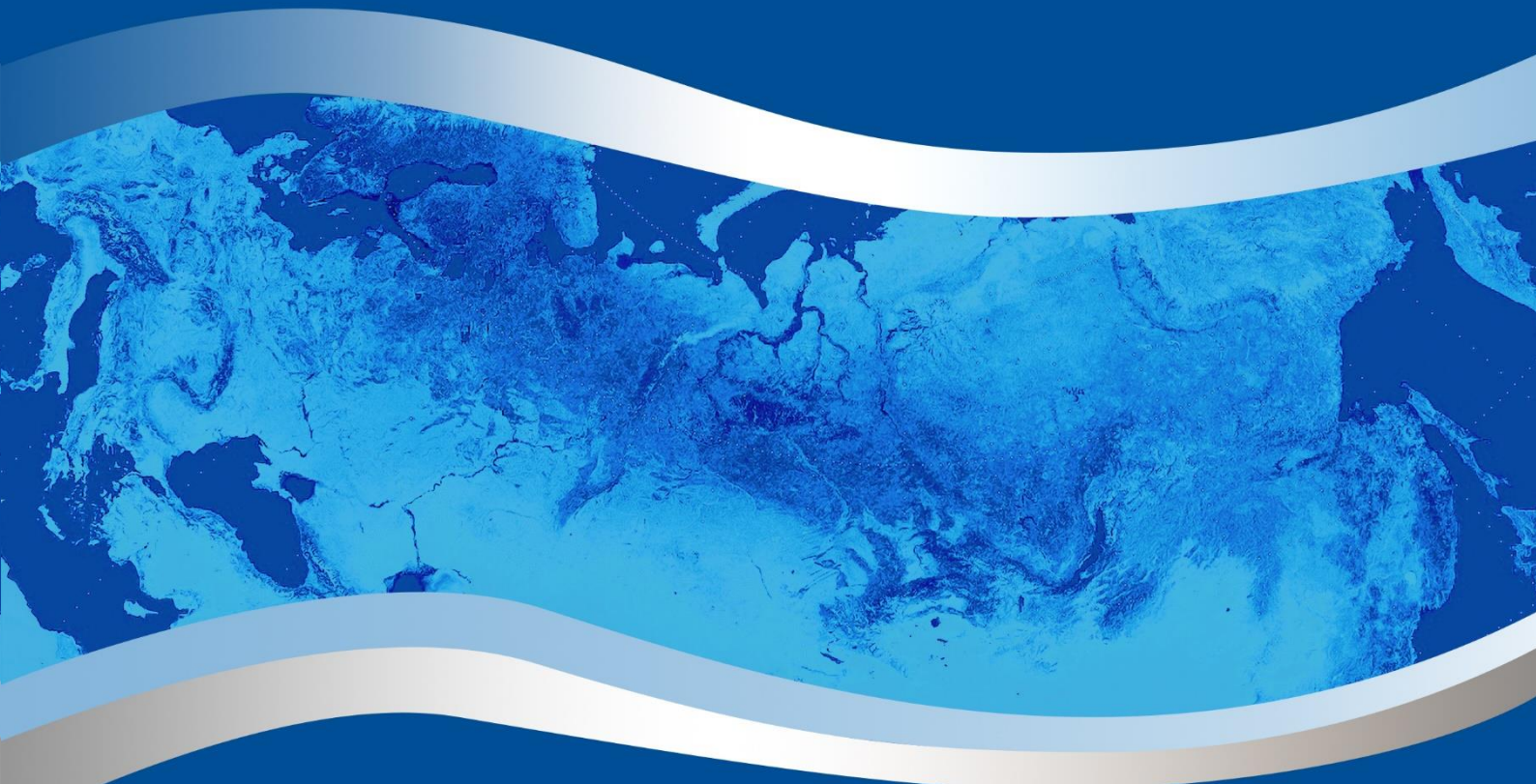
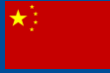




ЕВРАЗИЙСКАЯ ГРУППА
по противодействию легализации преступных доходов
и финансированию терроризма

EURASIAN GROUP
on combating money laundering
and financing of terrorism



Regulations on the EAG Secretariat

REGULATION ON THE EAG SECRETARIAT

I. General Provisions

The present Regulations define the legal status, the functions and the structure, as well as the organization of the Secretariat's activity to develop the Member States cooperation in the AML/TF sphere, realize the Plenary Meeting decisions and the Chairman assignments, provide technical, administrative, analysis and consulting assistance to the EAG activity.

