Sample Notification with TAcb example for each provision

notification of category commitments under
the agreement on trade facilitation

communication from MEMBER

The following communication, dated Date Submitted, is being circulated at the request of the delegation of WTO Member for Members' information.

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Member hereby makes the following notifications in accordance with Articles 15 and 16 of the Trade Facilitation Agreement (WT/L/931).

[*This template complies with WTO official formatting requirements so if you choose to use it please do not change the margins.*

*If you have already submitted your category A notification please indicate those measures in the table below.*

*Feel free to add a column to include additional information such as the information mentioned in footnote 18 to TFA Article 16.1 (b) which states that Members may also include information on national trade facilitation implementation plans or projects, the domestic agency or entity responsible for implementation, and the donors with which the Member may have an arrangement in place to provide assistance.]*

*[NOTE TO LEAST DEVELOPED COUNTRIES: If at this time you do not want to provide the indicative dates or Assistance and Support for Capacity Building Required for Implementation* – *then please add* "To be determined" *to these two columns.]*

| **Provision** | **Heading/Description** | **Category** | **Indicative date for implementation****(for categories** **B and C)** | **Definitive date for implementation****(for categories** **B and C)** | **Assistance and Support for Capacity Building Required for Implementation** **(for category C)** |
| --- | --- | --- | --- | --- | --- |
| **Article 1 Publication and Availability of Information** |
| Article 1.1 | Publication |  |  |  | * Review existing legislation;
* Training of all relevant border agency officials to have better understanding of international obligations, relevant domestic laws and roles and identification of type of information that agencies need to publish. This includes other provisions of the TFA, e.g. Article 6 disciplines on fees and charges.
* Develop competencies of relevant units responsible for publication of information;
* Develop standard operating procedures (SOP) for publication;
* Setup/identify a central body to monitor and coordinate the publication of information and updates, as well as the adoption of best practices;
* Provide ICT infrastructure, including website development and agency linkages.
* [More Advanced – develop and establish a trade portal for dissemination of all information]
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| Article 1.2 | Information Available through Internet |  |  |  | * Undertake study to take stock of the range of publications produced by border agencies and assess gaps
* Development and implementation of policy guidelines and SOPs on publication of trade-related information
* Assistance to prepare description of practical steps for import/export/transit/appeal procedures for import, export, and transit for each relevant border agency. And to identify all required forms and documents
* Identify a central body to monitor and coordinate the publication of information, as well as the adoption of best practices (Can be same body for Article 1.1)
* Training of IT Staff to design, develop and maintain friendly websites where information could be easily obtained and accessed
* Appropriate equipment and software systems for border agencies
* Relevant training for border agencies and users
* Public awareness on information available on-line

