



PERMANENT  
TECHNICAL  
COMMITTEE

PC0345E1a

-  
201<sup>st</sup>/202<sup>nd</sup> Sessions

-  
4 – 8 November 2013

Brussels, 17 December 2013.

**REPORT TO THE CUSTOMS CO-OPERATION COUNCIL ON THE**  
**201<sup>ST</sup>/202<sup>ND</sup> SESSIONS OF THE PERMANENT TECHNICAL COMMITTEE**  
**(4 - 8 November 2013)**

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## EXECUTIVE SUMMARY

**At its 201<sup>st</sup>/202<sup>nd</sup> 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:
  - o Draft Guidelines to Improve the Efficiency and Effectiveness of the PTC;
  - o Draft PTC Work Programme 2013-2016; and
  - o 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 12<sup>th</sup> SAFE Working Group Meeting**

- Took note of the 12<sup>th</sup> 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 12<sup>th</sup> Meeting of the Administrative Committee on the Istanbul Convention and the 9<sup>th</sup> 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 65<sup>th</sup> Meeting of the Information Management Sub-Committee (IMSC) and adoption of the Report of the 64<sup>th</sup> Meeting of the IMSC**
- h) **Report on the 8<sup>th</sup> 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 64<sup>th</sup> Meeting of the Information Management Sub-Committee;

**g) Highlights of the 7<sup>th</sup> Meeting of the API Contact Committee**

- took note of the Executive Summary of the 7<sup>th</sup> 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 prioritization 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 from 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](mailto:asha.menon@wcoomd.org)) or Georges Cantone ([georges.cantone@wccomd.org](mailto:georges.cantone@wccomd.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](mailto: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

- Took note of the Secretariat's presentation on a number of WCO events in 2014: ICAO/WCO Conference on Enhancing Air Cargo Security and Facilitation (Kingdom of Bahrain, 16-17 April 2014) including information on the joint WCO/ICAO Brochure (<http://www.wcoomd.org/en/topics/facilitation/instrument-and-tools/-/link.aspx?id=729D586053354487B941162AB630579C&z=z>); 2<sup>nd</sup> Global AEO Conference (Madrid, Spain, 28-30 April 2014); IT Conference on Information Technology as a Catalyst for Economic Competitiveness (Brisbane, Australia, 5-7 April 2014); and the WCO Knowledge Academy 2014;

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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:
  - o Agenda
  - o Report (including reports from break-out sessions)
  - o Working documents
  - o 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

<b>TERMS</b>	<b>GLOSSARY OF INTERNATIONAL CUSTOMS TERMS</b>
<p>Authorized Economic Operator (AEO)</p> <p>(Opérateur Economique Agréé - OEA)</p>	<p>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.</p> <p>Note</p> <ol style="list-style-type: none"> <li>1. Authorized Economic Operator (AEO) is dealt with in the WCO SAFE Frameworks of Standards.</li> </ol>
<p>Customs Enforcement Network (CEN)</p> <p>(Réseau douanier de lutte contre la fraude (CEN))</p>	<p>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.</p>
<p>Customs Enforcement Network Communication (CEN Comm)</p> <p>(Outil de communication du Réseau douanier de lutte contre la fraude (CEN Comm))</p>	<p>A 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.</p>
<p>National Customs Enforcement Network (nCEN)</p> <p>Réseau douanier national de lutte contre la fraude (nCEN)</p>	<p>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.</p>
<p>Post Clearance Audit</p> <p>(Audit a posteriori)</p>	<p>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.</p>
<p>Risk analysis</p> <p>(Analyse de risque)</p>	<p>The systematic use of available information to determine how often defined risks may occur and the magnitude of their likely consequences.</p> <p>Note</p> <ol style="list-style-type: none"> <li>1. Risk Analysis is dealt with in the Guidelines to Chapter 6 of the General Annex to the Revised Kyoto Convention.</li> </ol>



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 utilizing non-intrusive detection equipment.

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## **I. OPENING OF THE MEETING AND ADOPTION OF THE AGENDA**

### **a) Opening of the Meeting**

### **b) Introduction by Mr. Gaozhang ZHU, Director of Compliance and Facilitation**

1. Mr. P. Francois ABOUZI (Togo), Chairperson of the Permanent Technical Committee (PTC), opened the meeting and welcomed all delegates. The list of participants is set out at Annex III hereto.
2. Mr. Gaozhang ZHU, Director of Compliance and Facilitation, also welcomed the delegates stressing that even though the last meeting was an important one with many emerging ideas on how to improve the work of the PTC, his hope was that this one would be even more productive and participative, with a number of key outcomes.
3. On the occasion of the 200<sup>th</sup> Session, the PTC discussed its future role and what steps needed to be taken in order to reinvigorate its work, to make it more dynamic and more responsive to the world today. The discussions showed that there was indeed a lot of interest to advance the work of the Committee. As a result, a Correspondence Group was established to prepare a proposal on how to progress. It was now time for follow-up and to discuss the draft PTC Guidelines, Work Programme and availability of documents in a break-out session. He encouraged active involvement in these discussions and in shaping the PTC of tomorrow.
4. The PTC was also clear about the need to relax the agenda and focus the work on key technical issues. The Secretariat has, together with the Chairperson, produced an agenda to accommodate this need, and the need to involve the Members more in the drafting of the agenda. Under Any Other Business, the delegates would be invited to propose possible topics for the next meeting. This was a good opportunity for delegates to put forward their Administrations' requirements for exploring certain technical matters.
5. As the Members also expressed the need for more guidance in preparing for meetings, the Secretariat had also, for the first time, prepared a Summary Document. Its objective is to provide an overview of the subjects which will be discussed and about the actions expected from the PTC, including where more input from Members is required. He expressed his hope that the Summary Document would be useful to the delegates and will provide more focus to the work of the PTC.
6. As suggested by the Correspondence Group, the topics had been divided into four categories:
  - Report back items;
  - Items for guidance and decision;
  - Key technical issues; and
  - Items fostering innovation in customs practice.
7. The Director emphasized that the focus would be on Key Technical and Strategic Issues. The PTC would have an opportunity to reflect on the importance of product identification and its strategic value to customs and cross-border regulatory agencies. A panel would discuss the advantages and challenges of using product identification from a Customs and Industry perspective. He invited the delegates to enhance the discussions by providing their comments and possible solutions. He also invited them to consider the
- 18.

need to develop a WCO Recommendation regarding the use of Product Identification Numbers for effective and efficient trade.

8. The PTC would further be requested to provide strategic guidance on how to proceed with Trader Identification. Through a break-out session the PTC would be invited to discuss the opportunities, challenges and the way forward.
9. The Economic Competitiveness Package was mentioned by the Director as another key technical issue for the meeting. The Policy Commission had tasked the PTC to review the ECP Toolkit and the WTO Trade Facilitation Toolkit, and to suggest improvements. This is also very important in the context of the WTO Trade Facilitation negotiations and the upcoming Bali Ministerial meeting in December. Many were hoping that trade facilitation would be an “early harvest” of the Doha Development Agenda. If an agreement was reached in the WTO, the WCO would have a lot of work ahead in the implementation process.
10. Under the ECP, discussions on possible development of tools on Transit and SMEs would also be considered. Delegates would be invited to examine a proposal to develop a model Business Lens Checklist for SMEs whose objective is, amongst other, to reduce regulatory costs for small businesses.
11. At the June Sessions of the Council, the Members and the Private Sector emphasized the importance of Customs-Business Partnership for achieving greater economic competitiveness and for securing trade. A need was expressed to develop guidance to forge stronger partnerships and a consultation mechanism for Customs and Trade. A Draft Content Outline was developed and was being put forward to the PTC for review.
12. Data Quality, which was extensively discussed at the previous meeting, was another key technical issue on the agenda. The PTC had agreed that it should have an oversight function, pulling together the results of the discussions taking place in several committees and working groups in order to explore the matter in-depth and come to the right conclusions. In the meantime, this topic was discussed in the SAFE Working Group and the Committee would be briefed on the outcomes. The Director invited the PTC to contribute actively on this topic whose strategic importance had been well recognized.
13. Furthermore, the PTC would need to take decisions and provide guidance on a number of matters, including Globally Networked Customs where proof-of-concept projects would be presented; on Immediate Release Guidelines and its updated version; on the revision of the Compendium on Coordinated Border Management; on voluntary disclosure; on the Glossary of International Customs Terms and on other matters.
14. The World Organization for Animal Health would be present at the meeting in order to jointly discuss how to facilitate the movement of international competition horses. This work is in line with the objective of the WCO CBM agenda to strengthen cooperation with international organizations with a view of enhancing cooperation on operational level.
15. Capacity Building was also on the agenda. This time, as suggested by the PTC, rather than being a stand-alone item, it would support discussions on key technical issues. The delegates would be invited to comment or propose ways in which the WCO capacity building approach could potentially further enhance the implementation of the ECP and the instruments and tools falling under its scope.

16. Lastly, he invited the PTC to actively contribute to the discussions, to share their national experiences and contribute to achieving a holistic approach to the topics the PTC is dealing with, stressing that it would be important to keep in mind that, as the PTC had previously concluded, the instruments and tools are available to the Members which need to come up with ways to invigorate their implementation.

**c) Election of the Chair and the Vice-Chair**

17. The PTC elects a Chairperson and a Vice-Chairperson each year. The Chairperson and Vice-Chairperson are elected for a period of one year and are eligible for re-election. The PTC was now invited to elect the Chairperson and Vice-Chairperson amongst its delegates, for the 2013/2014 calendar year.
18. The PTC unanimously re-elected Mr. Francois ABOUZI for the Chairman and Mr. Mark DILLON (United Kingdom) for the Vice-Chairman of the PTC.

**d) Adoption of the Draft Agenda and the Summary Document**

19. In line with the proposal put forward by the 199<sup>th</sup>/200<sup>th</sup> Sessions of the PTC, the Secretariat had, alongside with the Agenda, prepared a Summary Document, the objective of which is to provide the delegates with clear and concise information on the substance of agenda items and to provide guidance on the actions required from the PTC.
20. The PTC adopted the Draft Agenda (PC0325E1d) and the Summary Document (PC0326E1b).

## **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**

**Doc. PC00327**  
**Doc. PC\_Annex\_I\_E**  
**Doc. PC\_Annex\_II\_E**  
**Doc. PC\_Annex\_III\_E**

### **Background**

21. On the occasion of its 200th Session in March 2013, the PTC had discussed the future role of the PTC and what steps need to be taken in order to reinvigorate its work, to make it more dynamic and more responsive to the world today. The discussions had shown that there was indeed a great deal of interest to refresh the work of the Committee. As a result, a Correspondence Group (CG) had been established to prepare a proposal for the way forward.

### **Discussion**

22. The convener of the CG Mr. Rob van Kuik (Netherlands) presented the work carried out in the inter-session and the documents produced.

23. The CG Members (Canada, Japan, Netherlands, New Zealand, Norway, Swaziland, Togo, United Kingdom, United States and GEA) had worked virtually in the intersession and met three times.
24. The work of the CG resulted in three documents (included as Annexes to Doc. PC0327), to be discussed in break-out groups at the November 2013 PTC:
- Draft Guidelines to Improve the Efficiency and Effectiveness of the PTC (PTC Guidelines);
  - Draft PTC Work Programme 2013-2016; and
  - Availability of Committee Documents.
25. The PTC Guidelines supplement the Terms of Reference and the Rules of Procedures and are in line with the Guidelines supplementing the Council Decision on structures and working methods (June 2002). They include the role of the PTC, how it reports, the roles and responsibilities and current practices in managing the PTC enhanced by guidance on how this work can be made more effective and efficient : focusing on key technical issues and reducing the time allocated to “report-back” items; including more break-out sessions and panels; involving the Members/Observers more in the drafting of the Agenda; having the Secretariat produce the Summary Document to provide more guidance on what is expected from the PTC under each Agenda item; limiting the duration of the presentations to 15 minutes; introducing a three-year Work Programme; making the Committee documents publicly available and attracting more the business partners to the meetings; etc. The Guidelines also give more insight on the profile of the PTC delegates, the participation of the trade/transport/industry partners.
26. The Guidelines have five annexes, including the Terms of Reference (Annex 1), the Rules of Procedure (Annex 2) and the Diagram Illustrating PTC Reporting Lines (Annex 3). An important part of the PTC Guidelines is its Annex 4 which provides guidance on setting the Agenda and divides all items into four categories: 1. Report Back on Work in Progress; 2. Decision and Guidance; 3. Exploration and Progress on Key Technical Issues; and 4. Sharing Customs Practice and Innovation. The Chair emphasized that the CG concluded that the work of the PTC should particularly put its focus on fostering innovation and reduce the time for report back items to the minimum. It further explains the procedure for Members to put forward proposals for topics of discussion. Annex 5 gives guidance on how to set the break-out sessions and panels.
27. The PTC Work Programme 2013-2016 includes all topics which the PTC deals with today and is in line with the current WCO Strategic Plan. It is meant as a living document and to be updated according to the demands of the membership, including decisions by the Policy Commission and the Council.
28. The paper on Public Availability of Documents was submitted to stir discussion on the way forward in terms of making PTC documents publicly available.
29. A Member commended the work of the CG and was interested to know more about what were the possibilities around resolving the issue of the PTC and EC meetings taking place at the same time, which was particularly an obstacle for the Brussels-based Customs Attaches. Another Member wanted to know whether the same issues would be discussed under the four different categories of items at four different times in the meeting and whether the document on public availability of documents was in line with the current WCO publication policy and if it would affect the level of contributions of the Members.

30. An Observer emphasized that regarding the participation of other observers, the PTC needed broader input from the trade and industry for making sound decisions. He further stressed that the level of participation from the trade and industry corresponds to the level of participation from the Members. Namely, if the agenda contains important subjects and topics which require decisions from the capitals, the trade and industry will also be present. Therefore, the question of why some important questions are being dealt with not by the PTC, but by some other newly created bodies, is a relevant question which the PTC, but also the top level of the Organization, will need to deal with.
31. A Member thanked the work of the CG and suggested to include individual performance indicators for the activities included in the Draft PTC Work Programme 2013-2016. She also supported making publicly available the committee documents, as it would bring more openness to the work of the WCO, but that it should be protected by ways of exceptions that should be clearly indicated.
32. A Member of the CG supported the view that the establishment of new working bodies might have diluted the work of the PTC. The absence of delegates from the capitals in her opinion is an indication that the Work Programme needs to be more inclusive of strategic and emerging issues. She suggested that within the Draft PTC Work Programme, the Data Quality, Data Security and Compliance Framework topic be placed under tasks to support Strategic Activity 1.1: *Develop, manage and promote conventions, guidelines, standards and tools on trade security and facilitation* instead of under tasks to support Strategic Activity 1.3: *Enhance partnership with the private sector*. She also suggested the following subjects be included: export programmes and couriers to be dealt with separately from the postal traffic.
33. It was stressed by a Member that the exercise that the PTC was now performing in terms of refreshing its work could be replicated on other WCO working bodies, like the Enforcement Committee. This could be a recommendation to bring to the Policy Commission.
34. The Convener of the CG responded that there was no unanimous decision relating to the holding of the PTC and EC in parallel. He further clarified that the agenda was now structured to free time for key issues and that there might be some overlap in the reporting documents. On the question of public availability of documents, he indicated that there is no intent to raise the level of contribution and that the PTC was being invited to discuss only the availability of the PTC working documents/reports, not the documents which require a payment and which fall under the publication policy of the WCO (in force until 2017).
35. On the comment made by the Observer, the Convener of the CG mentioned that there was a proposal made at the SAFE Working Group around the structuring of the WCO Working Bodies that might be a response to the issues raised and that could be further discussed.
36. The Convener confirmed that inclusion of performance indicators under the Work Programme could be discussed. He also mentioned that some of the topics suggested may already be included and that exports are important and especially using the data at export for import. He also agreed that it would be useful to have concrete recommendations for the Policy Commission regarding replicating the work of reinvigorating the PTC to other WCO working bodies.

