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

Dhulikhel,Nepal
15-17April 2014

Programme

15April.Overview of TTFMM and BPA Component

0700 – 0730	**Assemble at in front of Department of Roads, Babarmahal South Gate. Bus will pick up to Dhulikhel Resort Hotel**
0815 – 0900	**Breakfast and Registration**
0900-0920	**Opening Session** • Ministry of Commerce and Supplies, Nepal • 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- 1030	**Module 2. Introduction to Business Process Analysis (BPA)** 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. • *Introduction to BPA and business process modeling* • *Outputs of BPA* • *UML notations for use case and activity diagram* • *Use of UML modeling tool to draw UML diagrams* • *Exercise: Read UML use case and activity diagram*
1030-1045	*Coffee/tea break*
1100 -1200	**Module 2. Continued**
1200-1300	*Lunch*

1300-1430	**Module 3.Scoping and Planning a BPA Project** 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.
1430-1445	*Coffee/tea break*
1445- 1630	**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. 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
1630-1700	Summary and discussion of Day 1.

16April Morning. BPA Component of TTFMM

0900 -1015	**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.
1015-1030	*Coffee/tea break*
1030-1200	**Module 6.BPA exercises** 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.
1200 -1300	Lunch

16 April Afternoon: TRS Component of TTFMM

1300- 1400	**Module 7. Introduction to 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.
1400 -1500	**Module 8. Process Mapping** This Module discusses each step of import, export and transit process and develops a process mapping flow chart for conducting TRS.
1500-1515	*Coffee break*
1515 -1615	**Module 9.TRS Data Collection** This Module aims to discuss and develop a model questionnaire (data collection format) based on the process mapping.

1615-1700	**Module 10.TRS Software: Presentation and Training Exercise (Customs participants only)**
	The Customs participants will be provided WCO TRS software training in order to develop/modify/collect/analyze data.

17April Morning. TCD Component of TTFMM

0900 - 0930	**Module 11.Introduction to TCD**
	This session reviews the general purpose and scope of TCD and examples of its previous applications
0930-1030	**Module 12.Preparation of the TCD Study**
	This session will review the specific steps required at the stage of preparation of the TCD study.
1030-1045	*Coffee*
1045 -1200	**Module 13.Application of TCD: Data Collection, Recording and Processing**
	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

17April Afternoon. TTFMM: Implementation

1300-1330	**Module 14: Implementation of TTFMM**
	A template for implementation of TTFMM will be presented in this session, which serves as a basis for discussion.
1330-1445	**Module 15: Implementation plan**
	Based on template provided in Module 14, the participants are expected to work out a detailed TTFMM Action Plan to implement TTFMM, which has to identify the following issues, among others: • Team leader (preferably a senior member from the NTFC) • TTFMM team and clear terms of reference for each member • Timeframe for implementation • Other issues Presentation of the Action Plan
1445-1500	Summary and conclusion
1530	Departure to Kathmandu

List of Nominated Participants decided by Ministry of Finance
Participants from Outstation: 16 and from Kathmandu: 27 = 43

A. Time Release Study:

S.No.	Participants Name	Position	Office
1.	Mr. Ramhari Aryal	Chief Customs Officer	Birgunj Customs
2.	Mr. Laxmi Poudel	Director, Doc	DOC
3.	Mr. Mukti Pandey	Chief Customs Officer	Mechi Customs
4.	Mr. Nirmal Kumar Mainali	Section Officer	DoC, Kathmandu
5.	Mr,Gyanendra Dhakal	Section Officer	DoC, Kathmandu
6.	Mr. Ananta Prasad Timilsina	Customs Officer	Birgunj Customs
7.	Mr. Lava Kumar Adhikari	Customs Officer	Biratnagar Customs
8.	Mr. Gopi Upreti	Customs Officer	Mechi Customs
9.	Mr. Arjun Regmi	Statistical Officer	DoC, Kathmandu
10.	Mr. Ram Dutta Bhatta	Computer Oficer	DoC, Kathmandu
11.	Mr. Govinda Raj Pant	Section Officer	DoC, Kathmandu
12.	Mr. Nabaraj Dhakal	Under Secretary	Ministry of Commerce
13.	Mr. Rabindra Pokharel	Civil Engineer	N ITDB
14.	Mr. Harihar Paudel	Section Officer	DoC, Kathmandu
15.	Mr. Jhakka Prasad Acharya	Under Secretary	Ministry of Finance
16.	Mr.Tara Prasad Sapkota	Under Secretary	Ministry of Finance
17.	Mr. Dikar Dev Bhatta	Under Secretary	Ministry of Finance
18.	Mr. Bol Raj Acharya	Section Officer	Ministry of Finance
19.	Mr. Jageshwar Sharma	Section Officer	Ministry of Finance
20.	Mr. Khagendra Thapa	Section Officer	Ministry of Finance
21.	Mr. Hikmat Bahadur Bhandari	Statistic Officer	Ministry of Finance
22.	Mr. Mohan Khumjum	Computer Officer	DoC, TIA Customs

B. Time Cost Distance Study:

S.No.	Participants Name	Position	Office
23.	Mr. Kaliram Paudel	Customs Officer	Dryport Customs Office
24.	Mr. Pramod Das	Customs Officer	Biratnagar Customs
25.	Mr. Sushil Kumar Thapa	Customs Officer	Bhairahawa Customs
26.	Mr. Mahesh Timilsina	Under Secretary	Ministry of Commerce
27.	Mr. Hari Krishna Mishra	Electrical Engineer	NITDB
28.	Mr. Nirmal Adhikari	Section Officer	NITDB, Branch Office Kakarvitta
29.	Mr. Rajan Sharma	President	Nepal Freight Forwarders Association
30.	Mr. Naresh Agrawal	Sr. Executive Member	Nepal Freight Forwarders Association
31.	Mr. Pradeep Kumar Kedia	Sr. Vice President	Birgunj Chamber of Commerce and Industries, Birgunj
32.	Mr. B. Mohan	CEO	Himalaya Terminal Pvt. Ltd., Dryport
33.	Mr. Yagya Dhungel	Under Secretary	Ministry of Finance
34.	Mr. Bharat Prasad Adhikari	Section Officer	Ministry of Finance
35.	Mr. Laxman Khadka	Branch Manager	Nepal Transit and Warehousing Company,

			Kolkata
36.	Jaya Siwakoti	Customs Agent	TIA Customs, Kathmandu
37.	Mr. Mohan Niraula	Customs Agent	Mechi Customs, Kakarvita
38.	Mr. Balkrishna Basnet	Customs Agent	Birgunj Customs, Birgunj
39.	Mr. Keshab Raj Pandey	Former President	Mechi Chamber of Commerce and Industries, Dhulabari
40.	Mr. Rajendra Kumar Shrestha	General Secretary	Nepal Truck and Transport Association
41.	Yadava Raj Shiwakoti	Branch Manager	Nepal Transit and Warehousing Company, Branch Office, Kakarvita
42.	Mr. Moti Bahadur Shrees	Section Officer :Focal Officer	Nepal Trade and Transport Facilitation Committee Secretariat, MOCS
43.	Mr. Sudeep Bajracharya	Program Officer	SAWTEE