EXECUTIVE SUMMARY

At its 201st/202nd Sessions (4 to 8 November 2013), the Permanent Technical Committee (PTC):

Item I - Opening and adoption of the Agenda

a) Opening of the Meeting
b) Introduction by Mr. Gaozhang ZHU, Director of Compliance and Facilitation

- acknowledged the introductory remarks made by Mr. Gaozhang Zhu, Director of Compliance and Facilitation who, among other things, highlighted the importance of the discussion on the future of the PTC; the Correspondence Group had prepared a proposal on the way forward, including the draft Guidelines, Work Programme and public availability of committee documents; The PTC agenda which was now focused on key technical and strategic issues was supplemented by a Summary Document, prepared for the first time, whose objective is to provide an overview of the subjects which would be discussed and on the actions expected from the PTC; He also emphasized the topics of focus for this meeting such as product and trader identification, customs-business partnership, review of the ECP and WTO TF toolkits, transit and SMEs, but also CBM, voluntary disclosure and other topics;

c) Election of the Chair and the Vice-Chair

- re-elected the Chairperson of the PTC, Mr. Francois Abouzi (Togo), and the Vice-Chairperson, Mr. Mark Dillon (UK);

d) Adoption of the Draft Agenda and the Summary Document

- adopted the draft Agenda (Doc. PC0325E1d), and the PTC Summary Document (Doc. PC0326E1b);

Item II - The future of the PTC

a) Draft Guidelines to Improve the Efficiency and the Effectiveness of the PTC
b) Draft PTC Work Programme 2013-2016
c) Availability of Committee Documents

- Discussed in two break-out groups the three proposals submitted by the Correspondence Group on the Future of the PTC:
  - Draft Guidelines to Improve the Efficiency and Effectiveness of the PTC;
  - Draft PTC Work Programme 2013-2016; and
  - Public availability of documents;

(Detailed outcomes of discussions are attached at Annex I to the Executive Summary.)

- Agreed that the Correspondence Group (CG) will continue to work in the margins of the current meeting in order to have the documents ready by the end of the meeting and for submission to the Policy Commission in December 2013.

- Agreed the CG would work on the Work Programme to ensure that performance indicators and timelines are included in the document, for confirmation at the next PTC meeting.
Item III – Update and reports

a) Inter-sessional developments

- took note of the inter-sessional developments, which among other issues, included information on the importance of data exchange and the need to improve the Customs/post interface in times of increasing growth of e-commerce with a view to ensuring a high-quality postal service while facilitating and securing supply chains; a proposal to the WCO/UPU Contact Committee to set up a Working Group under the Contact Committee, which will explore the existing interfaces and prepare recommendations/guidelines on best practices; the Cargo Tracking System which has been fully deployed in the Bahamas and Jamaica and, while it covers currently containerised maritime shipments, might be expanded to air cargo; Members’ concerns as regards pre-shipment and destination inspection contracts and the need to terminate them; the Business Process Modelling (BPM) exercise being carried out by the PSCG, which will enhance the understanding of the complexities of today’s business supply chains and help raise Customs’ awareness of the varying degrees of business criticality through the overall supply chain; the PSCG work on supply chain mapping to establish how the many supply chains work and who is involved at which stage. Furthermore, the Secretariat mentioned the recently published web-release on cross border security and document LF0092, which aims at raising awareness of Customs administrations of their role in contributing to countering ongoing and emerging threats that impact national and economic security. The document refers to instruments like SAFE, RKC, Global Shield and Strategic Trade Controls as a means to foster the fight against incidents, highlighting that while Customs is not leading the fight against terrorism, it significantly contributes to the global effort by developing and implementing tools and instruments to ensure national security and combat crime;