**d) Break-out session****e) Plenary session**

37. The two break-out groups provided guidance to the CG which worked in the margins of the meeting to finalize the documents. Attached to the PTC report are the revised draft PTC Guidelines (Annex I) and the PTC Work Programme 2013-2016 (Annex II). The results of the discussions on public availability of documents are reflected in an Annex 6 to the PTC Guidelines.
38. The plenary raised the potential scheduling conflict for attendees both the PTC and Enforcement Committee (EC) meetings. It was suggested to evaluate the possible solutions and discuss the way forward at the March 2014 Joint PTC/EC meeting. One would be to have both meetings running back to back in one week, which would reduce the duration of both meetings. The importance of structuring the Joint meeting in a manner that ensures that both PTC and EC delegates are equally involved, was raised.
39. 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.
40. In terms of attracting more Observers to the meetings, it was emphasized that the Agenda was critical for ensuring a greater presence of both Members and Observers. The French-speaking group had a few concerns about the terms used for a number of documents (such as the Summary Document), to be taken into consideration when reviewing the PTC Guidelines. A suggestion was made to, where appropriate, have all related sub-items of the agenda together.
41. It was agreed to keep the Work Programme a living document and regularly updated. There were suggestions to include export controls and couriers under the Work Programme. Regarding the new topics, it was proposed to have the "waiting in the wings" approach, which would mean that the Members (two or more) would first jointly put a topic forward for discussion at the PTC, which will provide an opportunity to make a decision on its inclusion in the Work Programme. It was also suggested to include columns for performance indicators and for timelines. It was further suggested to 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 protection*).
42. Regarding public availability of documents, it was suggested to amend the paper to clarify that it referred to committee documents only and not to publications being sold by the WCO (the current publication policy will stay in place until 2017).
43. It was agreed that the WCO Secretariat would, in advance of each meeting, make available to the public both the Agenda and the Summary Document. This is expected to stimulate wider attendance of Members and Observers which will hopefully result in additional perspectives and lead to more interesting debate and broader-based decision making. The meeting report, working documents and presentations will be made available after the meeting, and subject to agreement of the PTC (a period of 10 days after the drafting of the report would be given to the Members to express any concerns). It was proposed to exclude the list of participants from the meeting reports which would be made publicly available.

### **Conclusion**

44. The 201st/202nd Sessions commended the CG on its work. It agreed that the Correspondence Group will continue to work in the margins of the meeting in order to have the documents ready by the end of the meeting and for submission to the Policy Commission in December 2013. It further agreed that the CG will continue to work in the intersession to draft the performance indicators and timelines to the Work Programme, as suggested by the PTC. The updated Work Programme will be submitted to the March 2014 PTC meeting.
45. The PTC further agreed that it would be desirable if the Enforcement Committee would perform a similar exercise as the PTC and the SAFE Working Group in terms of re-visiting how the working body is structured and operates.

## **III. UPDATE AND REPORTS**

### **Background**

46. In line with the suggestion made at the 199<sup>th</sup>/200<sup>th</sup> Sessions of the PTC to reduce the time allocated to report back items in order to allow more time for discussions on key technical issues, a new approach has been taken at the November PTC meeting, and in line with the suggestions put forward by the Correspondence Group on the Future of the PTC.
47. Report back items include discussions of the work of the various sub-groups and committees reporting to PTC, as well as on work undertaken by the Secretariat. The discussion on these items is intended to be a short process. The agenda items are supported by the respective papers of the various sub-committees, committees and working groups of the PTC, as well as papers produced by the Secretariat or oral reports. Members were expected to have read through the papers and would be given an opportunity to pose any questions or to launch a relevant discussion.
- a) **Inter-sessional developments**  
**Oral report**
  - b) **ECP Action Plan progress report**  
**Doc. PC0328**
  - c) **Report from the 12<sup>th</sup> SAFE Working Group Meeting**  
**Doc. PC\_Executive\_Summary\_SAFE\_E**  
**Doc. LF0092**
  - d) **Report of the 12<sup>th</sup> Meeting of the Administrative Committee on the Istanbul Convention and the 9<sup>th</sup> Meeting of the Contracting Parties of A.T.A. Convention**  
**Doc. PA0084**
  - e) **Report on the eATA Working Group Meeting held in May**  
**Doc. PC\_eATA\_Meeting\_report\_E**



- f) **Highlights of the 65<sup>th</sup> Meeting of the Information Management Sub-Committee (IMSC) and adoption of the Report of the 64<sup>th</sup> Meeting of the IMSC**  
Doc. PM0331  
Doc. PC\_Executive\_Summary\_65\_IMSC\_E
- g) **Highlights of the 7<sup>th</sup> Meeting of the API Contact Committee**  
Doc. PC\_Executive\_Summary\_API\_E
- h) **Report of the 8<sup>th</sup> Meeting of the Counterfeiting and Piracy (CAP) Group**  
Doc. TR0027

### **Discussion**

48. The Secretariat made an oral report on some of the inter-sessional developments, primarily the outcomes of the Policy Commission and Council discussions which are of interest to the PTC, but which would not be specifically discussed under any of the other agenda items. The report of the Deputy Director Ms. Susanne Aigner included inter-sessional developments, such as the discussions which took place at the June 2013 Sessions after the address by the Director General of the UPU Mr. Bishar Hussein. The need to improve the Customs/post interface was raised, especially in times of increasing growth of e-commerce with a view to ensuring a high-quality postal service, while facilitating and securing supply chains. In that regard, she stressed that a proposal was being put forward to the WCO/UPU Contact Committee to set up a Working Group which will explore the existing interfaces and prepare recommendations/guidelines on best practices.
49. She further gave an update on the Cargo Tracking System which has been fully deployed in the Bahamas and Jamaica and, while it covers currently containerized maritime shipments, might be expanded to air cargo. She then mentioned that some Members had raised concerns as regards pre-shipment and destination inspection contracts as they would wish to terminate them, but would need assistance. The Secretary General was asked to liaise with regional economic communities regarding possibilities for capacity building to help Members terminate these contracts.
50. Regarding the issue of Free Trade Zones where Customs has less enforcement powers, she mentioned the suggestion which was made to examine them in greater detail, not only within the Customs community, but also in cooperation with the OECD. As regards regional economic integration, the Secretariat was in a process of collecting information on regional integration initiatives, which was a request of the June 2013 Policy Commission.
51. She mentioned that a Business Process Modeling (BPM) exercise was 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 was working on supply chain mapping to establish how the many supply chains work and who is involved at which stage.

52. 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.
53. In relation to sub-item c) on the Report from the 12<sup>th</sup> SAFE Working Group Meeting , the Secretariat mentioned the recently published web-release on cross border security and the SAFE Working Group 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.
54. 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.
55. In regard to sub-item g) on the 7<sup>th</sup> Meeting of the API Contact Committee, it was suggested by a Member to invite 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.
56. API Contact Committee's proposal to change its name to "API-PNR Contact Committee" was discussed and agreed. The Secretariat was requested to examine how this change of name could be accomplished.

### **Conclusion**

57. The PTC took note of the inter-sessional developments under sub-item a) and of the reports of the various WCO working bodies under sub-items b), c), d), e), f) g) and h).
58. The PTC also adopted the Report of the 64<sup>th</sup> Meeting of the Information Management Sub-Committee under sub-item f).

#### **IV. INFORMATION MANAGEMENT**

**a) Product Identification  
Doc. PC0331**

**b) Panel discussion on product identification**

**Introduction**

59. The Chairperson introduced the Agenda Item with the remark that the main functions of Customs namely implementation of cross-border regulation and collection of duties and taxes on commodities depended chiefly on the proper identification of products. Referring to discussions on the subject of data quality in earlier meetings, the Chairperson remarked that the proposed discussion provided an opportunity to study the methods and practices used by the private sector to identify products and to assess how these could improve Customs control.
60. The Chairperson invited the Secretariat to introduce Document PC0331. The Secretariat provided the background to this document, especially the discussions held at the meeting of the Policy Commission in June 2013. The Policy Commission had decided to maintain status quo on the question of shortening the review cycles for the Harmonized System and was not in favor of any changes to increase the number of digits in the HS with a view to increasing the specificity of products. The Policy Commission recognized that especially for the functions of society protection, there were other coding systems in use, whether for classification, or identification of goods, or end use. The Secretariat was advised to conduct an in-depth study on these codes and how these could be used in combination with the HS for enhancement of Customs controls.
61. The Secretariat briefly introduced the study carried out covering the features of product identification and its benefits. Government agencies require detailed information on products and this requirement could be met effectively and efficiently by using of Product Identification Numbers. The Private Sector was already using them to its advantage. If customs and other government agencies had access to information on associated with Product Identification Numbers, it would benefits to them in risk assessment/selectivity, combating counterfeits and in the control of strategic and regulated goods. The Document PC0331 invited the PTC to consider the merits of recommending the use of Product Identification Numbers as optional or conditional items of information in goods declarations and licenses.
62. The Chairperson introduced the panelists to the Committee and invited them to make brief presentations. The Delegate of the US explained that the US experience with regard to product identification comes from case studies conducted by Customs & Border Protection Agency (CBP) in partnership with other 'Partner Government Agencies' (PGAs). In all case studies, the use of e-Commerce-based products information in declarations provided significant mission benefits to all participating agencies (including Customs), with quantifiable cost savings to both government and trade. Presently, there were ongoing discussions on whether each of the PGAs would require information on product Identification and in what form. The presentation highlighted a particular case study where both Customs and Trade benefited from significant improvements in the efficiency of risk assessment and examination in a port that used product identifiers such as GTIN (Global Trade Item Numbers issued by GS1) and some of the industry-based classification schemes as against another port that did not use them. Declaration data containing

Product Identification Numbers allowed governments to re-use definitive admission decisions.

63. The Observer from the Dutch Ministry of Agriculture explained the role of proper identification of agricultural products in maintaining food safety, traceability and regulatory control. There were different schemes of identification followed in respect of live animals, animal products and processed products of animal origin. Likewise, live plants, plant products and processed food products also required different types of identification. In some cases products were identified as part of groups and batches, and were not individually marked. Besides GTIN, there are several other national schemes for identifying products. The decision to examine or release depended on several other factors besides Product Identification Numbers. Some of these are the country of origin, the location of processing/handling of products, and the parties involved in the transaction. The Observer from the Dutch Food and Consumer Safety Authority complemented his colleague's presentation by describing the various data standards associated Veterinary and Phytosanitary Certificates and the role of code lists in simplifying product data.
64. The Observer representing GS1 stated that identification of products, locations etc was GS1's core business. GS1 managed global identification schemes for, among other, products, companies, locations, shipments, documents. Initially, the focus had been on retail and consumer goods but has been expanded to healthcare, textiles and logistics, and the use of GTIN as product identifiers had grown across a number of industries. GS1 has introduced arrangements whereby users of these identifiers (such as GTIN) could access the information underlying the identifiers. He referred to pilot projects in the Customs administrations of US, Canada and New Zealand where the use of GS1 identifiers (keys) was being considered. He recommended the incorporation of existing and established e-business standards into Customs Information Technology (IT) strategies in order to aim for interoperability of standards.

### **Discussion**

65. The Chairperson thanked all panelists and invited comments from the floor. Delegates welcomed the WCO study and the presentations made by the panelists. A broad range of comments were received covering benefits and advantages of the use of product identifiers as well as issues and challenges associated with their use.
66. A delegate briefly mentioned that they were involved in proof-of-concept projects involving product identifiers. These identifiers were not primarily required for Customs purposes, but Customs received this information in its role as the agency responsible for functions of other government departments. These departments typically required information about products that was not usually available through the HS code. Although product identifiers were not required for Customs purposes, Customs clearly stood to gain in terms of better risk assessment, improved compliance and trade facilitation. With the introduction of product identifiers, there were clear improvements in the quality of release and referrals not only for Customs administrations but also for the industry. The delegate provided a particular example where the use of product identifiers could lead to a reduction of data requirements from trade by about 35%. Information accessible through product identifiers was especially important for consumer safety programs. The delegate invited other administrations to make similar explorations.

67. A delegate pointed out that a product identifier could help the importing country in determining quickly and efficiently as to whether the product met with the requirements of domestic standards for product quality and safety. Another delegate alluded to the possibility of managing different streams of product information received by different government agencies in a Single Window through the use of product identifiers. The identifier would also help in streamlining classification and valuation practices for different products.
68. A delegate referred to a national pilot project in which his administration was receiving product identification numbers on an optional basis in a Single Window/ 'Joint Border Management' setting. The delegate noted that while there were definite advantages arising from it, there were also compliance costs to the trade in providing this information. In the future, after careful consideration of costs and benefits, the administration will decide whether the provision of this information will remain optional or mandatory.
69. A delegate referred to GS1 keys for shipment identification (alluding to UCRs) and wanted to know if there was a relationship between these numbers and product identifiers and if this relationship would help Customs in tracking products in a container with multiple consignments. Another delegate pointed to the benefits of using of product identifiers in combination with end-use codes.
70. Delegates wanted to know more about the mechanism by which the information associated with product identifiers will be accessed by Customs officers. Questions were raised with regard to the authenticity of information held by companies in relation to product identifiers and the legal value of using such information in the course of Customs clearance.
71. Delegates 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. Delegates highlighted that there was merit in looking into these codes as it 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.

### **Conclusion**

72. The PTC welcomed the WCO study and acknowledged that there were benefits to Customs in using product identifiers. 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. The PTC suggested that work should continue on this topic 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**

**Doc. PC0330**

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

**e) Plenary Session**

73. The Chairperson introduced the Agenda Item on Trader Identification Number, noting that it was a subject of fundamental importance to the effective cross-border exchange of information, regional integration and AEO Mutual Recognition.
74. The Secretariat provided more background to the document, particularly the discussion areas surfaced during the last meeting of the Data Model Project Team Focus Group on Trader Identification in October 2013, the survey that had been sent out to all members to seek more information on how TIN is handled in different countries and regions, potential challenges in cross-border trader identification and the three areas that needed to be addressed in order for the issue to be advanced, namely:
- (i) Laws and regulations to determine the entity that is to be identified with a TIN
  - (ii) Customs systems and procedures to determine how the TIN could be effectively used in an IT environment
  - (iii) AEO to determine how the TIN and the related approaches on how to use it is incorporated into the SAFE FoS to support AEO Mutual Recognition implementation.
75. Before adjourning to their respective break-out groups for further discussions, all delegates were asked to consider:
- (i) What further steps were necessary to advance the issue on TIN?
  - (ii) Which WCO forum should discuss this issue?
  - (iii) What should be the goal for those discussions?

**Discussion**

76. The break-out group discussion was followed by a plenary session with the two breakout groups reporting on the results of their discussions. There was a general consensus that TIN was an issue of strategic importance with cross cutting implications on Globally Networked Customs, regional integration, AEO-MR and administrative alignment to enhance coordinated border management between agencies and countries.
77. A delegate noted that while TIN was an important issue to Customs, it was also the case in some countries that the registration of trading entities was done by the tax authorities and it might be beyond Customs' ability to influence. Furthermore, it was unlikely that countries would be willing to replace their existing domestic number with a new number. The Secretariat responded that it was not the intention to replace any existing number but rather, to work out a harmonized approach. The actual solution had not yet emerged, but all concerned were sensitive to the fact that such a development must not be prohibitive to implement.
78. On the way forward, the PTC deliberated on whether the issue should be discussed at the PTC during future meetings, or at the SAFE Working Group. It was considered that

the revised format of the PTC allowed for more time to deliberate on key operational issues and TIN was a matter of strategic significance, while the SAFE Working Group allowed for a more focused discussion on the AEO-MR applications of TIN. Due to the complexity of the issue, the support of the SAFE Working Group and the IMSC was also anticipated. A delegate agreed that TIN was an issue of great complexity and there was a need address it step-by-step, with the SAFE Working Group working on the AEO-MR issue as a logical first step.

