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Organization of American States

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**INTER-AMERICAN DRUG ABUSE
CONTROL COMMISSION
CICAD**

Secretariat for Multidimensional Security

XLII MEETING OF THE GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING
May 26-27, 2016
Washington, D.C.

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Original: Español

**TRAINING AND PROFESSIONAL DEVELOPMENT FOR ADMINISTRATORS OF SEIZED AND FORFEITED
ASSETS: THE EXPERIENCE OF MEXICO**



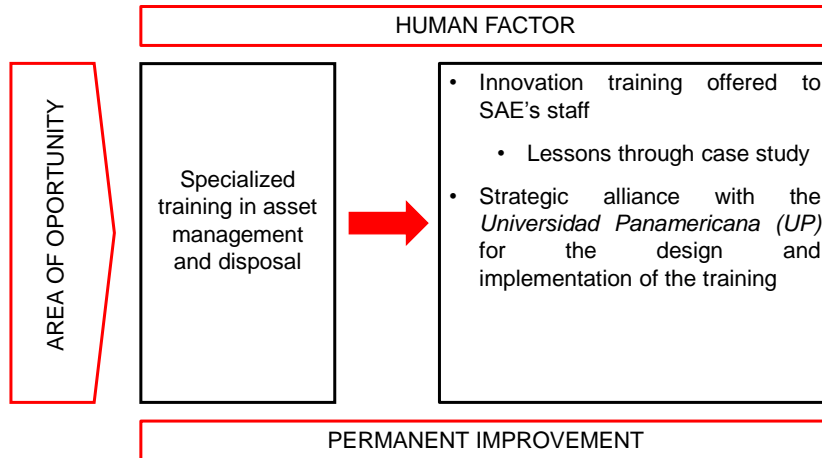
XLII Group of Experts for the Control of Money Laundering Meeting

**Training and professional development for
administrators of seized and forfeited assets: the
experience of Mexico**

**Asset Administration and Disposal Service
(SAE)**

**May 26 2016
Washington D.C.**

Innovation in Training



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Diploma in management and disposal of assets



- **Design:** UP and SAE
- **Objective:** To streamline the main institutional processes through a better understanding of its purpose, legal nature, everyday operation, and its most important processes
- **Faculty:** Professors from the UP and experienced staff from SAE
- **Pedagogical Model:** Theoretical and practical
- **Duration:** 120 hours; one day a week

Diploma in management and disposal of assets

Introduction	<ul style="list-style-type: none"> • International context of management of surplus and unproductive Estate assets • Comparative Law • Best practices 	Module 1. SAE	<ul style="list-style-type: none"> • SAE's nature and philosophy • Background • Missional Objective • Organic Structure • SAE's Management Legal Structure 	Module 2. Origin and nature of assets	<ul style="list-style-type: none"> • Type of assets • Transferors <ul style="list-style-type: none"> • Treasury • Tax collectors • Attorney General • Others • Assets destination
	4 hours		4 hours		8 hours

Diploma in management and disposal of assets

Module 3. Integral Property Management System (SIAB)	<ul style="list-style-type: none"> • What is the system • Roles • Parameters • Queries and Reports • Notifications 	Module 4. Reception and Management	<ul style="list-style-type: none"> • Theoretical Framework • Assets and Estates: <ul style="list-style-type: none"> • Transfer request • Physical reception • Asset management • Cash / Numeraire • Management of depository assets 	Module 5. Assets Destiny	<ul style="list-style-type: none"> • Assets <ul style="list-style-type: none"> • Sale • Donation • Destruction • Special Cases: <ul style="list-style-type: none"> • Returns • Abandonment • Seizure • Legal redress • Real Estate <ul style="list-style-type: none"> • Sale • Swap • Donation • Special cases <ul style="list-style-type: none"> • Returns • Request of financial resources to address an authority request
	8 hours		24 hours		24 hours

Diploma in management and disposal of assets

Module 6A. Companies and financial assets

- Theoretical Framework
- Companies liquidation
 - Legal framework
 - Transfer
 - Management
 - Conclusion
 - Accountability
- Companies management
 - Reception and business management
 - Asset sale or transfer

Module 6B. Companies and financial assets

- Bankruptcy or insolvency
 - Legal Framework
 - SAE's designation as visitor, conciliator, or bankruptcy receiver
 - Auxiliary credit institutions
 - Seized companies
 - Stages of the process

Module 6C. Companies and financial assets

- Credit recovery and release of guaranties
 - Legal framework
 - Characteristics of financial assets
 - Types of assets recovery
 - Administration and recovery of financial assets
 - Processes of administration and recovery of financial assets

32 hours

Diploma in management and disposal of assets

Module 7. Asset Commercialization

- Auction Theory
- Legal processes for the sale of assets
- Participation rules
- Base price, valuation and sale
- Assets subdivision strategy
- Marketing and market intelligence
- After sales: indicators, conciliation and buyer services

12 hours

Module 8. Fiduciary Schemes

- Entities Withdrawal Fund
- Trust to oversee the sale of Companies
- Trust schemes

4 hours

Human Factor: Working Environment

SAE has improved the work environment through various certifications and out of work activities

Certifications and out of work activities

- Gender equality certificate
- Eco-Friendly institution certificate
- Feeling of community through different activities:
 - Social
 - Cultural
 - Sports
- Family friendly environment

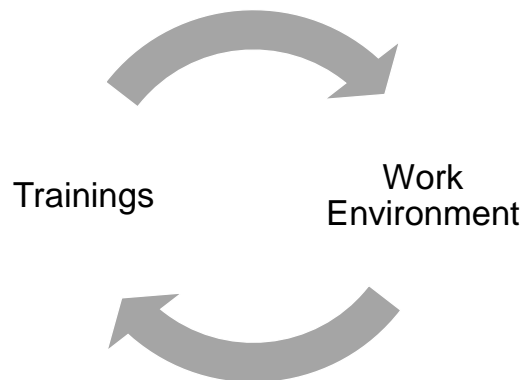


**Certificate by SAE
and the Internal
Audit**

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Best practices: Human Factor

SAE seeks to strengthen the performance of its human resources through trainings and improvements to the work environment.



When these two strategies are combined their results multiply, producing positive spill over effects for the institution as a whole.

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