[More Advanced – * Develop a trade portal for dissemination of all information.
* Institutional capacity building
* Stakeholder consultations on the potential trade portal]
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| Article 1.3 | Enquiry Points |  |  |  | * Designating appropriate agency(s) or department(s)
* Train staff (including cross-training) in core competencies
* Training of personnel on service delivery
* Train staff in the management of an Enquiry Point
* Establishing standards and procedures of quality control including fixed timelines
* Setting up guidelines to cover the entire procedure (from receipt of request to the dispatching of the responses to the requesting party).
* Development and use of communication templates.
* Establishing standards and procedures of quality control, including fixed timelines for answers.
* Acquisition of ICT and other equipment
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| Article 1.4 | Notification |  |  |  | * Assistance and support for trainings and capacity building for the preparation of notifications in accordance with the WTO rules.
* Conduct awareness sessions for all relevant border agencies on procedures for notifications and information to be notified.
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| **Article 2 Opportunity to Comment, Information before Entry into Force and Consultations**  |
| Article 2.1 | Opportunity to Comment and Information Before Entry into Force |  |  |  | * Provide links through relevant websites where all traders can have access to proposed changes to laws and regulations
* Provision of an expert to conduct a diagnosis of the existing regulations
* Preparation of regulations to enable implementation of this provision
* Preparation of implementation procedures for all the agencies involved including how proposed law/rule will be published/made available, assessment of comments received, public access to comments, required adjustments to the proposal, etc.
* Sharing and dissemination of these new provisions
* Training of relevant human resources in government agencies
* Conduct public awareness campaign
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| Article 2.2 | Consultations |  |  |  | * Assistance to establish a legal framework for consultation
* Provision of an expert to conduct a diagnosis of the existing domestic and regional regulations and to share best practices and capacity building with the agencies involved;
* Preparation of implementation procedures for all the agencies involved;
* Sharing and dissemination of these new provisions;
* Training of relevant human resources in government agencies.
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| **Article 3 Advance Rulings** |
|  |  |  |  | * Legal/Policy: Technical assistance to develop legislation and policies to effectively administer and implement advance rulings.
* Procedures: Technical assistance to develop specific and clear guidelines on procedures to implement and undertake advance rulings.
* Human Resource/Training: Training of Customs Staff, Brokers and Importers on the procedures for advance ruling and its importance as well as how it will be implemented.
* Training in Tariff Classification, Rules of Origin and Valuation for Customs Officers.
* ICT: Provide ICT infrastructure; OR
* Technical Assistance to integrate advance ruling into customs automated system.
* Develop public education campaigns for stakeholder engagement.
* System for internal dissemination and publication of rulings
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| **Article 4 Procedures for Appeal or Review** |
|  |  |  |  | * Assistance with review of existing and/or development of an appeal policy and relevant procedures.
* Technical Assistance to develop policies and procedures to be put in place for effective procedures for appeals or review.
* Assistance to develop procedures on appeals and to ensure that these procedures are known/shared with the business community. Technical Assistance to develop Standard Operating Procedures.
* Human Resource/Training: Technical assistance to develop and build capacity in key stakeholders (border agencies) to have a better understanding of procedures for review and appeal. Training for Appeals Committee Members, specialised Judges, etc.
* Financial and technical resources for equipment and software and expertise in developing an efficient electronic filing system.
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| **Article 5 Other Measures to Enhance Impartiality, Non-Discrimination and Transparency** |
| Article 5.1 | Notification for Enhanced Controls or Inspections  |  |  |  | NOTE: A member does not need to implement a new system. But if a Member has a system that issues notification or guidance – it must meet the requirements of this provision.* Legal and regulatory review to determine compliance with the provision.
* Business process analysis: Set up clear areas of responsibility and mechanisms for carrying out related duties and tasks, including confirmatory tests validity across the whole country and process of notification of the component in the exporting country.
* Develop and validate a manual on standard operating procedures. Disseminate the manual, if possible through a website, the concerned institutions with a view to clarify their respective interventions.
* Staff training in the management of the formal notification system, including national and international best practices;
* Organize focused seminars for economic operators.
* Build a globally accessible, instantaneous, ICT based communication system for alert and information notifications linking food safety authority, National Agricultural Quarantine Inspection Authority, and border posts;
* Strengthen mechanisms for achieving the right to appeal or review
 |
| Article 5.2 | Detention |  |  |  | * Updating and/or adapting the regulations to enable implementation of this provision;
* Technical support for the design of a web page through which the provision of real-time notification of detentions and their status (transparency) can be provided;
* Provision of technological infrastructure (ICTs);
* Provision of an expert to share best practices and capacity building with the agencies involved;
* Human resource training.
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| Article 5.3 | Test Procedures |  |  |  | * Amend relevant laws/regulations and to ensure traders have access to second testing.
* Assist with development of accreditation criteria and/or identification of labs with capability to conduct relevant test procedures
* Development of standard operating procedures including on appropriate sampling techniques and how results conflicting results from second test are to be handled.
* Human Resources/Training: Capacity building for relevant border agencies, laboratory technicians and traders
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| **Article 6 Disciplines on Fees and Charges Imposed on or in Connection with Importation and Exportation and Penalties** |
