

1.0 International Professional Fees – Effective 1st December 2004

Our professional fees are US\$1,800 per day for multiple day workshops (3 days or more). For shorter duration workshops we charge an hourly rate of US\$400 per training hour. A typical training day includes 6 training hours. This fee is based on the following assumptions:

- a) All workshop facilities, multimedia projectors, copyright fees and distribution of workshop contents are responsibility of the client.
- b) There will be a minimum of 5 and a maximum of 12 registered participants in each session.
- c) Expenses for visas, travel, boarding, lodging, meals and communications for lead instructor and one assistant are borne by the client. These are chargeable in addition to the professional fees above and payable in advance on acceptance of the proposal.
- d) Fees are payable 50% in advance and 50% on completion of workshop.
- e) Our proposals are valid for 15 days after submission. We are generally in a position to begin work on assignments three weeks after receipt of professional fee payable on acceptance.
- f) Our invoices are payable within 10 days of submission.

2.0 Training Methodology

1. The objective of each workshop is to ensure that participants build a sound understanding of relevant financial principles, product features and available toolsets with respect to fixed income instruments, derivative transactions and enterprise risk management.
2. The workshops are arranged in a facility with computers that have a functional version of Microsoft Excel Professional with Solver, Analysis tool pack and data analysis tools pre-installed.
3. The workshops are aimed at a cross section of in house professionals from risk management, corporate, internal audit, credit and treasury at client institutions.
4. A typical full length workshop (one week or more) will address three key themes in eighteen sessions:
 - a. Mathematical and Statistical foundations required for risk management,
 - b. Product knowledge and
 - c. Risk Management skill sets and frameworks. The first six to eight sessions take a skill set based view while, the last four to six sessions integrate the acquired skills towards application and implementation of enterprise risk management frameworks.

3.0 Suggested workshop schedule

09:00 am – 09:15 pm – Registration, feedback & networking

09:15 am – 11:15 am – First Session

11:15 am – 11:30 am – Tea break

11:30 am – 01:30 pm – Second Session

01:30 pm – 02:30 pm – Lunch break

02:30 pm – 04:30 pm – Third Session

04:30 pm – 04:50 pm – Q & A, review and close