79. The Secretariat noted the broad agreement of both break-out groups in wanting to move forward on the issue and considered that there was a genuine risk of paralysis if this complex issue was not addressed in a well-considered and manageable manner. A discussion at the SAFE WG would allow the AEO-MR applications of TIN to be deliberated in a more focused manner, and a report-back to the PTC would allow the PTC to have greater visibility on the guidance necessary to move forward on the broader applications of TIN.

### **Conclusion**

80. The PTC took note of the views of both break-out groups, recognizing the need for the issue to be scrutinized and deliberated further and tasked the SAFE Working Group to look into the issue from the AEO-MR perspective, and to report back to the PTC on its findings.

### **f) WCO's role in the management of the IMO FAL Compendium Doc. PC0332**

81. The Chairperson invited the Secretariat to introduce document PM0332 on WCO's role in the management of the IMO FAL Compendium. The Secretariat explained the process followed by the IMO FAL Committee which manages the IMO FAL Convention. In the Correspondence Group of the FAL Committee, it was proposed to involve other international organizations such as the WCO more deeply in the management of the FAL Compendium. Since this Compendium deals with the electronic submission of information contained in the seven FAL Forms and the IMO Vessel Security Report, and since Customs was the main user of this information, the Secretariat had proposed a greater involvement of the WCO (through its Data Model Project Team) in the management of the Compendium.

### **Discussion**

82. Delegates welcomed the idea as it would aim at aligning the WCO Data Model and the IMO FAL Compendium. Concurring with the Secretariat's proposal, a delegate remarked that the Data Model Project Team (DMPT) would be the best place to handle this work and that the proposal would further strengthen the co-operation between the WCO and the IMO. The Delegate remarked that in case the DMPT were assigned this task, the roles and responsibilities of the two organizations in relation to the development and publication of the FAL Compendium would have to be documented and discussed.
83. Some delegates asked whether this additional task would increase the workload of the DMPT significantly. The Secretariat clarified that in the event the DMPT is assigned the responsibility, efforts will be made to involve experts from the Transport Industry, UN/CEFACT, ISO and other bodies. In any case, the DMPT had already devoted considerable efforts to the issues related to maritime reporting. The IMO FAL Information Package and Information Package for the Maritime Single Window were examples of

comparable tasks that the DMPT had recently already carried out. Delegates noted that a proper decision on this proposal will be taken in the FAL Committee, and the actual work in the WCO should commence only thereafter.

### **Conclusion**

84. The PTC 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**

85. The Delegate from Qatar made a presentation on Qatar's Single Window called 'ALNADEEB', which was implemented as a part of Qatar's overall goal of transforming Qatar into a global trading centre. The System would help Customs in facilitating the flow of goods by following modern principles based on risk assessment, post clearance audit and the obligations set by international treaties and agreements. The project, which was launched in the Doha Port and Doha International Airport, has involved almost all relevant government departments and agencies as well as industry stakeholders.

### **Conclusion**

86. The PTC took note of Qatar's presentation on the implementation of Single Window and the resulting benefits for Customs and Trade.

## **V. GLOBALLY NETWORKED CUSTOMS**

### **a) Latest Developments on GNC Doc. PC0333**

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

### **c) Proof –of-concept project, presentation by Argentina**

87. The Chairperson recalled that the Council approved the GNC Feasibility Study in June 2012 and gave the task of ongoing management to the PTC. He further recalled the last PTC in October 2012 at which delegates first considered the implications of that decision on the PTC and agreed that they would await interested Members coming forward with proof-of-concept projects and/or draft Utility Blocks before being in a position to decide how the PTC should manage its overall responsibilities on GNC.
88. The Chairman provided an overview of progress of draft utility blocks (UB) being developed in the intersession, namely the EU-USA UB on AEO mutual recognition, Serbia's SEED project, the initial steps taken by the EU to develop an eATA UB with other ATA Convention Contracting Parties and the SACU Information Technology Connectivity Project.
89. Delegates provided further updates on ongoing developments, with the EU updating that another draft UB on Mutual Recognition of Controls had been developed with Switzerland. This UB will be tested under the Smart and Secure Trade Lane (SSTL) with China and will be used for safety and security data exchange for indirect exports with Switzerland and Norway



90. The PTC further 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.
91. The Secretariat updated that it would be compiling an update for the Policy Commission in June 2014 to provide a "snapshot" of the current progress of GNC, and with a mind towards considering the next steps for GNC.
92. South Africa and Argentina was subsequently given the floor to provide an update on their regional efforts on information exchange and developments of their respective regional information exchange.

### **Discussion**

93. In noting the progress made by various countries in the exchange of information and the development of draft utility blocks, the Secretariat sought views from the PTC on the need to consider the next-steps for GNC, such as the establishment of a repository for draft utility blocks to facilitate online discussion and comments from members on the various UBs, or the need for a GNC Compliance and Certification Process in accordance with Annex E of the GNC Feasibility Report.
94. A delegate commented that it may be premature to consider such mechanisms as GNC was envisaged to be a long-term development. A delegate further noted that existing draft Utility Blocks were not based on entirely new projects and agreements that were developed using the GNC methodology from scratch, but rather, based on existing arrangements and systems that were adapted to fit the GNC approach. Hence, it was asked that in light of this approach, whether the GNC Legal Toolkit was used in the development of these UBs. In response, Secretariat noted that in the case of the SACU project, the legal toolkit served as a guide while domestic legislations and regional agreements were also referenced to provide the legal basis for the information exchange.

### **Conclusion**

95. The PTC took note of presentations from South Africa and Argentina on progress made on GNC in the area of regional integration and took note of delegates' remarks that GNC was a long-term development. Members were also encouraged to continue on the progress made in the GNC exchange of data and to update the Secretariat on such progress.

## **VI. ECONOMIC COMPETITIVENESS PACKAGE**

### **a) ECP and the WTO Trade Facilitation Negotiations – ECP Toolkit and the WTO Trade Facilitation Toolkit Doc. PC0334**

96. The Chairperson explained that the Secretariat had developed the ECP Toolkit and the WTO Trade Facilitation Toolkit and had presented them to the Policy Commission in June 2013. While the ECP Toolkit clearly showed that the ECP covered all Customs-related measures contained in Section I of the WTO Draft Consolidated Negotiating Text on Trade Facilitation, it also covered trade facilitation measures in a broader context than

the WTO, including areas such as natural disaster relief, trade recovery, intellectual property rights and integrity.

97. He also recalled that the 69<sup>th</sup> Session of the Policy Commission in June 2013 had concluded that the PTC would review and improve the Toolkits.

### **Discussion**

98. The Delegate of the European Union (EU) welcomed the development of the ECP Toolkit and the WTO Trade Facilitation Toolkit because they would raise awareness of the links in trade facilitation measures between the WCO tools and the proposed WTO Trade Facilitation (TF) Articles. The importance of the Revised Kyoto Convention (RKC) and the role of the WCO in implementing the WTO Trade Facilitation Agreement (TFA) were emphasized. The Delegate of the EU also stated that the Toolkits should be reviewed and updated regularly. The Delegate of Japan agreed with the Delegate of the EU that the Toolkits should be treated as living documents.

99. In response to a question from a Delegate, the Secretariat explained that the Toolkits should be improved if substantial changes were made to the WTO TF text, but that no such changes could be observed in version 18 thereof. The Secretariat also explained that co-operation with other border regulatory agencies was essential for economic competitiveness, so that the Coordinated Border Management (CBM) Compendium could be developed under the ECP.

100. A Delegate suggested that the Johannesburg Convention be mentioned as a tool for Partnership and Cooperation in the Toolkits. The Secretariat replied that the next version of the Toolkits would include such a reference.

### **Conclusion**

101. The PTC 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. The PTC also agreed that the Johannesburg Convention would be included in the revised Toolkits.

#### **b) Update on WTO Trade Facilitation Negotiations** **Doc. PC0344** **PC\_WTO\_TF17\_E** **PC\_WTO\_TF18\_E**

102. The Chairperson reminded that the WTO is currently focusing on Trade Facilitation as one of the key deliverables for the Ninth Ministerial Conference in the first week of December 2013 in Bali. As an Annex D Organization, the WCO is fully committed to supporting its Members to prepare for commitments stemming from any future TF Agreement. The two toolkits discussed under sub-item a) present an important part of the WCO efforts that are very much linked to the on-going negotiations on Trade Facilitation in the WTO.

103. He also emphasized that that since the spring 2009 meeting, Annex D Organizations can no longer participate in the informal sessions of the WTO Trade Facilitation Negotiating Group (i.e. the majority of the negotiating sessions) and are not taking part in the negotiations. However, the WCO Secretariat regularly updates, or invites the WTO Secretariat or a Member to update the PTC on inter-sessional developments relating to the TF negotiations.

### **Discussion**

104. The Secretariat referred to document PC0344 and updated the PTC on parts from this report: the work of the WTO Negotiating Group on Trade Facilitation (NGTF) and the issues pending at that time (customs cooperation, special and differential treatment, authorized operators, customs brokers etc); Secretariat activities in terms of developing the ECP and WTO TF toolkits and promoting them and other WCO instruments and tools in the WTO forum; the Joint Statement signed by WCO and 26 other parties during the 4<sup>th</sup> Global Review of Aid for Trade in July 2013, etc.
105. The Secretariat also referred to the outcomes of the discussions on WTO TF negotiations in the Policy Commission in June 2013 which strongly endorsed the promotion of the important role of the WCO in implementing a future Trade Facilitation Agreement and agreed that, after its conclusion, the arrangements for moving this work forward should be clearly defined. The next meeting of the Policy Commission was scheduled for the second week of December to allow it to discuss the outcomes in detail and position the Organization accordingly, especially with regard to implementation and capacity building support in respect of the TFA adopted.
106. It further mentioned the concerns addressed to the WCO Secretariat by a number of Latin American Customs administrations during the July NGTF in relation to what was negotiated under Article 7.7 on Trade Facilitation Measures for Authorized Operators. This concern was later expressed in a Non-paper submitted by these Members to the SAFE Working Group which met in October 2013.
107. A Member stressed the absence of an agreement on Article 12. on Customs Cooperation where the WCO has available instruments. Another Member expressed a frustration around the fact that the WTO and the WCO Secretariats were not in a position to coordinate on resolving technical issues.
108. The Secretariat stressed that the frustration is understandable and that although the cooperation between the WCO and WTO Secretariats was very good and frequent, they were not in a position to do more as the Members were the parties in the negotiations. While willing to explain the provisions, the WCO (like other International Organizations) is no longer able to attend the meetings of the NGTF and can no longer even informally get involved. The Members are the parties in the negotiations and are 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.
109. A Member emphasized that the developments in the WTO could have a serious effect on the work already invested into implementing the WCO instruments and tools, but also on further investments in that regard, before conclusion of an Agreement. Another Member suggested that the WTO be approached for the results of the needs-assessment missions for the sake of supporting any future capacity building and technical assistance missions.

### **Conclusion**

110. The PTC took note of the inter-sessional developments relating to the WTO Trade Facilitation Negotiations. It also took note of the frustration surrounding the fact that the WTO and the WCO Secretariats were not in a position to coordinate on resolving technical matters and issues, as the Members are the parties in the negotiations and 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 Doc.PC0335**

111. The Chairperson recalled that transit had been highlighted as one of the key elements of the ECP because efficient transit procedures would contribute greatly to the enhancement of economic competitiveness. One of the possible options was to develop a new Transit Handbook containing basic principles of transit and common challenges, as well as Members' actual practices and operations.
112. The Secretariat explained that 17 Members had submitted their national experiences and innovative practices on transit and the ECP Action Plan envisaged that the WCO would develop a new tool or instrument on transit by the end of 2014, based on the collected innovative practices.

### **Discussion**

113. In response to a question from a Delegate, the Secretariat confirmed that the Transit Handbook would be available to the public in electronic format. A Delegate stressed that the Transit Handbook should be practical and useful for Members and that co-ordination with other border regulatory agencies should be included in the Handbook.
114. The Delegate of the EU gave a presentation on the general features of Customs transit procedures applied in the EU, Switzerland, Norway, Iceland and Turkey. During his presentation, the transit operations based on the TIR Convention and the EU's Common Transit Procedure were compared. It was suggested that the Common Transit Procedure could serve as a 'model' for other regions.

### **Conclusion**

115. The PTC took note of the presentation by the Delegate of the EU on transit. The PTC agreed to develop a Transit Handbook and confirmed it would be available to the public in electronic format. It also noted that the innovative practices on co-operation with other government agencies concerning 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 PC\_ICC\_rules\_E**

116. The Chairperson recalled that guarantee systems were important elements of any effective transit system. In this regard, he explained that the International Chamber of Commerce (ICC) had adopted Uniform Rules for Demand Guarantees in 2010.

### **Discussion**

117. The ICC gave a presentation on its Uniform Rules for Demand Guarantees URDG 758. During the presentation, the advantages resulting from adopting a Uniform Customs Guarantee Standard were highlighted.
118. The Secretariat explained that the current WTO TF text contained several articles relating to guarantees including 'Transit' and 'Separation of Release from Final Determination and Payment of Customs Duties'. Delegates asked whether this item had been discussed with Customs administrations in advance and how the Standard affected existing practices on guarantees which had been adopted at the regional level. The ICC replied that although the ICC Standard was relatively new, the problems of uncertainty and extra costs for Customs guarantees had been widely indentified through research. This uncertainty might be resolved by the standardization of Customs guarantees.
119. Delegates felt that bank guarantees were important elements for Customs clearance procedures and that the relevant information had to be widely available. The ICC stated that the WCO might draft a standard regarding Customs guarantees in co-operation with the ICC and make it available to all Customs administrations.

### **Conclusion**

120. The PTC took note of the presentation delivered by the ICC and confirmed that the ICC and the WCO would work together to address the issue of guarantees.
- e) Small and medium sized enterprises (SMEs)  
Doc. PC0336**
121. The Chairperson explained that the ECP concept encompassed the impact of competitiveness on small and medium sized enterprises (SMEs). This was a key area identified as requiring more attention and possibly offering further opportunities to improve economic competitiveness.
122. He recalled that the ECP Action Plan required the development of a new tool or instrument by the end of 2014 and stated that one feasible option might be the development of a Model Business Lens Checklist for SMEs which could be used by WCO Members to develop their own checklists.
123. The Secretariat stated that at the last session of the Policy Commission in June 2013, the PSCG had suggested developing a Small Business Lens Checklist which could reduce regulatory costs for SMEs. In parallel with the PSCG's request, the Canada Border Service Agency (CBSA) had submitted an innovative practice regarding the Business Lens Checklist. The proposal to develop a Model Business Lens Checklist for SMEs would be in line with the views of business.

### **Discussion**

124. The Delegate of Canada gave a presentation on the Business Lens Checklist, during which she highlighted the importance of SMEs for economic growth. She introduced the objectives and contents of the Business Lens Checklist used in the CBSA.

125. A delegate stated that representative groups had been established to support SMEs, but that the groups faced an potential conflict because their members provided services for SMEs. The Delegate of Canada replied that Customs brokers in Canada did indeed represent the business interests of SMEs, however the CBSA would make sure that new regulations were simple enough so that SMEs could comply by themselves.
126. Several delegates were of the opinion that there was a wide range of definitions of SMEs and that the diversity of SMEs should be taken into consideration when developing a Model Business Lens Checklist for SMEs. The Secretariat confirmed that WCO Members were developing their own checklists, based on the Model Checklist and their own definition of SMEs. A delegate underscored the difficulty of communications with SMEs because the latter were ever-changing. The Delegate of Canada replied that associations could be used to communicate with SMEs.
127. In response to questions from delegates, the Delegate of Canada explained that the CBSA organized regular meetings with various industry associations and had engaged them to develop a new policy which was in its early stages. The CBSA had also developed its website to make all the relevant documents available. A Delegate argued that Customs administrations should seek a balance between government agencies' mandates and the interests of business. The Delegate of Canada replied that Customs could impose new obligations on business if these were truly necessary, however Customs administrations should consider how to reduce the burdens on business as much as possible.
128. The Secretariat suggested that participants keep in mind the discussion regarding the Business Lens Checklist when addressing the development of guidance on Customs-Business Partnerships.
129. A Delegate suggested that the definition of SMEs in other international organizations should be considered when developing a Model Business Lens Checklist. He also stressed that using checklists was not the only way to reduce administrative burdens on business.

