Purpose:

- Present concepts, standards and recommendations that can help simplify trade throughout the International Supply Chains, along with implementation approaches & methodologies.

Target:

- Policymakers and high-level managers
- Implementers and technical experts
  .... from governments, businesses and international organizations
ABOUT THE GUIDE

UN TFIG:
• Collaborative project supported by Sweden

Format:
• A web-based interactive tool
• In a wikipedia style (with entry points and cross links to navigate contents)

Language:
• Available in English, Russian, French, Spanish (IADB) and Arabic (IDB)

Utilization:
• Over half a million hits per month!
Business Domains:

Business domains are subject matter areas shaped by a supply-chain perspective on trade facilitation. These areas take inspiration from the steps and processes of the UN/CEFACT Buy-Ship-Pay model. For each business domain the Guide presents key challenges as well as possible reform measures and appropriate solutions and instruments.

Purchasing
The purchasing domain introduces measures and tools that buyers and sellers can adopt for more transparent, smooth and speedy purchasing transactions. See more..

Shipping and Transport
Shipping and Transport addresses trade facilitation issues about the organization and physical movement of goods and services. See more..

Customs and cross-border management
Cross-border Management and Customs covers a wide range of trade facilitation issues with regard to Customs clearance, cross-border management and supply-chain security. See more..

Payment
This domain presents trade facilitation interventions to ensure prompt and full payment. See more..

Approaches and Methodologies Domains:
Customs and cross-border management Domain

Cross-border Management and Customs covers a wide range of trade facilitation issues aimed at greater predictability, transparency, effectiveness and efficiency of government services and regulations with regard to the clearance of import, export and transit transactions across international borders. In addition to Customs clearance related aspects, this domain also covers trade facilitation measures relating to cross-border management and supply-chain security.

Domain map:
Customs Risk Management and Selectivity

Definition/Scope

According to Standard 6.3 of the Revised Kyoto Convention (RKC) and the corresponding Guidelines, risk management is defined as the systematic application of management procedures and practices which provide Customs with the necessary information to address movements or consignments that present a risk. The preamble to the RKC lists the application of risk management as one of seven key principles of trade facilitation embodied in it:

![Customs Risk Management Process Diagram](image)

Standard Customs Risk Management Process, Source: World Customs Organization

There are five main steps in the standard Customs risk management process as defined by the World Customs Organization: 1 - "Establish Context": importation of goods, export controls, passenger traffic, etc.; 2 -
Welcome to the Trade Facilitation Implementation Guide
A tool for simplifying cross-border trade
Suggested Itineraries:

Suggested itineraries respond to a number of frequently asked questions (FAQs) for trade facilitation and, through roadmaps, explore specific contents in the Guide.

- **WTO Agreement on TF**
  WTO Members adopted a new Agreement on Trade Facilitation in December 2013. Read about the negotiations and how they led to the new Agreement and understand the key provisions of the new Agreement.
  [See more..](#)

- **Establishing a Single Window**
  An increasing number of countries have established or plan to establish a Single Window for Trade. Read here to understand the concept of a Single Window, its evolution and potential future developments.
  [See more..](#)

- **Reducing delays at border crossing**
  Long waiting times and queues of trucks are a common situation at many border crossings and stations. Learn what can be done to reduce delays at border crossings and how to cooperate to make border crossing more efficient.
  [See more..](#)

- **Identifying bottlenecks and opportunities**
  Learn how a business process analysis (BPA) can help locating problems and bottlenecks in the current conduct of the procedures and formalities for a cross-border trade transaction. Understand how to use and undertake a BPA.
  [See more..](#)
At the 9th Ministerial Conference in Bali, 3-6 December 2013, the WTO Members concluded the negotiations on an Agreement on Trade Facilitation. The Agreement is annexed to the Draft Ministerial Decision, WT/MIN(13)/36, but has been legally reviewed since December 2013 and is re-issued as a new document, WT/L/931, on 15 July 2014. The WTO General Council adopted the Protocol of Amendment to insert the TFA into Annex 1A of the Marrakesh Agreement on 27 November 2014 (WT/L/940). WTO Members were invited to ratify this Protocol and the Trade Facilitation Agreement will enter into force once two-thirds of members have completed their domestic ratification process and signalled this by depositing their instruments of acceptance with the WTO.

WTO Agreement on Trade Facilitation and links to available Trade Facilitation Instruments
WTO AGREEMENT ON TRADE FACILITATION AND IMPLEMENTING INSTRUMENTS

(WT/L/931)

At the 9th Ministerial Conference in Bali, 3-6 December 2013, the WTO Members concluded the negotiations on an Agreement on Trade Facilitation and adopted the Text of the Agreement with the Ministerial Decision(1). The Agreement is annexed to the Draft Ministerial Decision, WT/MIN(13)36, but has been legally reviewed since December 2013 and re-issued as a new document, WT/L/931, on 15 July 2014.

