

CATALOGUE 2014

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



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Participants of the 18th meeting of the Coordination Board on Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States 28-30 August 2013

The training objective is to provide systematic skill improvement opportunities for executives and experts of central (national) banks of EurAsEC Member States in relevant banking areas, and to optimize respective efforts of central (national) banks of EurAsEC Member States.

From the Agreement on Cooperation in Personnel Training for the Central (National) Banks of EurAsEC Member States

Dear colleagues,

Successful cooperation of central (national) banks of EurAsEC Member States in terms of multilateral Agreement on Cooperation in Personnel Training signed in 2004, shows that in ten years the interest in joint training of banking specialists of Eurasian Community has increased.

Central (national) banks have done a lot in this respect. Much experience in organizing and holding training events for executives and experts of the Community's banks has been accumulated over the recent years.

During a ten-year period more than 400 workshops and trainings were held with participation of about 4 000 representatives of central (national) banks of Eurasian Community, CIS and far abroad countries; 18 meetings of the Coordination Board on Professonal Training for Personnel of the Central (National) Banks of EurAsEC Member States were held.

The topics of workshops and trainings represented in the annual Catalogue are of much interest to bank experts. Discussions of key banking areas, round tables and meeting with colleagues from other countries help to share accumulated experience. Feedback collected from participants of training events witness the up-to-date and intensive coverage of training programmes and high qualifications of instructors.

Central (national) banks of EurAsEC Member States successfully develop cooperation with many foreign banks and international financial organizations. Permanent partners of EurAsEC banks include the European Central bank, Deutsche Bundesbank, Bank of Finland, National banks of Poland and Serbia, Bank of Netherlands, etc., whose experts take an active part in training events of the Programme of Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States.

Board of Governors of the Central (National) Banks of EurAsEC Member States approved the Programme of Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States for 2014, which includes 24 workshops and 39 trainings. Topics of the training events cover such vital aspects of banking activity as macroprudential analysis, bank sector liquidity management, organizing activities of a banking system in the area of anti-money laundering and combating the financing of terrorism, organization of payment and settlement systems supervision, interaction between supervisory and auditing authorities, role of central banks in developing budgetary policy, IT audit etc.

As in previous years the Programme focuses mostly on practice-oriented training in the format of round table as well as organization of trainings, which enables to bring the content of the training closer to the challenges faced by each bank and facilitates comprehensive study of experience of the Community's central (national) banks.

We are confident that the cooperation in the field of personnel training and accumulated experience will become the basis for strengthening professional connections, enhancing understanding and further efficient interactions as well as contributing to integration of the best international experience in the field of development and functioning of banking systems of EurAsEC Member States, CIS and Europe.

We wish you fruitful work!

Board of Governors of the Central (National) Banks of EurAsEC Member States

Workshop Schedule

No.	Date	Topic	Venue
1.	18-19 March	Liquidity risk regulation and analysis: Basel principles of liquidity risk control and supervision; liquidity indices according to Basel III; review of banking sector liquidity risks	Interregional Training Centre of the Bank of Russia (Tula)
2.	1–3 April	Risk management in central (national) banks	National Bank of the Republic of Kazakhstan (Almaty)
3.	8–9 April	IT audit	Personnel Training Centre of the Bank of Russia (Moscow)
4.	21 – 24 April	Studying financial stability issues	National Bank of the Republic of Kazakhstan (Almaty)
5.	22 – 24 April	Banking risks assessment during bank inspections	Training Centre of the National Bank of the Republic of Belarus (Raubichi)
6.	28 April — 2 May	Selective surveys run by the central (national) banks of EurAsEC Member States	Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)
7.	26 – 28 May	Budgeting issues in a central (national) bank	Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)

No.	Date	Topic	Venue
8	27 – 29 May	Organizing AML/CT activities in a banking system. Foreign exchange control	Interregional Training Centre of the Bank of Russia (Tula)
9.	3-4 June	Macroprudential analysis	Interregional Training Centre of the Bank of Russia (Tula)
10.	17 – 18 June	International relations in a central bank	Interregional Training Centre of the Bank of Russia (Tula)
11.	24 – 26 June	Regulation of nonbanking financial institutions	National Bank of the Kyrgyz Republic (Bishkek)
12.	8-10 July	Credit market: analysis of bank lending development trends and price and nonprice conditions	Staff Training Centre of the Bank of Russia (Pushkino)
13.	8-11 July	Financial consumers protection and financial education	Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)
14.	2—4 September	Banking sector liquidity management in central banks	Interregional Training Centre of the Bank of Russia (Tula)
15.	8-9 September	Procedure for financial institutions inspections (banks and nonbanking institutions, insurance companies, securities market participants)	National Bank of the Republic of Kazakhstan (Almaty)

No.	Date	Topic	Venue
16.	9—11 September	Central (national) banks role in developing budgetary policy, servicing Government accounts and managing budgets of budgetary system	Interregional Training Centre of the Bank of Russia (Tula)
17.	15—19 September	Development and implementation of the monetary policy in the context of inflation targeting	Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)
18.	16—18 September	Balance of payments and international investment position statistics in accordance with the sixth edition of the IMF's «Balance of Payments and International Investment Position Manual» (BPM6)	Training and Healthcar Centre of the National Bank of Tajikistan (Kayrakkum)
19.	23 – 24 September	Payment (settlement) system monitoring by central (national) banks	Interregional Training Centre of the Bank of Russia (Tula)
20.	23 – 25 September	Risk-oriented supervision. Risk assessment issues in lending institutions activity	Training and Healthcar Centre of the National Bank of Tajikistan (Kayrakkum)
21.	29 – 30 September	Personnel management in central (national) banks	Interregional Training Centre of the Bank of Russia (Tula)
22.	13—15 October	Organizations rating and credit register	Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)

