Dear Colleagues,

Since 2002 the Czech National Bank has been organising technical assistance seminars to share its knowledge and experience with other central banks. The lectures are given by Czech National Bank experts who deal with the presented topics every day. To be able to give the participants another perspective on the topic we also invite experts from other central banks and international financial institutions as guest speakers.

This brochure contains details of the topics and dates of the seven seminars prepared by the Czech National Bank for 2015. We sincerely hope that the topics offered will match your expectations.

The Czech National Bank is also ready to offer its know-how on specific subjects and to welcome small groups of experts for brief visits on a tailor-made basis. Please do not hesitate to contact the General Secretariat (technical assistance team) if you are interested in the expertise we can provide. You are always welcome to send us any queries you have regarding our seminars and possible bilateral consultations.

We look forward to meeting you and your colleagues at these events at the Czech National Bank, and we also hope to learn from sharing experiences with you. We are convinced that cooperation between central banks is important and beneficial.

Mr Marek Petruš
Executive Director
General Secretariat
## Seminar schedule in 2015

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<td>505</td>
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<td>507</td>
<td>23–27 November</td>
<td>Macroeconomic Modelling and Forecasting</td>
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501
Statistics at the CNB
2–4 March 2015

Description
This seminar is designed to present the current statistical framework in the CNB, including its experience in producing statistics during the economic transition period and harmonisation with the European Central Bank. The seminar will cover all the main statistical areas, i.e. monetary and financial statistics, balance of payments statistics, financial accounts statistics, government finance statistics and general economic statistics. A distinguished guest from a foreign institution dealing with statistics will participate in the seminar.

Participants are invited to make an active contribution by briefly describing the basic statistical framework in their countries.

Target group
The course is designed for statistical staff in central banks.

Topics
• Statistics at the CNB
• Monetary and financial statistics
• Balance of payments statistics
• Financial accounts statistics
• Government finance statistics and general economic statistics

Length 3 days
Language English
Number of participants 1–2 from each country
Application deadline end of January 2015
502
Cash Circulation Management in the Czech Republic
9–11 March 2015

Description
This seminar aims to present the CNB’s approach to tasks connected with cash circulation management in the Czech Republic and to share experience and knowledge in this area (e.g. issuance of banknotes and coins, cash handling, storage, processing and distribution, and the fight against counterfeiting).

Participants are invited to make an active contribution by briefly describing the situation in their countries.

Target group
The course is designed for senior specialists in issuance and cash operations.

Topics
• Role of the CNB
• Legislation and internal rules
• Production and delivery of banknotes and coins
• Clients of the CNB and the cash distribution scheme
• Cash processing and storage
• Counterfeiting issues
• Statistics
• Security
• Workshop of participating central banks
A visit to the Cash Operations Department of a CNB branch

Length 3 days
Language English
Number of participants 1–2 from each country
Application deadline end of January 2015
**Human Resources Management at the CNB**

**1–4 June 2015**

**Description**
This seminar aims to present the CNB’s approach to HRM and to share experience and knowledge of HRM functions and instruments. Participants are expected to make an active contribution during the seminar. A half-day will be devoted to teambuilding activities.

**Target group**
The seminar is designed for HR specialists working in a central bank.

**Topics**
- Teambuilding
- Organisation and management of human resources at the CNB
- Recruitment, selection and personnel planning
- Job descriptions and personnel systemisation
- Compensation system
- Performance appraisal system
- Staff professional development and training
- Social policy and social benefits
- HR information system
- The CNB’s activities within the ESCB
- HR business partner workshop

**Length** 4 days
**Language** English
**Number of participants** 1–2 from each country
**Application deadline** end of March 2015
504
Financial Stability in Central European Countries
17–19 June 2015

Description
This seminar aims to examine the CNB’s approaches to financial stability analysis. It will present analytical tools, regulatory instruments and communication in the area of macroprudential policy focusing mainly on financial markets and banking systems in the Czech Republic and Central European economies. The presentations – each followed by a discussion – will be given by CNB experts and guests from other EU central banks and other regulatory authorities. Participants are invited to make an active contribution by briefly describing the situation in their countries and the approaches of their institutions.

