UNITED NATIONS
ESCAP
Economic and Social Commission for Asia and the Pacific

National Workshop on Trade and Transport Facilitation Monitoring Mechanism (TTFMM)
Hotel Lake Castle, Dhaka, Bangladesh
28-29 April 2014

Programme

28 April 2014

0900-0920	**Opening Session** • National Board of Revenue, Bangladesh • ADB • ESCAP
0920-1000	**Module 1. Overview of TTFMM** 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.
1000-1015	*Coffee/tea break*
1015- 1130	**Module 2. Introduction to Business Process Analysis (BPA)** This Module provides an overview of BPA. The participants will learn the important role of BPA for trade facilitation and business process modeling in the implementation of trade facilitation measures, various outputs of the BPA, UML notations and use case and activity diagrams.
1130 -1230	**Module 3. Scoping and Planning of a BPA Project** In this Module, the participants will learn how to initiate a BPA project and define the project scope.
1230-1330	*Lunch*
1330-1500	**Module 4. BPA Techniques for Data Collection and Recording** 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.
1500-1515	*Coffee/tea break*
1515- 1700	**Module 5. Using BPA to Identify Bottleneck and Formulate Recommendations**

	The participants will learn how to use BPA outputs as a basis to identify redundancies and bottlenecks and formulate recommendations to streamline trade procedures.

29 April 2014

0900 - 0930	**Module 6. Introduction to Time Release Study (TRS)** 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.
0930 - 1015	**Module 7. Process Mapping** This Module discusses each step of import, export and transit process and develops a process mapping flow chart for conducting TRS.
1015-1030	*Coffee/tea break*
1030 - 1115	**Module 8.TRS Data Collection** This Module aims to discuss and develop a model data collection format based on the process mapping.
1115 - 1200	**Module 9. TRS Experiences in Selected Countries** This Module reviews the TRS in selected countries including the key findings and lessons learnt
1200 -1300	Lunch
1300 -1400	**Module 10. Trade Facilitation Challenges in Bangladesh and the Need to Establish TTFMM** This module provides an overview of the key challenges for advancing trade facilitation in Bangladesh and discusses the need to establish TTFMM in the country.
1400 -1430	**Module 11: Proposal for Implementation of TTFMM** A template for implementation of TTFMM will be presented in this session, which serves as a basis for discussion.
1430-1445	*Coffee break*
1445 -1545	**Module 12: TTFMM Implementation plan** Based on template provided in Module 11, the participants are expected to work out a detailed action plan to implement TTFMM

1545 -1630	**Module 13.Time Cost Distance Method** This session reviews the general purpose and scope of TCD, as well as the measures to collect, record and analyze data.
1630 -1700	**Module 14: Adoption of Meeting Report**
1700 -1715	**Closing**

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