Concept Paper Recommendation 4 - The SCCP Establish a Repository to Capture Information Regarding Relevant Single Window Related Initiatives in International Trade Facilitation and Supply Chain Security

Purpose: Consideration
Submitted by: Australia
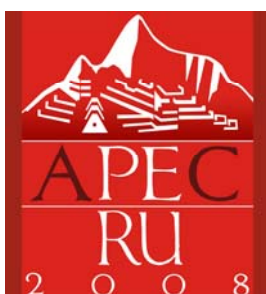
**Second Sub-Committee on Customs
Procedures Meeting
Cusco, Peru
14-17 August 2008**

Concept Paper

Recommendation 4:

The SCCP establish a repository to capture information regarding relevant Single Window related initiatives in international trade facilitation and supply chain security

Single Window Working Group (Phase 2)

APEC 2008/2009

1. Introduction

This concept paper provides information relating to the development of a repository to capture information regarding relevant Single Window related initiatives in international trade facilitation and supply chain security.

2. Background

In June 2007 the APEC Sub-committee on Customs Procedures endorsed the creation of a new Single Window Working Group (SWWG Phase 2). The SWWG is responsible for delivering on 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 recognized 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. APEC Sub Committee on Customs Procedures (SCCP) Single Window Vision

THE VISION

> To develop Single Window systems that facilitate legitimate trade and enhance supply chain security in two stages:
>
> **Stage 1** - within APEC economies
>
> **Stage 2** - establishing links that enable seamless data sharing between Single Window systems through the identification and use of recognised international instruments and standards.
>
> Working together, it is envisaged that international interoperability can be achieved within the APEC region.

4. Intent of the Repository

It is intended the repository will satisfy the gap that currently exists and provide an information source for pilot projects, proofs of concept and trials relevant to Single Window initiatives being undertaken by APEC economies.

The sharing of experience with APEC economies, lessons learnt and established 'Best Practice' via a repository will benefit economies in designing the features of their Single Window systems and explore potential areas for new functionality in existing Single Window systems.

5. Timeframe for Delivery

The following action items, outputs and key milestones relevant to Recommendation 4 were identified in the SWWG (Phase 2) Work Plan:

Tasks / Action List	Outputs	Anticipated Timeframe for Delivery
• Identify & agree on: - the information to be captured - potential repository hosts - structure the repository will take - content and maintenance - access rights • Develop a concept paper	• Concept paper • Official confirmation of the repository host • Establish repository	• SCCP2 2008 • SCCP1 2009

6. Repository Host

Potential repository hosts are currently being investigated. A number of key factors will need to be considered in identifying a suitable host or hosts including the potential host's relevance to Single Window activities and APEC. Any potential host must also be willing to publish material from all APEC economies including data from proofs of concept, pilot projects or trials conducted with non-APEC economies. Adherence to the APEC publishing guidelines is an essential element.

Additionally, any potential host will need to be prepared to play a significant role in the technical development and on-going maintenance of the repository.

7. Repository Content

It is envisioned that the repository will contain examples of proofs of concept, pilot projects and trials relevant to Single Window initiatives that provide information on:

- What is being tested?
- Who is testing what? and
- The results of those tests (or preliminary results)

Data relating to these proofs of concept, pilot projects and trials will be captured via a template developed by the SWWG (Appendix A). The template will be distributed to APEC economies identified as having undertaken work on proofs of concept, pilot projects or trials for completion. Agreement will need to be received from the pilot project managers in each of these economies to place their contact details on the repository for interested parties to obtain further information. To assist economies in completing the template a sample response will be provided by Australia based upon a proof of concept carried out with New Zealand (Appendix B).

8. Disclosure / Repository User Access

All information provided by economies in the templates is made with the understanding that the information will be posted on open access websites. The host will have complete control over loading and removing documents.

9. Maintenance

Ongoing maintenance issues will need to be discussed with the host or hosts.

Control over the content of the repository will need to be restricted to the repository's host in order to ensure that all content is up to date and accurate and follows the APEC publishing guidelines. It will be the responsibility of each economy to provide relevant data to the host and ensure that this information remains current.