The table below provides an overview of and link to instruments (e.g. conventions, standards, recommendations and guidelines) that can support the implementation of provisions contained in this agreement. The organisation of the table follows the current structure of the Agreement. Instruments highlighted for each article and sub-article of the Agreement were prepared by international organizations involved in work related to trade facilitation. The table also provides links to pages in TFIG related to the implementation of these instruments.

Click on any article to see its available instruments.

- ARTICLE 1 - PUBLICATION AND AVAILABILITY OF INFORMATION
- ARTICLE 2 - OPPORTUNITY TO COMMENT, INFORMATION BEFORE ENTRY INTO FORCE AND CONSULTATION
- ARTICLE 3 - ADVANCE RULINGS
- ARTICLE 4 - APPEAL OR REVIEW PROCEDURES
- ARTICLE 5 - OTHER MEASURES TO ENHANCE IMPARTIALITY, NON DISCRIMINATION AND TRANSPARENCY
- ARTICLE 6 - DISCIPLINES ON FEES AND CHARGES IMPOSED ON OR IN CONNECTION WITH IMPORTATION AND EXPORTATION
- ARTICLE 7 - RELEASE AND CLEARANCE OF GOODS
- ARTICLE 8 - BORDER AGENCY COOPERATION
- ARTICLE 9 - MOVEMENT OF GOODS UNDER CUSTOMS CONTROL INTENDED FOR IMPORT
- ARTICLE 10 - FORMALITIES CONNECTED WITH IMPORTATION AND EXPORTATION
- ARTICLE 11 - FREEDOM OF TRANSIT
| 4. Single Window | WCO | RKC GA Ch. 3  
SAFE  
Compendium How to build a Single Window Environment  
Data Model |
|-----------------|-----|---------------------------------|
|                 | UNECE | Recommendation 25 on use of UN/EDIFACT  
Recommendation 26 on commercial use of interchange agreements for EDI  
Recommendation 33 and Guidelines on establishing a Single Window  
Recommendation 34 Data Simplification and Standardization for International Trade  
Recommendation 35 on establishing a legal framework for international Single Window for trade  
UNNExT Data Harmonisation and Modelling Guide  
UNNExT Single Window Project Implementation Guide |
|                 | IMO | IMO Recommendation on Maritime Single Window |
| 5. Pre-shipment inspection | UNECE | Recommendation 27 |
| 6. Use of Customs Brokers | WCO | RKC GA Ch. 3 and 8 |
|                           | ICC | Customs guidelines 12 |
Establishing a Single Window **itinerary:**

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| SW for Trade | Concept | Evolution | Implementation | SWIF | Future Develop |
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*START. Click on the individual items of the graphic above to navigate the itinerary!*

An increasing number of countries have established or plan to establish a Single Window for Trade. A Single Window is a facility a facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements.

It facilitates the exchange of trade relevant information between government agencies and traders and between traders and other service providers from the private sector.
Individual aspects of the implementation

Individual aspects of the implementation include, policy planning, setting the legal and institutional framework, undertaking a business process analysis, simplifying trade documents, organizing the data harmonization for the Single Window, and managing the project, as shown in Figure 3. This is a multi-year incremental project. A successful undertaking also requires strong business-government cooperation.
TFIG Website:

tfig.unece.org
New TFIG Itinerary

Developing a National Trade Facilitation Roadmap
What is a Trade Facilitation Implementation Roadmap?

A short but comprehensive document laying down a strategic vision for trade facilitation reforms in a given country and within a given period (usually three to five years).

It includes the set of Activities to be undertaken in order to reach pre-defined goals that will be measured with the help of performance indicators.
Vision
The vision statement summarizes the objectives of the TF reform and its benefits.

Goals
The Goals define what needs to be achieved, meaning the objectives that are to be pursued.

Activities
An Activity is a specific project that will implement a TF instrument or solution.
Structure of the Roadmap document

1. Vision Statement
2. Baseline situation
3. Goals (and Goal performance indicators)
4. Activities (and Activities compliance indicators)
5. Schedule of implementation
6. Governance structure
7. Resources
8. Risks and assumptions

The Strategy: What do we want to do and how we will do it?

Implementation of the Roadmap: Who will do what? When? And how much will it cost?