No.	Date	Topic	Venue
23.	21 – 23 October	Current issues of cash circulation	Training Centre of the National Bank of the Republic of Belarus (Raubichi)
24.	2—3 December	On-site supervision: supervision organization features, preparation and inspections	Interregional Training Centre of the Bank of Russia (Tula)







Workshop Topics

Information and Key Issues



Liquidity risk regulation and analysis: Basel principles of liquidity risk control and supervision; liquidity indices according to Basel III; review of banking sector liquidity risks

18-19 March 2014

Introduce to Basel III liquidity risk management and supervision principles, discussion of a wide range of issues related to bank sector liquidity risks analysis. Develop professional contacts among experts from central (national) banks of EurAsEC Member States
Executives and experts from units of central (national) banks of EurAsEC Member States
Workshop
 2 days
18—19 March 2014 Interregional Training Centre of the Bank of Russia (Tula)

Key issues:

Approaches applied by the Bank of Russia to liquidity risk regulation (liquidity ratios). Basel III liquidity risk regulation, the Bank of Russia approaches to calculating short-term liquidity indices

Basel Committee on banking supervision and the Bank of Russia recommendations on organizing efficient liquidity management and control in banks

Assessment of bank liquidity condition in the framework of supervisory assessment of economic situation

Banking sector liquidity risk analysis:

- monitoring of liquidity risk degree
- stress-testing
- calculation of liquidity indices included in financial stability indicators
- current state of Russian banking sector liquidity





Risk management in central (national) banks 1–3 April 2014

Purpose: Discuss a wide range of

Discuss a wide range of issues related to risk management in central (national) banks. Develop and enhance professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format:

A **"round table"** with reports and communications by participants

on the workshop topic

Duration:

3 days

1-3 April 2014

Venue:

National Bank of the Republic of Kazakhstan (Almaty)

Key issues:

System of risk assessment and management in the National Bank of the Republic of Kazakhstan

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Organizational structure and risk management techniques

Practical aspects of risk management in monetary policy operations

Internal control organization and procedures

Internal documents regulating risk management

Types of risks, methods of measurement, identification of risks arising from central bank activity





IT audit

8-9 April 2014

Purpose:

Discuss issues related to organizing and carrying out IT audit in central (national) banks of EurAsEC Member States. Establish and develop professional contacts among experts from central (national) banks of Eurasian economic community

Category

Executives and experts from units of central (national) banks of trainees:

of EurAsEC Member States

Format: A **"round table"** with reports and communications by participants on the workshop topic

Duration: 2 days 8 – 9 April 2014

Venue: Staff Training Centre of the Bank of Russia (Moscow)

Key issues:

IT audit organization and planning:

- scope of IT audit (IT-infrastructures audit, audit of IT-applications in business processes, IT-security audit)
- risk-oriented approach in IT- audit planning

IT audit methodology, projects audit

Standards (professional and technical) and methodologies/best practices (incl. CobiT, ITIL) of IT audit

IT audit risk assessment (phase of (annual) audit planning; phase of audit programme development; residual risks assessment)

Documenting IT audit stages:

- inspection planning
- cconducting audit procedures (surveys, interviews, testing, collecting audit evidence etc.)
- preparing audit reports and materials for management; interaction with bank divisions on different stages of IT audit)

Approaches to IT projects audit before implementation:

- informing audit service about IT division projects
- decision making on IT project audit
- main issues in IT project audit
- ensuring auditor independence principle during IT project auditing

IT audit division in internal audit structure

Interaction between internal audit and IT audit divisions

Internal IT audit: middle-term and annual planning, budgeting time expenditure of IT audit division

Using special software in internal audit

The Bank of Russia experience with internal audit management software:

a) software review:

- architecture and programme platform
- information export and import
- interaction with front- and back-office systems, reference system (if available)
- organization of reports and charts using report preparation software (report generator)
- development and maintenance of automatized information archive
- possibility to update software in accordance with client's requirements (e.g. official language support)
- software advantages and disadvantages

b) system requirements:

- user maintenance, access permission set up, passwords change
- user access lock from software data and functions
- auditor register of user activity in the system
- technical requirements to head-end equipment, work stations and additional requirements to firmware necessary for software operation

c) approach to customization and project implementation (stages and phases of work, meeting deadline)

d) procedures of maintenance and technical support

Continuous monitoring of IT audit recommendations implementation (forms, periodicity)





Studying financial stability issues 21–24 April 2014

Purpose: Improve professional k

Improve professional knowledge and skills in the studying of financial stability issues. Develop professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format: Workshop

Run by employees of the National bank of Kazakhstan, the Bank of Russia and the National bank of the Republic of Belarus

Duration:

4 days

21 – 24 April 2014

Venue:

National Bank of the Republic of Kazakhstan (Almaty)

Key issues:

Key methodological approaches to stability assessment of financial mediation institutes (including stress-testing) and research of their stability and development matters

Analysis of banking sector liquidity risk

Risk and stability analysis of financial market segments including assessment of participants' speculative behaviour

Identification of price "bubbles" for different asset categories

Early identification methods for crisis situations in financial sector and financial market

Indicators of bank lending terms and their usage in financial stability analysis

Implementation of macroprudential regulation system in a central (national) bank

Systemic risk assessment. Financial institutes part in this risk realization

New capital requirements in the framework of Basel III standards implementation

Implementation of countercyclical regulation system. Identification of financial cycle stages



Banking risks assessment during bank inspections 22–24 April 2014

Purpose: Exchange experience of central (national) banks of EurAsEC Member

States in the field of banking risk assessment. Establish and develop professional contacts among experts from central (national) banks

of community

Category Executives and experts from units of central (national) banks

of trainees: of EurAsEC Member States

Format: A "round table" with reports and communications by participants

on the workshop topic

Duration: 3 days

22 – 24 April 2014

Venue: Training Centre of the National Bank of the Republic of Belarus

(Raubichi)

