

## **Terms of Reference of TIR associations focal points<sup>1</sup>**

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.

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<sup>1</sup> These terms of reference should be considered as non-binding guidelines. Any assignment of tasks to TIR focal points remains the sole prerogative of their hierarchy and could also be performed by other staff members than the appointed TIR focal point.