### **Conclusion**

130. The PTC took note of the presentation by Canada on the Business Lens Checklist.
131. The PTC noted the comments by some delegates on the wide range of definitions of SMEs and also on measures to reach out to SMEs. The PTC clarified that Members might develop their own checklists based on a Model Business Lens Checklist to be developed by the WCO. The PTC noted that the Business Lens Checklist would also be considered during the work to be initiated on the development of guidance on Customs and Business Consultation and Partnership.

### **f) Informal trade practices Doc. PC0337**

132. The Chairperson recalled that informal trade practices were a widespread phenomenon in many countries and numerous Customs administrations had described the challenges they faced in dealing with it, especially because this type of activity accounted for a significant part of their national economies. Informal trade was recognized as a priority issue for the development of the ECP. He recalled that the PTC would be invited to provide any supplementary information that could shed further light on informal trade practices.

133. The Secretariat explained the outcomes of the WCO Research Conference on Informality, International Trade and Customs. The Conference had discussed a wide range of issues including the meaning of informality as well as frequent negotiations between Customs authorities and informal traders.
134. The Delegate of the Republic of Korea explained that the Korea Customs Service was looking into informal trade practices and would contribute to a future research conference on informal trade.

### **Conclusion**

135. The PTC took note of the Secretariat's explanation of informal trade practices, particularly the international Research Conference on the linkages between informal trade practices and the Customs function. The PTC welcomed the Republic of Korea's offer to contribute to a future research conference and concluded that the WCO would continue its research into this complex topic.

### **g) Capacity building**

136. The Chairperson explained that the WCO had provided Members with technical assistance to support the implementation of existing ECP tools and recalled that the progress report on the ECP Action Plan (Doc. PC0328) showed that a number of seminars or workshops had been organized in this regard.
137. The Secretariat gave a presentation on capacity building activities relating to the ECP. The presentation included the WCO's capacity building methodology and the technical assistance delivered so far. It also explained the Organizational Development Package (ODP) and performance measurement. The ECP covered three phases of capacity building which were (1) diagnostic assessment, (2) strategic planning and implementation, and (3) evaluation and monitoring.
138. The Delegate of Japan commented that Japan Customs would continue to support capacity building activities through the Customs Cooperation Fund of Japan (CCF/Japan). In response to a question regarding the impact of the WTO Ministerial Conference in Bali, the Secretariat explained that if the Conference were to agree on a TFA, WCO Members would increasingly request, or be called upon for, capacity building for trade facilitation issues and that this would have a positive effect on the donor community. The Secretariat also stressed that all the relevant WCO Directorates worked co-operatively to deliver capacity building activities, and support for accession to and implementation of the RKC were important elements of the ECP Action Plan.

### **Conclusion**

139. The PTC took note of the Secretariat's presentation on the WCO's capacity building activities and welcomed Japan's commitment to continue supporting such activities through the CCF/Japan. The PTC also took note of a Member's comment regarding the WTO TFA. The WCO Secretariat would be confronted with many more requests for capacity building and technical assistance after adoption of the WTO TFA.

## **VII. CUSTOMS-BUSINESS PARTNERSHIP**

### **a) Customs-Business Partnership Guidance Doc. LF0087**

140. The Deputy Director, Procedures and Facilitation gave a presentation on Doc. LF0087 relating to the Customs-Business Partnership Guidance that the Council had endorsed for development in June 2013. The objective of the guidance was 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 contained 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 the Members of each region to share their practices and stories of Customs-Business engagement in all its facets. The Deputy Director indicated that some 12 responses had been received to date and encouraged members of the PTC to provide any practices or proposals concerning this initiative.
141. Following the proposal of the SAFE Working Group at its 12th Meeting, the PTC endorsed the setting up of a virtual group comprising interested members from the PTC, SWG, PSCG and international organizations to draft the guidance tool and develop a road map. In this respect, interested Members were invited to contact Asha Menon ([asha.menon@wcoomd.org](mailto:asha.menon@wcoomd.org)) or Georges Cantone ([georges.cantone@wccomd.org](mailto:georges.cantone@wccomd.org)).
142. With a view to contributing to the work of this group, Canada introduced its stakeholder engagement approach and provided copies of its model, which included the way it was internally structured and organized to engage trade and the types of consultative activities it conducted. It will be taken into consideration when drafting the guidance tool.

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

143. Sweden delivered a presentation on developing a model for dialogue with traders based on good practices collected from Asia-Europe Meeting (ASEM) members, highlighting issues such as the findings on members' progress and challenges, feedback from the trade, overall assessment, etc. This model will be taken into consideration when drafting the guidance tool.

### **c) Capacity building projects**

144. The representative of the Capacity Building Directorate gave a presentation on how to develop stakeholder engagement, underscoring the necessity for dialogue, empathy, openness, negotiation skills and establishing a network. The presentation also emphasized the benefits of developing a strategy through stakeholder mapping.



## **VIII. IMMEDIATE RELEASE GUIDELINES**

### **o Update on the Immediate Release Guidelines**

#### **Background**

145. During previous sessions of the Permanent Technical Committee (PTC), the need to update the Immediate Release Guidelines (IRG) to adapt them to developments in this area had been examined and discussed.
146. The working documents (PC0304 and PC0317) had been drafted by the Secretariat and presented at the 197th/198th and 199th/200th Sessions of the PTC to reflect the findings of the survey the PTC had asked the Secretariat to conduct in this respect. Whenever the Secretariat had presented the working documents, they had not been discussed at length because delegates were still unwilling to debate the issue for a number of reasons. During the exchanges of views, however, delegates had always stressed the importance of the IRG and recommended that their profile be raised among WCO Members. During the 197th/198th Sessions, delegates had also drawn attention to the close links between the IRG and the Economic Competitiveness Package (ECP).
147. With respect to updating the IRG, delegates had acknowledged the Secretariat's efforts to ensure that more Members took part in the survey commissioned by the PTC. In terms of establishing the virtual working group, during the 199th/200th Sessions of the PTC, delegates had felt that the number of responses obtained was sufficient to allow the working group to be established and had asked the Secretariat to use WCO computer platforms to do so.
148. During the intersession and in line with the PTC's recommendations, the Secretariat had set up a virtual working group on the "Club de la Réforme" platform under the title of "IMMEDIATE RELEASE GUIDELINES/DIRECTIVES RELATIVES A LA MAINLEVEE IMMEDIATE", and PTC delegates had been invited to take part in the discussion forum. Since very few people had opted to take part, no particular contribution had been provided by this working group. Due to the lack of new contributions, the Secretariat had therefore relied on the contributions provided during the survey alone. The working document (PC0338) had therefore been drafted on that basis and presented to the PTC.

#### **Discussion**

149. The WCO Secretariat presented the working document (PC0338) in detail, analysing the findings of the survey as a whole concerning the issues arising in connection with the IRG, and considering several cases of fraud recorded during enforcement operations organized by the Secretariat.
150. It transpired with respect to these contributions and reflections within the WCO Secretariat that low value consignments, including postal and express mail items, were increasingly being exploited for illicit trade, as exemplified by the seizures made, during the most recent enforcement operations, of illegal drugs and fake medicines sent via these channels. To take account of this concern, it had therefore been suggested that the conditions necessary for benefit from release of category 2 consignments should be extended to the obligation to provide the details and information necessary prior to the arrival and presentation of goods to Customs. This was why paragraph 5.6 of the draft of the revised IRG proposed by the Secretariat had been re-written.

151. Continuing the presentation of the document, the Secretariat pointed out that the use of replies to the survey questionnaire had also allowed several national practices that could be included in Appendix II of the IRG to be selected as examples for Members who wished to apply those Guidelines. The Secretariat had particularly wanted the PTC to examine such practices in order to select relevant ones to be included in the Appendix.
152. Finally, to reflect a PTC recommendation made at the 195th/196th Sessions, a new Appendix had been added to the draft of the revised IRG on conclusion of the Information Management Sub-Committee's mapping in order to bring the IRG into line with Version 3 of the WCO Data Model.
153. On conclusion of the Secretariat's presentation, several delegates commented on the draft IRG submitted to them by the Secretariat. The delegates generally welcomed the Secretariat's work, stressed the need for a detailed examination of the draft IRG and supported Canada's proposal to exchange views in writing so as to adopt the draft IRG during the intersession. Among other interested Members, the working group included Canada, the European Union, Italy, the United Kingdom, GEA and Brussels-based Customs Attachés.

### **Conclusion**

154. The PTC took note of the latest developments and of Members' contributions on the update of the IRG, and expressed its appreciation for the Secretariat's work in preparing a revised version with a revised Appendix I and a new Appendix containing several relevant national practices.
155. The PTC decided to attempt adopting the revised version of the IRG during the intersession by means of a virtual written exchange. During the intersession, the Secretariat would work in co-ordination with a small group of interested delegates to include Members' contributions via the WCO "Club de la Réforme" and CLiKC! Web platforms. Delegates could contact Mr. Samson Bilangna at the WCO Secretariat as necessary (samson.bilangna@wcoomd.org).
156. Finally, the PTC took note of the proposal to use the Brussels-based group of Customs Attachés to take matters forward more quickly.

## **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)**  
**Doc. PC0339**  
**Doc. PC\_Annex\_Non\_paper\_E**
- b) **Presentation by the OIE on Temporary Importation of HHP Horses**

157. The Chairperson noted that at the last meeting, the PTC discussed the results from the break-out groups regarding the role the WCO, as well as other relevant International Organizations that are cooperating, could play to improve border management at operational level and offered suggestions and ideas how to move forward regarding CBM. The PTC felt that the topic was gaining momentum and that it was the right time for international organizations to increase their cooperation in order to maximize coordination

efforts, develop and further integrate supporting tools and instruments and learn from experts.

158. The Secretariat introduced document PC0339. The World Organisation for Animal Health (OIE) and the WCO concluded a Co-operation Agreement on 19 November 2008. The two organisations agreed to endeavour to cooperate further through formal and informal consultations on issues of common interest. In May 2013 the OIE contacted the WCO Secretariat about an OIE project that had just started with the objective to facilitate the movement of international competition horses.
159. The number of international equestrian events has seen a sharp increase during the past years at a global scale. The OIE is mandated by the WTO to set standards for Animal Health that facilitate trade but safeguard the health of national animal populations. Against this mandate the OIE is setting up standards that define these sport horses that travel the world extensively for competitions as being different from other horses (e.g. work horses, slaughter horses, leisure horses). These standards aim to facilitate the travel of sport horses whilst minimizing the risk of disease transmission between countries. Since the movement of live animals across borders is not only a matter for export/import certification by Ministries of Agriculture, but also concerns Custom Authorities, the OIE invited the WCO Secretariat to become a partner in this project and advise OIE on how best to integrate Customs' objectives and mandates.

### **Discussion**

160. Delegates asked questions related to the special procedures the OIE intends to put in place for HHP horses such as the mixing of HHP horses during events, whether Quarantine agencies will recognize these procedures and the contacts between the OIE and Member Countries.

### **Conclusion**

161. The PTC 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 Doc. PC0340**

162. The Chairperson recalled that the revision of the CBM Compendium had been deliberated at the PTC in November 2012, as well as during the Joint Session of the Enforcement / Committee and Permanent Technical Committee in March 2013.
163. The Secretariat provided further background to the issue, noting that the issue at hand went beyond the drafting of a new compendium as the concept was increasingly being championed by other organizations, particularly the EU, the World Bank and the OSCE, and there were already publications in existence that competed for readership in this field. Hence, the WCO CBM Compendium needed to distinguish itself through a strong conceptual framework, an innovative writing style and most importantly, useful content including real-life case studies and examples, so that it would serve as a guide for WCO member administrations embarking on CBM efforts. Efforts would also be made to address the relevance of the Time-Release Study, Single Window and SAFE in the CBM compendium. This would be done in an integrative way, so that the content would not

merely reflect the exact wording of these other works, but give new insights and address WCO tools, instruments and guidelines in a holistic way through the perspective of Coordinated Border Management.

164. The draft containing the first two chapters of the new CBM compendium was included in the annex of document PC0340E, and comments were sought on the content, as well as ideas considered to enhance the attractiveness of the compendium, such as the inclusion of a fictional narrative of a fictional country embarking on CBM at the beginning of each chapter to illustrate the key concepts, so that the content of the chapter could be communicated in a livelier and more interesting format.

### **Discussion**

165. A delegate drew attention to the “CBM Continuum” diagram adapted from a similar diagram developed by the New Zealand Institute of Policy Studies in another publication and noted that it illustrated the different stages of CBM developments very well. He further suggested that subsequent chapters should deal prominently with the issue of political will, which was of great importance in any CBM effort, as well as other issues such as the legal framework, training and service orientation. The coverage of service orientation training might also address the need for conflict management and client management training.
166. The Delegate from the USA shared on the US approach of having an Inter-Agency Executive Committee to drive and steer CBM matters. The Secretariat responded that it would be pleased to receive more information on this good practice and work with the USA to potentially include it as a case study for the compendium.
167. A Delegate enquired on the structure of the new compendium, noting that the Secretariat’s idea of having real-life case studies and examples, a fictional narrative and a theoretical discussion to elaborate on CBM concepts was difficult to visualize and wondered how the final product might look like. The Secretariat responded that it was intended to have boxed-content for the various elements but the final “look and feel” is still being developed.

### **Conclusion**

168. The PTC took note of the work being done on the new Coordinated Border Management Compendium and agreed with Secretariats’ proposed approach in its further development.

## **X. RULES OF ORIGIN**

- **Draft Origin Certification Guidelines developed under the Revenue Package Action Plan  
Doc. PC0341**

169. The Chairperson recalled that the Revenue Package Action Plan Phase II endorsed by the Council at its Sessions in June 2013 calls for the development of new guidance material in the area of origin certification. As origin certification is closely related to Customs procedures and thus with trade facilitation, the PTC is expected to provide appropriate guidance towards the development of the new tool.

170. The Secretariat (Origin Sub-Directorate) briefly presented Document PC0341 which included a preliminary draft of the Origin Certification Guidelines. The preliminary draft outlined some core ideas to be included in the Guidelines, such as some definitions, the coverage extending to both non-preferential and preferential origin, principles recognizing transparency and trade facilitation, etc. The PTC was requested to provide suggestions and comments to the preliminary draft in order to further develop the Guidelines. Also proposed in the document was to establish a virtual drafting group in order to prepare a comprehensive draft which fully incorporates the views the Members. The virtual drafting group would be tasked to prepare a full draft of the Guidelines to be presented at the next session of the PTC in March 2014.

### **Discussion**

171. One Delegate shared the situation that in some countries the certification process is conducted by another agency, such as the Ministry of Trade. To reflect such situations of Members, inclusion of a phrase “and/or the competent authority” was proposed for Paragraph 7, in a similar manner as Paragraph 2 of the draft. He also pointed out that the Guidelines could be used as a standard for the Members to be implemented or a good model for their future negotiation in establishing a new FTA, but not compulsory. By using the wording “shall be allowed” as mentioned in Paragraph 10 of the draft, it could appear as an obligation to the Members. In this context, he proposed to add a phrase “according to the national legislation” to ensure appropriate flexibility to the Guidelines.
172. Another Delegate shared the view that, recognizing the increase of trade utilizing FTAs, the development of Origin Certification Guidelines was very important and useful for trade facilitation and appropriate collection of revenue. Therefore, the work initiated by the Secretariat was highly appreciated. He suggested that the Guidelines should be correlated with the Guidelines on Preferential Origin Verification developed under the Revenue Package Action Plan Phase I, in order to create synergy between the two sets of guidelines. He also mentioned that there should be references to the role of importers, because for the Customs in the importing country, proper interaction with the importers was indispensable for efficient and appropriate determination of origin.
173. The Delegates of Australia, Indonesia, Japan and Korea expressed their intention to participate in the virtual drafting group.
174. The Secretariat thanked the delegates for providing comments to the draft, and also the volunteers for participating in the virtual drafting group. The Secretariat requested the participating countries of the virtual drafting group to nominate their contact person and inform the Secretariat at their earliest convenience.
175. Responding to a question from a Delegate, the Secretariat stated that it remained open for other Members to join the virtual drafting group. However, considering the limited time left for preparing a full, comprehensive draft before the next session of the PTC in March 2014, the Secretariat urged the potential participants of the virtual drafting group to express their intention as soon as possible, so that they would not miss out the initial chances to reflect their comments in the draft.

