



UNCTAD EMPOWERMENT PROGRAMME

for National Trade Facilitation Committees

UNCTAD provides an intensive dedicated professional capacity building programme for the members of national trade facilitation committees (NTFCs) and their Secretariats. The main objective is to empower NTFCs to successfully undertake their mandate to implement, in a coordinated manner, trade facilitation reforms, including the provisions of the World Trade Organization Trade Facilitation Agreement. Successful and efficient NTFCs will help countries streamline their international trade. Upon successful completion of the UNCTAD programme, committees and its members will be granted graduation certificates.



BENEFITS

- Establishing an NTFC, if needed
- Improving teamwork dynamics within the NTFCs
- Launching a national roadmap for mainstreaming trade facilitation in development policy
- Ensuring impact sustainability by transferring knowledge with a training-of-trainers approach and the preparation of a knowledge transfer strategy
- Providing a sign of quality for donors and international agencies



KEY ASPECTS

- Courses developed by international experts in collaboration with other United Nations and international organisations (in particular, the International Trade Centre, United Nations Regional Commissions)
- Content tailor-made to country-specific needs
- Interactive methodology “learning by doing”
- Technical visits in the field and training-of-trainers module included



FLEXIBLE MODULES

- A total of 7 to 8 modules of 30 hours
- Modules length from 3 to 5 days each, according to country-specific needs
- Possibility of choosing sequence of modules depending on current and future needs
- Optional “start up” module on establishing NTFCs



TARGET AUDIENCE AND LANGUAGE

- All current and future members of NTFCs, including their Secretariats and a variety of public and private sector members
- English, French, Portuguese and Spanish
- Other languages may be available upon request



CERTIFICATION

- Following successful completion of the Empowerment Program, NTFC members will be granted an UNCTAD certification of graduation as will the NTFC
- The empowered NTFCs will be featured in UNCTAD online repository on NTFCs: <https://unctad.org/tfc>



MODULES AT A GLANCE

Phase I

MODULE
START UP

ESTABLISHING AN NTFC

Optional

- 🎓 General concepts on trade facilitation
- 🎓 Guidelines and best practices to strengthening NTFCs
- 🔄 Drafting of terms of reference and applying best practices
- 🔄 Adoption process of terms of reference and formalization of an NTFC
- 🔄 Presentation of drafted documents to main political stakeholders to ensure buy-in

MODULE
1

UNDERSTANDING INTERNATIONAL STANDARDS AND RECOMMENDATIONS

- 🎓 Standards and international legal framework for trade facilitation
- 🎓 Legal interpretation of the Agreement on Trade Facilitation of the World Trade Organization
- 🔄 Support with ratification, categorization and notifications to the WTO
- 🎓 Sanitary and Phytosanitary measures and Technical Barriers to Trade in the context of Trade Facilitation

MODULE
3

ESTABLISHING A TRADE FACILITATION ROADMAP

- 🔄 How to establish a 3-5 year trade facilitation roadmap with key performance indicators

MODULE
2

MEASURING AND IMPLEMENTING TRADE FACILITATION

- 🎓 Techniques to identify bottlenecks and analyse results
- 🎓 Introduction to the use of information and communication technologies in trade facilitation
- 🎓 Introduction to complex measures such as single window
- 🎓 Trade facilitation and gender mainstreaming

MODULE
4

TRAINING-OF-TRAINERS

- 🎓 Training-of-trainers techniques
- 🎓 Improvement of presentation skills
- 🔄 Establishment of a knowledge transfer strategy for training new members of an NTFC
- 🔄 Launch of finalized Trade Facilitation Roadmap to high level Authorities







MODULES AT A GLANCE

Phase II

MODULE

5

LEADING AND COMMUNICATING TRADE FACILITATION REFORMS

-  Introduction to key concepts and methodologies of communication
-  Draft of a comprehensive one-year communication plan for the NTFC
-  Setting up a website for promoting and information about the work of the NTFC
-  Special training for the Secretariat and Chairman of the NTFC on meeting management

MODULE

7

TRACKING TRADE FACILITATION REFORMS

-  Introduction to key principles of project management
-  Establishing an online tool for tracking trade facilitation reforms by the NTFC
-  Special training for NTFC Secretariat on the use of the tool
-  Introduction to key concepts of change management, negotiating skills, resolution of conflicts (for the leadership of the NTFC only)

MONITORING AND EVALUATING TRADE FACILITATION REFORMS

MODULE



6

-  Update of National Trade Facilitation Roadmap
-  Introduction to key concepts of monitoring and evaluation adapted to trade facilitation
-  Identification of key performance indicators
-  Adoption of a Monitoring and Evaluation Plan

CROSSCUTTING TRADE FACILITATION

MODULE

8

-  Deepening the knowledge of the NTFC members on key issues that are interlinked to trade facilitation, based on specific needs (simplification training, cross-border e-commerce, non-tariff measures, corridors and transit, etc)
-  Official launch of Programme outcomes:
 - Monitoring and Evaluation Plan
 - Reform tracking tool
 - Communication strategy
 - NTFC Website

 Training

 Outcome



E-LEARNING COURSES

for National Trade Facilitation Committees

Methodology

- Online courses can be provided as a complement to the face-to-face modules of UNCTAD Empowerment Programme for National Trade Facilitation Committees or as a stand-alone training package
- Close monitoring and follow up of online course participants by UNCTAD experts
- Continuous assessment of performance
- The short courses last from 20 to 75 minutes each and are provided to participants during a period of up to three months
- A certificate of completion is awarded to each participant who completes the course and passes all assessments



Description of online courses

Understanding trade facilitation

This lesson deals with key concepts of trade facilitation and why trade facilitation is increasingly important.

Trade Facilitation and Development

This lesson discusses what the key benefits of implementing trade facilitation reforms are, and how these reforms can contribute to a country's development.

Trade Facilitation Indicators

This lesson explores the most largely used trade facilitation Indexes and Reports and explains the importance of using trade facilitation indexes and reports.

National Trade Facilitation Committees

This lesson introduces the concept of national trade facilitation committees and identify key factors that contribute to the success and sustainability of a committee.

Introduction to the WTO Trade Facilitation Agreement

This lesson deals with the history, structure, nature of obligations and importance of the preferential and differential treatment provisions under the WTO Trade Facilitation Agreement.

WTO Trade Facilitation Agreement: understanding the provisions - Part 1 and Part 2

These two lessons explore the different provisions of the WTO Trade Facilitation Agreement. For each of the specific provision, it explains:

1. What the measure requires,
2. What is not included in the measure,
3. And what countries should check to make sure they are in compliance with the measure.

Technical Barriers to Trade and Sanitary and Phytosanitary measures in the context of Trade Facilitation

This lesson deals with the WTO Agreement on Technical Barriers to Trade, and the Agreement on the Application of Sanitary and Phytosanitary Measures and their relationship with the WTO Trade Facilitation Agreement.

Trade facilitation and e-business standards and recommendations by UN/CEFACT

This lesson explores various international standards, recommendations and tools designed and published by organizations such as the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). It shows how UN/CEFACT works and why these international organizations are important for the efficient functioning of the global trading system.