CATALOGUE

PROGRAMMES OF PROFESSIONAL TRAINING
FOR PERSONNEL OF THE CENTRAL (NATIONAL)
BANKS OF EurAsEC MEMBER STATES

2012
The training objective is to provide systematic continuing educations to executive officers and employees of the central (national) banks of EurAsEC Members States in priority banking areas and streamline relevant efforts made by the central (national) banks of EurAsEC Members States.

*Taken from the Agreement on Cooperation in Personnel Training for the Central (National) Banks of EurAsEC Member States*
Dear colleagues,

Implementing a coordinated approach to social and economic reforms in its Member States is a priority of the Eurasian Economic Community (EurAsEC). In this context, bilateral and multilateral consultations, exchange of experience and technical assistance become of particular importance. The Agreement on Cooperation in Personnel Training for the Central (National) Banks of EurAsEC Member States signed on 12 March 2004 witnesses the Community’s unity and commitment to further integration.

Seven years of successful interaction in the scope of the Agreement clearly demonstrate its vitality and commitment of the banks to implementation of joint educational programmes. Workshops and trainings allowed identification and better understanding of similar challenges faced by central (national) banks of EurAsEC Member States in ensuring financial stability.

Valuable experience shared by our colleagues who have achieved visible success in priority banking areas helped us develop professional competences of our experts, take better advantage of our human resources and, eventually, improve the way banking systems operate.

As such, we should keep bolstering cooperation, expanding the scope of dialogue and perfect the forms and methods of the training process.

The Council of Governors of EurAsEC central (national) banks has approved the Personnel Professional Training Programme for 2012. The Programme is based on the growth outlooks of the banks subject to their demand for employees with relevant competences.

Key matters suggested to be discussed at educational events in 2012 reflect new aspects of the monetary and foreign exchange policies, organization of supervisory activities, risk management mechanisms, payment systems development, introduction advanced customer service technologies, international cooperation priorities, etc.

Trainings will be run by executive officers and senior experts from functional units of central (national) banks of EurAsEC Member States, foreign experts and representatives of third-party organizations with vast practical experience.

The Education Programme pays much attention to practical trainings that offer a unique opportunity to meet colleagues who solve similar tasks at their immediate workplaces. An important role is also attached to mutually fruitful "round-table" discussions that have become very popular in the recent years. Implementation of the Programme will contribute to stronger professional and human contacts between bankers and will allow bringing interaction between central (national) banks of the Eurasian Economic Community to an entirely new level.

We wish you fruitful work!

Steering Council on Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States
## Workshop Schedule

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<td>Banking sector liquidity management by central banks</td>
<td>Interregional Training Centre of the Bank of Russia (Tula)</td>
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<td>19.</td>
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<td>Oversight by central (national) banks over payment (settlement) systems. Payment system supervision and risk management</td>
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<td>National Bank of the Republic of Belarus (village of Raubichi)</td>
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CATALOGUE
PROGRAMMES OF PROFESSIONAL TRAINING FOR PERSONNEL OF THE CENTRAL (NATIONAL) BANKS OF EurAsEC MEMBER STATES
2012
Workshop Topics
Information and Key Issues
| Purpose: | Enhancing professional expertise in monetary analysis used to formulate and implement the monetary policy. Developing and reinforcing professional contacts between employees from central (national) banks of EurAsEC Member States and employees of other central banks on monetary analysis |
| Category of trainees: | Heads and employees of monetary analysis and monetary policy units of central (national) banks of EurAsEC Member States |
| Form: | A “round table” with reports and communications by participants on the workshop topic |
| Duration: | 4 days |
| Venue: | Interregional Training Centre of the Bank of Russia (Tula) |
Key issues: Key areas in modern monetary analysis

Demand for money

Interaction between monetary factors and inflation. Forecasting inflation processes based on money indicators

Analyzing and modelling financial sector performance

Analyzing lending indicators and modelling their dynamics

Monetary policy and asset prices. Indicators of early prevention of asset price booms

Impact by capital flows on lending markets, asset markets and key macroeconomic indicators
Coordination of personnel training matters between central banks
7–9 February 2012

Purpose: Discussing a broad range of matters related to international cooperation between central (national) banks on personnel training. Developing and strengthening professional relations between employees from central (national) banks of EurAsEC Member States

Category of trainees: Personnel training and development officers and employees from central (national) banks

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
7–9 February 2012

Venue: Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

Interaction between international organizations on personnel training

Coordination of organization of training events

Past implementations of training programmes, their topics and formats

Assessing efficiency of training events

Key areas and outlooks of cooperation in personnel training by central (national) banks
Specifics of a central bank’s activities in licensing, reorganizing and winding up a commercial bank

13–15 March 2012

Purpose: Introducing to the specifics of the activities of central (national) banks of EurAsEC Member States in licensing, reorganizing and winding up a commercial bank. Developing and strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
13–15 March 2012

Venue: Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

- Specifics of State registration of lending institutions and banking licensing
- Procedure and criteria for assessment of financial positions of individuals who are founders (shareholders) of lending institutions
- Procedure and criteria for assessment of financial positions of corporate entities who are founders (shareholders) of lending institutions
- Requirements by the Bank of Russia to candidates to executive positions and members of the board of directors (supervisory board) of a lending institution
- Terms and procedures for declaring a lending institution a bankrupt. Bankruptcy management of a lending institution declared a bankrupt. Liquidation of a lending institution not declared a bankrupt.
- Follow-up by the Bank of Russia of liquidation of lending institutions whose licenses have been withdrawn
E-money development and regulation
4–5 April 2012

**Purpose:** Discussing the current state and development outlooks of the e-money market in EurAsEC Member States. Strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

**Category of trainees:** Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:** A “round table” with reports and communications by participants on the workshop topics

**Duration:** 2 days
4–5 April 2012

**Venue:** Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

- Legislative regulation of e-money

  Regulatory control over Electronic Funds Transfers (EFT) (including licensing of EFT activities, uninterrupted EFT operation, financial and statistical EFT accounting issues)