Key issues:

Early warning system for risks

Usage of ratios for early warning system for risks

Credit risk

Operational risk

Reputational risk

Currency risk





Selective surveys run by the central (national) banks of EurAsEC Member States

28 April - 2 May 2014

Purpose: Introduce to experience of the Central Bank of the Republic of Armenia

in organization of selective surveys. Develop professional contacts among experts from central (national) banks of Eurasian economic

community

Category

of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Workshop Format:

Duration: 5 days

28 April - 2 May 2014

Training Centre of the Central Bank of the Republic of Armenia Venue:

(Tsakhkadzor)

Key issues:

Overview of selective survey methodologies

Survey of the real scale of money transfers

Assessment of the cash dollarization level in the Republic of Armenia

Evaluation of changes in lending terms offered by lending institutions

Diffusion economic indices

Evaluation of inflation expectations for households

Experience of organizing large-scale data collection surveys

at the micro-level

Experience of organizing surveys of bank lending terms and using their

results in EurAsEC Member States





Budgeting issues in a central (national) bank 26–28 May 2014

Purpose: Introduce to the budget

Introduce to the budgeting process in the Central bank of the Republic of Armenia. Establish and develop professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format:

Workshop

Duration: 3 days

26-28 May 2014

Venue:

Training Centre of the Central Bank of the Republic of Armenia

(Tsakhkadzor)

Key issues:

Legal basis for budgeting in the Central bank of the Republic of Armenia

Process of budget planning in the Central bank of the Republic of Armenia

Principles of planning key budget expenditure items. Role and participation of structural units in the process of budget planning

Budget execution. Fixed assets accounting. Reserves accounting

The procedure for budget execution control

Organization of budget committee, committee on fixed assets assignment and stock-taking committee





Organizing AML/CFT activities in a banking system. Foreign exchange control

27-29 May 2014

Introduce to anti-money laundering and combating the financing Purpose: of terrorism (AML/CFT) and foreign exchange control practices of central (national) banks. Develop and enhance professional contacts among experts from central (national) banks of EurAsEC Member States Category Executives and experts from units of central (national) banks of EurAsEC Member States of trainees: Format: **Workshop** with a "round table" in the end **Duration:** 3 days 27-29 May 2014 Venue: Interregional Training Centre of the Bank of Russia (Tula)

Key issues:

I. Vital matters of AML/CFT in the Russian Federation:

Improvement of Russian AML/CFT law

Overview and practical aspects of application of Russian AML/CFT law and related legal and other acts of the Bank of Russia

AML/CFT internal control in lending institutions. AML/CFT risk management in lending institutions

The procedure of follow-up by the Bank of Russia of compliance by lending institutions with Federal Law No. 115-FZ "On Anti-Money Laundering and Combating the Financing of Terrorism" of 7 August 2001 and related regulatory acts of the Bank of Russia

Main offenses of Federal Law No. 115-FZ and related regulatory acts of the Bank of Russia, identified during inspections of lending institutions (their branches). Specifics of AML/CFT matters in the inspection certificate

The procedure for lending institutions to furnish information on transactions with cash or other property subject to mandatory control to relevant authorities in compliance with the requirements of Federal Law No. 115-FZ "On Anti-Money Laundering and Combating the Financing of Terrorism" of 7 August 2001. Interaction of the Bank of Russia with the Federal Financial Monitoring Service (Rosfinmonitoring) in the field of AML/CFT

The practice of the Bank of Russia in using financial statements of lending institutions to identify dubious transactions

The practice of interdepartmental cooperation related to AML/CFT in the Russian Federation

Legal basis and activity of international organizations (UN, FATF, EEU, OECD etc.) in the field of AML/CFT and combating corruption

II. Current issues of foreign exchange control in the Russian Federation:

Overview of amendments and alterations to foreign exchange laws of the Russian Federation, foreign exchange regulation and control authorities

Foreign exchange transactions documents and information provided to authorized banks by residents and non-residents

Control over repatriation of foreign exchange earnings gained from transactions involving commodities relocations inside Customs Union: exchange experience

III. "Round table":

AML/CFT and foreign exchange control practices of central (national) banks of EurAsEC Member States and improvement of the relevant national laws and regulatory framework



Macroprudential analysis

3-4 June 2014

Purpose:

Introduce to macroprudential analysis practices of central (national) banks of EurAsEC Member States. Establish and develop professional contacts among experts from central (national) banks of Eurasian economic community

Executives and experts from units of central (national) banks Category

of EurAsEC Member States of trainees:

A **"round table"** with reports and communications by participants Format:

on the workshop topic

Duration: 2 days

3-4 June 2014

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

Key issues:

Macroprudential analysis: models and tools

Money market analysis

Network models for assessment of financial markets shocks spill over





International relations in a central bank

17-18 June 2014

Purpose: Discuss a wide range of issues related to international relations

in central (national) banks of EurAsEC Member States. Develop and enhance professional contacts among experts from central

(national) banks of Eurasian economic community

Category

Executives and experts from units of central (national) banks

of trainees: of EurAsEC Member States

Format: A **"round table"** with reports and communications by participants

on the workshop topic

Duration: 2 days

17-18 June 2014

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

Key issues:

Monetary and financial cooperation in CIS. Development of regulatory base for Customs Union and Common Economic Space

Central bank unified policy in the field of international cooperation with international financial organizations (International Monetary Fund, World Bank, the European Bank for Reconstruction and Development etc.), banks of the near and far abroad countries, public authorities

Development and admission of intergovernmental and interstate draft agreements, draft agreements with central banks of foreign countries, foreign financial and integration institutes as well as conduction of intergovernmental procedures on international agreements and contracts adoption

