EAG

EAG Single technical assistance Coordination Information System User's Guide

2023

USER'S GUIDE

Content

Introduction

The Single technical assistance (TA) Coordination Information System of the Eurasian Group on Combating Money Laundering and Financing of Terrorism (EAG STACS) is designed to provide uniform standards for collection, storage, structuring, administration and analysis of TA data in the EAG space. The decision on its creation was made at the 35th EAG Plenary Meeting in November 2021. In November 2022 the project financially supported by the EDB was started, and in May 2023 the EAG STACS was launched in test mode.

The EAG STACS implements the provisions of the document "Rules on coordination of the Technical Assistance provided to the EAG Member States", whose objectives are to offer transparent and convenient rules for all participants, describing the main stages of work and outlining the role of each of them.

EAG STACS objectives - improve TA coordination in the Eurasian region to strengthen the effectiveness of EAG Member States' national AML/CFT systems and their compliance with the FATF Standards. In addition, the EAG STACS is aimed to consolidate EAG Member States, development partners resources, to minimize risks of inconsistency and duplication of efforts of Donors and Providers, as well as improving performance in the implementation of TA projects.

The tasks of the EAG STACS are to greatly facilitate interaction of the beneficiaries with TA Donors and Providers. In the EAG STACS, each participant in the TA coordination process - Member States, Donors and Providers - has its own personal account, where the information on applications, the work process and some analytical tools are posted.

In addition, personal accounts allow participants of the process to see the dynamics of TA provision and interact with each other.

The EAG STACS will be constantly developing, so comments that could improve its work would be appreciated. We would be grateful to receive your feedback by mail to info@eurasiangroup.org.

## Procedure for Working with the Beneficiary's Personal Account

Each Beneficiary has his/her own personal account, the main function of which is to generate a request for TA and to interact with the EAG Secretariat, Donors and Providers to respond to the application. To create a new application the Beneficiary enters https://eurasiangroup.org/en in the address bar of the browser and after opening the main page of the EAG website, goes to the 'Login' section.


