



UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

TECHNICAL COOPERATION PROJECT FORM

PART I. Planning

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

1. Project title and project number: Maintenance and update of the UN Trade Facilitation Implementation Guide (Phase III)	
2. Expected timing/ duration: July 2015 – June 2016	
3. Objective and brief summary of the project: 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.	
4. Expected results of the project: 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.	
5. Target group and beneficiaries of the project: 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.	
6. Justification of project and its relationship to the programme of work: 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.	
7. Estimated UN regular budget resources (work months of RB staff/level of Staff): 3 months of P2 staff time	
8. Estimated extra budgetary resources:	
<i>Donor</i>	<i>Amount (US\$)</i>
Ministry of Foreign Affairs, Sweden	Approximately 127,125
9. Project Manager: Khan Salehin Name:  Date: 13 July 2015	10. Section/Division: Economic Cooperation and Trade Division
11. Cleared by Programme Management Unit: Zamira Eshmambetova Chief of PMU  Date: 13.07.2015	12. Approved by EXCOM¹ Date:

¹ See paragraph 31 (a) of Commission decision A(65).

Annex

Results-based budget for the extrabudgetary project

Part I. Planning (to be filled in before submission to EXCOM)		Part II. Implementation (to be used for reporting on progress in the implementation of the project in real time) ^{1,2}	
Expected accomplishments	Planned activities	Estimated costs (US\$)	Actual expenditures ⁴ (US\$)
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	49,800	
	- 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	52,325	
	- 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	25,000	
	- Contractual services	25,000	
Total (including 13% of Programme Support Costs)		127,125	Total:

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

² Questions from member States on project implementation will be forwarded to the secretariat.

³ 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.

⁴ 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.