Central bank search for opportunities to receive and use technical support from foreign central banks, international financial organizations, foreign companies. Diplomatic and technical missions. Efficiency assessment of the received technical support

Study of central banks structural divisions activity which interact with international financial organizations, intergovernmental commissions, international authorities for monetary and financial integration, foreign central banks and major systematically important banks. Development procedure for documents on matters of international and integration cooperation

Organization of official events with participation of foreign guests. Asian and European ethical code. National specifics

Interaction with international organizations and foreign central banks in the field of personnel training and technical cooperation

EurAsEC Programme as an international platform for experience exchange in the field of central banks professional activity



Regulation of nonbanking financial institutions 24–26 June 2014

Purpose: Introduce to specifics of nonbanking lending institutions regulation by the National Bank of the Kyrgyz Republic. Develop professional contacts among experts from central (national) banks of EurAsEC Member States

Category Executives and experts from units of central (national) banks of trainees: of EurAsEC Member States

Format: Workshop

Duration: 3 days 24 – 26 June 2014

Venue: National Bank of the Kyrgyz Republic (Bishkek)

Key issues:

Implementation of the National Bank of the Kyrgyz Republic policy on: ensuring system stability of nonbanking financial and lending institutions (NFLI), licensed and regulated by the National Bank of the Kyrgyz Republic; depositors and other creditors protection; ensuring diligent competition by conducting external (off-site) supervision

Development tendencies of microfinancial organizations, credit unions and other nonbanking institutions in the Kyrgyz Republic

Financial education programmes of the National Bank of the Kyrgyz Republic for NFLI potential clients

Specifics of NFLI licensing in the Kyrgyz Republic





Credit market: analysis of bank lending development trends and price and nonprice conditions

8-10 July 2014

Purpose:

Improve professional knowledge in analysis, modeling and forecasting of credit market operation, bank lending terms monitoring and analysis. Establish and develop professional contacts among experts from central (national) banks of EurAsEC Member States and experts from central banks of other countries

Category of trainees:

Executives and experts from units of central (national) banks of EurAsEC Member States and from central banks of other countries

Format:

A **"round table"** with reports and communications by participants on the workshop topic

Duration:

3 days

8-10 July 2014

Venue:

Staff Training Centre of the Bank of Russia (Pushkino)

Key issues:

Credit market of EurAsEC Member States: structure, development tendencies and their determining factors

Analysis of trends and their determining factors of bank credit interest rates changes

Experience of bank lending terms examinations in Russia and analysis of their results

Methodological approaches to credit market condition and its particular segments using interest rate indices and bank lending terms indicators

Modeling and forecasting credit market operation

Preparation and publication of reports and analytical materials on credit market condition, interest rates and bank lending terms





Financial consumer protection and financial education 8–11 July 2014

Purpose: Discuss issues related

Discuss issues related to financial consumer protection and financial education. Develop professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format: A "

A **"round table"** with reports and communications by participants

on the workshop topic

Duration:

4 days

8-11 July 2014

Venue:

Training Centre of the Central Bank of the Republic of Armenia

(Tsakhkadzor)

Key issues:

Necessity for financial consumer protection

Regulation in framework of financial consumer protection, creation of suitable environment

Enhancement of supervisory institutional conditions in the field of financial consumer protection

Programmes for raising financial awareness of population

Efficient systems for settlement of financial consumer disputes





Banking sector liquidity management in central banks 2-4 September 2014

Purpose: Exchange experience of

Exchange experience of central (national) banks of EurAsEC Member States in banking sector liquidity management. Enhance professional contacts among experts from central (national) banks of Community

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format:

A **"round table"** with reports and communications by participants

on the workshop topic

Duration:

3 days

2-4 September 2014

Venue:

Interregional Training Centre of the Bank of Russia (Tula)

Key issues:

Banking sector liquidity management in central banks. Efficiency assessment of monetary instruments implementation

Monitoring and forecasting banking sector liquidity in a central bank: autonomous factors of bank liquidity and evaluation of demand for free bank reserves

Liquidity management experience of central (national) banks of EurAsEC Member States





Procedure for financial institutions inspections (banks and nonbanking institutions, insurance companies, securities market participants)

8 – 9 September 2014

Purpose: Exchange experience of central (national) banks of EurAsEC Member

States in organization and conduction of financial institutions

inspections. Establish and develop professional contacts among experts

from central (national) banks of Eurasian economic community

Category Executives and experts from units of central (national) banks

of trainees: of EurAsEC Member States

Format: A "round table" with reports and communications by participants

on the workshop topic

Duration: 2 days

8-9 September 2014

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

Key issues:

Organization of inspection

Inspection procedure for banks and nonbanking organizations, insurance organizations, security market participants

Completion and preparation of inspection results

Rating procedure according to CAMELS

Challenges in inspections of financial organizations





Central (national) banks role in developing budgetary policy, servicing Government accounts and managing budgets of budgetary system

9-11 September 2014

Purpose:

Introduce to the experience of central (national) banks of EurAsEC Member States in developing budgetary policy, servicing Government accounts and managing budgets of budgetary systems. Enhance professional contacts among experts from central (national) banks of Community

Category of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

Format:

A **"round table"** with reports and communications by participants on the workshop topic

Duration: 3 days

9-11 September 2014

Venue:

Interregional Training Centre of the Bank of Russia (Tula)

Key issues:

Main directions of current budgetary policy. Central banks role in budgetary policy development. Budgetary and monetary policies interaction

Central bank role in government payments. Central (national) banks procedure for processing government payments through payment system using modern electronic instruments

Government single account: current state and development opportunities. Central bank and Treasury interaction

Settlement and cash service of budgetary system budget accounts by central (national) banks divisions and lending institutions

