APPLICATION PROCESS FOR HOSTING THE ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM AUTHORITY (AMLA)

This document describes the procedure agreed by the European Parliament and the Council to ensure a fair and transparent process for the submission and assessment of applications from Member States to host AMLA. Further information on the future steps of the process such as hearings will be communicated in due course.

1. AMLA seat selection criteria

When selecting the location, the co-legislators have agreed that they will ensure that, given the nature of AMLA, the location enables the Authority to fully execute its tasks and powers, to recruit highly qualified and specialised staff, to offer adequate training opportunities for AML/CFT activities, where relevant, to allow for close cooperation with Union institutions, bodies and agencies, and in order to avoid reputational risks, to consider how ML/TF risks are adequately addressed in the Member State based on publicly available, relevant and comparable information such as FATF reports.

In addition, the co-legislators have agreed on the following criteria for the selection of AMLA’s seat:

a) The date on which AMLA can become operational on site after the entry into force of the Regulation;
   [This criterion concerns in particular the availability of appropriate office premises as well as the ability to host the relevant staff in time for AMLA to become operational as soon as possible after the entry into force of the Regulation. This includes information about the timeline for the availability of the premises and the estimated time needed for fit-out and adaptations works. The premises should include the necessary logistics and sufficient space for offices, meeting rooms and on- and off-site archiving. The premises should ensure sustainability and meet security standards for physical and IT infrastructure. They should offer digital security and connectivity, including high-performing telecommunications and data storage networks. There should be the possibility to extend the premises, if relevant.]

b) Accessibility of the location;
   [This criterion concerns the availability, frequency and duration of public transport connections from the closest international airport or international/national train station to the location. Furthermore, it covers the quality and quantity of accommodation facilities as well as the capacity to allow for the expected meeting activities of AMLA.]

c) Existence of adequate education facilities for the children of AMLA’s staff;
   [This criterion concerns the availability of multi-lingual, European-oriented schooling, including European, European accredited and international schools, that can meet the needs for education facilities for the children of staff of AMLA.]

d) Appropriate access to the labour market, social security and medical care for both children and spouses;
   [This criterion concerns the capacity to meet the needs of the children and spouses of staff for social security and medical care as well as the availability to offer job opportunities for them.]

e) Geographical balance.
2. **Selection based on Member State applications**

The AMLA seat selection will be based on applications submitted by Member States within the deadline.

3. **Process for submitting Member State applications**

   a) Each Member State can make one single application to host AMLA in one location in that Member State. The application may indicate a maximum of three different proposals for premises in that location.

   b) All applications must be made using a digital application form[^1] (prepared in EU Survey), setting out the criteria and following the technical annex.

   c) Applications should not contain confidential information.

   d) Member States may submit additional documentation together with the application form. These documents will not be taken into account by the Commission in its assessment of the Member States’ applications.

   e) All applications to host AMLA should be formally submitted in writing to the Secretary-General of the Commission and copied to the Secretary-General of the Parliament and the Council. This application should be identical to the application made in the digital application form.

   f) The deadline for submitting applications is **Friday 10 November 2023 at 18:00**. An acknowledgement of receipt will be sent. Any application received after this deadline will be considered non-eligible.

   g) All applications from Member States received within the deadline will be published online on a website managed by the Commission.

   h) Member States are invited to address in the application form the selection criteria in the light of the technical specifications. In addition, Member States are invited to indicate the following in the application:

       o the description of the premises that would be offered either to be rented by or be put at the disposal of AMLA;

       o how these premises meet environmental, security and safety standards, in line with the Commission Manual of Standard Building Specifications;

       o the terms for AMLA’s use of the premises, specifying monthly rental costs and whether the Member State would pay the rent for a given period of time or indefinitely;

       o the terms for the set-up, specifying the total estimated cost for set-up, including fitout, of the premises and whether the Member State would cover these costs;

       o the terms for the building’s maintenance, specifying expected monthly maintenance costs and whether the Member State would cover these costs;

       o the terms for future upgrades and extensions, specifying whether the Member State would cover these;

[^1]: Information on the practicalities related to the digital application form will be provided separately.
o any special conditions with regard to the costs and dedicated infrastructure; and any benefits that would be granted to AMLA and/or its staff in addition to those following from Protocol No 7 on the Privileges and Immunities of the European Union.

i) All applications should indicate the Member State’s commitment to confirming these conditions in a headquarters agreement with AMLA. That agreement should be signed before AMLA takes up its seat at the determined location.

