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**COMMITTEE OF EXPERTS ON THE EVALUATION  
OF ANTI-MONEY LAUNDERING MEASURES  
AND THE FINANCING OF TERRORISM**

**MONEYVAL**

**Principles of conduct  
during the mutual evaluation process for  
members of Mutual Evaluation Teams**

This document is developed based on Council of Europe regulations covering issues of ethical conduct, conflict of interest and confidentiality of information. It has been approved by the Ethics Officer of the Council of Europe and is henceforth applicable to all MONEYVAL mutual evaluations.

When the MONEYVAL Secretariat contacts a national expert to seek confirmation of his/her participation in an upcoming country evaluation the present document is sent to inform him/her about the expected conduct of an evaluator. By confirming their participation in a country evaluation, national experts agree to respect and follow the requirements set out in this document in their capacity as MONEYVAL evaluators. Furthermore, a Declaration of confidentiality and proper conduct shall be signed by each evaluator taking part in a MONEYVAL evaluation.

## PRINCIPLES OF CONDUCT DURING THE MUTUAL EVALUATION PROCESS

### a. Professionalism and general values

1. Throughout the evaluation process, the MONEYVAL Evaluation Team<sup>1</sup> will represent the Council of Europe and MONEYVAL and it is expected to **demonstrate the utmost professionalism and credibility**. Examples of improper conduct which must be avoided include disrespectful behaviour towards the host country and the interlocutors, as well as MONEYVAL Evaluation Team members, indifference and distraction during interviews (e.g. not taking notes, leaving the room, doing other business via electronic devices, ignoring discussions, etc.), raising one's voice during discussions, making intimidating or political statements, not showing a clear commitment to the fight against money laundering/terrorism financing and to the international rule of law standards during interviews etc.
2. Members of the MONEYVAL Evaluation Team are expected to use their **experience and expertise** during discussion of the subject matters under evaluation, to analyse the situation and to be able to draft in one of the official languages (English or French). At the same time, the evaluation of a given country is teamwork and the MONEYVAL Evaluation Team members are to work in a collegial manner.
3. Evaluators should also inform the Secretariat of **personal circumstances that need to be taken into account** for their participation (e.g. mobility problems, disabilities).
4. In addition, the Council of Europe upholds certain **fundamental values and principles** such as gender equality, non-discrimination, prohibition of sexual and other forms of harassment, prohibition of ill-treatment of human beings. These should be adhered to at all times by MONEYVAL Evaluation Team members during discussions. It is recalled that national experts and the members of the Secretariat themselves enjoy protection against any form of harassment<sup>2</sup>.

<sup>1</sup> Council of Europe staff who are members of an evaluation team are under the authority of the Secretary General and are bound by the Staff Regulations and the relevant Instructions of the Secretary General.

<sup>2</sup> Under Rule No. 1292 on the protection of human dignity at the Council of Europe, "Everyone working at the Council of Europe (...) has the right to effective protection by application of the provisions of this Rule against sexual and psychological harassment, irrespective of the person perpetrating such conduct. The provisions of this Rule shall apply to all members of the Council of Europe Secretariat (...) and to persons (...) who participate in the Organisation's activities, wherever they may be held."

## **b. Impartiality, objectivity, neutrality**

5. MONEYVAL Evaluation Team members should **act in an impartial manner during** on-site, official meetings as well as in the margins of the meetings.
6. MONEYVAL Evaluation Team members should assess the information and facts presented to them in the context of an evaluation **objectively, without bias or prejudice, or considerations of a political nature**. MONEYVAL Evaluation Team members participate in the evaluations in a personal capacity and should not accept any **external instruction** (for instance from their employing institution, government or Head of delegation) and should not be influenced by considerations which are unrelated to the evaluation (e.g., belonging to the same professional category as the one under evaluation). Attempts to influence the work of the MONEYVAL Evaluation Team, including in the form of pressure and intimidation should be reported to the Secretariat.
7. As a general rule, **communication with the country evaluated** takes place through the Secretariat and parallel bilateral contacts with representatives of the country concerned should be avoided unless the MONEYVAL Evaluation Team has agreed otherwise.

## **c. Conflicts of interest and incompatibilities**

8. When confirming his/her participation, **the expert should disclose any potential conflict of interest<sup>3</sup> or incompatibility<sup>4</sup>** that may hamper, or be seen as hampering his/her role as an evaluator for the country concerned. This requirement applies also at any later stage of the evaluation process should any change in situation occur, for instance if the expert is offered a consultancy contract by, or in relation to the country concerned.
9. The **Secretariat will advise** as necessary on these matters, including as to whether it is preferable for the evaluator to withdraw or it is enough to inform the other team members as well as MONEYVAL when it discusses the draft mutual evaluation report for adoption.

## **d. Personal benefits and gifts**

10. **Participation in an evaluation should not be used to pursue personal benefits**. As a rule, all team members are expected to attend all meetings organised during the visit and they will, as a main rule, be accommodated in the same venue so as to facilitate logistical arrangements and interaction within the team. Private matters (meeting friends or relatives, tourism and shopping) should not interfere with the programme and the evaluator's tasks.

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<sup>3</sup> This is to be understood broadly and as referring to any material and other interest of a personal or private nature (including those of spouses / partners and close relatives of the expert), which they may have in relation to the country to be evaluated. Since this is not limited to purely material interests, a conflict may also arise, for instance, from membership in an organisation or club pursuing the objective of developing political / commercial and other relations with the country under evaluation.

