



Global Forum on Transparency
and Exchange of Information for Tax Purposes



TRAINING SEMINAR

UNDERGOING THE EXCHANGE OF INFORMATION ON REQUEST (EOIR) PEER REVIEWS AND IMPLEMENTING THE AUTOMATIC EXCHANGE OF INFORMATION (AEOI) STANDARD

**Tbilisi, Georgia
27 – 31 January 2020**

FINAL AGENDA



Aims of the seminar

The aims of this seminar are to: (i) train participants on the requirements of the international standard on Exchange of Information on Request (EOIR) for tax purposes and help them prepare for their jurisdictions' EOIR peer review; and (ii) train participants on the requirements of the Standard for the Automatic Exchange of Financial Account Information in Tax Matters (AEOI Standard) and its effective implementation in practice. Through a series of training sessions and hands-on group activities (using case study scenarios), participants will be familiarised with the EOIR peer review process and the issues that arise in governments' implementation of the AEOI Standard.

The Global Forum's role

The Global Forum is the key international body ensuring widespread and effective implementation of the international standards on tax transparency and exchange of information. It brings together 158 jurisdictions on an equal footing who collectively monitor and peer review each other's implementation. In doing so, the Global Forum boosts cooperation and information sharing between tax authorities to enhance their capacity to fight tax evasion and avoidance, tackle illicit financial flows and mobilise domestic tax revenues. All G20 and OECD countries, all major international financial centres (IFCs), and a majority of developing countries are members. Nineteen international organisations participate as observers.

Target audience and organisation of the seminar

The seminar is designed for government officials responsible for EOI policy issues and/or operational EOI (competent authority work) in their home jurisdiction, or any other officials charged with the implementation of the EOIR/AEOI standards and/or the preparations for their jurisdiction's Global Forum reviews in relation to these standards. Participants should be prepared to discuss their approach and issues in an open way. The seminar is divided into 23 sessions. It consists of a mixture of presentations, open discussions and group activities/case studies.

Key Documents

- [Exchange of information on request – Handbook for peer reviews 2016-2020](#)
- [A Beneficial Ownership Implementation Toolkit](#)
- [Keeping it Safe](#)
- [Global Forum Exchange of Information Working manual](#)
- [Standard for Automatic Exchange of Financial Account Information in Tax Matters](#)
- [The framework for the full AEOI reviews: the Terms of Reference](#)
- [The 2019 AEOI Implementation Report](#)
- [CRS Implementation Handbook](#)
- PowerPoint presentations on different sessions

For all enquiries, please contact the Global Forum Secretariat at gftaxcooperation@oecd.org.

Day 1: Monday 27 January 2020	
9:00 – 9:20	Welcome remarks
9:20 – 9:30	<i>[Group photo]</i>
Session 1	Introduction to the seminar
9:30-10:00	<ul style="list-style-type: none"> ▪ Introduction of the presenters and hosts <ul style="list-style-type: none"> – Representatives from Global Forum Secretariat and Asian Development Bank – Representatives from Georgia ▪ Introduction of participants ▪ Objectives, materials and working method
Session 2	The Global Forum and the international exchange of information (EOI) standards
10:00-11:00	<ul style="list-style-type: none"> ▪ The story of the 10 years of the Global Forum in video ▪ The Exchange of information on request (EOIR) standard <ul style="list-style-type: none"> – How EOIR works and how it differs from spontaneous/automatic exchange – Competent Authority / EOI Unit – EOI agreements: Multilateral Convention on Mutual Administrative Assistance in Tax Matters (MAC), Double Tax Conventions (DTCs), Tax Information Exchange Agreements (TIEAs), Multilateral Competent Authority Agreements (MCAAs), etc. ▪ The Automatic Exchange of Information (AEOI) standard and its building blocks <ul style="list-style-type: none"> – Common Reporting Standard (CRS) legislation – International framework (MAC, CRS MCAA) – Administrative and IT solutions – Confidentiality and Data Safeguards
11:00-11:15	<i>Coffee break</i>
Session 3	2016 Terms of Reference (ToR) for the EOIR peer reviews and how they are assessed
11:15-12:30	<ul style="list-style-type: none"> ▪ Element A: Availability of Information <ul style="list-style-type: none"> – Legal ownership, accounting, and banking information requirements in domestic law, and how the effectiveness of their implementation is assessed – New beneficial ownership (BO) requirements under the 2016 ToR and how they are assessed
12:30-14:00	<i>Lunch break</i>
Session 4	2016 ToR for the EOIR peer reviews and how they are assessed (continued)
14:00-15:30	<ul style="list-style-type: none"> ▪ Element B: Access to Information <ul style="list-style-type: none"> – Scope of information gathering access powers required under domestic law and how their effectiveness in practice is assessed ▪ Element C: Exchange of Information in Practice <ul style="list-style-type: none"> – How EOI practice is assessed (organisational resources and processes, timeliness of responses and status updates, and quality of requests) – Role/significance of statistics in the review period
15:30-15:45	<i>Coffee break</i>
Session 5	Preparation for the EOIR peer reviews
15:45-17:30	<ul style="list-style-type: none"> ▪ Peer review process and timelines ▪ Assessment criteria ▪ Tips on getting ready for the peer review ▪ Overview of the onsite visit (responsibilities of assessors and assessed jurisdiction) ▪ Overview of the peer review questionnaire

