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**DEPARTMENT AGAINST TRANSNATIONAL ORGANIZED CRIME (DTOC)  
ORGANIZATION OF AMERICAN STATES (OEA)**

**XLVIII (VIRTUAL) MEETING OF THE GROUP OF EXPERTS  
FOR THE CONTROL OF MONEY LAUNDERING  
June 30, 2020  
Washington D.C. – USA.**

**OEA/Ser.L/XLVIII. 4.48  
DDOT/LAVEX/INF7/20  
9 June 2020  
Original: Spanish**

**INFORMATION BULLETIN  
Regular Virtual Session  
30th of June, 2020**

The **XLVIII Meeting of the Group of Experts for the Control of Money Laundering (GELAVEX)** will take place virtually on June 30, 2020, from 10:00 a.m. to 12:00 noon; and from 2:00 p.m. to 4:00 p.m. The coordination meeting of the Chair, the Vice-Chair, and the Coordinators of the Working Subgroups and the Technical Secretariat will be held virtually on June 29, 2020.

The objective of the Meeting is to present the progress made on the products being developed within the framework of the 2018-2019 Work Plan, and as outlined under the 2018-2020 Strategic Plan.

Links to access both meetings will be provided individually to each person who emails their completed registration form to [DDOT@oas.org](mailto:DDOT@oas.org). The type of link sent will be determined by the profile of the participant.

**1. PLATFORM AND DELEGATIONS:**

The XLVIII Meeting of the Group of Experts for the Control of Money Laundering will be held on the **Kudo** Platform. Instructions on how to connect are attached to this Information Bulletin.

In case of any technical difficulty with the use of the platform, please contact Aida Magaly Rothe and Karoline Moraes through the WhatsApp group created for this purpose.

To access the group, please enter the following link from your cell phone:

<https://chat.whatsapp.com/L1qNg2E14QiD1KN9JtLeAB>

Each Member State and Permanent Observer delegation may designate **up to 2 (two) Speaker delegates** who will have access to the platform with the possibility of requesting to speak during the session, as well as to vote on behalf of their delegation. Speaking requests from delegates will be authorized if the delegation wishes to make comments, clarify doubts and / or present relevant



contributions after the presentation of the Sub-Groups. Also, each delegation may have **a maximum of 3 (three)** non-speaking delegates who can attend the meeting virtually but would not be able to request to speak.

In the event that any delegation requires an exception, they are asked to submit a request via email to [DDOT@oas.org](mailto:DDOT@oas.org), which will be evaluated on a case-by-case basis. The Technical Secretariat recommends that the delegations establish a parallel communication system between their primary (speaking) and alternate (non-speaking) delegates to coordinate the comments and contributions that non-speaking delegates may wish to make through their speaking delegates during the meeting. On page 3 of this document are some best practice recommendations for speaking and for the optimal use of time during this virtual meeting.

Finally, we ask the delegations that have not yet registered to kindly indicate which of their delegates will be speakers and which will be non-speakers, so that we can share with them the appropriate link to the platform. To the delegations that have already registered their delegates, we will confirm the roles of each one with their respective Permanent or Observer Missions.

## **2. TECHNICAL SECRETARIAT OF THE GELAVEX**

- **Department against Transnational Organized Crime (DTOC) of the Organization of American States (OAS)**  
Telephone: (202) 370-4591  
E-mail: [DDOT@oas.org](mailto:DDOT@oas.org)

## **3. REGISTRATION OF PARTICIPANTS**

Participants must register by email in advance of the meeting by completing the attached registration form and sending it to: [DDOT@oas.org](mailto:DDOT@oas.org).

## **4. WORKING LANGUAGES AND DOCUMENTS**

The working sessions will be in Spanish and English and will have simultaneous interpretation in these languages. We will distribute the documents of this Meeting by email in advance. Also, delegations are invited to check the updates on the page: [XLVIII Meeting of the GELAVEX](#).

## **5. RECOMMENDATIONS ON THE PLATFORM AND THE USE OF TIME**

We recommend that delegates follow the guidelines below to optimize the use of time during the meeting:



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- Access to the platform will be available one hour before the start of the meeting. To enter, we suggest the following username format:

**COUNTRY (Name Surname - Agency)**

Example: BOLIVIA (Juan Perez - FIU)

We suggest abbreviating the agency name: Financial Intelligence Unit - FIU; Attorney General's Ministry - AGM; Department of Justice – DOJ; Asset Management Agency – AMA, etc.

