

# Gulf Summit 2009: Ethics, Governance & Corporate Compliance

*Building Robust Ethics & Compliance Programmes & Developing Internal Controls to Prevent  
Financial Leakage in 2009's Economic Climate*

*27-29 April 2009, Dubai, UAE*

## Draft Programme

### Pre-Conference Workshops: 27 April 2009

- 0900 Registration & Coffee  
0930 Morning Workshop A:  
**Corporate Governance & Effective Internal Financial Controls in the Gulf**
- 1230 Lunch
- 1400 Afternoon Workshop B:  
**Detecting, Preventing & Recovering from Fraud & Corruption in the Gulf**
- 1700 Close of Workshop Day

### Main Conference Day One: 28 April 2009

- 0830 Registration & Coffee  
0900 Welcome & Introduction from Conference Chairperson
- John Sardar**, *Region Compliance Counsel, Middle East & Asia Pacific*  
**BAKER HUGHES**

<b>Building Internal Controls to Prevent Financial Leakage</b>
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- 0910 **Corporate Governance in the Gulf Region: PANEL DISCUSSION**
- What is corporate governance about and why is it essential to growth and the prevention of leakage?
  - What are the different global practices on board structure and operation? What is the role of Management vs. the Board and the role of the CFO and In-house Counsel?

**Jermyn Brooks**, *Director Private Sector Programmes*  
**TRANSPARENCY INTERNATIONAL**

- 0950 **Roles & Responsibilities in Corporate Governance & Preventing Financial Leakage**
- What are the international standards for Board Committees?
  - Are they necessary? Who comprises each committee?
  - What is the function of the Audit Committee and why is it important to prevent leakage and manage financial and legal compliance?
  - What are the top 5 things that the Audit Committee should focus on?
  - What is the role of the Legal Counsel, CFO, Head of Audit, Head of Compliance?
  - Where do the roles interact and how should they communicate?
  - How effective business partnering by each of these roles can drive business and cement effective controls
  - The top 5 things that each person can do to prevent leakage

- 1030 Networking Refreshment Break
- 1100 **Building Effective Financial Internal Controls to Manage Fraud & Corruption in the Gulf**
- What are the top ten things that any company in the Gulf must have in its financial management?
  - What are the key financial controls that must be in place and how are they managed?
  - How should you go about building controls to detect financial fraud and corruption risks?
- 1130 **The Role of Internal Audit & Conducting Risk Assessment & Audit in Practice**
- What does Internal Audit do?
  - What skill sets do you need in the function? Where should Auditors come from?
  - How to develop a comprehensive audit plan with key business drivers
  - Where would you look for fraud or leakage?
  - What would a risk assessment look like and how would you start a risk assessment?
  - Once risks are identified, what steps should you take and when?
- 1200 Lunch

<b>Anti-Corruption &amp; Compliance</b>
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Chairperson: **Adam Turteltaub**, *Vice President of Membership Development*  
**THE SOCIETY OF CORPORATE COMPLIANCE AND ETHICS**

1330 **Fraud & Corruption in the Gulf: Lessons from Recent High-Profile Cases**

**Prof. Khawar Qureshi QC**, *Head of Chambers,*  
**McNAIR CHAMBERS**

1400 **Setting Policies to Prevent, Detect & Recover from Fraudulent Activity, AML & Theft**

1430 **Anti-bribery Basics**

- What are the regional and international laws?
- How do they apply to Gulf companies in the Gulf and elsewhere?

1510 Networking Refreshment Break

1540 **Anti-bribery Case Update**

- A practical view on what went wrong & how companies are still paying the price of corruption

1610 **Creating a Global Compliance Policy for Anti-Corruption (At-a-Glance)**

**John Sardar**, *Region Compliance Counsel, Middle East & Asia Pacific*  
**BAKER HUGHES**

1650 Close of Day One

**Main Conference Day Two: 29 April 2009**

0900 Opening Remarks from Chairperson

**Jermyn Brooks**, *Director Private Sector Programmes,*  
**TRANSPARENCY INTERNATIONAL**

- 0910 **Due Diligence on Third Parties: How to Conduct Effective Checking**
- Why this is a challenge for companies doing business in the Gulf
  - What are the laws around agency in the Gulf?
  - What are the top ten things to do when conducting due diligence on potential agents and partners in the Gulf?
  - What are the most common 'red flags' uncovered in due diligence on agents and partners in the Gulf?

**Martin Stone**, *Head of Middle East & North Africa Business Practice*,  
**THE RISK ADVISORY GROUP**

- 0950 **Due Diligence Q&A**

- 1000 **Conducting & Managing an Internal Investigation**

**Mark Krutsinger**, *Vice President, Commercial Law - Eastern Hemisphere*  
**HALLIBURTON**

<b>The Basic Building Blocks of Compliance Programmes</b>
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- 1040 **Confidential Information**
- What is it and how to protect it?
- 1120 Networking Refreshment Break
- 1150 **Conflicts of Interest**
- What are they?
  - How do you manage them?
  - Why is this important?
- 1230 Lunch
- 1400 **Employment Practices**
- What are the basic principles and international standards on employment practices?
- 1440 **Antitrust & Competition Law**
- How what you can do in the Gulf may affect international Antitrust laws outside the Gulf
- 1520 Networking Refreshment Break
- 1550 **Building the Essential Tools to Manage Compliance**
- Should every company have a Code of Conduct?
  - The top 25 things that should be included in a Code of Conduct
  - Examples of format, designs and approaches to developing and communicating a Code of Conduct
- 1630 **Building a Culture of Compliance: Training & Communication**
- How do you know what your culture is?
  - How do you change the culture from "relaxed indifference" to "focused compliance"?
  - What essential aspects must every company have in its corporate culture?
  - What companies get right and what effect does it have on their balance sheets?
- 1700 Close of Conference