

APG Virtual and Hybrid Event Policy



**Asia/Pacific Group
on Money Laundering**

2021

APG Virtual and Hybrid Event Policy

Applications for permission to reproduce all or part of this publication should be made to:

APG Secretariat
Locked Bag A3000
Sydney South
New South Wales 1232
AUSTRALIA

Tel: +61 2 5126 9110
E Mail: mail@apgml.org
Web: www.apgml.org

© 27 July 2021 / All rights reserved



Asia/Pacific Group
on Money Laundering

APG VIRTUAL AND HYBRID EVENTS POLICY 2021

Policy Statement

1. The APG is committed to providing meetings and events that align with business and strategic plans (**Annex A**) on a face-to-face basis, whenever possible. However, bearing in mind that face-to-face events may not always be possible due to circumstances at the event host's national level, or at the regional and global levels, the APG recognises the need to be flexible and responsive to the needs of the membership as a whole and of individual members acting in a hosting capacity, in particular.
2. The APG will therefore tailor responses to regional and global circumstances, and to the needs of individual members where necessary, to ensure timely delivery of events by leveraging existing technology.
3. There are a number of technology-supported event delivery options, including virtual platforms for full or partial ('hybrid') attendance to ensure business continuance in the following circumstances:
 - extraordinary circumstances;¹
 - where funds are limited, but the event is necessary for the delivery of APG commitments within broader business plans (e.g. assessor training);
 - due to circumstances (e.g. limited flight connections) some member- and/or observer-delegates are unable to attend scheduled face-to-face events;
 - by agreement with participating delegates.²
4. This policy is intended to be flexible and is intended to apply, as far as possible, to APG events run jointly with other bodies including the FATF.

Virtual and Hybrid Events

5. Virtual meetings, including mixed face-to-face and hybrid attendance, will be conducted using video-conferencing facilities (Zoom, WEBex, etc.) and where necessary teleconference connections, or both. However, Zoom is the preferred platform for APG events including annual meetings and other plenary meeting. Notwithstanding this preference, other platforms may be utilised as agreed with delegates.
6. The APG annual meeting, including additional plenary meetings to consider mutual evaluation reports, may be held in virtual format (including hybrid format) on the direction of the APG Co-Chairs after consultation with the assessed jurisdiction, the assessment team, the Governance Committee and APG member hosts. Agenda for the plenary meetings will be coordinated by the Secretariat and agreed by the Co-Chairs. Agenda for other events will

¹ For example, the Covid-19 global pandemic in 2020 resulting in global travel restrictions.

² This policy follows some practice in the FATF other FSRBs, and international organisations such as the OECD and UNODC in implementing virtual meetings See October 2020 FATF paper *Virtual discussion of Mutual Evaluation Reports* (FATF/PLEN(2020)(83).

be coordinated with hosts, and where necessary, approved by the chair of the APG Operations Committee (OC) and the Mutual Evaluations Committee (MEC).

7. The annual meeting and other plenary meetings, including preparatory meetings and committee meetings, may be held over a 2-3 week period, depending on the number of other margins and parallel meetings. On any given day, the schedule of sessions, whether marginal or main plenary sessions, should not exceed four (4) hours.
8. Scheduling will take account of:
 - varying time zones with preference for members with decision points in order to encourage full and active participation by delegates from the member.
 - the needs of the hosts, presenters, and participants;
 - the physical location of delegates where hybrid events occur.
9. Annual meetings and other plenary sessions will be recorded for preparation of summary records. The recording, in whole or in part, will not be shared or made public. This is in keeping with usual APG practice. Recording of other virtual or hybrid events will be agreed on a case-by-case basis, in consideration of the subject matter and confidentiality of the information included.
10. Hosting hybrid events will require additional facilities and arrangements for event hosts, including accommodating physical distancing measures for face-to-face participants and technical requirements for accommodation of virtual participants. Requirements will be outlined in the event host pack.

Connection Limits

11. To ensure the efficient and effective management of delegates and meeting times in virtual format the following delegate limits apply:
 - member and observer jurisdictions: two (2) connections each;
 - FATF secretariat: two (2) connections;
 - observer organisations: one (1) connection each.
12. Notwithstanding the above limits:
 - during ME discussions, assessed members will have six (6) connections and assessors will have one (1) connection each. These connections are in addition to the member connection limits above;
 - during ME follow-up reports, assessed members will be allocated three (3) connections and assessors will be provided with one (1) connection each. These connections are in addition to the member connection limits above.
13. Where delegations do not utilise their allocation of connections, in full or in part, those allocations may be reassigned by the secretariat in consultation with Co-Chairs on a case-by-case basis. Connection limits for other APG events (which are usually smaller in delegate-numbers) will be agreed on a case-by-case basis, taking into account the nature of the event, the ability to connect to the platform and level of interest shown by delegates.