Day 2: Tuesday 28 January 2020	
Session 6	Group Activity/Case Study: Preparation for mock onsite assessment visit regarding element C.5 (exchanging information in practice in an effective manner)
9:00-10:30	<ul style="list-style-type: none"> Breakout into table teams to prepare for mock onsite visit regarding element C.5, on the basis of a case study scenario, with assistance from table leaders
10:30-11:00	<i>Coffee break</i>
Session 7	Group Activity/Case Study: Mock onsite assessment visit regarding element C.5
11:00-12:30	<ul style="list-style-type: none"> Each table team will participate in the mock onsite visit of element C.5, either as the assessed jurisdiction or the assessment team, with assistance from the table leaders
12:30-14:00	<i>Lunch break</i>
Session 8	Discussion and reflection on the outputs of the Group Activity/Case Study
14:00-15:00	<ul style="list-style-type: none"> Presentation of table teams' answers, determinations and recommendations in the mock assessment report Discussion of model answers and most relevant assessment issues regarding element C.5 arising from the group activity
Session 9	Beneficial Ownership under the EOIR peer reviews
15:00-16:30	<ul style="list-style-type: none"> Financial Action Task Force (FATF)/Global Forum (GF) standards <ul style="list-style-type: none"> Scope of beneficial owner under FATF Recommendations/GF standards Cascade approach and ownership through control Relevance of BO information – Anti-Money Laundering/Combating the Financing of Terrorism (AML/CTF), misuse of corporate vehicles Role of Financial Institutions (FIs) and Designated Non-Financial Businesses and Professions (DNFBPs) and their customer identification/verification Relevant FATF Recommendations and overlap with GF reviews
16:30-16:45	<i>Coffee break</i>
Session 10	Group Activity
16:45-17:15	<ul style="list-style-type: none"> BO pop quiz

Day 3: Wednesday 29 January 2020	
Session 11	Possible ways to meet EOIR standard on BO / possible sources of BO information
9:00-10:30	<ul style="list-style-type: none"> ▪ Company Law ▪ Beneficial Ownership Registers (The Good and the Bad) ▪ AML law ▪ Tax Law ▪ Coverage of Entities ▪ The need for supervision and effective implementation ▪ Role of Service Providers
10:30-11:00	<i>Coffee break</i>
Session 12	Group Activity/Case study on BO
11:00-12:15	<ul style="list-style-type: none"> ▪ Breakout into table teams to discuss and prepare answers to a case study scenario, with the aim of identifying how the effective application of the FATF/GF standards and BO could help prevent a money laundering and tax evasion scheme
12:15-13:30	<i>Lunch break</i>
Session 13	Group Activity/Case study on BO
13:30-14:15	<ul style="list-style-type: none"> ▪ Presentation of table teams' answers and discussion of model answers and most relevant assessment issues regarding the BO requirements of element A.1 of the 2016 ToR.
Session 14	Understanding the AEOI Standard / Common Reporting Standard (CRS)
14:15-15:00	<ul style="list-style-type: none"> ▪ The history of the AEOI Standard ▪ CRS: the basics ▪ A general overview – 5 steps in the due diligence and reporting by financial institutions ▪ Recap of the rationale and AEOI building blocks
Session 15	The upcoming AEOI peer reviews
15:00-16:00	<ul style="list-style-type: none"> ▪ The results of AEOI so far – 2019 AEOI Implementation Report ▪ The ToR and Methodology for the full AEOI reviews commencing in 2020 ▪ The process to draw conclusions and make determinations on the domestic and international legal frameworks ▪ The process to review the effectiveness of implementation of the AEOI Standard
16:00	<i>Free time</i>

