



【Online Program】

Knowledge Co-Creation Program

(Group & Region Focus)

GENERAL INFORMATION ON

CUSTOMS ADMINISTRATION (A)

課題別研修「税関行政(A)」

JFY 2021

NO. 202003053-J001

Course Period in Japan: From December 6, 2021 to December 16, 2021

This information pertains to one of the JICA Knowledge Co-Creation Program (Online Program) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

Under the development of globalization, the role of Customs has been increasingly important not only for an individual economy, but also for the entire international community.

Traditionally, Customs administrations have looked at their national issues such as collecting their revenue as well as protecting their borders. Thanks to a variety of advancements of transportation and logistics including containerization of sea cargos, and enlargement of aircrafts, as well as an emergence of GATT-WTO multilateral trading system, trade facilitation has become an important agenda for Customs. Particularly with the WTO Trade Facilitation Agreement which entered into force in 2017, Customs administrations have reaffirmed the importance of expediting the movement, release and clearance of goods, through effective cooperation with other appropriate authorities. At the same time, many Customs administrations have faced challenges not only for trade facilitation but for tacking with transnational organized crimes and security threats.

Responding to these changes, international standards, including the WCO Revised Kyoto Convention and other WCO instruments and tools are, drawn up and best practices are identified.

Therefore, taking into account the environmental changes and global standards tendency, respective country is required to follow these situations and to review its institution continually to carry out proper Customs administrations.

For what?

This program aims to help participants to formulate Action Plans for their Customs Reform and Modernization by identifying challenges, which ought to be tackled to improve in the field of Customs Administration in respective country.

For whom?

This program is offered to a current Customs official at headquarters, who directly reports to the chief of the group/division/office/section in charge of Customs Reform and Modernization.

If there is no such official, a customs official at headquarters, who is directly responsible for Customs Reform and Modernization, can be an eligible person.

How?

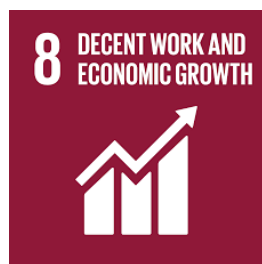
Participants shall acquire a general picture of Customs administration and understand the current situation regarding the enforcement of the customs administration in Japan,

mainly through a series of online lectures including online observations conducted by Customs and Tariff Bureau, Ministry of Finance, and Japan International Cooperation Agency.

In addition, discussions among participants and lecturers, and presentations of Country Reports and Action Plans by participants will provide opportunities to exchange the information of current states of their customs administration and to recognize its potential challenges.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program aims at Customs Reform and Modernization, which is expected to contribute to realizing the goal 8 and 9 of the SDGs



II. Description

1. Title (J-No.)

Customs Administration (A) (202003053-J001)

2. Course Period in JAPAN

From December 6, 2021 to December 16, 2021

3. Target Regions or Countries

IRAN, EGYPT, ETHIOPIA, MALAWI, NIGERIA, PAKISTAN, SOUTH SUDAN, SUDAN, TANZANIA, ZIMBABWE

4. Eligible / Target Organization

This program is designed for the Headquarters of Customs Administration.

5. Course Capacity (Upper limit of Participants)

10 participants

6. Language to be used in this program

English

7. Course Objective

This program aims to help participants to formulate Action Plans for their Customs Reform and Modernization by identifying challenges, which should be tackled to improve in the field of Customs Administration in respective country.

8. Overall Goal

Each Customs Administration starts to make self-help efforts for reform and modernization of their customs administration based on the formulated Action Plan.

9. Expected Module Output and Contents of the Online Program:

This online program consists of the following components. Details on each component are given below:

1) Preliminary Phase (in a participant's home country)

Elaborate the country report on customs administration systems in respective countries.

2) Training by Japan Customs

Expected Module Output	Subjects/Agendas	Methodology
1) To be able to explain the international standards for Customs business, the operation in Japan and the differences between his/her Customs administration	(1) Overview of Japan Customs (esp. Border Control and Clearance Procedures) (2) WCO standards of Customs business and its operation in Japan (3) Single Window/ICT (4) Risk Management (5) AEO (Authorized Economic Operator)/TRS (Time Release Study) (6) Rules of Origin (7) Post Clearance Audit (8) Online Observation to regional Customs (TBD)	Lecture,
2) To be able to explain the challenges of participant's home country by comparing with international standards for custom business and comparing the situation of his/her Customs administration with those of other participants	(1) Presentation and participation for the Country Report Session by each participant (2) Identification of core challenges and Formulation and Presentation of the Action Plan to solve the challenges <u>Note: Presentation and discussion of Country Report*</u> In the beginning of the online program, all participants are required to make a brief presentation of the Country Report and have a discussion on the Report with other participants and lecturers.	Exercise
3) To share tentative Action plan	Action Plan Presentation <u>Note: Formulation, Presentation, and discussion of the Action Plan</u> During the online program, all participants are required to formulate a brief "Action Plan" for future policy measures to solve the priority problems which will be identified through the program.	Exercise

