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INLAND TRANSPORT COMMITTEE

Working Party on Customs Questions
affecting Transport

Informal Ad hoc Expert Group on Conceptual and
Technical Aspects of the Computerization of the TIR Convention
(14-15 November 2002,
agenda item 2 (b) (iii))

**INFORMAL AD HOC EXPERT GROUP ON
CONCEPTUAL AND TECHNICAL ASPECTS OF THE
COMPUTERIZATION OF THE TIR PROCEDURE**

Activities of the Expert Group

Actor and task analysis

Note by the secretariat

A. BACKGROUND

1. At its ninety-ninth session, the Working Party on Customs Questions affecting Transport (WP.30), mandated the secretariat to organize, *inter alia*, meetings of an Informal ad hoc Expert Group which should study the conceptual and technical aspects of the computerization process of the TIR Convention, including the financial and administrative implications of its introduction, both at the national and at the international level, and prepare a draft set of electronic messages to allow for an interchange of electronic data, nationally, between Contracting Parties and with international organizations (TRANS/WP.30/198, para. 67).

2. In order to achieve its goals and in line with the project overview, presented in document ExG/COMP/2002/5, the Expert Group has to undertake detailed analyses of the TIR data, the flows of information as well as the tasks performed by all actors involved in the TIR procedure. Underlying document presents the actors and tasks analysis.

B. ACTORS POSSIBLY INVOLVED IN THE TIR PROCEDURE

3. In the following table actors possibly involved in the TIR procedure are listed.

Table 1: List of actors possibly involved in the TIR procedure

N°	Actor
1	International organization
2	Association
3	Holder
4	Forwarder (on behalf of the holder)
5	Driver (on behalf of the holder)
6	Consignor (on behalf of the holder)
7	First Customs office of departure
8	Customs office of departure
9	Customs office of exit (en route)
10	Customs office of entry (en route)
11	Customs en route or other control authorities
12	Consignee (on behalf of the holder)
13	Customs office of destination
14	Consignee (on behalf of the customs office of final destination)*
15	Customs office of final destination
16	Customs office of discharge
17	Central Customs office
18	TIR Executive Board

* under discussion

C. TASKS OF THE ACTORS INVOLVED IN THE TIR PROCEDURE

4. The following table lists the tasks in relation to the TIR Carnet information, indicating the actors which fill-in, update and/or use the information.

Table 2: List of tasks than may be performed by the actors in relation to the TIR Carnet

N°	Task	Actors
1	Print TIR Carnets	1
2	Distribute TIR Carnets	1
3	Issue TIR Carnets	2
4	Guarantee TIR Carnets	1, 2
5	Setting the date of validity of a TIR Carnet	2
6	Filling in information concerning the TIR transport	3, 4, 5, 6, 12
7	Risk analysis	7-10, 12, 13, 15, 17
8	Affix seals	7-13
9	Validate information on a TIR Carnet	7, 8
10	Beginning of a TIR transport	7
10	Start of a TIR operation	7, 8, 10 (13?)
11	Check seals	7-13, 15
12	Remove seals	7-13, 15
13	Termination of a TIR operation	9, 13, 15 (8?)
14	SafeTIR	1, 2, 13, 15, 17
15	End of a TIR transport	15
16	Discharge of a TIR operation	16
17	Check that the TIR transport has ended	1, 2, 3
18	Storage of the TIR Carnets	1
19	Customs statistics	7, 8, 9, 10, 12, 13, 15,17
20	Raise a claim	17
21	Reconciliation procedure	1, 2, 13, 15, 17

D. FURTHER CONSIDERATIONS

5. The Expert Group may wish to review and amend Tables 1 and 2.