- We respectfully suggest that delegations, when taking the floor, forego the customary remarks of thanks and greetings to better take advantage of the time of the meeting;
- Due to the time limitations of this meeting, in accordance with the rules defined by the Chair, delegations wishing to intervene after the presentations of the coordinators of the Sub-Groups are asked to keep their remarks to a maximum of 3 minutes per delegation, to allow all delegations the possibility of speaking within the allotted time.
- Delegations with 2 (two) registered speaking delegates are asked to coordinate when requesting the floor to allow time for other delegations to speak;
- The Department against Transnational Organized Crime kindly requests that delegations connect 30 minutes on before the start time of the Virtual Meeting on June 30<sup>th</sup> to resolve any technical issues and to ensure that the meeting starts on time.

## **6. PLATFORM CONNECTION TEST FOR THE REGULAR SESSION**

A platform connection test session will take place on **June 22, from 12:00 to 12:30 PM**. Participants wish to familiarize themselves with use of the Kudo platform will be able to do so by joining the session at this exact time through the following link: <https://live.kudoway.com/ad/220119520434>.

## **7. OTHER MATTERS**

The Technical Secretariat will circulate an updated information bulletin with connection details and recommendations for using the platform for the Special Session to be held on July 16. The Technical Secretariat of the GELAVEX is available via email ([DDOT@oas.org](mailto:DDOT@oas.org)) to respond to any queries from the delegations.

# Before Joining | Preparing for a Meeting



We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.

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## A Good Headset

- Ideally, a USB Headset.  
*(Professional-grade is highly recommended)*
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

## Internet Connectivity

- Use Google Chrome as your browser.
  - Use a wired connection.  
*(Preferred)*
  - If wired connection is not available, use high-speed Wi-Fi instead.  
*(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)*
- .....

## A Webcam

- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.

## Professional Environment

- Choose a private and quiet room to speak from.
  - Make sure the lighting in the room is adequate.
  - Place yourself so that there is a blank or plain background.
- .....

## Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:



\*Screen-sharing extension  
for Google Chrome



If you need help contact [support@kudoway.com](mailto:support@kudoway.com)

