

# UN/CEFACT Project Proposal

Single Window Assessment Methodology

# 1. Project purpose

- The various interpretations of a SW, in terms of its scope, participants, and purpose, has become a pressing issue when revising Recommendation 33
- Some countries faced confusion when the instruments implemented were referred to as an SW when, in fact, they were not.
- Member states to the WTO TFA must notify the performance of article 10.4. At the same time, the countries that notified this item as satisfied lacked any clear assessment methodology.
- Necessary to develop additional indicators enabling the governments to evaluate the level of development of an SW and to answer the question: 'To what extent does the existing facility meet the requirements of trade facilitation and international practice and international organizations' recommendations?'

## 2. Project scope

- The project involves developing a standard methodology for assessing the level of development of the Single Window based on indicators systemized from international recommendations and best practices of countries.
- The project will strengthen the capacity of countries to understand the goals and objectives of the Single Window implementation and reveal the directions for further simplification of trade procedures.

## 2. Project scope

- Creation of a methodology for assessing the development level of Single Window. The methodology will allow:
  - Determine if there is a Single Window in the country (within the framework outlined in Recommendation 33).
  - Assess the current level of the Single Window development based on quantitative and qualitative indicators. The presence of clear and common indicators will provide an objective assessment.
  - Identify the directions of the Single Window development and prepare recommendations for further steps.
  - Build a rating of countries by the level of implementation of the Single Window. Get initial data for a benchmark.
  - Help countries obtain expert support and support from development institutions to further trade facilitation in the country.

# 3. Project deliverables

<b>Deliverable 1:</b>	<b>Annex to Recommendation 33 ‘Single Window Assessment Methodology’</b>
<b>Deliverable 2:</b>	Case repository study. Analysis of the current SW development level in 2-3 countries using the proposed methodology

# Key elements of Single Window

SW element	Not implemented	Partially implemented	Implemented
Parties involved in trade and transport (both from the public and private sector)	0	0.5	1
Standardised information and documents. Use of internationally recognised standards for SW implementation for the coordination between stakeholders and between countries.	0	0.5	1
Single entry point (an entry point means the facility where all data concerning a transaction should be submitted electronically; an economic operator should only need to submit their data to one such entry point for their transaction).	0	0.5	1
Fulfilling regulatory requirements (which implies that a SW fulfils a government function and, as such, it has received a relevant mandate from the government to perform these actions).	0	0.5	1
Single submission of individual data elements (individual data elements that have been submitted should not need to be submitted again; this does not mean that all individual data elements must be sent at the same time in a single submission, they could be sent progressively).	0	0.5	1

$$O_e = \frac{\sum_{i=1}^e O_{ei}}{E} \times 100 \quad (1)$$

Where  $O_e$  is the overall assessment based on five elements of a SW ,

$\sum_{i=1}^e O_{ei}$  is the sum of assessments per element of SW and  
 $E$  is the number of elements of SW ( $E = 5$  ).

The computed value  $O_e$  describes the NSW implementation progress as a percentage.

# Key factors assessment of a successful NSW

Key factor	Standards to describe the key factors
<b>Political will</b>	<p>The government and executive power support implementation of a NSW.</p> <p>In the case of change in government and (or) executive power leadership, keeping the goal current within the transition period.</p> <p>A high-ranked official (no lower than that of deputy prime minister) is designated in charge of supervising the project.</p> <p>Business world provides public support to the implementation of the NSW.</p>

# Strong lead agency

- The authorised agency responsible for implementing the NSW is provided by legislation.
- The consultative body is available comprising state authority representatives, members of organisations and the business community.
- The authorised agency coordinates and accomplishes implementation of the NSW.
- The authorised agency provides control over the obligations incurred, periodically reviewing and updating strategic plans based on the current situation and future public expectations.

# Partnership between government and trade

- Participation of the business community in the meetings of the unit of expert coordination on NSW.
- Keen interest of the business world in developing a NSW (local projects e.g. data portal, terminal, B2B networks), business associations' on-site meetings, road maps, participation in evaluating regulators activities.

# Clear project framework and objectives

- Available goals and targets approved.
- The concept (strategy) of implementing a NSW is adopted by legislation.
- Project implementation dates have been set.
- There is a detailed plan (program, road map) to have the project implemented.

