TRADE FACILITATION IMPLEMENTATION GUIDE

UNECE
United Nations Economic Commission for Europe

ABOUT THE GUIDE

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!

TRADE FACILITATION IMPLEMENTATION GUIDE

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Welcome to the Trade Facilitation Implementation Guide

A tool for simplifying cross-border trade

WTO TF Agreement

Introduction to Trade Facilitation

Domains

Itineraries

Instruments

Organizations

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.unece.org/domains.html

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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:

tfig.unece.org/contents/intro-domain-cbm.htm
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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.

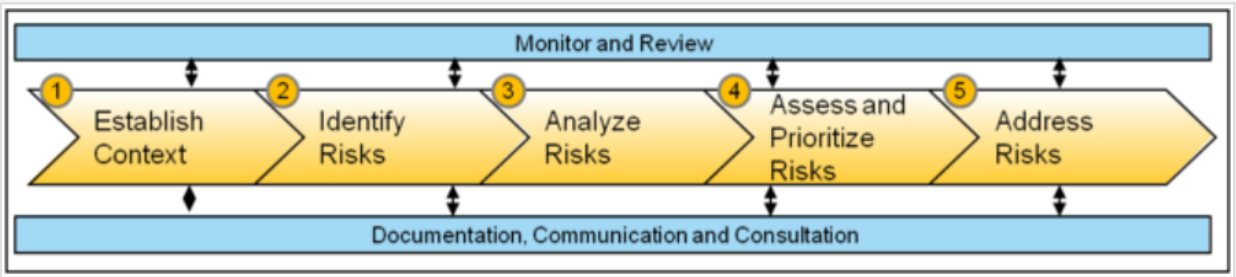
Domain map:

tp://tfig.unece.org/contents/customs-risk-management.htm
Customs risk management

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 managment as one of seven key principles of trade facilitation embodied in it:



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 -

DOMAIN MAP

INSTRUMENTS

Conventions

Revised Kyoto Convention
WTO Agreement on TF

Guidelines and Guides

Customs Guidelines
Immediate Release Guidelines

Case studies

14-Risk Management

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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.

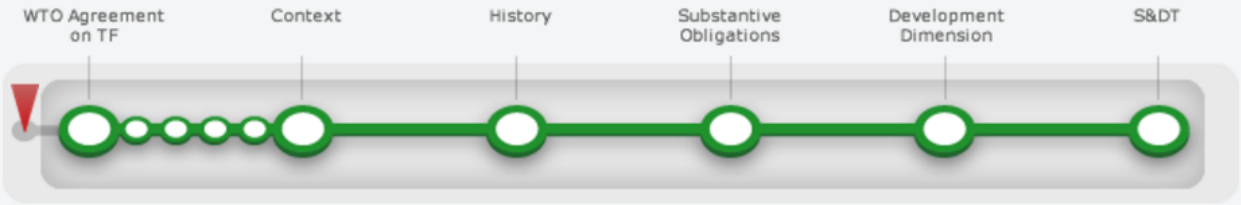
See more..

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..

WTO Agreement on Trade Facilitation itinerary:



ITINERARY

START. Click on the individual items of the graphic above to navigate the itinerary!

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 MAP

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(*). 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	Single Window for trade Data models Code lists
	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	Revised Kyoto Convention WCO SAFE UNECE and UN/CEFACT Recommendations UNNExT Data Harmonisation and Modelling Guide UNNExT Single Window Project WCO Single Window Compendium WCO Data Model
	IMO	IMO Recommendation on Maritime Single Window	
5. Pre-shipment inspection	UNECE	Recommendation 27	UNECE and UN/CEFACT Recommendations
6. Use of Customs Brokers	WCO	RKC GA Ch. 3 and 8	Customs broker Revised Kyoto Convention
	ICC	Customs guidelines 12	ICC customs guidelines

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SIngle Window itinerary start

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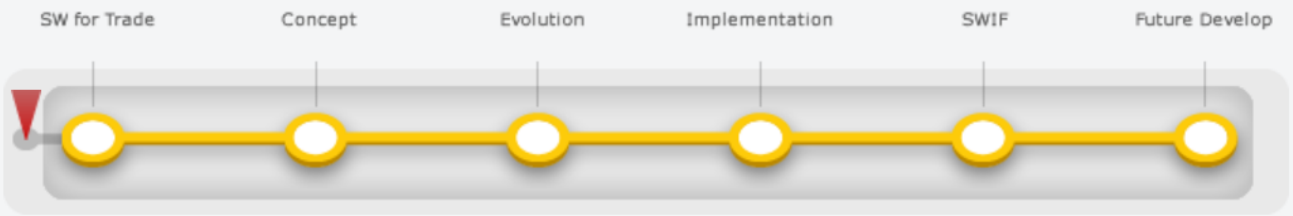
Establishing a Single Window itinerary:



ITINERARY

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.