Conditions: What are the risks and assumptions that need to be considered?
Governance Structure

Top Level
Policy Steering Group

Top Level
Management and Strategic Group

- Implementation Level
  Working Group 1

- Implementation Level
  Working Group 2

- Implementation Level
  Working Group 3

- Implementation Level
  Working Group 4

TF Secretariat
## Who does What

<table>
<thead>
<tr>
<th>Group</th>
<th>Task</th>
<th>Participants</th>
<th>Meeting Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Top Level Policy Steering Group</strong></td>
<td>• Provides ongoing high level support for the Roadmap,</td>
<td>Prime Minister/President, Ministers and/or their advisors.</td>
<td>As needed; meetings / briefings can be linked to the meetings of the Cabinet.</td>
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<td></td>
<td>• Commits budgets,</td>
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<td></td>
<td>• Changes legislation where required,</td>
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<td></td>
<td>• Ensures active collaboration of Ministries,</td>
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<td></td>
<td>• Resolves high level conflicts between Ministries.</td>
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<tr>
<td><strong>Top Level Management and Strategic Group</strong></td>
<td>• Responsible for the delivery of the Roadmap,</td>
<td>In many countries these functions are provided by the National Trade Facilitation Committee.</td>
<td>Regularly, suggested monthly.</td>
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<td></td>
<td>• Provides mandates and supervises the working groups,</td>
<td>Heads of Government agencies, Heads of industry associations, etc.</td>
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<td></td>
<td>• Approves and controls implementation of the Activities of the Roadmap,</td>
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<td>• Addresses and resolves conflicting objectives and priorities,</td>
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<td></td>
<td>• Ensures inter-ministerial/inter-agency collaboration,</td>
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<td></td>
<td>• Manages public relations and external communications,</td>
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<td></td>
<td>• Oversees budget allocation,</td>
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<td>• Reports to the Top Level Policy Steering Group.</td>
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<tr>
<td><strong>Implementation Level Working Group(s)</strong></td>
<td>• Implements the different activities of the Roadmap;</td>
<td>Decision makers from those departments and agencies that will implement the Activities; technical experts and trade facilitation experts that support the implementation.</td>
<td>Regularly, suggested (bi) monthly and as required by project schedule.</td>
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<td></td>
<td>• Drafts specific project plans,</td>
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<td></td>
<td>• Liaises with technical experts and consultants,</td>
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<td></td>
<td>• Reports to top level management groups on implementation progress.</td>
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<tr>
<td></td>
<td>Participants on this level are usually organized in Working Groups which will implement specific Activities of the Roadmap.</td>
<td></td>
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</tr>
<tr>
<td><strong>TF Secretariat</strong></td>
<td>• Manages the Roadmap implementation under the supervision of the top level policy steering group,</td>
<td>Full time staff appointed by the Top level Policy Group</td>
<td>Daily, ongoing.</td>
</tr>
<tr>
<td></td>
<td>• Liaises with participants and Ministries,</td>
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<td>• Manages budgets and contracts,</td>
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<td></td>
<td>• Provides secretariat to the different groups.</td>
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</table>
Implementation Schedule

Start up phase
- 0-1 year
  - Governance structure established.
  - Preparation for delivery of actions (project plans, teams, etc)
  - Quick win actions implemented.

Delivery phase
- 1-4 years
  - Actions implemented.
  - Completion of actions is revised using the Action Performance indicators.
  - At the middle of the Delivery Phase, KPIs should be monitored to make sure that the country is on the right track to achieve the identified Goals.

Review phase
- 0-1 year
  - Evaluation of the achievement of Goals using Key Performance Indicators.
  - Drafting of new Roadmap document for the next three to five years and ensure approval.
## Output from the Road Map

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
<th>e</th>
<th>f</th>
<th>g</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>Activity</td>
<td>Leading agency</td>
<td>Timeline</td>
<td>Budget</td>
<td>Risks and Assumptions</td>
<td>Activity Compliance Indicator / GPI</td>
</tr>
<tr>
<td><strong>To reduce release times for imports through better risk management.</strong></td>
<td>Upgrade Customs risk management system to ensure that less cargo is physically inspected. Install risk management systems in other Agencies dealing with inspections.</td>
<td>Customs</td>
<td>To be finalised by [date]</td>
<td></td>
<td>Risk management systems in each Ministry are technically incompatible.</td>
<td></td>
</tr>
<tr>
<td><strong>To reduce transaction time by [percentage] by establishing a paperless trade environment for exports by [time bound]. Traders will be allowed to submit all documents requested for export electronically.</strong></td>
<td>Create a single window</td>
<td>Customs</td>
<td>To be finalised by [date]</td>
<td></td>
<td>This reform will cost approximately [amount]</td>
<td>The private sector does not have the necessary IT environment to switch to a paperless trade environment.</td>
</tr>
</tbody>
</table>

Activity Compliance Indicator: in [number] of months, the [percentage] of cargo physically inspected has been reduced by [percentage] for imports and by [percentage] for exports in all land borders.

Goal Performance Indicators [number]

Benchmark [number]
National Trade Facilitation Strategy and Roadmap
October 2012

"25 actions to reduce time to export by 50% and costs by 20% by 2015, thus leading to 10% increase in exports’ value, 1.7% increase of the GDP and 80,000 new jobs"
For Further Information:

TFIG Website: tfig.unece.org

Thank you!

UNECE

www.unece.org/trade

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