

Object Funding Type

Proj Type

Project ID

Long Description...

Description...

Area of Operation  Region

Programme

Project Start  End   Allotment

Project Group

Exec Agency Type

Executing Agency

Main TC Branch

Proj Mngnt Officer

PROJECT BENEFICIARY COUNTRIES

Total Lines

ID	Country Name...	Benefit Pct
Total		<input type="text"/>

Enter 8 Character Technical Coop Project Mask (e.g., USA99123)

TECHNICAL COOPERATION PROJECT FORM

PART I. Planning

(to be filled in before submission to EXCOM) maximum 1 page

<p><b>1. Project title and project number:</b> Maintenance and update of the UN Trade Facilitation Implementation Guide (Phase III)</p>					
<p><b>2. Expected timing/ duration:</b> July 2015 – June 2016</p>					
<p><b>3. Objective and brief summary of the project:</b> The project continues activities under the project “Development of a Guide to Trade Facilitation Implementation” (E144) that was implemented from 2006 to December 2014. It aims at maintaining and updating the Trade Facilitation Implementation Guide, based on the international tools, standards and best practices. The objective of the project will be achieved through the following activities: A1.1. Maintaining and updating of the Trade Facilitation Implementation Guide (TFIG); A1.2. Developing new content, revising existing materials, streamlining the maintenance procedure and adding new Trade Facilitation modules/itinerary; A1.3. Translating the updated content into Arabic, French, Russian and Spanish.</p>					
<p><b>4. Expected results of the project:</b> EA1. Enhanced understanding of trade facilitation tools, techniques, standards and other resources by trade officials and trade facilitations specialists from developing countries and transition economies.</p>					
<p><b>5. Target group and beneficiaries of the project:</b> Trade officials and trade facilitations specialists and other stakeholders including public and private sectors in particular in landlocked developing countries, least developed countries and transition economies.</p>					
<p><b>6. Justification of project and its relationship to the programme of work:</b> The project is part of the Programme of Work (ECE/TRADE/C/CEFACT/2015/8) of the UN/CEFACT for 2015-2016 as approved by EXCOM at its seventy-seventh meeting on 18 May 2015. Implementation of the project contributes to the expected accomplishment (a) Adoption and increased implementation by member States of ECE recommendations, norms, standards, guidelines and tools for trade facilitation and electronic business of Subprogramme 6 “Trade” of the ECE Strategic Framework for the period of 2014-2015 and the expected accomplishment (a) Increased consensus on best practices and strengthened implementation of ECE recommendations, norms, standards, guidelines and tools for trade facilitation and electronic business of Subprogramme 6 “Trade” of the ECE Strategic Framework for the period of 2016-2017.</p>					
<p><b>7. Estimated UN regular budget resources (work months of RB staff/level of Staff):</b> 3 months of P2 staff time</p>					
<p><b>8. Estimated extra budgetary resources:</b></p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Donor</i></th> <th style="text-align: center;"><i>Amount (US\$)</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ministry of Foreign Affairs, Sweden</td> <td style="text-align: center;">Approximately 127,125</td> </tr> </tbody> </table>		<i>Donor</i>	<i>Amount (US\$)</i>	Ministry of Foreign Affairs, Sweden	Approximately 127,125
<i>Donor</i>	<i>Amount (US\$)</i>				
Ministry of Foreign Affairs, Sweden	Approximately 127,125				
<p><b>9. Project Manager:</b> Khan Salehin Name: <i>Khan Salehin</i> Date: 13 July 2015</p>	<p><b>10. Section/Division:</b> Economic Cooperation and Trade Division <i>[Signature]</i></p>				
<p><b>11. Cleared by Programme Management Unit:</b> Zamira Eshmambetova Chief of PMU <i>[Signature]</i> Date: 13.07.2015</p>	<p><b>12. Approved by EXCOM<sup>1</sup></b> Date:</p>				

<sup>1</sup> See paragraph 31 (a) of Commission decision A(65).