<sup>4</sup> For instance, an expert being involved in technical cooperation projects, the negotiation of inter-agency agreements with the country under evaluation, etc.

11. Although it is normal to exchange business cards and contact details, members should **refrain from promoting actively certain professional, academic and other personal activities**. Seeking consultancy opportunities – whether related or un-related to the subjects discussed during the on-site visit – is incompatible with the evaluation work.
12. As a general rule, **gifts or other forms of advantages shall not be accepted in relation to MONEYVAL activities**. Work-related, minor gifts or conventional hospitality (e.g. attendance of an official event) of a courtesy nature may be accepted. The Secretariat will advise members if such situations occur.
13. It is also recalled that in accordance with the Council of Europe's own anti-corruption policy (Rule 1327) the organisation is "committed to the proper use of its funds and resources, the prevention of fraud and corruption and the protection of its reputation and interests." Members of the Secretariat have a duty to report any reasonable suspicion of fraud or corruption. The provisions of the Rule apply also to officials and persons who participate in the Council of Europe's activities (wherever they may be held) and who are encouraged to report a suspicion directly to the Secretary General of the Council of Europe. Every reporting person has the right to effective protection against retaliatory action.

#### **e. Confidentiality**

14. **Confidentiality must be preserved throughout the process**, before, during and after the on-site visit. This applies to information submitted via the Secretariat, information obtained on-site, and the various versions of the draft mutual evaluation report. The content of a mutual evaluation report adopted by MONEYVAL can only be referred to in public, once it has become public. The key findings provided by the assessment team to officials of the assessed country at the closing meeting and the draft evaluation reports are confidential.
15. During on-site discussions with governmental/public bodies and representatives of private sector/NGOs, the team members should bear in mind the confidential status of certain information and any possible **repercussions when comparing contrasting views**. MONEYVAL Evaluation Team members should **not share information outside the MONEYVAL Evaluation Team**.
16. Meetings/exchanges with media should be avoided during the on-site. In exceptional circumstances exchanges with media can take place subject to approval from the host country authorities and Council of Europe management. If a media interview is organised outside working meetings, the Secretariat will respond as necessary to questions concerning general aspects of the visit and MONEYVAL's work.
17. The confidentiality requirement does not apply to documents and information of the assessed country if the originator of the documents consents to their release or if these have been made already public by the assessed country (e.g. legislation).
18. No personal data shall be published.
19. The obligations contained in this document are not intended to override or supersede any existing obligations that participants of the assessment process may already be subject to concerning the handling of information or conflicts of interest, as a result of their employment with a national authority or an international organisation.

#### f. General precautions

20. The Secretariat shall inform the evaluators about any **specific precautions** that may need to be taken in relation to the evaluation and on-site visit. These shall be discussed within the MONEYVAL Evaluation Team at the beginning of the on-site visit.
21. MONEYVAL Evaluation Team members should **remain alert at all times during the process** – including on the margins of official work during the on-site visit – about possible reputational and other consequences of intentional and unintentional actions for themselves and for the image of MONEYVAL / the Council of Europe. In particular, alertness is called for in respect of activities that are or may be illegal, risks of political instrumentalisation, and dubious solicitations and offers in the country visited.

#### g. Adherence to the principles of conduct

22. By confirming their participation in a country evaluation, national experts are deemed to agree, respect and comply with requirements set out in this document in their capacity as MONEYVAL evaluators. Guidance (including on a confidential basis) may be sought at any time from the Secretariat. Particular matters, including inadequate conduct, can be discussed within the evaluation team as necessary.
23. The Executive Secretary, the President of MONEYVAL, the Head of Delegation, the Ethics Officer of the Council of Europe shall be informed of any conduct in breach of the requirements set out in this document by a national expert during the evaluation process.
24. Decisions on the possible replacement of a MONEYVAL Evaluation Team member on the grounds of conflict of interest/incompatibilities or breaches of other ethical standards as prescribed in this document are taken by the Chairperson of MONEYVAL in consultation with the Executive Secretary and upon advice of the Ethics Officer of the Council of Europe.
25. As a further measure, MONEYVAL may, after the person concerned has had the opportunity to state his or her view to the Bureau, decide to inform the Secretary General of the Council of Europe, and/or the Permanent Representation of the country concerned to the Council of Europe, and/or the Organisation/body concerned and request the appropriate measures to be taken, including removing the representative from participating in MONEYVAL activities.

#### a. Guidance and support

27. Throughout the evaluation process, the MONEYVAL Secretariat permanently provides guidance and support to the Evaluation Team and each of its members. Proper liaison between all the parties involved in the process is a key factor for the evaluation to run smoothly. Whenever an assessor has a dilemma on issues related to the aforementioned principles, rules and procedures or to the mutual evaluation process, they should feel free to raise it with the Secretariat. The Secretariat will endeavour to provide all the necessary guidance and support. This guidance may include, but is not limited to, the interpretation of the principles, rules and procedures elaborated under paragraphs 1-26 of this document; interpretation of the FATF Standards/Methodology; provision of good practice examples and past decisions by MONEYVAL/FATF; interpretation of any horizontal issue with regard to particular Recommendations/Immediate Outcomes, and other matters.