  Interaction between national banks of EurAsEC Member States and federal executive authorities on development of regulatory documents governing e-money

- Practices of e-money system operation
## Implementation of financial stability

**23–25 April 2012**

| **Purpose:** | Discussing a broad range of financial stability matters and sharing experience in maintaining financial stability. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States |
| **Category of trainees:** | Executive officers and employees from central (national) banks of EurAsEC Member States |
| **Form:** | Workshop  
Run by executives and employees of the National Bank of the Republic of Kazakhstan and the Research and Information Department of the Bank of Russia |
| **Duration:** | 3 days  
23–25 April 2012 |
| **Venue:** | National Bank of the Republic of Kazakhstan (Almaty) |
Key issues:

Financial stability implementation system

Implementation of a macro-prudential regulation system in a central (national) bank

Regulation of backbone strategic institutions

Key methodological approaches to financial stability risk assessment

A study of specific issues of the financial sector stability

Modelling the dynamics of the cost of borrowing by Russian banks

A study of asset price “bubbles” with regard to the Russian share market

Approaches to assessment of the risk of default on Russian corporate bonds
Risk management by central (national) banks
14–16 May 2012

Purpose: Discussing a broad range of matters related to risk management by central (national) banks. Strengthening professional contacts between employees from central (national) banks of the EurAsEC

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
14–16 May 2012

Venue: National Bank of the Republic of Kazakhstan (Almaty)
Key issues:

A risk assessment and management system in the National Bank of the Republic of Kazakhstan

Risk management organizational structure and methods

Strategic risk management

Streamlining of business processes in the National Bank of the Republic of Kazakhstan

Internal control technology

Practical aspects of risk management in running monetary policy operations

The prudential (macro and micro) regulation system as an instrument for management of financial sector risks
Issuing a new series of banknotes
15–17 May 2012

Purpose: Sharing experience in preparation and issuing of banknotes, running awareness campaigns related to their introduction. Discussing matters related to development and protection of national currencies. Establishing and developing professional contacts between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
15–17 May 2012

Venue: Saint Petersburg Banking School (College) of the Bank of Russia
Key issues:

Choosing the following specifications: denomination range, colours, dimensions, protective elements

Replacement of a former series with a new one: challenges and successes

Awareness campaign in introducing banknotes

Awareness campaign after introduction of a series of banknotes

Experience of central (national) banks in issuing commemorative and collectors’ coins
Monetary policy of central (national) banks of EurAsEC Member States. Monetary policy instruments
15–18 May 2012

Purpose: Introducing to the practice of development and implementation of a monetary policy, exchanging experience in monetary regulation, discussing implementation outlooks of monetary policy instruments. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 4 days
15–18 May 2012

Venue: National Bank of the Republic of Belarus (village of Raubichi)
Key issues:

Developing and implementing the monetary policy

Targets of the monetary policy

Using questionnaires in the monetary policy

Selecting monetary policy benchmarks

Implementing the monetary policy: the system of monetary policy instruments

Operations of a central (national) bank in the financial market. The interest rate policy.

Collateral coverage of operations by a central (national) bank

Forecasting liquidity in a banking system, liquidity factors and principal flows

Mandatory provisioning policy

Information support to the monetary policy
Legal aspects of operations by central (national) banks
16–18 May 2012

**Purpose:**
Introduction to the experience of the International Monetary Fund in macro-prudential oversight and crisis management. Establishing and developing professional contacts between employees from central (national) banks of the Eurasian Economic Community

**Category of trainees:**
Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:**
**Workshop**
Run by executive officers and employees of the Central Bank of the Republic of Armenia jointly with IMF representatives

**Duration:**
3 days
16–18 May 2012

**Venue:**
Central Bank of the Republic of Armenia (Tsakhkadzor)
Key issues:

Macro-prudential oversight, crisis resolution by financial institutions, crisis management

Verification of funds and development

Macro-prudential oversight: mandates, organizational events, development in the European Union and in the region

Crisis resolution by financial institutions:
- official administration
- economic challenges
- bridge banks
- issues related to foreign institutions
- development in the EU and in the region

Crisis management: liquidity support, solvency support, sharing the burden of foreign institutions, agreements on interdepartmental cooperation between foreign and national institutions, development in the EU and in the region
Investigating bank lending terms and using investigation results in the lending market analysis
21–23 May 2012

Purpose: Improving professional expertise in the analysis of the lending market operation using selective surveys of the bank lending terms (BLT). Establishing and developing professional contacts between employees from central (national) banks of EurAsEC Member States and employees from central banks of other countries in BLT monitoring and analysis.

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States and central banks of other countries.

Form: Workshop
Run by executive officers and employees of the Bank of Russia with support by representatives of European central banks that survey bank lending terms.

Duration: 3 days
21–23 May 2012

Venue: Interregional Training Centre of the Bank of Russia (Tula)
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<td>lending markets</td>
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Information support and evaluation of reliability of non-financial businesses to analyze credit risks assumed by banks

22–24 May 2012

**Purpose:** Discussing issues related to information support and assessment of reliability of non-financial businesses to analyze credit risks. Strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

**Category of trainees:** Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:** A “round table” with reports and communications by participants on the workshop topics

**Duration:** 3 days
22–24 May 2012

**Venue:** Training and Methodological Centre of the Bank of Russia (Tver)
Key issues: Experience of central banks in applying results of a non-financial business analysis in credit risk assessment

Key development areas of an integrated system for analyzing the state of non-financial businesses in the Bank of Russia

Improving areas and forms of practical implementation of the results of analysis of non-financial counteragents of lending institutions for supervisory purposes of the Bank of Russia

Assessing reliability of non-financial business in assessing quality of assets of a lending institution with inherent credit risks and adequacy of potential loss provisions

Developing information and technology support to the analysis of financial positions and assessment of reliability of non-financial businesses

Objectives for improvement of the training system of relevant employees of the Bank of Russia
HR experience exchange
23–24 May 2012

