



Fiduciary Essentials[®] Certificate Training

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Trustees and other stewards responsible for public and private benefit funds will learn the higher standards of the prudent investment process being adopted globally.

Fiduciary Essentials® For Stewards

The role of an investment fiduciary is to manage process

Recent developments in the capital markets around the world reflect the underlying groundswell of concern over current investment industry practices and the difficulty institutional investors have in forming trust appropriately. It is worth considering observations that fi360 has gained about this changing marketplace that will put this into context. These comments apply to stewards of public and private benefit funds, as well as all service providers.

1. Trustees and other fiduciaries have a heightened awareness when it comes to the due diligence requirements in selecting suppliers of investment services. This trend has accelerated for market related reasons. Globally, the concept of fiduciary obligations and the assessment of service providers against a standard is taking on heightened significance.
2. Fiduciary obligations are all about trust. Determining who to trust is a daunting prospect yet is a fundamental obligation of those with fiduciary status. Documenting the process used for selection and on-going supervision is costly in terms of time and also demands a level of competency. It is no longer acceptable for those in fiduciary roles to assess service provider or network support competency and integrity in a cursory manner.
3. Overall there has been poor definition of what being an investment fiduciary actually means. The requirement to put client's interests first is the fiduciary standard of care, which is by definition a process standard. Investors too often select providers based on brand and personal relationships in the absence of a sound method to assess a service provider's trustworthiness in terms of processes and procedures.
4. In the heightened regulatory environment, more advisers are going to claim they meet fiduciary obligations, but only independent verification of this claim against a documented standard will enable investors and referral sources to form trust quickly, without the need. Increasingly, regulators are scrutinizing provider procedures, to ensure clients receive appropriate advice and to assess whether selected service providers are satisfactorily undertaking essential tasks when outsourcing has occurred. They are beginning to look beyond the "claimed" governance controls and service agreements by looking into the outcomes and records at the client or service provider level to see evidence of actual implementation matching the standards claimed.

Who should participate?

- Fund Sponsors & Trustees
- Fund Administrators & Directors
- Investment Committee Members
- Legislators
- Accountants
- Lawyers
- Investment Advisors & Consultants

Curriculum/Certificate

The FIDUCIARY ESSENTIALS® Certificate Training is a one day classroom-based course, which covers all of the components of a comprehensive investment process and related standards of care. Successful completion of the programme is recognized by the awarding of a Certificate of Completion and allows interested participants to apply for membership in the Fiduciary Academy™.

Fiduciary Essentials® For Stewards

fi360's Seven Global Fiduciary Precepts

Overview

A fiduciary manages the assets of another person and is required by law to always act in the best interests of the client, beneficiary, or retirement plan participant. Yet many fiduciaries are not fully aware of their duties and responsibilities, let alone educated on how to fulfil those duties to the standard of care required by law.

Fiduciary Essentials® for Investment Stewards instructs trustees, investment committee members, advisors, attorneys and accountants on how they can improve their fiduciary services and minimize their personal liability

Training

Globally, the core legislative and regulatory acts that govern the conduct of all investment fiduciaries have seven essential principles common to all of them. The Fiduciary Essentials® course teaches Investment Stewards these seven global fiduciary precepts, and how they can use them to better understand and manage their fiduciary role.

The Fiduciary Essentials course also provides a unique overview of the following area:

- Fiduciary standard of care
- Investment Policy Statements (IPS)
- Key documentation for fiduciary purposes
- Self-Assessment of Fiduciary Excellence
- Monitoring investments on an on-going basis

Learning Objectives:

1. Identify when an organization or individual may be deemed to have fiduciary status;
2. Define fiduciary excellence;
3. Assess the extent an organization conforms to a fiduciary standard of excellence; and,
4. Identify actions to confirm to fiduciary excellence.

Fiduciary Essentials® For Stewards

Seven Principles Every Fiduciary Must Know

Benefits

MAXIMIZE your effectiveness in meeting the needs of those who depend on you.

MINIMIZE risk of liability by adhering to a defined fiduciary standard of care substantiated by legislative acts, case law and regulatory opinion letters.

Did you know that

1. Ignorance is not a viable defence.
2. Over 90% of the variation in returns among portfolios is due to asset allocation.
3. Preparation and proper execution of the IPS is the most important responsibility an investment fiduciary performs.
4. You must either be the prudent expert or delegate to prudent experts who are prudently selected.
5. "It is imprudent to waste money." (Quoted from Commentary to the UPIA)
6. Monitoring is the most time consuming activity of an investment fiduciary, and the one where most fiduciary breaches are found.
7. The most egregious scandals are those where fiduciaries have parlayed their positions of trust for personal profit.

"The Fiduciary Essentials seminar was exceptionally helpful, both for the information presented at the time and for the follow up assistance generously provided by fi360. I left the seminar with an armful of resources and ideas, which I've been putting into practice ever since. This is one of those rare learning experiences that has really had a lasting impact."

Rayna Alyward

Executive Director, Mitsubishi Electric Foundation

Fiduciary Essentials® For Stewards

Certificate Training

Course Agenda

Registration and Breakfast from 7:00 a.m. Course starts promptly at 8:00 a.m.
Lunch and snacks are provided along with all training materials.

8:00 – 8:30	Introduction to the History and Significance of the Fiduciary Standard
8:30 – 9:00	Laws and Governing Documents for Fiduciaries
9:00 – 10:00	The Fiduciary Duty to Diversify
10:00 – 10:15	Break with Refreshments
10:15 – 10:45	Crafting an Effective Investment Policy Statement
10:45 – 11:30	Performing Effective Due Diligence
11:30 – 12:15	Controlling and Accounting for Investment Costs
12:15 – 13:00	Lunch Served
13:00 – 14:00	Fiduciary Duty to Monitor
14:00 – 14:45	Dealing with Conflicts of Interest
14:45 – 15:00	Break with Refreshments
15:00 – 17:00	Practical Scenarios and Wrap Up

Fiduciary Academy™ Membership

Candidates who have successfully completed the Fiduciary Essentials® Certificate Training may apply to become a member in the Fiduciary Academy™. Upon successful completion of the Certificate Training, a membership application should be completed in its entirety and submitted along with the membership dues.

In order to renew membership in the Fiduciary Academy™, the following actions are required to be completed annually by the member's anniversary date:

- Maintain current contact information with fi360
- Accrue and report four (4) hours of continuing education (CE) credits
- Attest to the Code of Ethics
- Remit payment of the membership dues



Past graduating classes of the Fiduciary Essentials® (FE®) for Stewards Certificate Training, held in Manila, Philippines, pose for group photos. The FE® Certificate Training, led by fi360, is hosted annually in Manila by the Asia Pacific Association for Fiduciary Studies. The 1-day FE® Certificate Training allows each participant to earn the FE® Certificate, one of the most sought-after certification in the field of fiduciary education.

**Attend the
Pacific Region Investment Conference
held annually in Manila, Philippines!**

The Conference will provide a well-rounded program offering ideas for dealing with difficult situations, innovative approaches for seemingly impossible dilemmas and a strong grounding for meeting your fiduciary obligations. It will also offer the required annual Continuing Education Credits to maintain Fiduciary Academy™ Membership.

Log on to www.apafs.org to register or for more details!

Contact admin@apafs.org with questions or interest in the Fiduciary Essentials® (FE®) Certificate Training. Visit www.apafs.org for additional information pertaining to the Asia Pacific Association for Fiduciary Studies.