Role of government payments in retail payments. Development and implementation of innovative payment instruments in the framework of government payments

Forecasting cash budget execution. Managing free reserves on budgets of budgetary system

Impact of budgetary funds on lending institutions liquidity. Assessment of budgetary accounts funds liquidity demand and supply



Development and implementation of the monetary policy in the context of inflation targeting

15-19 September 2014

Purpose: Discuss the monetary policy in

Discuss the monetary policy instruments implementation practice of central (national) banks of EurAsEC Member States. Develop professional contacts among experts from central (national) banks of Community

Category Executives and experts from units of central (national) banks

of trainees: of EurAsEC Member States

Format: A "round table" with reports and communications by participants

on the workshop topic

Duration: 5 days

15-19 September 2014

Venue: Training Centre of the Central Bank of the Republic of Armenia

(Tsakhkadzor)

Key issues:

Conceptual and institutional aspects of inflation targeting

The policy forecast and analysis system, public relations

Main model for middle-term forecasting

Short-term forecast models, inflation forecasting

Satellite models for detailed analysis of particular sectors

Inflation targeting: development of monetary instruments

Specific parameters of monetary policy in the Republic of Armenia





Balance of payments and international investment position statistics in accordance with the sixth edition of the IMF's "Balance of Payments and International **Investment Position Manual"** (BPM6)

16-18 September 2014

Purpose: Discuss central (national) banks of EurAsEC Member States experience

in preparation of the balance of payments. Establish and develop professional contacts among experts from central (national) banks

of community

Category

of trainees:

Executives and experts from units of central (national) banks

of EurAsEC Member States

A **"round table"** with reports and communications by participants Format:

on the workshop topic

Duration: 3 days

16-18 September 2014

Venue: Training and Healthcare Centre of the National Bank of Tajikistan

(Kayrakkum)

Key issues:

Balance of payments structure

Current automatization of reporting forms

Methodology of balance of payments preparation

Data compilation and distribution practice

Matters concerning unspecified data from official statistics authorities

Balance of payments modeling and forecasting methods





Payment (settlement) system monitoring by central (national) banks

23 – 24 September 2014

Purpose: Exchange experience of central (national) banks of EurAsEC Member

States in payment and settlement systems oversight and supervision. Enhance professional contacts among experts from central (national)

banks of Eurasian economic community

Category Executives and experts from units of central (national) banks

of trainees: of EurAsEC Member States

Format: A "round table" with reports and communications by participants

on the workshop topic

Duration: 2 days

23 – 24 September 2014

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

Key issues:

International standards of payment systems oversight and central (national) banks role in their implementation. CPSS IOSCO Principles for Financial Market Infrastructures

Practice of international standards implementation in the field of oversight. European Central Bank policy in the field of payment and settlement systems oversight and policy trends related to oversight of retail payment systems and payment instruments

Payment systems of central (national) banks. Features and functions of their own payment system oversight

Payment systems oversight by central (national) banks. Specifics of socially important payment systems oversight

Analysis and assessment of payment systems risks, ensuring smoothness, and central (national) banks role in risk management of payment systems

Challenges of joint oversight:

- international standards and international practice of their implementation
- monitoring of cross-border money transfers in EurAsEC, current and potential challenges of joint oversight



Risk-oriented supervision. Risk assessment issues in lending institutions activity

23 – 25 September 2014

Purpose: Discuss a wide range of issues related to risk-oriented supervision.

Develop professional contacts among experts from central (national)

banks of Eurasian economic community

Category Executives and experts from units of central (national) banks of

of trainees: EurAsEC Member States

Format: A "round table" with reports and communications by participants on

the workshop topic

Duration: 3 days

23 – 25 September 2014

Venue: Training and Healthcare Centre of the National Bank of Tajikistan

(Kayrakkum)

Key issues:

Banking risks types (credit risk, foreign exchange risk, operational risk, liquidity risk, interest rate risk etc.)

Banking risks assessment techniques according to the Basel Committee requirement

Lending institutions ratings

Lending institutions risks assessment: stress-testing, scenarios, GAP-analysis

Supervisory requirements to risk management systems in lending institutions





Personnel management in central (national) banks

29-30 September 2014

Purpose: Introduce to the Bank of Russia experience in personnel management, discuss personnel management in central (national) banks of EurAsEC Member States. Enhance professional contacts among experts from central (national) banks of Eurasian economic community

Category Executives and experts from units of central (national) banks of of trainees: EurAsEC Member States

Format: A "round table" with reports and communications by participants on the workshop topic

Duration: 2 days 29 – 30 September 2014

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

Key issues:

The Bank of Russia legal status and organizational structure

The Bank of Russia personnel management regulation

Personnel organizational management in the Bank of Russia: employment procedure, remuneration system, evaluation criteria for applicants, employees vacations, service records and medical certificates, departmental awards in the Bank of Russia, talent management

Motivating factors in labor activity: study methods, main factors, ways of development. Personnel motivation and principles of efficient labor remuneration system

Personal appraisal. Types of personnel appraisal techniques. Comprehensive appraisal as a measure of monitoring personnel condition, professional achievements and developments perspectives. Role of executive activity appraisal in development of personnel involvement in professional activity

Legal regulation of measures preventing corruption and other offenses in the Bank of Russia

Planning and personnel training in the Bank of Russia



Organizations rating and credit register

13-15 October 2014

Purpose: Introduce to the organ

Introduce to the organizations rating system in the Central Bank of the Republic of Armenia. Establish and develop professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks of

EurAsEC Member States

Format:

A **"round table"** with reports and communications by participants on

the workshop topic

Duration:

3 days

13—15 October 2014 года

Venue:

Training Centre of the Central Bank of the Republic of Armenia

(Tsakhkadzor)

Key issues:

