



PROFICIENCY IN SHORT-TERM REINSURANCE PRACTICE AND CLAIMS MANAGEMENT

WORKSHOP

1ST - 5TH APRIL, 2019
KIGALI, RWANDA



A COLLABORATION BETWEEN



INTRODUCTION

The Proficiency in Short-Term Reinsurance Practice and Claims Management Course (PSTRP) is intended to address the skills gap in reinsurance practice, experienced generally in the Region's Insurance Industry. This course is designed to equip the trainees with technical reinsurance knowledge and skills that would enable them to carry out reinsurance underwriting and claims tasks competently.

COURSE OBJECTIVE

The objectives of the course are to enable the trainees to;

- Demonstrate an understanding of reinsurance business
- Demonstrate an understanding of the process of reinsurance underwriting and claims
- Receive, process and finalize reinsurance underwriting and claims documentation
- Design/prepare cover notes for various reinsurance transactions
- Calculate reinsurance related data within the established standards and framework

COURSE DURATION

The Course will be conducted in English and will be held for a period of five (5) days.

COURSE CONTENT

- Introduction to Reinsurance
- Reinsurance Programme Design
- Types and methods of Reinsurance
- Reinsurance Pricing - Proportional and Non - Proportional Treaties
- Reinsurance Treaty Contracts - Proportional and Non - Proportional Treaties
- Insurance Claims Management
- Reinsurance Claims
- Reinsurance Accounting - Proportional and Non - Proportional Treaties

TARGET GROUP

The Proficiency in Short - Term Reinsurance Practice and Claims Management Course is intended for all the employees deployed in the following departments of an Insurance and or Reinsurance Organization;

- Direct Underwriting,
- Claims,
- Reinsurance Underwriting, and
- Reinsurance Accounting.

ENTRY REQUIREMENTS

The trainee must be an employee working in any of the departments listed above and holds the following qualifications;

- A minimum O - Level Certificate of Education or equivalent qualification
- A minimum of two years working experience in reinsurance

ASSESSMENT AND EXAMINATION

The Proficiency in Reinsurance Practice will be assessed using Continuous Assessment Tests (CATs) and the Final Examination will be administered by the College of Insurance in conjunction with ZEP-RE Academy. The candidates who successfully pass all CATs and the final examination will be awarded the Proficiency in Reinsurance Practice and Claims Management Certificate by the College of Insurance in collaboration with ZEP-RE.

PARTICIPATION FEE AND LOGISTICS

Each participant in this course will be required to pay a participation fee of US\$350, in addition to participants meeting their travel and accommodation expenses. The participation fee will cover all the costs associated with the course facilitation, course handbook, training materials, and teas and lunches during the workshop.

CONFIRMATION OF PARTICIPATION

This is an international course, which will draw participants from across Africa, hence spaces available are limited. For this reason confirmation of participation will be done on a first come first served basis. Please forward your company's nominee(s) for this course as soon as possible, indicating their current designation and a brief profile.

The closing date for receiving nominations of participants will be **25th March, 2019.**

The nominations are to be sent to zepreacademy@zep-re.com

PROGRAMME

/ DAY ONE

MONDAY APRIL 1ST, 2019

DRESS CODE:

Formal Attire:
On the first day for Group Photo
Smart Casual: On all other days

ITEM TO BRING:

Please carry a **Scientific Calculator**

8:30am - 9:30am	- Registration - Opening Remarks - Group photo
9:30am - 10:30am	- Introduction to Reinsurance
10:30am - 11:00am	- Coffee/Tea Break
11:00am - 1:00pm	- Reinsurance Programme Design
1:00pm - 2:00pm	- Lunch Break
2:00pm - 3:45pm	- Reinsurance Market
3:45pm - 4:00pm	- Coffee/Tea Break
4:00pm - 5:00pm	- Group Discussions

/ DAY TWO

TUESDAY APRIL 2ND, 2019

8:30am - 10:30am	- Types and Methods of Reinsurance - Proportional Treaties
10:30am - 11:00am	- Coffee/Tea Break
11:00am - 12:00pm	- Types and Methods of Reinsurance - Non-Proportional Treaties
12:00pm - 1:00pm	- Pricing of Proportional Treaties
1:00pm - 2:00pm	- Lunch Break
2:00pm - 3:45pm	- Pricing of Non-Proportional Treaties
3:45pm - 4:00pm	- Coffee/Tea Break
4:00pm - 5:00pm	- Group Discussions

PROGRAMME

/ DAY THREE

WEDNESDAY APRIL 3RD, 2019

8:30am - 9:30am	- CAT
9:30am - 10:30am	- Reinsurance Accounting for Proportional Treaties
10:30am - 11:00am	- Coffee/Tea Break
11:00am - 1:00pm	- Reinsurance Accounting for Proportional Treaties
1:00pm - 2:00pm	- Lunch Break
2:00pm - 3:00pm	- Reinsurance Accounting for Proportional Treaties
3:00pm - 3:45pm	- Reinsurance Accounting for Non-Proportional Treaties
3:45pm - 4:00pm	- Coffee/Tea Break
4:00pm - 5:00pm	- Group Discussions

/ DAY FOUR

THURSDAY APRIL 4TH, 2019

8:30am - 10:30am	- Treaty Wordings – Proportional Treaties
9:30am - 10:30am	- Treaty Wordings – Non - Proportional Treaties
10:30am - 11:00am	- Coffee/Tea Break
11:00am - 1:00pm	- Claims Management
1:00pm - 2:00pm	- Lunch Break
2:00pm - 3:00pm	- Reinsurance Claims
3:00pm - 3:45pm	- Group Discussions
3:45pm - 4:00pm	- Coffee/Tea Break
4:00pm - 5:00pm	- Group Presentations

PROGRAMME

/ DAY FIVE

FRIDAY APRIL 5TH, 2019

8:30am - 9:30am	- CAT
9:30am - 10:30am	- Group Practical
10:30am - 11:00am	- Coffee/Tea Break
11:00am - 12:00pm	- Group Practical
12:00pm - 1:00pm	- Revision
1:00pm - 2:00pm	- Lunch Break
2:00pm - 3:45pm	- Final Examination
3:45pm - 4:00pm	- Coffee/Tea Break
4:00pm - 5:00pm	- Course Evaluation and Closure
6:00pm - 8:00pm	- Closing cocktail at venue

REGISTRATION

DATE OF REGISTRATION:

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NAME:

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(In full and in block letters as to appear on certificate)

DESIGNATION:

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AREA OF EXPERTISE:

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DATE OF BIRTH: **GENDER:**

ACADEMIC BACKGROUND:

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COMPANY NAME: **DEPT:**

WORK EXPERIENCE:

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EXPERIENCE AT CURRENT POSITION:

PHYSICAL & POSTAL ADDRESS:

TEL NO.: **E-MAIL ADDRESS:**

SIGNATURE: