



TRADE FACILITATION TECHNICAL ASSISTANCE PACKAGE

STRENGTHENING CAPACITIES TO IMPLEMENT TRADE FACILITATION REFORMS

40 years experience in trade facilitation

NATIONAL TRADE FACILITATION PLANS



Strengthening capacities to comply with international trade facilitation (TF) standards and rules



UNCTAD assisted more than 35 countries in the drafting of

NATIONAL TRADE FACILITATION PLANS



for the implementation of the World Trade Organisation (WTO) Agreement on Trade Facilitation (TFA)

<http://unctad.org/tf>



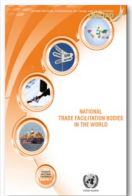
TECHNICAL NOTES AND RESEARCH ON TRADE FACILITATION

UNCTAD has published **over 20** technical notes to assist countries with different trade facilitation measures



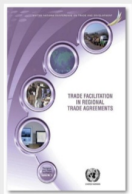
Implementing Trade Facilitation in Developing Countries

The report is based on research conducted in 26 least developed and developing countries, and provides valuable insight into the status of implementation of trade facilitation measures covered by the World Trade Organization's Bali Trade Facilitation Agreement.



National Trade Facilitation Bodies

The report is based on the analysis of fifty trade facilitation bodies and provides a first-hand set of recommendations and policy-oriented conclusions aimed at assisting those countries that are looking to set up or strengthen their national trade facilitation committees.



Trade Facilitation in Regional Trade Agreements

The report discusses issues WTO members face with regards to discrimination and discrepancies between trade facilitation commitments at the regional and multilateral levels. The report also envisages actions to be taken to minimize potentially adverse effects.



Technical Notes on Trade Facilitation

The Technical Notes provide background information on the concepts discussed in the WTO TFA. There are over 20 Notes and they are being updated regularly.



TECHNICAL NOTE #23

STEPS TOWARDS THE RATIFICATION, ACCEPTANCE AND ENTRY INTO FORCE OF THE WTO AGREEMENT ON TRADE FACILITATION

<http://unctad.org/technicalnotes>

ASSISTANCE TO NATIONAL TRADE FACILITATION COMMITTEES



Improve coordination in the implementation of TF reforms



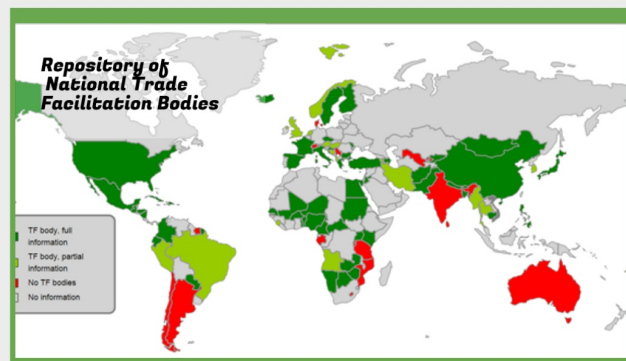
UNCTAD has **extensive** experience supporting

NATIONAL TRADE FACILITATION COMMITTEES



ART 23.2

NATIONAL TRADE FACILITATION COMMITTEES



Repository of more than 80 national trade facilitation committees



<http://unctad.org/tfc>

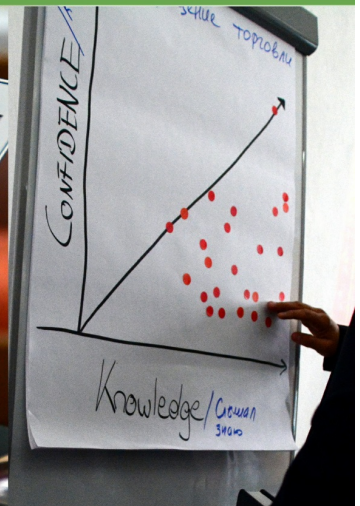
UK FUNDED PROJECT TO SUPPORT WTO TFA IMPLEMENTATION



A Memorandum of Understanding was signed by UK Revenue and Customs (HMRC), the World Customs Organization (WCO) and UNCTAD.