### **Conclusion**

176. The PTC took note of the comments and invited the virtual drafting group to present a full draft of the Guidelines at the next session.

#### **XIV. DATA QUALITY**

**a) State of play of the work carried out by the Expert Group under the SAFE Working Group  
Doc. PC0329**

177. The Chairperson highlighted that that the topic of data quality was discussed extensively at the last PTC meeting. Many aspects of Customs tasks and responsibilities are performed on the basis of data received from trade e.g. revenue collection, risk management decisions, admissibility checks, resource allocation, cooperation with other agencies but also the collection of statistical data for macroeconomic decisions. Poor data quality leads to poor decision making. The delegates had agreed that PTC should have an oversight function, pulling together the results of discussions taking place in several committees and working groups in order to explore the matter in depth and come to the right conclusion.

178. The SAFE Working Group set up an Expert Group on Data Quality, consisting of WCO Members and Private Sector Consultative Group (PSCG) Members. The Data Quality Expert Group had its first meeting on 13 September under the Co-Chairs, Matt Roseingrave (New Zealand) and Gordon Wright (PSCG-IATA).

179. The Chairperson of the Expert Group on Data Quality informed the PTC about the state of play of the work carried out by the Expert Group. The group agreed that the work around data quality is broad and that many areas in trade and customs are affected. All areas require different approaches and/or solutions. The experts felt that work needs to be addressed in a logical fashion and in manageable portions. They identified 4 key areas that could be developed by the June 2014 Policy Commission and Council sessions:

- Guiding principles for data quality with the view of it becoming a WCO resolution/recommendation.
- Guidelines on acceptable and unacceptable terms for the description of goods.
- Extend the current data mapping exercise by DMPT to include information about who is delivering the data elements to customs.
- Determine other areas/topics regarding data quality for consideration by other committees and/or groups in WCO after the sunset of the expert group (June 2014).

#### **Discussion**

180. A Delegate remarked that data quality is an important challenge given that governments are faced with dwindling resources. The most important question is “who is delivering the data to Customs?”

181. The Chairperson of the Expert Group informed the PTC about the next date for the Expert Group meeting on 6 December 2013. He invited interested parties to participate in that meeting.

#### **Conclusion**

182. The PTC 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**

183. Canada introduced their Commercial Compliance Framework and how it could help improve Data Quality. The Canadian Compliance Framework distinguishes between different segments of traders, ranging from compliant to non-compliant. Every segment is addressed through a tailor made compliance strategy and it serves to create a level playing field for all traders.

**Discussion**

184. A Delegate remarked that compliance drives revenue. Non-compliance needs to be met by appropriate repressive and preventive measures. Another delegate noted that creating a level playing field through a penalty system needs to be flanked with proper legal recourse for traders.

**Conclusion**

185. The PTC 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.
186. 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**

187. The United States provided an update concerning the state of play of their Air Cargo Advance Screening (ACAS) pilot. The US stated that the ACAS data elements are not of the highest quality required for other IT systems but that they are adequate for the purposes of the pilot. The US indicated that the proposed rulemaking was scheduled for the first or second quarter of 2014.

**Discussion**

188. 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.

**Conclusion**

189. The PTC took note of the presentation of the United States about the state of play of the Air Cargo Advance Screening (ACAS) pilot.

## **XI. VOLUNTARY DISCLOSURE**

- **Voluntary disclosure**  
**Doc. PC0342**

190. The Chairperson informed the PTC that at the 69<sup>th</sup> Policy Commission session in Brussels from 24 until 26 June, a joint discussion was held with the Private Sector Consultative Group (PSCG) about what Customs wants from Trade and what Trade wants from Customs. The PSCG stated that one of their priority areas was voluntary disclosure without penalties.
191. During the discussions, a WCO Member indicated that his administration had experience with voluntary compliance and cooperation and voluntary disclosure. He suggested that the WCO should conduct a research on voluntary compliance.
192. The Secretary General said that the request for research into voluntary compliance and disclosure was a very interesting proposal. He asked for concrete examples to help with the research.
193. The Secretariat introduced document PC0342. Voluntary Disclosure Programmes allow taxpayers to come forward and correct inaccurate or incomplete information or to disclose information they have not reported during previous dealings with the revenue agencies. Voluntary disclosure can therefore increase the revenue from customs duties and other indirect taxes, as well as decrease the burden of customs' inspections. Taxpayers may avoid being penalized or prosecuted if they make a valid disclosure. The OECD but also tax consultancy firms have performed country comparative analyses of voluntary disclosure programmes.

### **Discussion**

194. The PTC discussed the strategic importance of voluntary disclosure in a compliance strategy. 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.

### **Conclusion**

195. The PTC agreed that the Secretariat should continue 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.

## **XII. GLOSSARY OF INTERNATIONAL CUSTOMS TERMS**

- **Glossary of International Customs Terms**  
**Doc. PC0343**

### **Background**

196. The Chairperson recalled that the Glossary of International Customs Terms had not been discussed at the last Sessions of the PTC held in March 2013 due to time constraints. However the PTC had agreed to set up a virtual group to facilitate discussions



during the intersession. The group should make a proposal to the PTC on terms that should be included in the Glossary.

197. The Chairperson noted that during the intersession a virtual group had been formed, comprising the Customs Administrations of Canada, Burkina Faso, Malawi, Spain, Switzerland and FIATA.
198. The virtual group had agreed that there were no technical or linguistic issues potentially preventing inclusion in the Glossary of terms that had been reviewed and approved by the appropriate WCO bodies and/or Committees and, in some cases, incorporated in official instruments approved by the Council. These terms are clearly indicated in the last column of Annex I to Doc PC0343. He then said that there was no need to re-open discussions on those terms, as the proposed approach was a workable and constructive approach, which the meeting should follow.
199. The Chairperson indicated that, as regards the definitions proposed by the Secretariat and which had not been approved by other WCO bodies, the virtual group had made some amendments and proposed the PTC to refer them to the appropriate WCO bodies and/or Committees, at which their technical content would be reviewed prior to their inclusion in the Glossary of International Customs Terms.
200. The Chairperson noted that the issue had been discussed at previous sessions of the PTC. He asked the PTC to agree with the proposal made by the virtual group.

### **Conclusion**

201. The PTC 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.
202. The PTC 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.

## **XIII. OTHER BUSINESS**

### **a) Topics for discussion at the next PTC meeting**

#### **Background**

203. At the 199th/200th Sessions of the PTC in March 2013, during the discussions on its future, it was concluded that the Members would be given more opportunity to contribute to the shaping of the agenda.

204. In line with the above mentioned, the PTC was invited to propose items for the next meeting of the PTC (17 to 21 March 2014), including for the Joint PTC and Enforcement Committee Session, which is expected to take place during the same week. The delegates were encouraged to put forward a non-paper which would give more detail on the background of the topic.

### **Discussion**

205. A Member suggested that, as a follow-up of the WTO Bali Ministerial meeting in December, the WTO Secretariat be invited to provide an update and insight on the expectations from the WCO and the customs community in that regard.
206. As regards the Joint PTC/EC Meeting, a Member suggested that, as discussed under the Future of the PTC, an evaluation of the possible solutions for holding a Joint PTC/EC meeting be discussed. A Member suggested providing an update on the second phase of the Smart and Secure Trade Lanes project. Another Member suggested to discuss Data Quality and Compliance.
207. Regarding a remark made by a Member 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.
208. The Chairman indicated 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.

### **Conclusion**

209. The PTC took note of all the suggestions of topics to be discussed at the March 2014 PTC Meeting, including the topics for the Joint PTC/EC Meeting which is expected to take place during the same week. It further agreed that any further suggestions for the next PTC agenda would be sent to the Secretariat by the end of January.

### **b) Update on WCO events**

210. The Secretariat delivered a presentation on a number of WCO events scheduled to take place in 2014: ICAO/WCO Conference on Enhancing Air Cargo Security and Facilitation (Kingdom of Bahrain, 16-17 April 2014) including information on the joint WCO/ICAO Brochure (<http://www.wcoomd.org/en/topics/facilitation/instrument-and-tools/~link.aspx?id=729D586053354487B941162AB630579C&z=z>); 2<sup>nd</sup> Global AEO Conference (Madrid, Spain, 28-30 April 2014); IT Conference on Information Technology as a Catalyst for Economic Competitiveness (Brisbane, Australia, 5-7 April 2014); and the WCO Knowledge Academy 2014.

### **Conclusion**

211. The PTC took note of the WCO events scheduled to take place in 2014.

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## **DRAFT Guidelines to Improve the Efficiency and Effectiveness of the Permanent Technical Committee**

### **Introduction**

The function of the Permanent Technical Committee (PTC) is to initiate technical studies enabling the Council to discharge the obligations of the Convention establishing the Customs Cooperation Council.

With the ongoing evolution of the WCO Committee structure and the broadening of the matters now covered within the WCO, the work of PTC has gradually changed as new committees, sub-committees and reporting lines have been agreed and implemented. There is an opportunity to refresh the PTC to ensure that it still plays the pre-eminent role as envisaged by the Convention Establishing a Customs Cooperation Council.

At its 199th/200th Sessions in March 2013, the PTC decided to take steps to reinvigorate the work of this key technical committee, make it more dynamic and responsive to the challenges of today. In that regard, a Correspondence Group on the Future of the PTC was established to develop a proposal for the way forward.

The Guidelines to Improve the Efficiency and Effectiveness of the PTC have been produced to provide guidance to the PTC in its future work. The Guidelines are a supplement to the Terms of Reference (ToR) in Annex 1 and the Rules of Procedure of the PTC (Annex 2) and are in line with the Guidelines supplementing the Council Decision on structures and working methods (June 2002)<sup>1</sup>.

### **Role of the PTC**

The PTC has both a strategic and technical role to play in the structure of the WCO Working Bodies. Its role is to take a clear position regarding technical matters, to be submitted to the Policy Commission and Council for further deliberation. In order to remain relevant, the PTC needs to provide the technical assurance, advice and guidance that the Policy Commission needs, but also to be able to contribute to its strategic agenda. The PTC requires a disciplined focus in managing the agenda to allow the time necessary to discuss key issues and make progress in implementing the Work Programme.

The Secretariat and the Members should also ensure that the proper linkages are made with the other key technical committees, such as the Enforcement Committee and the Capacity Building Committee.

Apart from developing instruments and tools, where the PTC has proved its strength and delivered significantly in the past years, fostering and actively encouraging implementation, including implementation of recommendations, is considered as another important role of the PTC on which it should concentrate more in the future. In that context, the Secretariat will periodically update the PTC on the situation regarding the number of accessions to conventions and acceptances of recommendations.

### **Reporting mechanism**

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<sup>1</sup> Council Decision no. 308 (June 2002) on structures and working methods, and accompanying Guidelines, can be found on the WCO Members' web site under "About Us"/"WCO Secretariat"/"Administrative Documents"/"Documents related to WCO bodies"/"Structures and Working Methods" ([http://www.wcoomd.org/en/about-us/wco-secretariat/administrative\\_documents/documents-related-to-wco-working-bodies.aspx](http://www.wcoomd.org/en/about-us/wco-secretariat/administrative_documents/documents-related-to-wco-working-bodies.aspx)).

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doc. PC0345E1

The Permanent Technical Committee (PTC) acts under the overall direction of the WCO Council and Policy Commission, and reports and makes recommendations to the Council on matters within its area of responsibility.

In terms of how WCO bodies report to or inform the PTC, we observe the following patterns:

1. Direct reporting –The ToR for the subject working body requires it to report directly to the PTC. This requirement can occur in a number of ways. In the case of the *Information Management Sub-Committee (IMSC)*, this includes submitting its meeting reports and proposals or recommendations to the PTC for action. The *WCO/UPU Contact Committee* is required to submit its conclusions and meeting report to the PTC for approval. The *Contact Committee on the WCO/IATA/ICAO Guidelines on Advance Passenger Information* needs to submit to the PTC the details of any proposed changes to the API Guidelines and the Appendices thereto. The *Counterfeiting and Piracy Group (CAP)* is required to deliver a factual report to the PTC.
2. Reporting of technical issues: The *SAFE Working Group* is under its ToR required to report to the PTC technical amendments to the SAFE Framework of Standards (SAFE). For policy matters the Working Group is guided by and reports to the Policy Commission. The SAFE Working Group also has dual reporting line to both Policy Commission and PTC on progress and the issues relating to implementation, maintenance and/or amendment of the SAFE and implementation of the Columbus Programme.
3. Informing – Committees that are responsible for managing conventions of which WCO Members are Contracting Parties and that are administered by the WCO Secretariat, are independent in their nature and are not required to report to the PTC. However, those that deal with areas of interest to the PTC will usually inform the PTC regularly on the outcomes of their meetings and actions. These include: the *Revised Kyoto Convention Management Committee*, the *Administrative Committee for the Customs Convention on Containers (1972)*, the *Administrative Committee for the Istanbul Convention* and the *Meeting of Contracting Parties to the ATA Convention*.
4. Reporting after tasking - This refers to, for example, the Scientific Sub-Committee which in practice acts under the instruction of the Council, but it can also act under the instruction of any of its Committees (including the PTC) or Sub-Committees (including the IMSC) and it then needs to report back to these WCO bodies.

Furthermore, any working body established by the PTC, usually with the objective of carrying out a particular task, also needs to report directly to the PTC.

A diagram illustrating the reporting lines is attached in Annex 3.

#### Work Programme

The PTC will work in line with a long-term Work Programme that is directly linked to the WCO Strategic Plan. It will be updated in accordance with the decisions taken by the Committee and the governing bodies of the WCO. Namely, the PTC would need to agree upon any Member's or ideally a group of Members' proposal for a new action to be included, or a current one to be excluded from the Work Programme. The updated Programme would be submitted to the Policy Commission for deliberation. It would then need to be accepted by the Council in the usual manner (adoption of the PTC Chair's report to Council).

Also, in exceptional cases, the Work Programme may cover topics directed by the Policy Commission, Council, or requested by Members and the Secretariat in a timely and flexible manner.

The Work Programme will be available to Members on the WCO website.

## **Management of Meetings**

In accordance with the Convention establishing the Customs Cooperation Council, the PTC holds four sessions a year, usually combining two sessions into one meeting. It may meet more frequently, if needed. One meeting is usually held in spring and one in fall. It meets at Brussels Headquarters, but could meet elsewhere, if the Council so decides. The meetings would last four to five days, depending on a needs assessment prior to the meeting.

Since 2009, the PTC holds a one-day joint session with the Enforcement Committee, with a view to discussing cross-cutting issues involving experts from both Committees. Some Members have raised the question whether it was possible to have for example subsequent sessions of the Committees to ensure that joint discussions are taking place; holding PTC and EC in the same week would pose a problem for participants who should participate in both meetings, which was the case of many customs attachés. This question remains open. At its 201<sup>st</sup>/202<sup>nd</sup> Sessions, the PTC asked that an evaluation be carried out on the possible solutions and in consultation with the EC. It is also important to construct the Joint meeting in a manner that both the PTC and EC delegates can equally contribute to.