10. Technical Development

With the short timeframe in which to develop and deliver (2009) there is a need to balance time with functionality. A preference is to use an existing web environment rather than develop and build a new web interface.

11. Funding

Funding for the development and ongoing maintenance of the repository will be the responsibility of the repository host.

12. Stakeholder Engagement

The APEC SCCP SWWG Chair and Australia Team will be engaging the SWWG throughout the development process, as well as the SCCP members at meetings and workshops. The team will also liaise with the APEC Secretariat, World Customs Organisation (WCO), the United Nations Centre of Trade Facilitation and Electronic Business (UN/CEFACT), the Association of Southeast Asian Nations (ASEAN) and APEC Electronic Commerce Steering Group (ECSG).

Due to the distance and diversity of the group, correspondence will be mainly through email. The SWWG collaboration workspace on the APEC Secretariat website will allow SWWG members to review and provide feedback on draft documents being developed. Formal agreement on documents will occur at SCCP meetings in line with the APEC meeting schedule.

13. Benefits

- Establishment of a central capture point for information on Single Window pilot projects, proofs of concept and trials being undertaken by APEC economies
- Economies will have the ability to publish their work and share experiences, lessons learnt and test results
- Establishment of a valuable information repository for subject matter not currently captured or available in one place
- Potential to provide valuable information for international standards setting organisations in areas as potential future developments in the international trade reporting environment
- Economies will have visibility of and access to results and/or preliminary results of pilot projects, proofs of concept and trials prior to planning their activities
- A contact point may be provided as part of the information captured to provide further information and/or advice regarding their activities
- Provides an opportunity for economies to consider value in joining pilot projects, proofs of concept and trials with other economies
- Sharing APEC economy's experience in aligning to international standards and instruments
- International exposure to the work of the APEC economies

- Demonstrates areas of potential for international interoperability
- All interested public and private sector stakeholders could have read only access to this information, or part thereof
- Increasing interest in Single Window initiatives

14. Constraints

- No direct funding available for technical development of the repository
- Restrictive timeframe in which to establish repository
- Gathering information to be stored in the repository relies on APEC economies completing and returning Pilot Project templates
- Host selection must be agreed by the SWWG, SCCP and APEC Secretariat

15. Conclusion

Agreement on the repository concept described in this paper is required prior to the SCCP meeting in August 2008. This paper will then be tabled at that meeting for endorsement.

APPENDIX A

SUB-COMMITTEE ON CUSTOMS PROCEDURES

SINGLE WINDOW 'PILOT PROJECT' TEMPLATE

Single Window Working Group
(Phase 2)

APEC 2008/2009

Introduction

In June 2007 the APEC Sub-committee on Customs Procedures endorsed the creation of a new Single Window Working Group (SWWG Phase 2). The SWWG is responsible for delivering on 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;
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6. The SCCP prepare a roadmap and implementation plan to achieve the single window vision.

Single Window Working Group Deliverables

Recommendation 4 - The SCCP establish a repository to capture information regarding relevant Single Window related initiatives in international trade facilitation and supply chain security.

The following action items, outputs and key milestones relevant to Recommendation 4 were identified in the SWWG (Phase 2) Work Plan:

Tasks / Action List	Outputs	Anticipated Timeframe for Delivery
• Identify & agree on: - the information to be captured - potential repository hosts - structure the repository will take - content and maintenance - access rights • Develop a concept paper	• Concept paper • Official confirmation of the repository host • Establish repository	• SCCP2 2008 • SCCP 2009

Purpose

This template has been drafted by the SWWG to identify and capture information relating to examples of pilot projects, proofs of concept and trials relevant to Single Window initiatives being undertaken by APEC economies. These examples will provide an indication of the future directions in international trade facilitation and supply chain security.

The sharing of experience with APEC economies, lessons learnt and established 'Best Practice' via a repository will benefit economies in designing the features of their Single Window systems and explore potential areas for new functionality in existing Single Window systems.