- a Member referred to another inter-sessional development, i.e. the end-use code discussions. The Member stressed that it had received only a few replies to its survey on Members’ practice as regards the use of end-codes or similar tools. The Member had been tasked with compiling a detailed file on the use and potential of end-use codes, which would only be possible if Members shared their practice and views. It therefore invited Members to provide their views by responding to the survey;

c) Report from the 12th SAFE Working Group Meeting

- Took note of the 12th SAFE Working Group Meeting Executive Summary. The Secretariat clarified that it was possible to accommodate the results of the extended ACAS pilot within the timelines of the current SAFE review cycle. An observer highlighted the excellent cooperation between Customs and Business under the ACAS and similar pilot projects, which allowed improving the efficiency of security risk analysis and would also allow drawing lessons for the discussions on data quality and would certainly also be an example to be taken into consideration for the development of guidance on regular Customs to Business Consultation/Partnership;

b) ECP Action Plan progress report
d) Report of the 12th Meeting of the Administrative Committee on the Istanbul Convention and the 9th Meeting of the Contracting Parties of A.T.A. Convention
e) Report on the meeting of the eATA Working Group Meeting held in May
f) Highlights of the 65th Meeting of the Information Management Sub-Committee (IMSC) and adoption of the Report of the 64th Meeting of the IMSC
h) Report on the 8th Meeting of the Counterfeiting and Piracy (CAP) Group

- took note of the reports of the various WCO working bodies under sub-items III.b), d), e), f) and h); and adopted the Report of the 64th Meeting of the Information Management Sub-Committee;
g) **Highlights of the 7th Meeting of the API Contact Committee**

- took note of the Executive Summary of the 7th meeting of the WCO IATA ICAO API Contact Committee; invited the Secretariat to consider further measures to promote a wider adoption of the *WCO Recommendation concerning the use of Advance Passenger Information (API) and Passenger Name Record (PNR) for Efficient and Effective Customs Control*, which was adopted by the Council in June 2012; welcomed the API Contact Committee’s proposal to change its name to “API-PNR Contact Committee” and requested the Secretariat to examine how this change of name could be accomplished;

Item IV - Information Management

a) **Product Identification**

b) **Panel discussion on product identification**

- welcomed the WCO study on Product Identification codes; took note of presentations from panelists from the US Customs & Border Protection, Dutch Ministry of Agriculture and GS1; agreed that the Harmonized System (HS) remained the cornerstone for Customs processes but acknowledged that Product identification is often required by other government agencies for a variety of purposes but may also be used for improving the efficiency and effectiveness in Customs release and clearance processes if introduced as a requirement for obligatory or voluntary submission by national legislation; some delegates underlined that the use of Product identification codes would allow reducing the overall number of data required, in some cases this would be a reduction by 35%. Also the relationship with end-use codes and UCR were raised. Some delegates highlighted that it would have merit looking into codes that would allow replying to very pertinent questions for which Customs always seeks a response, i.e. origin and destination of the goods; what are the goods as well as what is the customs procedure, under which they are being transported, and for which purpose;

- depending upon the industry sector and business criticality, Product Identification Numbers could be **used** as an additional data element provided conditionally to Customs and to other government agencies; PTC suggested that work should continue on PIC as further study was necessary on the following questions:
  - what are the advantages and benefits for government and for trade in different industry sectors? Members and Secretariat to collect case studies where Product Identification information is used beneficially for Government and trade.
  - what are the costs for traders and for Customs administration to supply this information?
  - how will the data underlying Product Identification be made available to Customs / Other Government Agencies and what is the reliability and trustworthiness of the data?

c) **Trader Identification Number**

d) **Break-out session on Trader Identification**

e) **Plenary session**

- took note of the discussions of the breakout groups on trader identification; noted that the issue was **complex**, with cross cutting implications including the functioning of AEO-MRA and other GNC utility blocks, regional integrations and domestic administrative alignment; noted that the wide scope of the issue required prioritisation and greater deliberation; agreed that the SAFE Working Group should address the specific issues of trader identification in AEO-MR. The PTC will receive updates on the developments at its next session and will address issues that are applicable outside the AEO context.
f) WCO’s role in the management of the IMO FAL Compendium

- agreed with the proposal to involve the Data Model Project Team more deeply in the management of the IMO FAL Compendium while acknowledging that a decision on this issue would be taken by the IMO FAL Committee at its next meeting in September 2014.

g) Presentation on the Single Window by Qatar

- took note of Qatar’s presentation on the implementation of Single Window and improvements achieved for Customs and Trade through this implementation;