UNCTAD ACTIVITIES

- ★ **Conduct needs assessment, including possible development of tailored Country Activity Projects.**
 - ★ **Provide direction and support in the establishment and operation of a National Trade Facilitation Committees, including accessing UNCTAD Certification for National Trade Facilitation Committees**
 - ★ **Deliver capacity building in accordance with the Country Activity Projects.**
- 3 year project (2015-2018)
 - Total funding GBP 2,7 million.
 - Funding for UNCTAD GBP 300,000
- 📍 **Activities already starting in countries in Africa and South East Asia**





HARD SKILLS FOR NTFCs

Courses:

- On general concepts of trade facilitation: what it is, what are the objectives, the most used approaches to trade facilitation, key principles of simplification, harmonisation and standardization, etc
- Trade facilitation and global supply chain management
- Trade facilitation and the promotion of exports
- Specific international standards and recommendations in the context of trade facilitation
- Trade facilitation international legal framework (i.e. WTO Trade Facilitation Agreement, Revised Kyoto Convention, international recommendations and standards)
- Finding regional solutions for trade facilitation challenges
- The role of Customs and other TF stakeholders in trade facilitation
- Specific techniques to identify trade bottlenecks, sources of time and cost in import and export procedures (i.e. Business Process Analysis, Time release studies, etc)
- The use of ICT in trade facilitation (customs automation, risk management, electronic payment, port community systems, e-business)
- Specific techniques to establish a single window in your country (i.e. data harmonisation, single window options and environments, legal framework for international single window, etc)
- Specific techniques to draft project proposals for acquiring financial and technical assistance



SOFT SKILLS FOR NTFCs

- Workshop on how to establish NTFCs (drafting Terms of Reference, stakeholder mapping, etc)
- Course on how to categorise (A, B, C) trade facilitation measures in the context of the WTO TFA
- Workshop on how to establish a 3-5 year Trade Facilitation Roadmap with key performance indicators
- Workshop on planning and organising for NTFCs
- Workshop on guidelines and best practices to strengthened NTFCs
- Workshop on how to improve consultation, team work and public-private partnerships within a NTFC
- Workshop on leadership and chairmanship in the context of the work of NTFCs
- Workshop on evaluation and monitoring in the context of trade facilitation
- Workshop on communicating trade facilitation to target groups and the general public
- Train for Trainers course on NTFCs, in order to train future members of the committee

For further information, please contact:

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UNCTAD EMPOWERMENT PROGRAM

for National Trade Facilitation Committees

UNCTAD provides an intensive professional program for the Secretariat and the members of National Trade Facilitation Committees (NTFCs). The main objective is to help them implement, in a coordinated manner, trade facilitation reforms, including the provisions of the WTO Trade Facilitation Agreement (TFA). Successful committees and its members will be granted a completion certificate.



BENEFITS

Establishing the National Trade Facilitation Committee (NTFCs), if required.

Improving teamwork dynamics within the NTFCs

Launching a National Trade Facilitation Roadmap that seeks at mainstreaming TF beyond the WTO TFA

Ensuring knowledge transfer with a Training-of-Trainers approach.

Providing a sign of quality for donors & international agencies

KEY ASPECTS



Courses developed by international experts and in collaboration with other UN & international organisations

Content tailor-made to country specific needs

e-learning & face-to-face trainings

Interactive methodology: "learning by doing"

Technical visits in the field & Training-of-Trainers module included



FLEXIBLE MODULES

A total of 6 modules of 30 hours

Modules length from 3 to 5 days

Possibility to choose sequence of modules depending on current & future needs

Optional Module 0 on establishing NTFCs

TARGET AUDIENCE & LANGUAGE



Course conceived for current & future members of NTFC, including its Secretariat & a high variety of public & private sector members.

Available in English, French and Spanish. Other languages can be available upon request



CERTIFICATION

After successful completion of the Empowerment Program, members of the National Trade Facilitation Committee will be granted an UNCTAD certification of completion.

The empowered NTFCs will be featured in UNCTAD's online repository on NTFCs: unctad.org/tfc

MODULES AT A GLANCE



KICK-OFF

Raising awareness about trade facilitation, ensuring buy-in of high level authorities and launch of Certification Program building on UNCTAD Trade Facilitation Training package

MODULE
0

ESTABLISHING AN NTFC

General concepts on trade facilitation

Drafting terms of reference (ToRs)- applying best practices

Adoption process of ToRs and formal procedure

Presentation of drafted documents to main political stakeholders to ensure buy-in

MODULE

1

INTERNATIONAL STANDARDS & RECOMMENDATIONS

General concepts on trade facilitation

Trade facilitation and global supply chain management and the promotion of exports