Purpose: Exchanging experience in the HR policy, personnel training and development by central (national) banks of EurAsEC Member States. Establishing professional contacts between employees of central (national) banks of the Eurasian Economic Community

Category of trainees: HR heads in central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 2 days
23–24 May 2012

Venue: National Bank of the Republic of Tatarstan of the Bank of Russia (Kazan)
Key issues:

Legal fundamentals and work flow of the HR Service in a central bank

Personnel management strategy in a central bank

Personnel motivation and appraisal

Organizing career enhancement in a central bank

Retirement benefits for central bank personnel

Building and developing corporate culture
Organization of efforts of the banking system in the area of anti-money laundering and combating the financing of terrorism

5–7 June 2012

**Purpose:** Introducing to the practices of the Bank of Russia and the Central Bank of the Republic of Armenia in setting up a system of anti money laundering and combating the financing of terrorism. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States

**Category of trainees:** Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:** A **workshop** ending with a round table discussion. Run by executive officers and employees of the Central Bank of the Republic of Armenia and the Bank of Russia

**Duration:** 3 days
5–7 June 2012

**Venue:** Central Bank of the Republic of Armenia (Tsakhkadzor)
Key issues:

The national system of anti money laundering and combating the financing of terrorism (AML/CFT). Development of legal regulation

Criteria, typologies and patterns of suspicious operations

Using information technologies in AML/CFT

AML/CFT oversight: operations by a central bank

Interaction between the Financial Monitoring Centre and law enforcement and supervisory agencies in AML/CFT

AML/CFT experience of lending institutions: KYC procedures, compliance control, account keeping, risk management issues

International AML/CFT cooperation

Overview of Russian AML/CFT legislation, regulatory and other acts of the Bank of Russia

Organizing AML/CFT operations in lending institutions in compliance with Federal Law No. 115-FZ “On Anti Money Laundering and Combating the Financing of Terrorism” of 7 August 2001, regulatory and other acts of the Bank of Russia

AML/CFT requirements of the Bank of Russia to compliance control rules in lending institutions

Procedure for follow-up by the Bank of Russia of compliance by lending institutions with Russian AML/CFT legislation.

The practice of the Bank of Russia in using financial statements of lending institutions to identify suspicious operations

Activities of the Bank of Russia related to initiation and investigation of administrative offence cases in AML/CFT in compliance with the Administrative Offence Code of the Russian Federation

The procedure of mandatory disclosure of information on cash or other property transactions regulated under the Federal Law by lending institutions

Interaction between the Bank of Russia and the authorized AML/CFT agency
Purpose: Introduction to the specifics of regulation and supervision over non-banking financial and lending institutions in the National Bank of the Kyrgyz Republic. Improving professional expertise in regulation and supervision over non-banking financial and lending institutions

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: Workshop
Run by executive officers and employees of the National Bank of the Kyrgyz Republic

Duration: 4 days
18–21 June 2012

Venue: National Bank of the Kyrgyz Republic (village of Bosteri)
Key issues:

Guidelines for regulation and supervision over the micro-financing sector

Categories and types of non-banking financial and lending institutions (NFLI). Regulatory framework

Stages of micro-financing development in Kyrgyzstan. Development tools

NFLI regulation and supervision agency in Kyrgyzstan. Evolution phases

NFLI regulation and supervision strategy. Basic principles
Protecting the rights of consumers of financial services and financial awareness
3–5 July 2012

**Purpose:**
Discussing issues related to the protection of rights of financial services consumers and enhancement of their financial literacy. Developing professional contacts between employees from central (national) banks of EurAsEC Member States.

**Category of trainees:**
Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:**
**Workshop** ending with a round table discussion
Run by executive officers and employees of the Central Bank of the Republic of Armenia and the Bank of Russia

**Duration:**
3 days
3–5 July 2012

**Venue:**
Central Bank of the Republic of Armenia (Tsakhkadzor)
Key issues: Protecting the rights of financial services consumers

Legal regulation of the financial services market

Supervising the financial services market: methods and tools

Financial literacy: strategies, mechanisms and instruments

Efficient systems for settlement of disputes between financial consumers: a financial ombudsman

Challenges in protecting the rights of financial services consumers

Financial awareness raising programmes in Russia

Protection of consumers rights and supervisory powers of the Bank of Russia

Measures taken by the Bank of Russia to raise financial literacy
Examining banknotes and identifying counterfeit money. Anti counterfeiting
28–30 August 2012

Purpose: Introduction to the practice of organizing and running an expert appraisal of banknotes and identification of counterfeit money in the Bank of Russia. Exchange of anti counterfeiting experience between central (national) banks of EurAsEC Member States. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: Workshop
Run by executive officers and employees of the Bank of Russia

Duration: 3 days
28–30 August 2012

Venue: Personnel Training Centre of the Bank of Russia (Pushkino)
Key issues: Key anti-counterfeiting areas

Examining the experience of a central bank in organizing examination of suspicious banknotes

Training and awareness raising for central bank and commercial bank cashiers; experience of relations with retail customers, media, and awareness raising campaigns

Interaction with law enforcement authorities on anti-counterfeiting and awareness raising campaigns

Workplace equipment for cash handling employees and employees engaged in expert appraisal of banknotes and coins, including foreign currencies

Types of counterfeit banknotes
**Strategic management by central banks**

3–5 September 2012

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<th>Examination of strategic management issues in central (national) banks of EurAsEC Member States. Developing and strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community</th>
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<td>3–5 September 2012</td>
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<td>Venue:</td>
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Key issues:

- Approaches to the preparation of the central bank development strategy
- Strategy implementation methods and instruments
- Strategic performance indicators
- Assessing the interaction between the strategies of the bank and its key structural units
- Relations between the system of priorities and the strategy
- A performance planning system of the bank’s units
Banking sector liquidity management by central banks

4–7 September 2012

**Purpose:** Exchange of experience of central (national) banks of EurAsEC Member States in managing the banking sector’s liquidity. Strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

**Category of trainees:** Executive officers and employees from central (national) banks of EurAsEC Member States

**Form:** A “round table” with reports and communications by participants on the workshop topics

**Duration:** 4 days

4–7 September 2012

**Venue:** Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

Developing and running a monetary policy. Monetary policy targets. The interest rate approach in the use of the monetary policy transmission mechanism. Building an efficient system of monetary policy instruments and managing the money market interest rates. Choosing an optimal range of the interest rate collar.