In the window that opens, the Beneficiary enters the username and password that he/she received when registering on the EAG website.
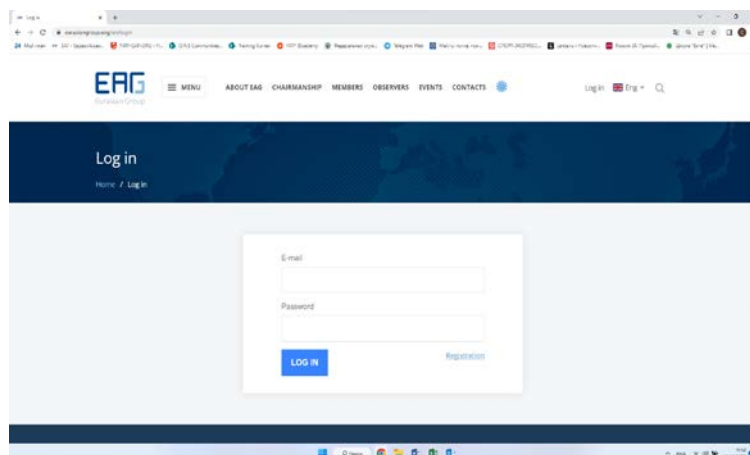
Once the required information has been entered, a window will open asking you to select the appropriate role in the system. In the case of the Beneficiary, select 'Beneficiary' from the available menu.
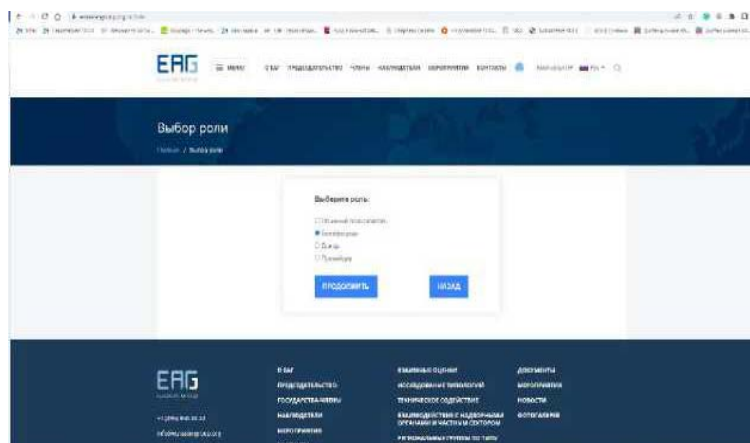
After selecting the role, a new page will open - the Beneficiary's personal account in the EAG STACS. The Beneficiary clicks on the 'Create New Application' button to create an application for a TA. The Beneficiary fills in all the fields, attaches a document if necessary and sends the application[1] to the EAG Secretariat.
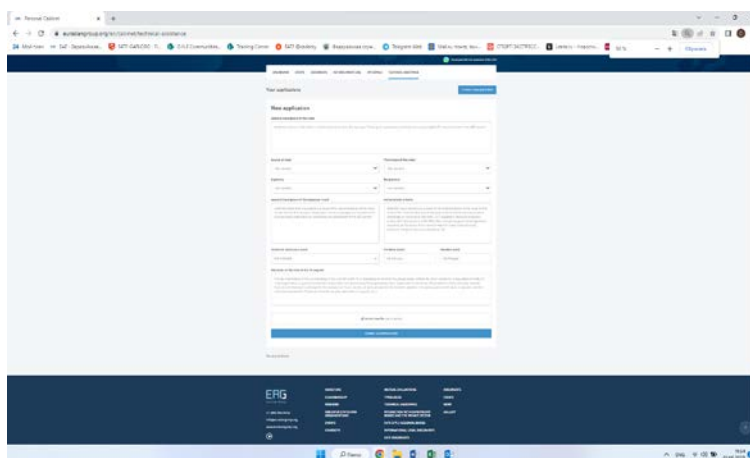
The EAG Secretariat will examine the application received within 7 working days from the date of its receipt and will inform the Beneficiary of the result of its processing. The main criterion for deciding on the acceptance of the application is its accurate completion. If the Beneficiary has made mistakes while filling in the application, the EAG Secretariat will correct them together with the Beneficiary. The application is corrected via the 'Dialogue' module in the Beneficiary's personal account. If the application is filled in accurately, it will be accepted by the Secretariat and a corresponding task will be created. This task will then be transferred to the Donor's personal account, where it will appear as an 'Open Tasks'.

The Donor responds to the task and seeks a Provider to implement it. The Beneficiary accepts the Provider's work after it has been completed. See more details in the section on how to work with the Donor s' and Providers' personal accounts.

The Beneficiary actively participates in the evaluation of the effectiveness of the TA provided. The EAG Secretariat sends a questionnaire to the Beneficiary three months after the end of the TA events. The Beneficiary shall fill in the questionnaire with the actual data on the tangible results achieved after the provision of the TA. The questionnaire form is available in the Beneficiary's personal account, in the task card of the particular task. As the Beneficiary responds to one or more of the TA events, the EAG Secretariat will generate a performance report.

Among other things, the Beneficiary will be able to see the progress of the provision of TA in his/her personal account, using filters in the initial phase and subsequently by uploading reports on the assistance provided.

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[1] Applications have different statuses - 'Under Consideration', 'For Revision', 'Creation of Tasks', 'Execution of Tasks' and 'Completed'. When an application is received by the EAG Secretariat, it is displayed as 'Under Consideration" in the Beneficiary's personal account. When the application is 'Under Consideration", it is always available for the Beneficiary to edit. However, if the application is in the status 'Under Consideration", it can be edited upon agreement with the EAG Secretariat by submitting an appropriate 'Edit Application' request. In both cases, the Beneficiary may withdraw the application by submitting a request to the EAG Secretariat via the EAG personal account. If the application is in the status "Creation of Tasks", the Beneficiary can no longer edit the application.