### Chairperson and Vice-Chairperson

The PTC elects a Chairperson and a Vice-Chairperson each year, from among the representatives of its Members. The Chairperson and Vice-Chairperson are elected for a period of one year, and are eligible for re-election. If the Chairperson is absent from any meeting 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 and Vice-Chairperson are responsible for encouraging debate, advancing the discussion and bringing the discussion to a conclusion, aiming for consensus where possible.

### Agenda and working documents

The Secretariat shall, in co-operation with the Chairperson/Vice-Chairperson, produce the Agenda. The Agenda should be balanced in order to allow it to cover a broad range of activities while ensuring sufficient time for the productive discussion on topics of strategic importance. Therefore, it is desirable that the agenda for each meeting has a few areas of strategic focus. The agenda needs to satisfy the requirements of both the developing and the developed Members.

Agenda items will be split into four categories: 1. Report Back on Work in Progress; 2. Decision and Guidance; 3. Exploration and progress of Key Technical Issues; and 4. Sharing Customs Practice and Innovation. Report back items should take a limited amount of time, ideally one morning or afternoon session, and would require endorsement or taking note by the PTC.

The Members should be given an opportunity to submit proposals for agenda items for the next meeting, based on national/regional priorities. Members are encouraged to work together in submitting such proposals and should take greater ownership of the Agenda. The Agenda Setting Guidelines give more details on how the Agenda is to be developed (Annex 4).

The Agenda and working documents should be available to Members at least 30 days prior to the beginning of the meeting, except in urgent cases.

### Summary Document

The Secretariat will develop a Summary Document for each meeting, to provide delegates with clear and concise information on the substance of agenda items and guidance on the actions

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required from the PTC. The Summary Document should be available to Members 20 days prior to the beginning of the meeting, except in urgent cases.

### Break-out sessions and Panels

Break-out sessions and panels may be organized as a means to achieve more focus on topics of strategic importance and to invigorate discussions and reach sustainable outputs. Guidelines on Break-out Sessions and Panels are attached in Annex 5.

### Presentations

Presentations by Members, Observers and the Secretariat should be kept as short as possible and ideally will last no more than 15 minutes. It is recommended that they be carried out as an illustration under an item for discussion and rarely be a stand-alone item.

Presenters are encouraged, wherever possible, to submit their PowerPoint presentations (or other format) in both English and French. If submitted to the Secretariat less than 15 days in advance of the meeting, translation into the other language cannot be guaranteed.

In cases where the presentation will serve as a basis for discussion, inputs and/or decision are expected, and no relevant document is prepared, it should be made available on WCO Members' web site at least 30 days prior to the meeting, except in urgent cases.

### Availability of documents

The availability of WCO technical Committees' working documents and reports to the public falls under the policy of transparency and accountability of the Organization. At its 199th/200th Sessions in March 2013, the PTC in general agreed with the Secretariat's proposal to have the Committee's documents and reports available to the public in a responsible manner and only after the meeting, taking into account that confidential documents should be restricted to Membership only. It was also noted that a single policy for availability of WCO documents should be developed and that the PTC should take a leading role in putting such a proposal forward to the Policy Commission.

More guidance is provided in Annex 6.

## **Members**

### Selection of experts

The Customs administrations should select a decision-making level delegate(s) for the meeting, or delegate(s) mandated to take a position at the PTC in order to allow the PTC to reach a decision and move forward more quickly. All delegates should be prepared and be able to actively participate in the meeting. In some circumstances the administration may wish additionally to send subject matter experts with responsibility for an area which the PTC will focus on during the meeting.

Achieving continuity in attendance is also important for the quality of PTC discussions. Delegates attending the meetings for the first time would need to be briefed, within their Administrations, on their role in the work of the PTC.

### Preparation for meetings

The PTC delegates should prepare for the Sessions and recognize the potential implications of their discussions in a timely manner. The PTC represents “the first and last” opportunity to prepare and make decisions prior to Policy Commission and Council, after which it is usually not possible to make last minute changes to proposed instruments/tools.

In advance of the Meeting, delegates are advised to prepare for the Meeting by examining the Draft Agenda and later reading the working documents. Depending on the action required from the PTC, they would need to take the appropriate actions. This would primarily mean collecting input from colleagues responsible for the different areas and preparing their position/interventions. This would include getting input from colleagues taking part in the bodies responsible for reporting to the PTC or informing the PTC, as well as input from colleagues preparing delegations for Council/Policy Commission sessions. This will allow for a better overview of this Member’s position on all the relevant topics.

The Summary Document should provide the delegates with the appropriate level of guidance in preparing for the PTC meeting.

Information items should be very short and require adoption of reports or taking note of developments. If, however, the Member has still outstanding issues, it can raise any concern during the PTC meeting.

However, the Members should focus more on items under Key Technical Issues and items under Sharing Customs Practice and Innovation. Some Members will have very firm position on many of the items, while others only on a few. However, Members are encouraged to contribute to the discussions by sharing their national practices. This will allow the PTC to make a decision based on a more holistic overview of the current situation.

If a Member is interested in submitting a proposal for an agenda item, the appropriate steps should be taken in that regard, as described in the Agenda Setting Guidelines. Members are encouraged to work together when submitting proposals to the agenda.

#### Follow-up

Members are advised to carry out proper follow-up after the Sessions within their respective administrations. This refers to i.e. examining compliance with proposals for amendments of guides and other tools and informing the WCO Secretariat of the results; submission of proposals; taking part in ad hoc groups established by the PTC; providing the Secretariat with national practices etc.

#### **Observers**

Cooperation and collaboration with the trade, transport and industry associations, as well with international organizations, has proved to be necessary in matters related both to facilitation and security of the supply chain. Therefore they should be viewed as partners and should be encouraged to more frequently attend PTC meetings and contribute to the PTC Work Programme and Agenda. A relevant agenda is critical for attracting Observers to the PTC meetings.

**Conclusion**

The Guidelines will serve to both the Members and the Secretariat to better prepare for the PTC meetings, ensuring a harmonized approach. It will further improve the effectiveness and efficiency of its work in order to contribute to achieving WCO's strategic goals. In the long run, it will allow for the Committee to be more accountable for its work and will contribute to raising the profile of the PTC.

The general approach taken in designing these Guidelines would allow for them to be replicated to the work of other Committees.

The Guidelines will be updated, if and when a need arises.

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- Annex 1 – Terms of Reference of the PTC
- Annex 2 – Rules of Procedure of the PTC
- Annex 3 – Diagram illustrating PTC Reporting Lines
- Annex 4 – PTC Agenda Setting Guidelines
- Annex 5 – Guidelines on Break-out Sessions and Panels
- Annex 6 – Public Availability of Documents



**Annex 1**

**TERMS OF REFERENCE FOR THE PERMANENT TECHNICAL COMMITTEE**

Confirmed by the Council - June 2005

**Established** : Article V of the Convention establishing a Customs Cooperation Council (CCC), of 15 December 1950

**Duration** : Unspecified

**1. Mandate**

The Permanent Technical Committee (PTC) acts under the overall direction of the WCO Council and Policy Commission, with administrative support provided by the WCO Secretariat.

The role assigned to the PTC at its inception was to initiate technical studies (other than as regards Nomenclature and Valuation) with the object of enabling the Council to discharge the obligations of the Convention establishing the CCC in accordance with the general purposes of the Convention. For this purpose, the powers conferred upon the Council by virtue of Article III of the Convention are, save as regards the provisions of paragraphs (c), (d), (e) and (h) of that Article, delegated to the Committee insofar as they are necessary for the execution of its functions. The Committee does not have the power to make recommendations to Governments of Members or to international organizations without the express authority of the Council.

The Committee also performs such particular tasks as may be assigned to it by the Council or under the terms of Conventions adopted by the Council.

**2. Membership**

As is specified in Article X (a) of the Convention establishing the CCC, the PTC is composed of representatives of the Members of the Council. Each Member may nominate one delegate and one or more alternates to be its representatives on the Committee.

The representatives should be officials responsible, within their administrations, for matters relating to Customs procedures and trade facilitation.

The Committee may decide to invite representatives of international organizations to attend sessions of the Committee as observers.

**3. Purpose and scope**

The functions of the Permanent Technical Committee are to:

- contribute to the strategic direction of work done by the WCO in respect of the promotion, development and administration of trade facilitation instruments and tools, in accordance with the WCO Strategic Plan;

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- help to enhance co-operation between Customs administrations and governmental and non-governmental (private sector) organizations in the field of trade facilitation;
- introduce and promote initiatives aimed at improving the effectiveness of Customs through information technology and electronic commerce, Customs co-operation and the establishment of various legal instruments;
- develop various tools designed to enhance efficiency in trade (particularly the Guide to measure the time required for the release of goods), and promote their use by Members;
- contribute to the development of means and methods to facilitate, simplify and harmonize the Customs formalities applicable to postal consignments;
- provide strategic support for the WCO's capacity building programmes for its Members.

#### **4. Key deliverables**

The Permanent Technical Committee will:

- report to and make recommendations to the Council on the matters within its area of responsibility;
- take decisions, or initiate or undertake actions in the areas for which it is responsible.

#### **5. Means of operation**

Chairperson:

The PTC elects a Chairperson and a Vice-Chairperson each year, from among the representatives of its Members. The Chairperson and Vice-Chairperson are elected for a period of one year, and are eligible for re-election.

Agenda:

The WCO Secretariat, in consultation with the PTC Chairperson, draws up the Agenda for each session and circulates it to the Members of the Committee at least 30 days in advance of the opening day of the session, although this period may be reduced in case of emergency. Working documents, especially those which may require consultation at the national level, should also be made available to the Members in sufficient time.

The Agenda comprises all items whose inclusion has been approved by the Council, and all items whose inclusion has been proposed by the Secretary General, the PTC Chairperson or any WCO Member.

The Committee may also:

- establish such Working Parties as it may deem necessary to assist it in the performance of its functions;
- determine, in accordance with WCO Council guidelines, and direct the activities of the working bodies falling within its competence;

- co-operate, promote joint projects, and share information and experiences with international, governmental and non-governmental organizations, and business/private sector associations whose activities are related to Customs procedures and trade facilitation. These partners participate as Observers in the Committee.

## **6. Resources required**

Under the terms of Article XII (a) of the Convention establishing the CCC, each Member of the Council bears the expenses of its own delegation to the PTC. Travel and other associated costs are therefore borne by participants' administrations.

The general arrangements for PTC sessions, including in particular the invitations, the dates and duration of each session and the priorities to be fixed for the items on the Committee's Agenda, shall be the responsibility of the WCO Secretariat.

The Committee holds its sessions as and when required and subject to approval by the Council.

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**RULES OF PROCEDURE**  
**OF THE PERMANENT TECHNICAL COMMITTEE**

**CHAPTER I - FUNCTIONS**

**Rule 1**

The function of the Permanent Technical Committee (hereinafter called "the Committee") is to initiate technical studies (other than as regards Nomenclature and Valuation) with the object of enabling the Council to discharge the obligations of the Convention establishing the Customs Co-operation Council (hereinafter called "the Convention") in accordance with the general purposes of the Convention. The Committee is also to perform such particular tasks as may be assigned to it by the Council or under the terms of Conventions adopted by the Council.

The powers conferred upon the Council by virtue of Article III of the Convention are, save as regards the provision of paragraphs (c), (d), (e) and (h) of that Article, delegated to the committee insofar as they are necessary for the execution of its functions. The Committee does not have the power to make recommendations to Governments of Members or to international organizations without the express authority of the Council.

**CHAPTER II - COMMITTEE MEETINGS**

**Rule 2**

Pursuant to the provisions of Article X of the Convention the Committee shall hold at least four sessions a year. Two sessions may be combined and held at a single meeting if the Committee so decides. The date of each meeting shall be fixed by the Committee at its preceding session.

The date of the meeting may be varied either on the request of any Member concurred in by a simple majority of the Members or, in case of emergency, at the request of the Chairman of the Committee.

**Rule 3**

The meetings of the Committee shall be held at the Headquarters of the Council unless otherwise decided by the Council.

**Rule 4**

The Secretary General of the Council shall inform all Members, at least 30 days in advance, of the opening date of each session of the Committee, except in case of emergency. He shall at the same time notify that date to each delegate to the Committee and his alternate.

### CHAPTER III - AGENDA

#### Rule 5

A provisional Agenda for each session shall be drawn up by the Secretary General and circulated to the Members and to each delegate to the Committee and his alternate at least 30 days in advance of the session, except in case of emergency.

This Agenda shall comprise all items whose inclusion has been approved by the Committee during its preceding session and all items included by the Chairman on his own initiative and all items whose inclusion has been requested by the Council, by the Secretary General or by any Member.

#### Rule 6

The Committee shall determine its Agenda at the opening of each session. During the Session, the Agenda may be altered at any time by the Committee.

### CHAPTER IV - REPRESENTATION

#### Rule 7

Members' nominations of delegates and alternates to the Committee shall be made to the Secretary General, and may be made directly by the Departments concerned.

Delegates and alternates shall continue to hold that position until such time as the Secretary General is notified of the termination of their appointment.

The names of advisers assisting delegates shall be notified to the Secretary General.

#### Rule 8

Subject to the approval of the Chairman of the Committee, the Secretary General may invite representatives of non-Member Governments or of international organizations to attend meetings of the Committee as observers.

### CHAPTER V - OFFICERS AND CONDUCT OF BUSINESS

#### Rule 9

The Committee shall elect a Chairman and a Vice-Chairman from among the delegates to it.

The Chairman and Vice-Chairman shall each hold office for a period of one year. The retiring Chairman and Vice-Chairman are eligible for re-election.

The Chairman or Vice-Chairman who ceases to represent a Member of the Council automatically loses his mandate.

#### Rule 10

If the Chairman is absent from any meeting or part thereof the Vice-Chairman shall preside. In that event, the latter shall have the same powers and duties as the Chairman.

#### Rule 11

The Chairman of a meeting shall participate in the proceedings as such and not as the representative of a Member.

#### Rule 12

In addition to exercising the powers conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each meeting, shall direct the discussion, accord the right to speak, put questions to the vote, announce decisions, rule on points of order, and, pursuant to these Rules, have control of the proceedings. The Chairman may also call a speaker to order if his remarks are not relevant.

#### Rule 13

During the discussion of any matter, a delegation may raise a point of order. In this event the Chairman shall immediately state his ruling. If this ruling is challenged, the Chairman shall submit it to the meeting for decision and it shall stand unless overruled.

#### Rule 14

The Committee may establish such Working Parties as it considers necessary to assist it in discharging its functions and may elect a Chairman and, if appropriate, a Vice-Chairman, for each meeting of any Working Party so established. The present Rules shall apply, mutatis mutandis, to all Working Parties of the Committee.

### CHAPTER VI - QUORUM AND VOTING

#### Rule 15

- (a) At any plenary meeting of the Committee, the majority of the Members present at the session shall constitute a quorum.
- (b) At any meeting of a Sub-Committee or Working Party, the majority of the Members represented on such Sub-Committee or Working Party shall constitute a quorum.
- (c) Where the quorum required under paragraph (a) or (b) of this Rule is not reached the meeting shall be adjourned for ten minutes, after which the Chairman may call upon the Members present to decide unanimously that the said paragraph (a) or (b) shall cease to apply for that meeting.

#### Rule 16

Each Member shall have one vote<sup>2</sup> except that a Member shall not have a vote on any question relating to the interpretation, application or amendment of any of the Conventions

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<sup>2</sup> See Decision No. 245 : "That where any Member has not, by the date of the Council Sessions, paid its contribution in full for the preceding financial year and has not given a reason deemed valid by the Council for the delay in payment,

(A) that Member shall be deprived of its voting rights with effect from those Council Sessions, and  
(B) the number of documents dispatched to that Member shall be reduced to one copy of each document in one of the official languages of the Council with effect from the same date."

referred to in Article III (d) of the Convention which is in force and which does not apply to that Member.

Save as provided in Rule 22, decisions shall be taken by a simple majority of the Members present at the meeting and voting and shall require the affirmative vote of at least one-third of the Members present at the meeting and entitled to vote.