Modern approaches to the forecasting of standalone banking liquidity factors and free bank resources

Information policy of a central bank. Publication of indicators and forecasts of the banking sector’s liquidity

Banking liquidity generation factors

Using monetary policy instruments
The role of central banks in building the budget policy, maintaining Government accounts and managing budgetary funds of the budgetary system

11–13 September 2012

Purpose: Introduction to the experience of central (national) banks of EurAsEC Member States in preparing the budgetary policy, maintaining Government accounts and managing budgetary funds of the budgetary system. Developing professional relations between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
11–13 September 2012

Venue: Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

The regulatory framework of the budgeting process. Key budgeting areas.

The budgetary policy of the Russian Federation. Key areas.

The role and functions of the Federal Treasury agencies in implementing the government budgetary policy.

Cash and settlement servicing of budgetary accounts of the Russian budgetary system by entities of the Bank of Russia and lending institutions.

Cash and settlement servicing of accounts of government off-budget funds of the Russian Federation.


Payments by the Federal Treasury within the payment system of the Bank of Russia. Online real-time transfers.

The balance of the Bank of Russia regarding recognition of budgetary funds of the Russian budgetary system.

Internal public debt of the Russian Federation.

The procedure for preparing and submitting reports on cash balances in budgetary accounts within the budgetary system; forecast cash balances in budgetary accounts for the purposes of liquidity forecasting. Exchange of information between the Federal Treasury and the Bank of Russia.
Priority issues in cash circulation
17–19 September 2012

Purpose: Introduction to the practices of central (national) banks of EurAsEC Member States in organizing cash circulation and relevant regulation. Strengthening professional contacts between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
17–19 September 2012

Venue: National Bank of the Republic of Kazakhstan (Almaty)
Key issues:

Organizing cash transaction accounting

The procedure for exchange of damaged banknotes and defective coins

The procedure for destroying invalid, worn-out and called-in cash

Organizing cash packing and delivery

The procedure for implementation of commemorative and investment coins and their buyback by units of central (national) and commercial banks

Organizing cash recounting, sorting and packing
**Foreign exchange regulation and foreign exchange control**

19–21 September 2012

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**Purpose:** Exchanging experience in foreign exchange control by central (national) banks of EurAsEC Member States and establishing professional contacts between employees of central (national) banks of the Eurasian Economic Community

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**Category of trainees:**
- Executive officers and employees from central (national) banks of EurAsEC Member States

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**Form:** A “round table” with reports and communications by participants on the workshop topics

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**Duration:**
- 3 days
- 19–21 September 2012

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**Venue:** National Bank of the Republic of Belarus (village of Raubichi)
Key issues:

The foreign exchange regulation and foreign exchange control system (objectives and tasks)

Key functions of foreign exchange regulation and foreign exchange control agencies

Key foreign exchange rules

The foreign trade procedure and monitoring

The foreign exchange market of the Republic of Belarus

AML/CFT law enforcement
Oversight by central (national) banks over payment (settlement) systems. Payment system supervision and risk management
24–28 September 2012

Purpose: Exchanging experience in oversight and supervision over payment and settlement systems in EurAsEC Member States and strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 5 days
24–28 September 2012

Venue: Central Bank of the Republic of Armenia (Tsakhkadzor)
Key issues:

- Regulation of payment systems’ operation and preparation of the payment system development strategy
- Regulation of payment organizations’ operation
- Regulation of payment instruments
- Statistical data analysis
- The role of a central bank in development of fraud prevention measures for retail payment systems
- Development of a payment standard methodology (ISO 20022), bank identification code and bank account standards (BIC, IBAN), and new principles for the financial market infrastructure
- Payment system oversight/supervision policy (conceptual and methodological basics)
- Practices of oversight/supervision over a proprietary payment system (assessment and monitoring, analytical indicators, statistical data, data acquisition intervals, analysis)
- Analysis and methodology of payment risk assessment and management; payment system assessment methods
- Supervision over payment instruments (specifically, payment cards)
- A policy of supervision over cash transfer systems; applicable analysis and outlooks of relevant international cooperation
Organizing information and library support services in central (national) banks
24–28 September 2012

**Purpose:** Improvements to the organization of information support to bankers. Introduction to the organization of information and library support services in central (national) banks of EurAsEC Member States and in regional branches of the Bank of Russia. Exchanging experience in implementation of advanced information and library technologies. Training in enhancement of skills in application of IRBIS Automated Library Systems (ALS)

**Category of trainees:** Executive officers and employees of information support units of central (national) banks of EurAsEC Member States and regional branches of the Bank of Russia

**Form:** Training workshop
Run by executive officers and employees of the Bank of Russia

**Duration:**
5 days
24–28 September 2012

**Venue:** The Bank of Russia Branch for the Tver Region (Tver)
Key issues:

Contemporary trends in development of information and library technologies

Traditions and innovations in the system of information and library support to employees of central (national) banks of EurAsEC Member States and regional branches of the Bank of Russia

Acquisition and registration of information resources

Organization and maintenance of an electronic catalogue

Specifics of building an electronic library. Preparing collections of video and photo documents

The library site as a major instrument for development of information and library services and promotion of information resources

Exchanging experience in organization of information and library support services in central (national) banks of EurAsEC Member States and in regional branches of the Bank of Russia

A training for upgrading skills in IRBIS ALS:
- acquisition and registration of information resources. Registration of new incoming books and magazines: Komplektator computer workstation
- creation of an electronic catalogue of information resources. Technology of bibliographic processing of books and other editions: Katalogizator computer workstation
- automated book issuing: Knigo-vydacha and Chitatel computer workstation
Organizing bank supervision
25–27 September 2012

Purpose: Introduction to the experience in organization of banking supervision and discussion of relevant improvements. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
25–27 September 2012

Venue: National Bank of the Republic of Belarus (village of Raubichi)
Key issues:

- Specifics of banking supervision organization in a central bank
- Types and methods of supervisory measures
- Specifics of contact supervision organization
- Preparing and running audits
- Applying risk-oriented approaches to audits
- Expert systems used in the analysis of the financial position of businesses
- Operations of financial and lending institutions in emergency situations in the country (force majeure). Management of relations with affected borrowers
- Internal audit and control in banks
- Credit risk management
- Methodological and methodical support to inspections
- Coordination of simultaneously run audits. Monitoring of the progress and current results of audits
Practice of IFRS application by central (national) banks
9–10 October 2012

Purpose: Introduction to the practices and exchange of experience in IFRS application by central (national) banks of EurAsEC Member States. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States.