Day 4: Thursday 30 January 2020	
Session 16	The CRS in Greater Detail
9:00-10:00	<ul style="list-style-type: none"> ▪ Step 1: What are Reporting Financial Institutions? ▪ Step 2: What are Financial Accounts? ▪ Step 3: What are Reportable Accounts?
Session 17	The CRS in Greater Detail
10:00-11:00	<ul style="list-style-type: none"> ▪ Step 4: The due diligence procedures - the different categories of accounts <ul style="list-style-type: none"> – Pre-existing individual accounts – New individual accounts – Pre-existing entity accounts – New entity accounts – Identifying the BO of passive non-financial entity accounts (“Controlling Person”)
11:00-11:30	<i>Coffee break</i>
Session 18	The CRS in Greater Detail
11:30-12:30	<ul style="list-style-type: none"> ▪ Step 4: The due diligence procedures - the different categories of accounts (continued)
12:30-14:00	<i>Lunch break</i>
Session 19	The CRS in Greater Detail
14:00-15:30	<ul style="list-style-type: none"> ▪ Step 5: The information to be reported <ul style="list-style-type: none"> – Domestic implementation – optional provisions, the wider approach, jurisdiction specific lists – International Agreements – legal basis, CRS MCAA
15:30-15:45	<i>Coffee break</i>
Session 20	Group Activity/Case study on the CRS
15:45-17:15	<ul style="list-style-type: none"> ▪ Group discussion to prepare answers to case study on AEOI: <ul style="list-style-type: none"> – What are FIs? – What is a Reportable Person? ▪ Presentation of table teams’ answers and discussion of model answers

Day 5: Friday 31 January 2020	
Session 21	AEOI and the effective use of CRS data
9:00-10:00	<ul style="list-style-type: none"> ▪ AEOI as a deterrent to offshore tax evasion ▪ The use of offshore voluntary disclosure programmes ▪ Using CRS data received <ul style="list-style-type: none"> – Setting the conditions for effective data use – Informing/nudging taxpayers prior to filing tax returns – Reviewing taxpayer compliance
Session 22	Confidentiality and Data Safeguarding Requirements of AEOI
10:00-11:15	<ul style="list-style-type: none"> ▪ The confidentiality assessment process (Core Requirement 3 of the ToR for the full AEOI reviews) ▪ The Technical Assistance available from the Global Forum and Asian Development Bank in preparing to meet the confidentiality requirements and undergoing an assessment ▪ The ToR for the confidentiality assessments <ul style="list-style-type: none"> – Legal framework ensuring confidentiality – Overall Information Security Management (ISM) framework consistent with internationally recognised information security standards – Security control requirements in the areas of human resources, IT, physical and logical access rights, and data lifecycle management – Operations management framework, including change, incident, vulnerability management, logging and monitoring, and internal and external audit
11:15-11:30	<i>Coffee break</i>
Session 23	Wrap up and next steps
11:30-12:30	<ul style="list-style-type: none"> ▪ Group discussion on the lessons learned from the seminar and participants' views on the prospective benefits and challenges of EOIR and AEOI in their jurisdiction ▪ Addressing the barriers to effective EOIR and AEOI ▪ The Technical Assistance available from the Global Forum and Asian Development Bank to help prepare for the EOIR peer reviews and to effectively implement the AEOI Standard