

### Anti-bribery Management System based on ISO 37001:2016

**31/10 - 1/11 2019**

**The Classic Hotel, Nicosia**

**Language: English**

The World Bank estimates that over USD 1 trillion is paid in bribes each year, with disastrous impacts such as eroding political stability, increasing the cost of business and contributing to poverty. Many governments have taken measures to address bribery through national laws as well as international agreements such as the United Nations Convention against Corruption, but more can be done.

Such an effort is the publication of the ISO 37001 in October 2016 by the International Organization for Standardization (ISO), which is an independent, non-governmental international organization which develops and publishes International Standards. It is based in Geneva, and is made up of the national standards bodies from 162 member countries.

The ISO 37001 is an anti-bribery management system which is designed to instil an anti-bribery culture within an organization and implement appropriate controls, which will in turn increase the chance of detecting bribery and reduce its incidence in the first place.

**Aim of the course:** This course enables the participants to learn about the best practices for implementing and managing essential components of Anti-bribery Management System as specified in ISO 37001. The participant will learn the different components of Anti-bribery Management System, including Anti-bribery Management System scope and boundaries, policies, required procedures, records, measuring performance, management's commitment, internal audit, management review and continual improvement.

#### Who should attend:

- Members of Anti-bribery team Managers, Supervisors and Sectorial Directors.
- Professionals wanting to gain a comprehensive knowledge on the main processes of Anti-bribery Management System (Supervisors, Executive Officers, Managers).
- Staff involved in the implementation of the ISO 37001 standard Managers, Supervisors, Executive Officers and Staff, Sectorial Directors, Head of Departments.
- Staff involved in operations related to the Anti-bribery Management System like Managers, Supervisors, Executive Officers and Staff, Sectorial Directors, Head of Departments.
- Internal Auditors

#### Participation Fee:

**€450+€85.50 VAT (refundable)**

**HRDA Subsidy: €238**

**Charge: €212+€85.50 VAT(ref.)**

**=€297.50**

#### Trainer: Mr Dimitrios Katsieris



Dimitrios Katsieris works for the American Accreditation Body IAS Inc. as Director for Europe and the Middle East, while he is a Program Manager and Lead Evaluator for IAS Inc., for a large number of accreditation schemes based on European and international standards. In addition he is Technical Director, Chief Inspector and Certified Senior Trainer. He has conducted more than 500 reviews & inspections in many countries and has worked as a consultant on a large number of projects. Strong professional skilled in ISO Standards (ISO 17000 series, ISO 9001, ISO 22000, ISO 14001, ISO 18001, ISO 37001, e.t.c). One of the first auditors of ISO 37001 in Greece & Cyprus.



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DURATION		Thursday 31 <sup>st</sup> of October 2019	
8:30 – 8:45		<b>Registration</b>	
8:45 – 10:45		<b>What is corruption</b> <ul style="list-style-type: none"><li>• Definition of corruption/bribery,</li><li>• Forms of corruption,</li><li>• Extent of corruption,</li><li>• Legislative developments</li></ul> <b>Introduction to ISO 37001</b> <ul style="list-style-type: none"><li>• Background to ISO 37001</li><li>• The development and publication of ISO 37001</li><li>• Introduction to management systems and the process approach</li><li>• The benefits of ISO 37001</li><li>• Taking the decision to implement ISO 37001</li></ul> <b>Planning for the Anti-bribery Management System:</b> <ul style="list-style-type: none"><li>• Scope, normative references, terms and definitions</li><li>• Understanding the organization and its context</li><li>• Understanding the needs and expectations of stakeholders</li><li>• Determining the scope of the anti-bribery management system</li></ul>	
10:45—11:00		<b>Coffee Break</b>	
11:00 – 13:00		<ul style="list-style-type: none"><li>• Anti-bribery management system requirements</li><li>• Bribery risk assessment</li><li>• Actions to address risks and opportunities</li><li>• Anti-bribery objectives and planning to achieve them</li></ul>	
13:00 – 13:45		<b>Lunch Break</b>	
13:45– 15:00		<b>Leadership:</b> <ul style="list-style-type: none"><li>• Leadership and commitment</li><li>• Governing body</li><li>• Top management</li><li>• Anti-bribery policy</li></ul> <b>Organizational roles, responsibilities and authorities</b> <ul style="list-style-type: none"><li>• Roles and responsibilities</li><li>• Anti-bribery compliance function</li><li>• Delegated decision-making</li></ul>	
15:00 - 15:15		<b>Coffee Break</b>	
15:15 - 17:00		<b>Support:</b> <ul style="list-style-type: none"><li>• Resources</li><li>• Competence</li><li>• Awareness and training</li><li>• Communication</li><li>• Documented information</li></ul>	

