

## **UNNExT National Single Window Master Plan Outline Templates**

This document, produced by ESCAP in collaboration with experts from the United Nations Network of Experts for Paperless Trade in Asia and the Pacific (UNNExT) and collaborating organizations, provides a collection of National Single Window (NSW) Master Plan template outlines, based on existing master plans under development and/or implementation in developing countries.

Additional outlines will be added to the collection as they become available. To contribute outlines or other relevant information and tools to facilitate SW implementation in developing countries of Asia and the Pacific, please visit <http://www.unescap.org/unnext/> and contact the UNNExT Secretariat.

## **NSW MASTER PLAN – OUTLINE TEMPLATE 1**

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## **NSW MASTER PLAN – OUTLINE TEMPLATE 2**

### **Executive Summary**

#### **NSW Rationale and Concept of Operations**

Introduction

Vision

Mission

Objectives

Definition

Background

NSW Overview

NSW Operations Overview

#### **Project Administration and Long-Term Strategy**

Introduction

Organizational Structure for the NSW

    Composition of the NSW Steering Committee

    Role of the Steering Committee

    Role of the Stand-by Bureau

Private Sector Consultative Committee

Organization of the NSW Technical Group

    Activities of the Outreach Subgroup

    Activities of the Data Subgroup

    Activities of the Technology Subgroup

    Activities of the Business Process Subgroup

    Activities of the Training Subgroup

Composition of the Legal Working Group

    Activities of the Legal Working Group

Administrative Support

Sub/Regional Association Foreign Government Liaison

#### **NSW Master Plan Components**

Data Standardization and harmonization

    Data Model

    Data Flow Diagram

User/Functional Requirements

Technology Infrastructure

    Technical Reference Model

Cost/Benefit Analysis

Configuration Management Plan

Risk Management Plan

Project Implementation, Transition Plan, and Change Management

Training Plan

Communications Plan

## Legal Infrastructure

### **Annexes**

Annex A. Data Flow

Annex B. License, Permit, Certificate, and Other Documents and Procedures

Annex C. Customs Procedures

Annex D. Template for NSW Data Questionnaire

Annex E. Questionnaire Sheet on Clearance-Related Business Procedures

Annex F. NSW ICT Questionnaire

Annex G. NSW User Assessment for Participating Government Departments

Annex H. NSW Legal Infrastructure Preparedness Questionnaire

Annex I. Major Activities and Milestones to Establish a National  
Single Window by [year] and Integrate into the sub/regional SW by [year]