4. Information of the public and transparency

The call to Member States, all applications and other relevant information will be made public on the dedicated website.

5. Commission assessment

The Commission will prepare a general assessment of all the applications received within the deadline on the basis of the criteria and the technical annex. The Commission will submit this general assessment of the applications to the Parliament and the Council.
TECHNICAL SPECIFICATIONS FOR AMLA

1. The date on which AMLA can become operational on site after the entry into force of the Regulation

1.1 The premises for AMLA

AMLA’s staff would amount to 250 members, according to the Legislative Financial Statement (LFS) in the original Commission proposal for an AMLA Regulation. These numbers may evolve during the legislative negotiations based on possible additional tasks or greater scope of direct supervision if they were decided by the co-legislators (the mandates of the co-legislators contain proposals that could bring the staff possibly closer to 400 members).

In the light of the above, and depending on the legislative process, the number of staff would be estimated to reach up to 150 members during its first year of operation, with the capacity to grow further and comprise approximately 300-350 members during the following 2 years of its operation before reaching probably 400 in cruising regime. The necessary logistics and adequate office space will need to be ensured to accommodate the estimated staff of AMLA.

Indicatively, and depending on the final number of staff, the size of the AMLA’s premises should be between 6,000 to 10,000 square meters2 gross floor area above ground (which would comprise all the meeting rooms, office space, washrooms, corridors and archive spaces, and areas for specific uses, e.g. entrance halls, and ensure access to people with disabilities, most notably mobility difficulties). In addition, sufficient parking space for staff and visitors will be required in line with relevant local legislation.

In the long term, further evolution of AMLA’s mandate and staff should be easily accommodated, ideally in its original premises or in the nearby area.

Regarding the workspace for the staff in general, a flexible workspace approach might be considered for AMLA, i.e. most of the staff do not have an assigned desk, but members of the same unit will use desks in the same zone.

The premises should be generally compliant with the requirements set out in the Commission’s Manual of Standard Building Specifications including for environment performance standards addressed under section I.1.5 Environment3.

AMLA will require meeting rooms of different sizes. For security and logistical (incl. catering) reasons, for ‘external meetings’ (which involve participants from outside AMLA), it should be considered to locate the General Board meeting room as well as other relevant meeting rooms in a separate area of the premises.

➢ For meetings of the General Board, in both supervisory and Financial Intelligence Unit (FIU) compositions, and of working groups established by the General Board, the premises should have in principle:

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2 The square meters required are calculated based on the staff in the paragraph above, so between 250 to 400 staff members
• one very large meeting room with a total surface of ideally 240-280 m², with to the extent possible a table accommodating at least 50 persons at the front row, at least 60 persons at the second row and 30-40 seats on the sides in an auditorium mode.

➢ In addition, the premises should in principle offer the following additional meeting rooms and areas:
  • two big meeting rooms (ideally seating more than 40 participants);
  • two medium-sized meeting rooms (ideally seating 25-35 persons);
  • one smaller meeting room (ideally seating 13-15 persons);
  • an appropriate lounge area for lunch and/or dinner catering.

1.2 Specific requirements for Financial Intelligence Unit (FIU)-related work

The premises should also meet the specific requirements for the Financial Intelligence Unit (FIU) and FUI-related work. This includes first a dedicated area with around 30 individual offices for the FIU delegates. FIU delegates will deal with sensitive information coming from their own FIU and they are bound by national confidentiality rules. FIU work related requirements also include at least two (and ideally three) operational analysis facilities; these are secure and isolated operational rooms/facilities meeting rooms where several analysts can meet in parallel, with access to the data of the joint analysis and analytical software. These three rooms shall be accessed only by authorised persons and equipped with IT terminals enabling the appropriate communication tools as well as analytical software which can be used as a supplementary tool to FIUs’ software. The premises should guarantee appropriate IT and security infrastructure which ensures an efficient management of FIU-related work.

1.3 Availability of the premises and details to be provided in the application

The availability of appropriate office premises as well as the ability to host the relevant staff in time would be critical for AMLA to be set up and become operational upon the entry into force of the Regulation.

