



Asia/Pacific Group  
on Money Laundering

**APG STEERING GROUP**

**TERMS OF REFERENCE**

**2010**

Updated July 2010  
(Annex A only)



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## **APG STEERING GROUP TERMS OF REFERENCE**

### **1. BACKGROUND**

- 1.1 The APG's Terms of Reference state that the APG is cooperative in nature and that the work to be done by the APG and its procedures will be decided by consensus agreement among its members.
- 1.2 At the 2002 Annual Meeting APG members discussed a proposal to establish an APG Advisory Steering Group. Members noted that it was the overwhelming preference of the meeting that a Steering Group of some sort be instituted.

### **2. PURPOSE**

- 2.1 The purpose of the APG Steering Group is to provide the APG Co-Chairs and APG members with strategic advice on the structure, functioning and support for the APG.

### **3. FUNCTIONS**

- 3.1 To achieve the purpose of the APG Steering Group, members of the Group will:
  - 3.1.1 Consider governance and other issues of strategic importance referred to it.
  - 3.1.2 Engage and consult with APG members in their sub-regional area to obtain their input on key issues.
  - 3.1.3 Provide advice to the APG Co-chairs and APG members through the APG Secretariat on issues of strategic importance.
  - 3.1.4 Advise on potential future Co-chairs of the APG.
  - 3.1.5 Assist with engaging and influencing all APG members to effectively participate in APG activities, including leading or sponsoring specific APG projects.
  - 3.1.6 Encourage non-members in their geographic area to join the APG.

### **4. MEMBERSHIP**

- 4.1 The membership of the APG Steering Group will include a representative from each of five geographical areas within the APG, namely:

- 4.1.1 North Asia;
  - 4.1.2 Pacific Islands;
  - 4.1.3 South Asia;
  - 4.1.4 South East Asia; and
  - 4.1.5 'Other'.
- 4.2 The list of participating APG members as of July 2009 within each geographical area is listed at **Annex A**.
- 4.3 Steering Group membership will comprise representatives nominated from each of the five geographical areas. Representatives will be selected by consensus within each geographical area each year. Membership will generally rotate each year, but a member may serve more than one consecutive term, for example for reasons of continuity in relation to a particular Steering Group issue or task.
- 4.4 In addition, Steering Group membership will include the current APG Co-chairs, and the immediate past and nominated future Co-chair, or alternate nominations, for one year respectively.
- 4.5 Under the above membership arrangements, there would normally be eight members of the APG Steering Group.
- 4.6 The Executive Secretary of the APG will be invited to attend each meeting of the APG Steering Group.

## **5. CHAIRING THE APG STEERING GROUP**

- 5.1 The APG Co-Chairs will preside over any meetings of the APG Steering Group.

## **6. MEETINGS**

- 6.1 Communication within the Steering Group will normally be by email. The Steering Group will meet the day before each Annual Meeting and, if necessary, at one other time during each year (for example in the margins of the APG Typologies Workshop).
- 6.2 Costs for participation at Steering Group meetings will generally be met by the participating jurisdiction.

## **7. REPORTING**

- 7.1 The APG Steering Group will, through the APG Co-chairs, report to the APG Annual Meeting on its work during each year and to APG members as necessary between Annual Meetings.

## **8. SECRETARIAT SERVICES**

- 8.1 The APG Secretariat will provide basic secretariat support for the Steering Group (**Annex B**).

**APG GEOGRAPHICAL (SUB-REGIONAL) AREAS**

(Paragraph 4.2)

<b>Sub-Region</b>	<b>Participating Members (with effect: July 2009)</b>	<b>Other jurisdictions (includes non-observers)</b>
<b>North Asia</b>	<ol style="list-style-type: none"> <li>1. China, People's Republic of</li> <li>2. Hong Kong, China</li> <li>3. Japan</li> <li>4. Macao, China</li> <li>5. Mongolia</li> <li>6. Republic of Korea</li> <li>7. Chinese Taipei</li> </ol>	<ul style="list-style-type: none"> <li>• North Korea</li> <li>• Russian Federation (observer)</li> </ul>
<b>Pacific Islands</b>	<ol style="list-style-type: none"> <li>8. Cook Islands</li> <li>9. Fiji</li> <li>10. Marshall Islands</li> <li>11. Nauru</li> <li>12. Niue</li> <li>13. Palau</li> <li>14. Papua New Guinea</li> <li>15. Samoa</li> <li>16. Solomon Islands</li> <li>17. Tonga</li> <li>18. Vanuatu</li> </ol>	<ul style="list-style-type: none"> <li>• Kiribati</li> <li>• Federated States of Micronesia (observer)</li> <li>• Tuvalu</li> <li>• Northern Marianas Islands</li> </ul>
<b>South Asia</b>	<ol style="list-style-type: none"> <li>19. Afghanistan</li> <li>20. Bangladesh</li> <li>21. India</li> <li>22. Maldives</li> <li>23. Nepal</li> <li>24. Pakistan</li> <li>25. Sri Lanka</li> </ol>	<ul style="list-style-type: none"> <li>• Bhutan</li> </ul>
<b>South East Asia</b>	<ol style="list-style-type: none"> <li>26. Brunei Darussalam</li> <li>27. Timor Leste</li> <li>28. Indonesia</li> <li>29. Malaysia</li> <li>30. Philippines</li> <li>31. Singapore</li> <li>32. Thailand</li> <li>33. Cambodia</li> <li>34. Lao PDR</li> <li>35. Myanmar</li> <li>36. Vietnam</li> </ol>	
<b>Other</b>	<ol style="list-style-type: none"> <li>37. Australia</li> <li>38. Canada</li> <li>39. New Zealand</li> <li>40. United States of America</li> </ol>	

## APG SECRETARIAT SERVICES TO STEERING GROUP

(Paragraph 8.1)

- APG Secretariat support to the Steering Group includes basic advisory and administrative services as follows:

Advisory	Administrative
<ol style="list-style-type: none"> <li>1. Solicit interest from jurisdictions in sub-regional groups to join Steering Group as members;</li> <li>2. Raise issues of structure, functioning and support for the APG to the members of the Steering Group in accordance with paragraph 2 of these Terms of Reference;</li> <li>3. Prepare briefing papers for Steering Group members on issues for Co-Chairs to consider;</li> <li>4. Prepare draft APG policy papers for Steering Group consideration prior to Annual Meetings.</li> </ol>	<ol style="list-style-type: none"> <li>5. Record and collate results of each sub-group's election of their representative;</li> <li>6. Assist members to share information with, and seek input from, other members of their sub-region;</li> <li>7. Schedule meetings for Steering Group members as required and on availability;</li> <li>8. Provide telephonic or other conference facilities for meetings;</li> <li>9. Record and distribute Minutes of meetings;</li> <li>10. Brief Co-Chairs before Steering Group meetings.</li> </ol>