Standards and international legal framework for trade facilitation

Implementation of WTO Trade Facilitation Agreement

MODULE

2

MEASURING & IMPLEMENTING TRADE FACILITATION

How to analyse trade data

Techniques to identify bottlenecks and analyse results

Introduction to the use of information and communication technologies in trade facilitation

Introduction to complex measures such as single window

MODULE

3

STRENGTHENING NTFC & ESTABLISHING A TRADE FACILITATION ROADMAP

Guidelines and best practices to strengthening NTFCs

How to improve consultations / with focus on negotiation skills

How to establish a 3-5 trade facilitation roadmap with key performance indicators

MODULE

4

TRAINING-OF-TRAINERS

Training-Of-Trainers techniques

Training-Of-Trainers presentations of topics identified during the previous modules

Establishing a procedure for training new members of the NTFC

Identifying training needs for the NTFC for the next year



UNITED NATIONS
UNCTAD

Interested in UNCTAD's NTFC empowerment program? Contact us!

TF@UNCTAD.ORG
<http://unctad.org/tf>

The Trade Portal



- | AN ONLINE STEP-BY-STEP GUIDE TO TRADE-RELATED PROCEDURES
- | A TRADE FACILITATION TOOL FOR TRANSPARENCY AND SIMPLIFICATION
- | PROCEDURES, FORMS, REQUIREMENTS, CONTACTS AVAILABLE ONLINE

IN ACCORDANCE WITH ARTICLE 1 OF THE WTO BALI AGREEMENT ON TRADE FACILITATION THE TRADE PORTAL SHOWS ALL IMPORT, EXPORT AND TRANSIT PROCEDURES

MAIN BENEFITS

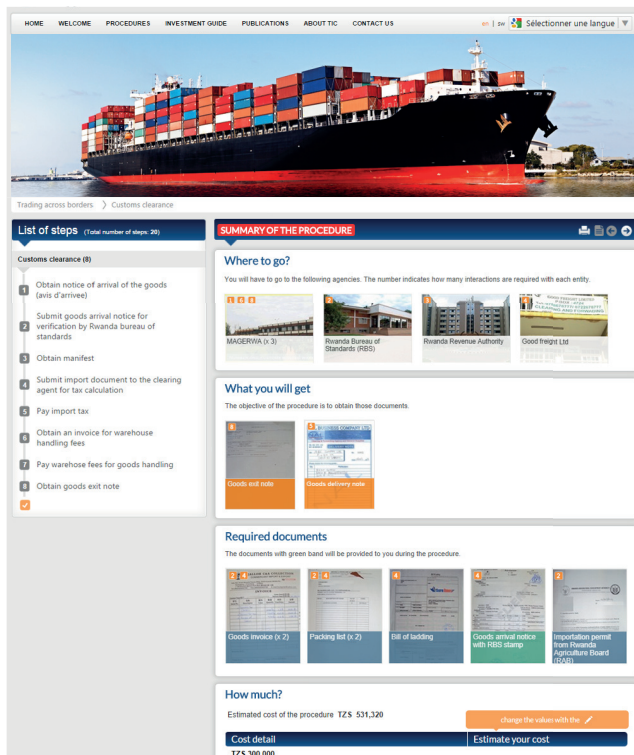
- Total **transparency** in rules and procedures, though detailed, practical and up-to-date descriptions of steps to go through, from the user's point of view.
- Facilitates the **simplification** of procedures. Field investigations undertaken to collect the information are an opportunity for government agencies to review and streamline procedures. Once they are clearly documented online, it becomes easy to identify unnecessary steps and requirements.
- Promotes **public awareness** of rules and procedures and stimulates **public-private** dialogue thereon.

EASY AND QUICK IMPLEMENTATION

Foreign trade procedures, including forms, requirements and contact data can be accessible online within a few months. Implementation steps are the following:

- Installation on a national server
- Training of national officers in collecting and registering information
- Set up of a permanent update mechanism associating all concerned government agencies
- Transfer of complete administration and technical documentation

Further assistance can be provided to simplify procedures and to create an electronic single window.