Target group
The course is designed for economists and financial stability experts. Active discussion is welcome.

Topics
• Introduction to financial stability, the framework for macroprudential policy and analysis
• Financial system developments and regulatory frameworks in the CEE region
• Stress testing solvency and liquidity of the banking sector
• Financial markets and cross-border contagion
• Systemic risk and financial stability indicators
• Analysis of households and non-financial corporations for financial stability purposes
• Macroprudential policy instruments and communication

Length 3 days
Language English
Number of participants 1–2 from each country
Application deadline end of March 2015
505
Payment and Securities Settlement Systems and Payment Systems Regulation
12–14 October 2015

Description
This seminar aims to give and share detailed information on the payment and securities settlement infrastructure in the Czech Republic and the role of the central bank in this area. The presentations will be followed by a discussion session.

Interactive workshops will enable participants to discuss topics related to the payment and securities settlement infrastructure and payment systems regulation in their countries.

Target group
The seminar is intended for payment systems specialists and payment systems regulators working in senior-level positions (middle management) in a central bank.

Topics
• Payment issues in the Czech Republic over the last decade
• National and EU payment systems legislation and the role of the central bank
• Oversight
• Payment systems regulation
• CERTIS – the CNB’s payment system
• Securities settlement systems in the Czech Republic
• Payment instruments
• European payment systems – TARGET, STEP2

Length 3 days
Language English
Number of participants 1–2 from each country
Application deadline end of June 2015
506
Management of International Reserves and Implementation of Monetary Policy
9–12 November 2015

Description
This seminar aims to present the CNB’s approach to international reserves management and to share experience and knowledge about the implementation of monetary policy.

The seminar will take three days, with an additional day devoted to individual consultations.

Target group
The course is designed mainly for junior economics/finance specialists working in a central bank.

Topics
• Organisation of international reserves management
• Risk management (strategy, benchmarking, limits)
• International reserves management (instruments, counterparties, credit)
• Transaction settlements
• Open market operations (implementation of monetary policy, operations on behalf of the state)

Length 4 days
Language English
Number of participants 1–2 from each country
Application deadline end of June 2015
507
Macroeconomic Modelling and Forecasting Workshop
23–27 November 2015

Description
This hands-on workshop focuses on the process of building and operating small-scale structural macroeconomic models and satellite models for forecasting in central banks. The programme will involve both presentations by CNB economists providing the theoretical background of the topics covered and computer training enabling direct application of the methodologies previously covered. In order to bring the participants as close as possible to a real-life modelling environment, the workshop will be organised as a model-building exercise for a selected country serving as a case study for all participants. The country to be modelled during the 2015 workshop is Kazakhstan.

On the structural modelling side the participants will have the opportunity to participate in all key phases of the model building process: reviewing data and stylised facts, setting up the model structure, calibrating the Kalman filter to identify unobserved variables and shocks, forecasting, incorporating judgement and producing alternative scenarios.

Near-term forecasting methods for national accounts and inflation (bridge models, VARs, dynamic factor models, Kalman) will be a part of the programme too. A Matlab-IRIS and EViews environment will be used during the course.

Target group
Economists with a reasonable technical background in macroeconomic modelling and forecasting or junior economists whose duties involve/will involve modelling and forecasting.

Topics
- Work with data and stylised facts, country specific features
- Forward-looking models, endogenous monetary policy
- Impulse response analysis
- Kalman filtering
- Model testing
- Forecasting and incorporation of judgement
- Decomposition of the aggregate forecast
- Automation
- Scenario analysis, uncertainty
- Near-term forecasting methods
- Fiscal, monetary and foreign trade forecasting
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<tr>
<td>Language</td>
<td>English</td>
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Note: The application should contain a short motivation letter and CV. Participants will be selected based on their modelling experience as well as assessed utilisation of the acquired methods in their future work.
Administrative arrangements

Thank you for your interest in the seminars prepared by the Czech National Bank. Important information for experts applying for the seminars is given below.

