

Training programmes and eLearning

Financial investigations and asset recovery



“ For criminal justice practitioners to prevail over those who steal public funds for private gain, high-quality training on financial investigations and asset recovery is essential.

Training not only equips individual practitioners with the skills and understanding they need to detect, investigate and prosecute financial offences. It can also foster paradigm shifts in an agency's or state's ability to target corruption, money laundering and related offences and to recover illicit funds for the benefit of citizens.

Back in December 2008, the Basel Institute's International Centre for Asset Recovery (ICAR) delivered one of its first financial investigations and asset recovery training programmes in my home country, Madagascar. I participated as the Head of the Legal Department of the Madagascar Financial Intelligence Unit at the time. I expected it would be like the many dull and mostly irrelevant training courses I had attended previously, which were usually disconnected from local realities.

I was wrong. ICAR's training methodology made an instant impression on me. I found I could directly apply the new skills in my everyday work. I saw right away that this was a highly effective way to deliver training, particularly in complex and technical topics such as asset recovery, financial investigation and mutual legal assistance.

The methodology was introduced by the first Head of Training, Tom Lasich, and developed under the leadership of Phyllis Atkinson.

Training is not generic but tailored to specific country contexts and the local legislation and institutions. Yes, there is theory – but the theory is connected with real-life situations and challenges. Participants apply their new skills and knowledge right away, working in groups to conduct simulated investigations. And they collaborate with peers from other agencies and even, in regional trainings, from across borders.

Over a decade later, and after joining the Basel Institute in 2015, I am honoured to lead a talented team conducting a range of training programmes in our partner countries all over the world. Our best reward: to see our partner agencies attain tangible results and embrace bold and innovative techniques.

”

Thierry Ravalomanda

Head, Training ICAR
Basel Institute on Governance



Training programmes

- 06 Facts and figures
- 07 Testimonials
- 08 About ICAR training
- 12 Training team
- 13 Programmes at a glance
- 14 Financial Investigations and Asset Recovery
- 15 Offshore Structures and Mutual Legal Assistance
- 16 Corruption in Infrastructure Projects and Procurement
- 17 Money Laundering Using Cryptocurrencies
- 18 Interviewing Skills for Financial Investigators
- 19 Non-Conviction Based Forfeiture
- 20 Advanced Operational Analysis
- 21 Illicit Enrichment
- 22 Follow the Money in Environmental Crime Cases
- 23 Train-the-Trainer
- 24 Regional Training

eLearning courses

- 25 Basel LEARN
- 27 Open-Source Intelligence (OSINT)
- 27 Operational Analysis of Suspicious Transaction Reports
- 28 Terrorist Financing
- 28 Financial Analysis Using Excel
- 29 International Cooperation and Mutual Legal Assistance
- 29 Source and Application of Funds Analysis
- 30 Visualise Cases and Flows of Money

Since 2008 we have delivered:

**LEARN
BY
DOING**



140+ training
programmes



in over
40 countries



to 4,000+
trainees

10

**Instructor-led
courses**

> 90%

of impact survey
participants say the
training has positively
changed their way of
thinking and working

60%

average knowledge
increase in pre- and
post-tests for all
trainings in
2018 - 2023

~100%

of trainees rate
ICAR programmes
as "good" or
"excellent"

4

**dedicated
ICAR trainers
+
specialised regional
trainers in
Latin America
and Africa**



Experienced
investigators and
prosecutors



Specialised in anti-
money laundering and
asset recovery



Combine best practice
with local laws
and contexts

What participants say

“For the first time, we brought together the agencies to build a clear understanding of each other and to work together in fighting the ever challenging crime of corruption and associated offences. And also for the first time, there was a chorus of appreciation for an external training.”

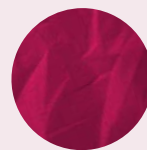
“The trainers clearly and concisely opened our minds to international developments within anti-corruption and anti-money laundering, which we hope to utilise to improve our output in terms of quality and effectiveness.”

“The trainers did a good job in understanding our local legislations and using them to make the training relevant to our circumstances.”

“Really useful training, not only in terms of acquiring new knowledge but for promoting more active cooperation between various law enforcement agencies.”

“We were very impressed with the trainers for their extensive knowledge and for the amount of research, preparation and effort they had put in to ensure the success of the workshop.”

“The practical exercise of the realistic case was brilliantly prepared, which helped to understand the issues with ease.”



Learning by doing: about ICAR training

Through customised and interactive training courses, our team helps practitioners develop skills to investigate and prosecute financial crimes and recover illicit assets.

Our unique training concept is based around:

- **Hands-on exercises and interactive group tasks**
- **Practical tools and skills you can use straight away**
- **Country-specific course material for maximum relevance**
- **Fully adapted to the local context, laws and institutions**
- **Fast and fun: gain advanced skills in just a few days**
- **Learn to use the latest technologies**

At the heart of each training course is a simulated corruption and money laundering investigation customised to local legislation, institutions and practices.

Participants work in groups on real-life tasks, such as “following the trail of the money” and gathering and preparing evidence to present in court. This group dynamic helps facilitate inter-agency cooperation





Why?

Tracing flows of illicit funds and seeking to have assets frozen and confiscated are challenging. Often, the trail of the money crosses many jurisdictions with different legal systems and varying levels of transparency and cooperation.

ICAR training programmes are designed to enhance the specialised legal, financial accounting, analytical and investigation skills that practitioners need. They also build the ability to cooperate with overseas jurisdictions to obtain evidence and execute freezing or confiscation orders.

Who?

Our training programmes are aimed at practitioners in the public sector, including investigators,

prosecutors, members of the judiciary, financial intelligence analysts and related professionals.

Participants who attend for the full duration of the training programme receive a Certificate of Completion.

We do not offer training for individuals. Individuals seeking to build these skills can take eLearning courses for free on Basel LEARN (learn.baselgovernance.org).

How?

Participants “learn by doing” by working together on a simulated corruption and money laundering investigation.

