

## ACUERDOS BILATERALES

Clasificación: 48-2009

Fecha de Ingreso: July 27, 2009

Nombre del Acuerdo: Memorandum of Understanding between the General Secretariat of the Organization of American States and the Office of the Attorney General and Ministry of Legal Affairs of Antigua and Barbuda to participate in the Hemispheric information exchange network for Mutual Assistance in Criminal Matters and extradition

Materia: Hemispheric information exchange network for Mutual Assistance in Criminal Matters and extradition

Partes: SG/OEA & Antigua and Barbuda

Referencia: Antigua and Barbuda

Fecha de Firma: February 9, 2009

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada: Secretariat for Legal Affairs

Persona Encargada: Jean-Michel Arrighi

Original:

Claves:

Cierre del proceso:

Notas adicionales:



## GOVERNMENT OF ANTIGUA AND BARBUDA

Ministry of Legal Affairs  
Government Office Complex  
Parliament Drive,  
St. John's, ANTIGUA, W.I.  
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19 February, 2009

Ms. Wendy Pond  
Office of Legal Cooperation  
Organization of American States  
19 Street and Constitution Avenue, NW  
Washington DC 20006

Dear Ms. Pond,

**RE: OAS – Network for Mutual Legal Assistance and Extradition**

Further to our various correspondence via email, please find enclosed the following:

- (1) Two originals of the MOU to Participate in the Hemispheric Information Exchange Network for Mutual Assistance in Criminal Matters and Extradition, executed by the Honourable Attorney-General of Antigua and Barbuda
- (2) Two Letters of Undertaking (in duplicate) signed by the individuals designated by the Honourable Attorney-General to receive permits for use of the relevant Network System Licences (namely, Mr. Adlai Smith and Mr. Colin Thomas).

We look forward to receiving from you the final duplicate original of the MOU after it has been executed by the General Secretariat for the Organization for American States.

I take this opportunity, on behalf of the Attorney-General's Chambers, to express sincere gratitude for the opportunity which the OAS has provided to Antigua and Barbuda through this initiative, and in particular for making the same available to our country at no cost. Both Mr. Smith and Mr. Thomas are enthusiastically preparing for their attendance at the workshop and plenary session in El Salvador starting 31 March, 2009 and we look forward to the mutual benefits which we anticipate from sharing information

with our OAS partners with a view to facilitating assistance in criminal matters and extradition.

On a more personal note, please also accept my thanks to you for all your kind courtesies and efforts to enable our participation in this project.

Yours truly,



Karen A. de Freitas-Rait  
Deputy Solicitor-General

Encl.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE GENERAL  
SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES AND THE  
OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS  
OF ANTIGUA AND BARBUDA  
TO PARTICIPATE IN THE HEMISPHERIC INFORMATION EXCHANGE  
NETWORK FOR MUTUAL ASSISTANCE IN CRIMINAL MATTERS AND  
EXTRADITION**

THE PARTIES TO THIS MEMORANDUM OF UNDERSTANDING, the General Secretariat of the Organization of American States (hereinafter "GS/OAS") and the Office of the Attorney General and Ministry of Legal Affairs of Antigua and Barbuda (hereinafter "the Office of the Attorney General and Ministry of Legal Affairs")

**CONSIDERING:**

That in the context of the Meetings of Ministers of Justice or of Ministers or Attorneys General of the Americas (hereinafter "REMJA") it was decided to create a Hemispheric Information Exchange Network for Mutual Assistance in Criminal Matters and Extradition (hereinafter "the Network"), as an essential tool for strengthening the accessibility and effectiveness of justice in the Hemisphere;

That the Network comprises three components: a public component, consisting of a freely accessible Internet webpage; a private component, consisting of a restricted-access Internet webpage; and a secure electronic communication system (hereinafter "the System");

That, pursuant to the mandates from REMJA and the OAS General Assembly, the OAS General Secretariat, through the Department of Legal Cooperation of the Secretariat for Legal Affairs (hereinafter "DLC/SLA") has from the outset been providing the necessary legal and technical assistance for the creation, implementation and functioning of the Network, and is responsible for maintaining, improving and updating the information disseminated via its public and private webpages;

