



**United Nations Economic
Commission for Europe**



**Albanian General
Directorate of Customs**

Workshop on Establishing an Albanian Single Window

13 -17 June 2016

Grand Hotel, Tirana, Albania

Objective of the workshop

The objective of the workshop is to provide a 5 days intensive training for officers from the Albanian Customs Administration, State agencies and from the private sector. Thereby, a core team of Albanian experts will be trained in the planning, preparation and implementation of a Single Window project in Albania. The workshop will focus on international experience, best practice and standards for the implementation of Single Window.

Organizers

The workshop is organized by UNECE in cooperation with the Albanian Customs Administration.

Participants

High-level officials from the Albanian General Directorate of Customs and representatives from the private sector involved in the process of setting up a national single window.

Venue and dates

The workshop will be organized in Tirana, Albania from 13 to 17 June 2016

Interpretation

Simultaneous interpretation will be provided in English and Albanian.

Day 1: Monday 13 June 2016

Time	Subject
09:30-11:00	<p>Opening remarks</p> <p>National counterparts and UNECE</p> <p>Presentation of participants and introduction</p>
11:00-11:30	Coffee break
11:30-13:00	<p>Session 1: International Standards for Single Window</p> <p>The session will focus on the UNECE Single Window Recommendation 33 and the related UNECE recommendation 34 on Data Simplification and Standardization for International. It will introduce the concept of Single Window Architectures and single Window master plan.</p> <p>It will also provide an overview of the legal framework to operate and empower a national single window. It will present the different steps and the indispensable legal instruments composing the legal framework. The presentation will be based on UN/CEFACT Recommendation 35: Establishing a legal framework for international trade Single Window.</p> <p>Speaker: Lance Thompson, UN/CEFACT</p>
13:00-15:00	Lunch break
15:00-16:30	<p>Session 2: Single window interoperability</p> <p>This session will present the latest developments in the elaboration of the UN/CEFACT (Recommendation 36) on Single Window Interoperability. It will cover the following issues:</p> <ol style="list-style-type: none"> 1. Interoperability levels: <ol style="list-style-type: none"> a. Legislative alignment b. Coordinated process and organization c. Semantic interoperability d. Technical interaction and transfer 2. Implementation: <ol style="list-style-type: none"> a. Standards, openness, and reuse b. Interoperability Governance <p>Speaker: Lance Thompson, UN/CEFACT</p>
16:30-16:45	Coffee break
16:45- 17:30	<p>Session 3: Single Window environment and International experience in establishing a Single Window</p> <p>This session will present the actual situation of Single Window Environment, will introduce the WCO Compendium on Single Window and will highlight the international experiences in setting up a SW</p> <p>Speaker: Lance Thompson, UN/CEFACT</p>

Day 2: Tuesday 14 June 2016

Time	Subject
09:30-10:00	<p>Session 4: Implementation of the WTO Trade Facilitation Agreement and its requirement on Single Window</p> <p>Speaker: Arantzazu Sanchez, UNCTAD</p>
10:00-11:00	<p>Session 4: Elaborating a National Trade Facilitation Roadmap to support the establishment of a Single Window</p> <p>A National Trade Facilitation Roadmap (NTFR) provides a strategic vision and an action-oriented plan, including a single window component, for trade facilitation agreed by all key stakeholders in order to reach pre-defined goals that will be measured with the help of performance indicators. This presentation introduces the components of an NTFR and how it can be a tool to support the implementation of complex trade facilitation measures such as the single window.</p> <p>It presents a tailor-made methodology and document structure, based on lessons learned from trade facilitation experts around the world. This first presentation will explore the benefits and the process of establishing such a NTFR.</p> <p>Speakers: Arantzazu Sanchez, UNCTAD Maria Rosaria Ceccarelli, UNECE</p>
11:00-11:30	Coffee break
11:30-13:00	<p>Session 4: The content of a trade facilitation implementation roadmap</p> <p>Focusing on the establishment of a single window, this part of the day will be dedicated to learn how a NTFR should be drafted, including: Vision statement, baseline current situation, identifying goals, performance indicators (focus on single window), activities, identifying activities prioritization and Implementation schedule, governance structure, resources mobilization and risks and assumptions</p> <p>Interactive session</p> <p>Speakers: Arantzazu Sanchez, UNCTAD</p>
13:00-15:00	Lunch break
15:00-16:30	<p>Session 4: The content of a trade facilitation implementation roadmap (continuation)</p> <p>Identifying activities, prioritization and Implementation schedule, governance structure, resources mobilization and risks and assumptions</p> <p>Interactive session</p> <p>Speaker: Arantzazu Sanchez, UNCTAD</p>
16:30-16:45	Coffee break
16:45- 17:30	<p>Session 4: The content of a trade facilitation implementation roadmap (continuation)</p> <p>Wrap up</p> <p>Interactive session</p> <p>Facilitator: Arantzazu Sanchez, UNCTAD</p>