Repository Host

A host site or sites for this information is currently being investigated.

Disclosure

All information provided by economies in the templates is made with the understanding that the information will be posted on open access websites.

Template

The template has been designed to facilitate the capture of information in a structured way.

Support Completing the Template

- If assistance is required please send an email to the SWWG Chair. Contact details are provided at the end of this template.

- Further assistance can be provided at SCCP 2 in Peru, August 2008 and SCCP 1 in Singapore 2009.

Template Returns

Please send the completed template to APECSWWG@customs.gov.au.

The Single Window Working Group thanks you for your participation in completing this template. The establishment of a Single Window Repository is an important initiative of the Single Window Working Group and one of the key deliverables for SCCP SWWG Phase 2.

SCCP SINGLE WINDOW TEMPLATE

Proof of concept, Pilot Project or Trial

Please describe the nature of your proof of concept, pilot project or trial.

Intent

Please provide an overview of the intent of your proof of concept, pilot project or trial.

Objectives

Please list the objectives of your proof of concept, pilot project or trial.

Key Stakeholders

Please list the key stakeholders in your proof of concept, pilot project or trial.

Process

Please provide a detailed summary of the processes and steps involved in your proof of concept, pilot project or trial.

Outcome

Please provide a summary of the outcomes from your proof of concept, pilot project or trial.

Benefits

Please outline the identified benefits of your proof of concept, pilot project or trial.

Lessons Learnt

Please provide a summary of any lessons learnt during your proof of concept, pilot project or trial.

Additional Comments

Please feel free to provide any additional comments of information relevant to your proof of concept, pilot project or trial that has not been covered by this template.

Contact

Please provide the contact details of the person the Single Window Working Group can contact if clarification of any information provided in this template is required.

Main contact person:
Address:
Phone:
Fax:
Email:
Single Window Website address (if available):

If you are having difficulty completing the template please contact:

APEC Single Window Working Group (SWWG) Chair
Australian Customs Service,
5 Constitution Avenue,
Canberra ACT 2600, Australia
e-mail APECSWWG@customs.gov.au

Phone +61 2 6275 6476

Fax +61 2 6274 4994

APPENDIX B

SUB-COMMITTEE ON CUSTOMS PROCEDURES

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(Phase 2)

APEC 2008/2009

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SCCP SINGLE WINDOW TEMPLATE

Proof of concept, Pilot Project or Trial

Please describe the nature of your proof of concept, pilot project or trial.

Proof of concept: ***New Zealand exporter importing into Australia***

Intent

Please provide an overview of the intent of your proof of concept, pilot project or trial.

To access quality data earlier in the supply chain and explore the degree that data could be used to satisfy both countries' customs reporting requirements, and by streamlining the reporting process, reduce the reporting burden on business.

Objectives

Please list the objectives of your proof of concept, pilot project or trial.

- To test the level of possible pre-population of the Australian Customs full import declaration (FID) from information provided to New Zealand Customs on export;

- To identify the gap between the information required by New Zealand Customs on export and that required by Australian Customs on import;

- To establish the level of alignment to the World Customs Organisation (WCO) Data Model version 2; and

- To test the extent of an industry partner's ability to provide all required import and export information at the time of export in one message.

Key Stakeholders

Please list the key stakeholders in your proof of concept, pilot project or trial.

- Australian Customs Service;
- New Zealand Customs Service;
- Large New Zealand multi national dairy exporter

Key Stakeholders

Process

Please provide a detailed summary of the processes and steps involved in your proof of concept, pilot project or trial.

- Documentation of the metadata involved was achieved via New Zealand export information being provided by New Zealand Customs on behalf of a large multi-national exporter. The corresponding import information was sourced from Australian Customs cargo systems;

- Further information on the metadata and process flows was collected at a workshop conducted with Australian Customs, New Zealand Customs and a large New Zealand export company. The aim of the workshop was to identify the processes and information flows for a typical export from New Zealand and subsequent import into Australia and all associated business reporting rules, documenting:

  - Submissions of information to different government agencies;
  - Sources of information;
  - The timing of the availability of information;
  - Messaging and communication specifications;
  - Different authentication requirements;
  - Data dictionaries;
  - Transmission methods;
  - Response mechanisms; and
  - Costs incurred

- Modelling the business processes involved the development of 'Current State' or 'As Is' models depicting the processes supported by the identified information flows. The development of possible 'Future State' models provides a visionary look at what these processes could look like should the processes and information flows be streamlined;

- The metadata collected was mapped against the WCO Data Model version 2.