That, moreover, pursuant to the mandates of REMJA and the OAS General Assembly, the OAS General Secretariat, through the Department of Information Technology Services of the Secretariat of Administration and Finance (hereinafter "DOITS/SAF") has from the outset been providing all the necessary technical support and services for the creation, implementation and functioning of the System; owns the server and the licenses and maintains and administers it; has recently taken some important initiatives including signature of a technical cooperation agreement and development of a comprehensive online training program to facilitate continuous, effective and economical training for current and future users of the System;

That REMJA VI recommended that the Network be consolidated and strengthened, and extended to all member States of the OAS, and that the Secretariat should continue to

complete and update the public and private information components, and should continue to provide technical assistance and training in connection with the System;

That, in order to consolidate the Network and institutionalize relations between its beneficiaries and the GS/OAS, the parties have agreed to establish a normative framework for these purposes;

THEREFORE, THEY HAVE AGREED to sign this Memorandum of Understanding (hereinafter "the Memorandum")

## **ARTICLE I PURPOSE**

1.1. The purpose of this Memorandum is to establish a legal framework governing the provision of services by the GS/OAS in relation to the maintenance and functioning of the Network, and the responsibilities of the Office of the Attorney General and Ministry of Legal Affairs for participating in it.

## **ARTICLE II RESPONSIBILITIES OF THE OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS**

2.1. The Office of the Attorney General and Ministry of Legal Affairs:

a) Shall submit an application in writing to the GS/OAS, through the Department of Legal Cooperation of the Secretariat for Legal Affairs (DLC/SLA) for a permit for use of the System licenses by those of its officials with direct responsibilities for mutual assistance in criminal matters, extradition, or both.

The application must indicate the number of permits requested, the names of the officials for whom the permit is requested, their responsibilities and functions in mutual assistance in criminal matters, extradition or both; their area of competence, by topic, geographic zone or institutional hierarchy; and any other information deemed useful for purposes of identification.

The application must be accompanied by letters of undertaking (in the format annexed to the Memorandum) duly signed by each of the officials for whom the permit for use of System licenses is requested.

Subsequent to signature of this Memorandum, each of the officials for whom the Office of the Attorney General and Ministry of Legal Affairs requests a permit for use of licenses must also sign and remit the letters of undertaking to the DLC/SLA, before connecting to the System.

b) Shall take the necessary precautions, pursuant to instructions issued by the GS/OAS, for installing the System and providing online training for its proper use. Both of these activities shall be coordinated exclusively by the GS/OAS.

c) Shall maintain, and remit to the GS/OAS upon request, a record of requests relating to mutual assistance in criminal matters, extradition or both, that have been handled through the System. This record must include general information on the request, its current status (i.e. in process, completed, or returned for correction), the outcome and the length of time it took to respond, so that the GS/OAS will have sufficient information to evaluate the usefulness of the System and its impact on the efficiency of cooperation processes and procedures in mutual assistance in criminal matters and extradition.

d) Shall send to the GS/OAS, within 30 days after signature of this Memorandum and subsequently every four months, the information necessary to update the section corresponding to the State in the public component of the Network, using the format provided for this purpose by the GS/OAS. Failure to supply this information, following a written request from the GS/OAS, will be grounds for suspending use of the System licenses, pursuant to Article 4.4 of this Memorandum.

### **ARTICLE III RESPONSIBILITIES OF THE GS/OAS**

#### 3.1. The GS/OAS, through the DLC/SLA:

a) Shall coordinate the process of issuing, suspending and canceling permits for use of System licenses, pursuant to Article IV of this Memorandum.

b) Shall request the Office of the Attorney General and Ministry of Legal Affairs, in writing every four months, to send the information necessary to update the public component of the Network. When this information is received, the DLC/SLA will analyze it and publish it.

#### 3.2. The GS/OAS, through the DOITS/SAF:

a) Shall provide the following technical assistance in connection with the System:

(i) Assistance in installing the software and entering the corresponding updates, which will be provided by the GS/OAS to staff of the Office of the Attorney General and Ministry of Legal Affairs in the IT (Information Technology) area. For these purposes, the Office of the Attorney General and Ministry of Legal Affairs will appoint at least one technical contact person, and will inform the DOITS/SAF of the name and contact information of that person or persons.

