



Sharing Ideas and Successful Practices in Business Ethics 2008

16–18 January 2008

London, UK

For the Fifth Year

**Pan-European meeting
exclusively for persons
responsible for ethics,
compliance, or business
conduct programmes in
their organisations.**

**Cercle d'Éthique des Affaires-
Cercle Européen des
Déontologues (CEA-CED)**
Tel: +33 (1) 45 27 09 27
Fax: +33 (1) 45 27 09 27
cercle-ethique@cercle-ethique.net
www.cercle-ethique.net

**Ethics & Compliance Officer
Association (ECO)**
Tel: +1-781-647-9333
Fax: +1-781-647-9399
info@theecoa.org
www.theecoa.org

**European Business Ethics
Network (EBEN)**
Tel.: +32 16 32 57 67
Fax: +32 16 32 69 10
secretariat@eben-net.org
www.eben-net.org

**Institute of Business Ethics
(IBE)**
Tel: +44 (0) 20 7798 6040
Fax: +44 (0) 20 7798 6044
info@ibe.org.uk
www.ibe.org.uk

This 1½-day conference will once again bring together those who are responsible for their organisation's business ethics and compliance programmes. You will share with your peers practical information and experiences relating to current best practices and explore together some of the problems that are raised in doing business ethically.

The meeting follows up on the last conference held in Brussels in January 2007. It is an invaluable opportunity to network with a broad European peer group of corporate managers working in this field.

Host organisations are:

- the Cercle d'Éthique des Affaires-Cercle Européen des Déontologues (CEA-CED) of France
- the Ethics & Compliance Officer Association (ECO) of the United States
- the European Business Ethics Network (EBEN)
- the Institute of Business Ethics (IBE) of the United Kingdom

Attendance is by invitation and strictly limited to those responsible for ethics, compliance and corporate responsibility within organisations with over 500 employees. Spaces are initially limited to three per company, although more may be held on a waiting list should spaces become available.

Discussions take place under the Chatham House Rule. The Forum is intended as a place to network and meet others; while it is appropriate to make professional contacts and to respond to requests for information from others, it is not appropriate to solicit business or support.

The conference will commence with a welcome party on the evening of Wednesday 16th January and conclude at 1300 hours on Friday 18th January.

NEW FOR 2008! You can find further information and full programme updates on www.ebef.eu

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Agenda

This day and half meeting
is primarily based on
presentations from ethics
practitioners in the field.

Wednesday, 16 January 2008

17h30-19h45 **Pre-registration**
18h30–19h45 **Welcome party for delegates**

An opportunity to meet the organisers and other delegates in an informal setting

Thursday, 17 January 2008

8h15-9h00: **Registration**

9h00-9h30: **Welcome and Introductions**

- Philippa Foster Back (IBE)
- Patrick du Besset (CEA-CED)
- Luc Van Liedekerke (EBEN)
- Emmanuel Lulin (ECOIA)

9h30-10h45: **Plenary session 1 :
Tone at the Top**

This will be introduced by a senior business figure.

10h45-11h15: **Coffee**

11h15-12h30: **Concurrent breakout sessions**

- **Strategy: Assuring ourselves about the effectiveness of our ethics programmes**
How do we know it is working? How do we measure success? What are the criteria of success
- **Making it work: Techniques and tools for embedding ethical values**
How to make an organisation live its ethical principles, and make ethics a more integrated part of the mindset.
- **European Issues: Privacy issues**
Further information on EU data protection and how companies are dealing with this issue.
- **Stakeholders: Ethics, joint ventures and sub-contractors**
Should companies 'roll out' their code to third parties? How do you measure this? What happens when it doesn't work?
- **Issues: Ethics and the environment**
The ethics officer's involvement in the organisation's environmental strategy and practice.

12h30–13h45 **Lunch**

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Thursday, 17 January 2008

13h45-14h45: **Plenary feedback session**

14h45-15h15: **Tea**

15h15-16h30: **Concurrent breakout sessions**

- **Interactive Session: Use of ethical scenarios in training**
Participants experience cameos which are used in ethics training and discuss their merits and limitations.
- **Making it work: Refreshing your ethics programme**
Keeping your programme relevant and up to date globally.
- **European Issues: US Companies in Europe**
Issues around anti-trust, CR policies and programmes etc.
- **Stakeholders: Good Practice in supplier monitoring**
Ethical due diligence; dealing with suppliers and complex supply chains,.
- **Issues: Diversity**
Dealing with ethical issues in a diverse workplace

16h40-17h45: **Plenary feedback session**

17h45-19h00: **Free time**

19h00: **Coaches depart from the Victoria Park Plaza hotel to the conference dinner**

19h30: **Reception and dinner—venue tbc**

23h00 **Coaches return to the Park Plaza hotel**

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Friday, 18 January 2008

8h30-9h00: **Welcome, coffee**

9h00-10h00: **Plenary session 2 :
Anti-Corruption and Bribery Policies**

How do you make them work? Is a zero tolerance policy possible in practice?

Speakers to be confirmed

10h10-11h25: **Concurrent breakout sessions:**

- **Interactive Session: Real ethical dilemmas**
Brief case studies are shared of ethical dilemmas and how they were solved within participants organisations
- **Strategy: Involving the ethics function in policy and strategy issues**
Experiences in servicing a Board committee, consultation and raising problems
- **Making it work: Effective training techniques**
What works for mid-level managers and their staff?
- **Stakeholders: The ethics of intelligence gathering**
Relationships with competitors and corporate security of information
- **Issues: Speak Up Programmes**
Problems experienced with programmes and some solutions; how are investigations dealt with; how to ensure non-retaliation.