They learn how to follow trails of financial transactions wherever they lead – via layers of international banking transactions and the misuse of offshore shell companies,

trust funds, cryptocurrency exchanges and more.

Participants work in groups to solve the case and present their findings in “court”. They make decisions on investigative actions like surveillance, search warrants, interviewing hostile witnesses and tracing financial flows across international borders.

The focus on teamwork and the integration of representatives from various agencies promotes inter-agency collaboration.

These practical exercises are supported by presentations, workshops and eLearning courses.



Where?

We have delivered training programmes in over 40 countries and five continents.

We generally work with practitioners from developing and transition countries. Requests from more advanced jurisdictions can occasionally be accepted on a fee basis and subject to availability.

We are open to discussing virtual delivery of training programmes whenever it makes sense to do so. Participants need to have their own computers and a reliable internet connection for video conferencing.

How it works

Requests for training generally come from the leadership of law enforcement agencies, especially in countries in which the Basel Institute and its International Centre for Asset Recovery is active.

Specific training may also be recommended to fill skills gaps identified in donor-funded technical assistance programmes.

Before giving a training programme in a new country, we typically conduct a scoping mission to fully understand the local legal system, legislation, institutions and practices. We use this information to customise our training courses to make them as relevant and useful as possible.



The costs of our training programmes include fees and trainer expenses. They are negotiated on a case-by-case basis with the partner country or funding institution which has requested our training services.

Please contact us at +41 61 205 55 11 or training@baselgovernance.org.

The above map depicts where we have conducted in-person training courses since 2009. The darker the colour, the more training has been conducted in the country.

Meet the training team

Our team consists of international money laundering and asset recovery specialists, including former prosecutors and investigators with in-depth knowledge and experience. Our exposure to a wide variety of laws, legal systems and practices enables us to share not only international best practice but also country-specific information.

In addition to our core team, we have regional trainers in Sub-Saharan Africa and Latin America and deliver some trainings in collaboration with colleagues of the Basel Institute's Green Corruption programme.



Thierry Ravalomanda
Head, Training ICAR

Experienced ICAR trainer since 2015, overseeing and delivering training in financial investigations and asset recovery worldwide. Former Public Prosecutor and Head of Legal of the Madagascar Financial Intelligence Unit, with deep experience in financial analysis, international cooperation and anti-money laundering.



Emmanuel Mringo
Specialist, Asset Recovery

Former Investigator and Prosecutor at Tanzania's anti-corruption agency, specialising in corruption and economic crime. Graduate of ICAR's Train-the-Trainer programme.



Tom Walugembe
Senior Specialist, Asset Recovery

Former Public Prosecutor and Senior State Attorney who secured Uganda's first money laundering conviction, among other high-profile cases of economic crimes, and graduate of ICAR's Train-the-Trainer programme.



Phyllis Atkinson
Senior Advisor, Asset Recovery

Head of Training ICAR from 2010 to July 2023. Former Public Prosecutor, Advocate of the High Court and Certified Fraud Examiner with vast experience in high-profile criminal investigations, prosecutions and mutual legal assistance in South Africa, and training around the world.



Peter Huppertz
Head, IT and eLearning

Educational media specialist; responsible for the Basel Institute's eLearning, IT and digital tools development, including the Basel LEARN platform. Experienced trainer on technical aspects of financial and data analysis as well as open-source intelligence gathering.



Anne-Claude Scheidegger
Senior Specialist, Asset Recovery

Former Public Prosecutor in Switzerland, specialising in white collar crime at both cantonal and federal level, handling international corruption and money laundering cases with a strong focus on international legal cooperation. Lecturer in criminal law with contributions to publications on criminal law and economic crime.



Sergio Rodriguez
Specialist, Asset Recovery

Former Prosecutor's Assistant in Peru, in a special investigation team focused on the Lava Jato complex of corruption and money laundering cases. Professor of Law and consultant to several national and international organisations.



Erick Guimaraes
Senior Specialist, Asset Recovery

Former Deputy National Prosecutor of the National Anti-Corruption Prosecutor's Office of Peru and Professor of Law. Author of numerous academic articles, books and chapters on subjects related to economic criminal law and corruption, with a PhD in Law and a Master's in Criminal Law.

Training programmes at a glance

Financial Investigations and Asset Recovery

How to use criminal investigative techniques to prove different elements of corruption and money laundering offences and initiate an asset recovery action. This is our signature training workshop, laying the foundations for other courses.

See page 14

Offshore Structures and Mutual

Legal Assistance How to navigate the world of offshore banking/legal structures in order to understand how corporate structures can be misused to conceal beneficial ownership. This course also covers how to make a successful request for mutual legal assistance (MLA).

See page 15

Corruption in Infrastructure Projects

and Procurement How to recognise and investigate potential corruption schemes and fraud in public procurement and infrastructure projects.

See page 16

Money Laundering Using Crypto Assets

How to detect, investigate and countercriminal use of cryptocurrencies and other virtual assets to launder the proceeds of crime, and trace and recover such assets.

See page 17

Interviewing Skills for Financial

Investigators How to plan and conduct interviews to obtain more detailed and accurate financial information from suspects, witnesses and victims.

See page 18

Non-Conviction Based Forfeiture

How to use judicial procedures to forfeit or confiscate criminal assets without the need for a specific criminal conviction.

See page 19

Advanced Operational Analysis

How to conduct complex operational analysis, from receipt of a suspicious transaction activity or report to dissemination of the analysis to law enforcement authorities.

See page 20

Illicit Enrichment

Understand the legal concept of illicit enrichment and apply specific tools and techniques to investigate unexplained wealth and initiate recovery actions.

See page 21

Follow the Money in Environmental Crime

Cases How to leverage financial investigative techniques to prove environmental crime and associated money laundering offences and initiate asset recovery actions.

See page 22

Train-the-Trainer (TTT)

A series of five training workshops designed to develop 4–5 candidates as Certified Trainers.

See page 23

Regional Training

Enhancing the technical skills and cross-border cooperation of regional authorities to better handle money laundering and corruption cases.