(ii) Administration of System access codes.

(iii) Online training for use of the System, through a series of online modules that may also be used as support for day-to-day operation of the System. These modules will be available on the Network, and the user keys will be administered by DOITS/SAF.

(iv) Response to queries on the use and functioning of the System submitted by e-mail to the address provided by DOITS/SAF, which undertakes to respond to such queries within 48 hours after receiving the request.

(v) The platform, system and operating specifications on which the System runs. This includes the dispatch of technical bulletins to the IT managers of the Office of the Attorney General and Ministry of Legal Affairs of Antigua and Barbuda. DOITS/SAF will bear no responsibility for any problems that installation of the System may occasion in the respective equipment, notwithstanding which DOITS/SAF will do its best to help find a solution to any incompatibilities.

b) With respect to the System server, DOITS/SAF will guarantee:

(i) That its location is secured and access restricted.

(ii) Availability, except where this is disrupted by service cuts beyond the control of DOITS/SAF, caused by its Internet service providers.

(iii) Continuous updating with the most recent version of the security bulletins for the operating system.

(iv) Keeping backups on the System's server or servers, which will not contain information submitted or received by users.

3.3. The services described in this Article shall be provided within the limits and capacities of the GS/OAS.

#### **ARTICLE IV LICENSES**

4.1. The licenses for the System are the exclusive property of the GS/OAS.

4.2. The GS/OAS will grant permits for use of the licenses to the Office of the Attorney General and Ministry of Legal Affairs, in response to an application that meets the requirements established in Article 2.1 (a) of this Memorandum, and provided the officials for whom the permit is requested belong to the entities, offices or government institutions established as central authorities in international, multilateral and bilateral instruments to which member States of the OAS are party, or in provisions of domestic law that grant to

these entities, offices or governmental institutions direct responsibility in handling requests for mutual assistance in criminal matters, extradition or both.

4.3. The following procedure shall be used for the license use permit:

a) The Office of the Attorney General and Ministry of Legal Affairs will submit a written application to DLC/SLA for a permit to use the licenses, pursuant to Article 2.1 (a) of the Memorandum.

b) The DLC/SLA will decide whether the application is in order, taking into account the provisions of Article 4.2 above.

If the application is in order, the DLC/SLA will transmit it to the DOITS/SAF to create the user accounts and perform the necessary technical procedures.

If the DLC/SLA considers that any of the officials for whom the permit is requested do not fulfill the characteristics indicated in Article 4.2 of the Memorandum, the DLC/SLA will so advise the Office of the Attorney General and Ministry of Legal Affairs so that, if necessary, the official can be replaced by one who fulfills those characteristics.

c) The DOITS/SAF will contact the IT personnel of the Office of the Attorney General and Ministry of Legal Affairs to proceed with installing the System software and creating the user accounts.

4.4. The GS/OAS may suspend the permit for use of licenses in case of:

a) Failure to comply with the provisions of Article 2.1, paragraphs (c) or (d), or

b) Failure to comply with the Annex A (Sections 1, 2 or 4) of this Memorandum.

The suspension will remain in effect until those provisions are fulfilled.

4.5. The GS/OAS may cancel the permit for use of licenses:

a) At the request of the Office of the Attorney General and Ministry of Legal Affairs; or

b) If the System is not used for a period of 60 days.

Cancellation of the permit for use of the license will mean the termination of user status and of all the privileges granted in this Memorandum.

4.6. If the permit is canceled, the Office of the Attorney General and Ministry of Legal Affairs may request its renewal, it being understood that such requests will be processed by the DLC/SLA in the order in which they are received.



4.7. For the replacement of users, the Office of the Attorney General and Ministry of Legal Affairs will proceed in accordance with Articles 4.2 and 4.3 of the Memorandum.

4.8. The issuance of permits for use of the System will be subject to the availability of licenses and sufficient resources for their functioning.

#### **ARTICLE V INFORMATION**

5.1. Given the technical characteristics and the security features of the System, the GS/OAS has no access, control or responsibility over the information circulated through that System.

5.2. Users of the System are obliged to fulfill the requirements that REMJA may adopt with respect to the handling of confidential information.