Each application should specify in detail:

➢ the date on which the AMLA can become operational on site as soon as possible after the entry into force of the Regulation, which would be based on the availability of appropriate office premises and the ability to host the relevant staff; here a distinction should be made in the application form between the timeline for the availability of the premises and the estimated time needed for fit-out and adaptations works;

➢ the description of the premises that would be offered either to be rented by or to be put at the disposal of AMLA;

➢ how these premises meet environmental, security and safety standards, in line with the Commission Manual of Standard Building Specifications;

➢ the terms for AMLA’s use of the premises, specifying monthly rental costs and whether the Member State would pay the rent for a given period of time or indefinitely. Information should also be provided on the financial conditions of termination before the end of the lease;

➢ the terms for the set-up, specifying the total estimated cost for set-up, including fit-out, of the premises and whether the Member State would cover these costs;

➢ the terms for the building’s maintenance, specifying expected monthly maintenance costs and whether the Member State would cover these costs;
➢ the terms for future upgrades and extensions, specifying whether the Member State would cover these; and
➢ any special conditions with regard to the costs and dedicated infrastructure.

2. **Accessibility of the location**

AMLA is expected to organise business trips for some of its staff within Europe and to hold regular meetings at its premises or outside its premises but in its location (city) with participation of relevant stakeholders and staff of Member States supervisory authorities, therefore requiring easy access to air and rail transport linking with European capitals.

Some of the meetings organised and/or hosted by AMLA might last several days, requiring overnight stays and therefore sufficient capacity for adequate accommodation facilities (in terms of quality and quantity). The same applies in case of events and conferences organised by AMLA in its location (city) but not hosted in its premises.

Each application should provide:

➢ information concerning the availability, frequency and duration of public transport connections from the closest airport or international/national train station to the location;
➢ information concerning the quality and quantity of accommodation facilities.

3. **Existence of adequate education facilities for the children of AMLA’s staff**

AMLA’s staff will be nationals from all EU Member States. Therefore, the availability of multilingual, European-oriented schooling (including European, European accredited and international schools) is crucial to meet the needs for education facilities for the children of AMLA’s staff.

Each application should provide detailed information about existing educational facilities at each educational level (nursery, primary education, secondary education, higher education), including information on language options in these facilities.

4. **Appropriate access to the labour market, social security and medical care for both children and spouses**

AMLA’s location should provide the capacity to meet the needs of the children and spouses of staff for social security and medical care as well as the availability to offer job opportunities for spouses.

Each application should explain whether the proposed location offers such accessibility to the labour market (giving information on the national labour market and on the number and capacity of international companies and organisations acting in the region), social security and medical care (providing information on the number of hospitals and doctors in the vicinity of the premises as well as the languages spoken).

5. **Geographical balance**
APPLICATION FORM

Member State application to host the Anti-Money Laundering Authority (AMLA)

Fields marked with * are mandatory.

☐ I have read the information on processing and protection of your personal data (EU Survey).

Privacy statement

Privacy_statement.docx

Applicant Member State

• Member State
  - AT - Austria   - EE - Estonia   - IT - Italy   - PT - Portugal
  - BE - Belgium   - FI - Finland   - LV - Latvia   - RO - Romania
  - BG - Bulgaria   - FR - France   - LT - Lithuania   - SK - Slovakia
  - HR - Croatia   - DE - Germany   - LU - Luxembourg   - SI - Slovenia
  - CY - Cyprus   - EL - Greece   - MT - Malta   - ES - Spain
  - CZ - Czechia   - HU - Hungary   - NL - Netherlands   - SE - Sweden
  - DK - Denmark   - IE - Ireland   - PL - Poland

• Main contact person in charge

• Email

• Backup person in charge

• Email
'When selecting the location, the co-legislators have agreed that they will ensure that, given the nature of AMLA, the location enables the Authority to fully execute its tasks and powers, to recruit highly qualified and specialised staff, to offer adequate training opportunities for AML/CFT activities, where relevant, to allow for close cooperation with Union institutions bodies and agencies, and in order to avoid reputation risks, to consider how ML/FT risks are adequately addressed in the Member State based on publicly available, relevant and comparable information such as FATF reports.'
CRITERION 1

‘The date on which AMLA can become operational on site after the entry into force of the Regulation’

Building 1

Should there be more premises proposed, please see at the end of the survey.

1) Description of the proposed premises 1 (Address and general description)
Availability of the premises

1) Timeline of the availability of the premises (before fit-out and necessary adaptation works) as soon as possible after the entry into force of the Regulation

Date or estimated period.

2) Estimated time needed for fit-out and adaptation works (expressed in months)

Please introduce only numbers.