1. The Secretariat is established to effectively fulfill functions on a permanent basis aimed at accomplishing goals and tasks specified in the Article 2 of the Agreement on the EAG as well as decisions of the Plenary and Working Group Meetings, and the Chairman's assignments, as well as organization of other EAG arrangements.
2. The Secretariat is a permanent working body of the EAG.
3. In its activity the Secretariat is governed by the Agreement on the EAG from 16th June 2011, the Agreement between the Government of the Russian Federation and the EAG Secretariat on conditions of stay from 14 February 2012 and the present Regulation.
4. Location of the Secretariat is Moscow (the Russian Federation).
5. The Secretariat reports to the Plenary Meeting.

II. Secretariat Employees and Structure

6. The Secretariat consists of the following regular employees of the Secretariat (hereinafter – the Secretariat employees are the Secretariat administrative employees and the Secretariat administrative and technical employees):
 - 6.1 Secretariat officials:
 - 6.1.1 the Executive Secretary;
 - 6.1.2 the Secretariat Administrative employees (Principal Administrators, Administrators as stipulated in the employees list of the Secretariat), including seconded staff;
 - 6.2 The Secretariat Administrative and Technical employees (Chief Accountant, Administrative Assistant, Technical Administrators as stipulated in the employees list of the Secretariat).
7. The Secretariat's structure and the number of employees are approved by the Plenary Meeting as advised by the Executive Secretary.
8. The Executive Secretary administers the Secretariat activity. In case the Executive Secretary is absent, his duties are performed by the authorized Principal Administrator or by other Secretariat Administrative employee, authorized by the Executive Secretary.
9. The procedures of recruitment to fill the vacancies of the Secretariat Administrative employees which are selected from the Member States citizens on the open competitive, as well as procedures of recruitment to fill the vacancy of the Executive Secretary are defined by the Regulation on the Special Commission of the Member States representatives to recruit and fill the vacancies of the Executive Secretary and the Secretariat Employees and the Regulation on the procedure of the recruitment to fill the vacancies in the Secretariat or by the Regulation on the process of secondment of Member State official to the Secretariat.
10. The Executive Secretary is appointed to the post by the decision of the Plenary Meeting.
11. The Secretariat Administrative and Technical employees are selected from citizens of the country of stay of the Secretariat on an open competitive basis.

12. The Secretariat employees are appointed to the post and dismissed by the Executive Secretary's order.

III. Secretariat Functions

13. The Secretariat performs the following functions:

- 13.1 ensures the activity of the Plenary and the Working Groups meetings, as well as organization and holding of other meetings in the framework of the EAG, and prepares materials for them;
- 13.2 organizes the fulfillment of the Plenary Meeting decisions and the Chairman assignments;
- 13.3 performs informational, legal, organizational, material and technical assistance of the EAG activity;
- 13.4 supports cooperation with the Member States, the Observers and other countries and international organizations;
- 13.5 coordinates the preparation of the annual report and sends it to the Chairman for further submission to the Plenary Meeting;
- 13.6 acts as the EAG records repository;
- 13.7 forms the EAG draft Budget for the coming calendar year;
- 13.8 performs the EAG Budget and prepares its draft report;
- 13.9 interacts with mass media concerning the coverage of the EAG activity;
- 13.10 carries out office work and forms the EAG archives;
- 13.11 organizes printing and distribution of printed material, based on the decision of the Plenary Meetings;
- 13.12 performs financial and operational activity for the purpose of the EAG;
- 13.13 acts as a claimant or a defendant in the court of the country of stay;
- 13.14 concludes civil contracts, necessary for its activity fulfillment;
- 13.15 submits the draft on the Secretariat structure and employees number for the Plenary Meeting's approval;
- 13.16 according to the Plenary Meeting decisions or the Chairman's assignments, it takes part and represents the interests of the EAG at the Plenary meetings, the Working groups meetings and other meetings in the framework of the FAFT, the FSRBs and meetings of other international organizations and groups;
- 13.17 informs on a regular basis the Member States in the framework of the FATF, FSRBs and other international organizations and groups activities;
- 13.18 performs other functions in its competence.