5.3. The Office of the Attorney General and Ministry of Legal Affairs is exclusively responsible for the truthfulness, timeliness, accuracy and precision of the information provided for inclusion in the public component of the Network.

#### **ARTICLE VI FINANCING**

6.1. The State's participation in the Network, and its use of licenses for officials of the Office of the Attorney General and Ministry of Legal Affairs, will be financed from voluntary contributions of OAS member States, permanent observers, or other international financial organizations or cooperation agencies, and to the extent that the GS/OAS has financial resources available for these purposes. Without prejudice to the foregoing, the Office of the Attorney General and Ministry of Legal Affairs may request use of additional licenses as a charge to its own funds, for which purpose it will make the necessary arrangements with the DOITS/SAF.

#### **ARTICLE VII COORDINATION AND REPRESENTATIVES**

7.1. The representative of the GS/OAS responsible for performance and coordination of the activities and obligations deriving from this Memorandum is Jorge García González. All communications and notifications relating to this Memorandum must be sent by mail, e-mail or fax to:

*Jorge García González  
Director, Department of Legal Cooperation  
Secretariat for Legal Affairs  
Organization of American States  
19th Street NW & Constitution Ave. NW, Room 225*

*Telephone: +1(202) 458-3297*

*Fax: +1(202) 458-3598*

*[jgarcia@oas.org](mailto:jgarcia@oas.org)*

7.2. The GS/OAS representative responsible for compliance with the provisions of Article 3.2 of this Memorandum, and for all technical aspects of the Network, is Juan José Goldschtein. All communications and notifications concerning Network-related technical assistance must be sent by mail, e-mail or fax to:

*Juan José Goldschtein  
Director, Department of Information and Technology Services  
Secretariat for Administration and Finance  
1889 F ST NW Washington DC 20006  
Telephone: +1 202 458 3075  
Fax: +1 202 458 6212  
[jgoldschtein@oas.org](mailto:jgoldschtein@oas.org)*

7.3. The representative of the Office of the Attorney General and Ministry of Legal Affairs responsible for performance and coordination of the activities and obligations deriving from this Memorandum is *(name/title)*. All communications and notifications relating to this Memorandum must be sent by mail, e-mail or fax to:

*Name.* Justin L. Simon, QC  
*Title.* Honourable Attorney-General  
*Address.* Ministry of Legal Affairs,  
(P.O. Box 118), Parliament Drive,  
St. John's, Antigua

*Telephone.* 268 462 8867  
*Fax.* 268 462 2465  
*E-mail* [legallaffairs@antigua.gov.ag](mailto:legallaffairs@antigua.gov.ag)

7.4. All communications and notifications flowing from this Memorandum shall be valid only when they are sent by mail, by fax, or by e-mail, and are addressed to the representatives of the parties at the addresses indicated in Articles 7.1, 7.2 and 7.3 above. When communications and notifications are transmitted by e-mail they shall be deemed valid provided they are sent direct to the e-mail addresses of the representatives of the parties.

7.5. The parties may change their representatives, in which case they shall provide written notification advising the name, position, address, telephone, fax and e-mail of the new representatives.

## **ARTICLE VIII PRIVILEGES AND IMMUNITIES**

8.1. No provision of this Memorandum shall constitute express or tacit waiver of the privileges and immunities enjoyed by the GS/OAS, its organs, its personnel and its property and assets, as established in Articles 133, 134 and 136 of the OAS Charter, and by virtue of applicable international agreements and national laws on privileges and immunities.

**ARTICLE IX  
DISPUTE SETTLEMENT**

9.1. The parties shall attempt to resolve amicably any dispute that may arise between them in connection with the fulfillment or interpretation of this Memorandum. If this is not possible, such disputes shall be resolved through a procedure that the parties shall agree at that time.

**ARTICLE X  
AMENDMENTS, VALIDITY AND TERMINATION**

10.1. Amendments to this Memorandum may be made only by common agreement expressed in writing by the duly authorized representatives of the parties. The instruments containing the amendments shall be appended to this Memorandum and shall form part of it.


10.2. This Memorandum shall enter into force as of its signature by the duly authorized representatives of the parties, and shall remain in effect until either of the parties gives written notice to the other, at least 30 days in advance, that it does not wish to continue with this Memorandum, or until the funds referred to in article 6.1 are no longer available to GS/OAS.