**Annex**  
**Results-based budget for the extrabudgetary project**

<b>Part I. Planning</b> (to be filled in before submission to EXCOM)		<b>Part II. Implementation</b> (to be used for reporting on progress in the implementation of the project in real time) <sup>1,2</sup>	
<b>Expected accomplishments</b>	<b>Planned activities</b>	<b>Estimated costs (US\$)</b>	<b>Actual expenditures<sup>4</sup> (US\$)</b>
EA1. Enhanced understanding of trade facilitation tools, techniques, standards and other resources by trade officials and trade facilitations specialists from developing countries and transition economies.	A.1.1. Maintaining and updating of the Trade Facilitation Implementation Guide	<b>49,800</b>	
	- Contractual services (hosting the website)	3,000	
	- Consultants (updating and developing e-learning platform)	45,800	
	- Consultant travel	1,000	
	A.1.2. Developing new content, revising existing materials, streamlining the maintenance procedure and adding new Trade Facilitation modules/itinerary	<b>52,325</b>	
	- Consultant	46,325	
	- Consultant's travel	3,000	
	- Staff travel	3,000	
	A.1.3. Translation of the updated content into Arabic, French, Russian and Spanish	<b>25,000</b>	
	- Contractual services	25,000	
<b>Total (including 13% of Programme Support Costs)</b>		<b>127,125</b>	<b>Total:</b>

<sup>1</sup> The secretariat shall inform EXCOM in case of unexpected developments or serious problems of any kind in the project implementation.

<sup>2</sup> Questions from member States on project implementation will be forwarded to the secretariat.

<sup>3</sup> Relevant information should be uploaded by the project manager on the Project Monitoring Tool within one month from the end of the activity and include the following:

(a) *For an advisory service* (including at a workshop/seminar/training organized by other organizations): title; venue; dates; project expenditures; and hyperlink(s) to presentation(s) and other relevant documents;

(b) *For a workshop/conference/training* organized by UNECE: title; venue; dates; project expenditures; and hyperlinks to the meeting agenda, list of participants, presentation(s) made by UNECE, conference documents, training materials and reports;

(c) *For a consultancy*: project expenditures; hyperlinks to the consultancy ToR and main outputs (study, report, training material, presentation, etc.) produced by the consultant/s;

(d) For other outputs not included under bullet points above: hyperlink to relevant documents.

<sup>4</sup> Relevant financial information – certified by the Executive Office – should be uploaded by the project manager on the Project Monitoring Tool within one month from the end of the activity.



UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE  
 TECHNICAL COOPERATION PROJECT PROPOSAL FORM  
 PART II - (for ECE internal use)

**A. Cleared by Executive Office:**


Name and Signature:

  
 \_\_\_\_\_  
 Michael Sylver, OiC, Executive Office

23/7/2015  
 \_\_\_\_\_  
 Date

**B. Approved by the Executive Secretary:**

Name and Signature:

  
 \_\_\_\_\_  
 Mr. Christian Friis Bach, Executive Secretary


23/7/2015  
 \_\_\_\_\_  
 Date

**C. For Executive Office use only: Establish project ID and IMIS Budget Account Code (BAC)**

Fiscal Year	Fund	Org. Unit	Project ID	Programme
2015	ECE	0892	E248	2049

Recorded/created in IMIS by: J.K. Tay

Date:

23/7/2015 



Re: Fw: TFIG project   
Elif Kizildeli to: Khan Salehin

74th Excom  
16 July 2015  
(for Excom info)

22/07/2015 12:23

Hello,

Pari has asked me not to share the conclusions yet as they have not yet been cleared. However she says that as no objections were raised to the TFIG project, it should be OK to already put it on PMT.

Regards,



**Elif Kizildeli**

Associate Economic Affairs Officer, Office of the Executive Secretary  
United Nations Economic Commission for Europe

Email: [elif.kizildeli@unece.org](mailto:elif.kizildeli@unece.org)  
Tel: +41 (0) 22 917 55 68  
Office S-362

Palais des Nations  
8-14 avenue de la Paix  
CH - 1211 Geneva 10, Switzerland

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Khan Salehin

Dear Elif, Good morning.

22/07/2015 11:07:46

From: Khan Salehin/UNECE/GVA/UNO  
To: Elif Kizildeli/UNECE/GVA/UNO@UNGVA,  
Date: 22/07/2015 11:07  
Subject: Fw: TFIG project

---

Dear Elif,

Good morning.

