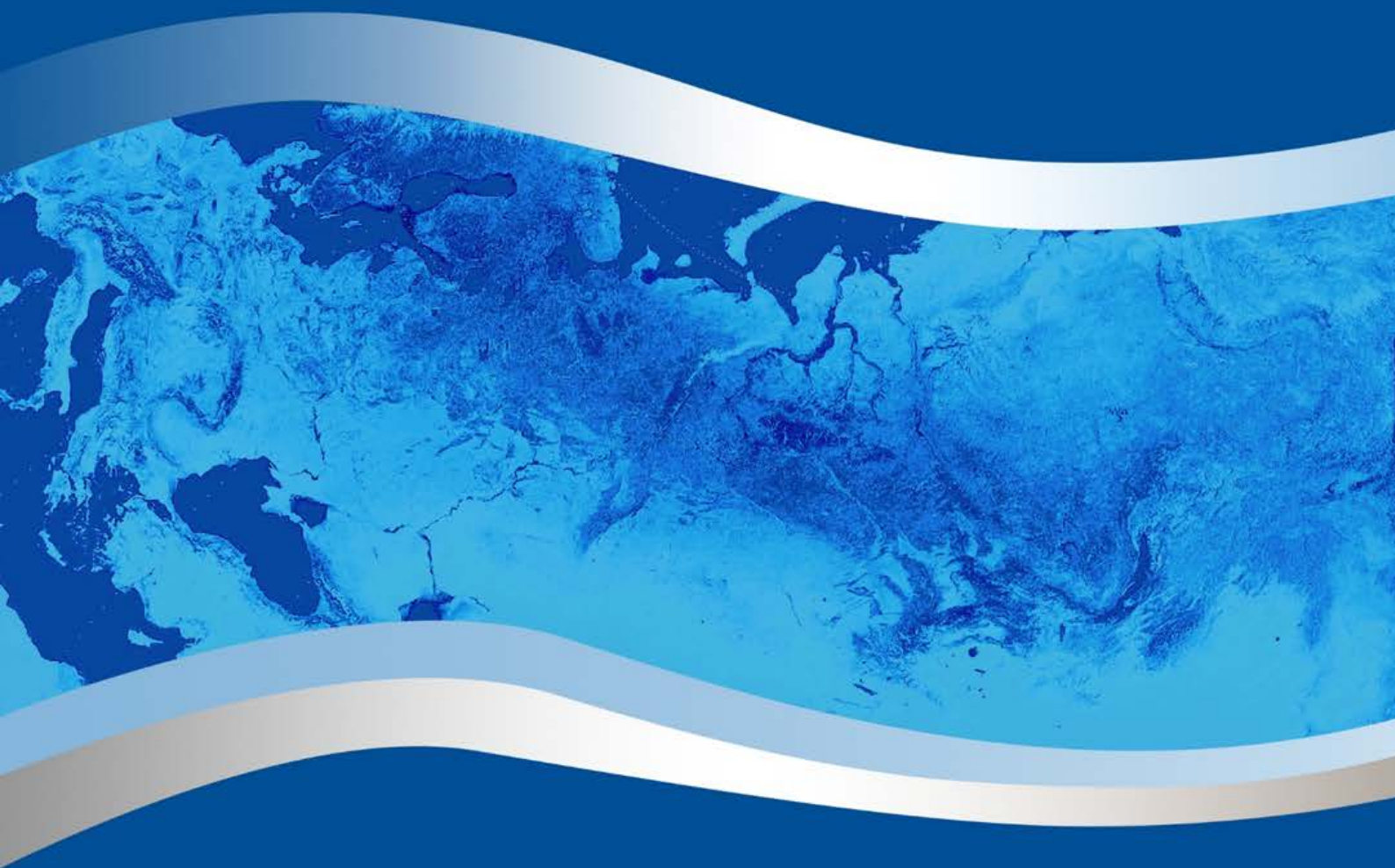


# REGULATIONS ON THE EURASIAN GROUP ON COMBATING MONEY LAUNDERING AND FINANCING OF TERRORISM



**EAG**

ЕВРАЗИЙСКАЯ ГРУППА  
по противодействию легализации преступных доходов  
и финансированию терроризма

EURASIAN GROUP  
on combating money laundering  
and financing of terrorism

# **Regulations on the Eurasian Group on combating money laundering and financing of terrorism Secretariat**

## **I. General Provisions**

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

1. The EAG Secretariat (hereinafter – Secretariat) is established to effectively perform the administrative and technical functions on a regular basis to implement the EAG Plenary Meeting decisions and the EAG 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 EAG Plenary Meeting.

## **II. EAG Secretariat Employees and Structure**

6. The Secretariat consists of the following regular employees of the Secretariat (hereinafter – employees of the Secretariat):
  - 6.1 Secretariat officials :
    - 6.1.1 the Executive Secretary;
    - 6.1.2 the Secretariat Administrative employees (Principal Administrator – Deputy of the Executive Secretary, Administrators as stipulated in the employees list of the EAG Secretariat), including seconded staff;
  - 6.2 Administrative and Technical employees (Chief Accountant, Secretary, Technical Administrator as stipulated in the employees list of the EAG Secretariat).