For the purposes of the present Rules, the phrase "Members present at the meeting and voting" means Members casting an affirmative or negative vote. Members abstaining from voting are considered as not voting. The phrase "Members present at the meeting and entitled to vote" means Members casting an affirmative or negative vote or abstaining from voting although entitled to cast a vote.

#### CHAPTER VII - SECRETARIAT

##### Rule 17

The Secretary General, or officers of the Secretariat designated by him, shall perform the secretarial work at meetings of the Committee.

#### CHAPTER VIII - LANGUAGES AND RECORDS

##### Rule 18

The official languages of the Committee shall be English and French. Speeches or statements made in either of these two languages shall be immediately translated into the other official language, unless all delegations agree to dispense with translation. Speeches or statements made in any other language shall be translated into English and French, subject to the same conditions, but in that event the delegation concerned shall provide the translation into English or French.

Only English and French shall be used for the official documents of the Committee. Memoranda and correspondence for the consideration of the Committee must be presented in one or other of the official languages.

##### Rule 19

The Committee shall draw up a report of all its sessions and, if the Chairman considers it necessary, minutes or summary records of its meetings. The Chairman shall report on the work of the Committee at each Session of the Council.

#### CHAPTER IX – PUBLICITY

##### Rule 20

Unless the Council decides otherwise the meetings of the Committee shall be held in private.

#### CHAPTER X - APPLICATION OF COUNCIL RULES OF PROCEDURE

##### Rule 21

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In the absence of relevant provisions in the present Rules the Rules of Procedure of the Council shall be applicable.

## CHAPTER XI - REVISION

### Rule 22

The present Rules, save insofar as any of them is a requirement of the Convention or of the Rules of Procedure of the Council, may be revised, in whole or in part, by the Committee by a majority of not less than two-thirds of the Members present at the meeting and voting provided that at least one-half of the Members present at the meeting and entitled to vote cast an affirmative vote.

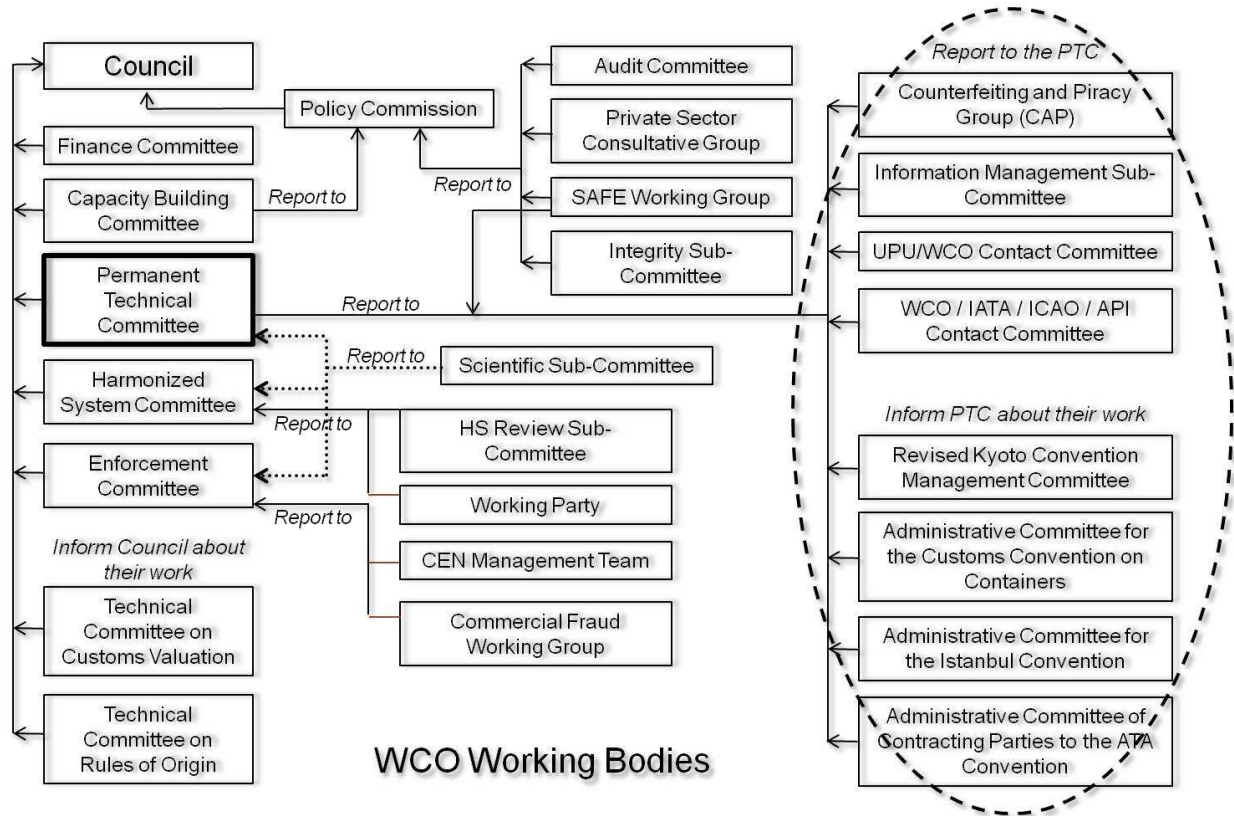
No vote on the amendment of the present Rules at a Committee session shall, however, be taken unless the text of the proposed amendment was submitted in writing to Members at least 60 days before the beginning of that session.

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**Annex 3**

**Diagram illustrating PTC Reporting Lines**



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### **Permanent Technical Committee (PTC) Agenda Setting Guidelines**

#### Purpose

The aim of these guidelines is to enable the process of determining an agenda for the PTC meeting that will ensure that PTC is able to:

- contribute to the strategic work plan of the WCO by promoting, developing and administering trade facilitation instruments and tools;
- introduce and promote initiatives aimed at improving the effectiveness of Customs through information technology and electronic commerce, Customs co-operation and the establishment of various necessary legal instruments;
- develop various tools designed to enhance efficiency in trade, and promote their use by Members;
- contribute to the development of means and methods to facilitate, simplify and harmonize the Customs formalities;
- help to enhance co-operation between Customs administrations and governmental and non-governmental (private sector) organizations in the field of trade facilitation; and
- provide strategic support for the WCO's capacity building programmes.

#### Construction of the Agenda

To enable the PTC to meet this goal the agenda will be divided into four principal blocks:

- Report back of work in Work Progress
- Decision and guidance
- Exploration and progression of Key Technical Issues
- Sharing Customs Practice and Innovation

How each of these blocks will operate is outlined in the table below.

### Guiding Principles

The following principles will guide the contributions and participation in relation to items on the PTC agenda:

- Agenda items will be those that make important contribution to the development of means and methods to facilitate, simplify and harmonize Customs procedures or to advance the strategic direction of the WCO within the mandate of PTC.
- Member and Observer suggestion of agenda items will be encouraged in addition to the referral of items from Policy Commission, Council and the Secretariat. Members/Observers will have an opportunity to suggest agenda items to be discussed in the succeeding meeting/meetings.
- Discussion and debate will be actively encouraged and to facilitate that discussion, members will be expected to have read the papers supporting the agenda prior to attending the meeting.
- Sufficient time will be allocated to conclude all the business of the Committee. Wherever possible the time available to be spent on exploring and progressing key technical issues, and sharing Customs practice and innovation, will be maximised.

Agenda Blocks

1. Report Back on Work in Progress

Description of Block	How the Agenda is to be discussed
This will be a discussion of the work of the various sub groups and committees reporting to PTC and work undertaken by the Secretariat.	The Chair <sup>3</sup> will go through each agenda item and seek the endorsement or noting by PTC.
Time on the Agenda	How the discussion on these Agenda items will be supported
The discussion of these items will be a short process.	The agenda item will be supported by the respective papers of the various sub committees, committees and working groups of PTC. Members will be expected to have read through the papers.

2. Decision and Guidance

Description of Block	How the Agenda is to be discussed
This will be a discussion of the work of the various sub groups and committees reporting to PTC, or work undertaken by the Secretariat. The aim of this section will be to facilitate the provision of guidance and or the delivery of decisions that will enable the work of these groups or the Secretariat to progress.	The Chair will progress through each agenda item and seek where appropriate or warranted the input from the appropriate representative of the relevant sub group or committee.
Time on the Agenda	How the discussion on these Agenda items will be supported
The time for discussion of these items will be at the discretion of the Chair in consultation with the representative of the sub-group or committee, with input and/or guidance from the Secretariat.	Agenda items will usually be supported by the respective papers of the various sub groups and committees. If deemed appropriate in assisting the members provide guidance or make decisions, a short focused presentation may be made. Ideally these presentations should not exceed 15 minutes.

<sup>3</sup> For the purposes of this document “Chair” also includes the Vice Chair of PTC, this is in accordance with the roles of Chair and Vice Chair outlined in the Guidelines to Improve the Efficiency and Effectiveness of the Permanent Technical Committee.

### 3. Exploration and progress of Key Technical Issues

Description of Block	How the Agenda is to be discussed
<p>This block will allow for discussion of key technical issues facing Members. Ideally these items will be common across a number of members and or regions.</p>	<p>The Chair will progress through each agenda allowing time for a presentation (if required) from the initiators.</p> <p>Members will be then invited to discuss the issue with the aim of PTC, if agreed, progressing this issue as part of its' work.</p> <p>The Chair can utilise such other mechanisms as breakout groups to progress discussion of the issues. What tools are to be utilised to progress the discussion will be a decision of the Chair and Secretariat in consultation with the initiating member/region/observer.</p>
Time on the Agenda	How the discussion on these Agenda items will be supported
<p>The time allotted to these items will be sufficient to allow for active participation by all members in fully exploring the issues raised</p>	<p>Each item for discussion under this block will ideally be supported by a paper (ideally a joint paper from two or more members/observers or regions) from the initiating region/member/observer or in the case of Policy Commission/ Council, the Secretariat.</p> <p>The paper will identify, discuss and analyse the implications for member administrations of the issue.</p> <p>The Chair can utilise such other mechanisms as breakout groups etc., as deemed appropriate to progress discussion of the issue.</p> <p>The tools to be utilised to progress the discussion will be a decision of the Chair and Secretariat in consultation with the initiating member/region/observer.</p>

#### 4. Sharing Customs Practice and Innovation

Description of Block	How the Agenda is to be discussed
<p>This block will allow for discussion of innovative practices in progress within member administrations/regions and observers. The principal aim will be to provide the meeting with information and awareness of innovation within Customs.</p>	<p>The Chair will progress through each agenda allowing time for a presentation (if required) from the initiators.</p> <p>Members will be then invited to discuss the issue with the aim of PTC, if agreed, progressing this as part of its work.</p>
Time on the Agenda	How the discussion on these Agenda items will be supported
<p>The time for discussion of these items will be at the discretion of the Chair in consultation with the Secretariat and where appropriate the member/region/observer.</p>	<p>Each item for discussion under this block will ideally be supported by a paper or a presentation from the initiating region/member/observer.</p> <p>The paper will identify, discuss and analyse the potential implications for member administrations.</p> <p>The Chair can utilise such other mechanisms such as breakout groups etc., as deemed appropriate to progress discussion of the issue.</p> <p>The tools to be utilised to progress the discussion will be a decision of the Chair and Secretariat in consultation with the initiating member/region/observer.</p>

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## Guidelines for papers on key technical issues

### Introduction

The Exploration and Progress of Key Technical Issues Agenda Block is an opportunity for Customs administrations to work together to explore shared emerging and strategic topics that PTC can progress.

Under this Agenda Block issues can be referred for PTC consideration by Policy Commission, Regions (across or within Regions) or by two or more administrations working in concert.

Joint papers would each be prepared by the initiating administration with the supporting member/s (in the case of items from Policy Commission, the Secretariat would assume this responsibility). It is intended that the papers could also be developed by a partnership of members from developed and developing member administrations to ensure the papers have broad relevancy. Trade, transport and industry groups, as well as international organizations may also be invited to participate in drafting or contributing to the papers as necessary.

Each group of administrations would develop a joint paper that identifies, discusses and analyses the implications of their emerging issue. The paper would also explore and scope the options for PTC action.

The aim of these guidelines is not to limit the scope for member administrations but rather to suggest a format and minimum content that would ensure that PTC is sufficiently informed to enable it to have a meaningful discussion of the issues raised.

### Suggested outline of issues papers

#### ➤ *Executive Summary*

Briefly outline:

- Who is involved in or instigated the production of this paper and the raising of this issue.  
Can be of:
  - Policy Commission- the Secretariat is involved on behalf of the Policy Commission;
  - Within a Region- if so what administrations are involved;
  - Across Regions- if so what administrations are involved;
  - Sponsored by a member/members with the support of trade/transport/industry groups or international organization/organizations – If so which administrations and what groups or international organization/organizations.<sup>4</sup>
- How the Issue was recognised – detail what caused this issue to be raised.
- Outline of the Issue- describe the nature of the issue.
- What is PTC being asked to do- detail what is expected from PTC.

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<sup>4</sup> As the Permanent Technical Committee is a Committee comprised only of representatives from Member Administrations it is envisaged that trade/transport/industry bodies and international organizations will only be able to have their issues raised with the sponsorship of a member administration/s, the Chair and or the Secretariat.

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➤ *Background*

In more detail outline:

- How the Issue came to be raised.
- Which administrations/regions have raised the issue or in the case of Policy Commission what set of circumstances was the cause of the issue being referred to PTC.

➤ *The Issue*

In more detail:

- Outline and identify the Issue.
- Discuss and analyse (in depth) the implications of the Issue.
- Identify in the detail the options (including the identification of the preferred option) for how the issue could be progressed. This may include actions for PTC to consider including:
  - Adding the issue to the PTC Work Programme.
  - How this issue could be progressed by PTC or one of the PTC sub-groups.
  - Directly referring the issue to Policy Commission for consideration.
- If the issue is to be added to the PTC work programme it would be of use to attach a draft of Terms of Reference for PTC or appropriate sub-group for this issue.

➤ *Recommendations*

Detail any recommendations for PTC to consider.

➤ *Supporting Documentation*

Attach any supporting documents.

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## **Annex 5**

### **Guidelines on Break-out Sessions and Panels**

#### **Break Out Sessions**

Utilizing smaller, more focused “break out” sessions within the margins or larger meetings and plenary sessions, has been a time-tested approach at the World Customs Organization (WCO) to delving deeper into specific topics that may involve unique subject matter expertise. Often this approach is utilized to develop specific technical guidance and/or to advance the decision making and culmination of certain work products (guidelines, handbooks, terms of reference, etc). Other times it has proven useful at a more basic level to allow for more interactions by a wider number of delegations, because of the more intimate setting and/or number of break out rooms being used.

Through ongoing discussions on the reinvigoration of the Permanent Technical Committee (PTC), the role and possible use of breakout sessions as a means to accomplish this end will be explored. Depending on the subject matter, it may be useful to establish breakout sessions (planned or impromptu) that have one or more Members concisely introduce a theme or topic and then ensuring that all participants have a chance for robust and interactive engagement. Ideally, the setting of the break out session will be well utilized by participants by ensuring that they participate in a very active manner. Normally, the break out session is followed by a summary presentation to the larger plenary body and/or precisely documented.

As new work streams and specific themes emerge from the ongoing PTC deliberations, the strategic use of breakout sessions, including the variety and means of operation of them, can be explored and catalogued if deemed beneficial. Ideally, a Member that has specific skills or experiences (often a Brussels-based Attache) will volunteer to convene or moderate such sessions, with *rapporteur* support from a separate individual as the optimal approach.

Coordination on themes of break outs in advance of the meetings, to include consumption of any “read ahead” materials by participants, is encouraged as a means to maximize the productivity of the session.