Application procedure
If you wish to nominate a member of staff of your bank for a seminar, please fill in the electronic application form available on the CNB website:

You can also use the paper version of the application form and send it to the CNB contact person by fax or by e-mail.

The completed application form must reach the Czech National Bank by the closing date indicated for each seminar. Late applications will not be accepted.

Former participants should not reapply for the same seminar.

All candidates must obtain approval from their training department before completing the application form.

Selection procedure
Attendance at the CNB’s seminars is limited to a maximum of 16–18 participants. We usually accept 1–2 participants per country. If we receive more applications than there are places available, we will have to make a choice from among the applicants.

The seminars are mainly targeted at experts from partner central banks of the Commonwealth of Independent States, Eastern European countries and the Balkan States. Applicants from other central banks can be accepted only if there are places available.

The seminars are meant for central bank staff only. If you are not employed at a central bank, please do not respond, as we cannot accept your registration.

English language skills
All the seminars will be held in English. Candidates need to speak English if they wish to benefit from a course. Interpretation services will not be available.
Visas
If participants require a visa to visit the Czech Republic, we suggest contacting the relevant Czech Embassy as soon as possible to ensure that the necessary formalities are completed in time. At the participant's request we can send an invitation letter. We have no authority to assist participants with visas.

Costs
The Czech National Bank will arrange and pay for participants' accommodation at its own guesthouse and cover their expenses relating to breakfasts, lunches, coffee breaks and social events during the seminar.

Seminar duration
The seminars usually start on Monday at 9 a.m. Lectures normally end at 4 or 5 p.m. Participants are expected to attend the entire seminar and should not schedule appointments during the seminar.

Consultations
The CNB is ready to share its know-how on specific subjects and to welcome groups of experts for a single brief visit on a tailor-made basis. If you are interested in any area of expertise, please contact us.

Accommodation
You will be accommodated in the guesthouse of the Czech National Bank (Address: Naprstkova 6, Prague 1). In exceptional cases, accommodation can be arranged in a hotel.

Accommodation is booked from the night before to the night after the seminar. The costs relating to your stay in the guesthouse or hotel for this period will be covered by the CNB (including breakfast on seminar days and excluding personal expenses – phone calls etc.).

Every room has its own bathroom and toilet and a small kitchen with a refrigerator and basic kitchen utensils. The rooms are equipped with a TV set. Towels, soap and a bath mat (not shampoo) are provided in the bathroom.

Where possible, you should vacate your room by 10.00 a.m. on the final day. However, in the event of later departure you can leave your luggage at reception.

You can also apply using the electronic application form that is available on the CNB website (https://www.cnb.cz/en/international_relations/tech_assistance/index.html).
# COURSE APPLICATION FORM

Fill in clearly in capital letters

<table>
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<th>Code</th>
<th>Seminar</th>
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**PERSONAL INFORMATION**

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<th>First name(s)</th>
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<tr>
<td>Surname</td>
<td>Female</td>
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<td>Date of birth (day/month/year)</td>
<td>Passport number</td>
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If you need an invitation letter to obtain a visa, state the embassy you will be applying to:

**EMPLOYMENT INFORMATION**

Bank:

| Telephone number | Fax number |

| E-mail address |

Current position/job title

Department

**LANGUAGE SKILLS**

Please circle the number that best corresponds to your English ability in each of the following categories (5 = native speaker level)

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<tr>
<th>Reading</th>
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<th>Oral comprehension</th>
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Date:  
Applicant’s signature:

Return to:  
CNB, General Secretariat, Na Prikope 28, Prague, Czech Republic, fax: +420 224 413 501  
Contact person:  
Ms Helena Horňová (phone: +420 2 2441 2591), Mr Jan Malek (phone: +420 2 2441 4459), Ms Monika Peterková (phone: +420 2 2441 3934)  
fax: +420 224 413 501, e-mail: ta.contact@cnb.cz or ta.contact@centrum.cz