Outcome

Please provide a summary of the outcomes from your proof of concept, pilot project or trial.

Key Findings

- The potential for reuse of information provided to the government of the exporting country would negate the necessity to report the same information multiple times. Initial analysis found that there were 12 pre-population matches found, a pre-population match indicates that the data element could be used in the receiving system in its current form with no translation or conversion necessary. This represents 20% of the 65 New Zealand Customs export entry fields and 8% of the 166 Australian import declaration data elements;

- Where a similar version of UN/EDIFACT messaging is used the likelihood of compatibility of the data sets is slightly increased;

- Analysis of an actual Full Import Declaration (FID) used in this case revealed that only 92 data elements (of the 166 mentioned above) are required to be populated. Analysis of the messages from the NZ dairy exporter sent to New Zealand customs, the Australian broker and the shipping company, showed that 62 FID elements can either be provided by the exporter or derived at the time of export. This led to the proposal of a possible future 2 step import process involving these datasets;

- In the case under investigation, which involves the exporter packing their own containers, the exporter was able to provide at the time of export 27 of the 34 elements required by the Australian Customs sea cargo report.

WCO Data Model version 2 Alignment

- There are 65 fields on a New Zealand export entry, of which 47, or 72%, are aligned to the WCO data model. On the Australian import declaration there are 166 fields with 108, or 65%, aligned to the WCO data model.

Benefits

Please outline the identified benefits of your proof of concept, pilot project or trial.

To government:

- Improved data quality and a decrease in the risk of unintentional errors and misinformation due to less re-keying of information;

- Earlier risk assessment and increased profile effectiveness, resulting in improved client satisfaction due to faster clearance and release of goods;

- Improvement in the quality of source data and improved trade statistics;

- Facilitation of data sharing and whole-of-government interoperability in the international trade domain by using a common language.

To business:

- Potential reduction in time and cost through a decrease in data entry and increase in the pre-population of forms;

- Certainty of Status due to earlier risk assessment;

- Decrease in rework due to errors and misinformation, resulting in faster clearance and release of goods.

Lessons Learnt

Please provide a summary of any lessons learnt during your proof of concept, pilot project or trial.

Opportunities exist:

- To streamline and standardise business processes where reporting parties have complete or near complete consignment details (both import and export requirements) at the time of export. This gives support to a Government-to-Government (New Zealand Customs ↔ Australian Customs) data transfer for goods reported to Customs in the exporting country as well as Business–to-Government (New Zealand exporter ↔ Australian Customs) data transfer;

- To rationalise the current import and export data requirements of both New Zealand and Australian Customs. Alignment of the required data of both agencies to each other and the WCO Data Model is a step toward international interoperability; and

- To expand the benefits of schemes where companies have achieved mutual recognition by both the New Zealand and Australian governments. Mutual recognition would open opportunities for governments to explore further avenues of Government-to-Government and Business-to-Government work in the area of direct data transfer and providing the opportunity for a business to report all information required for both administrations once only.

Additional Comments

Please feel free to provide any additional comments of information relevant to your proof of concept, pilot project or trial that has not been covered by this template.

No additional comments.

Contact

Please provide the contact details of the person the Single Window Working Group can contact if clarification of any information provided in this template is required.

Main contact person: Single Window Australia Team
Address: 5 Constitution Avenue, Canberra ACT 2600
Phone: +61 2 6275 6476
Fax: +61 2 6274 4994
Email: APECSWWG@customs.gov.au
Single Window Website address (if available):

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Canberra ACT 2600, Australia
e-mail APECSWWG@customs.gov.au

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