



# 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.

# **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. Then recently, Customs administrations have been facing new challenges, such as increasing threat to peace and security and transnational organized crime, including more sophisticated smuggling activity.

Responding to these changes, international standards, including the WCO Revised Kyoto Convention and WCO Framework of Standards, are drawn up and best practices, such as risk management and post clearance audit, 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 lectures, observations and study tours 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.

## ***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.

## 8. Overall Goal

- 1) Through sharing participant's experiences with other participants, every participant identifies core problems that his/her Customs Administration is currently facing, and formulates Action Plan to address them.
- 2) 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:

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

### 1) Phase in Japan

Expected Module Output	Subjects/Agendas	Methodology
1) To understand international standards for Customs business, and its operation in Japan Customs	(1) International standards in Customs , such as (i) WCO Revised Kyoto Convention, (ii) WCO Framework of Standards, (iii) WCO International Convention on HS, (iv) WTO Customs Valuation Agreement, and (v) WTO TRIPS Agreement.  (2) Customs procedures in Japan, and measures for satisfying the international standards.	Lecture, Field visit and Exercise

<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..

### ***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 be prepared to make use of 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 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 in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(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.

### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than July 13, 2016**.

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

#### **(1) Country Report -- to be submitted by August 4, 2016:**

Before coming to Japan, 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 **August 4, 2016**, preferably by e-mail to [tictip@jica.go.jp](mailto:tictip@jica.go.jp)

#### **(2) Visual Data File for the Presentation – to be submitted by August 4, 2016:**

Before coming to Japan, only accepted candidates are required to prepare a visual data file for the presentation (detailed information is provided in “V. Other Information” of this G.I..) The Visual Data File should be sent to JICA by **August 4, 2016**, preferably by e-mail to [tictip@jica.go.jp](mailto:tictip@jica.go.jp)

### **6. Conditions for Attendance:**

- (1)** to strictly adhere to the program schedule.
- (2)** not to change the program topics.
- (3)** not to extend the period of stay in Japan.
- (4)** not to be accompanied by family members during the program.
- (5)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## 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.

## V. Other Information

### 1. Country Report presentation:

What	Participants are expected to present their Country Report at a presentation session by using <b><u>a written Report</u></b> and <b><u>a visual aid</u></b> (such as Microsoft Power Point). The report should be typewritten in English on A4 size paper, double-spaced, around 10 pages. After the presentation session, discussion among the participants and lecturers will be scheduled.
Topic	Topics, such as major challenges in the Customs Administration in each country, will be focused during the presentation session. (* Please see the outline of contents of Country Report provided in the ANNEX II "Country Report".)
When and how long	About 30-minutes presentation (incl. questions and answers) made by each participant will be programmed in the 1 <sup>st</sup> week of training period.
Language	Prepared documents and oral presentation will be done in English.
Documents to be prepared	Country Report and visual document data ought to be sent to the designated e-mail address ( <a href="mailto:tictip@jica.go.jp">tictip@jica.go.jp</a> ) prior to his/her departure from each home country. (* Related description is provided in "5. Document(s) to be submitted by accepted candidates" of "III. Conditions and Procedures for Application" of this G.I.).  To make the session successful, visual documents such as MS-Power Point is highly recommended to be prepared for the presentation.

### 2. Action Plan:

What	During the program in Japan, each participant will be required to formulate an Action Plan and to present it to audience.  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 implement the Action Plan.
Topic	The "Action Plan" should include the following points mainly; ➤ Background and details of the prioritized challenges

	<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>

## **VI. ANNEX:**

ANNEX I.	Questionnaire
ANNEX II.	Country Report

**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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## **ANNEX II**

# **CUSTOMS ADMINISTRATION (JFY 2016) *Country Report***

All applicants are required to prepare a Country Report on your Customs administration. The Report should be typewritten in English in double space on A4 size paper on the following subjects and submitted together with the Application Form. All the subjects and items mentioned below should be addressed in your Country Report.

### **I . General Information**

1. Name of Applicant:
2. Country:
3. Name of Organization:
4. Organizations and Functions of the Central Customs Administration and Regional Customs Office
  - i ) Describe the structure of your government related to customs administration, the central Customs administration, and the regional Customs offices with the organizational chart(s).
  - ii ) Specify the function of each division / section of the central customs administration and regional customs offices.
  - iii ) Indicate the number of officers at each division / section.
  - iv ) Provide the names of executive officers of each division / department.
5. Customs Duties as a Percentage of Total Tax Revenue and of the National Budget
6. Other Taxes Collected by the Customs
  - Indicate kinds and rates of taxes other than customs duties collected by the customs.
7. External Trade
  - Indicate imports and exports in the past five years on US-dollar basis.

### **II . Specific Subjects**

1. Customs Reform and Modernization Programme
  - i) Outline long-, mid- and short-term strategic policies, if any.
  - ii) Describe the ongoing Customs Reform and Modernization Programs.
  - iii) Describe other donors' technical assistance activities for your administration, if any.
  - iv) Status of the Revised Kyoto Convention and challenges for implementation, if it is not implemented yet.
  - v) Status of WCO Framework of Standards and challenges for implementation.

- 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

System.

5. Customs Valuation

- i) Status of WTO Customs Valuation Agreement and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of Customs Valuation.
- iii) Describe the system in which Customs value is assessed.
- iv) Specify the problems and challenges in Customs Valuation.

6. Post Clearance Audit

- i) Describe organizational structure in charge of Post Clearance Audit.
- ii) Describe the current situation of Post Clearance Audit.
- iii) Specify the problems and challenges in Post Clearance Audit.

7. Rules of Origin

- i) Describe organizational structure in charge of Rules of Origin
- ii) Describe the current situation of Rules of Origin.
- iii) Describe how to verify Rules of Origin upon import declaration.
- iv) Specify the problems and challenges in Rules of Origin.

8. Intellectual Property Rights

- i) Status of WTO TRIPS Agreement: especially, border measures, and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of Intellectual Property Rights
- iii) Describe the current situation of Intellectual Property Rights.
- iv) Specify the problems and challenges in Intellectual Property Rights.

9. Enforcement

- i) Describe organizational structure in charge of enforcement.
- ii) Describe the current situation regarding drugs (and firearms, if any) smuggled into your country and commercial fraud, and measures taken by the customs authority to counter these illicit activities.
- iii) Indicate interdictions by case, quantity, source, and kind of drugs in the last 5 years.
- iv) Specify the problems and challenges in enforcement.

10. Intelligence Collection and Analysis

- i) Describe organizational structure in charge of Intelligence Collection and Analysis
- ii) Describe the current situation of Intelligence Collection and Analysis.
- ii) Specify the problems and challenges in Intelligence Collection and Analysis.

### **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.

## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 and are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
TEL: +81-3-3485-7051 FAX: +81-3-3485-7654