**ΓΙΑ ΤΟΥΣ ΣΥΜΜΕΤΕΧΟΝΤΕΣ ΣΤΗΝ ΗΜΕΡΙΔΑ ΙΣΧΥΕΙ ΑΓΟΡΑ ΠΡΟΤΥΠΟΥ ΣΕ ΤΙΜΗ ΠΩΛΗΣΗΣ ΜΕ 50% ΕΚΠΤΩΣΗ €40,50€ + ΦΠΑ\* ΜΕΧΡΙ ΤΕΛΟΣ ΙΑΝΟΥΑΡΙΟΥ**

*\*ΦΠΑ = 5% για έντυπη μορφή και 19% για ηλεκτρονική μορφή*

**ΕΠΙΚΟΙΝΩΝΗΣΤΕ ΜΕ ΤΟ ΚΕΝΤΡΟ ΕΞΥΠΗΡΕΤΗΣΗΣ ΚΑΙ ΠΛΗΡΟΦΟΡΗΣΗΣ ΓΙΑ ΤΗΝ ΠΑΡΑΓΓΕΛΙΑ ΣΑΣ.**

**ΤΗΛ.: 22 411 413/414 ΦΑΞ: 22 411 433**

**ΗΛ. ΤΑΧΥΔΡΟΜΕΙΟ: C.SERVICE@CYS.ORG.CY**



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DURATION		Friday 1 <sup>st</sup> of November 2019	
09:00-10:45	<b>Operation:</b>	<ul style="list-style-type: none"> <li>Operational planning and control</li> <li>Due diligence</li> <li>Financial controls</li> <li>Non-financial controls</li> </ul>	
10.45—11.00	<b>Coffee Break</b>		
11:00 – 13:00	<b>...cont Operation:</b>	<ul style="list-style-type: none"> <li>Implementation of anti-bribery controls by controlled organizations and by business associates</li> <li>Anti-bribery commitments</li> <li>Gifts, hospitality, donations and similar benefits</li> <li>Managing inadequacy of anti-bribery controls</li> </ul>	
13:00 – 13:45	<b>Lunch Break</b>		
13:45 – 15:00	<b>...cont Operation:</b>	<ul style="list-style-type: none"> <li>Raising concerns</li> <li>Investigating and dealing with bribery</li> </ul>	
15:00 –15:15	<b>Coffee Break</b>		
15:15 – 16:30	<b>Performance evaluation:</b>	<ul style="list-style-type: none"> <li>Monitoring, measurement, analysis and evaluation</li> <li>Internal audit</li> <li>Management review</li> <li>Review by anti-bribery compliance function</li> <li>Improvement</li> </ul>	
16:30—17:30	<b>Certification:</b>	<ul style="list-style-type: none"> <li>Preparing for the certification audit,</li> <li>Audit procedure,</li> <li>Post-audit activities</li> </ul>	

## Registration Form

### Company Details

Name : .....

Email : .....

Tel.: ..... Fax: .....

### Participants Details

A/A	Name	Work Position
1.	.....	.....
2.	.....	.....
3.	.....	.....

**Book your place before the 25<sup>th</sup> of October, 2019. Fax 22411511 Email: [training@cys.org.cy](mailto:training@cys.org.cy)**