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ig.unece.org/contents/single-window-implementation.htm
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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.

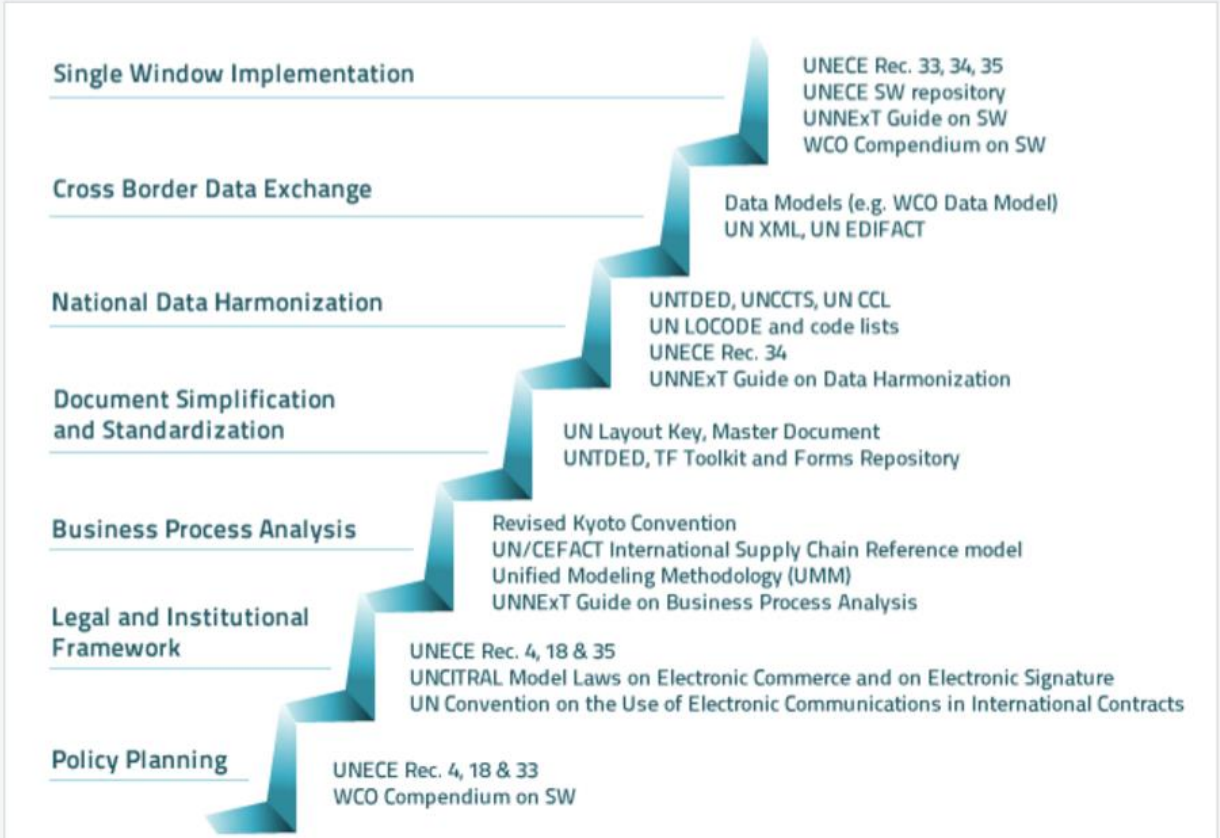


Figure 3 - SW Step by Step approach

Revised Kyoto Convention

Recommendations and Standards

Model Law on E-Commerce
Model Law on E-Signature
Rec. N.4 TF bodies
Rec. N.18 TF
Rec. N. 33 SW
Rec. N. 34 Data Simplification
Rec. N. 35 Legal Aspects of SW

Guidelines and Guides

UNNExT Data Harmonisation and Modelling Guide
UNNExT Guide for Documents Alignment
UNNExT Guide on BPA
UNNExT Single Window Project Implementation Guide
UNNExT Legal Guide for Electronic SW
WCO Compendium on SW

Case studies

15 - Single Window

CASE STORIES

Mozambique

Single Window Implementation in Mozambique

Senegal

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.