See page 24

Financial Investigations and Asset Recovery

Our signature training programme helps participants gain the fundamental criminal investigative techniques to prove different elements of a corruption and money laundering offence and initiate an asset recovery action.

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

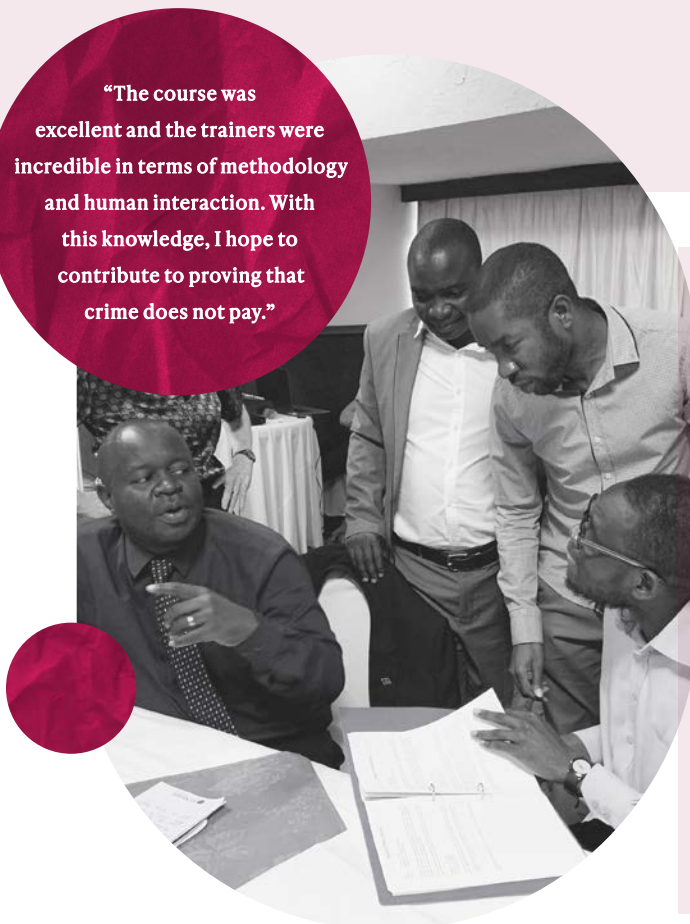
Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

Prerequisite: Completion of the eLearning course on Financial Analysis using Excel

"The course was excellent and the trainers were incredible in terms of methodology and human interaction. With this knowledge, I hope to contribute to proving that crime does not pay."



Participants learn to:

Analyse large volumes of data, gather and assemble evidence ready for presentation at trial and establish a basis for the confiscation of assets.

Use financial investigative tools to prove illegal/unknown income and conduct financial analysis of bank statements using Excel.

Use criminal investigative techniques to identify relevant witnesses and evidence. Obtain intelligence and evidence from foreign jurisdictions.

Initiate an asset recovery action.

Working in groups,

participants conduct an investigation

into the Director of Public Works in the Ministry of Internal Development.

Through his position, the suspect enriches himself unduly and channels illegal funds through various local and offshore corporate vehicles. The participants apply investigative techniques like open-source intelligence, surveillance and interviews. They trace and analyse bank statements and accounting records. The participants make use of informal and formal international cooperation measures to secure evidence and recover assets hidden outside their jurisdiction.

Tailored instruction and group discussions provide participants with the skills and knowledge to complete the simulated investigation.

Offshore Structures and Mutual Legal Assistance

Criminals frequently misuse offshore banking facilities and legal entities to hide their profits and distance themselves from the beneficial ownership of criminal assets. This programme covers techniques used to hide proceeds using offshore structures and how to gain evidence from overseas jurisdictions through mutual legal assistance (MLA).

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

Participants learn to:

Investigate complex legal structures used by criminals to hide illegal proceeds, such as trusts, offshore companies and offshore banks.

Unravel the beneficial ownership of trusts and corporate entities.

Follow leads to gather various types of evidence.

Prepare a request for MLA.

“The course was eye-opening and highly instructive on creative ways to track money laundering offences in other jurisdictions.”

“I found the material on offshore companies and commercial transactions to be excellent. It will allow me to make better progress on certain cases in my day-to-day work.”

Participants work in groups to investigate a complex simulated asset tracing investigation involving the layering of offshore structures. This course has two separate simulated cases.

In the first case, the Director of Procurement for the Ministry of Internal Development launders proceeds of international bribery through a bank account and acquires assets in a foreign jurisdiction. Participants use informal and formal means of international cooperation to secure evidence and recover assets. At the end of the case, the participants must draft a formal MLA request.

In the second case, the Deputy Director of Procurement in the country's Infrastructure Agency sets up various corporate structures in offshore and tax haven jurisdictions. During the investigation, the participants are exposed to the features of structures like trusts and offshore companies, including the role of corporate service providers, nominee directors and registered agents. Participants use their laws to secure evidence and recover assets hidden outside their jurisdiction.

Lectures, a workshop on successful MLA requests and an interactive analysis of MLA best practice provide participants with the skills and knowledge to complete the investigation.

Corruption in Infrastructure Projects and Procurement

Public procurement of goods and services creates valuable business opportunities but also exposure to bribery risks. Infrastructure and construction projects are particularly prone to corruption. This training programme covers how to recognise and investigate potential corruption schemes and fraud in public procurement and infrastructure projects.

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

“The training programme not only built knowledge among investigators but also made our investigation approach and report format more efficient. This has saved us a lot of time and resources.”



Participants learn to:

Understand and detect common types of corruption in contracting and procurement, including bribery, collusion, bid rigging, kickbacks and undisclosed financial interests in the award of contracts.

Uncover evidence of corruption in such schemes.

Identify the relevant criminal statutes and organise cases to ensure that each element of the crime is proven.

Participants work in groups to investigate a simulated case of procurement corruption. The case focuses on a large road construction project. The Deputy Director of Procurement in the country's Road Construction Agency receives bribes to steer the contracts to a favoured contractor. The bidding companies engage in collusive bidding to drive up contract prices.