# User friendliness and accessibility

- Detailed user manuals and instructions on the operation of NSW are made and published.
- User support service is functioning. Training sessions are organised to learn how to use NSW.
- Access to the information about the order of export, import and transit of goods on the website or creating reference links which enable to ask questions about foreign trade operations over the phone or with the help of e-form online.
- Integrated tariff (database which contains up-to-date information on tariff and non-tariff regulation measures with a link to goods code etc.).
- Regulatory and reference database as well as database for foreign trade.

# Legally enabling environment

Availability of legislatively adopted:

- Rules, governing the exchange of B2G and G2G e-data and e-documents, and their paper counterparts of similar status.
- Rules vesting the right to file information with the government authorities only once.
- Provisions on e-customs, e-commerce (including payments), transport, logistics with respect to validity of e-documents, submitting and exchanging data using e-signature (UNCITRAL rules).
- Provisions on public–private partnership to finance and operate the system.
- Provisions on admissibility of e-documents and messages as evidence in the court.
- Provisions on the cooperation of government authorities at the border.

# International standards and recommendations

- Application of the UN\CEFACT recommendations on the development of a NSW.
- Information has been streamlined, harmonised and simplified as outlined in UNECE recommendations such as Recommendations No.1 and No.18.
- Relevant international data exchange standards are used, such as the WCO Data Model and/or UN/CEFACT data libraries and Reference Data Models.
- Application of international standards in designing and implementing information system and technologies when developing a SW (ISO,GS1 etc.).

# Financial model

- Availability of financial resources (government, public-private partnership).
- Co-financing of the project by members of the business community.

# Promotion and marketing

- Promoting the project on a NSW implementation by drawing attention to the project, organising educational events, presentations and advertising campaigns.
- A well-designed policy of marketing services provided for the NSW.
- Publishing reports and keeping the interested public informed of accomplishing the project objectives, project progress, as well as any difficulties occurred.

# Restoring operability in case of emergency

- It has been specified what personnel should do in case of emergency and force majeure to promptly restore the operability of the information systems.
- Data-copying tool is provided for and applied to promptly restore operability of a NSW.
- The roadmap is specified for participants of trade and government authorities in case of information systems failure.

# Evaluation

- Gradation on each key factor is dependent:

$$O_{PN} = \frac{\sum_{i=1}^n O_k}{K_k}, \quad (2)$$

where  $O_{PN}$  – key factor assessment; N – key factor number;

- $\sum_{i=1}^n O_k$  - sum of the indicators in grades per key factor subject to a collective expert assessment,
- where 1 = very low, 2 = low, 3 = medium, 4 = above medium, 5 = high.
- $K_k$  - the number of indicators, describing the key factor

- The assessment of overall key factors of a successful NSW development is expressed as:

$$O_{kf} = \frac{\sum_{i=1}^N O_{Pi}}{N}, (3)$$

where  $O_{kf}$  – overall key factors assessment

$\sum_{i=1}^N O_{Pi}$  – sum of key factors assessments

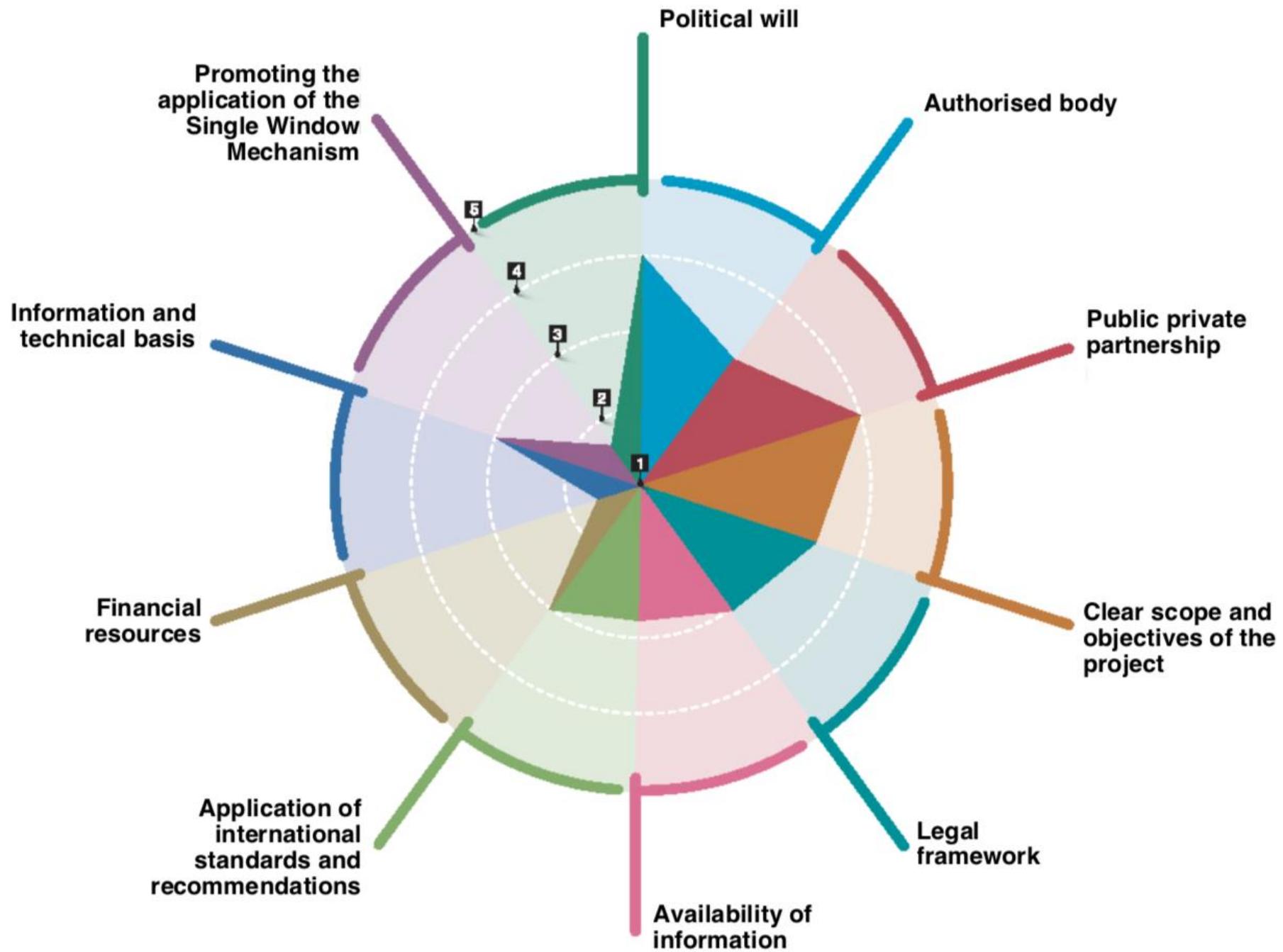
$N$  – number of key factors ( $N = 10$ ).

Value  $O_{kf}$  determines a national SW development subject to the key factors in percentage.

$$O_{kf}(\%) = \frac{O_{kf} \times 100}{m}, (4)$$

Where  $O_{kf}(\%)$  – overall assessment of a NSW implementation subject to the key factors of a successful NSW development in percentage.

$m$  – marginal grade on the key factor ( $m = 5$ ).



# SW assessment of achieving the objectives of its implementing for the government and business

<b>Business expectations</b>	<b>Achievement</b>
Traders are able to submit all the required information and documents through the SW	Yes/ No
Quicker and more accurate validation and distribution of this information	Yes/ No
SW minimised potential data errors from rekeying or reprocessing information into different systems	Yes/ No
Faster clearance and release times, speeded up the supply chain	Yes/ No
SW improved transparency and increased predictability, reduced the potential for corrupt behaviour from both the public and private sector	Yes/ No
Lower the administrative costs	Yes/ No
SW encouraged greater trader compliance and provide enhanced transparency on regulatory requirements	Yes/ No