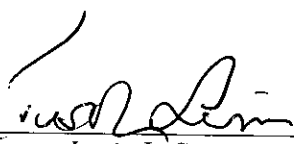
10.3. This Memorandum may be extended for terms of up to one year upon written agreement signed by the duly authorized representatives of the parties.

**IN WITNESS WHEREOF**, the representatives of the parties, duly authorized for this purpose, sign this Memorandum in two original copies of equal validity, on the date and at the place indicated in each case.

**FOR THE GENERAL SECRETARIAT OF  
THE ORGANIZATION OF AMERICAN  
STATES**

**FOR THE OFFICE OF THE ATTORNEY  
GENERAL AND MINISTRY OF LEGAL  
AFFAIRS**

  
\_\_\_\_\_  
Jean Michel Arrighi  
Secretary, Secretariat for Legal Affairs

  
\_\_\_\_\_  
Justin L. Simon, QC.  
Attorney-General  
Antigua and Barbuda

City: WASHINGTON D.C.  
Date:

City: St. John's, Antigua  
Date: 6 February, 2009

**ANNEX A**  
**LETTER OF UNDERTAKING**

I, Colin Thomas, official of the Office of National Drug Control & Money Laundering Policy (ONDCP) and more particularly Task Officer therein, having as my principal functions: drug interdiction declare that I understand the objectives and purposes of the Hemispheric Information Exchange Network for Mutual Assistance in Criminal Matters and Extradition as set forth in the Memorandum of Understanding signed between the GS/OAS and the Office of the Attorney General and Ministry of Legal Affairs of Antigua and Barbuda regulating participation therein and, in my condition a user and beneficiary of the Secure Electronic Communication System of that Network, I undertake to:

6. Participate in the online training provided by the GS/OAS for proper use of the System.
7. Use the System properly and continuously, on the understanding that if I do not use it for a period of 60 days or more the permit granted to me to use the license will be canceled, pursuant to Article 4.5 of the Memorandum.
8. Comply with the provisions that REMJA may adopt in relation to the handling of confidential information, pursuant to Article 5.2 of the Memorandum.
9. Respond promptly to consultations and requests that I receive through the System, and to maintain a record thereof for the purposes established in Article 2.1 (c) of the Memorandum.
10. Notify the GS/OAS immediately if I should cease to be a user of the System.

Date:

19/2/09

Place:

Ministry of Legal Affairs  
ST. JOHN'S  
ANTIGUA.

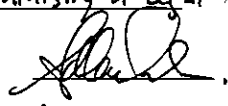
Signature:

Colin Thomas  
COLIN THOMAS

**ANNEX A**  
**LETTER OF UNDERTAKING**

I, Adlai Smith, official of the Office of Director of Public Prosecutions and more particularly Crown Counsel, having as my principal functions: prosecution of criminal charges in Antigua and Barbuda as directed by the Director of Public Prosecutions declare that I understand the objectives and purposes of the Hemispheric Information Exchange Network for Mutual Assistance in Criminal Matters and Extradition as set forth in the Memorandum of Understanding signed between the GS/OAS and the Office of the Attorney General and Ministry of Legal Affairs of Antigua and Barbuda regulating participation therein and, in my condition as user and beneficiary of the Secure Electronic Communication System of that Network, I undertake to:

1. Participate in the online training provided by the GS/OAS for proper use of the System.
2. Use the System properly and continuously, on the understanding that if I do not use it for a period of 60 days or more the permit granted to me to use the license will be canceled, pursuant to Article 4.5 of the Memorandum.
3. Comply with the provisions that REMJA may adopt in relation to the handling of confidential information, pursuant to Article 5.2 of the Memorandum.
4. Respond promptly to consultations and requests that I receive through the System, and to maintain a record thereof for the purposes established in Article 2.1 (c) of the Memorandum.
5. Notify the GS/OAS immediately if I should cease to be a user of the System.

Date: 19<sup>th</sup> Feb 2009  
Place: Ministry of Legal Affairs,  
Signature:  ST JOHN'S  
ANTIGUA  
ADLAI SMITH