Category of trainees: Medium and top managers from units of central (national) banks of EurAsEC Member States.

Form: Workshop
Run by employees of the Bank of Russia.

Duration: 2 days
9–10 October 2012

Venue: Bank of Russia (Moscow)
Key issues:

Legislative framework for financial accounting and preparation of financial statements in the Russian Federation and IFRS

Implementation of IFRS requirements in Russian law, including comparable analysis of specific Russian accounting standards and IFRS

The practice of IFRS application to financial instruments and operations of the Bank of Russia:
- precious metals
- financial assets and liabilities at fair value
- financial assets and liabilities at depreciated value
- derivative financial instruments
- REPO transactions

Practice of IFRS 7 “Financial Instruments: Disclosures” application in the financial statements of the Bank of Russia and consolidated financial statements of the Bank of Russia Group

Preparation for transition to new standards binding from 1 January 2013
### Purpose:
Enhancement of professional expertise in macroeconomic analysis. Exchange of experience by central (national) banks of EurAsEC Member States in macroeconomic modelling and forecasting. Developing and strengthening professional contacts between employees from central (national) banks of EurAsEC Member States.

### Category of trainees:
Executive officers and employees from central (national) banks of EurAsEC Member States in charge of macroeconomic analysis.

### Form:
A “round table” with reports and communications by participants on the workshop topics.

### Duration:
3 days
23–25 October 2012

### Venue:
Interregional Training Centre of the Bank of Russia (Tula)
Key issues:

The macroeconomic situation in EurAsEC Member States

Experience in development and application of macroeconomic models for forecasting and analysis of the monetary policy (large structural DSGE-models, real and financial sector interaction models, accounting for trading conditions in macroeconomic models)

Analysis of international economic and financial conditions

Analysis of domestic economic conditions

Statistical methods for the assessment of macroeconomic indicators
A risk management system in a commercial bank and other financial entities

21–22 November 2012

| Purpose: | Introduction to the experience in risk management by commercial banks and other financial organizations; strengthening and developing professional relations between employees of central (national) banks of EurAsEC Member States |
| Category of trainees: | Executive officers and employees from central (national) banks of EurAsEC Member States |
| Form: | A “round table” with reports and communications by participants on the workshop topics |
| Duration: | 2 days |
| | 21–22 November 2012 |
| Venue: | Interregional Training Centre of the Bank of Russia (Tula) |
Key issues:

Classification of risks by type

Identification of risks based on their sources

Risk identification and assessment methods

Measures for minimization of operating risks

Early risk prevention system

Use of early risk prevention ratios

Credit risk assessment

Operating risk

Reputational risk

Foreign exchange risk

Risks inherent in non-banking financial and lending institutions.

Risk management systems

Risk forecasting

Risk control

Corporate governance

Internal control mechanism in lending institutions

Approaches to audit of the risk management system in a lending institution
Trust operations
21–23 November 2012

Purpose: Introduction to the experience of central (national) banks of EurAsEC Member States in trust operations. Developing and strengthening professional contacts between employees from central (national) banks of the Eurasian Economic Community

Category of trainees: Executive officers and employees from central (national) banks of EurAsEC Member States

Form: A “round table” with reports and communications by participants on the workshop topics

Duration: 3 days
21–23 November 2012

Venue: National Bank of the Republic of Belarus (village of Raubichi)
Key issues:

Legislative trust regulation for banks

Recognizing trust operations of the trustor bank and the trustee bank in financial accounts

Setting up a bank trust fund and recognizing bank trust fund’s operations in financial accounts
Practical Training Topics
<table>
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<td>Organization of supervision over banks and financial organizations</td>
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<td>3.</td>
<td>Integrated security implementation in a central (national) bank</td>
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<tr>
<td>1.</td>
<td>Preparing overviews of other financial corporations</td>
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<td>4.</td>
<td>Studying the experience by central (national) banks in online monitoring of the payment system operation and management of regulation and customer participation. Pricing policies of central (national) banks of EurAsEC Member States</td>
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<td>5.</td>
<td>Studying the experience of audit under International Internal Audit Standard. Organization of operation of an internal audit service and practical aspects of internal audits</td>
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<td>6.</td>
<td>Organizing research in central (national) banks</td>
<td>National Bank of the Republic of Kyrgyzstan</td>
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<td>7.</td>
<td>Organizational principles for investing international reserves and following up financial risks by a central bank. Credit risk management in international reserves management by a central bank</td>
<td>National Bank of the Republic of Kyrgyzstan, National Bank of Tajikistan</td>
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**National Bank of the Republic of Kazakhstan**