Organisation of the premises

Indicatively, and depending on the final number of staff (between 250 and 400 staff members), the size of the AMLA’s premises should be between 6,000 to 10,000 square meters gross floor area above ground.

1) Total surface of the premises (expressed in m²)

Please introduce only numbers.

2) Staff capacity (expressed in maximum number of staff)

Please introduce only numbers.

3) Availability of one large meeting room (including for the meetings of the General Board) (approx. 300 m²)

- Yes
- No
4) Number of meeting rooms for more than 40 persons
   Please introduce only numbers.
   
5) Number of meeting rooms for 25-35 persons
   Please introduce only numbers.
   
6) Number of meeting rooms for 13-15 persons
   Please introduce only numbers.
   
7) Availability of a lounge area for lunch and/or dinner catering
   - Yes
   - No

8) Availability of a dedicated area for FIU (around 30 individual offices)
   - Yes
   - No

9) Internal archives capacity of the premises
   - Yes
   - No

9.1) Archives volume (expressed in m³)
   Please introduce only numbers.
   
10) Number of parking spaces (inside and outside) - Available for AMLA
    Please introduce only numbers.
    
11) Possibilities for extension of office space in its original premises or the nearby area
    - Yes
    - No

11.1) Surface for possible extensions (expressed in m²)
12) Are the premises EMAS verified?
The EU Eco-Management and Audit Scheme (EMAS) is a premium management instrument developed by the European Commission for companies and other organisations to evaluate, report, and improve their environmental performance.

- Yes
- No

13) Description of the general compliance with the **Manual of Standard Building Specifications** of the premises including for environment performance standards

5000 character(s) maximum

14) Description of the digital security and connectivity with regard to physical and IT infrastructure

5000 character(s) maximum

In particular, access to high-speed internet (5G or fiber).

15) Other

5000 character(s) maximum

For any other relevant information related to this topic.

Financial terms
1) Description of the financial terms

5000 character(s) maximum

2) Monthly rental cost (expressed in EUR)

Please introduce only numbers.

3) Does the applicant Member State intend to cover the rent?

- Yes
- No

3.1) Will the applicant Member State cover the rent

- Indefinitely
- For a given period of time

3.2) If yes, for how many years?

Please introduce only numbers.

4) Monthly maintenance costs (expressed in EUR/m²)

Please introduce only numbers.

5) Does the applicant Member State intend to cover the maintenance costs?

- Yes
- No

6) Fit-out costs (expressed in EUR/m²)

Please introduce only numbers.

7) Does the applicant Member State intend to cover the fit-out costs?

- Yes
- No
8) Does the applicant Member State intend to cover the future upgrade and extension?

- Yes
- No
- Depends

9) Financial conditions of future upgrades and extensions

5000 character(s) maximum

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10) Duration of the lease (expressed in years)

Please introduce only numbers.

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11) Financial conditions of termination before the end of the lease

5000 character(s) maximum

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12) Description of any special conditions with regard to the costs and dedicated infrastructure

5000 character(s) maximum

This question does not relate to benefits additional to Protocol 7.

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13) Other

5000 character(s) maximum

For any other relevant information related to this topic.
CRITERION 2

'Accessibility of the location'

Public transportation

1) Description of the access to air and rail transport linking the location with European capitals

5000 character(s) maximum

2) Availability and types of public transport connections from the closest airport to the premises

between 1 and 4 choices

- Train
- Metro
- Tram
- Bus

Frequency of train connections (expressed in minutes)

Duration of train connections (expressed in minutes)

Frequency of metro connections (expressed in minutes)

Duration of metro connections (expressed in minutes)
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<th>Public Transport Type</th>
<th>Frequency</th>
<th>Duration</th>
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<td>Tram</td>
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<td>Local Train</td>
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<td>Metro</td>
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<td>Bus</td>
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3) Availability and types of public transport connections from the closest international/national train station to the premises

**between 1 and 4 choices**

- Local Train
- Metro
- Tram
- Bus

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<th>Public Transport Type</th>
<th>Frequency</th>
<th>Duration</th>
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<td>Local Train</td>
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<td>Bus</td>
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</table>
Frequency of **bus** connections (expressed in minutes)

Duration of **bus** connections (expressed in minutes)

4) Other

*5000 character(s) maximum*

For any other relevant information related to this topic.