Participants identify red flags for schemes like bid rigging, collusive bidding, fraud, bribes and kickbacks. They gather evidence to prove these and the commission of corruption and money laundering offences.

During lectures and group workshops, participants also examine actual cases to demonstrate how procurement tenders can be rigged, how bribes are generated, concealed and paid, and how these payments can be detected and proven.

Money Laundering Using Crypto Assets

In recent years, financial payments have experienced an unprecedented wave of technological innovations with the development of new electronic payment methods. Cryptocurrencies and other virtual assets have the potential to make it easier for criminals to hide the source of their proceeds and move their funds across borders without detection. This course covers how to detect, investigate and counter criminal use of crypto assets to launder the proceeds of crime, and how to trace and recover crypto assets.

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

Duration: 3 days on site; 4 days virtually

Location: On site or virtually

Language: English; other languages possible with interpreters

Participants work in groups to investigate a simulated corruption and money laundering case in which the cryptocurrency Bitcoin is used as a payment method.

The case involves the Chief of Procurement at the Ministry of Public Health who uses Bitcoin as a means to launder the proceeds of corruption. Participants unravel an intricate scheme, follow the money trail across various jurisdictions. They analyse the Bitcoin blockchain with a view to securing evidence and tracing forfeitable virtual and physical assets.

Participants learn to:

Understand the technology behind crypto assets and the legislation in place to regulate their use.

Recognise how criminals may use crypto assets to launder the proceeds of crime.

Trace Bitcoin transactions with the use of publicly available online tools.

Manage challenges associated with the seizure and confiscation of crypto assets.

Lectures help participants to transfer their fundamental financial investigations skills to the world of crypto assets.



Interviewing Skills for Financial Investigators

Critical to any investigation is the ability to obtain credible and accurate information from relevant individuals. This course covers how to plan and conduct interviews to obtain more detailed and accurate financial information from suspects, witnesses and victims.

Overview

Target audience: Investigators

Number of participants: Up to 12

Duration: 5 days

Location: On site only

Language: English

Participants learn to:

Use techniques included in methodologies such as the PEACE (Preparation and Planning; Engage and Explain; Account; Closure; and Evaluate) interviewing technique or the Cognitive Interview Method (recreation of event contexts and stimulation of memory to help witnesses recall detailed information).

Use the Conversation Management technique developed for use on suspects or unwilling interviewees.

Develop an interview outline and conduct interviews based on documents relating to the case such as diary entries, social media posts, phone records, handwritten notes and financial records.

Create event timelines, establish the sources and authenticity of documents and trace financial details.

The case highlights schemes used by the Director of the Rural Health Medical Programme to obtain undue advantages, including bribes and kickbacks.

Participants conduct a series of interviews with, among others, a whistleblower, a losing bidder, an accountant, a hostile witness and the suspect. The aim of the interviews is to gather evidence, with a specific focus on key financial information to unveil more details of the illicit activities.

Lectures and extensive practical interviewing exercises help participants to gain experience in using the above-mentioned techniques.



Non-Conviction Based Forfeiture

Non-conviction based forfeiture laws are increasingly recognised as a powerful way to recover illicit assets when traditional criminal confiscation is not possible – helping to ensure that “crime doesn’t pay”. Laws vary per country, but typically allow the use of judicial procedures to forfeit or confiscate criminal assets without the need for a specific criminal conviction.

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

Participants learn to:

Differentiate between conviction- and non-conviction based objectives and procedures.

Navigate the key principles of the relevant non-conviction based forfeiture legislation, including evidentiary requirements.

Use appropriate tools to investigate, preserve and forfeit assets.

Navigate differences in legal provisions and approaches.

Cooperate across international borders in non-conviction based forfeiture cases.

“I’m now more confident about the process of forfeiting assets through the civil route, which is also a deterrent to economic crime.”

Participants conduct a country-specific simulated investigation in multi-disciplinary teams, in which they identify, seize and forfeit assets without obtaining a criminal conviction.

The case involves the Director of Procurement in the Ministry of Education, who seems to live a fancy lifestyle and own luxurious assets directly or through complex legal arrangements. He uses a maze of financial transactions to disguise the source, location and ownership of the proceeds of his suspected corruption. Participants working in groups identify and follow leads and gather over 50 pieces of documentary evidence. They analyse bank account data, cryptocurrency transactions and mobile money records, as well as hear key witnesses in order to identify assets and develop the evidence. They then employ their country’s relevant non-conviction based forfeiture legislation strategically to recover the illicit assets from the suspect.

Tailored instruction and group discussions provide participants with the skills and knowledge to identify the strategies and techniques needed to approach the case.

Advanced Operational Analysis

Operational analysis is a core function of a country's FIU and an important element of money laundering investigations. This training programme combines our eLearning course on Operational Analysis with a customised on-site training component.

"I learned about the analysis of bank statements as well as on the operations of FIUs, how to come up with excellent dissemination reports, and how to engage foreign jurisdictions for assistance. This will help me in my work as an investigator."

Overview

Target audience: FIU representatives, investigators and prosecutors

Number of participants: 25–35;
up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with translators

Prerequisite: Completion of the eLearning course on Operational Analysis



Participants work in groups to conduct an operational analysis in support of a simulated money laundering case.

The case involves the Minister of Works and Transport, who is rumoured to live a lavish lifestyle funded by bribe payments related to infrastructure contracts awarded by the Ministry. To confirm the hypothesis that he received bribes and laundered the proceeds through the acquisition of luxurious assets, the participants make use of the intelligence cycle. They search databases; collect information from open sources, domestic and international closed sources; analyse large volumes of financial data; and cooperate with local and international authorities to add value to the original suspicious transaction report. In this way, they transform the information collected into actionable intelligence that could lead to a successful investigation, prosecution and asset recovery action.

Completion of an interactive eLearning course (see page 25) and relevant discussions and instruction blocks give participants the skills to conduct the analysis.