Is the Chairman's conclusion available for the EXCOM meeting held last week?

best regards,  
Salehin



**Khan Salehin**

Associate Information Officer  
Economic Cooperation and Trade Division  
United Nations Economic Commission for Europe

Email: [khan.salehin@unece.org](mailto:khan.salehin@unece.org)  
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Mob: +41 (0) 79 471 66 48  
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Office S-435-1

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----- Forwarded by Khan Salehin/UNECE/GVA/UNO on 22/07/2015 11:06 -----

From: Polina Tarshis/UNECE/GVA/UNO  
To: Khan Salehin/UNECE/GVA/UNO@UNGVA,  
Cc: Glen Carandang/UNECE/GVA/UNO@UNGVA, Joon Kong Tay/UNECE/GVA/UNO@UNGVA,  
Zamira Eshmambetova/UNECE/GVA/UNO@UNGVA, Tom  
Butterly/UNECE/GVA/UNO@UNGVA  
Date: 16/07/2015 21:14  
Subject: TFIG project

---

Dear Salehin,

The TFIG project was mentioned during EXCOM by the ES as submitted for information with no questions/ objections raised.

It will be reflected in the Chairman's conclusion. Please contact Elif next week to check when the draft of the conclusion will be available. Please upload then the relevant information on this project to PMT.

With kind regards,

Polina



**Polina Tarshis**

Economic Affairs Officer  
Programme Management Unit  
United Nations Economic Commission for Europe

Email: [polina.tarshis@unece.org](mailto:polina.tarshis@unece.org)  
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REGERINGSKANSLIET

UF2015/27106/UD/IH

26 June 2015

Ministry for Foreign Affairs  
Sweden

*International Trade Policy Department*

Mr Tom Butterly  
Deputy Director, Economic Cooperation  
and Trade Division  
UNECE  
Palais des Nations  
CH-1211 Geneva  
Switzerland

**Swedish contribution to the Trade Facilitation Implementation Guide,  
Project UF 2015/27106/UD/IH**

---

1 encl.

Dear Mr Butterly,

This is to confirm that the Swedish Ministry for Foreign Affairs has granted a contribution amounting to 1 100 000 Swedish krona, for the update and maintenance of the Trade Facilitation Implementation Guide (TFIG).

Please note that the contribution may only be used for activities specified in your description in the project document named "Interim Project to Maintain and Update the UN Trade Facilitation Implementation Guide (TFIG)" and in accordance with the Conditions for grants – UNECE. Furthermore, the contribution can only be used during the period June 2015 to the 31 December 2015 after which any unused funding will be repaid. The contribution may only be used in accordance with the OECD DAC guidelines for development cooperation.

The contributions should be requested from the Swedish International Development Cooperation Agency (Sida) at:

*Mail:* Swedish International Development Cooperation Agency (Sida),  
Ref: EKOADM/Bidrag-RK, SE-105 25 Stockholm, Sweden

or

*Delivery:* Swedish International Development Cooperation Agency  
(Sida), Valhallavägen 199, SE-105 25 Stockholm, Sweden. Ref:  
EKOADM/Bidrag-RK, +46 8 698 55 72

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*Postal address*  
SE-103 39 Stockholm  
SWEDEN

*Telephone*  
+46 8 405 10 00

*E-mail:* [foreign.registrator@gov.se](mailto:foreign.registrator@gov.se)

*Visitors' address*  
Gustav Adolfs torg 1

*Fax*  
+46 8 723 11 76

The contributions should be requested no later than 30 September 2015. Please use the attached Requisition form and kindly refer to the Government Offices Decision of 25 June 2015, No. UF2015/27106/UD/IH.

You are required to send a final report regarding the use of the contribution to the Swedish International Development Cooperation Agency (Sida) in accordance with the dates and conditions specified in the Conditions for grants.

Unused funding should be repaid to the Swedish International Development Cooperation Agency (Sida) no later than 30<sup>th</sup> of June 2016.

The Swedish International Development Cooperation Agency (Sida) will request documents confirming the authority of the authorised representative(s).

If you have any questions regarding the grant process please contact Henrik Bergfeldt or Charlotte Alvin at the Ministry for Foreign Affairs, telephone: +46 8 405 10 00. Our reference number UF2015/27106 /UD/IH needs to be used in any correspondence concerning this contribution.

Yours sincerely,



Henrik Bergfeldt

Enclosures:

1 Requisition form

*e-mail 26/6*

Copy: (without encl.)

