* 3 digit number found on the back of your Mastercard or Visa; 4 digit number found on your American Express

All enquiries and applications should be directed to:

Tel: (61 2) 9776 7914

Fax: (61 2) 9776 4488

Email: [education@afma.com.au](mailto:education@afma.com.au)

Web: [www.afma.com.au](http://www.afma.com.au)

Posted applications should be directed to:

AFMA Education & Training

GPO Box 3655

Sydney NSW 2001

### Terms and Conditions

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- » AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- » The information in this brochure was correct at the time of publication but may be subject to change.

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