#### **Panel Discussions**

The use of panel discussions as a presentation method can be very effective and well received by the audience when conducted properly. Often we see a panel discussion as an agenda item, but when the time comes, it is no more than multiple speakers taking the podium one at a time to deliver their own presentation about one particular subject. In such cases, the audience often loses interest as the “panel” fails to provide the appropriate stimuli to generate an active environment for a deep discussion on the subject. This document provides recommendations about how panel discussions should be organized and utilized in order to maximize their success.

The optimal length for a panel discussion is between 45 minutes and one hour with no more than 4-5 participants, plus a moderator. It is critical for a panel to be guided by a strong moderator (whose role is vastly different from the role of a panelist). The primary function of the moderator is to facilitate the speakers and make sure that they positively connect with the audience. It is a good practice to touch base with panelists at least once prior to the event. Because of other agenda items, many of which are individual presentations utilizing slide decks, it is recommended that panelists refrain from bringing slides to show as part of the panel discussion. The purpose of a panel discussion is to create an environment for positive interaction between the panelists themselves as well as with the audience. Slides typically work against that philosophy as they tend to distract the audience’s attention from the panelists. It is very important that the panelists are properly equipped with microphones to ensure that they can be heard clearly. The role of the moderator is critical and it is important to select moderators

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who can react quickly and naturally to motivate interaction. Just because there is a dedicated Q&A period, that should not limit the moderator from reacting to the room and getting the audience involved with questions earlier if the moment presents itself. A basic rule to follow when determining the time allocation is that for an hour long panel discussion, there should be a minimum of 15 minutes dedicated to post panel Q&A's. The moderator must also be diligent about the time and keep the panel discussion moving at an appropriate pace in order to cover the topic effectively while allowing sufficient time for questions. At the end of the session it is very important to ask the panelists to remain at the event for a period of time, if they can, so that audience members can approach them on the margins.

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**Annex 6**

**Public Availability of Documents**

This Annex deals with PTC documents that do not fall under the WCO publication policy according to which certain WCO publications can only be obtained against payment.

At present the WCO does not have an overarching policy of making WCO working documents publicly available. In practice, the availability of WCO working documents varies from one WCO working body to the other, and is decided by the respective working body. Usually the agendas and documents are published after the meeting. The policies of the European Union, the Organization for Economic Cooperation and Development, the United Nations and the World Trade Organization that are available at their respective websites, have been consulted and differ in level of transparency but are generally more liberal.

In order to achieve greater transparency, the Permanent Technical Committee agreed to the principle of making all documentation for meetings available via the WCO Public website (agendas, reports (excluding the list of participants), working documents, presentations). As is usual in other working bodies this will be done after the meeting, and subject to consent of the PTC. If no objection is raised to the Secretariat within 10 working days after the termination of the meeting, the documents will be uploaded on the public web site. The Secretariat will, however, have to make an exception for sensitive documents, e.g. documents containing confidential data.

It is recommended, however, to make the Agenda and Summary Document publicly available well in advance of the PTC meeting and publicize the upcoming meeting under "Latest News". This will stimulate wider attendance of Members and Observers. Wider attendance will result in additional perspectives and may lead to more interesting debate and broader based decision making.

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## **PTC Work Programme 2013-2016**

### **Introduction**

The PTC will work in line with a three-year Work Programme developed to provide more clarity on its current and future tasks to support the execution of the PTC core functions:

- contribute to the strategic direction of work done by the WCO in respect of the promotion, development and administration of trade facilitation instruments and tools, in accordance with the WCO Strategic Plan;
- help to enhance co-operation between Customs administrations and governmental and non-governmental (private sector) organizations in the field of trade facilitation;
- introduce and promote initiatives aimed at improving the effectiveness of Customs through information technology and electronic commerce, Customs co-operation and the establishment of various legal instruments;
- develop various tools designed to enhance efficiency in trade (particularly the Guide to measure the time required for the release of goods), and promote their use by Members;
- contribute to the development of means and methods to facilitate, simplify and harmonize the Customs formalities applicable to postal consignments;
- provide strategic support for the WCO's capacity building programmes for its Members.

The Work Programme is in line with the WCO Strategic Plan and supports implementation of its goals and activities. It will be regularly updated to reflect the decisions taken by the Committee and the governing bodies of the WCO.

### **Work Programme 2013-2016**

The Work Programme aims to consolidate all the topics the Committee will be dealing with in the following three-year period. It should be considered as a living document and updated to reflect the changes taking place in the customs environment and to reflect the new demands of the Membership or decisions of the Policy Commission and Council. Topics which are being proposed for inclusion in the Work Programme, would first need to be discussed in a PTC meeting. In accordance with the PTC Agenda setting guidelines, two or more Members (and possibly Observer(s)) would be expected to put forward a document for discussion in order to allow the PTC to have a clear understanding of the topic and the reasons for its inclusion in the Work Programme.

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The Programme largely supports achieving Strategic Goal 1 of the WCO Strategic Plan 2013/2014-2015/2016 – Promoting the security and facilitation of international trade, including simplification and harmonization of Customs procedures = Economic Competitiveness Package. It further contributes to the implementation of the following Strategic activities:

- Strategic Activity 1.1: Develop, manage and promote conventions, guidelines, standards and tools on trade security and facilitation;
- Strategic Activity 1.2: Promote coordinated border management;
- Strategic Activity 1.3: Enhance partnership with private sector;
- Strategic Activity 1.4: Manage and promote Information Technology;
- Strategic Activity 2.1: Develop, manage and promote standards, guidelines and tools on revenue collection
- Strategic Activity 5.1 Implement Globally Networked Customs (GNC).

For each of the Strategic Activities, the Programme provides a list of topics and related tasks to be carried out by the PTC.

1. PTC tasks to support Strategic Activity 1.1: Develop, manage and promote conventions, guidelines, standards and tools on trade security and facilitation

*“The WCO will continue to work on developing international standards for Customs procedures. It promotes the Revised Kyoto Convention and is working to support the Trade Facilitation Negotiating Group under the World Trade Organization. The WCO has also launched the Economic Competitiveness Package (ECP). It further develops, maintains and promotes the SAFE Framework of Standards, the Time Release Study, and other instruments and tools to achieve trade security and facilitation. It also monitors the implementation of the Resolution on the Role of Customs in Natural Disaster Relief.”*

Topic	Tasks	Performance Indicators	Timeline
Economic Competitiveness Package	<ul style="list-style-type: none"> <li>• Review the progress in implementing the ECP Action Plan</li> <li>• Revise the ECP Action Plan</li> <li>• Update the ECP Toolkit</li> </ul>	•	•

Revised Kyoto Convention (RKC)	<ul style="list-style-type: none"> <li>• Advise the RKC Management Committee on maintenance and promotion of the RKC</li> <li>• Advise the RKC/MC and Contracting parties on the implementation of RKC provisions</li> </ul>	•	•
Time Release Study	<ul style="list-style-type: none"> <li>• Support the maintenance of TRS Guide and online software</li> <li>• Support the use and implementation of Time Release Study</li> <li>• Discuss and approve technical issues related to TRS</li> <li>• Ensure that WCO members reported to PTC and share best practices related to TRS</li> </ul>	•	•
SAFE Framework of Standard	<ul style="list-style-type: none"> <li>• Support the maintenance and promotion of SAFE Framework</li> <li>• Discuss/approve technical issues forwarded by the SAFE WG</li> </ul>	•	•
Air Cargo Security	<ul style="list-style-type: none"> <li>• Ensure issues related to Customs and SAFE Framework are brought to the PTC for information/update</li> </ul>	•	•

<p>WTO Trade Facilitation Negotiations</p>	<ul style="list-style-type: none"> <li>• Follow-up on the WTO Trade Facilitation Negotiations and seek means of further supporting implementation of commitments stemming from a future WTO Trade Facilitation Agreement;</li> <li>• Update the WTO Trade Facilitation Toolkit;</li> <li>• Respond to Members' concerns regarding specific provisions and consider implications in terms of Capacity Building and Technical Assistance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Natural Disaster Relief</p>	<ul style="list-style-type: none"> <li>• Four Regional Seminars need to be organized in order to comply with point 9 of the 2011 Resolution (no donors yet identified)</li> <li>• Follow up and update of NDR related information on the dedicated Webpage (in connection with UN OCHA and IFRC)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



<p>Immediate Release Guidelines</p>	<ul style="list-style-type: none"> <li>• Follow up of the possible update of the Immediate Release Guidelines (IRG)</li> <li>• Support the maintenance and ensure that technical issues related to IRG are reported to PTC for discussion and guidance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Glossary of International Customs Terms</p>	<ul style="list-style-type: none"> <li>• Adopt and include in the Glossary the terms proposed by the Virtual Group, which has been reviewed and approved by the appropriate WCO bodies and/or Committees and in some cases incorporated in official instruments approved by the Policy Commission and/or Council.</li> <li>• Give guidance on the way forward for the definitions proposed by the Secretariat and reviewed by the Virtual Group , which do not form part of any WCO instrument</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Postal Traffic	<ul style="list-style-type: none"> <li>• Take actions to support use of Customs/Post EDI messages and exchange of information in Postal Traffic with a view of enhancing facilitation and security of the Postal Supply Chain;</li> <li>• Support and provide guidance to the work of the WCO/UPU Contact Committee.</li> </ul>	•	•
Regional integration	<ul style="list-style-type: none"> <li>• Further research based on Members' interests</li> </ul>	•	•
Informal Trade	<ul style="list-style-type: none"> <li>• Collect innovative practices from Members</li> <li>• Develop a new tool or instrument, based on Members' needs.</li> </ul>	•	•
SMEs	<ul style="list-style-type: none"> <li>• Collect innovative practices from Members</li> <li>• Develop a new tool or instrument, based on Members' needs.</li> </ul>	•	•

<p>Innovative practices</p>	<ul style="list-style-type: none"> <li>• Members/Observers will be invited to discuss innovative practices they have observed or would like the WCO to consider for broader adoption or inclusion within the WCO agenda, packages or tools.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Data Quality, Data Security and Compliance Framework</p>	<ul style="list-style-type: none"> <li>• Perform oversight function over developments in other committees and groups.</li> <li>• Determine if new tools or instruments need to be developed or existing ones updated.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

2. Tasks to support Strategic Activity 1.2: Promote coordinated border management

*“Coordinated border management (CBM) is an important trade facilitation contribution to improved border management procedures that enhances economic growth and development. The increasing flow of both goods and travelers across borders, and the expectation that such movements should take place without undue delay, puts pressure on all border agencies to rationalize their operations. CBM further enables governments to reduce their border control costs whilst simultaneously delivering enhanced efficiency and effectiveness. CBM also plays a significant role in a nation’s economic competitiveness by better facilitating trade and travel.”*

Topic	Tasks	Performance Indicators	Timeline
Coordinated Border Management	<ul style="list-style-type: none"> <li>• Collect innovative practices from Members</li> <li>• Develop new tools or instruments, based on Members’ needs.</li> <li>• Engage with other International Organizations concerning CBM</li> </ul>	•	•
End-Use Codes and Product identification	<ul style="list-style-type: none"> <li>• Examine coding systems other than the Harmonized System (HS)</li> <li>• Determine if and how they could support Customs operations in connection with the HS</li> </ul>	•	•

3. Tasks to support Strategic Activity 1.3: Enhance partnership with private sector

*“The WCO maintains close partnerships with a large number of private sector organizations. Such partnerships are in many cases formalized through a Memorandum of Understanding. Fostering the Customs-trade partnership has traditionally been an important part of the WCO’s work, but this work has been taken to new levels in recent years with the establishment of the Private Sector Consultative Group and the new emphasis on strategic pacts with trusted economic operators.”*

Topic	Tasks	Performance Indicators	Timeline
AEOs	<ul style="list-style-type: none"> <li>• Provide input on the AEO Compendium where necessary/relevant</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Customs-Business Partnership	<ul style="list-style-type: none"> <li>• Ensure development of Customs to Business Partnership</li> <li>• Provide input to the development of Customs to Business toolkit/mechanism</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

4. Tasks to support Strategic Activity 1.4: Manage and promote Information Technology

*“Modern Customs organizations have a very high degree of dependency on the application of Information Technology (IT) that is recognized for its contribution to the economic competitiveness of a nation. IT is a horizontal topic with deep cross-linkages with several of the building blocks of Customs in the 21st Century. The WCO will focus on some of its key instruments related to the use of IT in Customs.”*

Topic	Tasks	Performance Indicators	Timeline
Data Model	<ul style="list-style-type: none"> <li>• Produce annual updates of the Data Model to reflect the standard up-to-date requirements of Members that are adopting the instrument</li> <li>• To produce Information Packages to cover a wider array of cross-border regulatory procedures including all Customs major types licenses, certificates and permits used in international trade.</li> <li>• To accelerate adoption by Members and regional organizations by promoting ‘My Information Packages’.</li> </ul>	•	•

<p>UCR</p>	<ul style="list-style-type: none"> <li>• To update the UCR Guidelines to reflect:             <ul style="list-style-type: none"> <li>○ the practical use of the UCR concept in cross-border trade.</li> <li>○ the business benefits to Customs &amp; Trade</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Single Window</p>	<ul style="list-style-type: none"> <li>• Update the Compendium on 'How to Build a Single Window Environment' by including the successful Single Windows Implementations.</li> <li>• Enlarge the pool of global experts through the accreditation process</li> <li>• Update the WCO Repository on Single Window implementations</li> <li>• Continue to support Members on Single Window implementation through Capacity Building assistance programmes</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

API Guidelines	<ul style="list-style-type: none"> <li>• Maintain the WCO/IATA/ICAO API Guidelines</li> <li>• Produce Annual updates of the PNRGOV Message Implementation Guide.</li> <li>• Produce the Passenger facilitation data toolkit jointly with IATA and ICAO</li> <li>• Update the WCO Repository on Single Window implementations</li> </ul>	•	•
ICT Guidelines	<ul style="list-style-type: none"> <li>• Produce an update of the WCO ICT Guidelines in 2016</li> </ul>	•	•



5. Tasks to support Strategic Activity 2.1: Develop, manage and promote standards, guidelines and tools on revenue collection

*“The WCO will continue to develop and maintain standards and guidelines associated to revenue collection. Through technical assistance and training events, the WCO will promote and explain the good practices established in the new Revenue Package guidelines on Valuation, Post-Clearance Audit, Origin and Classification. These guidelines highlight the need to establish a coordinated, risk-based approach to the identification and collection of revenue which is legally due, respecting international conventions and standards. This approach will enable Customs administrations to meet their strategic objectives of collecting all revenues for which they are responsible and facilitating compliant international trading activities.”*

Topic	Tasks	Performance Indicators	Timeline
Preferential rules of origin	<ul style="list-style-type: none"> <li>• Give a guidance on maintenance on the work, including the Origin Database and the Comparative Study, as well as the tools developed under the Revenue Package Phase 1</li> <li>• Discuss and approve the tools to be developed under the Revenue Package Phase 2</li> </ul>	•	•

6. Tasks to support Strategic Activity 5.1 Implement Globally Networked Customs (GNC)

*“The challenges of the 21st Century require new approaches for cooperation between Customs administrations and all relevant stakeholders for purposes of applying Customs controls while facilitating legitimate trade. Most WCO activities are linked to information exchange and close cooperation, and therefore the requirement is to create a global Customs network in support of international trade and Customs controls. The term .network. does not apply to a single system, but to a systematic approach which aims to deliver seamless, real-time and paperless flows of information between Customs administrations.”*

Topic	Tasks	Performance Indicators	Timeline
Globally Networked Customs	<ul style="list-style-type: none"> <li>• Monitor progress of proof-of-concept for Utility Blocks being developed</li> <li>• Support the development of new Utility Blocks by members</li> <li>• Establish a GNC UB Repository for the sharing of completed Utility Blocks</li> </ul>	•	•

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**201<sup>st</sup>/202<sup>nd</sup> SESSION OF THE PERMANENT TECHNICAL COMMITTEE**  
**201<sup>ème</sup>/202<sup>ème</sup> SESSION DU COMITÉ TECHNIQUE PERMANENT**  
**4-8/11/2013**

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