

Terms of Refence of the TIR customs focal points¹

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.

¹ 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.