IV. Executive Secretary Authority

14. The Executive Secretary:

- 14.1 performs the Secretariat activity management, including human resources issues, financial and economic activities;
- 14.2 approves job descriptions of the Secretariat employees' tasks;

- 14.3 on behalf of the EAG, he signs the employment contracts with the employees recruited to the Secretariat;
- 14.4 provides for the forming and execution of the EAG Budget;
- 14.5 issues directives and orders, mandatory for all Secretariat employees;
- 14.6 according to the established procedures, he manages the Secretariat financial and material funds, concludes contracts and agreements, including employment contracts, appears before the court, gives a power of attorney;
- 14.7 opens settlement accounts and other accounts in credit organizations in the country of stay;
- 14.8 submits the EAG draft Budget for the coming calendar year and the draft report on the EAG Budget execution for the previous calendar year upon preliminary agreement with the Member States and the Chairman;
- 14.9 submits annual report on the Secretariat financial and operational activity to the Plenary Meeting.
- 14.10 ensures the organization and conduct of the Plenary and Working Groups Meetings;
- 14.11 takes part in the Plenary and Working Groups Meetings;
- 14.12 submits for adoption perspective and current plans of the Secretariat operation upon preliminary agreement with the Chairman;
- 14.13 within the limits of its authority, interacts with representatives of Member States, states having the status of Observers in the EAG, other states, and international organizations, including FATF, on issues within the competence of the EAG;
- 14.14 organizes the execution and control over the implementation of the Plenary Meetings decisions and tasks of the Chairman and Deputy Chairman;
- 14.15 organizes interaction with mass media on the issues of EAG activity coverage.

V. Rights and liabilities of the Executive Secretary and the Secretariat employees

15. The Executive Secretary and the Secretariat employees are obliged to perform their activity according to the present Regulations, their job descriptions and employment contracts and also other EAG documents.
16. Rights and liabilities of the Executive Secretary are determined by job descriptions, approved by the Plenary.
17. Rights and liabilities of the Secretariat employees are determined by job descriptions, approved by the Executive Secretary.
18. The Executive Secretary and the Secretariat employees have rights and privileges, and bear obligations according to the agreement between the country of stay and the EAG.
19. The Executive Secretary and the Secretariat employees cannot carry out any gainful activity except teaching, research or creative activity.

VI. Responsibility and incentives of the Executive Secretary and the Secretariat employees

20. In case of violation of requirements in the employment contracts, job descriptions and other violations of the discipline in the office, the Executive Secretary and the Secretariat employees can be brought to disciplinary responsibility and penalized by:
 - comment;
 - reprimand;

