

UNNExT Masterclass 2013: Implementing Single Window and Paperless Trade

In Cooperation with Customs Cooperation Fund (CCF) Korea

**7 – 18 October 2013
Customs Border Control Training Center (CBCTC)
Cheon-An, Republic of Korea**

Organized by
**United Nations Economic and Social Commission for Asia and
the Pacific**
and
World Customs Organization

With the Support of
Korea Customs Service
United Nations Economic Commission for Europe
UNCITRAL Regional Centre for Asia and the Pacific
Asian Development Bank
GIZ
World Bank

○ SCHEDULE

Week 1						
Date	7 (Mon)	8 (Tue)	9 (Wed)	10 (Thu)	11 (Fri)	12 (Sat)
Morning	Opening & Introduction to Master Class	Addressing Legal Issues in Paperless Trade and Single Window	Streamlining Trade Process	Field Study: Pusan Port	Field Study: Pusan Port	Cultural Program: Visit to Kyongju
Afternoon	Single Window Implementation: Conceptual Framework for Planning	Addressing Legal Issues in Paperless Trade and Single Window	Streamlining Trade Process	Field Study: Pusan Port	Field Study: Pusan Port	Cultural Program: Visit to Kyongju
Week 2						
Date	13 (Sun)	14 (Mon)	15 (Tue)	16 (Wed)	17 (Thu)	18 (Fri)
Morning	Cultural Program: Seoul City Tour	Group Discussion & Exercise	Single Window Implementation : Development and Operation(Case study)	Time to prepare personal write-up and Group Discussion	Harmonizing Trade Forms, Data & Documents	Enabling Paperless Trade across borders Presentation on Group Discussion
Afternoon	Cultural Program: Seoul City Tour	Single Window Implementation: Development and Operation	Practicum: Operating Automated Customs	Harmonizing Trade Forms, Data & Documents	Group Discussion & Exercise	Wrap-up & Closing

○ PROGRAMME

Week 1: 7 – 12 October 2013

Time	Programme
Day 1 (7 October)	
10: 00 – 10:30	Arrival at the Customs Border Control Training Center (CBCTC) and Check-in
10:30 – 12:00	<p>Opening Session</p> <p>Opening Remarks <i>Mr. Yann Duval, Chief, Trade Facilitation, Trade and Investment Division, United Nations ESCAP</i> <i>Mr. Ross Baird, New Zealand Customs, on behalf of WCO</i></p> <p>Welcome Remarks <i>Mr. Myeong-Ku Lee, Director General, Information & International Affairs Bureau, Korea Customs Service</i></p> <p>Move to Stadium for Group Photo</p> <p>Introduction to the Masterclass <i>Facilitator: Mr. Yann Duval, Chief, Trade facilitation Unit, United Nations ESCAP</i></p> <p>Overview and Objective of the Masterclass <i>Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP</i></p> <p>Tour de table: Self-introduction of participants</p> <p>Baseline Assessment on Paperless Trade and Single Window</p>
12:00 – 13:30	Lunch Break
13:30 – 15:00	<p>Single Window Implementation: Part 1 – Conceptual Framework for Planning Creating a Single Window environment demands a systematic planning, including feasible approaches based on requirements and practical project management for sustainability. The trainees will learn how to plan a Single Window implementation at national level.</p> <p>Single Window: Its evolution and implementation framework <i>Facilitator: Dr. Somnuk Keretho, Director, KU-INOVA, Kasertsart University</i></p>
15:00 – 15:20	Coffee Break
15:20 – 17:00	Single Window Implementation: Part 1 – Conceptual Framework for Planning (Cont'd)

	<p>Single Window: Project management and analysis of financial and business model</p> <p><i>Facilitator: Dr. Somnuk Keretho, Director, KU-INOVA, Kasertsart University</i></p>
18:00 – 20:30	<p>Welcome Reception</p> <p>Hosted by <i>Mr. Myeong-Ku Lee, Director General, Information & International Affairs Bureau, Korea Customs Service</i></p>
Day 2 (8 October)	
09:00 – 10:20	<p><i>Addressing Legal Issues in Paperless Trade and Single Window</i></p> <p>Implementing a Single Window and paperless trade systems require a domestic legal environment where electronic trade information can be interchanged among relevant entities through such paperless trade systems, with same legal effect just like paper documents in a conventional trade environment. The trainees will learn what essential legal matters they have to be aware of to create Single Window environment.</p> <p>Essential legal elements for implementing a Single Window</p> <p><i>Facilitator: Mr. Luca Castellani, Head, UNCITRAL Regional Centre for Asia and the Pacific</i></p>
10:20 – 10:40	Coffee Break
10:40 – 12:00	<p><i>Addressing Legal Issues in Paperless Trade and Single Window (Cont'd)</i></p> <p>Essential legal elements for implementing a Single Window (Cont'd)</p> <p><i>Facilitator: Mr. Luca Castellani, Head, UNCITRAL Regional Centre for Asia and the Pacific</i></p>
12:00 – 13:30	Lunch Break
13:30 – 15:00	<p><i>Addressing Legal Issues in Paperless Trade and Single Window (Cont'd)</i></p> <p>Key international legal instruments for E-Commerce and Single Window implementation</p> <p><i>Facilitator: Mr. Luca Castellani, Head, UNCITRAL Regional Centre for Asia and the Pacific</i></p>
15:00 – 15:20	Coffee Break
15:20 – 17:00	<p><i>Addressing Legal Issues in Paperless Trade and Single Window (Cont'd)</i></p>