<b>Government expectations</b>	<b>Achievement</b>
Better co-ordination and co-operation between the governmental authorities involved in trade-related activities	Yes/ No
Smooth information sharing and dissemination amongst government agencies	Yes/ No
All trade-related data is maintained in electronic format and shared with the appropriate agency when it is required	Yes/ No
Risk management techniques for control and enforcement purposes are using the data from SW in a systematic way	Yes/ No
SW reduced the proportion of physical inspections to a small percentage of total consignments	Yes/ No
The analysis of trade flow data and performance, and the preparation of analytical reports and statistical material can be done quickly and easily	Yes/ No
SW ensured rapid and accurate payments to government authorities and agencies	Yes/ No
SW improved trader compliance due to integration of legal and procedural requirements in a timely manner	Yes/ No

# Evaluation

NSW assessment related to accomplishing the objectives of implementation is expressed as a percentage:

$$O_b = \frac{\sum O_{bb} + \sum O_{bg}}{N_b} \times 100, (5)$$

Where  $O_b$  – overall assessment of the NSW related to accomplishing the objectives of implementing the mechanism in %;

$\sum O_{bb}$  – number of ‘Yes’ responses for characteristics of accomplishing the objectives of implementing the NSW for business;

$\sum O_{bg}$  – number of ‘Yes’ responses for characteristics of accomplishing the objectives of implementing the NSW for government authorities;

$N_b$  – total number of characteristics of accomplishing the objectives of implementing the NSW for business and government authorities;  $N_b = 15$ .

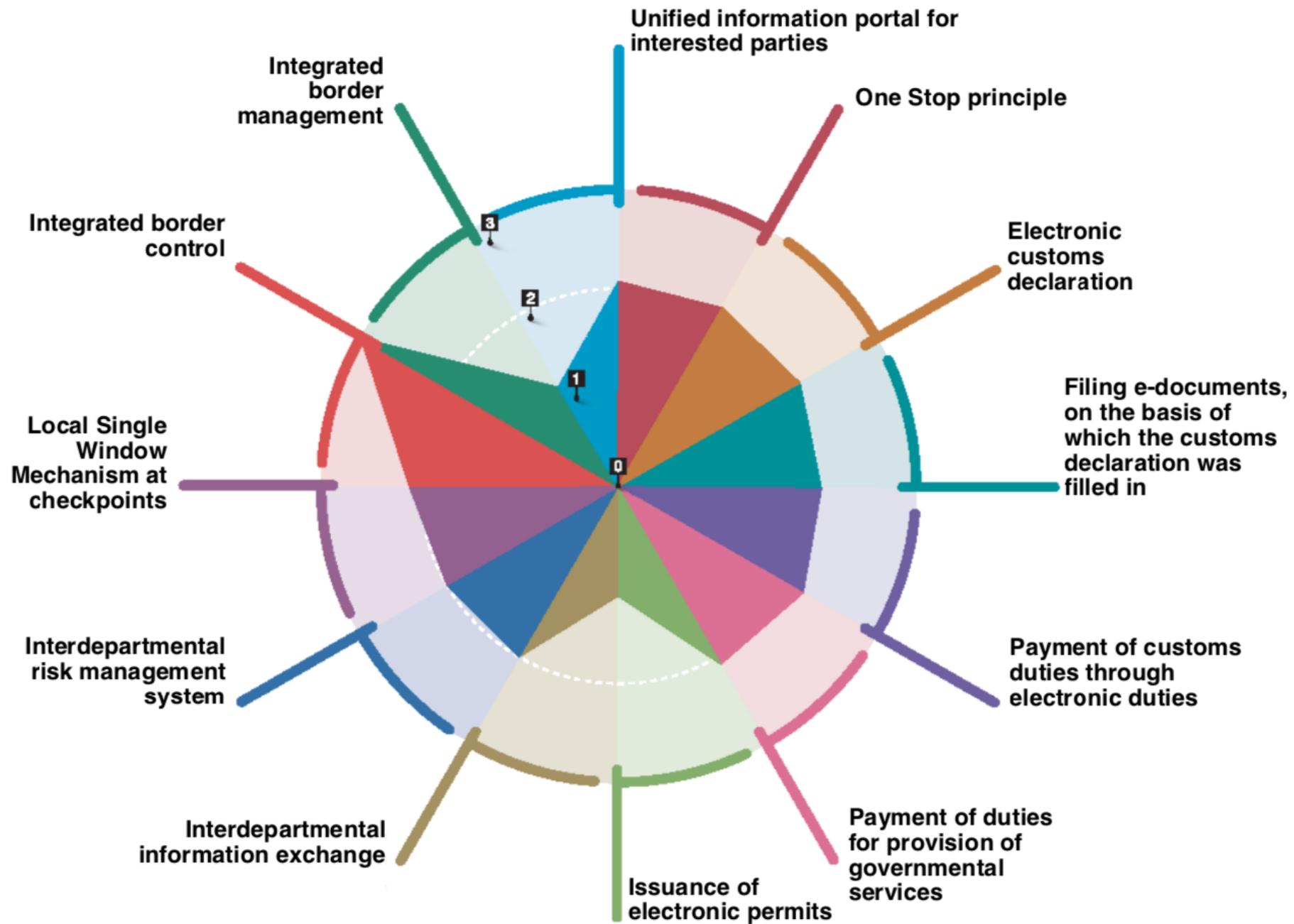
The value  $N_b$  describes the level of NSW development related to accomplishing the objectives of implementing the mechanism in a percentage.

