



# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

CUSTOMS ADMINISTRATION

課題別研修「税関行政」

**JFY 2016**

NO. J16-04184 / ID. 1684615

Course Period in Japan: From August 21, 2016 to September 9, 2016

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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 (KCC) Program' as a New Start**

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"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."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

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.

## ***II. Description***

### **1. Title (J-No.)**

Customs Administration (J16-04184)

### **2. Course Period in JAPAN**

August 21 to September 9, 2016

### **3. Target Regions or Countries**

Ethiopia, Columbia, Samoa, Zimbabwe, Sudan, Tanzania, Pakistan, Papua New Guinea, Brazil, Peru, South Sudan

### **4. Eligible / Target Organization**

This program is designed for the Headquarters of Customs Administration.

### **5. Course Capacity (Upper limit of Participants)**

11 participants

### **6. Language to be used in this program**

English

### **7. Course Objective**

The participants are expected;

- 1) to understand the International standards for Customs business, and the operation in Japan Customs
- 2) to compare the situation of his/her Customs administration with those of other participants'
- 3) to identify core challenges upon introducing and/or implementing those standards in participant's country.
- 4) to share the results with related personnel in each country.

<p>2) To compare the situation of his/her Customs administration with those of other participants'</p>	<p>(1) Comparative discussion on the situation of each Customs Administration by utilizing <u>Country Report</u> which each participant prepares, and each lecture's materials.</p> <p>(Note) <u>Presentation and discussion of Country Report*</u></p> <p>In the beginning of the program in Japan, all participants are required to give a presentation of the Country Report which the participants formulate before coming to Japan, and have a discussion on the Report with other participants and lecturers.</p>	<p>Exercise</p>
<p>3) To identify core challenges upon introducing and/or implementing the international standards in participant's country.</p>	<p>(1) Identification of core problems upon introducing and/or implementing those standards in participant's country</p> <p>(2) Discussion on Action Plans which each participant will formulate in the course.</p> <p>(Note) <u>Formulation, Presentation, and discussion of the Action Plan</u></p> <p>During the program in Japan, all participants are required to formulate an "Action Plan" for future policy measures to solve the priority problems which will be identified through the program in Japan.</p> <p>(*Detailed information is provided in "V. Other Information" of this G.I.)</p>	<p>Lecture and Exercise</p>

## **2) Finalization Phase (in a participant's home country):**

The participants are requested to hold a dissemination meeting in the respective organizations in order to share knowledge or experience they gain in the Phase in Japan with their colleagues and people related to the Customs Administration.

The participants need to write and submit a report of this dissemination meeting to JICA. Detailed information is provided in "V Other Information" of this G.I..

## **(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:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

- (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 June 13, 2016**)

### **(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.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

(1) **Name:** JICA TOKYO

(2) **Contact:** Attn: Ms. Makiko HISAEDA, Industrial Development and Public Policy Division, JICA Tokyo International Centre (E-mail: [tictip@jica.go.jp](mailto:tictip@jica.go.jp))

### **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.mof.go.jp/english/customs_tariff/index.html)

<http://www.customs.go.jp/english/index.htm>

### **3. Travel to Japan:**

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### **4. Accommodation in Japan:**

JICA will arrange the following accommodations for the participants in Japan:

#### **JICA Tokyo International Center (JICA TOKYO)**

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7654

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/about/organization/domestic/index.html>

### **5. Expenses:**

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.)

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

### **6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

	<ul style="list-style-type: none"> <li>➤ Possible solutions to the challenges by utilizing the knowledge and findings you have gained during the program in Japan</li> <li>➤ Make a concrete proposal (activities and timeframe) of the possible solutions</li> <li>➤ Implementing organization and other related organization of the possible solutions</li> </ul>
When and how long	About 15-minute presentation (incl. questions and answers) made by each participant will be programmed in the last day of training period.
Language	Prepared documents and oral presentation will be done in English.
Materials and Computer	<p>The participants are strongly recommended to bring necessary materials (e.g. data book, statistics, report, etc...) for smooth formulating the Action Plan.</p> <p>If the participants cannot bring a Notebook computer, JICA will arrange it after their arrival to Japan.</p>
Finalization Activity	<p>1) Finalization of the Action Plan</p> <p>On their return to the country, all participants are required to hold a meeting or a seminar to share the proposed "Action Plan" among relevant organizations. In addition, participants are expected to finalize it based on the comments made in the meeting and on supplementary research.</p> <p>2) Submission of the finalized "Action Plan"</p> <p>All the participants are required to submit a final report which includes the finalized "Action Plan" and a summary of its progress implemented by the participants' organization. The final report should be submitted to JICA (<a href="mailto:tictip@jica.go.jp">tictip@jica.go.jp</a>) by <b><u>December 15, 2016</u></b>. Detailed instruction on this phase will be given during the program in Japan.</p>

**ANNEX I (Form)**

**CUSTOMS ADMINISTRATION**

**(JFY 2016)**

*Questionnaire*

The Applicants are requested to answer the following questions and to choose items that you are interested in from the list of Subjects / Agendas shown in "1) Phase in Japan" of "9. Expected Module Output and Contents" of II of this G.I..

The Questionnaire should be submitted together with the Application Form.

Name:
Country:

1. Please describe three Topics you are most interested in, together with reasons and list them in your priority order.

(1) Topic:
Reason:

(2) Topic:
Reason:

(3) Topic:
Reason:

2. If you have some specific questions regarding Customs Administration, please describe them in detail as far as possible.

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- vi) Specify problems and challenges in Customs Reform and Modernization.
- vii) Specify problems and challenges in implementation of the WTO Agreement on Trade Facilitation.

## 2. Human Resource Management

- i) Describe organizational structure in charge of human resource management including training management.
- ii) Describe the current situation of human resource management including training management.
- iii) What criteria do you adopt to recruit and promote officials in your administration?
- iv) Describe the kind and average amount of salary applied to customs officers.
- v) Specify the problems and challenges in human resource management including training management.

## 3. Legal Basis

- i) Outline all the existing Customs laws and other relevant laws and regulations.
- ii) Is the Customs law a single uniform law or a series of separated laws?
- iii) What authorities do the Customs laws empower your administration to carry out all the controlling measures?

## 4. Cargo and Passenger Processing and Risk Management

- i) Describe organizational structure in charge of cargo and passenger processing and risk management.
- ii) Describe the current situation of computerized Customs clearance system and any future plans in this regard.
- iii) Explain how your administration appropriately meets the needs of speedy cargo and passenger clearance for promoting trade facilitation.
- iv) Describe the system in which high risk shipments / passengers are targeted.
- v)
- vi) Specify the problems and challenges in cargo and passenger processing and Risk Management.

## 5. HS Classification

- i) Status of HS Convention and HS2012 and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of HS Classification and Advance Ruling System.
- iii) Describe current situation on HS Classification and Advance Ruling System.
- iv) Describe how your administration ensures the uniform application of HS Classification from the organizational point of view.
- v) Specify the problems and challenges in HS Classification and Advance Ruling



**Country Report Presentation**

The Participants will be required to make a presentation based on their Country Report during the training course. Each participant will be given 30 minutes for his/her country report presentation including questions and answers. It is advisable to use visual aids such as Power Point for an effective presentation.



***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)**

**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**

**TEL: +81-3-3485-7051 FAX: +81-3-3485-7654**