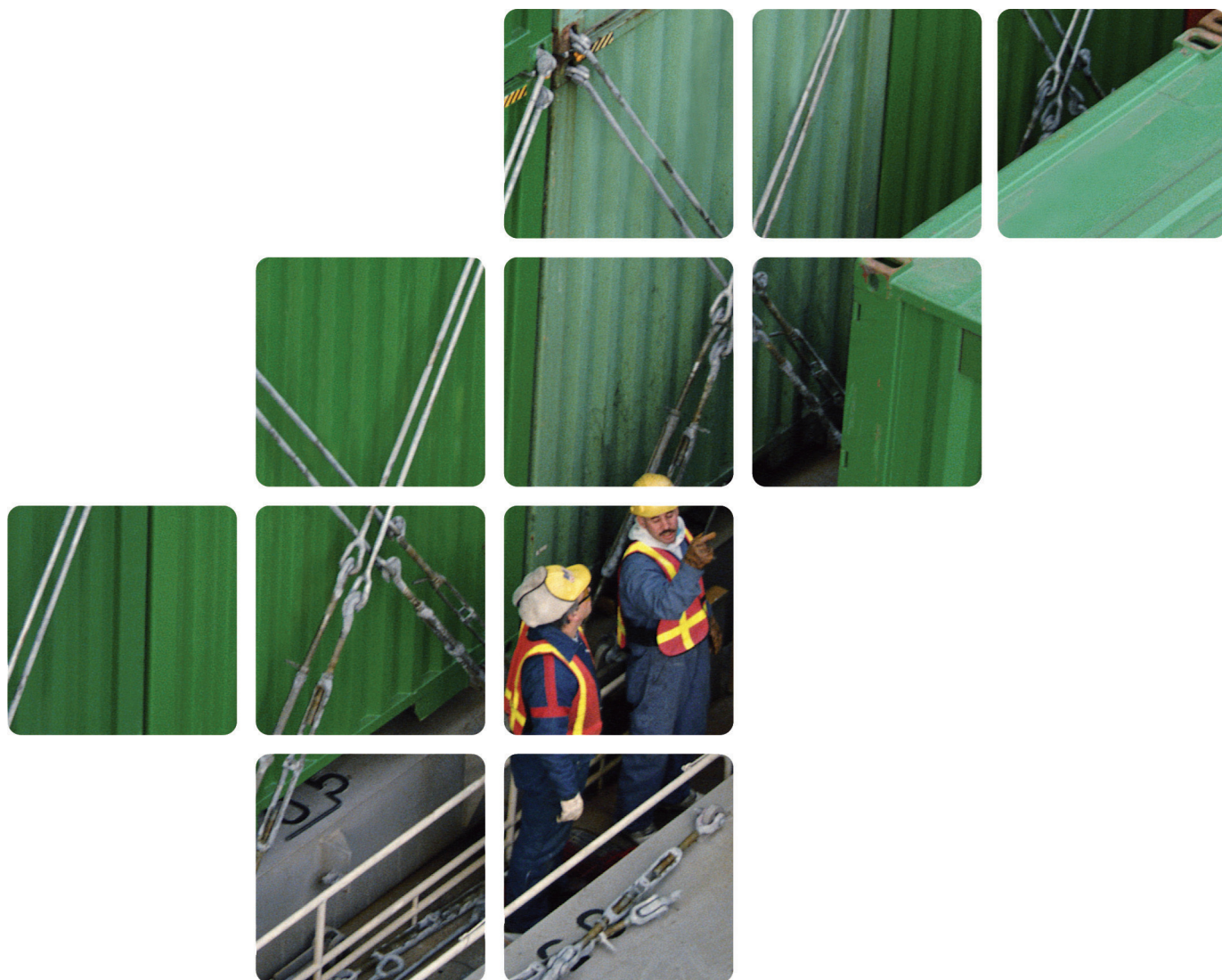


# Training Programme on Trade Facilitation

Date:

**Stockholm, Sweden, November 7 – November 18, 2011**

**April/May 2012 in one of the participating countries**



**Kommerskollegium**  
National Board of Trade

## Invitation

*Trade facilitation is a concept directed towards reducing the complexity and cost of the trade transaction process and making the procedures more efficient, transparent and predictable. It comprises the whole trade chain from exporter to importer, including transportation and payment, with emphasis on the border-crossing and the agencies involved there.*

*Globalisation increases the opportunities for international trade. Trade facilitation can be a prerequisite to make use of these trading opportunities. Trade facilitation is hence becoming an increasingly important tool for development, allowing countries to trade goods on time with low transaction costs.*

*Trade facilitation measures can bring major benefits to all countries in terms of reduced trade transaction costs and increased predictability and transparency. Furthermore, trade facilitation is a tool against corruption. By achieving a transparent trading regime this will increase the governmental control, preventing individuals and networks to abuse their positions.*

*Multilateral rules on trade facilitation are negotiated in the World Trade Organization as a result of the increasing emphasis put on this issue and the awareness of the potential gains in this field. In the draft texts a number of important measures are suggested. A study from the National Board of Trade shows that trade facilitation is the area in the current trade round with the greatest potential for economic and welfare gains.*

*The objective of the training programme is to raise awareness and build capacity in the area of trade facilitation. The National Board of Trade is therefore pleased to invite you to nominate your candidates for this training programme.*



Lena Johansson  
Director General  
Swedish National Board of Trade

## Programme Objectives

The long term goal of the programme is to strengthen developing countries' capacity to participate in regional and international trade by enhancing the participants' managerial and technical skills, focusing on trade facilitation in the Southern region of Africa.