	<p>Case Study 1: The New Zealand Experience in dealing with legal issues for implementing a Single Window Facilitator: Mr Ross Baird, New Zealand Customs</p> <p>Case Study 2: Legal Framework for e-Commerce and Paperless trade in the Republic of Korea <i>Facilitator: Mr. Hyun-Koo Kang, Director, Korea IT Industry Promotion Agency</i></p>
Day 3 (9 October)	
09:00 – 10:20	<p>Streamlining Trade Processes Business Process Analysis (BPA) is a systematic method to analyze as-is trade procedures to identify issues and bottlenecks and designing improvement measures based on findings. The Module will train how to conduct BPA at organizational, sectoral, national or cross-border level to identify existing bottlenecks of trade by procedures or by products and come up with policy recommendations for streamlining trade processes.</p> <p>Trade Facilitation: State of play in the Region & Introduction to Business Process Analysis (BPA) <i>Facilitator: Dr. Yann Duval, Chief, Trade facilitation Unit, United Nations ESCAP</i></p>
10:20 – 10:40	Coffee Break
10:40 – 12:00	<p>Streamlining Trade Processes (Cont'd)</p> <p>Defining scope of and planning a BPA project <i>Facilitator: Dr. Somnuk Keretho, Director, KU-INOVA, Kasertsart University</i></p>
12:00 – 13:30	Lunch Break
13:30 – 15:00	<p>Streamlining Trade Processes (Cont'd)</p> <p>Business Process Modeling <i>Facilitator: Dr. Somnuk Keretho, Director, KU-INOVA, Kasertsart University</i></p>
15:00 – 15:20	Coffee Break
15:20 – 17:00	<p>Streamlining Trade Processes (Cont'd)</p> <p>Analyzing findings of a BPA and drawing recommendations <i>Facilitator: Dr. Somnuk Keretho, Director, KU-INOVA, Kasertsart University</i></p>

	<p>Case Study: Business Process Analysis in Single Window Development – The New Zealand Experience</p> <p><i>Facilitator: Mr Ross Baird, New Zealand Customs</i></p>
<p>Day 4 (10 October): Field Trip to Pusan Port</p> <p>The trainees will visit Pusan Port to witness and have hands-on experience on trade facilitation measures, in particular paperless trade, implemented in actual trade facilities within a sea port, including Customs house, warehouses, port authority, etc.</p>	
09:00-13:00	Move from Cheon-an to Pusan
13:00-14:00	Lunch
14:00-16:00	Visit to Pusan Customs
16:00-16:30	Move from Pusan Customs
16:30-20:00	Cultural Experience and Dinner
<p>Day 5 (11 October): Field Trip to Pusan Port (Cont'd)</p>	
10:00-12:00	Visit to Renault Samsung Motors
12:00-14:00	Lunch
14:00-16:00	Visit to Pusan New Port (Port Integrated Surveillance System)
On the way back from the Pusan Port, a visit to Kyungju will be arranged as part of cultural programme	
16:00-18:00	Move from Busan to Gyeong-ju
<p>Day 6 (12 October): Cultural Excursion to Kyong-ju</p>	
10:00-13:00	Tour of Gyeong-ju
13:00-14:00	Lunch
14:00-18:00	Move from Gyeong-ju to Cheon-an

13 October	Seoul City Tour
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Week 2: 14 – 18 October 2013

Time	Programme
Day 1 (14 October)	
09:00 – 10:20	<p>Discussion and Exercise: Review of Field Visit to Pusan Port and presentation of BPA Exercise</p> <ol style="list-style-type: none"> 1. The participants will discuss their views on operation of trade facilitation facilities in Pusan Port and identify potential areas for benchmarking. 2. Participants will briefly present their assignments (by country) on

	BPA <i>All</i>
10:20 – 10:40	Coffee Break
10:40 – 12:00	<p>Group Discussion and Exercise: Assessment of National Single Window Readiness</p> <p>The participants will assess current national readiness of Single Window implementation using a worksheet and discuss their findings. <i>All</i></p>
12:00 – 13:30	Lunch Break
13:30 – 15:00	<p>Single Window Implementation: Part 2 – Development and Operation</p> <p>Instruments for developing a Single Window Instruments and tools related to Single Window developed by WCO and other international organizations will be introduced. <i>Facilitator: Mr. Gareth Lewis</i></p>
15:00 – 15:20	Coffee Break
15:20 – 17:00	<p>Single Window Implementation: Part 2 – Development and Operation (Cont'd)</p> <p>Single Window implementation cases: Key success factors and lessons learnt Operators/implementers of national Single Window facilities in the Region will be connected by tele-conference for interactive discussion on implementation/operation experiences. <i>Facilitator: Mr. Gareth Lewis and Sangwon Lim, UNESCAP</i></p> <p>Malaysia Case: Ms. Marianne Wong, Malaysia Customs Indonesia Case: Mr. Muwasiq Noor, EDI Indonesia</p>
Day 2 (15 October)	
09:00 – 10:20	<p>Single Window Implementation: Part 2 – Development and Operation (Cont'd)</p> <p><i>Facilitator: Mr Gareth Lewis and Sangwon Lim, UNESCAP</i></p> <p><i>Australia Case of SDS and JEMS System: Mr. Gareth Lewis</i></p>
10:20 – 10:40	Coffee Break
10:40 – 12:00	Single Window Implementation: Part 2 – Development and