Participants learn to:

Develop the knowledge and skills to analyse suspicious transaction reports.

Collate additional information to add value to the initial suspicious transaction report.

Conduct a structured analysis of disclosures based on the steps of the intelligence cycle.

Produce written and oral assessments for dissemination to relevant law enforcement agencies.

Establish effective mechanisms and structures for inter-agency cooperation and information exchange.

Illicit Enrichment

The novel training programme on illicit enrichment focuses on this widely adopted but still misunderstood and underutilised anti-corruption offence. The programme is designed to help participants understand the legal concept of illicit enrichment/unjustified wealth and apply specific financial investigative tools and techniques to investigate the offence successfully.

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 on site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

Prerequisite: Completion of the eLearning course on Source and Application of Funds Analysis

Participants learn to:

Identify the elements of the offence of illicit enrichment and understand the intricacies of this legal concept.

Make use of financial investigative methods such as the Source and Application of Funds Analysis or Net worth Analysis to calculate the amount of unexplained wealth.

Make use of criminal investigative techniques such as open-source intelligence, surveillance and mutual legal assistance to trace assets owned or connected to the suspect.

Manage legal challenges often associated with this specific offence.

New!



In recent years, more countries have incorporated the offence of illicit enrichment – also known as unexplained wealth – into their anti-corruption legislation. This is often a response to instances where public officials have unlawfully enriched themselves over a period of time or have accumulated wealth that cannot be justified by reference to their known legal income.

Connecting unexplained wealth to a specific criminal offence is often challenging and sometimes impossible. The Illicit Enrichment training programme equips participants with the knowledge and skills to investigate the offence and prove illegal / unjustified income using various methods, including Source and Application of Funds Analysis and Net Worth Analysis.

Follow the Money in Environmental Crime Cases

This training programme applies a “follow the money” approach to the fight against illegal wildlife trade, forest crimes, illegal mining and other environmental crimes. It is delivered jointly by ICAR training experts and experts from the Basel Institute’s Green Corruption team.

Overview

Target audience: Investigators, prosecutors, environmental government agencies

Number of participants: 25–35 on site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

Language: English; other languages possible with interpreters

Participants learn to:

Conduct parallel financial investigations while investigating environmental crime cases.

Apply financial investigative tools and approaches to environmental crime investigations, with the aim of proving not commission of not only environmental crimes but also money laundering offences.

Initiate actions to recover the proceeds of such crimes.



The case involves an individual who is allegedly a notorious illegal logging kingpin, who lives a luxurious lifestyle and owns a number of expensive assets. Using the initial information, investigators follow leads to collect evidence, analyse bank records, conduct open-source intelligence investigations, interview witnesses and conduct searches.

Tailored instruction, thematic group discussions and mini-workshops equip the participants with the skills and tools to advance the case.

Train-the-Trainer (TTT)

The Train-the-Trainer (TTT) programme comprises a series of five training workshops on Financial Investigations and Asset Recovery. It is designed to develop four to five candidates as Certified ICAR Trainers for this programme while simultaneously training up to 125 “regular” participants over the five sessions.



Regular participants benefit from the regular Financial Investigations and Asset Recovery training programme (see page 14).

Overview

Target audience: Investigators, prosecutors, FIU representatives, judges

Number of participants: 25–35 per workshop, totalling around 125; four or five candidates become Certified ICAR Trainers

Duration: 5 days per workshop; totalling 20 days plus 6 additional mentoring days for the selected trainers only

Location: On site only

Language: English; other languages possible with translators

Participants selected to be trained as Certified Trainers learn to:

Independently deliver lecture modules, facilitate the practical exercise and manage the classroom activities.

Command a high-level technical understanding of financial investigations and asset recovery.

Present in the classroom with ease and skill.

Employ the unique ICAR training methodology.

Workshop 1

Future Certified Trainers selected from among the participants.

Workshop 2

Future trainers observe the delivery of the workshop with a new group of participants, followed by three days of instruction on content and the ICAR methodology.

Workshop 3

Future trainers deliver two lectures and facilitate the practical exercise, assisted by the ICAR trainers. This is followed by a two-day mentoring programme covering technical issues, programme management and suggestions for improvement.

Workshop 4

Future trainers deliver all lecture modules, facilitate the practical exercise and manage classroom activities, with the assistance of a senior ICAR trainer. This is followed by one day of mentoring.

Workshop 5

Future trainers prepare, organise and deliver the entire workshop, including management of the training platform, lectures, the practical exercise and class management, under the observation and supervision of a senior ICAR trainer. Upon successful completion, they are certified as trainers for the Financial Investigations and Asset Recovery training programme.

Participants who wish to become certified trainers must express their interest and ensure that their agencies make a commitment to allowing them to attend all five workshops.

Regional Training

The organised and transnational nature of corruption and money laundering requires coordinated efforts between countries. This collaboration is even more critical amongst countries sharing common borders and regular socio-political and economic interaction.

Overview

Target audience: Investigators, prosecutors, FIU representatives from countries in the region