The objectives of the programme are to:

- Enhance the understanding for trade facilitation on an international, regional and national level, as well as raise awareness of the relation between trade facilitation measures and anti-corruption.
- contribute to the set-up of a regional network of experts in the Southern region of Africa
- support and facilitate the participant's own "Change Project" on trade facilitation

## Contents

The programme will reflect different aspects of trade facilitation on an international, regional and national level, where one core issue will be trade facilitation as a tool against corruption. The programme should also lead to a change in the recipient's country through an individual "Change Project" that each participant will prepare and work on throughout the training (see below).

The training programme will include the following areas:

- the broader concept of trade facilitation and the actors involved in the international supply chain (customs, trade, transport)
- the link between achieving trade facilitation measures in a country (transparency and predictability) and reducing corruption
- the multilateral trading system and trade facilitation in the World Trade Organization (WTO)

- the regional dimension of trade facilitation in Free Trade Agreements (FTAs) and customs unions
- international trade negotiations: policy analysis and negotiating techniques
- international standardisation in trade facilitation and available tools from e.g. UN/CEFACT, WCO, UNCTAD and others
- the effective consensus making and information-sharing/consultations between government authorities and with the trade community
- risk management and authorised trade
- Swedish (national and regional) experiences of implementing trade facilitation measures
- effective project management, e.g. through the use of the Logic Framework Approach, LFA

## Change Project

Individual work is an important part of the programme. In the application to the programme the applicant should identify a Change Project in the area of trade facilitation to be developed and implemented in his/her home organisation. These projects shall focus on a process of change within their organisation's/country's/region's area of trade facilitation. The participants are also encouraged to identify how the project can contribute to anti-corruption in his/her organisation. It is important that the project is endorsed and supported by the participant's home organisation throughout the entire programme. Mentorship for these projects will be provided during the whole programme. Participants are expected to actively work on their Change Project during the entire training programme, i.e. also during the 6 month-period between the training in Stockholm and the follow-up regional seminar.

## Programme Structure

### Date and place

The programme consists of 3 weeks training divided into two parts. Phase 2 consists of a 2-weeks training in Stockholm, Sweden, from November 7 – 18, 2011. Phase 4 is a 1-week follow-up regional seminar in one of the participating countries in April or May 2012 (exact date and place to be decided). The period between these training weeks (approx. 6 months) the participants will work on their Change Projects in their own countries (phase 3). The programme is divided into five phases:

#### *Phase 1. Preparation phase in the participant's country*

Participants will immediately after admission further develop the idea for a Change Project related to trade facilitation in their own organisation. In addition, the participants should prepare a short country report containing an analysis of the trade facilitation in their countries (3-4 pages).

#### *Phase 2. Two weeks training in Sweden*

The training in Sweden will combine lectures with study visits. The aim is to encourage experiences sharing among the participants and the lecturers. The course will be interactive and use work-shop techniques. An important part of the training will be the work and support on the participants' Change Projects.

#### *Phase 3. Home assignment between phase 2 and phase 4 (approx 6 months)*

The participants work with their Change Projects during 6 months in their countries with mentor support from Sweden and fellow participants. The participants will be requested to send a midterm progress report to the organisers.

#### *Phase 4. A one-week follow-up regional training in one of the participant's country*

The training will continue to expand on the issues raised in phase 2 and 3 and allow the participants to both present their Change Projects and receive feedback on their continued work.

#### *Phase 5. Continued work on the Change Project in home country*

The participants finalise their Change Projects in their home countries. Possibility to maintain contacts with the mentors in Sweden.

### Training

Swedish experts from trade and customs will be participating throughout the programme, complemented with contributions of selected international experts. The programme will include lectures, discussions, practical work and study visits. Considerable time will be devoted to the Change Projects.

*All training will be conducted in English.*

### Management and staff

The lecturers and mentors will be experienced within the area of trade facilitation. The National Board of Trade is responsible for programme management and adminis-

tration. The programme has been developed by the Swedish National Board of Trade in cooperation with the Swedish Customs and with the support from the Swedish Ministry for Foreign Affairs.

## Participation

### Target region:

Selected countries in the SACU-region: Botswana, Namibia, Lesotho, South Africa and Swaziland.