Organizations rating system in the Central Bank of the Republic of $\,$

Armenia

Usage of credit register data in assessment of qualitative and quantitative organization parameters





Current issues of cash circulation

21-23 October 2014

Purpose:

Introduce to issuance and cash administration and regulation of cash circulation practices of central (national) banks of Eurasian economic community Member States. Enhance professional contacts among experts from central (national) banks of EurAsEC Member States

Category of trainees:

Executives and experts from units of central (national) banks of

EurAsEC Member States

Format:

A ${\it "round\ table"}$ with reports and communications by participants on

the workshop topic

Duration:

3 days

21 – 23 October 2014

Venue:

Training Centre of the National Bank of the Republic of Belarus

(Raubichi)

Key issues:

Cash circulation analysis and forecasting

Determination of demand for cash, optimization of denomination structure in cash circulation

Procedure for cash operations of economic entities and procedure for cash settlements

Central bank preventive measures for counterfeiting

Planning issuance of commemorative coins and organization of commemorative coins preparation and sales

Sale of commemorative coins outside the country of issue, participation in international monetary programmes

Issuance and cash administration in the National Bank of the Republic of Belarus

Cash administration in banks

Transportation of valuables in the Bank of Russia

Implementation of modern technical tools in cash processing in the Bank of Russia

Equipment used in shredding of unfit banknotes including preparation stages

Organization of control over cash processing equipment in lending institutions



On-site supervision: supervision organization features, preparation and inspections

2-3 December 2014

Purpose: Introduce to on-site sup

Introduce to on-site supervision practices of central (national) banks of EurAsEC Member States. Establish and develop professional contacts among experts from central (national) banks of Community

Category of trainees:

Format:

Executives and experts from units of central (national) banks of

EurAsEC Member States

.....

A "round table" with reports and communications by participants on

the workshop topic

Duration: 2 days

2-3 December 2014

.....

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

Key issues:

Interaction of supervisory and inspection divisions

Vital issues of the Bank of Russia legal basis for inspection

Monitoring of inspections and their current results





CATALOGUE

PROGRAMMES OF PROFESSIONAL TRAINING FOR PERSONNEL OF THE CENTRAL (NATIONAL) BANKS OF Eurasec Member States

2014



Traineeship Topics

No	Traineeship topic	Applied by
	The Central Bank of the Republic of	Armenia
1.	Anti-money laundering and combating the financing of terrorism (AML/CFT)	The Bank of Russia
2.	Important issues related to banknote expert appraisal and banknote authentication methods. Combating counterfeit money	The Bank of Russia
3	Complex security in the Central Bank of the Republic of Armenia	The Bank of Russia, The National Bank of the Republic of Kazakhstan
	The National Bank of the Republic of	Belarus
1.	Practical issues related to collection, preparation and distribution of statistical data	The National Bank of Tajikistan
2.	Anti-money laundering and combating the financing of terrorism (AML/CFT)	The Bank of Russia
3.	Specifics of the BISS system: oversight and PFMIs compliance assessment	The National Bank of the Republic of Kazakhstan
4.	Methods and ways of improving the work of the central (national) banks web-sites. External relations. Public and media relations	The National Bank of Tajikistan, The National Bank of the Kyrgyz Republic
5.	HR management strategy. Keeping personnel records	The National Bank of the Republic of Kazakhstan The Central Bank of the Republic of Armenia
6.	Operations with securities and depository activity in the National Bank of the Republic of Belarus	The National Bank of the Republic of Kazakhstan
7.	Procedure for international payments in the National Bank of the Republic of Belarus	The National Bank of the Republic of Kazakhstan

Council of Governors of the Central (National) Banks of EurAsEC Member States

No	Traineeship topic	Applied by
	The National Bank of the Republic of F	Kazakhstan
1.	Preparation of financial market statistics	The National Bank of the Republic of Belarus
2.	Issue of commemorative coins by central (national) banks of EurAsEC Member States	The National Bank of the Republic of Belarus
3.	Financial consumer protection and financial education	The National Bank of Tajikistan, The Bank of Russia, The National Bank of the Republic of Belarus
4.	Structure and organization of accounting service in the central (national) bank	The Bank of Russia
5.	IFRS implementation practice	The Bank of Russia
6.	Security systems	The Bank of Russia, The Central Bank of the Republic of Armenia
7	Organization of international cooperation. Public relations: financial education	The National Bank of the Republic of Belarus, The National Bank of Tajikistan
8	Organizational structure, labour remuneration and staff regulation. Social package (exchange of experience)	The Bank of Russia
9	Currency legislation of the Republic of Kazakhstan. Information exchange on foreign exchange transactions	The National Bank of the Republic of Belarus
10	Coordination between central (national) banks concerning personnel training	The National Bank of the Republic of Belarus, The Bank of Russia



No	Traineeship topic	Applied by
	The National Bank of the Kyrgyz Re	epublic
1.	Current issues of AML/CFT. Supervisory authorities cooperation in the field of AML/CFT legislation implementation	The Bank of Russia
	The Bank of Russia	
1.	Organizing AML/CT activities in a banking system. Foreign exchange control	The National Bank of Tajikistan, The National Bank of the Kyrgyz Republic, The National Bank of the Republic of Kazakhstan
2.	Cash administration	The National Bank of the Republic of Kazakhstan The National Bank of Tajikista
3.	Payment (settlement) systems oversight in central (national) banks of EurAsEC Member States	The National Bank of the Republic of Belarus
4.	The Bank of Russia analysis of non-financial institutions activities: current state, challenges and development	The National Bank of the Republic of Kazakhstan
5.	Recognizing banks income and expenses in accounting practice. Deferred tax assets and tax liabilities	The National Bank of the Republic of Belarus
6.	Central bank function of the Government financial agent	The National Bank of the Kyrgyz Republic
7.	Security systems. Security standards in financial sector	The Central Bank of the Republic of Armenia
8.	International cooperation	The National Bank of the Republic of Belarus
9.	Library automatization system "IRBIS": automatization of reference-information and library processes	The National Bank of the Republic of Belarus