**Procedure of Working with the Donor's Personal Account**

Each Donor has his/her own personal account, the main function of which is to respond to the Beneficiaries' TA needs in the form of tasks in the EAG STACS and to interact with the EAG Secretariat and Providers to respond to them. To log in to the personal account, the Donor enters https://eurasiangroup.org/en in the address bar of the browser and after opening the main page of the EAG website goes to the 'Login' section.
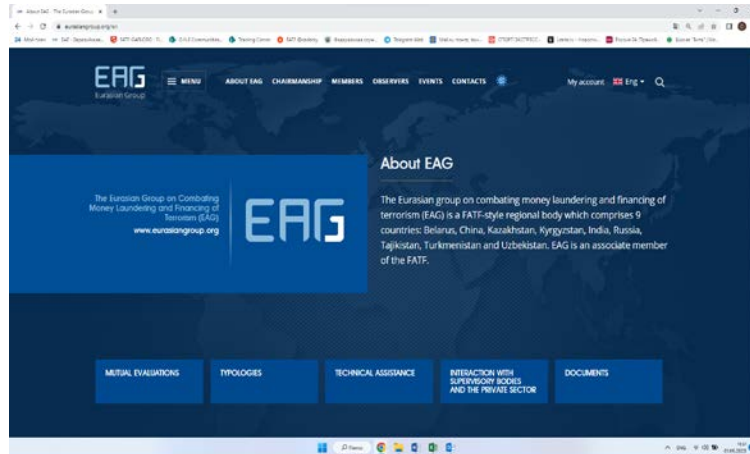

In the window that opens, the Donor enters the username and password that he/she received when registering on the EAG website.
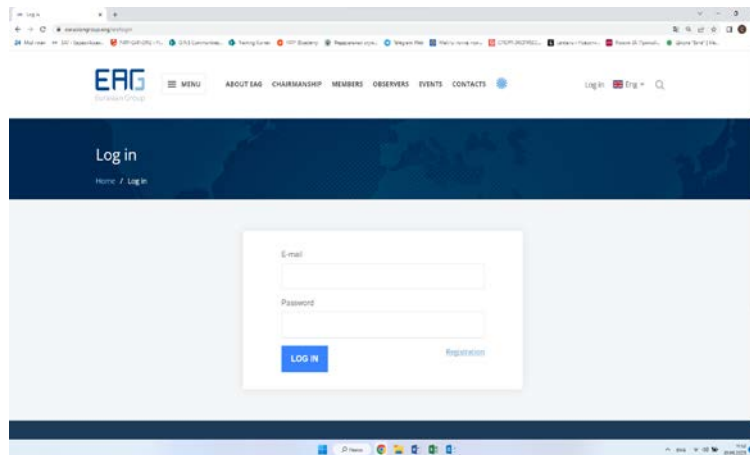