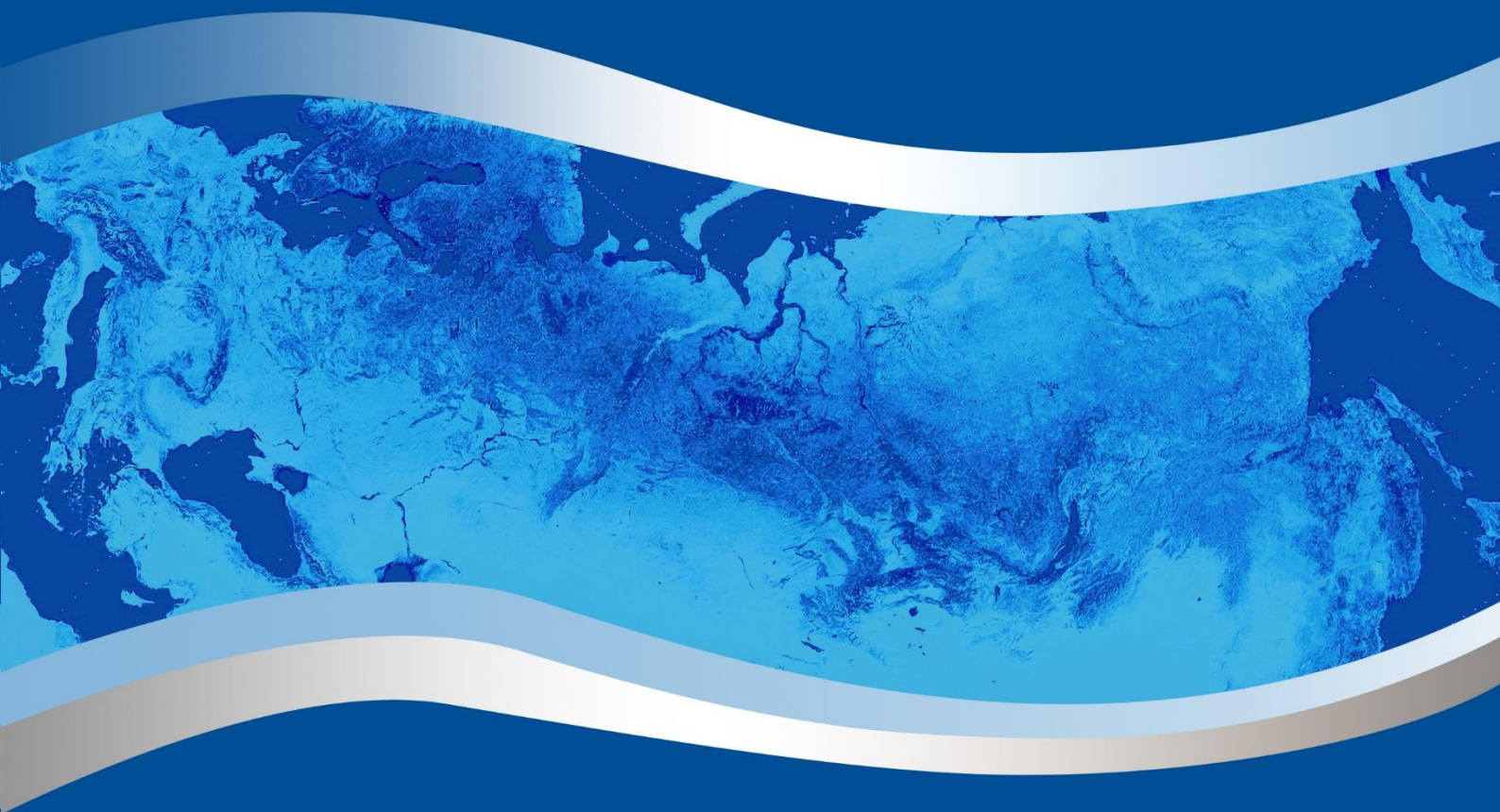
- dismissal.
21. The Executive Secretary is brought to disciplinary responsibility by the decision of the Plenary Meeting, and the Secretariat employees are brought to disciplinary responsibility by the decision of the Executive Secretary.
 22. The following incentives can be provided for perfect duty performance, including for the results of organizing and conducting EAG events:
 - acknowledgment;
 - bonus (if there is extra money in the labor and bonus fund);
 - Certificate of Honor;
 - EAG medal.
 23. The Executive Secretary is given an incentive by the decision of the Plenary Meeting, and the Secretariat employees are given incentives by the decision of the Executive Secretary.

VII. Financial and Operational Activity of the Secretariat

24. The Secretariat activity is financed out of the EAG Budget funds, appropriated for the Secretariat financing in the order determined by the Regulations on the procedure of forming and executing the EAG Budget.
25. The financial aspects of the Secretariat activity are defined in the EAG financial rules.
26. The Secretariat performs its financial and operational activity as an independent legal entity, has a settlement account (ruble and foreign currency) and other accounts in credit organizations, a settled estate, an official stamp with full name and other details of independent institution.
27. The Secretariat property and funds are recorded in its balance sheet and used according to the current legislation of the country of stay.

VIII. Final Provisions

28. The present Regulations are approved by the Plenary Meeting for an indefinite term.
29. This Regulation is approved by the Plenary meeting and came into force from the moment of approval. All amendments and supplements to the present Regulations, as well as its termination, are executed by separate protocols or new versions of the document which are approved by the Plenary Meeting.



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