# How to Join | AdHoc Meetings

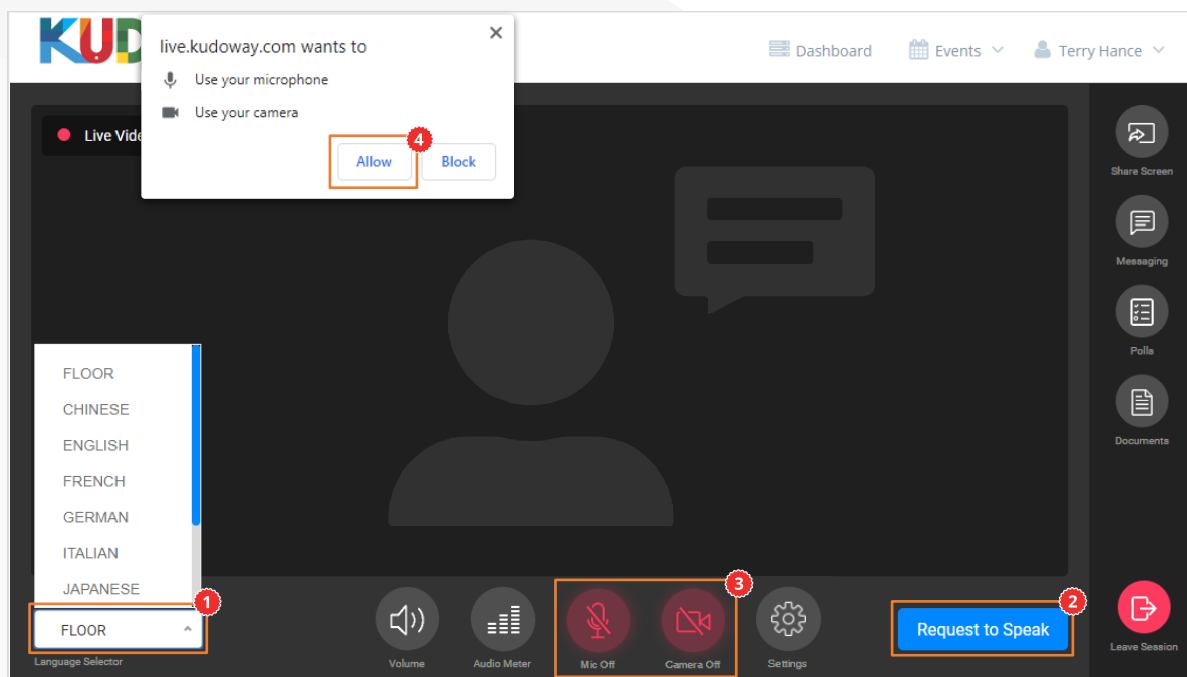


From a computer

1

On **Google Chrome** go to the **provided link**.  
Fill out the form, click **Join Session**, and you're in!

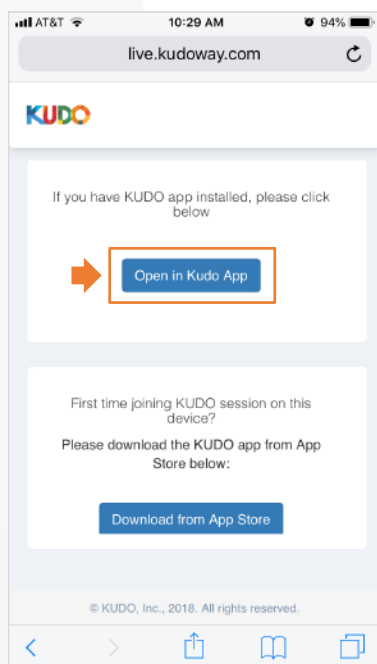
2



Once you are in, click on Floor and choose your **preferred language** from the dropdown list.<sup>1</sup>  
To speak, click on **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic once cleared.<sup>3</sup>  
If this is your first time on KUDO, click **Allow** when prompted, to enable the use of your devices.<sup>4</sup>

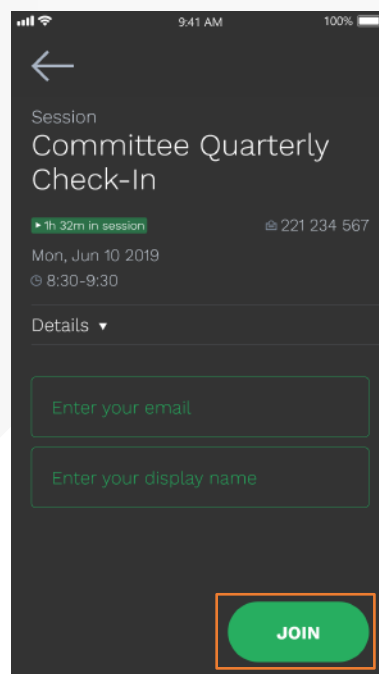
## From a smartphone

1



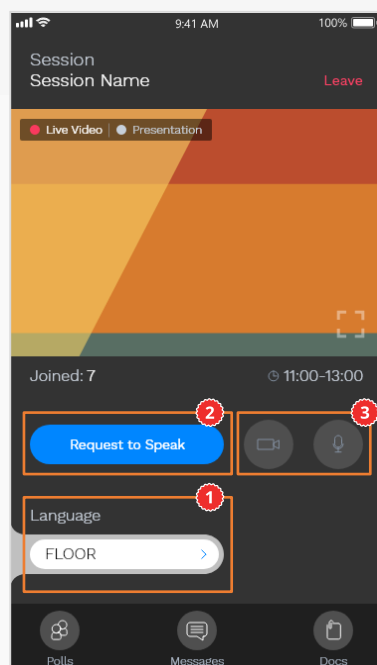
On your smartphone go to the **provided link** and select **Open in Kudo App**.

2



Fill out the form, Select **Join** and you're in!

3



Once you are in, select **Floor** and choose your preferred language.<sup>1</sup>  
To speak, select **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic<sup>3</sup> once cleared.