<table>
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<td>3.</td>
<td>Experience of business monitoring and implementation of the results</td>
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<td>Organization of international cooperation efforts</td>
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<tr>
<td>No.</td>
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<td><strong>National Bank of the Kyrgyz Republic</strong></td>
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<td>2.</td>
<td>Organization of interbank settlements</td>
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<td>3.</td>
<td>Income and expenditure planning and budgeting by a central (national) bank</td>
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<td>4.</td>
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<td>5.</td>
<td>Practical training on HR and personnel training issues of central (national) banks</td>
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<td></td>
<td><strong>Bank of Russia</strong></td>
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<tr>
<td>1.</td>
<td>Monetary and financial statistics in the economy of the Russian Federation</td>
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<td>2.</td>
<td>Statistics of the lending and deposit market</td>
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<tr>
<td>3.</td>
<td>Collection, processing and methods of calculating indicators of the foreign exchange market state</td>
<td>National Bank of the Republic of Belarus</td>
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<td>6.</td>
<td>Payment system information analysis by the Bank of Russia</td>
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<td>7.</td>
<td>Consolidated supervision</td>
<td>National Bank of the Kyrgyz Republic</td>
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<td>8.</td>
<td>Rulemaking by a central bank</td>
<td>National Bank of Tajikistan</td>
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<td>12.</td>
<td>HR management in a central bank</td>
<td>National Bank of the Kyrgyz Republic, National Bank of the Republic of Belarus</td>
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</tbody>
</table>

**National Bank of Tajikistan**

| 1.  | Registration of non-banking financial and lending institutions (including self-regulated organizations) and banking licensing | National Bank of the Kyrgyz Republic |
CATALOGUE
2012

Organization of training events
Organization of training events:
information for participants and contact details

The training events listed in the Catalogue are held in compliance with the Programme of Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States for 2012 under the Agreement signed by heads of central (national) banks of EurAsEC Member States in Minsk on 12 March 2004.

Applications from central (national) banks of EurAsEC Member States for participation in the workshops and participants’ questionnaires are to be submitted within the timelines specified in the invitation of the hosting party or two months before their start to HR services of the hosting central (national) banks of EurAsEC Member States.

Subject to timely submittal of applications, invitations will be distributed to participants three weeks before the start of respective workshops.

Timelines of practical trainings are to be agreed two months before their start dates.

No applications will be admitted on expiry of the above timelines.

As a rule, participants will arrive on the day preceding the start date of the training event in a centralized manner and leave on the next day after the completion of the training event. More details will be specified in invitations sent to participants via respective HR services of central (national) banks of EurAsEC Member States.

Training events will be run in the Russian language.
Central Bank of the Republic of Armenia

0010, Republic of Armenia, Yerevan, Vazgena Sargsyana St., 6
Fax: (374 10) 52–38–52

External Relations and Personnel Retraining Service
Nona Kirakosyan, Head of Service
Contact phone: (374 10) 58–38–82
Fax: (374 10) 52–38–52
E-mail: nune.kirakosyan@cba.am
Kristina Shahbazyan, Personnel Retraining Expert
Contact phone: (374 10) 59-26-56
E-mail: christine.shahbazyan@cba.am

National Bank of the Republic of Belarus

220008, Republic of Belarus, Minsk, Nezavisimosti Av., 20
Fax: (375 17) 227–48–79

Personnel Policy Department
Alexander Shevko, Head of Department
Contact phone: (375 17) 219–22–72
E-mail: a.shevko@nbrb.by
Larisa Litvinenko, Deputy Head of Department – Head of Personnel Training and Development Division
Contact phone: (375 17) 219–22–50
E-mail: l.litvinenko@nbrb.by
Mikhail Simonjukov, Chief Expert, Personnel Training and Development Division
Contact phone: (375 17) 219–24–00
Fax: (375 17) 222–39–95
E-mail: m.simonjukov@nbrb.by
National Bank of the Republic of Kazakhstan

050040, Republic of Kazakhstan, Almaty, ‘Koktem-3’ Microdistrict, 21

HR Department
Yuri Martyushev, Director of Department
Contact phone: (7 727) 259–68–20
Fax: (7 727) 270–46–15
E-mail: yuri@nationalbank.kz

Development and Risk Management Department
Botagoz Smagulova, Head of Training and Motivation Division
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Fax: (7 727) 270–48–55
E-mail: smagulova@nationalbank.kz

Anar Batyrbayeva, Chief Economist, Training and Motivation Division
Contact phone: (7 727) 270–46–89
Fax: (7 727) 270–48–55
E-mail: batyrbayeva@nationalbank.kz

National Bank of the Kyrgyz Republic

720040, Kyrgyz Republic, Bishkek, T. Umetaliyeva St., 101
Fax: (996 312) 61–07–30, 61–52–86, 66–92–04

HR Department
Olga Evlashkova, Chief Inspector, HR Development Policy Division
Contact phone: (996 312) 31–40–65
E-mail: oevlashkova@nbkr.kg

Jamilya Tokmambetova, Leading Inspector, HR Development Policy Division
Contact phone: (996 312) 31–40–65
Fax: (996 312) 61–07–30, 61–52–79
E-mail: dtokmambetova@nbkr.kg
Central Bank of the Russian Federation (Bank of Russia)

107016, Russia, Moscow, Neglinnaya St., 12
Fax: (7 495) 621–64–65

Human Resources and Personnel Management
Department
Svetlana Mikhailova, Head of Professional Training Division
Contact phone: (7 495) 771–44–90
Fax: (7 495) 771–96–66
E-mail: ssv1@cbr.ru
Nina Vereshchagina, Head of International Cooperation Unit
Contact phone: (7 495) 771–41–68
Fax: (7 495) 771–96–38
E-mail: vnv1@cbr.ru
Mariya Shershakova, Leading Expert, International Cooperation Unit
Contact phone: (7 495) 771–96–91
E-mail: sme1@cbr.ru

National Bank of Tajikistan

734003, Republic of Tajikistan, Dushanbe, Rudaki Av., 107a
Fax: (992 44) 600–32–35

HR Department
Davlakhamad Gadoev, Head of Department
Contact phone: (992 44) 600–32–12
Fax: (992 44) 600–32–11
E-mail: d_gadoev@nbt.tj
Sharifkhuja Barfov, Head of Personnel Training and Retraining Division
Contact phone: (992 44) 600–32–14
Fax: (992 44) 600–32–31
E-mail: sh_barfov@nbt.tj
Murodali Aminov, Leading Inspector, Personnel Training and Retraining Division
Contact phone: (992 44) 600–32–14
E-mail: m_aminov@nbt.tj
CATALOGUE
2012
Training Centres
Information
Interregional Training Centre of the Bank of Russia (Tula)

The Interregional Training Centre (ITC) was created by the Bank of Russia in 1996 to enhance the level of theoretical knowledge and professional expertise of the Bank of Russia’s personnel in information technologies and to upgrade personnel qualifications in new banking areas.