Number of participants: 25–35 on-site; up to 20 virtually

Duration: 5 days

Location: On site or virtually

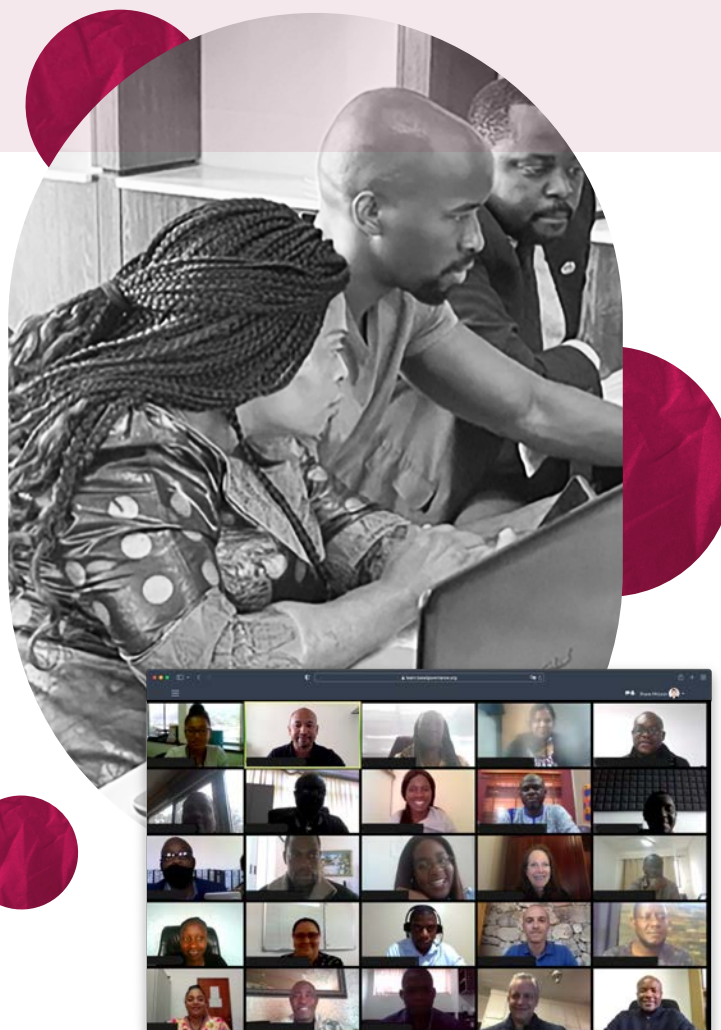
Language: English; other languages possible with translators

How it works:

Regional Training may be coordinated by a regional asset recovery or anti-money laundering network. In these cases, it is often part of efforts to facilitate collaboration and relationship building between different members of the network.

We recommend our Financial Investigations and Asset Recovery training programme (see page 14) for Regional Training as it is well suited for the format.

However, most of our modules can be delivered in a regional format, involving practitioners from various countries with a focus on enhancing regional capacity and promoting networking and cooperation across borders.



eLearning
courses

8

40,000+
eLearning users



Average rating by
eLearning users

4.5/5

Basel LEARN

Basel LEARN, our online learning platform, offers a suite of self-paced eLearning courses on asset tracing, intelligence gathering and financial analysis. Available in several languages, the eLearning courses feature cases that are close to the everyday work of practitioners in the field.

Participants can choose from a variety of courses and complete them at their own pace. The courses include interactive exercises that allow them to practise and test their newly acquired knowledge and skills.

They also complement ICAR's instructor-led training programmes and are in some cases an integral part of the learning experience.

All courses are available at learn.baselgovernance.org free of charge. Simply register and start learning.

Upon completion, participants can download a certificate to prove their successful completion of the eLearning course.



“Very well tailored interactive course! Leading you through real case study case step by step until report writing at the end.”



“An amazing OSINT e-learning course full of useful tools, methods and resources, which was a good refresher and taught even me a couple of new tricks! I can highly recommend this course to anyone interested/ working in intelligence, finance, tech, security, etc.”



“In contrast to other courses this course is very interactive, having the participant completely hooked during its whole development.”

“ Basel LEARN is our online knowledge and training hub, first introduced in early 2020 at the start of the Covid pandemic.

We initially developed it to host our self-paced eLearning courses on financial investigations, asset recovery and related topics. Overnight, it also became our primary platform for delivering ICAR Training programmes online.

Now, even in on-site workshops, our ICAR Training Team continues to use Basel LEARN's interactive features. Trainees tell us they are a great enhancement to the learning experience and closer to the real-life tasks of investigators.

With positive feedback about our eLearning courses, we have introduced more blended learning elements too. For some of the training programmes in this brochure, participants are asked to take self-paced eLearning courses in advance of the on-site workshop.

This allows the participants to learn new skills and explore international best practices before applying these “live” in their own contexts during the in-person training. Blended learning thus maximises the benefit they gain from the in-person training and discussions with our Training Team.

Our eLearning courses stand alone, too: they can be taken by individuals or by whole groups as part of a professional development curriculum. In some cases we have even integrated the eLearning courses into partner agencies' online learning platforms.

Our aim is always to help practitioners gain practical skills and knowledge to fight financial crime. Basel LEARN is one way that we take full advantage of technology for training while keeping trainees' learning experience at the centre.

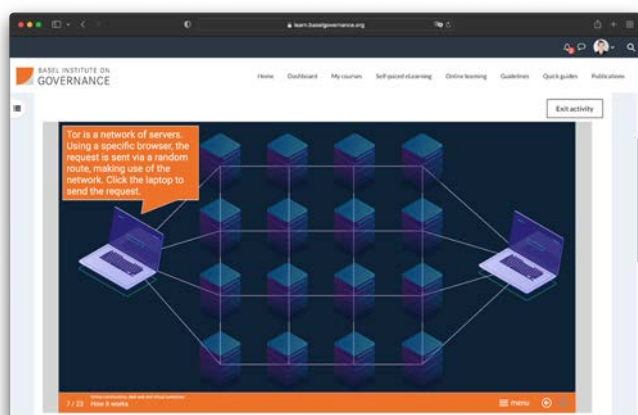
”

Peter Huppertz
Head, IT and eLearning





Open-Source Intelligence (OSINT)



Open-source intelligence is a central element of most corruption and money laundering investigations.

The information and evidence you can gather from publicly available sources can make the difference between a successful investigation and a dead end. Through a simulated investigation, this course will help you learn the basics of how to prepare, conduct and report an OSINT undertaking.

Participants learn to:

- Prepare your research environment.
- Search the open web and deep web databases.
- Analyse domain records to find information about websites.
- Use cached and archived records to retrieve past versions of websites.
- Gather information from social media sites.
- Exploit the visual and meta information of images.
- Search online communities, investigating dark web pages and Bitcoin.
- Prepare a report of an OSINT investigation.