The screenshot displays the 'Customs clearance (R)' procedure page. It includes a 'List of steps' (Total number of steps: 20) with 8 numbered steps: 1. Obtain notice of arrival of the goods (avis d'arrivee), 2. Submit goods arrival notice for verification by Rwanda bureau of standards, 3. Obtain manifest, 4. Submit import document to the clearing agent for tax calculation, 5. Pay import tax, 6. Obtain an invoice for warehouse handling fees, 7. Pay warehouse fees for goods handling, 8. Obtain goods exit note. The 'SUMMARY OF THE PROCEDURE' section is divided into three parts: 'Where to go?' listing agencies like MADERWA (1-3), Rwanda Bureau of Standards (RBS), Rwanda Revenue Authority, and Good Freight Ltd; 'What you will get' showing 'Goods exit note' and 'Goods delivery note'; and 'Required documents' listing 'Goods invoice (1-2)', 'Packing list (1-2)', 'Bill of lading', 'Goods arrival notice with RBS stamp', and 'Importation permit from Rwanda Agriculture Board (RAB)'. At the bottom, it shows an estimated cost of TZS 531,320 and a 'Cost detail' of TZS 300,000.

The Trade Portal

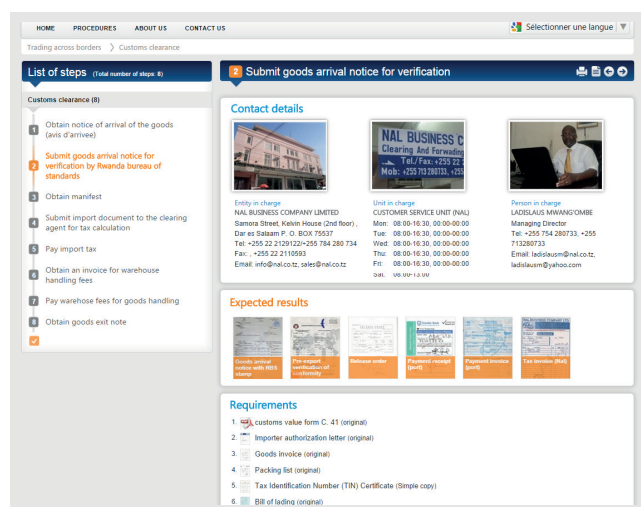
THE TRADE PORTAL IS BUILT ON THE BASIS OF THE EREGULATIONS SYSTEM, AN ELECTRONIC TOOL DEVELOPED BY THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD) TO HELP GOVERNMENTS MAKE RULES AND PROCEDURES FULLY TRANSPARENT AND FACILITATE BUSINESS, TRADE AND INVESTMENT. IT HAS BEEN INSTALLED IN VARIOUS COUNTRIES AND CITIES WORLDWIDE, SINCE 2005 (WWW.EREGULATIONS.ORG).

PROCEDURES FROM THE USER'S POINT OF VIEW

Procedures are presented **step-by-step**, from the user's point of view. Every necessary interaction with a civil servant is considered a step. The system shows all required information to complete each step:

- Name of the step
- Result of the step
- Entity/office/officer in charge, with contact data
- Requirements (forms and documents)
- Cost
- Duration (minimum and maximum)
- Entity/office/officer in charge of attending complaints, with contact data
- Legal justification
- Authority certifying that the step is correctly described

For each procedure, the system presents a list of required steps and a summary showing the entities involved, expected results, requirements, minimum and maximum processing time and all legal bases.



A TOTALLY CONFIGURABLE SYSTEM

Trade Portal is a **Content Management System (CMS)**. All texts, colors, pictures and logos of the public interface can be modified, procedures and all the corresponding data can be registered and updated, menus can be organized and administration rights can easily be configured from a password protected administrative interface. System administration requires no computer expertise and can be mastered after few hours of training.

Information is displayed through a user-friendly, public website. Users can interact with the site and its administrators through email and online chat, for any inquiry, suggestion or complaint.

The system is installed on a local server or in the cloud, as decided by the recipient country. UNCTAD provides complete technical documentation. The source code is available upon request.

NATIONAL OWNERSHIP

User countries are granted an unlimited right to use the system and to configure it according to their needs. They decide freely which procedures they want to register and maintain full ownership of all information in the database.

GUIDANCE AND TRAINING IN INFORMATION COLLECTION

Detailed information on procedures is often not readily available. The challenge is to adequately reflect procedures as they are practiced (and not how they are thought to be). Building a comprehensive and orderly list of steps and collecting, for every step, the required data (contacts, forms, requirements, duration, legal basis, etc.) usually requires repeated field visits to all offices involved.

UNCTAD can assist countries in developing adapted methodologies and in building the capacity to collect and maintain the information on procedures.

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