	Operation (Cont'd) <i>Facilitator: Mr Gareth Lewis and Sangwon Lim, UNESCAP</i> Singapore Case: Mr. Jonathan Koh, Director, Trade Facilitation Centre of Excellence, CrimsonLogic
12:00 – 13:30	Lunch Break
13:30 – 15:30	Country Presentation on Paperless Trade and Single Window India Sri Lanka Maldives
15:30 – 16:00	Coffee Break
16:00 – 17:00	<i>Visit to Customs Learning Center at CBCTC and Introduction to UNIPASS Learning System</i> <i>Facilitator: Mr. Pyung-Won Kim, CBCTC, Korea Customs Service</i>
17:00 – 17:30	Country Presentation on Paperless Trade and Single Window Bangladesh Bhutan
Day 3 (16 October)	
09:00 – 10:30	Country Presentation on Paperless Trade and Single Window Nepal Cambodia Laos Myanmar Viet Nam Mongolia Kyrgyzstan
10:30 – 10:50	Coffee
10:50 – 12:00	Harmonizing Trade Forms, Data and Documents The trainees will learn how to design trade forms in alignment with international standards so that such trade forms are easily recognized by different stakeholders across borders. Aligned trade forms can be used as a basis for formatting electronic documents to be used in paperless trade environment. The trainees will also learn how to harmonize national trade data using internationally standardized data sets. Data harmonization is an essential step to take in maximizing interoperability within and across borders in a paperless trade environment, in particular for data exchange among different paperless trade systems Introduction to data harmonization and modeling <i>Facilitator: Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP</i>
12:00 – 13:30	Lunch Break

13:30 – 15:00	Experience of Korea Customs Single Window: UNIPASS <i>Facilitator:</i> Mr. Sung-Sik Kim, Assistant Director, Multilateral Cooperation Division, Korea Customs Service
15:00 – 15:20	Coffee Break
15:20 – 17:00	Harmonizing Trade Forms, Data and Documents (Cont'd) Aligning trade forms for paperless trade environment <i>Facilitator:</i> Mr. Markus Pikart, UNECE (over tele-conference)
Day 4 (17 October)	
09:00 – 10:20	Harmonizing Trade Forms, Data and Documents (Cont'd) Introduction to Standards for harmonizing trade data, including UNTDED and WCO DM <i>Facilitator:</i> Mr. Gareth Lewis
10:20 – 10:40	Coffee Break
10:40 – 12:00	Harmonizing Trade Forms, Data and Documents (Cont'd) Step-by-step Approach to data harmonization and modeling <i>Facilitator:</i> Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP
12:00 – 13:30	Lunch Break
13:30 – 15:00	Group Discussion and Exercise: Streamlining Trade Process and Harmonizing Data <i>Facilitator:</i> Ms. Jina Choi, Manager, KCingle-CUPIA, Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP and Mr. Gareth Lewis
15:00 – 15:20	Coffee Break
15:20 – 17:00	Group Discussion and Exercise: Streamlining Trade Process and Harmonizing Data <i>Facilitator:</i> Ms. Jina Choi, Manager, KCingle-CUPIA, Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP and Mr. Gareth Lewis
Day 5 (18 October)	
09:00 – 09:30	Enabling Cross-border Paperless Trade The trainees will learn what key issues are in facilitating cross-border paperless data exchange and become aware of issues to be taken into account in implementing national paperless trade systems in an interoperable manner.

	<i>Facilitator: Mr. Sangwon Lim, Trade Facilitation Unit, United Nations ESCAP</i>
09:30 – 10:30	Group Discussion: Planning a Single Window implementation Breakout group will work as a team to develop a plan for implementing a Single Window. <i>All</i>
10:30 – 10:50	Coffee Break
10:50 – 12:00	Presentation on Group Discussion Each group will present their discussion and exercise result to the Class and exchange views among all the participants. <i>All</i>
12:00 – 13:00	Lunch Break
13:30 – 15:00	Wrap-up and Closing <ul style="list-style-type: none"> • Evaluation <i>The participants will review their understanding of topics covered in the Masterclass and evaluate overall organization of the Class to share their views for future improvement</i> • Delivery of Certificate <i>For the participants successfully completed all the programmes of the Class, an official certificate will be delivered.</i> • Closing remarks <i>Mr. Jong-ki Kim, Faculty Director, CBCTC, Korea Customs Service</i>
15:00 – 18:00	Check-out and Move to Seoul