

Workshop on Business Process Analysis (BPA) For Trade Facilitation

*Bishkek, Kyrgyzstan
12-14 November 2013*

The Workshop and its subsequent studies aim to help Kyrgyzstan to identify and remove *at* and *behind* the border bottlenecks for trade process along major trade and transit corridors. In particular, the purpose of the Workshop is to enhance capacity of stakeholders in applying trade facilitation tool *Business Process Analysis* (BPA).¹ The resultant analysis study report will review ‘as-is’ trade process and procedures, list bottlenecks and impediments, and propose practical recommendations and strategic action plans to streamline trade process.

Programme

12 November 2013

0900-0920	Opening Session <ul style="list-style-type: none"> The State Enterprise “Single Window” Center for Foreign Trade under the Ministry of Economy, Kyrgyzstan GIZ Kyrgyzstan UNESCAP
0920-0930	Ice-breaking and self-introduction of the participants
0930 - 1030	Module 1: Introduction to Business Process Analysis (BPA) <p>In this session the fundamental issues on BPA will be reviewed. The participants will learn the important role of BPA for trade facilitation and business process modeling in the implementation of trade facilitation measures, such as business process simplification, data harmonization, and Single Window implementation. Key project stakeholders of a BPA project, their roles, and responsibilities will be identified. Important qualifications that business process analysts should have will be discussed. This session will also introduce various outputs of business process analysis. The participants will learn UML notations and learn to read and describe UML use case and activity diagram.</p> <ul style="list-style-type: none"> <i>Introduction to business process analysis and business process modeling</i> <i>Outputs of business process analysis</i> <i>UML notations for use case and activity diagram</i> <i>Use of UML modeling tool to draw UML diagrams</i> <i>Exercise: Read UML use case and activity diagram</i>
1030-1045	Coffee/tea break
1045-1200	Module 1: Continued
1200-1330	Lunch

1330-1500	Module 2: Defining the Scope of a BPA Project <p>In this session, the participants will learn how to initiate the BPA project and define the project scope using UML use case diagram. The nature of BPA project - which often involves many stakeholders and prerequisites for project initiation such as political commitment and support - will be discussed. Export of processed fruits from Kyrgyzstan to Kazakhstan and import of fabric product from China to Kyrgyzstan will be discussed.</p> <ul style="list-style-type: none"> • <i>Identifying the scope of a BPA project</i> • <i>Defining the terms of reference</i> • <i>Exercise: Draw a use case diagram</i>
1500 - 1515	<i>Coffee/tea break</i>
1515-1645	Module 3: Planning a BPA Project <p>The participants will learn how to develop a work plan to manage the implementation of the BPA project. Export of processed fruits from Kyrgyzstan to Kazakhstan and import of fabric product from China to Kyrgyzstan will be discussed.</p> <ul style="list-style-type: none"> • <i>Planning and managing the BPA project</i> • <i>Exercise: Estimate time required in completing the business process analysis project and develop project</i>
1645-1700	Summary of Day 1

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0900-1030	Module 4: Conducting Business Process Modeling <p>This session is focused on data collection techniques. Emphasis will be placed on a semi-structure interview. The participants will learn how to document captured data in the activity diagram and time-procedure chart. They will also learn how to develop the process description that further elaborates relevant information not shown in the diagram. In addition, the participants will participate in the role play that simulates an interview session. Export of processed fruits from Kyrgyzstan to Kazakhstan and import of fabric product from China to Kyrgyzstan will be discussed.</p> <ul style="list-style-type: none"> • <i>Eliciting and documenting the 'as-is' business processes</i> • <i>Exercise: Draw an activity diagram</i> • <i>Exercise: Draw a time-procedure chart</i> • <i>Exercise: Role play - interview session</i>
1030-1045	<i>Coffee/tea break</i>
1045-1200	Module 4: Continued
1200-1330	<i>Lunch</i>
1330-1500	Module 4: Continued
1500 - 1515	<i>Coffee/tea break</i>
1515-1645	Module 4: Continued
1645-1700	Summary of Day 2

0900-1030	Module 5: Conducting Business Process Analysis <p>The participants will learn how to use the outputs from the business process analysis project to identify redundancies and bottlenecks.</p> <ul style="list-style-type: none"> • <i>Analyzing the ‘as-is’ business processes</i> • <i>Exercise: Identifying bottlenecks and redundancies</i>
1030-1045	Coffee/tea break
1045-1200	Module 6: Business Process Analysis and Trade Facilitation Measures <p>The participants will learn how outputs are used as a basis for implementing various trade facilitation measures especially business process simplification and data harmonization. Relevant international best practices and standards will be introduced.</p> <ul style="list-style-type: none"> • <i>Business process analysis and business process simplification</i> • <i>Business process analysis and data harmonization</i> • <i>Exercise: Designing the to-be process</i> • <i>Exercise: Capturing data requirements</i>
1200-1330	Lunch
1330-1500	Module 7: BPA Exercise Session <p>The participants will engage in a preliminary BPA exercise on Export of processed fruits from Kyrgyzstan to Kazakhstan and import of fabric product from China to Kyrgyzstan. The exercise will be done in breakout groups.</p>
1500 - 1515	Coffee/tea break
1515-1600	Module 7: Continued
1600-1645	Module 8: Way Forward to Implement BPA Studies <p>Discussion on possible challenges and solutions for implementing the following two pilot BPA studies</p> <ul style="list-style-type: none"> • Export of processed fruits from Kyrgyzstan to Kazakhstan; • Import of fabric product from China to Kyrgyzstan
1645-1700	Summary and Conclusion