The Secretariat's structure and the number of employees are approved by the EAG Plenary Meeting as advised by the Executive Secretary.

7. The Executive Secretary administers the Secretariat activity. In case the Executive Secretary is absent, his duties are performed by the Principal Administrator – Deputy of the Executive Secretary or by other Secretariat Official, authorized by the Executive Secretary.
8. The procedures of recruitment to fill the vacancies of the Executive Secretary and the Secretariat Administrative Employees are defined by the Regulation on the EAG Special Commission of the EAG Member-states representatives to recruit and fill the vacancies of the Executive Secretary and the Secretariat Employees or by the Regulation on secondment to the EAG Secretariat.

9. The Executive Secretary is appointed to the post by the decision of the EAG Plenary Meeting; Secretariat employees are appointed to the post and dismissed by the Executive Secretary's order.
10. The Secretariat Administrative employees are selected from the EAG Member-states citizens on the open competitive basis and following the Regulation on the EAG Special commission of the EAG Member-states representatives to recruit and fill the vacancies of the EAG Executive Secretary and the EAG Secretariat employees, or following Regulation on secondment to the EAG Secretariat;
11. The Secretariat Administrative and Technical employees are selected from citizens of the country of stay of the Secretariat on an open competitive basis and are appointed by the Executive Secretary.

### **III. EAG Secretariat Functions**

12. The Secretariat performs the following functions:
  - 12.1 ensures the activity of the EAG Plenary meetings 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;
  - 12.2 organizes the fulfillment of the EAG Plenary Meeting decisions and the EAG Chairman assignments;
  - 12.3 performs informational, legal, organizational, material and technical assistance of the EAG activity;
  - 12.4 supports cooperation with the EAG Member-states, the EAG observers and other countries and international organizations;
  - 12.5 coordinates the preparation of the annual report and sends it to the EAG Chairman for further submission to the EAG Plenary meeting;
  - 12.6 acts as the EAG records repository;
  - 12.7 forms the EAG draft budget for the coming calendar year;
  - 12.8 performs the EAG budget and prepares its draft report;
  - 12.9 interacts with mass media concerning the coverage of the EAG activity;
  - 12.10 carries out office work and forms the EAG archives;
  - 12.11 organizes printing and distribution of printed material, based on the decision of the EAG Plenary Meetings;
  - 12.12 performs financial and operational activity for the purpose of the EAG;
  - 12.13 acts as a claimant or a defendant in the court of the country of stay;
  - 12.14 concludes civil contracts, necessary for its activity fulfillment;
  - 12.15 submits the draft on the Secretariat structure and Employees number for the EAG Plenary Meeting's approval;
  - 12.16 according to the EAG Plenary Meeting decisions or the EAG 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;
- 12.17 informs on a regular basis the EAG Member-states in the framework of the FATF activities;
- 12.18 performs other functions in its competence.

#### **IV. EAG Executive Secretary Authority**

##### 13. The Executive Secretary:

- 13.1 performs the Secretariat activity management, including financial and operational activity;
- 13.2 organizes and controls the fulfillment of the EAG Plenary Meeting decisions and the EAG Chairman assignments;
- 13.3 within his sphere of competence cooperates with the EAG Member-states, the EAG observers and other countries and international organizations;
- 13.4 approves job descriptions of the Secretariat employees tasks;
- 13.5 on behalf of the EAG, he signs the employment contracts with the employees recruited to the Secretariat;
- 13.6 provides for the forming and execution of the EAG budget;
- 13.7 issues directives and orders, mandatory for all Secretariat employees;
- 13.8 submits for adoption perspective and current plans of the Secretariat operation upon preliminary agreement with the EAG Chairman;
- 13.9 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;
- 13.10 opens settlement accounts and other accounts in credit organizations in the country of stay;
- 13.11 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 EAG Member-states and the EAG Chairman;
- 13.12 takes part in the EAG Plenary Meetings and meetings of the EAG Working groups;
- 13.13 submits annual report on the Secretariat financial and operational activity to the EAG Plenary meeting.

## **V. Rights and liabilities of the EAG Executive Secretary and the EAG Secretariat employees**

14. 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.
15. Rights and liabilities of the Executive Secretary are determined by job descriptions, approved by the EAG Plenary.
16. Rights and liabilities of the Secretariat employees are determined by job descriptions, approved by the Executive Secretary.
17. 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.
18. 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 EAG Executive Secretary and the EAG Secretariat employees**

19. 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.

The Executive Secretary is brought to disciplinary responsibility by the decision of the EAG Plenary meeting, and the Secretariat employees are brought to disciplinary responsibility by the decision of the Executive Secretary.

20. 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.

The Executive Secretary is given an incentive by the decision of the EAG Plenary meeting, and the Secretariat employees are given incentives by the decision of the Executive Secretary.

## **VII. Financial and Operational Activity of the EAG Secretariat**

21. 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.
22. The financial aspects of the Secretariat activity are defined in the EAG financial rules.
23. 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.
24. 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**

25. The present Regulations are approved by the EAG Plenary Meeting for an indefinite term.
26. All amendments and supplements to the present Regulations, as well as their termination, are executed by separate protocols, which are approved by the EAG Plenary Meeting.