

TERMS OF REFERENCE

For

The Global Meeting of the Regional Entities

established by the WCO Members and the Council Vice-Chairs' Offices

Confirmed by the Council –June 2021

Established: May 2006

Duration: Not specified

Mandate

The Global Meeting of the Regional Entities established by the WCO Members and the Council Vice-Chairs' Offices (the Global Meeting) acts under the overall direction of the WCO Capacity Building Committee, with administrative support provided by the WCO Secretariat.

The mandate of the Global Meeting is to guide and coordinate the work of Regional Entities and Council Vice-Chairs' Offices in the area of capacity building, to enhance co-operation among them, to promote the application of common standards in order to ensure a harmonized approach and performance, and provide advice to the WCO Capacity Building Committee.

The Global Meeting reports directly to the WCO Capacity Building Committee.

It also keeps the WCO Enforcement Committee, Harmonized System Committee and Scientific Sub-Committee informed of any matters under consideration pertaining to the enforcement domain, the Harmonized System or Customs laboratories, respectively.

Membership

Participants in the Global Meeting shall be:

- Heads of the following Regional Entities:
 - Regional Offices for Capacity Building (ROCBs),
 - Regional Intelligence Liaison Offices (RILOs),
 - Regional Training Centres (RTCs),
 - Regional Dog Training Centres (RDTCs), and
 - Regional Customs Laboratories (RCLs);
- WCO Regional Vice-Chairs;
- Representatives of the Member administrations that host Regional Entities;
- Chairperson of the WCO Capacity Building Committee.

Heads of Regional Entities and WCO regional Vice-Chairs may authorize officials to represent them.

In consultation with the membership, the Chairperson may decide to invite additional participants as observers in accordance with the needs of the Global Meeting. Observers may take part in the discussions, but not in the decision-making process.

Purpose and Scope

The purpose of the Global Meeting is:

1. To advise the Capacity Building Committee on strategies and priorities to be adopted by the WCO in the areas of capacity building, training and technical assistance in order to promote the effectiveness of the Regional Entities, and to keep the Enforcement Committee, Harmonized System Committee, Scientific Sub-Committee and any other relevant committees abreast of relevant matters as required;
2. To assist the WCO Secretariat with the promotion of the relevant standards, instruments and tools;
3. To support the WCO Secretariat regarding the collection of information on Members' needs, the development of assistance activities and programmes, and the mobilization of regional expertise;
4. To oversee the capacity building activities of the Regional Entities, and review them on a regular basis;
5. To promote the exchange of views, experiences and best practices among the Regional Entities and Council Vice-Chairs' Offices, and to provide a forum for the exchange of views, experiences and best practice approaches;
6. To facilitate improved co-operation between Regional Entities, Council Vice-Chairs' Offices and other interested stakeholders;
7. To develop co-operation, promote joint projects and share information and experiences with relevant development agencies, business/private sector organizations, international organizations and academia in the areas of capacity building, training and technical assistance;
8. To provide suggestions to the Capacity Building Committee on setting standards for the activities of Regional Entities, and related capacity building-related tools, instruments and initiatives;
9. To support and regularly monitor, evaluate and report on the implementation of WCO standards and programmes by the Regional Entities in the area of capacity building;
10. To propose and promote other measures that will increase the effectiveness of the Regional Entities in place;
11. To identify cross-cutting capacity building issues and ensure that these issues, as well as capacity building activities in general, are discussed within all WCO Committees and meetings.

Key Deliverables

The Global Meeting will:

- Make suggestions to the Capacity Building Committee;
- Initiate action regarding various aspects of capacity building, including in particular:
 - Development of standards and tools;
 - Delivery of programmes;
 - Evaluation of impacts;
 - Dissemination of best practice; and
 - Identification of development needs.

Means of Operation

Rules of Procedure:

- The Global Meeting elects, by consensus, a Chairperson and a Vice-Chairperson for a period of one year from among the representatives of its members, before completion of the previous Global Meeting session. The Chairperson and Vice-Chairperson are eligible for re-election;
- A Chairperson or Vice-Chairperson who ceases to represent a Vice-Chair, Regional Entity or Member of the Council that hosts a Regional Entity automatically loses his/her mandate;
- If the Chairperson is absent from any Global Meeting session or part thereof, the Vice-Chairperson shall preside. In that event, the latter shall have the same powers and duties as the Chairperson;
- The Chairperson shall participate in the proceedings as such, and not as the representative of a Vice-Chair, Regional Entity or Member;
- Decisions shall be taken by a simple majority of the Global Meeting members present at the session;
- The Secretariat shall inform the members of the dates of Global Meeting sessions, and circulate the draft Agenda to them at least six weeks before the scheduled opening date;
- The Secretariat shall provide the working documents at least one month before the scheduled meeting date, by mail/e-mail or by placing them on the WCO Members' Web site;
- All working documents will be available in English and French;
- Global Meeting sessions held at WCO Headquarters will be conducted with simultaneous interpretation in English and French, while breakout sessions will be conducted under participant-based arrangements;
- A Report shall be prepared for presentation to the Capacity Building Committee.

Duration and Frequency of Meetings

The Global Meeting shall meet at least once a year at WCO Headquarters or online depending on the needs and circumstances. If appropriate, the Global Meeting's sessions could be held shortly before sessions of the Capacity Building Committee, in order to prepare for discussions in the Committee and provide the Committee with an up-to-date report.

Resources Required

The WCO Secretariat is responsible for making the arrangements and preparations for the Global Meeting sessions, providing professional, administrative and technical services during the sessions, and performing follow-up tasks after the sessions.