11h25-11h50: **Coffee break**

11h50-12h45: **Plenary feedback session**

12h45-13h00: **Closure of the conference**

Concluding remarks and expressions of opinion about this annual conference.

Note: Agenda is subject to change.

It is intended that all topics in the breakout sessions will be introduced with a short case study by a practitioner and highlights discussed in the subsequent plenary sessions.

A summary report of the conference will be circulated to all participants



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How to Register / Pay

If you have any questions,
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How to Register

To register for this conference, complete the REGISTRATION FORM on page 7 and submit as instructed on the form.

Cost

The price of the conference remains the same as 2007, with a discount for members and subscribers of ECOA, CEA-CED, EBEN, or IBE

Fee: \$ 1,100 (corporate subscribers and members)
\$ 1,300 (non-members)

Included with fee:

- Admittance to all plenary and breakout sessions; cocktail reception on 16 January; lunch, dinner and reception on 17 January (including bus transportation to dinner); and conference materials.

How to Pay

Payment for the Conference is due to the Ethics & Compliance Officer Association no later than Wednesday 9th January 2008.

The ECOA is pleased to accept your major credit card payment and accepts Visa, MasterCard, Discover Card and American Express.

Make checks payable to the Ethics & Compliance Officer Association, and mail to:
ECO, 411 Waverley Oaks Road, Suite 324, Waltham, MA 02452.

To request a faxed invoice, send an email to Mary Johansson
Mjohansson@theecoa.org

By completing the registration form, you agree to the Cancellation Policy for this event (see Cancellation Policy below).

Our Federal Tax Identification Number is 04-3259433

Cancellation Policy

CANCELLATIONS: Cancellations received on or before Friday 4th January 2008 will receive a full refund. No refunds or partial refunds will be made after 4th January 2008.



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Location

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United Kingdom**

Tel: +44 (0) 207 769 9999

Fax: +44 (0) 207 769 9998

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About the Location

The conference will have exclusive use of one floor of the four-star deluxe, design-led, Victoria Park Plaza. Centrally located, just 2 minutes from Victoria Underground, Gatwick Express and National Rail station, with direct services to central London, Gatwick Airport and the South of England, the hotel is within walking distance of some of London's main attractions including Buckingham Palace, Westminster Abbey, Parliament and Big Ben.

The hotel's 287 air-conditioned guestrooms and suites all have modern décor and state-of-the-art in-room technology. Other facilities include an executive lounge, business centre and Executive Health Club with gym, steam room, sauna and beauty treatment rooms.

www.victoriaparkplaza.com

Hotel Accommodation

Please book **directly with the hotel** to receive discounted room rate. £169 + VAT for a superior room with single occupancy, and £189 + VAT for an executive room; breakfast is included.

Please call +44 (0) 207 034 4807 and quote the reference IBE1601

These rooms are available on a first come, first served basis, and will be released for general sale after the 26th November. Book early to avoid disappointment.

Victoria Park Plaza Hotel

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American Airlines' Discount

Meeting attendees can receive 5% off published fares when flying American Airlines or its OneWorld partners to the meeting in London for the 2008 Sharing Best Practices Meeting. The discount is available from 6-January 2008 to 29-January 2008, allowing you flexibility in your travel plans. Passengers may travel from various originating cities into London (LHR) and discounts do not apply to certain restricted fares and excluded sale fare inventories.

To take advantage of this offer:

- Please go to: <https://www.aa.com>
- Click on "Make Reservations" (right side of the page) and "More Options".
- Please enter your flight details and AA Discount code **A8418AR** in the lower left hand box where requested in order to receive your rate.
- You may also contact American Meeting Services directly at 1-800-433-1790 for assistance.
- Please note, there may be a fee for tickets not purchased on American's website.
- In collaboration with American Airlines, Avis are providing discounted car rentals for attendees. The Avis Worldwide Discount (AWD) Number is **D086565**. Please use this number when calling Avis directly at 1-888-754-8878 to receive the best possible car rental rates available.



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How To Register

Complete this form and return it by mail or
fax to:

Dee Elias
c/o Institute of Business Ethics
24 Greencoat Place
London SW1P 1BE
Fax: 020 7798 6044
Telephone: 020 7798 6040

E-mail: dee@ibe.org.uk

Fee:

£550

(corporate subscribers of CEA-CED,
EBEN, ECOA or IBE)

£650 (non-members)

Please type or attach a business card. For additional registrations, please duplicate
this form. **Registration must be received by Friday 4th January 2008.**

Name, as it will appear on name-badge

Company/Organization

Title

Address

City State/Province Postal Code Country

Telephone, including International Code Fax

E-mail

Please indicate any special requirements: _____

- I will be attending the dinner on 17 January 2008
 I will be bringing a guest to the dinner (add a supplement of €150 to conference fee)

Guest's Name: _____

Please note that photographic ID may be required for security reasons

Method of Payment: Payment must be received by Weds 9 January 2007.

- American Express Visa Mastercard Invoice me
 MasterCard Delta Eurocard Cheque Enclosed

Credit Card # Security Code/Issues # Exp. date

Signature

Cancellation Policy: No refunds will be made after 4 January 2008 (see page 5)

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