No	Traineeship topic	Applied by
10.	Interaction of the Bank of Russia with media and organization of public relations	The National Bank of the Kyrgyz Republic, The National Bank of the Republic of Kazakhstan
11.	Vital issues of personnel training	The National Bank of the Republic of Kazakhstan
12.	Central depository	The National Bank of the Kyrgyz Republic
13	Current method and practice of bank market risk management	The National Bank of the Republic of Belarus
	The National Bank of Tajikista	an
1	Anti-money laundering and combating the financing of terrorism (AML/CFT)	The Bank of Russia
2	Opening, servicing and closing clients bank accounts in national and foreign currency	The National Bank of the Republic of Kazakhstan
3	International payments and money transfer	The National Bank of the Republic of Kazakhstan
4	Specifics of banks internal control system during post-crisis period	The Bank of Russia
5	Organization of international cooperation	The National Bank of the Republic of Belarus





Organization of Training Events







Organization of training events: information for participants and contacts

The training events included in the Catalogue will be run in compliance with the Programme of Professional Training for Personnel of the Central (National) Banks of EurAsEC Member States for 2014 in the framework of the Agreement signed by the heads of central (national) banks of EurAsEC Member States in Minsk on 12 March 2004.

Central (national) banks should submit their applications for participation in workshops with profile details of participants not later than the deadlines specified in the invitation of the receiving side, or two months before their beginning, to personnel services of respective central (national) banks of EurAsEC Member States in which such trainings will be held.

Subject to timely submittal of applications, invitations will be sent to participants three weeks before the training start date.

Traineeship deadlines will be agreed two months before the start date.

No training applications will be accepted on expiry of such deadlines.

As a rule, a centralized check-in of trainees will be organized the day before the starting day of the training, and the check-out, on the next day after the last day of the training. Specific details will be given in invitations that will be sent to participants to respective personnel services of central (national) banks of the Community.

The Russian language will be the working language of the trainings.

The Central Bank of the Republic of Armenia

0010, Republic of Armenia, Yerevan, ul. Vazgena Sargsyana, 6 Fax: (37410) 52–38–52

External Relations and Personnel Retraining Service

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The National Bank of the Republic of Belarus Administrative building

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The National Bank of the Kyrgyz Republic Administrative building

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The Central Bank of the Russian Federation Administrative building

The National Bank of Tajikistan

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The National Bank of Tajikistan Administrative building















Training Centres

Information

Interregional Training Centre of the Bank of Russia (Tula)



Interregional Training Centre of the Bank of Russia (Tula)



Conference hall

The Interregional Training Centre was created in 1996 to enhance qualifications of the Bank of Russia's staff in important banking areas.

Under the multilateral personnel training cooperation agreement, the Centre organizes international training events involving representatives of central (national) banks of the Eurasian Economic Community, CIS countries, experts of foreign banks and international financial organizations.

To hold workshops, round tables, practical trainings and meetings, the Training Centre offers a conference hall (for 178 participants), a smaller conference hall (for 40 participants), a meeting hall (for 30 participants), a training room for smaller groups (for 10 participants), and a computer room (for 20 participants). All rooms are equipped with advanced technical equipment. The technical capabilities of the Centre allows holding video conferences, provide synchronous interpretation from foreign languages and video record training events. For convenience of presentations, trainings and group work, the meeting room and the computer room are equipped with Smart Board and ActiveBoard interactive facilities.

The knowledge base of the Training Centre offers a wide choice of literature on the banking and related industries. Users have access to information resources of the Intranet, Internet, and reference legal systems.

Guests will have access to a catering facility, an outpatient facility and a comfortable hotel for 64 guests. A personal computer with a DVD-ROM and a USB port will be available for preparation for training sessions in each hotel room. The hotel also offers a bar-room, a play room (billiard) and a sports and recreation facility that comprises a Finnish sauna, a Turkish sauna, a swimming pool and an exercise room.

The Interregional Training Centre of the Bank of Russia is located in the ancient Russian city of Tula that accommodates multiple sightseeing and memorable places.

Workshop participants will be offered an exciting and diverse cultural programme.

Guests will be brought to Tula from Moscow by the bus of the Training Centre on the day preceding the starting day of the workshop from the building of the Bank of Russia in Moscow at: Leninskiy pr. 1, korp. 2, Oktyabrskaya Metro Station (bus driver's mobile phone: +7 910 700–80–99).

Guests will be taken back to Moscow from Tula on the following day after the last day of the workshop. Return tickets should be bought when leaving Moscow after 01:00 p.m.

The Interregional Training Centre of the Bank of Russia 300041, Tula, ul. Sovetskaya, 88

phone: (74872) 32–54–40 fax: (74872) 31–06–75 E-mail: 70muc@cbr.ru

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Head of the International Cooperation Sector Larisa Khoruzhaya

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Meeting hall



Small conference hall

Staff Training Centre of the Bank of Russia



Staff Training Centre of the Bank of Russia



The hall of the Training and Accommodation Building

The Stuff Training Centre of the Bank of Russia is the principal training institution in the personnel skill improvement system of the Bank of Russia. The Centre provides training for executives and employees of the central administration and regional branches of the Bank of Russia.

The Centre specializes in organization of workshops on important banking issues in the scope of international treaties and bilateral agreements of the Bank of Russia with foreign central banks and international organizations and provides workshops and traineeships for representatives of central (national) banks of CIS and EurAsEC Member States.