Once the required information has been entered, a window will open asking you to select the appropriate role in the system. In the case of the Donor, select 'Donor' from the available menu.
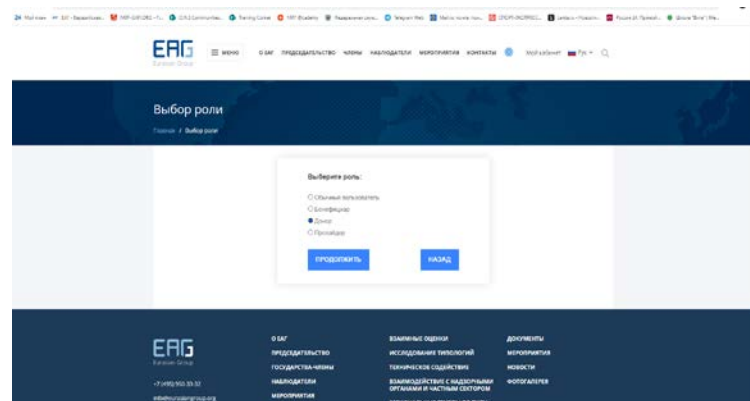
After selecting the role, a new page will open - the Donor's personal account in the EAG STACS. The Donor clicks on the 'Open Tasks' tinted box to view new tasks or on the 'Your Tasks' tinted box to view the TA tasks already in progress. Donor s select the tasks they are interested in by filtering by nature of TA, Beneficiary, deadlines, etc.
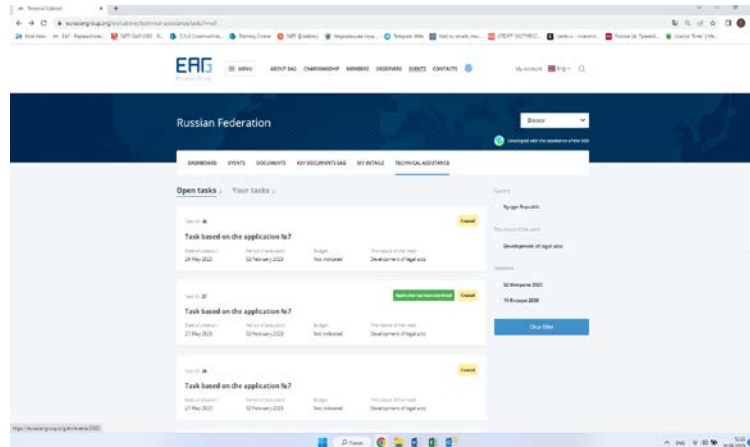
After clicking on the "Open Tasks" tinted box, the Donor considers the "Task based on the application...", which contains criteria such as date of creation, period of execution, nature of the need, general description of the expected result, achievement criteria, situation at the time of the TA request, and data on the Beneficiary, source and nature of need, recipient, areas, type and form of TA provision. In case of interest, the Donor will respond to the task by clicking on the "Respond" tinted box and will look for a Provider to perform the task [2]. Until a Provider is assigned to the task, the Donor can withdraw it.
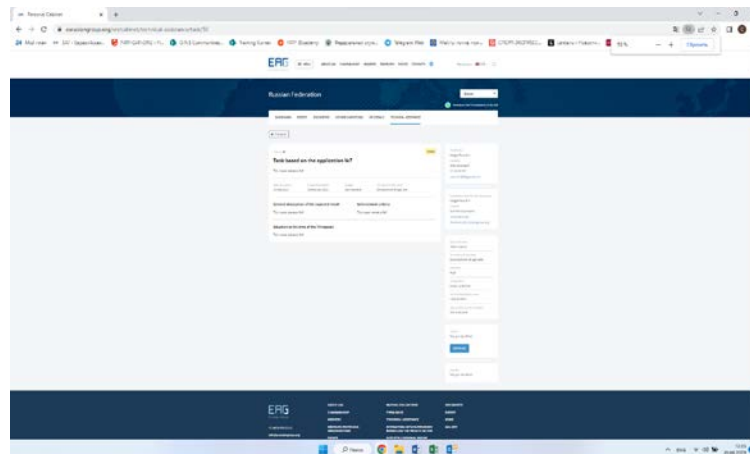
The Beneficiary and the Secretariat will be informed of the Donor's interest through the EAG STACS and will make a decision. If more than one Donor has responded to the same task and the decision is in favour of one of them, the other Donors will be notified and invited to express their interest for the other needs to be assisted through the EAG STACS.

The Donor engages the Provider to perform the tasks by sending a link to the specific task in the EAG STACS, selecting the Provider from the list offered by the system or suggesting his/her own. The Provider is authorized to access the EAG STACS, including by invitation of the Donor and interacts with the Beneficiary and the Secretariat to meet the need for TA, discusses the stages of work to complete the tasks.

The evaluation of the Donor's effectiveness in funding the meeting of TA needs is rated by the Beneficiary on a five-point scale on the task page, and the evaluation itself counts towards the Donor in its EAG STACS profile.

[2] - Donor can respond to more than one task at the same time.

Among other things, the Donor will be able to see the progress of the TA provision in his/her personal account, using filters in the initial phase and uploading reports on the assistance provided afterwards.