### Target Group:

The training programme is directed towards policy-makers and trade and customs advisors in governmental agencies (i.e. customs, revenue authorities and other agencies working at the border) and ministries, preferably in decision-making positions, as well as key persons in major business or trade organisations (i.e. chambers of commerce, NGOs and organisations representing the private sector). It is further open to professionals from regional secretariats and other international organisations.

Only candidates nominated by the appropriate organisation and in accordance with local regulations will be accepted.

The candidates will attend the programme in their individual capacities but representing their home organisations and countries. Consequently, participants as well as their Change Project shall be endorsed by their organisations. The participants are expected to participate actively in the training programme, primarily with their Change Projects.

The number of participants will be limited to 20. Due to the character of the programme, family members are not allowed to accompany participants to the programme.

### Requirements

Very good command of English is a requirement as well as basic IT-skills, in particular word- processing and Internet communication. A minimum of two years relevant working experience is required. Understanding of international trade and customs procedures is recommended. A Change Project of specific interest to the home organisation/country/region should be identified, described and enclosed in the application.

## Application process

**Closing date for application is  
August 19, 2011**

Applications submitted after the closing date will not be considered.

The specific application form attached to the invitation brochure must be used and include a recent photograph and required information and documents.

A Change Project of specific interest to the organisation/region/country should be identified, described and enclosed with the application. The description should include the purpose of the project, the objectives and intended activities during the year.



The application should be approved by a representative of the applicant's home organisation/employer. If local regulations pose other requirements (e.g. nomination to be approved by an authorising authority), necessary documentation should be enclosed with the application.

The application should be submitted directly to the Programme Secretariat. Selected applicants will be notified by e-mail or fax. Once accepted, the applicant as well as a representative of his/her organisation must sign a confirmation of participation. An invitation letter will be sent out, containing additional information on the programme and the practical arrangements.

## Cost of Participation

The Training Programme on Trade Facilitation is partly financed by the Swedish International Development Cooperation Agency (Sida) and the National Board of Trade, which will cover training costs such as lectures, literature, documentation, and study tours. Sida/National Board of Trade will also carry the accommodation costs in the Stockholm phase and in the regional phase. Personal expenses are not covered.

Costs for travel to and from Sweden, and to and from the regional seminar, should be covered by the participant's organisation. The participant's organisation should also carry costs incurred in travelling to the nearest international airport and for obtaining visas. The participant's organisation is required to cover meal allowance costs for participants during the training in Stockholm as well as during the regional seminar.

The participant's Change Projects will not be financed by Sida.

## Accommodation

The Swedish National Board of Trade will make hotel reservations for the participants in Stockholm as well as in the regional phase of the programme. Breakfast will be included.

## Visa

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period of the programme and the passport should be valid for three months longer than the entry visa. Applications should be directed to a visa-issuing Swedish Embassy/Consulate alternatively other Schengen representation as soon as possible after acceptance into the programme.

Participants passing through other countries on their way to or from Sweden must ensure that correct visas are obtained before leaving home country, especially for countries not included in the Schengen agreement.

For more information, the following website offers Swedish visa information:

[http://www.migrationsverket.se/info/start\\_en.html](http://www.migrationsverket.se/info/start_en.html)

Participants are responsible for obtaining all visas necessary for their journey and stay during the regional phase of the training programme. The costs for obtaining visas are carried by the participant.

**N.B. Participants are advised to inform themselves on visa regulations and apply for visa as early as possible.**

## Insurance

All participants are covered by a group insurance while in Sweden, as well as during the follow up regional phase of the programme. This insurance includes costs of medical care in the event of acute illness or accident. Medical and dental check-ups will not be covered.



**Kommerskollegium**  
National Board of Trade

**The National Board of Trade** is the Swedish governmental agency dealing with foreign trade and trade policy. Our mission is to promote an open and free trade with transparent rules. To this end we strive for an efficient internal market, a liberalized common trade policy in the EU and an open and strong multilateral trading system, especially within the World Trade Organization (WTO).

As the expert agency in trade and trade policy, the Board provides the Government with analyses and background material, related to ongoing international trade negotiation as well as more structural or long-term analyses of trade related issues. The Board also administers the Swedish Council for Trade Facilitation, SWEPRO.

In addition, as an expert authority in trade policy issues, the National Board of Trade provides assistance to developing countries, through trade-related development cooperation. We also host Open Trade Gate Sweden, a one-stop information centre assisting exporters from developing countries with information on rules and requirements in Sweden and the EU.

## Contact information

The address for all communication is:

The National Board of Trade

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For more detailed and up-dated information regarding this Training Programme, please visit our website, where copies of the application form also can be downloaded:

<http://www.kommers.se/tptf11>

For questions regarding the training programme, please contact the Programme Manager

Mr. Johan Pontén:

[johan.ponten@kommers.se](mailto:johan.ponten@kommers.se)

The application form can also be ordered via email.

**[www.kommers.se](http://www.kommers.se)**