# Assessment of the NSW related to applying modern IT and cutting-edge technologies

	Information technology basis
1	NSW Information portal available
2	Using e-signature and (or) its equivalent in accordance with UN\CEFACT Recommendation No. 14
3	Electronic declaration system available for any customs procedure
4	Filing e-data and e-documents, which form the basis of customs declaration, to accompany commercial delivery
5	Electronic enquiry and issuing electronic authorisation documents, or information on issuing an authorisation document
6	Automated calculation of the amount of duties, taxes and other charges
7	Online electronic payment systems (by credit cards, e-wallet, bank transfer etc)
8	Interdepartmental information exchange
9	Risk management system, including interdepartmental
10	Post-audit information support, including post-audit by means of remote access to trader's personal account
11	Cross-border electronic exchange between NSWs

# Assessment of the NSW related to applying modern IT and cutting-edge technologies

	<b>Application of Industry 4.0. technology in the NSW</b>
<b>12</b>	Artificial intelligence and machine learning technologies are applied
<b>13</b>	Big Data analysis technology
<b>14</b>	Internet of things technology, including drones
<b>15</b>	Distributed ledger technology (Blockchain)



# Recommendation

- Report on SW assessment
- Outputs and recommendations

# READINESS ASSESSMENT GUIDE FOR **CROSS-BORDER PAPERLESS TRADE**

Facilitating self-assessments of legal and technical readiness on cross-border paperless trade



## **DOWNLOAD THE CHECKLISTS**

Technical and legal checklists to be used for readiness assessment



## **PLAN THE ASSESSMENT**

Basic how-to-guide for self-assessment



## **FOLLOW THE GUIDES**

Legal and technical guide for answering the Checklists



## **TAKE QUICK ASSESSMENT**

Generate a set of recommendations

# QUICK ASSESSMENT

Once the [technical readiness checklist](#) is completely answered (readiness assessment guide can help understanding and answering), quick assessment can be conducted here.

**Note:** Only questions relevant to quick assessment are listed.

- Click on any section and select answers, then click “Submit”.
- Based on answers, a list of recommendations will be generated.
- Click “Go back” – the section with completed answers and generated recommendations will be noted with green tick.
- Select any other section and continue.
- When all are answered, a list of recommendations can be generated.



## QUICK ASSESSMENT TO TECHNICAL READINESS CHECKLIST

### A - PAPERLESS TRADE SYSTEM AT THE NATIONAL LEVEL

- A1** Governance bodies
- A2** Level of automation
- A3** ICT Infrastructure for Paperless Trade
- A4** Security
- A5** Business process re-engineering

# 11. Milestones

<b>Yes/No*</b>	<b>ODP Stage</b>	<b>Expected Completion Date (Approval + XX months)</b>
<b>Yes</b>	Project Inception	+ 1 month (May/2021)
<b>Yes</b>	Requirements gathering	+ 2 month
<b>Yes</b>	Draft development	+ 3 month
<b>Yes</b>	Public Draft Review	+ 2 month
<b>Yes</b>	Publication	+ 2 month
<b>Yes</b>	Project exit	+ 1 month (Feb/2022)