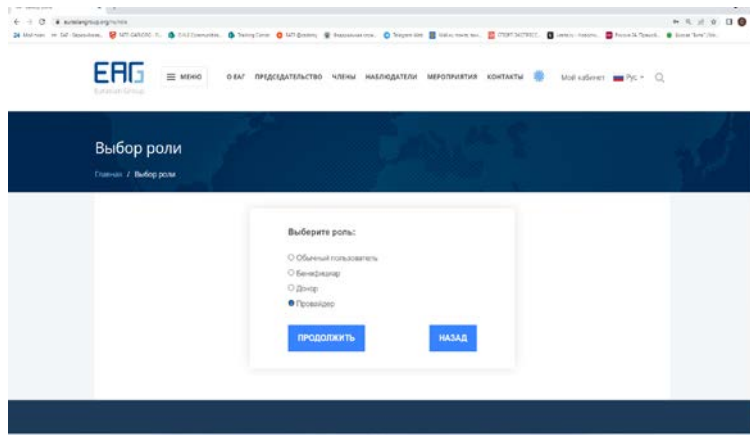<div align="center">**Procedure of Provider's Personal Account**</div>

Each Provider has his/her own personal account, the main function of which is to respond to the tasks coming from the Donor s about the needs of the Beneficiaries for TA and to interact with the EAG Secretariat and the Beneficiaries in order to respond to them. To log in to the personal account, the Provider enters https://eurasiangroup.org/en in the address bar of the browser and, after opening the main page of the EAG website, goes to the 'Login' section.
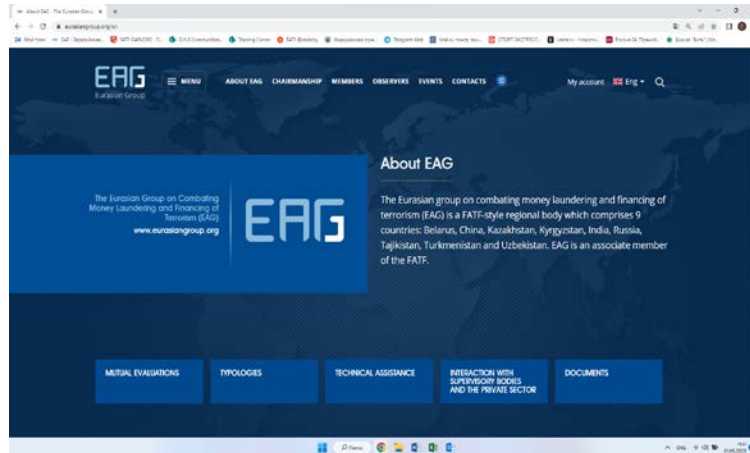
in the address bar of the browser and, after opening the main page of the EAG website, goes to the 'Login' section.
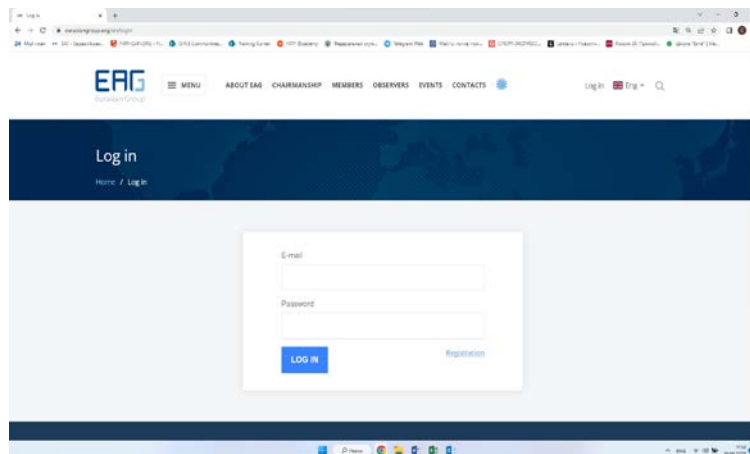

Once the required information has been entered, a window will open asking you to select the appropriate role in the system. In the case of the Provider, select 'Provider' from the available menu.

