



## National Workshop on Trade and Transport Facilitation Monitoring Mechanism (TTFMM)

*Dhulikhel, Nepal  
15-17 April 2014*

### Programme

#### 15 April. Overview of TTFMM and BPA Component

0900 - 0920	<b>Opening Session</b> <ul style="list-style-type: none"> <li>Ministry of Commerce and Supplies, Nepal</li> <li>ADB</li> <li>ESCAP</li> </ul>
0920 -1000	<b>Module 1. Overview of TTFMM</b> <p>This Module reviews the general purpose, scope, methodology, institutional arrangement and key outputs of TTFMM. It highlights how TTFMM would enable a country to monitor and enhance trade facilitation on a continuous basis and in a sustainable manner.</p>
1000 - 1030	<b>Module 2. Introduction to Business Process Analysis (BPA)</b> <p>This module provides an overview the BPA. The participants will learn the important role of BPA for trade facilitation and business process modeling in the implementation of trade facilitation measures. This Module also introduces various outputs of the BPA. 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"> <li><i>Introduction to BPA and business process modeling</i></li> <li><i>Outputs of BPA</i></li> <li><i>UML notations for use case and activity diagram</i></li> <li><i>Use of UML modeling tool to draw UML diagrams</i></li> <li><i>Exercise: Read UML use case and activity diagram</i></li> </ul>
1030 - 1045	<i>Coffee/tea break</i>
1100 - 1200	<b>Module 2. Continued</b>
1200 - 1300	<i>Lunch</i>
1300 - 1430	<b>Module 3. Scoping and Planning a BPA Project</b> <p>In this Module, the participants will learn how to initiate a BPA project and define the project scope using UML use case diagram. The nature of BPA project and prerequisites for project initiation such as political commitment and support are discussed.</p>
1430 - 1445	<i>Coffee/tea break</i>

1445 - 1630	<b>Module 4. BPA Techniques for Data Collection and Recording</b> <p>This Module is focused on data collection techniques. 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. All of these will help the participants to eliciting and document the 'as-is' business processes</p>
1630-1700	Summary and discussion of Day 1.

#### 16 April Morning. BPA Component of TTFMM

0900 - 1015	<b>Module 5. Using BPA to identify bottleneck and formulate recommendations</b> <p>The participants will learn how to use BPA outputs as a basis to identify redundancies and bottlenecks and formulate recommendations to streamline trade procedures.</p>
1015 - 1030	<i>Coffee/tea break</i>
1030 - 1200	<b>Module 6. BPA exercises</b> <p>The participants will be divided into several groups and will apply the knowledge and techniques provided in previous Modules to examine the trade process (export, import, and transit procedures, including border crossing procedures) for the selected products along the selected corridors.</p>
1200 - 1300	Lunch

#### 16 April Afternoon: TRS Component of TTFMM

1300 - 1400	<b>Module 7. Introduction to TRS</b> <p>This Module reviews the general purpose and scope of TRS, discusses the possible specific uses for the study results and examines specific steps required at the stage of preparation of the TRS study.</p>
1400 -1500	<b>Module 8. Process Mapping</b> <p>This Module discusses each step of import, export and transit process and develops a process mapping flow chart for conducting TRS.</p>
1500 -1515	<i>Coffee break</i>
1515 -1615	<b>Module 9. TRS Data Collection</b> <p>This Module aims to discuss and develop a model questionnaire (data collection format) based on the process mapping.</p>
1615 -1700	<b>Module 10. TRS Software: Presentation and Training Exercise (Customs participants only)</b> <p>The Customs participants will be provided WCO TRS software training in order to develop/modify/collect/analyze data.</p>

## 17 April Morning. TCD Component of TTFMM

0900 - 0930	<b>Module 11. Introduction to TCD</b>  This session reviews the general purpose and scope of TCD and examples of its previous applications
0930-1030	<b>Module 12. Preparation of the TCD Study</b>  This session will review the specific steps required at the stage of preparation of the TCD study.
1030 - 1045	Coffee
1045 - 1200	<b>Module 13. Application of TCD: Data Collection, Recording and Processing</b>  This session reviews the measures to collect and record data, as well as analyze data. The questionnaire and forms for data collection will be discussed in detail. Practical exercise on recording and processing of data with TCD will be arranged.
1200 - 1300	Lunch

## 17 April Afternoon. TTFMM: Implementation

1300 -1330	<b>Module 14: Implementation of TTFMM</b>  A template for implementation of TTFMM will be presented in this session, which serves as a basis for discussion.
1330 -1500	<b>Module 15: Implementation plan</b>  Based on template provided in Module 15, the participants are expected to work out a detailed TTFMM Action Plan to implement TTFMM, which has to identify the following issues, among others: <ul style="list-style-type: none"> <li>• Team leader (preferably a senior member from the NTFC)</li> <li>• TTFMM team and clear terms of reference for each member</li> <li>• Timeframe for implementation</li> <li>• Other issues</li> </ul> Presentation of the Action Plan
1500 -1530	Summary and conclusion
<b>A meeting with decision makers of Nepal National Trade and Transport Facilitation Committee (NTTFC) on Implementation of TTFMM</b> (by invitation only)	
1630 - 1700	Presentation of key outcome and conclusions from the Workshop
1700 - 1815	Discussion and decision on implementation of TTFMM in Nepal
1815 - 1830	Summary and conclusion