Item V - Globally Networked Customs

a) Latest developments on GNC

- took note of the updates from the floor on current GNC draft Utility Blocks (UB) and proof of concept projects currently under development; updates were heard on draft utility blocks being developed by the US and the EU on the AEO-MR, Serbia on the SEED project, and the EU on eATA and on Mutual Recognition of Controls that was developed with Switzerland and which will also be tested under the SSTL and will be used for safety and security data exchange for the indirect exports with Switzerland and Norway; took note of the EU's information that as an example of the benefits stemming from developing a UB, the UB on AEO MRA as developed by US and EU will be used by the EU for exchanges under such agreements on mutual recognition of AEO with not only US but among other also with Canada, Switzerland, Norway, Japan and China;

b) Proof-of-concept project, presentation by South Africa

c) Proof-of-concept project, presentation by Argentina

- took note of presentations from South Africa and Argentina on progress made on GNC in the area of regional integration; took note of delegates’ remarks that GNC was a long-term development; encouraged members to continue on the progress made in the GNC exchange of data and to update the Secretariat on such progress;

Item VI - Economic Competitiveness Package

a) ECP and the WTO Trade Facilitation Negotiations - ECP Toolkit and the WTO Trade Facilitation Toolkit

- welcomed the development of the ECP toolkit and WTO Trade Facilitation Toolkit and reaffirmed that they would be updated on a regular basis to take account of Members’ views and needs; agreed that the Johannesburg Convention would be included in the revised Toolkits.

b) Update on WTO Trade Facilitation Negotiations

- took note of the inter-sessional developments relating to the WTO Trade Facilitation negotiations including the work of the WTO Negotiating Group on Trade Facilitation, Policy Commission discussion outputs including the role of the WCO in helping implement a future Trade Facilitation Agreement and issues raised by a number of Latin American countries on matters negotiated under article 7.7 on Authorized Operators;

- expressed frustration surrounding the fact that the WTO and the WCO Secretariats were not in a position to coordinate on resolving technical matters and issues;
• took note of the fact that the Members as parties in the negotiations were in a position to coordinate with their national negotiating teams on ensuring that their interests, especially in terms of consistency with the WCO instruments and tools, were fostered;

c) Transit

• took note of the presentation from the EU on general features of Customs transit procedures in the European Union as well as in respect of the Common transit procedure applied between the EU and CH, NO, IS and TR;

• agreed to develop a Transit Handbook; confirmed the Transit Handbook would be available to the public in electronic format; noted that the innovative practices on cooperation with other government agencies for transit would be shared through the Transit Handbook. Members were encouraged to provide the Secretariat with their national experiences on transit to make the Handbook more informative;

d) Presentation on ICC rules for guarantees

• took note of the presentation made by ICC, particularly on the advantages resulting from adopting a uniform customs guarantee standard based on the URDG; confirmed that ICC and WCO would work together to address the issue of guarantees.

e) Small and Medium sized Enterprises (SMEs)

• took note of the presentation from Canada on the Business Lens Checklist;

• noted comments from some delegates that there are a wide range of definitions of SMEs and also measures to reach out to SMEs; clarified that Members might develop their own Check Lists based on a model Business Lens Check to be developed by the WCO; noted that the Business Lens Check List would also be looked at during the work to be launched on the development of guidance on Customs and Business Consultation and Partnership;

f) Informal Trade Practices

• took note of the Secretariat's explanation on informal trade practices, particularly the international research conference on the linkages between informal trade practices and the Customs function; welcomed the offer from Korea to contribute to a future research conference; concluded that the WCO would continue to research this complex topic;

g) Capacity Building

• took note of the presentation form the Secretariat on the WCO’s capacity building activities to support the implementation of the ECP and the development of the Organizational Development Package (ODP); welcomed Japan’s commitment to continue supporting the capacity building activities through the CCF/Japan; took note of a Member’s comment that after adoption of the WTO TFA, the WCO Secretariat would be confronted with many more requests for CB and Technical Assistance;
Item VII - Customs-Business Partnership

a) Customs-Business Partnership Guidance

- took note of the presentation made by the Deputy Director, Facilitation on document LF0087 relating to the Customs – Business Partnership Guidance that the Council in June 2013 endorsed to develop. The objective is to assist Members with the development of a process for regular consultation in order to strengthen Customs – Private Sector engagement. The Secretariat had prepared a Draft Content Outline which had three parts: Part 1 – Guiding Principles, Part 2 – Practical Guide and Part 3 – practical examples of consultation/engagement. The Secretariat had also written to the Vice Chairs inviting Members of the region to share their practices and stories of Customs Business engagements in all facets. So far about 12 responses have been received. She also encouraged members of the PTC to provide any practices or proposals on this initiative.