Daniel Blockert, Oscar Ekéus, Swedish Mission, Geneva



**Grant – Application form for associations, foundations, private companies and individuals, etc.**



**1. Contact information**

Markus Pikart	United Nations Economic Commission for Europe
Name	Organisation registration number or date of birth
Postal address	
Palais des Nations	
Street address	
Av. de la Paix 8-14 Office S432	Switzerland
Municipality	County
1211 Geneva 10	+41 22 917 06 29
Telephone number including country and area codes	Fax number including country and area codes
+41 22 917 20 16	www.unece.org
E-mail address	Website (if relevant)
markus.pikart@unece.org	
Contact person, (project manager)	

**2. Information about the applicant**

Registered as the employer  
 Yes  No

Registered for VAT  
 Yes  No

If yes, specify the VAT registration number  
\_\_\_\_\_

Is the applicant in a state of bankruptcy or under the supervision of an administrator, or does the applicant have debts for taxes and social security contributions?  
 Yes  No

Will the grant be used in a business activity or an activity that is required to file VAT returns?  
 Business activity  Activity required to file VAT returns

International organization

Organisational form (e.g. non-profit organisation, foundation, limited company, registered religious community, etc.)

International relations and technical assistance	1945
The organisation's operational focus	When was the organisation formed?
193 member states of the United Nations	44.000 in the UN
Number of members	Number of employees

UNECE is governed by the UN Economic and Social Council

Board members or other management (name, address, telephone number and email address)

### 3. Grant to which the application refers

Maintenance of the UN Trade Facilitation Implementation Guide

Name of grant (if applicable)

The Government Offices' reference number (if applicable)

Ministry that approves the grant (if the applicant knows)

Amount

Currency

### 4. Planned activities

Maintenance and updates to the Trade Facilitation Implementation Guide (TFIG)

Purpose and objectives of the activities against which the results will be reported

Trade Facilitation implementers and organization in particular from developing and least developed countries

Target groups

Update and maintenance of TFIG Website until December 2015. Maintenance will include changes on existing material, streamlining of the maintenance procedure, and addition of new Trade Facilitation modules as per attached project document.

Planned activities

UNECE will manage the project, supervise consultants, review the updates and ensure the quality of the final product. UNECE project management and expert contribution into this project are provided pro-bono.

Provide details of your own contribution

TFIG is high visible on the Internet. To stay relevant the content needs to be maintained to reflect ongoing developments in the policy domain (i.e WTO TFA) and the development of standards and best practice. The Grant will ensure the maintenance of TFIG until December 2015.

The need for the planned activities

May to December (inclusive) 2015

The period during which the activities will be carried out

Does the applicant intend to gender mainstream the activities?

Yes

No

If yes, describe how the activities will be gender mainstreamed. If no, explain why this is not relevant.

There will be collaboration with the following companies, government agencies, organisations and institutions

In cooperation with	Describe the envisioned collaboration (max. 255 characters)
UN Regional Commissions (ESCAP, ECA, ESCWA, ECLAC)	The UN Regional Commissions have agreed to use TFG as a joint instrument for trade facilitation capacity building and implementation.
Collaboration with UNCTAD, ITC, WTO, WB, WCO and other relevant organizations under the	The Global Facilitation Partnership (GFP) is the main coordinating platform for the trade facilitation activities of the organizations of the United Nations System. TFIG updates and extensions are regularly presented to the GFP. UNECE collaborates with the relevant GFP organizations on the specific TDED maintenance updates.
-	
-	
-	

Which activities will be carried out if only part of the grant applied for is awarded?

### 5. Funding of activities

All amounts must be given in the same currency. Please state currency

Grant sought from the Government or the Government Offices via this application	1,055,434 SEK
---	---------------

Grants sought or received from other government agencies for implementation of the activities

	Government agency	Amount requested	Amount received
-			
-			
-			
-			
-			
	<b>Total:</b>		

Grants for implementation of activities have also been sought or received from the following donors