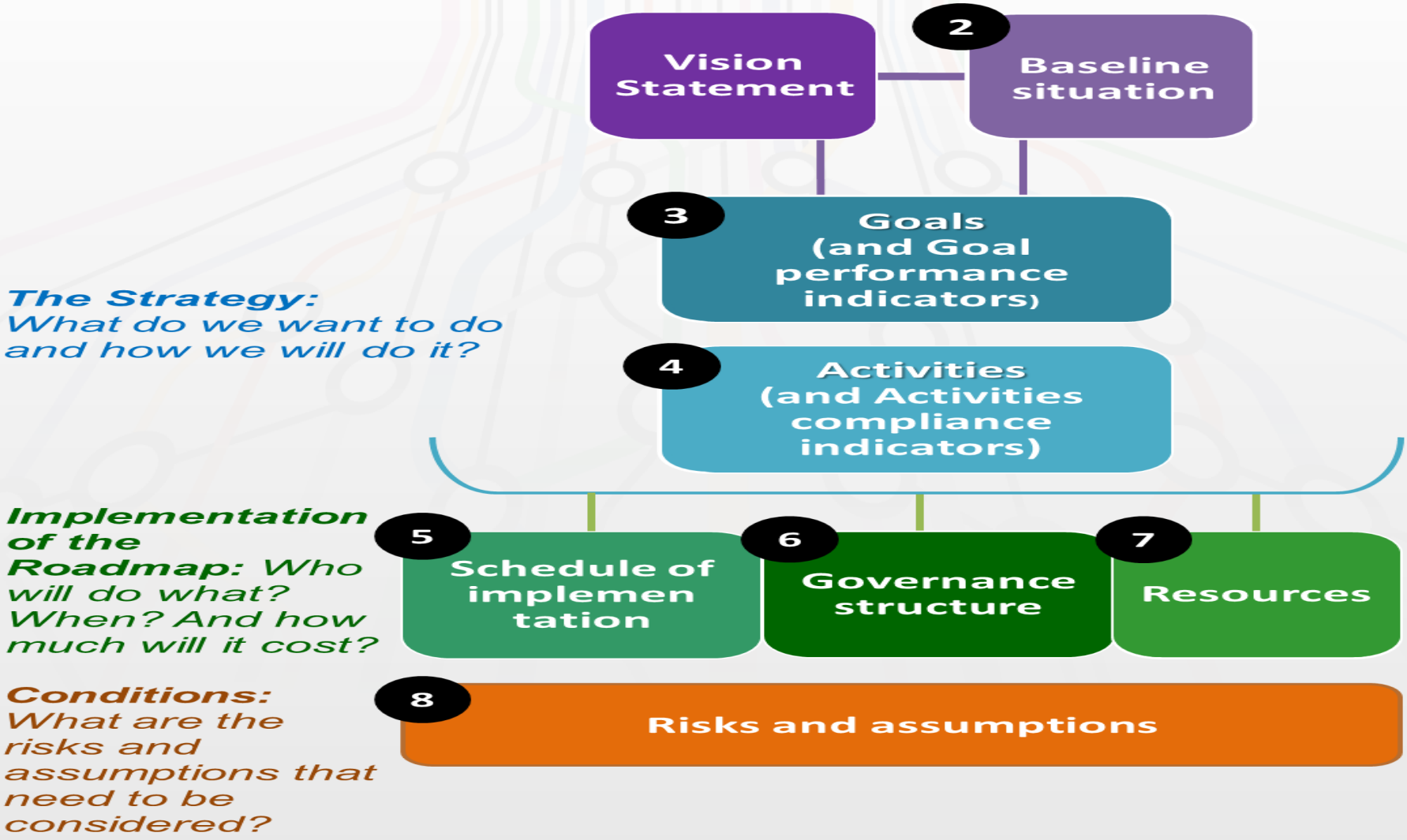
Goals

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

