

Tuesday, 13 November 2007, 9.00am - 5.30pm  
Holiday Inn Parkview Hotel, Singapore



# Effective Expatriate Management

Successfully facilitate international assignments and manage expectations of Singapore-based employees assigned internationally

## Programme Outline

- 8.30am Registration**
- 9.00am WELCOME AND OPENING ADDRESS BY CHAIRPERSON**
- 9.10am KEY ESSENTIALS IN DRAFTING EFFECTIVE EXPATRIATE CONTRACTS**
- Issues to be considered to ensure that both employer and international assignee are familiar with what is expected of them:
    - Location & duration
    - Job function & responsibilities
    - Salary
    - Annual leave
    - Housing & allowances
    - Transport
    - Tax & social insurance
    - Moving Costs
  - Key clauses to be included
  - What if the relocation is not successful?
    - What constitutes a breach of contract
    - Repercussions & penalties
  - What if it is?
    - Renewal of contracts
    - Terms
  - Legal considerations when amending terms of expatriate contracts
- Jennifer Chih, Senior Lawyer**  
DEACONS LAW SINGAPORE LTD
- 10.00am MANAGING EXPECTATIONS OF EXPATRIATES TO MEET YOUR BUSINESS NEEDS**
- Best (and worst!) practices in expatriate programme management
  - Bridging the gap between expatriates' expectations vs. actual scenario overseas
  - Effective techniques for determining and delivering salary packages:
    - Cost of living allowances
    - Home leave
    - Housing
    - Taxation
    - Transportation etc.
  - Comparative analysis of common problems, experiences and solutions related to international mobility
- Kimberly Vierra, Senior Consultant**  
ORC WORLDWIDE
- 11.00am Morning Tea Break**
- 11.15am REBUILDING EXPATRIATES' SPOUSES MORALE AND CAREER**
- Why provide this support to accompanying spouses?
  - Are there any benefits for providing this support?
  - Common myths about the needs for such support
  - Features of spouse relocation transition support services
  - Situations leading to expatriates spouses taking such programmes
- Harold Kwan, Founder/Managing Director & Principal Consultant**  
HRM3 ASIA  
Managing Partner, OI Partners Inc.  
Leading HR Entrepreneur (Special Mention)  
Award by the SHRI Awards 2006
- 12.15pm MAXIMISING ROI OF ORGANISATIONAL LEADERS**
- Understanding the challenges associated with defining and measuring expatriate return on investment
- Examining the costs and benefits of international assignments
  - Common pitfalls to avoid when planning mobility programmes
  - Opportunities and challenges of career vs. boundaryless career expatriates
  - Best practices to enhance your organisation's effort to maximise expatriate ROI
- Yvonne McNulty, PhD Candidate**  
MONASH UNIVERSITY, AUSTRALIA
- 1.15pm Lunch**
- 2.15pm TAX PLANNING & COMPLIANCE FOR EXPATRIATES**
- Current issues on expatriates' taxation
  - Reviewing what taxes should be taken into account:
    - Tax on employment income
    - Tax on other income
    - CPF contributions
  - Concept of tax equalisation and tax protection
  - Tax planning ideas
- Sum Yee Loong, Tax Partner**  
DELOITTE & TOUCHE, SINGAPORE
- 3.15pm TERMINATION OF EXPATRIATE CONTRACTS**
- How expatriate contracts may be terminated:-
    - Termination by notice
    - Termination by payment in lieu of notice
    - Termination for cause
  - What amounts are payable on termination of expatriate contracts:-
    - Is the employee entitled to be paid bonus, incentive payments, salary in lieu of unconsumed leave etc?
    - How are damages for wrongful dismissal quantified?
    - Can bonus, loss of share options and other benefits be claimed as damages for wrongful dismissal?
  - Are severance contracts essential?
  - Continuing obligations of expatriate employees:
    - Non-complete clauses
    - Confidentiality clauses
  - Impact of termination on Employment Pass Holders and employers
  - Withholding tax
- Deborah Barker, Senior Counsel Partner, Litigation Practice Group**  
KHATTARWONG
- 4.15pm Afternoon Tea Break**
- 4.30pm STRATEGIC APPROACHES IN EXPATRIATE MANAGEMENT**
- Strategies to enable international assignment programmes to cope with ever-changing business, risk and employment environments
  - Common pitfalls to avoid in designing and managing expatriate programmes
  - Best practices in expatriate management
  - Case study
- John R. Heptonstall, Group CEO**  
TWC CONSULTING GROUP
- 5.30pm End of Conference**

Enjoy an early bird  
**Discount**  
when you register by  
**16 October 2007!**

## Key Benefits

- **Gain** essential tips in drafting expatriate contracts effectively
- **Obtain** effective techniques for determining and delivering salary packages to manage expectations of expatriates
- **Maximize** expatriate ROI by examining the costs and benefits of international assignments
- **Analyse** the benefits of providing support to accompanying spouses for rebuilding expatriates' spouses morale and career
- **Keep** abreast with tax planning ideas on expatriates' taxation to minimise costs
- **Master** essential strategies for handling the termination of expatriate contracts
- **Benchmark** case studies and best practices in managing expatriate programmes from leading corporations

## Who Should Attend

Directors, Vice Presidents, General Managers, Senior Managers, Managers and Executives of

- Human Resources
- Expatriate Management
- Compensation & Benefits
- Leadership Development
- Talent Management
- Training & Development
- Recruitment & Staffing

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