	Donor	Amount requested	Amount received
-			
-			
-			
-			
-			
	<b>Total:</b>		

Other revenue

	Funding details	Amount received
-		
-		
-		
-		
-		
	<b>Total:</b>	

Own contribution	
------------------	--

**6. Activity budget**

All amounts must be given in the same currency. Please state currency

Revenue and own contribution

Total	
-------	--

Costs

Salaries and social insurance contributions

	Function (e.g. project manager)	Amount
-		
-		
-		
-		
-		
	<b>Total:</b>	

	Amount
Office costs	
Travel costs	
Audit costs	
<b>Total:</b>	



	Amount
Other costs	
- Contract for update and maintenance of TFIG Website until December 2015. Maintenance will include changes on existing material, streamlining of the maintenance procedure, and addition of new Trade Facilitation modules.	934,013
- UN Programme Support Costs (13%) of above	121,422
-	
-	
-	
<b>Total:</b>	<b>1,055,434</b>
<b>Total costs</b>	<b>1,055,434</b>

### 7. Skills requirement regarding the activities covered by the grant application

UNECE is the focal point for trade facilitation in the UN system. UNECE has over 50 years of expertise in developing and implementing international standards and best practice in trade facilitation. UN/CEFACT is an intergovernmental body of UNECE to develop global trade facilitation standards.

Describe the applicant's prospects of carrying out the activities described.

UNECE has successfully developed the Trade Facilitation Implementation Guide (TFIG). The Guide was developed in two phases which were both funded by SIDA. The Guide and all training materials are available under the UNECE website: [www.tfig.org](http://www.tfig.org)

UNECE provides high level capacity building and advisory services to Governments and organizations around the world. UNECE staff frequently act as resource persons and trainers on international meetings. UNECE staff draft high quality publications on trade facilitation standards, tools and strategies. UNECE collaborates in delivery of its trade facilitation projects with other relevant organizations in the UN system, such as UNCTAD, ITC, WCO, WTO and the UN regional organizations.

Specify activities that have previously been conducted.

Yes

No

Yes

No

Does the applicant have an anti-corruption policy or the equivalent? If yes, please attach.

Has the applicant drawn up a risk analysis concerning the activity of the envisaged grant? If yes, please attach.

Other information that the applicant wishes to present to confirm his or her skills to carry out the activities and achieve the specified goals.

### 8. References

Reference 1

Reference 2

Name

Name

Address

Address

E-mail address

E-mail address

Telephone number including area code

Telephone number including area code

### 9. Previous grants from the Government Offices or other agencies

Donor	Reference number
- SIDA	2005-002586 SIDA Contribution 71001792
-	

-		
-		
-		

## 10. Payment of grant

United Nations Economic Commission for Europe

Name of the person authorised to requisition funds

Leslie Cleland

E-mail address

leslie.cleland@unece.org

Name of bank

UBS AG, Rue du Rhône, Geneva, Switzerland

Bank code (IBAN, SWIFT, ABA or similar code)

Personal identity number or date of birth

Telephone number including country and area codes

+41 22 917 58 15

Account number

CH85 0024 0240 FP10 0381 0

Account holder

## 11. Reports

Markus Pikart

Name of the person responsible for reporting

Markus Pikart

E-mail address

markus.pikart@unece.org

Telephone number including country and area codes

Postal address

## 12. Other information in support of the specific grant

A detailed project description is attached to this document.

## 13. Other matters

### The following documents must be attached to the application

- The annual report for the most recent financial year.
- The auditor's report for the most recent financial year.
- The balance sheet and income statement for the most recent financial year or similar certificate of registration from the country of residence of the applicant organization.
- Applicable bye-laws or memorandum of association.
- Records or other documents that certify authorised representatives. If the document is not an original, it must be certified as a true copy.
- Population registration certificate if the applicant is not a legal person.
- Anti-corruption policy or the equivalent (if the applicant has one).
- Risk analysis concerning the activity of the envisaged grant (if the applicant has one).
- Other documents that can be presented to support the specific grant.

### Repayment obligation

- As specified in the conditions for the grant, the recipient may be obliged to repay all or part of the grant.

### Changes to contact information

- The Government Offices must be notified if changes are made to the contact information provided in the application.

## 14. Signature of authorised representative

- The applicant agrees that the personal information contained in the application may be used for the purposes set out in the application.
- The applicant solemnly declares that the information provided is correct and assures that the grant will be used in accordance with this information.
- The applicant has read and accepted the Conditions for grants.

7 May 2015

Date



Signature

*Leslie Cleland*

Name in block letters

LESLIE CLELAND