- Canada introduced their stakeholder engagement approach and provided copies of their model, which includes the way they are internally structured and organized to engage Trade and the types of consultative activities that they conduct.

- endorsed the setting up of a virtual group comprising interested Members from the PTC, SWG PSCG and International Organizations to draft the WCO Stakeholder Engagement tool and develop a road map. In this respect, interested Members and Observers are invited to contact Asha Menon (asha.menon@wcoomd.org) or Georges Cantone (georges.cantone@wcoomd.org).

b) Developing a model for dialogue with traders, presentation by Sweden

- took note of the presentation by Sweden on developing a model for dialogue with traders based on good practices collected amongst ASEM members, which highlighted issues as the findings on members’ progress and challenges, feedback from the trade, overall assessment, etc;

c) Capacity building projects

- Took note of the presentation made by the representative of the Capacity Building Directorate on how to develop stakeholder engagement highlighting the necessity for dialogue, empathy, openness, negotiation skills and establishing network. The presentation also emphasized the benefit of developing a strategy through stakeholder mapping.

Item VIII - Immediate Release Guidelines

- took note of the latest developments and of Members’ contributions concerning the update of the Immediate Release Guidelines (IRG);

- acknowledged the work done by the WCO secretariat in drafting of the revised IRG including a revised appendix 1 and a new appendix 2 providing national practices;

- decided to attempt to approve the revised IRG intersessionally and through written procedure. During the intersession, the secretariat will coordinate with a small group of interested delegates the inclusion of members’ contributions via the WCO web platforms “Club de la Réforme” and ClicK. For further information, delegates can contact Mr. Samson Bilangna of the WCO secretariat (samson.bilangna@wcoomd.org);
• took note of the proposal to use the Brussels based Customs Attaché Group to make faster progress.

Item IX - Coordinated Border Management

a) Special procedures regarding temporary admission of High Health, High Performance (HHP) horses – coordination with the World Organisation for Animal Health (OIE)
b) Presentation by the OIE on Temporary Importation of HHP Horses

• took note of the presentation by the OIE on High Health High Performance horses and discussed the special procedures for these horses. As a way forward, a delegate suggested that the OIE and WCO Secretariats set up a joint working group with interested Members to further discuss the issue;

c) Revision of the CBM Compendium

• discussed the first draft of the Revised CBM Compendium; suggested areas that needed further details, including more elaboration on the need for political will, CBM structures as well as training and competencies required; asked for clarification about the suggested fictional narrative and subsequent chapters. A delegate informed the meeting about his country’s executive board that consisted of relevant border inspection agencies. The PTC agreed with the suggested further development of the CBM Compendium;

Item X - Rules of Origin

• took note of the comments made on the preliminary draft of the Origin Certification Guidelines developed under the Revenue Package Action Plan Phase II, and welcomed the virtual drafting group to present a full draft of the guidelines for adoption at the next sessions. Australia, Indonesia, Japan and Korea volunteered to join the Virtual Group, and it is open for other Members to join;

Item XIV – Data Quality

a) a) State of play of the work carried out by the Expert Group under the SAFE Working Group

• took note of the state of play of the SAFE Working Group Expert Group on Data Quality. The PTC underlined the importance of data quality, especially who is delivering the data to Customs. PTC delegates were invited to participate in the next meeting of the Expert Group on 6 December 2013 at the WCO;

b) Data Quality and Commercial Compliance Framework, presentation by Canada

• took note of the presentation by Canada regarding a “Data Quality and Commercial Compliance Framework” in which the importance of data quality for revenue, risk assessment, admissibility decision and statistical reports was mentioned. Delegates remarked that compliance drives revenue and that non-compliance needs to be met with the right and proportionate response from Custom in line with trader segmentation;