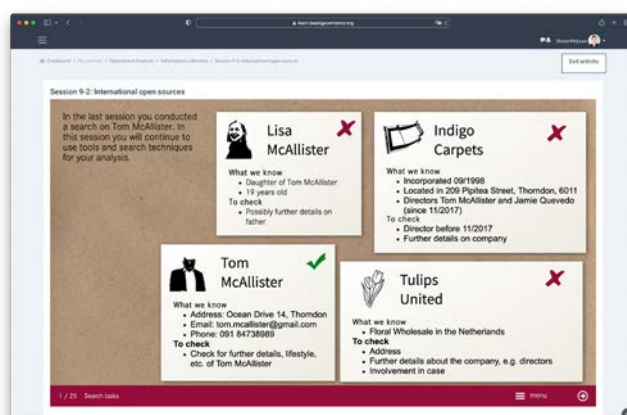
The course was developed in collaboration with our Green Corruption programme, with primary funding from PMI Impact.

Languages: English, Bahasa Indonesian, Bulgarian, Portuguese, Spanish, Ukrainian

Duration: 7 sessions; approximately 5 hours in total



Operational Analysis of Suspicious Transaction Reports



Analysing suspicious transactions for activities related to money laundering or the financing of terrorism is a core function of Financial Intelligence Units (FIUs).

In this course, you will learn to assess the risk of suspicious activity and analyse suspicious transaction reports (STRs).

This course was developed in co-operation with the Egmont Group of FIUs and is based on the content of the Egmont Group's on-site Tactical Analysis training. It is aimed primarily at FIU analysts, but is useful for anyone analysing evidence as part of a financial investigation. This course forms part of a blended learning programme (see page 18).

Participants learn to:

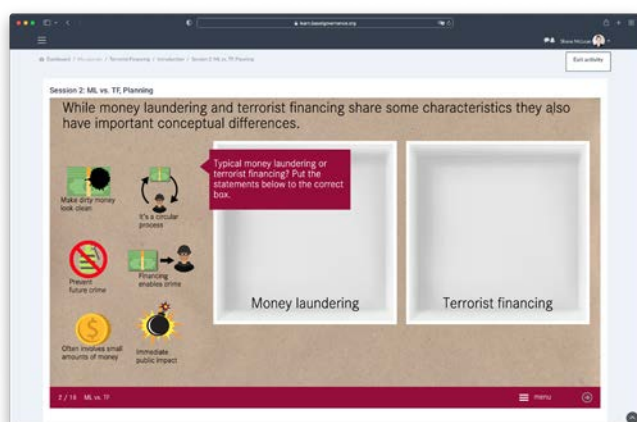
- Understand the core responsibilities of an FIU.
- Differentiate between information and intelligence.
- Assess the risk of suspicious activity.
- Conduct an analysis of an STR, including all steps of the intelligence cycle: creating a collection plan and hypothesis, collecting, analysing and evaluating information, and creating and disseminating a report of your findings.

Languages: English, Bulgarian, French, Portuguese, Spanish, Ukrainian

Duration: 15 sessions; approximately 8 hours in total



Combating Terrorism Financing



Anti-money laundering and counter financing of terrorism (AML/CFT) systems and enforcement are strengthening around the world.

It is essential for practitioners to have a clear and up-to-date understanding of terrorist financing threats, as well as how to identify, analyse and report them.

Participants learn to:

- Understand the different actors involved in combating terrorist financing.
- Understand the differences and similarities between money laundering and terrorist financing.
- Explain why terrorist groups need funds and the different sources of those funds.
- Research and gather information on terrorist groups.
- Spot typical indicators of terrorist financing activity.
- Create reports and visual graphs and disseminate these appropriately.

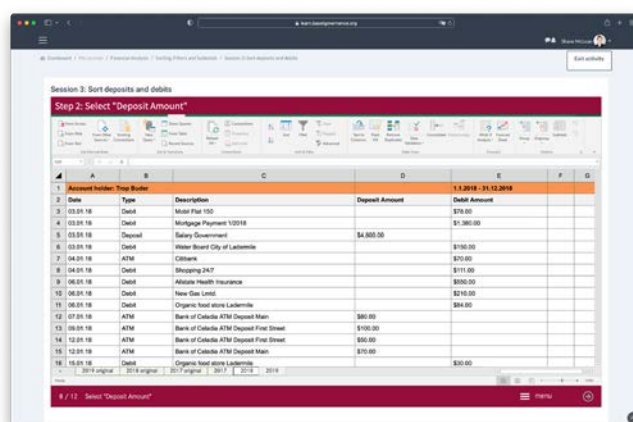
This course was developed in co-operation with the Egmont Group of Financial Intelligence Units and is based on the content of the Egmont Group's on-site Terrorist Financing training.

Languages: English, Bulgarian, French, Latvian, Portuguese, Spanish

Duration: 8 sessions; approximately 5 hours in total



Financial Analysis Using Excel



For most investigators, Excel is the tool of choice to analyse financial information.

In this course, you will use Excel to organise and analyse large volumes of data such as banking records, invoices, phone records and commercial transactions.

Participants learn to:

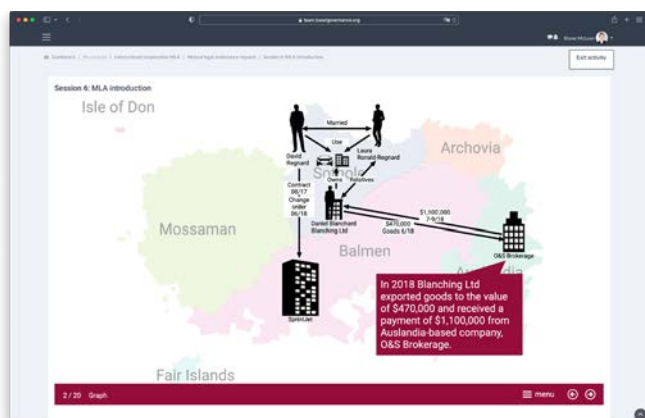
- Protect your data from accidental changes.
- Use simple functions to find transactions that stand out.
- Unlock the power of filters to find exactly the data you are searching for.
- Use subtotals to summarise your financial data instantly.
- Create interactive summaries using PivotTables.
- You will also gain insight into typical patterns of illegal use of bank accounts, allowing you to further explore possibilities to analyse financial data.

