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, includinghigh-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 form¹ (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:
 - 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;
 - 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.

- 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:

² The square meters required are calculated based on the staff in the paragraph above, so between 250 to 400 staff members

³ <u>See https://commission.europa.eu/system/files/2022-03/mit-1-performance-and-technical-performance-specification-v1-2 en.pdf</u>

- 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 <u>information on processing and protection of your personal data</u> (<u>EU Survey</u>).
Privacy statement Privacy_statement.docx Applicant Mambar State
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.'

Description
5000 character(s) maximum
(Description continued)
5000 character(s) maximum
(Description continued)
5000 character(s) maximum
3000 Character(s) maximum
(Description continued)
5000 character(s) maximum
Coop character(e) maximum

(Description continued)

5000 character(s) maximum
CRITERION 1
'The date on which AMLA can become operational on site after the entry into force of the Regulation'
Building 1
Building 1 Should there be more premises proposed, please see at the end of the survey.
Should there be more premises proposed, please see at the end of the survey.
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)
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)
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)
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 5000 character(s) maximum 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 Output Pes No
8) Availability of a dedicated area for FIU (around 30 individual offices) Yes No
9) Internal archives capacity of the premises Ves 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)

Please introduce only r	numbers.
12) Are the premi	ises EMAS verified?
•	ent and Audit Scheme (EMAS) is a premium management instrument developed by the
	for companies and other organisations to evaluate, report, and improve their environmental
performance.	
Yes	
O No	
13) Description o	f the general compliance with the Manual of Standard Building
	f the premises including for environment performance standards
5000 character(s) max	·
The state of the s	
14) Description of	f the digital security and connectivity with regard to physical and IT
infrastructure	
5000 character(s) max	<i>cimum</i>
In particular, access to	high-speed internet (5G or fiber).
15) Other	
5000 character(s) max	simum .
	information related to this topic.
-	•

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
Tot 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
10) Duration of the lease (expressed in years)
Please introduce only numbers.
11) Financial conditions of termination before the end of the lease
5000 character(s) maximum
12) Description of any special conditions with regard to the costs and dedicated
infrastructure
5000 character(s) maximum
This questions does not relate to benefits additional to Protocol 7.
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)

Frequency of tram connections (expressed in minutes)
Duration of tram connections (expressed in minutes)
Frequency of bus connections (expressed in minutes)
Duration of bus connections (expressed in minutes)
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
Frequency of local train connections (expressed in minutes)
Duration of local train connections (expressed in minutes)
Frequency of metro connections (expressed in minutes)
Duration of metro connections (expressed in minutes)
Frequency of tram connections (expressed in minutes)
Duration of tram connections (expressed in minutes)

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.	
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.	
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	e premises
Please introduce only numbers.	

•	mber of 4 star hotels beyond walking distance in the vicinity of the premises
Please	introduce only numbers.
-	mber of 5 star hotels beyond walking distance in the vicinity of the premises
Please	introduce only numbers.
7) De	scription of available facilities for events and conferences outside AMLA
premi	·
•	character(s) maximum
8) Oth	ner
•	character(s) maximum
	y other relevant information related to this topic.
CRIT	ERION 3
'Existe	ence of adequate education facilities for the children of AMLA's staff'
•	mber of nurseries
Please	introduce only numbers.

	±stonıan Finnish	□ Irish □ Italian	□ Portuguese □ Romanian
	French	Latvian	Slovak
	German	Lithuaniar	
	Greek	Maltese	Spanish
	Hungarian		Swedish
	J		
•	nation con	ncerning nurs	eries (names, location, language options
offered, etc.)			
5000 character(s) maxim	num		
4) Availability of Eu	ıropean S	chools or acc	credited European Schools
More information availabl	le here https://	/www.eursc.eu/en	
Yes			
[™] No			
4.1) Language opti	ions offere	ed by the Eur	opean Schools or accredited
European Schools			
Bulgarian E	Estonian	Irish	Portuguese
	Finnish	Italian	Romanian
Czech F	French	Latvian	Slovak
Danish (German	Lithuaniar	n Slovenian
Dutch (Greek	Maltese	☐ Spanish
English E	Hungarian	Polish	Swedish
•		_	ropean Schools or accredited
5000 character(s) maxim	•	ocation, lang	uage options offered, etc.)
Jood Character (S) Maxim	Tarr		

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)
8) Number of higher education facilities (university level or equal) Please introduce only numbers.
Please introduce only numbers.
9) Language options offered by the higher education facilities
9) Language options offered by the higher education facilities Bulgarian Estonian Irish Portuguese
9) Language options offered by the higher education facilities Bulgarian Estonian Irish Portuguese Croatian Finnish Italian Romanian
9) Language options offered by the higher education facilities Bulgarian Estonian Irish Portuguese Croatian Finnish Italian Romanian Czech French Latvian Slovak
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
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
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

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

1) Other	
5000 character(s) maximum	
or any other relevant information relat	ed to this topic.
CRITERION 4	
propriate access to the labou Idren and spouses'	ur market, social security and medical care for both able in the vicinity of the premises
opropriate access to the labouildren and spouses') Number of hospitals availa	
ppropriate access to the laborate and spouses') Number of hospitals available ease introduce only numbers.	able in the vicinity of the premises
ppropriate access to the laborate and spouses') Number of hospitals available lease introduce only numbers. 2) Description of access to me	able in the vicinity of the premises nedical care (access to hospitals and other medical
propriate access to the laborate and spouses') Number of hospitals available elease introduce only numbers. Description of access to macilities, doctors, spoken lar	able in the vicinity of the premises nedical care (access to hospitals and other medical
opropriate access to the laboralidren and spouses' 1) Number of hospitals available Please introduce only numbers. 2) Description of access to mean access	able in the vicinity of the premises nedical care (access to hospitals and other medical
opropriate access to the laboralidren and spouses' 1) Number of hospitals available Please introduce only numbers. 2) Description of access to macilities, doctors, spoken lar	able in the vicinity of the premises nedical care (access to hospitals and other medical
opropriate access to the laboralidren and spouses' 1) Number of hospitals available Please introduce only numbers. 2) Description of access to macilities, doctors, spoken lar	able in the vicinity of the premises nedical care (access to hospitals and other medical
opropriate access to the laboralidren and spouses' 1) Number of hospitals available Please introduce only numbers. 2) Description of access to macilities, doctors, spoken lar	able in the vicinity of the premises nedical care (access to hospitals and other medical
ildren and spouses' 1) Number of hospitals available please introduce only numbers. 2) Description of access to macilities, doctors, spoken lar	able in the vicinity of the premises nedical care (access to hospitals and other medical

spouses not covered by the EU Staff Regulations (benefits, conditions, assistance,

etc.)

pportunities	of the national labour market and its capacity to offer international job (number and capacity of international companies acting in the region) and spouses of AMLA staff
5000 character(s	·
Jour Granacier (S	o) maximum
5) Availability	of services assisting expatriates and foreign nationals in seeking jobs
,, , tvanabinty	
5000 character(s	
5000 character(s	
5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5000 character(s 6) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum
5) Other 5000 character(s	s) maximum

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

Applicant Member State's commitment to confirming the conditions included in the application in a future headquarters agreement with AMLA

Yes

O 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