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**RULES OF PROCEDURE OF THE GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING  
(GELAVEX)**



## **RULES OF PROCEDURE OF THE GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING (GELAVEX)**

### **Chapter I**

#### **NATURE, PRINCIPLES, AND OBJECTIVES**

##### **Article 1**

The Group of Experts for the Control of Money Laundering (GELAVEX) is the principal Organization of American States (OAS) forum for discussing and proposing lines of action to prevent and counteract money laundering in the Hemisphere.

##### **Article 2**

The activities of the GELAVEX are governed by the mandates it is assigned by the OAS General Assembly and Permanent Council, as well as by the norms set forth in these rules of procedure.

##### **Article 3**

The decisions adopted by the GELAVEX shall serve as best practices and recommendations for the OAS member states.

##### **Article 4**

The main objectives of the GELAVEX are to:

- a) Discuss and propose lines of action to prevent and counteract money laundering.
- b) Develop studies, model regulations, guidelines, best practices, and methodological tools to serve as a benchmark for the OAS member states to harmonize procedures and standards to control, investigate, and punish money laundering.
- c) Promote and procure proposals for training, and technical assistance projects and programs, as well as other hemispheric initiatives to strengthen regional efforts to combat money laundering.

### **Chapter II**

#### **COMPOSITION**

##### **Article 5**

The GELAVEX shall be composed of all the member states of the OAS, which shall actively participate through their accredited representatives.



#### **Article 6**

Each member state of the OAS shall appoint an expert as Principal Representative, and as many Alternate Representatives as it deems necessary, through its permanent mission to the OAS, and shall inform the Chair of the Expert Group and its Technical Secretariat of any change in the composition of their representations.

#### **Article 7**

Permanent Observers to the OAS, as well as other intergovernmental forums and relevant organizations, may participate in the GELAVEX as observers, with prior approval by the OAS Committee on Hemispheric Security, according to the procedure established in Article 8.

The observers referred to in this article may request the use of the floor to speak in the sessions and the President will decide on the request.

Observers accredited as such prior to the entry into force of these regulations will retain this status.

#### **Article 8**

Recognition of relevant intergovernmental forums and organizations as observers to the GELAVEX shall be granted by the OAS Committee on Hemispheric Security, in consultation with the authorities of the GELAVEX. To that end, the Expert Group's technical secretariat shall furnish the Committee on Hemispheric Security with an oral and written report, accompanied by a written request from the applicant.

### **Chapter III**

#### **QUORUM AND VOTING**

#### **Article 9**

The quorum required to hold the plenary meetings of GELAVEX, as well as for the adoption of its decisions, will be subject to the procedures established in the Rules of Procedure of the Permanent Council of the OAS.

### **Chapter IV**

#### **COMPOSITION**

#### **Article 10**

The GELAVEX comprises two Working Subgroups: 1. on International Cooperation and Forfeiture; and 2. on Financial Intelligence Units (FIUs) and Criminal Investigation Agencies (CIAs). The GELAVEX may create new thematic groups, or modify existing ones, if necessary.



#### **Article 11**

The activities of the Working Subgroups shall be determined by the GELAVEX Triennial Strategic Plan and its Annual Work Plan.

#### **Article 12**

The Working Subgroups shall be coordinated by the GELAVEX member states that have been so designated by decision adopted by the GELAVEX. In the nominations geographic diversity and participation of all the member states of the group shall be given priority.

#### **Article 13**

Subgroup coordinators shall serve a one-year term and may be re-elected up to two consecutive times.

### **Chapter V**

#### **FINANCING OF MEETINGS AND ACTIVITIES**

#### **Article 14**

The activities of the GELAVEX shall be financed from resources provided by the OAS, as well as from specific funds.

#### **Article 15**

The activities approved by the GELAVEX to be executed by the Technical Secretariat shall be financed by:

- a) The appropriations assigned by the Organization of American States;
- b) Voluntary contributions provided by its Member states, Permanent Observers, other International Organizations, or private donors for projects to be carried out by the GELAVEX.

The Technical Secretariat shall furnish the Chair with a report on the source and purposes to which private donations and donations from states that are not members of the GELAVEX will be put. Said report shall be referred to the Committee on Hemispheric Security for consideration and approval.

### **Chapter VI**

#### **HEADQUARTERS AND MEETINGS**

#### **Article 16**

The headquarters of the GELAVEX shall be OAS headquarters.



Meetings shall be held twice a year. The GELAVEX member state that holds the chairmanship may invite the GELAVEX to meet in its territory, assuming the operational expenses generated, at all times with the support of the Technical Secretariat.

#### **Article 17**

In order to prepare for the Group's meetings and to approve the relevant documents, the Chair shall call at least one preparatory meeting, which may be held virtually or in person.

#### **Article 18**

The GELAVEX shall hold two regular plenary meetings per year. These meetings may be held virtually or in person, preferably in the second and fourth quarters of the year.

The fourth-quarter meeting shall: elect the Subgroup's Chair and Vice Chair, as well as the Coordinators; formally establish the Annual Work Plan; review the results of the work done by the Subgroups during the preceding year; and propose projects for each to pursue during the following year.

