



National Workshop on Time Release Study
17-19 March 2015
Kathmandu, Nepal

Day 1 — 17 March 2015	
	Activities (Himalaya Hotel)
8:30 – 9:00	Registration
9:00 – 9:20	Opening Remarks <ul style="list-style-type: none">• Mr. Sishir Kumar Dhungana, Director General, Department of Customs (DOC)• Mr. Oluimo da Silva, Technical Attaché, World Customs Organization• Ms. Sonoko Sunayama, Economist, ADB
9:20 – 9:30	Keynote Address by Mr. Nabaraj Bhandari, Secretary (Revenue), Ministry of Finance
9:30– 10:00	Group photo and Coffee Break
10:00 – 10:30	Session 1: WCO Trade Facilitation tools and instruments Presenter: Mr. Oluimo da Silva, WCO
10:30 – 11:30	Session 2: Time Release Study (TRS): An Overview, Members Experience Briefly discuss the purpose of TRS, the updated TRS Guide, skills required and resources needed to conduct TRS Presenter: Mr. Shigeaki Katsu, Japan Customs
11:30 – 12:00	Open Forum
12:00 – 14:00	Lunch
14:00 – 15:30	Session 3 : Time Release Study (TRS), Process mapping TRS and Flow of Importation : Who/Where/What/When/How for TRS Difficulties in conducting TRS and best practices. Presenter : Mr. Oluimo da Silva, WCO
15:30 – 16:00	Coffee Break
16:00 – 17:00	Session 4: Presentation on the national Customs clearance process Presenter: Mr. Mimangsa Adhikari, Director, Customs Reform and Modernization Section, DOC
16 :30 – 21 :00	Dinner – Hosted by DOC



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Day 2 — 18 March 2015	
	Activities
09:00 – 10:00	Session 5: Presentation on the flow of cargo process (Trade Processing) Presenter: Mr. Rajan Sharma, President, Nepal Freight Forwarders Association Open Forum
10 :00 – 10:30	Coffee Break
10:30 – 11:00	Session 6: Discussion on how to draft and validate the flow chart Discussion Facilitator: Mr. Oluimo da Silva / Mr. Shigeaki Katsu
11:00 – 12:00	Session 7: Drafting and validation of the flow chart Group work: Elaboration of the flow chart with a view of developing the TRS questionnaire using the WCO software. Facilitator: Mr. Oluimo da Silva / Mr. Shigeaki Katsu
12:00 – 13:30	Lunch
13:30 – 14:00	Session 8¹: Overview of the WCO TRS Software Explanation of WCO TRS Software Resource Person: Mr. Shigeaki Katsu and Oluimo da Silva
14:00 – 15:30	Session 9: How to use WCO TRS Software (Practical exercises) 5 laptops with internet connection to be ready at the venue Making a Questionnaire in accordance with the flow chart drafted after the presentation of customs procedures and the visit. Resource Persons: Mr. Shigeaki Katsu and Oluimo da Silva Participants: Customs officers
15:30 - 15:45	Coffee break
15:45 – 17:15	Continuation of the Session 9 Participants: Customs officers
Day 3 — 19 March 2015	
	Activities

¹ Please note that Session:8 is only dedicated to Customs officers from Nepal Customs.(Venue: DOC)



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9:00 – 10:30	Session 10: Development of the National TRS Action Plan² Presentation by Shyam Dahal on Transport and Trade Facilitation Monitoring Mechanism (TTFMM) Presentation by Resource Persons: Mr. Oluimo da Silva / Mr. Shigeaki Katsu (All participants to partake)
10:30 – 10:45	Coffee Break
10:45 – 12:00	Session 10: Development of the National TRS Action Plan (cont.) Resource Persons: Mr. Oluimo da Silva / Mr. Shigeaki Katsu (All participants to partake)
12:00 – 13:30	Lunch
13:30 – 15:00	Session 11: Presentation of the National TRS Action Plan Informal Summary and adoption of a declaration (Customs together with other participants will prepare a declaration in form of resolution)
15:00 – 16:00	Closing Session <ul style="list-style-type: none">• Concluding Remarks by Mr. Moti Shrees, Representative, National Trade and Transport Facilitation Committee (NTTFC) and Mr. Resham Pokharel, General Secretary, Export Council of Nepal.• Mr. Mimangsa Adhikari, Director, CRM Section, DOC - Vote of Thanks.• Mr. Oluimo da Silva, WCO Representative• Ms. Sonoko Sunayama, Economist, Asian Development Bank• Mr. Sishir Kumar Dhungana, DG Customs

² All the participants are expected to attend this Session in full.

