WORLD CUSTOMS ORGANIZATION

SAFE Data Element Maintenance Mechanism

The objective of the Data Element Maintenance Mechanism ("Mechanism") is to provide a clear amendment process for the addition or deletion of data elements. The implementation of the Mechanism is beneficial to WCO Members, the trade community, and the WCO itself.

I. Completion of Verification Process

Before a Member proposes to amend the data element list in the SAFE Framework, and particularly when proposing additional data requirements, it should complete an internal review to assess its legal and practical ability to apply the proposed data element(s).

This review may be carried out as follows:

Step 1: Verify that the addition of the advance information is required, or can be required, by the laws and regulations of the Member that is proposing the addition of a new data element and begin consultations with the stakeholders regarding the proposed data element(s).

Step 2: Verify whether each proposed element is already included in the WCO Data Model (hereafter referred to as the "Data Model"), or, if not included, be prepared to follow established procedures to add the proposed data element(s) to the Data Model via the Data Maintenance Request (DMR).

In addition to completing steps 1 and 2, the proposing Member shall demonstrate that the addition of the proposed data element(s) to the SAFE Framework is practicable, capable of being implemented, applicable (including on a mode specific basis) and reasonable in terms of leading to an enhancement of security. If data elements are not used by WCO Members, they should be deleted from the list of SAFE data requirements.

Once these steps have been completed, the proposing Member shall submit the proposed addition of a data element for consideration by the WCO through the use of the Mechanism, as described below.

II. Application of Data Element Maintenance Mechanism

It is proposed that the SAFE Working Group (SWG), through the use of the Data Element Maintenance Mechanism, conduct the initial review of proposed amendments.

The steps to be followed are:

Step 1: The WCO Member administration notifies the Secretary General of its desire to add and/or delete a data element to/from the SAFE Framework. This notification occurs through the submission of a Framework Data Element Maintenance Request (FDMR). The FDMR must contain demonstrable proof that an internal process is underway to legally require the advance submission of the proposed data element(s), or the removal of data element(s). Additionally, the requesting administration should also indicate that consultations with the stakeholders are underway.

Step 2: The WCO Secretary General expeditiously calls a meeting of the SWG, or places it on the agenda of an already-scheduled SWG meeting, to address the Member's FDMR.

Step 3: When the SWG evaluates the merits and demerits of the request, it will also consider whether the Member has satisfied the requirements of the verification process at part I above, and considered the views of the stakeholders.

Step 4: The SWG makes a recommendation to the Policy Commission on whether or not to accept the Member's proposal to amend the SAFE Framework, after evaluation of the request.

Step 5: The Policy Commission, after consultation, makes its recommendation to the WCO Council.

The implementation of the Mechanism benefits the WCO because it need not consider data element proposals that do not meet the threshold set forth above. The list of data elements in the SAFE Framework is intended as a tool to assist Members in their own attempts to successfully implement the SAFE Framework and to provide the stakeholders with a well-established set of advance data elements required by Customs administrations.