After selecting the role, a new page will open - Provider's personal account in the EAG STACS. The Provider clicks on the "Open Tasks" tinted box to view new TA tasks received from Donors or on the

"Your Tasks" tinted box to open tasks already in progress. Providers select the tasks they are interested in by filtering by the nature of the TA to the Beneficiary, deadlines, etc.
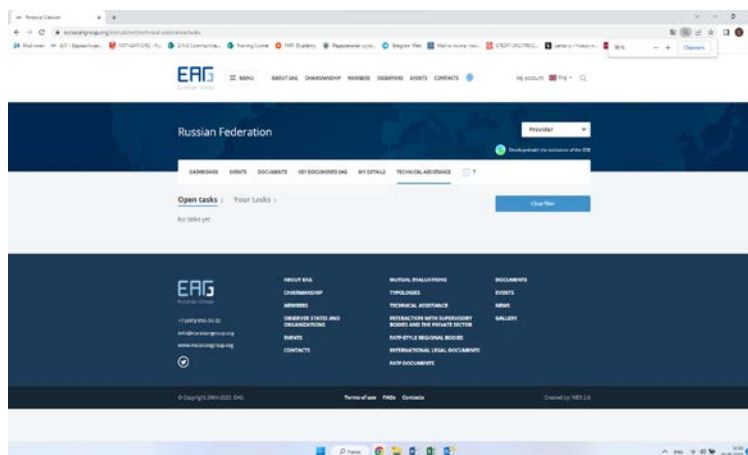
After clicking on the "Open Tasks" tinted box, the Provider reviews the "Task based on the application...", which contains criteria such as date of creation, period of execution, nature of the need, general description of the expected result, achievement criteria, situation at the time of the TA request, and data on the Beneficiary, source and nature of need, recipient, areas, type and form of TA provision. In case of interest, the Provider will respond to the task by clicking on the "Respond" tinted box.

The Donor engages the Provider to perform the tasks by sending a link to the specific task in the EAG STACS, selecting the Provider from the list offered by the system or suggesting his/her own. The Provider is authorized to access the EAG STACS, including by invitation of the Donor and interacts with the Beneficiary and the Secretariat to meet the need for TA, discusses the stages of work to complete the tasks. Interaction takes place via the 'Comments' module on the task page (allows different file formats to be loaded - Word, Excel, PDF, etc.).

On completion of the task, the Provider shall indicate in the relevant box on the task page the extent to which the expected results have been achieved (outcome has been achieved, outcome has been achieved to a large extent, outcome has been achieved partially, outcome has not been achieved). If the result is not fully achieved, the Provider will note the reasons for this in the relevant field on the task page. The Beneficiary accepts the work of the Provider on the principle of achieving the expected result. If the result is not achieved, the Beneficiary shall return the work for revision. If the result is not achieved for objective reasons and additional TA is required, the Beneficiary shall make a new application for TA or accept the result of the work as it is.

The Provider's work performance is rated by the Beneficiary on a five-point scale on the task page and the evaluation itself counts towards the Provider in its EAG STACS profile.

Among other things, the Provider will be able to see the progress of the TA provision in his/her personal account, using filters in the initial phase and uploading reports on the assistance provided afterwards.

Possible Problems and Their Solutions

Users may experience technical problems accessing their personal accounts while working in EAG STACS. In case of technical problems during registration, please contact the system administrator at the following e-mail address: ta@eurasiangroup.org.

Glossary of terms and abbreviations

Term, abbreviation	Definition
EAG STACS	Single technical assistance Coordination Information System of the Eurasian Group on Combating Money Laundering and Financing of Terrorism
Technical Assistance, TA	Set of measures designed to enable Member States to improve the effectiveness of their national anti-money laundering systems in accordance with the FATF Standards and the objectives these systems have. In general, the goals of TA are to establish and develop legal and institutional framework as well as human, technical and other potential
Beneficiary	Public authority or organization of a Member State to which the TA is being provided
Donor	State or organization which has taken a role of a sponsor of the TA
Provider	Organization or an expert which implement the TA in the interests of the beneficiary
D&P	Donors and Providers
Пользователи	Officials from Member States and D&P, as well as employees of the EAG Secretariat, who use the functions and data of the EAG STACS within their official duties and who access the EAG STACS through personal access on the EAG website