Day 3: Wednesday 15 June 2016

Time	Subject
09:30-11:00	<p>Session 5: Setting up a National Trade Facilitation Body</p> <p>The establishment of a national single window involves a large number of government agencies as well as external stakeholders. National Trade Facilitation Bodies (NTFBs) are platforms where representatives from the public and private sectors consult, inform, coordinate and engage in the implementation TF measures, including single window. This presentation aims at providing participant with the best practices and international recommendation (UNECE Recommendation 4 and 40) for setting up an Albanian NTFB</p> <p>Speaker: Maria Rosaria Ceccarelli, UNECE</p>
11:00-11:15	Coffee break
11:15-12:30	<p>Session 5 (Continue) Exercise:</p> <p>Participants will gather in different groups and discuss the structure, mandate, work plan, priorities related to the establishment of a national single window in the framework of a National Trade Facilitation Body. Afterward, participants will present their proposal and consolidate them into a document. This session will also discuss case studies</p> <p>Facilitators: Arantzazu Sanchez, UNCTAD Yuri Saito, UNECE</p>
12:30-13:30	Lunch break
13:30-14:30	Transfer to Durrës
14:30-16:30	Technical visit to Port of Durrës
16:30-16:45	Coffee break
16:45-19:00	Debriefing and discussion (Hotel Arvi, Durrës)
19:00-21:00	Dinner Restaurant Pikante (Durrës)

Day 4: Thursday 16 June 2016

Time	Subject
09:30-11:00	<p>Session 6: Reducing delays at borders</p> <p>This session will explore some trade facilitation measures aimed at streamlining import, export and transport procedures, including:</p> <ul style="list-style-type: none"> - Risk management - Pre-arrival processing - Authorized Economic Operator <p>Speaker: Maria Rosaria Ceccarelli, UNECE</p>
11:00-11:30	Coffee break
11:30-13:00	<p>Session 6 Business Process Analysis for Single Window</p> <p>This session presentation will introduce participants the Business Process Analysis methodology (BPA), largely used for the analysis of a business with a view to understanding the processes and improving the efficiency and effectiveness of its operations. It describes the processes involved, parties participating, information exchanged and documents produced.</p> <p>Speaker: Sue Probert, UN/CEFACT</p>
13:00-15:00	Lunch break
15:00-16:30	<p>Session 7: Alignment of trade document</p> <p>UN Layout Key as a preparation for development of electronic Trade document. It will further explain UN Trade Data element Directory for semantic data definition. It will introduce in UN/CEFACT standards for Single Window Data Exchange such as UN/EDIFACT and Core Component Library.</p> <p>Speaker: Sue Probert, UN/CEFACT</p>
16:30-16:45	Coffee break
16:45- 17:30	<p>Session 7 Rationalize documents and information requirements</p> <ul style="list-style-type: none"> ▪ UN Layout Key for Trade Documents ▪ Adoption of International Codes ▪ Semantic information in documents ▪ United Nations Trade Data Element Directory (UNTDDED, ISO 7372) ▪ UN/EDIFACT and UN/Core Component Library ▪ Agricultural Sector example <p>Speaker: Sue Probert, UN/CEFACT</p>
19:30-22:00	Networking dinner at Xibraku Restorant

Day 5: Friday 17 June 2016

Time	Subject
09:30-11:00	<p>Session 8: WCO Data Model</p> <p>This session will introduce WCO Data Model for Single Window and in particular the standardization efforts of EU TAXUD for a European Single Window data model under the WCO DM. The participants will also discuss the importance of national and regional data models for Single Window as an extension of the above international standards.</p> <p>Speaker: Sue Probert, UN/CEFACT</p>
11:00-11:15	Coffee break
11:15-12:45	<p>Session 9: Other Data Models</p> <p>EU initiatives for regional data models and UN/CEFACT transport data model. Participants will discuss the application of these instruments for the Albanian Single Window.</p> <p>Speaker: Sue Probert, UN/CEFACT</p>
12:45-14:00	Lunch break
14:00-16:00	<p>Session 10: Importance of Training</p> <p>Speaker: Endri Pema, Albania</p>
16:00-16:30	Conclusion and distribution of certificates