| Article 6.1 | General Disciplines on Fees and Charges Imposed on or in Connection with Importation and Exportation |  |  |  | * Develop competence in using methodologies to quantify costs in order to justify fees and charges;
* Develop comprehensive training programme to periodically assess existing and new fees and charges.
* Develop and publish a single schedule of all fees and charges related to imports and exports.
 |
| Article 6.2 | Specific Disciplines on Fees and Charges for Customs Processing Imposed on or in Connection with Importation and Exportation  |  |  |  | * Technical Assistance for mapping and costing the services rendered by Customs including the development of a fair and transparent Fee Structure.
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| Article 6.3 | Penalty Disciplines |  |  |  | * Review existing legislation
* Create instructions/Standard operating procedures
* Capacity building and training for Customs officials on the implementation and application of this provision.
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| **Article 7 Release and Clearance of Goods** |
| Article 7.1 | Pre-arrival Processing |  |  |  | * Review existing legislation applicable to this article
* Develop and publish procedures.
* Consultation with stakeholders through workshops, seminars and round table meetings
* Training
* Capacity development for all border authorities
 |
| Article 7.2 | Electronic Payment |  |  |  | * Review existing systems and policies. And determine feasibility and resources required to set-up and operate an electronic payment system
* Preparation of the strategic document for the development of e-payment.
* Development of e-payment solutions (all banks).
* Legislative Drafting/Amending of all E-legislation and Financial Act in order to undertake Electronic Payment;
* Procedures – assistance to develop relevant procedures in order to implement electronic payment and undertake effectively.
* Enhance technological capacity of border agencies and government agencies necessary to implement an electronic payment system
* Development, set-up and installation of appropriate technology and equipment to put in place an electronic payment system
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| Article 7.3 | Separation of Release from Final Determination of Customs Duties, Taxes, Fees and Charges |  |  |  | * Carrying out a technical/legal diagnosis;
* Preparing the legislation needed to implement this provision;
* Development of policy on payment of guarantees for monetary penalties or fines;
* Adapting or developing the IT systems of relevant agencies;
* Defining procedures for users and implementing agencies;
* Dissemination and training.
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| Article 7.4 | Risk Management |  |  |  | * Review existing legislation
* Assistance to develop a risk management strategy with target percentages of low/high risk cargo
* Assistance to establish operating procedures
* Draft terms of reference for the risk management committee
* Draft position description for staff involved in risk management and set up a risk management unit.
* Train Customs and Quarantine staff on analysing available transaction data from CMS and identifying criteria for high risk cargo.
* Assistance in areas of risk management analysis in data gathering and criteria building
* Technical assistance and capacity building to assist with National Agriculture Quarantine Inspection Authority
* Develop risk profiles using available transaction data
* A sound compliance management regime needs to be implemented, including with respect to ASYCUDA inspection reporting module
* National Agricultural Quarantine Inspection Authority profiling based upon manifest screening to be consistent across the country, risk-related information needs to be centralized, systematically analysed, profile application centralized, etc.
* National Agricultural Quarantine Inspection Authority profiling must be aligned and ultimately integrated with the Customs Service
* Customs Services requires technical assistance for training on targeting and risk profiling
* Technical assistance to develop capacity in relevant border agencies to have a full understanding and application of risk management system;
* ICT – assistance required to acquire as well as enhance technological capabilities necessary to implement a proper risk management process
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| Article 7.5 | Post-clearance Audit |  |  |  | * Legal: Develop/review relevant legislation and policies for Post Clearance Audit (PCA)
* Develop procedures incorporating the connectivity with risk management.
* Develop a training plan/module to train Customs officials and agents and train the target groups,
* Human Resources/Training: Capacity building and training for Customs officials to conduct Post Clearance Audit
* Develop data analysis skills and knowledge for Customs and border agencies officials. Capacity building and training for Customs. PCA officials on auditing techniques and methodology.
* Enhance technological capacity of Border agencies necessary to implement PCA and incorporate into risk management program
* Provision of appropriate technology and equipment to help implement PCA.
* Draft and implement an awareness program to educate the trading community on the role of PCA and legislative requirements related to PCA
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| Article 7.6 | Establishment and Publication of Average Release Times |  |  |  | * Assistance need to put in place systems to meet TFA requirements to be able to regularly measure and publish average release times.
* Assistance to develop procedures to be followed for the regular publication and measurement of the average release times.
* Creation of a committee comprising several agencies to measure the average release time of goods
* Training in designing, planning, conducting and analysing a TRS for Customs and other border agencies.
* Sensitization of border agency officials for cooperation during and after the exercise of conducting the Time Release Study.
* Provide training and capacity building to staff/agencies of the concerned agencies and to economic operators on the interpretation of the study results.
* Require assistance to develop and implement automated system to eliminate inaccuracies in the measurement of time taken for processes.
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| Article 7.7 | Trade Facilitation Measures for Authorized Operators |  |  |  | * Develop relevant legislation and policies to allow the setup of an Authorised Operators (AO) program
* Develop proper procedures and criteria for the assessment of authorised operators that meet specified criteria in the AO program.
* Capacity building for all border agencies is needed to ensure full compliance with this measure.
* Develop a monitoring framework through which Customs can establish and monitor operators' compliance;
* Support for design and implementation of an appropriate system for Authorised Economic Operator;
* Training of Customs Officers and relevant stakeholders to facilitate the establishment and smooth implementation of Authorised Economic Operator.