14. Notwithstanding the connection limits as above, one or both Co-Chairs (on the advice of the secretariat) may grant more connections for annual meeting/plenary events after considering the issues on the agenda, written requests by delegations outlining their reasons why more are needed, and other factors which in the view of the Chairs (or either) warrant additional connections.
15. In granting or denying any additional connections, the Co-Chairs will be mindful of the effect such increases may have on technical support and logistical arrangements by the Secretariat and its possible disruption of the proceedings.

Delegate Accreditation

16. To safeguard security and confidentiality, as with other virtual meetings, delegates registered for virtual plenaries must have their identity accredited prior to accessing meetings. Accreditation includes:
 - Registered delegates are those with a valid connection;
 - Head of Delegation collecting and providing the list of approved registered delegates, including identification, and confirming they are accredited delegates to the APG Secretariat before the commencement of the event.
 - Registered delegates may include other officers at their location when joining virtual sessions. Delegations must provide a list of represented agencies and delegates in cases that a number of agencies join the session from the same connection. This will ensure transparency of participants involved in sessions.

Procedural Rules

17. For plenary meetings the existing quorum and consensus rules apply. Other APG events requiring decisions will follow existing processes, including the FATF Universal Procedures and Terms of Reference.

Interventions

18. The APG Co-Chairs will chair virtual and hybrid meetings. The Co-Chairs may limit interventions to four (4) minutes maximum for effective and efficient time management. This limit may be adjusted for events other than the plenary and committee meetings and is at the discretion of the session chair.
19. In order to assist delegations with interventions – especially in case delegations experience connectivity or other issues – delegations should advise the secretariat if they plan to intervene beforehand to facilitate time management and ensure that all views are properly introduced. Where possible, interventions for plenary and committee meetings should be submitted to the secretariat in advance of the session.

20. Interventions during discussions of ME reports will be supported by the usual key issues process identified ahead of MEC discussion. Following MEC decisions, the MEC Co-Chairs will issue a revised Key Issues document for discussion, as needed.

Review

21. This policy will be reviewed yearly and amended when necessary to reflect changing virtual and hybrid options for events and the requirements of APG stakeholders.

APG membership
27 July 2021

APG EVENTS LINKED TO STRATEGIC GOALS

STRATEGIC GOAL 1						
EVENT	HOST	PARTICIPANTS	NUMBER OF PARTICIPANTS	DURATION	NORMAL DELIVERY	COVID 19 DELIVERY
Annual Meeting	APG Members	<ul style="list-style-type: none"> Members Observers 	Up to approximately 500	5-7 days	Face to Face	Governance Committee for decisions
Governance Committee	<ul style="list-style-type: none"> APG Sec APG Members (at Plenary) 	<ul style="list-style-type: none"> Co-Chairs Sub-Regional Reps Members (at F2F only) 	From 10-25 (larger numbers for face to face meeting only and may vary)	1-2 hours	<ul style="list-style-type: none"> Audio Face to Face (at Annual Meeting) 	Audio
STRATEGIC GOAL 2						
EVENT	HOST	PARTICIPANTS	NUMBER OF PARTICIPANTS	DURATION	NORMAL DELIVERY	COVID 19 DELIVERY
Mutual Evaluation Committee	<ul style="list-style-type: none"> APG Sec APG Members (at Plenary) 	<ul style="list-style-type: none"> Members Observers 	50 - 150	4hrs - 2 days	<ul style="list-style-type: none"> Audio Face to Face (at Annual Meeting) 	Virtual Event
Operations Committee	<ul style="list-style-type: none"> APG Sec APG Members (at Plenary) 	<ul style="list-style-type: none"> Members Observers 	Up to 130 (F2F)	2 hours	<ul style="list-style-type: none"> Audio Face to Face (at Annual Meeting) 	
FATF/FSRB Workshops/Seminars	<ul style="list-style-type: none"> FATF/FSRB Sec FATF/FSRB Members 	<ul style="list-style-type: none"> FATF/FSRB Members Global Network 	Varies based on event type	3-5 days	Face to Face	
FATF Plenary	<ul style="list-style-type: none"> FATF Sec FATF Members 	<ul style="list-style-type: none"> FATF Members and Associate Members FATF Observes Global Network 	Upto 500 or more	5-8 days	Face to Face	Virtual Event
FSRB Plenary	FSRB Members	<ul style="list-style-type: none"> FSRB Members FSRB Observers 	Varies based on FSRB	5-7 days	Face to Face	<ul style="list-style-type: none"> Virtual Event Hybrid Event

