**ANNEX I (Form)**

**CUSTOMS ADMINISTRATION**

**(JFY 2021)**

**Questionnaire**

The Applicants are requested to fill out this questionnaire. Your interests will be shared with program organizers and lecturers for their preparation. This Questionnaire should be submitted with the Application Form.

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| Name: |
| Country: |

1. Please choose three (3) most interested topics from the box below and explain the reasons.

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| Topic 1:  Automated Clearance System/Single Window System,  Pre-arrival processing ,  Advance ruling  Rules of Origin ( Procedure /  Verification /  Others),  Risk Management ( Passenger /  Cargo /  Others),  Post Clearance Audit ( Targeting /  Finding irregularity /  Others),  Time Release Study,  Authorized Economic Operator,  Human Resource Management ( Integrity /  Training) /  Others),  Others ( ) |
| Reason: |

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| Topic 2:  Automated Clearance System/Single Window System,  Pre-arrival processing ,  Advance ruling  Rules of Origin ( Procedure /  Verification /  Others),  Risk Management ( Passenger /  Cargo /  Others),  Post Clearance Audit ( Targeting /  Finding irregularity /  Others),  Time Release Study,  Authorized Economic Operator,  Human Resource Management ( Integrity /  Training) /  Others),  Others ( ) |
| Reason: |

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| Topic 3:  Automated Clearance System/Single Window System,  Pre-arrival processing,  Advance ruling  Rules of Origin ( Procedure /  Verification /  Others),  Risk Management ( Passenger /  Cargo /  Others),  Post Clearance Audit ( Targeting /  Finding irregularity /  Others),  Time Release Study,  Authorized Economic Operator,  Human Resource Management ( Integrity /  Training) /  Others),  Others ( ) |
| Reason: |

2. If you have any specific topics or Customs areas you would like to deepen your understanding in Japan Customs policies and practices, please explain.

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**ANNEX II**

**CUSTOMS ADMINISTRATION**

**(JFY 2021)**

**Country Report**

All the applicants are requested to prepare a Country Report on your Customs administration. Please address all the subjects mentioned below in the report. The report should be in English and MS Word within fifteen (15) pages.

**1. General Information:**

(1) Name of the applicant

(2) Country

(3) Name of your organization

(4) Organizations and functions of your administration

- Organizational chart

* Number of staff (approximately)
* Functions and responsibilities of Headquarters, regional Customs, divisions and sections
* Names of executive officers

(5) Customs duties in tax revenue (%)

(6) Revenue collected by Customs in tax revenue (%)

(7) Export and import volume (USD) and major industries

(8) Your administration’s priorities and strategic plan

(9) Your current position and duties / responsibilities

(10) Issues and challenges of your current duties / work area

**2. Specific Subjects**

1. Implementation status of the WTO Trade Facilitation Agreement (TFA)

- Percentage of TFA implementation

- TFA provisions of Category B and C

(2) Advance Rulings

- Current situation and challenges

(3)　Pre-arrival processing (submission of import documentation etc. to begin processing prior to the arrival of goods)

- Current situation and challenges

(4) Risk Management

- Current situation and challenges

(5) Post Clearance Audit

- Current situation and challenges

(6) Time required for the release and/or clearance of goods

- Has your country conducted Time Release Study (TRS) to measure the average release time of goods? If yes, please indicate the average time.

(7) 　Authorized Economic Operators

- Current situation and challenges

(8) Automated clearance system / Single Window system

- Current situation and challenges

(9) Rules of Origin

- Current situation and challenges

(10) Human resource management and training management

- Current situation and challenges

(11) Others (if any)

- Current situation and challenges

END

**ANNEXIII**

**CUSTOMS ADMINISTRATION**

**(JFY 2021)**

**Country Report Presentation**

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| What | Participants will be required to make a presentation based on their Country Report during the course.  It is advisable to use **visual aids** (such as Microsoft Power Point) for effective presentation.  After the presentation session, discussion among the participants and lecturers will be scheduled. |
| Topic | Major concerns and challenges in the Customs Administration in each country or the subjects that you are interested are expected be shared during the presentation session. |
| When and how long | Each Participant will be given about 5 minutes for the presentation including questions and answers.  It will be programed in the 1st week of training period. |