



Economic Commission for Europe**Administrative Committee for the TIR Convention, 1975****Seventy-second session**

Geneva, 6 February 2020

Item 7 of the provisional agenda

**Audit of the accounts of the TIR Executive Board
and the TIR secretariat****Audit of the accounts of the TIR Executive Board and the
TIR secretariat****Note by the secretariat****I. Background and mandate**

1. At its seventy-first session (October 2019), The Administrative Committee for the TIR Convention, 1975 (AC.2), noted that the audit it had requested from the competent United Nations services on the accounts of TIRExB and the TIR secretariat at its sixty-fourth session in October 2016 (ECE/TRANS/WP.30/AC.2/131, para. 22) had been undertaken by the Office of Internal Oversight Services (OIOS) and completed in March 2019, and that the audit report was presented in ECE/TRANS/WP.30/AC.2/2019/25. The TIR Secretary briefly introduced the findings of the report and, underlining that he was responsible for the fulfilment of the recommendations within specific deadlines, asked for input and support from the Committee for this demanding and challenging responsibility (ECE/TRANS/WP.30/AC.2/145, paragraph 61).

Recommendation 2:

ECE should prepare updated terms of reference for TIR focal points for consideration and approval by the Administrative Committee in order to ensure consistency and enhance the effectiveness of focal points.

2. The Committee noted the need to prepare updated terms of reference for TIR focal points, taking into account the tasks undertaken by them since the adoption of Resolution No. 49 in 1995, which constituted the basis for the establishment of focal points. The Committee was informed that the secretariat had already drafted a document which includes updated terms of reference for TIR focal points which will be submitted as formal document at the next session of the Committee, for its consideration and approval. The Committee supported the suggested course of action by the secretariat, namely the submission of draft terms of reference for its next session.

3. The Committee requested the secretariat to cover the association focal points in addition to the customs focal points while drafting the terms of reference (ECE/TRANS/WP.30/AC.2/145, paras. 66 and 67).

4. Further to the above, the secretariat prepared this document, which contains, in Annex I, the terms of reference for TIR customs focal points and, in Annex II, for TIR associations focal points.

II. Considerations by the Committee

5. The Committee is invited to consider and, possibly, adopt the terms of reference for TIR customs and associations focal points and provide guidance to the secretariat how to further proceed, in particular, but not limited to how to officialize the position of focal points, both for customs and associations.

Annex I

Terms of Reference of the TIR customs focal points

1. Act as main point of contact for all matters related to the application of the TIR Convention such as, but not limited to;
2. Provide, at the request of WP.30 or AC.2, information on issues in the application of the TIR Convention in their country, as reported by governments, the international organization or national associations;
3. Assist TIR customs focal points from other countries in TIR issues concerning their country;
4. Ensure that all national data contained in the International TIR Data Bank (ITDB) are kept up-to-date;
5. Manage the accounts of ITDB users in their country and distribute national user accounts;
6. Assist in resolving issues in the application of ITDB;
7. Assist, where possible, the TIR secretariat, TIRExB and the international organization in their activities to activate the TIR system in newly acceded TIR contracting parties;
8. Participate in TIR related surveys, conducted by AC.2, TIRExB, WP.30 or the secretariat or facilitate their dissemination at the national level, including liaising with colleagues from other ministries, if necessary, and reply within set deadlines;
9. Report on fraud-related incidents in the application of the TIR Convention in their country, preferably by means of Fraud Report Forms (FRF);
10. In the absence of a dedicated eTIR focal point, act as eTIR focal point to facilitate the distribution and collection of eTIR related information;
11. In the absence of other dedicated focal points, facilitate the distribution and collection of information on matters related to other legal instruments under the auspices of WP.30, such as, but not limited to, the recurring survey on the application of Annex 8 of the Harmonization Convention, 1982;
12. Maintain regular contact with the national representative(s) in WP.30 and its expert groups as well as AC.2.

Annex II

Terms of Reference of TIR associations focal points

1. Act as main point of contact within the association for all matters related to the application of the TIR Convention, such as, but not limited to:
2. Provide, at the request of WP.30, AC.2 and TIRExB, information on issues in the application of the TIR Convention in their country;
3. Assist national TIR customs focal points in TIR issues concerning their country;
4. Ensure that all association-related national data contained in the International TIR Data Bank (ITDB) is kept up-to-date;
5. Assist in resolving issues in the application of ITDB;
6. Assist, where possible, the TIR secretariat, TIRExB and the international organization in their activities to activate the TIR system in newly acceded TIR contracting parties;
7. Participate in TIR related surveys, conducted by AC.2, TIRExB, WP.30 or the secretariat, in particular, but not limited to, the price of TIR Carnets;
8. Report to WP.30 and AC.2 on fraud related incidents in the application of the TIR Convention reported or committed by their members;
9. In the absence of a dedicated eTIR focal point, facilitate the distribution and collection of eTIR related information;
10. Facilitate the distribution and collection of information on matters related to other legal instruments under the auspices of WP.30;
11. Maintain regular contact with the national representative(s) in WP.30 and its expert groups as well as AC.2.