Languages: English, Bulgarian, Portuguese, Spanish, Ukrainian

Duration: 9 sessions; approximately 3 hours in total



International Cooperation and Mutual Legal Assistance



Corruption and money laundering cases generally require investigative efforts beyond domestic borders.

Why? A company paying bribes for a contract might be located in a foreign country. Perhaps assets acquired or used by the suspect are registered in a foreign company's name. A corrupt official may launder bribes in another jurisdiction. Successful international cooperation is key to a successful prosecution. Through a simulated investigation into the public official "Daniel Regnard", you will gain the skills you need to collect and request information and evidence from international sources.

Participants learn to:

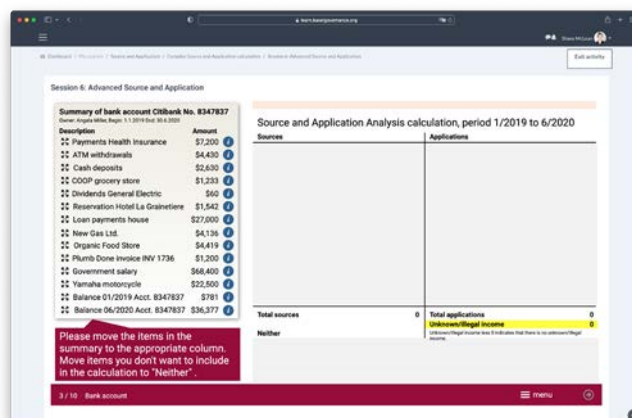
- Understand the importance of international cooperation and different channels you can use.
- Use open-source information sources to gather information.
- Request information informally via police-to-police and FIU-to-FIU channels.
- Understand the principles and legal requirements of mutual legal assistance (MLA), and the admissibility of foreign evidence in domestic criminal proceedings.
- Write effective MLA requests and respond to their refusal if needed.

Languages: English, Bulgarian, French, Latvian, Portuguese, Spanish, Ukrainian

Duration: 10 sessions; approximately 5 hours in total



Source and Application of Funds Analysis



Source and Application of Funds Analysis is a simple yet powerful method to prove unknown or illegal income in a corruption or money laundering case when direct evidence is not available. It is also a crucial tool in cases of illicit enrichment in countries where this is criminalised.

The Source and Application of Funds Analysis technique is widely used in cases targeting unexplained wealth. The course is a prerequisite for the in-person training programme on Illicit Enrichment (see page 24).

Participants learn to:

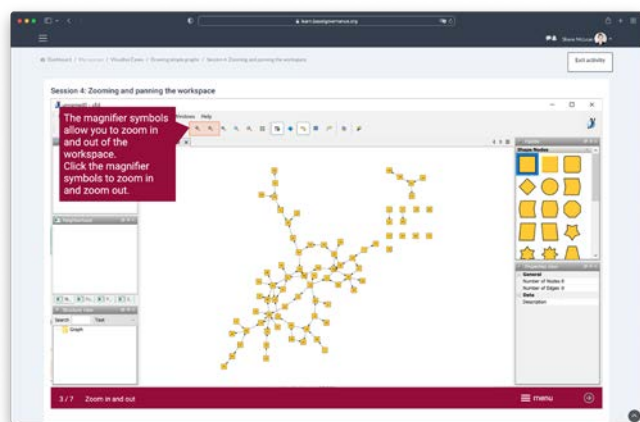
- Understand how indirect evidence like bank records can contribute to proving bribery and corruption cases and/or provide evidence in cases of illicit enrichment.
- Calculate a suspect's unknown/illegal income using the Source and Application method.
- Find "sources" and "applications" of funds in your case.

Languages: English, Bulgarian, Latvian, Portuguese, Spanish, Ukrainian

Duration: 7 sessions; approximately 5 hours in total



Visualising Cases and Flows of Money



Corruption and money laundering investigations often involve complex structures of persons, companies and other entities.

This is challenging to present to a supervisor or colleagues, or even in a courtroom. A graph or diagram depicting the relationships between entities in the case and the flows of money between them can make it easier for others to understand.

Participants learn to:

- Create clear and interpretable graph to present entities in a case you are investigating.
- Visualise meaningful connections between these entities.
- Depict the entities with custom pictures.
- Use layout functions to make your graph ready for analysing in a few clicks.
- Use Excel data to create graphs that make financial flows comprehensible.
- Add meaningful details, such as thicker connection lines to represent greater amounts of money.
- Make your graph versatile, for example by exporting it to PowerPoint.

Languages: English, Bulgarian, Ukrainian

Duration: 10 sessions; approximately 3 hours in total

More eLearning courses coming soon →

Data Cleaning and Harvesting

Data Analysis for Investigators

Investigating Crypto Assets

About us

The Basel Institute on Governance is an independent non-profit organisation working across sectors to counter corruption and improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute works globally and maintains field operations around the world. The Basel Institute is an Associated Institute of the University of Basel.

The International Centre for Asset Recovery (ICAR) is a specialised centre at the Basel Institute that works together with partner countries to strengthen their capacities to recover illicit assets.

ICAR teams place particular emphasis on hands-on mentoring on investigation methods and confiscation and prosecution strategies, as well as international cooperation. The aim is two-fold: to build capacity and effectively progress cases to the stage of recovery.

In addition to developing and delivering the tailor-made training showcased in this brochure, our ICAR experts support legislative and institutional reform processes and work with other international organisations to advance innovation and global policy dialogue on asset recovery.

Learn more at:
[baselgovernance.org/
asset-recovery](https://baselgovernance.org/asset-recovery)



The International Centre for Asset Recovery (ICAR) is a specialised centre of the Basel Institute on Governance.

Basel Institute on Governance
Steinenring 60
4051 Basel, Switzerland
info@baselgovernance.org
www.baselgovernance.org



Associated Institute of
the University of Basel