The Centre hosts international workshops for executive officers and employees of central (national) banks of EurAsEC and CIS Member States with participation by representatives of other foreign countries and international financial organizations.

The Training Centre serves as the secretariat of the Steering Council on Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States.

The Interregional Training Centre of the Bank of Russia offers classrooms and halls with advanced equipment to hold workshops, “round tables”, practical trainings, meetings and conferences.

The technical capabilities of the conference hall (for 178 participants), the conference room (for 40 participants) and the meeting room (for 30 participants) allow running video conferences, displaying data from automated positioning video cameras, programmable e-board and personal computers to plasma monitors and projection screens, and recording videos of the training events.

The conference hall and meeting room are equipped with simultaneous conference interpretation systems.

The computer room (for 20 participants) is equipped with personal computers combined into a local network of the Interregional Training Centre.

Its library offers an extensive range of documents on banking and related industries. There is also a video library with records of previous training events. The users will be provided with access to information resources of the Intranet, Internet, and legislative reference systems.

The guests will be offered a canteen, an ambulance room and a comfortable hotel for 64 guests. All rooms are equipped with personal computers with CD-ROMs and USB ports to prepare for classes. Some rooms have printers. The hotel offers a bar, a game room (billiard) and a sports complex, including a sauna and a hammam, a swimming pool and a fitness room.
Training participants are offered a varied entertainment programme.
Participants will be taken to Tula from Moscow on an ITC bus on the day preceding the start date of the workshop, from the building of the Bank of Russia located at the following address: Moscow, Leninskey Av., 1, Building 2, Metro Station Oktyabrskaya (Contact phones in the bus: +7 (910) 700–80-99, +7 (910) 581–59–66).
Participants will be taken from Tula to Moscow on the next day after the end of the workshop. Return tickets will be available on departure from Moscow after 01:00 p.m.
You may go to the hotel (Tula, Sovetskaya St., 88) on your own from the Moskow Railway Station Square by buses (taxi buses) Nos. 13, 16, 16/10, 4M, and 12/15, trolleybus No. 8 to “Ulitsa Pirogova” stop, and from the bus station, by buses (taxi buses) Nos. 17, 18, 28, and 33 to “Ulitsa Pirogova” stop, or by tramway No. 12 to “Ulitsa Sovetsкая” stop.
Hotel reception contact number: (4872) 32–54–41 (round a day).

Interregional Training Centre of the Bank of Russia
300041, Tula, Sovetskaya St., 88
(country and city code 7 4872)
tel.: 32–54–40
fax: 31–06–75
E-mail: muc@tula.cbr.ru

Director
Alexander Fedoseev  tel.: 32–54–38

Deputy Director
Marina Grenaderova  tel.: 32–54–37

Head of Training Organization Division
Inna Yegorova  tel.: 32–54–43

Head of Training Methodology Division
Tatyana Tkachenko  tel.: 32–51–82
Saint Petersburg Banking School (College) of the Bank of Russia

Priority areas of the Saint Petersburg Banking School (College) include retraining and career enhancement for employees from regional branches, national banks and entities of the Bank of Russia.

The structure of the Saint Petersburg Banking School (College) comprises a continuing professional education whose resources allow ensuring a high level of training programmes implementation.

Classes are run in classrooms equipped with all necessary systems that allow diversifying the training process and taking most advantage of the training time.

The Banking School (College) offers a conference hall and a round table room, classrooms and computer rooms equipped with audio, video and projection devices and other training systems.

The library of the Information Division receives new training and methodological literature on banking on an ongoing basis. Consolidated electronic catalogues provide students with online access to the available training and testing applications, regulatory guidelines and specialized economic literature.

Participants will be accommodated in Saint Petersburg hotels and in a hostel in one- and two-bed rooms that offer all one needs for a comfortable stay and training.

The Banking School (College) also offers a canteen, an ambulance room and a fitness room.

You can reach the Banking School (College) from any railway station by metro to the Sadovaya or Sennaya Ploshchad Metro Stations, and then by buses Nos. 49 or 181 or taxi buses Nos. 1, 7 or 212 to “Nikolsky most”

From Pulkovo Airport: by bus No. 39 or by a taxi bus to the Moskovskaya Metro Station and then to the Sadovaya or Sennaya Ploshchad Metro Stations, and then as indicated above.
Saint Petersburg Banking School (College) of the Bank of Russia
190068, Saint Petersburg, Griboyedova Canal, 123
country and city code 7 (812)
tel.: 714-49-95
fax: 714-53-71
E-mail: bschool@comlink.spb.ru
Website: http://bankschool.spb.ru/

Director
Viktor Khalanskey
tel.: 714-49-95
fax: 714-53-71

Head of Continuing Professional Education Division
Tatyana Jumamukhambetova
tel./fax: 714-59-35
The Personnel Training Centre of the Bank of Russia

The Personnel Training Centre of the Bank of Russia is the principal educational institution in the career enhancement system of the Bank of Russia. It runs training events for executive officers and employees of the head office, regional branches and entities of the Bank of Russia.

The Centre specializes on organization of workshops on priority banking issues in the scope of international treaties and bilateral arrangements between the Bank of Russia and foreign central banks and international organizations and offers workshops and practical trainings for representatives of central (national) banks of CIS and EurAsEC Member States.