STRATEGIC GOAL 3

EVENT	HOST	PARTICIPANTS	NUMBER OF PARTICIPANTS	DURATION	NORMAL DELIVERY	COVID 19 DELIVERY
Assessor Training	APG Members	APG Members	50 - 60	5 days	Face to Face	
Regional Pre Mutual Evaluation	APG Members	APG Members	30 - 60	3 days	Face to Face	
Pre Mutual Evaluation	APG Members	<ul style="list-style-type: none"> • ME Jurisdiction • ME Assessors 	<ul style="list-style-type: none"> • 6 - 8 Assessors • Up to 100 Jurisdictional Participants 	3 - 5 days	Face to Face	
Mutual Evaluation Onsite	APG Members	<ul style="list-style-type: none"> • ME Jurisdiction • ME Assessors 	<ul style="list-style-type: none"> • 6 - 8 Assessors • Up to 100 or more Jurisdictional Participants across multiple sessions 	14 - 21 days	Face to Face	
Face to Face Mutual Evaluation	APG Members	<ul style="list-style-type: none"> • ME Jurisdiction • ME Assessors 	<ul style="list-style-type: none"> • 6 - 8 Assessors • 50-60 Jurisdictional Participants 	3 - 5 days	Face to Face	Virtual event when agreed to by ME Jurisdiction
ICRG Onsites	APG Members	<ul style="list-style-type: none"> • ICRG Jurisdiction • Joint Group 	<ul style="list-style-type: none"> • 3-4 experts (inc. Secretariat) • 20-30 Jurisdictional Participants over multiple sessions 	2 - 3 days	Face to Face	
Joint Group Meetings	<ul style="list-style-type: none"> • APG Sec • FATF Sec • Joint Group Member 	<ul style="list-style-type: none"> • ICRG Jurisdictions • Joint Group 	25 - 50	1-5 days	<ul style="list-style-type: none"> • Audio • Face to Face 	Virtual event

STRATEGIC GOAL 4

EVENT	HOST	PARTICIPANTS	NUMBER OF PARTICIPANTS	DURATION	NORMAL DELIVERY	COVID 19 DELIVERY
Typologies Workshop	<ul style="list-style-type: none"> • APG Members • FATF TREIN • FSRB Member 	<ul style="list-style-type: none"> • APG Members/Observers • FATF Members/Observers • FSRB Members/Observers • Private Sector • NPO 	200 - 300	3 - 5 days	Face to Face	
Typologies Seminars	<ul style="list-style-type: none"> • APG Members • FATF TREIN • FSRB Member 	<ul style="list-style-type: none"> • APG Members/Observers • FATF Members/Observers • FSRB Members/Observers • Private Sector • NPO 	50 - 60	3 - 5 days	Face to Face	
SIP visits	SIP Identified APG member	<ul style="list-style-type: none"> • SIP APG member • APG Staff • Experts 	<ul style="list-style-type: none"> • 3-4 experts (inc. Secretariat) • 50-60 Jurisdictional Participants over multiple meetings 	2 - 3 days	Face to Face	
Technical Assistance Visits	APG Members	<ul style="list-style-type: none"> • Specific APG Member • Experts on specific topic 	<ul style="list-style-type: none"> • 2-3 experts • # jurisdiction members 	2 - 3 days	Face to Face	
Technical Assistance Workshops	APG Members	<ul style="list-style-type: none"> • APG Members • Experts on workshop topic/s 	50 - 60	2 - 3 days	Face to Face	
Technical Assistance Forum - Sub-regional meetings	APG Members	<ul style="list-style-type: none"> • DAP Group Members • Sub-regional members 	30 - 60	30min - 1 hr	<ul style="list-style-type: none"> • Audio • Face to Face (at Annual Meeting) 	Virtual event
Technical Assistance Forum - Individual member sessions	APG Members	<ul style="list-style-type: none"> • DAP Group Members • Individual member 	30 - 45	15 min each	<ul style="list-style-type: none"> • Audio • Face to Face (at Annual Meeting) 	Virtual event
DAP Group Meeting	APG Members	Dap Group Members only	20 - 30	3.5 hours	<ul style="list-style-type: none"> • Audio • Face to Face (at Annual Meeting) 	Virtual event
Technical/Implementation Seminars	APG Members	APG Members/Observers	50 - 150	1 - 2 hours	Face to Face	Virtual Seminars