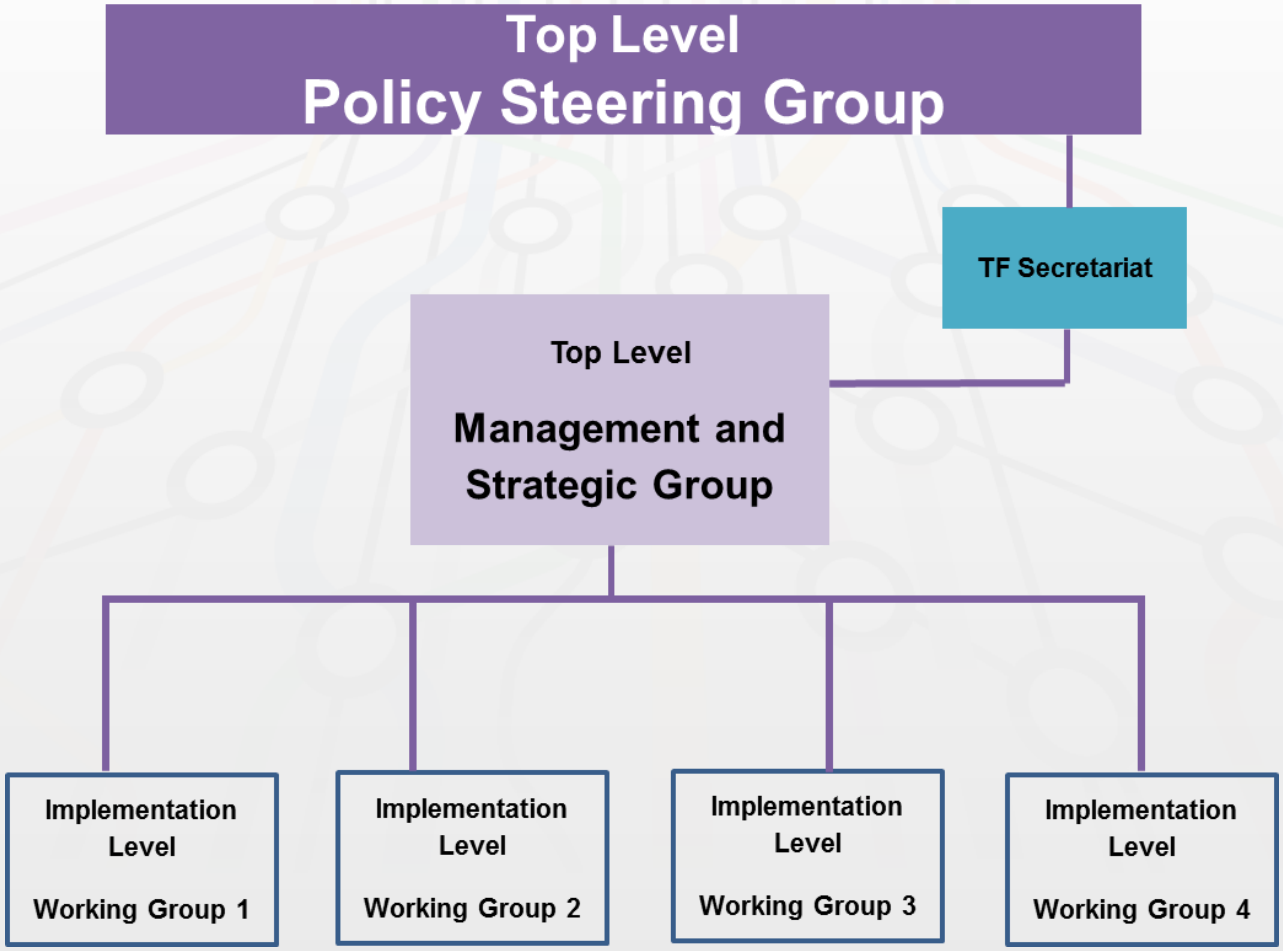
Activities

An Activity is a specific project that will implement a TF instrument or solution.