<Tentative Online Training Program by Japan Customs>

Date	Day	Hour (JST/UTC+9)	Subject
2021/12/6	Mon	15:45-17:30	<ul style="list-style-type: none"> ● Program Orientation ● Discussion on Country Report and other topics
2021/12/7	Tue	15:45-17:30	<ul style="list-style-type: none"> ● Overview of Japan Customs (esp. Border Control and Clearance Procedures)
2021/12/8	Wed	15:45-17:30	<ul style="list-style-type: none"> ● Single Window/ICT
2021/12/9	Thu	15:45-17:30	<ul style="list-style-type: none"> ● Online Observation (TBD) ● Risk Management
2021/12/10	Fri		Day Off
2021/12/11	Sat		Day Off
2021/12/12	Sun		Day Off
2021/12/13	Mon	15:45-17:30	<ul style="list-style-type: none"> ● AEO (Authorized Economic Operator)/TRS(Time Release Study) ● Rules of Origin
2021/12/14	Tue	15:45-17:30	<ul style="list-style-type: none"> ● Post Clearance Audit
2021/12/15	Wed	15:45-17:30	<ul style="list-style-type: none"> ● Other Customs Procedures
2021/12/16	Thu	15:45-17:30	<ul style="list-style-type: none"> ● Action Plan Presentation

You are requested to submit your country's Action Plan not later than the presentation on Dec. 16, 2021

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of

applying organizations and effectively facilitate them toward solutions for the issues and problems.

- (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section-2 below.
- (4) Applying organizations are also expected to use the knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties:** be currently Customs official at headquarters. Those who directly report to the chief of the group/division/office/section in charge of Customs Reform and Modernization. If there is no such an official, a customs official at headquarters, who is directly responsible for Customs Reform and Modernization, can be an eligible person,
- 2) Experience in the relevant field:** have more than 5 years' experience in the field of Customs Administration,
- 3) Educational Background:** be a graduate of university or have an equivalent educational background or experience,
- 4) Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 (CBT 250, PBT 600-603), TOEIC 880, IELTS 7.0 or more (This program includes discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) Health:** must be in good health, both physically and mentally, to participate in the Program.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-five (25) and forty-five (45) years

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (2) Photocopy of passport or any other ID document:** to be submitted with the application form

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex

(3) Nominee's English Score Sheet: to be submitted with the application form, if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) Questionnaire: to be submitted with the application form. Fill in Annex I of this General Information.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by October 22, 2021**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) no **later than November 5, 2021**.

5. Document(s) to be submitted by accepted candidates:

(1) Country Report -- to be submitted by November 24, 2021:

Only accepted candidates are required to prepare a Country Report (detailed information is provided in the ANNEX II "Country Report".) The Country Report should be sent to JICA by **November 24, 2021**, by e-mail to tictip@jica.go.jp
Please add the course number "202003053" to a subject of the e-mail.

(2) Country Report Visual Data File for the Presentation – to be submitted by

November 24, 2021,

Only accepted candidates are required to prepare a visual data file for the presentation (detailed information is provided in the ANNEX III "Country Report Presentation") The Visual Data File should be sent to JICA by **November 24, 2021,** by e-mail to tictip@jica.go.jp

Please add the course number "202003053" to a subject of the e-mail.

6. Prerequisites for Online Program:

The followings are prerequisite for participation in the Online Program.

(1) Technology Proficiency:

- Online course will be delivered using the following services, Web Conferences (Microsoft Teams) and Cloud Storage (Gigapod).
- Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.
- In case that you have any concerns and/or problems about internet connection and the platform, please consult JICA office in your country.

(2) Internet Connection:

- High Speed Broadband Connection (at least 1Mbps) from your office or your home.
- JICA will conduct test connection sometime in November 2021 before opening of Online Program.
- Internet access charge incurred for this course shall be borne by you.

(3) Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome or Microsoft Edge should be installed beforehand in order to have access to online meeting service of Microsoft Teams.
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC, but not recommended.

7. Conditions for Attending Online Program

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

- (3) to participate in the whole program, including a preparatory phase prior to the commencement of the program and formulation of Action Plan.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA TOKYO

(2) **Contact:** Attn: Mr. TAKADA Kenji, Industrial Development and Public Policy Division, JICA Tokyo International Centre (E-mail: tictip@jica.go.jp)

Please add the course number “202003053” to a subject of the e-mail.