141230, Moscow Region, Pushkino, Klyazma Microdistrict, Gorkovskaya St., 22
country and city code 7 (495)
tel.: 753-96-61, tel./fax: 753-96-62
E-mail: vvi1@cbr.ru

117049, Moscow, Leninskey Av., 1, Building 2
country and city code 7 (495)
tel.: 957-88-95, tel./fax: 772-71-77
E-mail: jmb@cbr.ru

The Training Methodology Centre of the Bank of Russia

The Training Methodology Centre of the Bank of Russia is a structural unit of the Bank of Russia. The Centre develops training methodology documentation (curricula and programmes) on banking and under continuing professional education programmes for the personnel of the Bank of Russia implemented in educational institutions and training centres of the Bank of Russia, and training methodology (training methodology manuals, graphic and other materials) for methodological support to the training process.

The Training Methodology Centre of the Bank of Russia organizes career enhancement trainings for the personnel of the Bank of Russia and instructors from banking schools (colleges) of the Bank of Russia.

170100, Tver, Sovetskaya St., 13
country and city code 7 (482-2)
tel./fax: 32-16-49
E-mail: tmc@tmc.tver.cbr.ru
The Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)

The Training Centre is a structural unit of the Central Bank of the Republic of Armenia.

The key objective of the Centre is to provide career enhancement opportunities for bankers of the Republic of Armenia in the form of short-term workshops run since 2011. Over 1 000 executive officers and employees of different banks have been trained in the Training Centre since then. The Training Centre is also used to hold high profile conferences.

The Training Centre offers a conference hall for 100 guests to run conferences, workshops and other training events. The hall is a convenient place for group work, and for ‘round table’ discussions.

The Centre offers a hotel to accommodate its guests. The hotel rooms are equipped with everything one needs for comfortable accommodation (a shower, a toilet room, a TV set, a fridge and a phone set).

Participants are offered a varied entertainment programme.

The Training Centre is located in the town of Tsakhkadzor, which is as a ski resort located at an altitude of 1 845 metres above the sea level, 50 km to the north from Yerevan.

The Training Centre of the Central Bank of the Republic of Armenia
Tsakhkadzor
(country and city code 374 10)
tel./fax: 28-29-52
The Training Centre of the National Bank of the Republic of Belarus (village of Raubichi)

The Training Centre is a structural unit of the National Bank of the Republic of Belarus. The key objective of the Centre is to provide career enhancement opportunities for bankers of the Republic of Belarus in the form of short-term workshops run since 1997. Over 15,000 bank executive officers and employees have been trained in the Training Centre since then.

The Training Centre offers two lecture rooms (for 20 to 30 persons each), one computer room for 14 persons and a library to run workshops, conferences, and other events. The rooms are convenient places for classes, group work, and ‘round table’ discussions.

The Centre offers a hotel for accommodation of workshop participants. The hotel rooms are equipped with everything one needs for comfortable accommodation (a shower, a toilet room, a TV set, a fridge and a phone set).

Guests of the Training Centre of the National Bank of the Republic of Belarus will have a favourable environment for recreation, leisure, and sports, primarily thanks to the geographic position of the Training Centre located in a picturesque area of the Minsk Region, 20 km from Minsk along the Vitebsk Highway, near the Sports Centre of Raubichi. A forest and an artificial lake offer the guests an opportunity to enjoy clean air and the beauty of Byelorussian nature.

The Centre also offers covered tennis courts, a football field and a volleyball court, and a sports outfit rental centre. The massage, hydro massage rooms, fitness room and the sauna will raise your spirits.
Training Centre of the National Bank of the Republic of Belarus
223054, Minsk Region,
p/o Ostroshitskiy Gorodok, village of Raubichi
(country and city code 375 17)
tel.: 500-23-00
fax: 500-23-01
E-mail: ucorg@nbrb.by

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E-mail: m.poleschuk@nbrb.by

Head of Organizational Division
Sergey Malkov
tel.: 500-23-03
E-mail: s.malkov@nbrb.by
Training and Health Centre of the National Bank of Tajikistan (Kayrakkum)

The Training and Health Centre is a structural unit of the National Bank of Tajikistan. Its key objective is to provide career enhancement opportunities for bankers in the Republic of Tajikistan in the form of short-term workshops that have been run since 2007. Over 300 executive officers and employee of different banks have been trained in the Centre since then.

The Training and Health Centre offers two lecture rooms for 20 to 30 guests, one conference room for 40 guests and one computer room for 15 guests to run workshops and other training events. The rooms are equipped with advanced technical systems (boards, overhead projectors, computers) and are convenient for group work and ‘round table’ discussions.

The Centre offers a hotel to accommodate its guests. The hotel rooms are equipped with everything one needs for comfortable accommodation (a shower, a toilet room, a TV set, a fridge and a phone set).

The Training and Health Centre of the National Bank of Tajikistan also offers a sports and health centre for leisure and sports.

The Training and Health Centre is located in the town of Kayrakkum on the bank of the Tajik Sea reservoir.
Training and Health Centre of the National Bank of Tajikistan, 735750, Kayrakkum, Rybkhoznaya St.  
(country and city code 992 44)  
tel.: 630-06-80, 630-06-81,  
(992 3443) 2–40–70  
fax: 630-06-41  

Director  
Dilbar Abdurasulova  
tel.: (992 3443) 2–40–48
WORKSHOP (Training) PARTICIPANT QUESTIONNAIRE  
(to be typewritten)

1. Training event (workshop; practical training) _____________________________________________

2. Event date and venue _______________________________________________________________

3. Full name _______________________________________________________________________

4. Gender: □ M □ F Date of birth ______________________________________________________

5. Education, academic degree □ secondary vocational □ candidate of science
   □ higher □ doctor of science

6. Place of work (the central (national) bank (country) __________________________________

7. Position _______________________________________________________________________

8. Key responsibilities: __________________________________________________________________

9. Service record (years): in the financial and banking system ________ in the current position ______

10. Questions you would like to be answered at the training event:
    _____________________________________________________________________________

11. The topic and duration of your report at the workshop (talking points up to 1 page of text, enclose to the questionnaire): ____________________________________________________

12. Previous participation in international training events on similar topics (when and where):
    _____________________________________________________________________________

   Telephone (fax) __________________________ E-mail address: __________________________

   Date __________________________ Signature __________________________

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