The Staff Training Centre of the Bank of Russia can boast advanced infrastructure, with two training facilities as its basis. One of them is located in the town of Pushkino in the Moscow Region, and the other in the building of the Bank of Russia in Moscow at Leninskiy prospect, d. 1, korp. 2.

The classrooms of the Centre are fitted with various equipment, including synchronous interpretation booths. The computer rooms have work stations connected to the corporate computer network of the Bank of Russia.

The Staff Training Centre offers its trainees a methodological room that, apart from specialized literature on key banking areas, also keeps printouts from past workshops and training aids prepared and published by the Centre over its existence.

Participants of trainings run by the Staff Training Centre of the Bank of Russia in Pushkino, Moscow Region, will be accommodated in its two training and accommodation buildings that offer 46 rooms with all amenities, designed to host 50 guests at a time. As a rule, participants of skill improvement courses held in the Centre's facilities in Moscow are accommodated in the hotel of the Bank of Russia in Moscow at Altufyevskiy shosse, d. 4 (Vladykino Metro Station, near the Voskhod Hotel).

The Staff Training Centre of the Bank of Russia 117049, Moscow, Leninskiy pr., d. 1, kor. 2 phone: (7495) 957-88-95 phone/fax: (7495) 772-71-77 E-mail: jmb@cbr.ru

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Head of Training Organization Sector Olga Trubnikova

phone.: (7495) 772-74-81



Classroom



Classroom

Training Centre of the National Bank of the Republic of Belarus (village of Raubichi)



Training Centre of the National Bank of the Republic of Belarus (village of Raubichi)



Lecture room

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 Republic of Belarus will have a favorable environment for recreation, leisure, and sports, primarily thanks the geographic position of the Training Centre located in the picturesque area of the Minsk Region, 20 km from Minsk along 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 fitness room and the sauna will raise your spirits.

Training center of the National Bank of the Republic of Belarus 223054, Minsk Region, p/o Ostroshitskiy Gorodok, village of Raubichi phone: (37517) 500-23-00

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Director

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Deputy Director Maksim Poleschuk

> phone: (37517) 500–23–05 E-mail: м.poleschuk@nbrb.by

Organizational Division

phone/fax: (37517) 500-24-92, 500-23-04



Computer room



Negotiations hall

Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)



Training Centre of the Central Bank of the Republic of Armenia (Tsakhkadzor)



Conference hall



In the vicinities of 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 2001. Over 1000 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 1845 meters above the sea level, 50 km to the north of Yerevan.

Training Centre of the Central Bank of the Republic of Armenia Tsakhkadzor

phone/fax: (37410) 28-29-52

Training and Healthcare Centre of the National Bank of Tajikistan (Kayrakkum)

The Training and Healthcare Centre is a structural unit of the National Bank of Tajikistan.

Its key objective is to provide career enhancement opportunities for bankers of the Republic of Tajikistan in the form of short-term workshops run since 2007. Over 300 executive officers and employees of different banks have been trained in the Centre since then.

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

The Training and Healthcare Centre is located in the town Kayrakkum on the bank of the Tajik Sea reservoir.

Training and Healthcare Centre of the National Bank of Tajikistan

735750, Kayrakkum, ul. Rybkhoznaya phone: (99244) 630–06–80, (99244) 630–06–81, (9923443) 2–40–70 fax: (99244) 630–06–41

Director Malika Negmatova

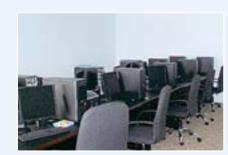
mobile phone: +992 92 777-67-70



Training and Healthcare Centre of the National Bank of Tajikistan (Kayrakkum)



Classroom



Computer class

For notes

WORKSHOP (Training) PARTICIPANT QUESTIONNAIRE (to be typewritten)

1.	Training event (workshop; practical training)
••	Training event (workertop) practical training)
2.	Event date and venue
3.	Full name
4.	Gender: M F Date of birth
5.	Education, academic degree
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

2014

		Já	anua	ry			Fe	brua	iry				Ma	rch			April						
Мо		6	13	20	27		3	10	17	24		3	10	17	24	31		7	14	21	28		
Tu		7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29		
We	1	8	15	22	29		5	12	19	26		5	12	19	26		2	9	16	23	30		
Th	2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24			
Fr	3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25			
Sa	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26			
Su	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27			
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May							June							July			August						
Мо		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		
Tu		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26		
We		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27		
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Su	4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31		

September							October						No	vem	ber		December						
Мо	1	8	15	22	29		6	13	20	27			3	10	17	24	1	8	15	22	29		
Tu	2	9	16	23	30		7	14	21	28			4	11	18	25	2	9	16	23	30		
We	3	10	17	24		1	8	15	22	29			5	12	19	26	3	10	17	24	31		
Th	4	11	18	25		2	9	16	23	30			6	13	20	27	4	11	18	25			
Fr	5	12	19	26		3	10	17	24	31			7	14	21	28	5	12	19	26			
Sa	6	13	20	27		4	11	18	25			1	8	15	22	29	ϵ	13	20	27			
Su	7	14	21	28		5	12	19	26			2	9	16	23	30	7	14	21	28			

2015

January							Fe	brua	iry				Ма	ırch	1			April							
Мо		5	12	19	26		2	9	16	23		2	9	16	2	3 30		6	13	3 2	20	27			
Tu		6	13	20	27		3	10	17	24		3	10	17	2	4 31		7	14	1 2	21	28			
We		7	14	21	28		4	11	18	25		4	11	18	2	5	1	8	15	5 2	22	29			
Th	1	8	15	22	29		5	12	19	26		5	12	19	2	6	2	9	16	5 2	23	30			
Fr	2	9	16	23	30		6	13	20	27		6	13	20	2	7	3	10	17	7 2	24				
Sa	3	10	17	24	31		7	14	21	28		7	14	21	2	8	4	11	18	3 2	25				
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