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Secretariat for Multidimensional Security

**XLIII MEETING OF THE GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING
SEPTEMBER 28-29, 2016
PUNTA CANA, DOMINICAN REPUBLIC**

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**TRAINING AND PROFESSIONAL DEVELOPMENT FOR ADMINISTRATORS OF SEIZED AND FORFEITED
ASSETS**



XLIII Reunión del Grupo de Expertos para el Control del Lavado de Activos

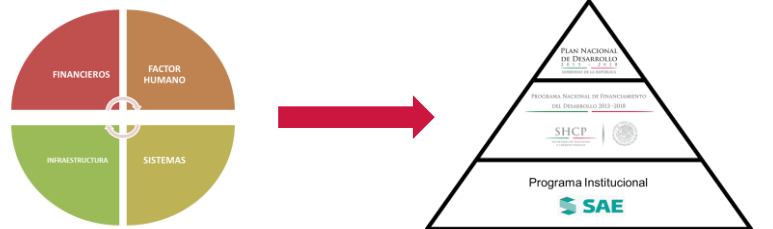
**Oportunidades de desarrollo profesional y
capacitación para administradores de bienes
incautados y decomisados: la experiencia de México**

**Servicio de Administración y Enajenación de Bienes
(SAE)**

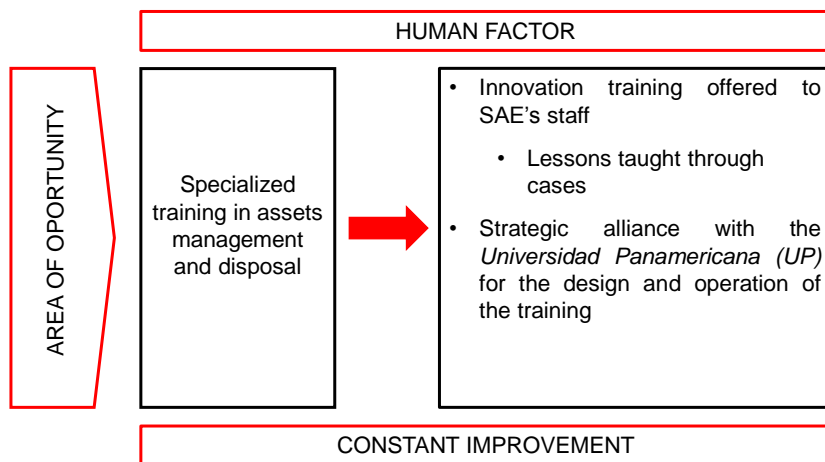
**28 de septiembre 2016
Punta Cana, República Dominicana**

National Context

- During the current administration, SAE has based its strategic planning in four pillars: finances, technology, infrastructure and Human Factor
- Each strategy is revised every year to keep it aligned with the institutional objectives
- Within the Human Factor strategy, SAE, along a well known private university, designed a training course on asset management, making Mexico the first country to offer such a course



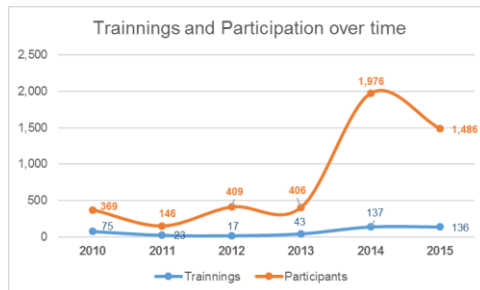
Innovation in Trainings



Human Factor: Trainings

Trainings have increased over the last years in the following aspects:

- number
- quality
- specialization



Training Offer

- Diploma in assets management and disposal
- Diploma in managerial abilities
- Use of specialized software
- Masters in Public Administration
- Languages

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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, its legal nature, its 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 • Objectives and faculties • 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 • Reports and consultation • 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
 - Destino de Empresas

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 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. Commercialization of Assets

- 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
- Different trust schemes

4 hours

Human Factor: Working Environment

To improve the work environment various certifications and out of work activities have been sought

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

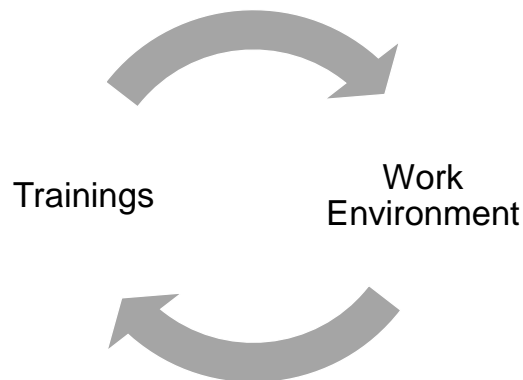


Certificate by SAE
and the Internal
Audit

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Best practices: Human Factor

SAE seeks to strengthen the performance it's human factor through trainings and an 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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