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| Article 7.8 | Expedited Shipments |  |  |  | * Develop relevant legislation and policies
* Review/update Standard Operating Procedures.
* Develop instructions/SOPs
* Training of Customs and Border agency officials on clearance of commercial cargo at the airports.
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| Article 7.9 | Perishable Goods |  |  |  | * Review, revise and amend existing policies, procedures and operations with respect to the management and handling of perishable goods at all ports of entry with a view to updating for the purpose of being aligned with the TFA
* Establishment of official agency agreements, operational guidelines or standards, as appropriate, to ensure co-operation and coordination of border authorities in the process of controlling and releasing perishable goods.
* Develop training programs for staff involved in perishable freight transport (experts, managers and drivers);
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| **Article 8 Border Agency Cooperation** |
|  |  |  |  | * Review and amend as needed relevant legislation
* Review and create if necessary, MOU between border agencies
* Review border procedures and operations cross borders to assess current situation.
* Review and create if necessary, MOU between border agencies
* Harmonisation of different systems between bordering countries.
* For both national and cross border cooperation:
* Enactment of the relevant procedures regulations to guide operations.
* Increased institutional capacity
* Review and if necessary, improve infrastructure and equipment.
* Training/capacity building for staff of the various regulatory agencies at the border.
* Consultation with stakeholders
* Awareness campaign of changes
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| **Article 9 Movement of Goods Intended for Import under Customs Control** |
|  |  |  |  | * Review existing legislation and conduct gap analyses
* Review and reform as necessary, regulations and policy.
* Draft instructions/SOPs
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| **Article 10 Formalities Connected with Importation, Exportation and Transit** |
| Article 10.1 | Formalities and Documentation Requirements |  |  |  | * Review/develop legislative or administrative framework for periodic reviews
* Develop procedures and policies for reviews of formalities and documentation requirements
* Develop capacity in analysis of trade formalities and documentation and analysis of impact of trade formalities and documentation
* Establish consultation mechanism with all stakeholders (government and private sector)
* Awareness program to notify changes
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| Article 10.2 | Acceptance of Copies |  |  |  | * Review and amend legislation if necessary.
* Develop regulations and instructions.
* Training of officials
* Awareness program to notify changes
 |
| Article 10.3 | Use of International Standards |  |  |  | * Training and enlightenment of Customs officers on the use of WCO instruments and tools for uniform implementation of the TFA amongst Customs Administration.
* Support to attend Standard setting meetings.
* Training on existing international standards and related legal instruments (such as ECOWAS, WCO and ISO standards).
* Assistance to develop a coherent and consistent national policy in adopting and implementing international standards.
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| Article 10.4 | Single Window |  |  |  | * Develop whole of government single window policy/strategy
* Conduct feasibility study
* Review and update relevant legislative, institutional and regulatory framework of relevant agencies
* Analyse and harmonize business processes and data/documentary requirements required for import, export or transit of goods
* Development of an appropriate IT system
* Training of officials overseeing establishment of and using single window
* Training of other stakeholders
* Awareness campaign
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| Article 10.5 | Pre-shipment Inspection |  |  |  | * Develop a government strategy for the transfer of competence from PSI company to customs officers.
* Training of valuation and tariff division personnel.
* Training of customs officers in scanner management techniques.
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| Article 10.6 | Use of Customs Brokers |  |  |  | * Review licensing requirements to ensure that they are objective and transparent.
* Training on publication requirements
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| Article 10.7 | Common Border Procedures and Uniform Documentation Requirements |  |  |  | * Develop policy/procedures/monitoring to ensure that procedures are applied uniformly throughout the country.
* Technical assistance and support to streamline and optimize border processes and procedures with all institutions in order to ensure improved controls, eliminate unnecessary formalities and harmonize requirements for safeguarding international good practices.
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| Article 10.8 | Rejected Goods |  |  |  | * Review, and amend if necessary, laws/regulations; procedures; and policies
* Establish instructions/SOPs
* Advise/train all stakeholders of new policy
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| Article 10.9 | Temporary Admission of Goods and Inward and Outward Processing |  |  |  | * Review, and amend if necessary, laws/regulations; procedures; and policies
* Establish instructions/SOPs
* Training/capacity building of officials and other stakeholders
* Awareness campaign
* [Establishment of guarantee system]
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| **Article 11 Freedom of Transit** |
|  |  |  |  | * Review, and amend if necessary, laws, regulations, procedures, and documentation requirements
* Review any transit fees to ensure they reflect the cost of services rendered
* Assistance to assess the impact of measures applied to transit traffic (charges, regulations, formalities) and ensure that the objectives are legitimate and that the least trade-restrictive options are applied.
* Review, improve, amend procedures for management of guarantees
* Review/update automated systems to ensure tools for control of transit operations and management of transit guarantees
* Training of all stakeholders
* Training/capacity building of transit coordinator
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| **Article 12 Customs Cooperation** |
|  |  |  |  | * Review/amend laws, regulations, instructions
* Develop procedures
* Establish institutional framework with role and authority of the contact point clearly defined
* Training/capacity building for all relevant officials/stakeholders
* Examine the possibility of customs information system to verity declarations
* Monitor the practice of protection and confidentiality, provision of information and postponement or refusal of a request
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