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**Accommodation facilities in the vicinity of the premises**

1) **Number of 3 star hotels at walking distance from the premises**

   Please introduce only numbers.
   By walking distance is meant up to 1 km.

2) **Number of 4 star hotels at walking distance from the premises**

   Please introduce only numbers.
   By walking distance is meant up to 1 km.

3) **Number of 5 star hotels at walking distance from the premises**

   Please introduce only numbers.
   By walking distance is meant up to 1 km.

4) **Number of 3 star hotels beyond walking distance in the vicinity of the premises**

   Please introduce only numbers.
5) Number of 4 star hotels beyond walking distance in the vicinity of the premises

Please introduce only numbers.

6) Number of 5 star hotels beyond walking distance in the vicinity of the premises

Please introduce only numbers.

7) Description of available facilities for events and conferences outside AMLA premises

5000 character(s) maximum

8) Other

5000 character(s) maximum

For any other relevant information related to this topic.

CRITERION 3

'Existence of adequate education facilities for the children of AMLA’s staff'

1) Number of nurseries

Please introduce only numbers.

2) Language options offered by the nurseries
3) Additional information concerning nurseries (names, location, language options offered, etc.)

5000 character(s) maximum

4) Availability of European Schools or accredited European Schools

More information available here https://www.eursc.eu/en

☐ Yes

☐ No

4.1) Language options offered by the European Schools or accredited European Schools

☐ Bulgarian ☐ Estonian ☐ Irish ☐ Portuguese

☐ Croatian ☐ Finnish ☐ Italian ☐ Romanian

☐ Czech ☐ French ☐ Latvian ☐ Slovak

☐ Danish ☐ German ☐ Lithuanian ☐ Slovenian

☐ Dutch ☐ Greek ☐ Maltese ☐ Spanish

☐ English ☐ Hungarian ☐ Polish ☐ Swedish

4.2) Additional information concerning European Schools or accredited European Schools (names, location, language options offered, etc.)

5000 character(s) maximum
5) Number of international schools providing primary and secondary education

Please introduce only numbers.

6) Language options offered by the international schools

- Bulgarian
- Estonian
- Irish
- Portuguese
- Croatian
- Finnish
- Italian
- Romanian
- Czech
- French
- Latvian
- Slovak
- Danish
- German
- Lithuanian
- Slovenian
- Dutch
- Greek
- Maltese
- Spanish
- English
- Hungarian
- Polish
- Swedish

7) Additional information concerning international schools (names, location, language options offered, etc.)

5000 character(s) maximum

8) Number of higher education facilities (university level or equal)

Please introduce only numbers.

9) Language options offered by the higher education facilities

- Bulgarian
- Estonian
- Irish
- Portuguese
- Croatian
- Finnish
- Italian
- Romanian
- Czech
- French
- Latvian
- Slovak
- Danish
- German
- Lithuanian
- Slovenian
- Dutch
- Greek
- Maltese
- Spanish
- English
- Hungarian
- Polish
- Swedish

10) Description of higher education facilities (Universities and academic disciplines)
11) Other

For any other relevant information related to this topic.

CRITERION 4

‘Appropriate access to the labour market, social security and medical care for both children and spouses’

1) Number of hospitals available in the vicinity of the premises

Please introduce only numbers.

2) Description of access to medical care (access to hospitals and other medical facilities, doctors, spoken languages, etc.)

3) Description of access to medical care and social security for AMLA children and spouses not covered by the EU Staff Regulations (benefits, conditions, assistance, etc.)
4) Situation of the national labour market and its capacity to offer international job opportunities (number and capacity of international companies acting in the region) for children and spouses of AMLA staff

5) Availability of services assisting expatriates and foreign nationals in seeking jobs

6) Other

For any other relevant information related to this topic.
CRITERION 5

‘Geographical balance’

Description

5000 character(s) maximum

Any benefits granted in addition to Protocol 7

1) Does the applicant Member State offer additional privileges?
   - Yes
   - No

1.1) If yes, which ones?

5000 character(s) maximum

Headquarters Agreement

Applicant Member State's commitment to confirming the conditions included in the application in a future headquarters agreement with AMLA
   - Yes
   - No

Do you propose other premises (2)?

Please fill in the survey concerning premises 2 - only for criteria 1 and 2.
   - Yes
No.

Do you propose other premises (3)?

Please fill in the survey concerning premises 3 - only for criteria 1 and 2.

- Yes
- No