

UNESCAP/UNECE Seminar on Single Window and Data Harmonization  
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# Questionnaire on a Single Window Readiness in SPECA

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UNITED NATIONS  
**ESCAP**

Economic and Social Commission for Asia and the Pacific

# Purpose of the Questionnaire

- Purpose of the ESCAP-ECE Single Window Readiness Questionnaire is to identify:
  - Current status in planning, developing and implementing a Single Window system allowing for electronic submission, processing and exchange of trade data
  - Gaps where further supporting measures need to be taken
  - Areas where capacity building support is needed
- Results will be used by ESCAP and ECE for a joint study on a Single Window Readiness in Central Asia and the Caucasus
  - The study will be published later in 2008
  - Will be used as a benchmark for ESCAP's and ECE's for further projects in landlocked countries

# Target respondents

## ■ Countries:

- Afghanistan, Azerbaijan, Mongolia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan

## ■ Agency:

- Responsible for developing and implementing a Single Window for international trade (in most cases the Customs agencies or any other officially appointed agency to lead a national SW project)

## ■ Level of knowledge of respondents:

- Customs and other border regulations, procedures and formalities, including Single Window and customs data

# Content: Five parts

- Part 1: Questions on an overview of existing customs and international trade environment.
- Part 2: Questions directly related to the planning, developing and implementing a Single Window
- Part 3: Questions on trade/customs data simplification and harmonization and ICT, and international standards being used in this regard
- Part 4: Requires a concrete information about the existing business processes and services that being provided electronically
- Part 5: Requires an indication of the capacity building support and trainings needed for the Single Window implementation and data harmonization.

# Type of questions

## 1. “Yes/no” type of questions:

- In some cases, if response is “yes”, need to provide details
- Example question:
  - *Does your existing national legislation foresee establishment of a Single Window for export, import and transit procedures?*
  - *Has your country adopted a formal national definition of a Single Window?*
- Example response:
  - Yes
  - No
  - If “yes” please provide details: We have adopted UN/CEFACT definition of the Single Window, as provided in Recommendation 33 (you can provide law, decree, regulation, if exists)*

# Type of questions

## 2. Questions providing multiple options to choose from:

- You can tick one or more options (as appropriate)

- Example question:

- *What agency is the lead agency for the development of Single Window in your country?*

- Example response:

- Customs authority*
- Ministry responsible for international trade*
- National Trade Facilitation Body/ Committee*
- Other (please provide details):*

# Type of questions

## 3. Questions requesting to provide concrete inputs:

- Concrete inputs can be provided in the form of list

- Example question:

- *Please provide a list of the government agencies that are directly involved in export, import and transit regulatory procedures for goods.*

- Example response:

- Ministry of Trade
- Ministry of Finance
- Ministry of Agriculture
- Ministry of Transport
- Customs agency
- ...

# Mode of responding questionnaire

- Electronic Russian and English versions available
- One consolidated electronic Questionnaire per each country either in Russian, or in English (as appropriate)
- Deadline: 15 June 2008
- Please send the completed questionnaires to:  
**[misovicova@un.org](mailto:misovicova@un.org)**

# Thank you