• The Chair concluded that the PTC should develop such a framework as suggested by Canada.
c) Update on the Air Cargo Advance Screening (ACAS) pilot, presentation by United States

- took note of the presentation of the United States about the state of play of the Air Cargo Advance Screening (ACAS) pilot. The US indicated that the proposed rulemaking was scheduled for the first or second quarter of 2014. The delegates discussed the compliance approach regarding the pilot, the details and timing of the reception of advance cargo data elements, last minute shipments and how AEOs can be an additional layer in the security requirements;

Item XI – Voluntary disclosure

- discussed the strategic importance of voluntary disclosure in a compliance strategy and agreed to develop a tool that provides general principles and guidelines as well as insight about voluntary disclosure that could be tabled at the next PTC session. A delegate remarked that voluntary disclosure had to be seen in the context of a voluntary compliance framework. Several Members committed to sending their voluntary disclosure or similar programmes to the WCO Secretariat.

Item XII - Glossary of International Customs Terms

- approved the proposal made by the Virtual Group, namely to adopt and include in the Glossary the terms reviewed and approved by the appropriate WCO bodies and/or Committees, and in some cases incorporated in official instruments, namely Authorized Economic Operator (AEO), Customs Enforcement Network (CEN), Customs Enforcement Network Communication (CEN Comm), National Customs Enforcement Network (nCEN), Post Clearance Audit, Risk Analysis, Risk Management, Screening and Scanning. The full list of definitions is attached at Annex II to the Executive Summary; The Glossary can be found at: http://www.wcoomd.org/~/media/WCO/Public/Global/PDF/Topics/Facilitation/Ressources/Publications/Updated%20Glossary%20E%20v2%202011.ashx?db=web;

- agreed also with the proposal by the Virtual Group of referring the other terms to the appropriate WCO bodies and/or Committees for further review of their technical content prior to their inclusion in the Glossary, namely Coordinated Border Management (CBM), Globally Networked Customs (GNC), One-stop border Post, Transaction Value, Time Release Study (TRS), Unique Consignment Reference Number (UCR), WCO Data Model, and Valuation Agreement;

Item XIII - Other business

a) Topics for discussion at the next PTC meeting

- Took note of all the suggestions of topics to be discussed at the next PTC: follow-up of the WTO Bali Ministerial meeting and invite the WTO Secretariat to provide an update and insight on the expectations from the WCO and the customs community in that regard;

- Took note of the topics to be placed on the agenda of the Joint PTC/EC meeting: evaluation of the possible solutions for holding a Joint PTC/EC meeting; update on the second phase of the Smart and Secure Trade Lanes project; and Data Quality and Compliance. Regarding the remark that both PTC and EC should be equally involved in the discussions of the Joint Meeting, the Secretariat suggested that having the delegates of the two committees brief each other internally on the topics for discussion, would be helpful;
- Agreed that any further suggestions for the next PTC agenda could be sent to the Secretariat by the end of January, at the latest, to allow sufficient time for the necessary arrangements;

b) **Update on WCO events**


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Results of the Break-out session on the future of the PTC

Draft Guidelines to Improve the Efficiency and Effectiveness of the PTC

Joint PTC/EC Meeting

- Potential scheduling conflict for attendees of Joint PTC/EC meetings was raised. It was suggested to do an evaluation of the possible solutions. One possibility is to have the two meetings shorter and back to back in one week; this would need careful consideration and approval of the PTC and the EC. In this context it was mentioned that it would be desirable if the EC would perform a similar exercise as the PTC and the SAFE Working Group in terms of re-visiting how the committee is structured and operates.
- It is also important to construct the Joint meeting in a manner that both PTC and EC delegates are equally involved in the discussions.

Members

- It was emphasized that some Members weren’t always in a position to send decision-makers to the meetings, which prolongs the decision-making process in the PTC. However, it was strongly suggested that the Members needed to give a mandate to the PTC delegates allowing them to make decisions at the meetings for the work to be moving forward.