The second-quarter meeting shall review the progress of the subgroups' work and, if necessary, submit proposals, through the Committee on Hemispheric Security, for referral to the OAS General Assembly for consideration.

#### **Article 19**

The GELAVEX shall also hold meetings of the Working Subgroup to discuss the mandates set forth in the Strategic Plan and the Annual Work Plan. Such meetings shall be convened by each of the coordinating states of said subgroups, for such dates as it deems necessary, taking into consideration the schedule of activities of the OAS.

### **Chapter VII**

#### **THE CHAIR AND VICE CHAIRS**

#### **Article 20**

The GELAVEX shall have a Chair and a Vice Chair elected from among its member states for a period of one year from the date of their appointment. These offices shall be held by the principal representatives of the Member states elected.

Elections to these offices shall be held each year, as the last item on the agenda of the third-quarter plenary meeting at which the hand-over of duties shall take place.

## **Article 21**

The responsibilities of the Chair are to:

- a) Submit to the GELAVEX member states a draft Annual Work Plan and, where necessary, a Triennial Strategic Plan for their consideration;
- b) Represent the GELAVEX to the organs, agencies, and entities of the Organization, as well as to other forums;
- c) Convene the two annual meetings of the GELAVEX, in accordance with these Rules of Procedure;
- d) Preside over the meetings of the GELAVEX and introduce for its consideration the documents prepared by each Subgroup, according to the Annual Work Plan approved for the corresponding period;
- e) Settle any points of order raised during the course of the GELAVEX proceedings;
- f) Preside over the Group's internal voting processes;
- g) Deliver an oral report and a written report to the member states, at the end of his or her term, covering the work carried out in keeping with these Rules of Procedure and the Annual Work Plan of the GELAVEX;
- h) Attend the meetings of the Committee on Hemispheric Security and meetings of other entities handling issues relevant to the work of the GELAVEX, upon invitation;
- i) Assist with the coordination of the GELAVEX Working Subgroups, with a view to discharging the mandates within its competence; and,
- j) Perform the other functions conferred upon him or her in these Rules of Procedure.

## **Article 22**

If the authorities of a member state decide to change their Principal Representative while the latter is serving as Chair or Vice Chair of the GELAVEX, the official named as replacement shall complete the term of office.

## **Article 23**

The responsibilities of the Vice Chair are to:

- a) Assume such duties as may be delegated by the Chair, in accordance with these Rules of Procedure.
- b) Substitute for the Chair when the latter is temporarily absent.
- c) Substitute for the Chair, in the event that the latter resigns or is permanently absent, serving out the rest of the one-year term.

## Chapter VIII

### THE TECHNICAL SECRETARIAT

#### Article 24

The Technical Secretariat is the technical operating and coordinating arm of the GELAVEX, with the responsibility for providing the Chair, the Vice Chair, and the Working Subgroups support to discharge their functions.

The Technical Secretariat shall report to the OAS Department against Transnational Organized Crime, which, in discharging its functions, shall abide by the provisions of the applicable rules of the Organization, the Rules of Procedure of the GELAVEX, the decisions of the General Assembly, and of the GELAVEX.

#### Article 25

The Technical Secretariat shall also:

- a) Assist the Chair in implementing the Triennial Strategic Plan and the Annual Work Plan.
- b) Perform such technical and administrative tasks as may be entrusted to it by the GELAVEX;
- c) Assist the GELAVEX in executing the activities planned for each plenary meeting of the Group;
- d) Advise the GELAVEX as regards the performance of its functions;
- e) Support the work involved in coordinating the efforts of the GELAVEX subgroups;
- f) Transmit the decisions of the GELAVEX to the permanent missions of the member states of the Organization;
- g) Directly coordinate with the member states' permanent representatives to the Organization and with the principal representatives to the GELAVEX on an ongoing basis;
- h) Serve as secretariat during the plenary meetings of the GELAVEX;
- i) Deliver the final report and the relevant translations thereof to all the members of the GELAVEX.

## Chapter IX

### RELATIONS WITH OTHER FORUMS

#### Article 26

In conducting its activities and with a view to maximizing cooperation in and coordination of its work, the GELAVEX shall collaborate with technical, governmental, nongovernmental, and intergovernmental forums engaged in related activities and shall provide the Committee on Hemispheric Security with timely information thereon via its annual reports.



### **Article 27**

When the activities of the GELAVEX are germane to the technical competence of an inter-American specialized organization, the subsidiary organs, agencies, and other entities of the inter-American system, the GELAVEX shall request their cooperation in carrying out said activities.

## **Chapter X**

### **AMENDMENTS, SUPPLEMENTARY PROVISIONS, AND ENTRY INTO EFFECT**

### **Article 28**

These Rules of Procedure may be amended by absolute majority vote of the member states of the GELAVEX. Such amendments shall be submitted to the Technical Secretariat with the relevant annual report. The Technical Secretariat will keep a record of the amendments to these Rules of Procedure.

### **Article 29**

All matters not provided for under these Rules of Procedure shall be subject to the provisions of the Rules of Procedure of the OAS Permanent Council.

### **Article 30**

These Rules of Procedure shall take effect on the date they are approved by the GELAVEX.