2. Implementing Partner:

(1) **Name:** Customs and Tariff Bureau, Ministry of Finance (MOF)

(2) **URL:** http://www.mof.go.jp/english/customs_tariff/index.html
<http://www.customs.go.jp/english/index.htm>

V. Other Information

Action Plan:

What	<p>During the online program, each participant will be required to formulate an Action Plan and to present it to audience in a brief way.</p> <p>The aim of the Action Plan is to help participating countries addressing the challenges, which they are currently facing, thus, the Action Plan must be feasible, and the participating organizations should make effort to implement the Action Plan.</p>
Topic	<p>The “Action Plan” should include the following points mainly;</p> <ul style="list-style-type: none">➤ Background and details of the prioritized challenges➤ Possible solutions to the challenges by utilizing the knowledge and findings you have gained during the online program➤ Make a concrete proposal (activities and timeframe) of the possible solutions➤ Implementing organization and other related organization of the possible solutions
When and how long	<p>About 5-minute presentation (incl. questions and answers) made by each participant will be programmed in the last day of training period.</p>
Language	<p>Prepared documents and oral presentation will be done in English.</p>

VI. ANNEX:

ANNEX I. Questionnaire

ANNEX II. Country Report

ANNEX III. Country Report Presentation

ANNEX I (Form)

CUSTOMS ADMINISTRATION
(JFY 2021)

Questionnaire

The Applicants are requested to fill out this questionnaire. Your interests will be shared with program organizers and lecturers for their preparation. This Questionnaire should be submitted with the Application Form.

Name:
Country:

1. Please choose three (3) most interested topics from the box below and explain the reasons.

<p>Topic 1:</p> <ul style="list-style-type: none"><input type="checkbox"/> Automated Clearance System/Single Window System,<input type="checkbox"/> Pre-arrival processing ,<input type="checkbox"/> Advance ruling<input type="checkbox"/> Rules of Origin (<input type="checkbox"/> Procedure / <input type="checkbox"/> Verification / <input type="checkbox"/> Others),<input type="checkbox"/> Risk Management (<input type="checkbox"/> Passenger / <input type="checkbox"/> Cargo / <input type="checkbox"/> Others),<input type="checkbox"/> Post Clearance Audit (<input type="checkbox"/> Targeting / <input type="checkbox"/> Finding irregularity / <input type="checkbox"/> Others),<input type="checkbox"/> Time Release Study,<input type="checkbox"/> Authorized Economic Operator,<input type="checkbox"/> Human Resource Management (<input type="checkbox"/> Integrity / <input type="checkbox"/> Training) / <input type="checkbox"/> Others),<input type="checkbox"/> Others ()
<p>Reason:</p>

ANNEX II

CUSTOMS ADMINISTRATION (JFY 2021)

Country Report

All the applicants are requested to prepare a Country Report on your Customs administration. Please address all the subjects mentioned below in the report. The report should be in English and MS Word within fifteen (15) pages.

1. General Information:

- (1) Name of the applicant
- (2) Country
- (3) Name of your organization
- (4) Organizations and functions of your administration
 - Organizational chart
 - Number of staff (approximately)
 - Functions and responsibilities of Headquarters, regional Customs, divisions and sections
 - Names of executive officers
- (5) Customs duties in tax revenue (%)
- (6) Revenue collected by Customs in tax revenue (%)
- (7) Export and import volume (USD) and major industries
- (8) Your administration's priorities and strategic plan
- (9) Your current position and duties / responsibilities
- (10) Issues and challenges of your current duties / work area

2. Specific Subjects

- (1) Implementation status of the WTO Trade Facilitation Agreement (TFA)
 - Percentage of TFA implementation
 - TFA provisions of Category B and C
- (2) Advance Rulings
 - Current situation and challenges
- (3) Pre-arrival processing (submission of import documentation etc. to begin processing prior to the arrival of goods)
 - Current situation and challenges
- (4) Risk Management
 - Current situation and challenges
- (5) Post Clearance Audit

- Current situation and challenges
- (6) Time required for the release and/or clearance of goods
 - Has your country conducted Time Release Study (TRS) to measure the average release time of goods? If yes, please indicate the average time.
- (7) Authorized Economic Operators
 - Current situation and challenges
- (8) Automated clearance system / Single Window system
 - Current situation and challenges
- (9) Rules of Origin
 - Current situation and challenges
- (10) Human resource management and training management
 - Current situation and challenges
- (11) Others (if any)
 - Current situation and challenges

END

ANNEXIII

CUSTOMS ADMINISTRATION (JFY 2021)

Country Report Presentation

What	<p>Participants will be required to make a presentation based on their Country Report during the course.</p> <p>It is advisable to use <u>visual aids</u> (such as Microsoft Power Point) for effective presentation.</p> <p>After the presentation session, discussion among the participants and lecturers will be scheduled.</p>
Topic	<p>Major concerns and challenges in the Customs Administration in each country or the subjects that you are interested are expected be shared during the presentation session.</p>
When and how long	<p>Each Participant will be given about 5 minutes for the presentation including questions and answers.</p> <p>It will be programed in the 1st week of training period.</p>

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA TOKYO)

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