Structure of the Roadmap document



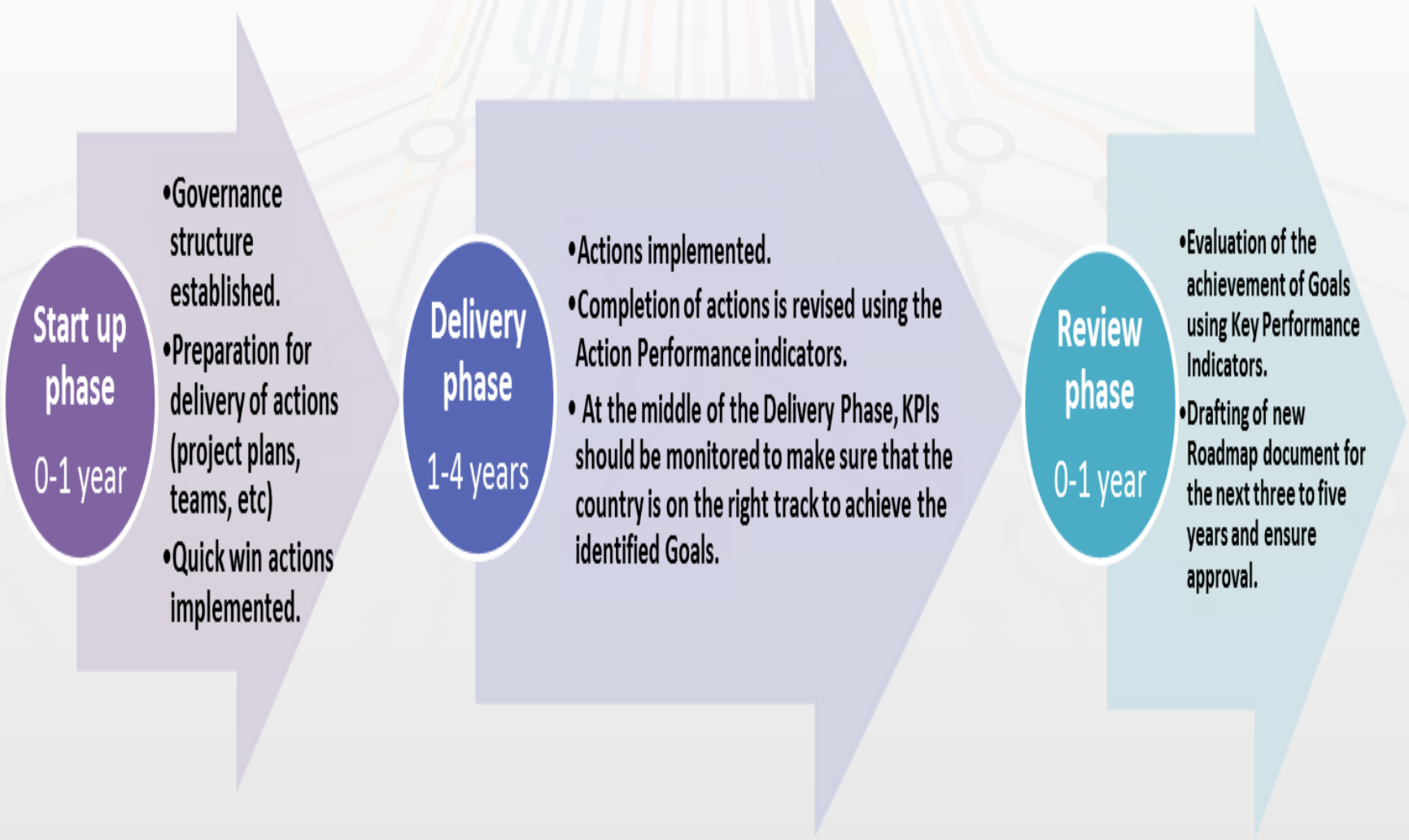
Governance Structure



Who does What

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

Implementation Schedule



Output from the Road Map

a	b	c	d	e	f	g
Goal	Activity	Leading agency	Timeline	Budget	Risks and Assumptions	Activity Compliance Indicator / GPI
To reduce release times for imports through better risk management.	Upgrade Customs risk management system to ensure that less cargo is physically inspected. Install risk management systems in other Agencies dealing with inspections.	Customs	To be finalised by [date]	This reform will cost approximately [amount]	Risk management systems in each Ministry are technically incompatible.	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]
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.	Create a single window	Customs	To be finalised by [date]	This reform will cost approximately [amount]	The private sector does not have the necessary IT environment to switch to a paperless trade environment.	Activity Compliance Indicator: By [date], a total of [percentage] of export documents can be submitted electronically. Goal Performance Indicators [number] Benchmark [number]

Example: Greek National Trade Facilitation Roadmap

mindev.gov.gr/wp-content/uploads/2012/06/Greece_Trade_Facilitation_Strategy_Roadmap_Oct-2012.pdf

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National Trade Facilitation Strategy and Roadmap

October 2012

http://www.mindev.gov.gr/wp-content/uploads/2012/06/Greece_Trade_Facilitation_Strategy_Roadmap_Oct-2012.pdf

"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

TF Roadmap Guide:

http://www.unece.org/tradewelcome/outreach-and-support-for-trade-facilitation/guide-to-drafting-a-national-trade-facilitation-roadmap.html

Thank you!

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