Observers

- Regarding the presence of Observers in the meetings, it was emphasized that the agenda is critical for attracting both the Observers, as well as more Members.

Agenda Setting Guidelines

- A suggestion was made to, where appropriate, keep together all sub-items which are related, for example under one agenda item or subsequent agenda items.

Work Programme

- Important that it remains a living document. It was suggested that the Data Quality and Compliance Framework be placed under 1.1 Develop, manage and promote conventions, guidelines, standards and tools on trade security and facilitation.
- Regarding inclusion of new topics into the Work Programme (Export Programmes and Couriers) it was suggested to have the “waiting in the wings” approach. This means that the Members (two or more) would first need to jointly put a topic forward (supplemented by a non-paper/document) for discussion at the PTC. This will give the PTC an opportunity to make a decision on its inclusion in the Work Programme.
- It would be useful to include a column on performance indicators and timelines.
- Explore how to highlight within the Work Programme issues relating to revenue in a manner complementary to the Revenue Package (WCO Strategic activity 2.1 Develop, manage and promote standards, guidelines and tools on revenue collection)

Public Availability of Committee Documents

- The paper to be amended to clarify that in this context, the availability of documents refers to committee documents only and not to publications being sold by the WCO (the current publication policy is will stay in place till 2017, by decision of the Finance Committee).
- The documents to be considered for making available to the public are:
  - Agenda
  - Report (including reports from break-out sessions)
  - Working documents
  - Presentations
• Most of the documents would be made available to the public only after the meeting, and subject to consent of the PTC – if no objection was raised within 10 days after the termination of the meeting, the documents would be uploaded on the public web site. This caters for the concern of sensitive documents being published. It was also suggested to exclude the list of participants from the meeting reports.

• In advance, publish information on the PTC taking place and make available to the public both the agenda and the Summary Document.

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### Customs Terminology to be included in the WCO Glossary of International Customs Terms

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<th>TERMS</th>
<th>GLOSSARY OF INTERNATIONAL CUSTOMS TERMS</th>
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| Authorized Economic Operator (AEO) (Opérateur Economique Agréé - OEA) | AEO is a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. AEOs may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses, distributors and freight forwarders.  
Note 1. Authorized Economic Operator (AEO) is dealt with in the WCO SAFE Frameworks of Standards.                                                                                   |
| Customs Enforcement Network (CEN) (Réseau douanier de lutte contre la fraude (CEN)) | The global web-based, automated Customs enforcement system developed by the World Customs Organization (WCO) for gathering non nominal data and information which also acts as a central depository for enforcement-related information at global level.                                |
| Customs Enforcement Network Communication (CEN Comm) (Outil de communication du Réseau douanier de lutte contre la fraude (CEN Comm)) | À web-based, automated communication tool developed by the World Customs Organization (WCO) to enable law enforcement agencies and other parties to exchange and disseminate information securely within a Closed User Group. |
| National Customs Enforcement Network (nCEN) Réseau douanier national de lutte contre la fraude (nCEN) | A web-based, automated system developed by the World Customs Organization (WCO) to assist Customs administrations in collecting, storing and exchanging nominal data and information at national level. |
| Post Clearance Audit (Audit a posteriori) | A systematic Customs control measure to ensure the accuracy and authenticity of declarations through the examination of the relevant books, records, business systems, and commercial data kept by persons/companies directly or indirectly involved in the international trade. |
| Risk analysis (Analyse de risque) | The systematic use of available information to determine how often defined risks may occur and the magnitude of their likely consequences.  
Note 1. Risk Analysis is dealt with in the Guidelines to Chapter 6 of the General Annex to the Revised Kyoto Convention. |
| **Risk Management**  
| (Gestion des risques) | Coordinated activities by administrations to direct and control risk. |
| **Screening**  
| (Examen analytique) | The evaluation of information and intelligence relating to goods and means of transport in a risk assessment process (manual, automated or otherwise). |
| **Scanning**  
| (Scanographie) | Capturing information (which may include images or radiation signatures) relating to goods and means of transport by utilising non-intrusive detection equipment. |