

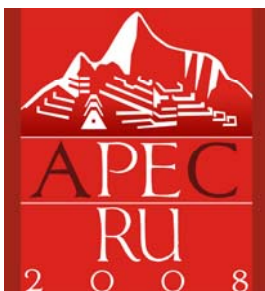


**Asia-Pacific
Economic Cooperation**

2008/SOM1/SCCP/024
Agenda Item: 5(i)

Single Window Working Group (SWWG) Phase 2 Terms of Reference

Purpose: Consideration
Submitted by: SWWG



**First Sub-Committee on Customs Procedures
Meeting
Lima, Peru
21-24 February 2008**

Single Window Working Group Phase 2

Terms of Reference

1. Background

In June 2007 at the second meeting of the APEC Sub Committee on Customs Procedures (SCCP) the Single Window Working Group (SWWG) presented the 'Single Window Strategic Plan' and 'Single Window Development Report' for endorsement.

These comprehensive documents showcase the dedicated effort of working group members, subject matter experts and business and industry contributors and participants at the Single Window Workshop in Australia 2007. The Strategic Plan provides an overview of the work undertaken in 2007, a Single Window vision statement and recommendations for moving forward. The Development Report delivers a snapshot of the border regulatory environment and Single Window related activities using the information provided in the questionnaires completed by all 21 APEC economies.

SCCP members unanimously endorsed the reports and the six recommendations in the Strategic Plan. The delivery of these two products marked the completion of Phase 1 of the SWWG.

In September 2007, APEC Ministers stated:

'We agreed to expedite work to support the implementation of international trade "Single Windows" across APEC, with a view to the eventual interoperability of systems through the use of recognised international instruments and standards. "Single Windows" allow businesses involved in trade and transport to electronically submit standardised information and documents at a single entry point to fulfil all import, export and transit related regulatory requirements'.

2. SCCP Single Window Working Group Phase 2

APEC SCCP in June 2007 endorsed the creation of a new single window working group. This new group will be responsible for delivering the following six recommendations:

1. The SCCP establish a working group to further single window activities across APEC. The working group will engage private and public sectors, other relevant APEC sub-fora and relevant international bodies;
2. The UN/CEFACT definition of single window (UN/CEFACT Recommendation 33) be adopted by APEC economies;
3. The APEC economies adopt the use of internationally recognised instruments and standards in single window design to increase international interoperability;
4. The SCCP establish a repository to capture information regarding relevant Single Window related initiatives in international trade facilitation and supply chain security;
5. The SCCP identify and coordinate relevant capacity building Single Window activities; and
6. The SCCP prepare a roadmap and implementation plan to achieve the single window vision.

3. Objective

The objective of the SWWG in Phase 2 is to deliver the six recommendations listed above.

In doing this, the outputs developed will be designed to assist members in the planning and ongoing development of their own Single Window systems using best practice examples, emerging technologies and internationally recognised instruments and standards to facilitate international interoperability in the longer term.

Outputs

- a. A new single window working group, terms of reference, work plan and timeline for Phase 2;
- b. A report documenting the outcomes of the standards workshop in Peru 2008 with a focus on internationally recognised instruments and standards related to single window systems;
- c. A repository of information regarding relevant single window related initiatives such as trials, proofs of concept and pilots;
- d. A report that outlines the following SWWG efforts in Phase 2:
 - i. clarification of the capacity building needs requested by APEC SCCP members as set out in the Single Window Development Report 2007;
 - ii. assistance with project proposals (if required); and
 - iii. coordination of the delivery of assistance in conjunction with the WCO Columbus Programme and member economies;
- e. A roadmap and implementation plan/strategy to achieve the single window vision as set out in the Single Window Strategic Plan.

The outputs listed above will be progressively delivered over 2008 and 2009.

Whilst it is not planned to run a single window related workshop in addition to the Standards Workshop in Peru 2008, there may be a project proposal submitted for 2009 to engage a wider audience of public and private sector stakeholders before delivering the final outputs in 2009.

4. Term

The term of the SWWG Phase 2 will conclude at SCCP2 in Singapore in 2009.

5. Membership

The following Economies have nominated as members of SWWG Phase 2:

Australia (Chair); Canada; China; Japan; Korea; New Zealand; Peru; Philippines; Singapore; Chinese Taipei; Thailand; United States and Viet Nam.

In recognition of the strong participation and support from the private sector and other international organisations in 2007, the APEC SWWG in Phase 2 will adopt a tiered approach to consultation and engagement.

Tier 1 'Members' of the APEC SCCP SWWG Phase 2 are the 13 SCCP Member economies listed above. The Members will be supported by subject matter expert participants from the APEC Electronic Commerce Steering Group (ECSG), Association of Southeast Asian Nations (ASEAN) Secretariat, United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) and World Customs Organization (WCO).

Tier 2 will involve the construction of a list of relevant international stakeholders identified by the SWWG Phase 2 members for APEC SCCP consideration. Tier 2 engagement will provide an opportunity for a wider stakeholder group to provide comment and advice on the output products described above.

Tier 3 wider output distribution will be the responsibility of all SWWG Phase 2 members.

6. Means of Operation

- The SWWG Phase 2 met for three days in Singapore 28-30 January 2008 to establish and agree the terms of reference, work plan and timeline for 2008 and 2009.
- The majority of SWWG Phase 2 work will be performed via email and teleconference. A dedicated email address has been established: APECSWWG@customs.gov.au
- It is the SCCP Member's responsibility to actively engage with relevant public and private stakeholders in their economy and report back the outcomes of these discussions to the group.
- The SWWG Phase 2 Members will request a two hour meeting on Workshop Day prior to SCCP meetings to prepare for SCCP plenary presentations.
- Progress reporting will be scheduled for presentation when the SCCP meets biannually.

7. Economies Consulted

Australia; Canada; China; Japan; Korea; New Zealand; Peru; Philippines; Singapore; Chinese Taipei; Thailand; United States and Viet Nam.

Approved by the SCCP on 22 February 2008