



**Committee on Trade Facilitation**

**TFAF WORKPLAN 2023**

**CURRENT TFA IMPLEMENTATION STATE OF PLAY<sup>1</sup>**

The WTO Trade Facilitation Agreement (TFA) entered into force on 22 February 2017, when more than two-thirds of the WTO Membership had domestically ratified a Protocol of Amendment and notified the WTO of their acceptance of this Protocol.<sup>2</sup> Two ratifications were received in 2022 reaching a total of 156 WTO Members representing 95.1% of the total membership of 164.

Overall eighty-seven **developing Members** (97%) have presented their completed Category ABC designations. 94% of developing Members have presented notifications relating to definitive dates for the implementation of their Category B and C designations, as well as details on their technical assistance and capacity building (TACB) needs required to implement their Category C designations.

Thirty-two **LDC Members** (91%) have presented their Category ABC designations. Twenty-nine LDC Members (91%) have presented all of their TACB requirements. 97% have presented definitive dates for the implementation of Category B and 75% for Category C designations.

A full and up-to-date analysis of all ratifications and notifications can be found on the TFA Database.<sup>3</sup> These notifications inform the TF Committee, the Trade Facilitation Agreement Facility (TFAF) and trade facilitation stakeholders-at-large of Members' TFA implementation progress, anticipated timelines and assistance needs.

The implementation rate is currently 74% globally with developed countries implementing at a rate of 100%, developing Members implementing at a rate of 77%, and LDCs implementing at a rate of 38%.<sup>4</sup> The majority of the implementation dates notified for categories B and C are spread out over the next 6 years.

**1 WORK PLAN OVERVIEW**

1.1. The Trade Facilitation Agreement Facility (TFAF or Facility) came into operation at the end of 2014. It is operated by the WTO Secretariat and funded by WTO Members on a voluntary basis.

1.2. In line with the Framework for the Management and Operation of the Trade Facilitation Agreement Facility<sup>5</sup>, which supplements the Operational Guidelines, the Facility's primary goal is to support the WTO Trade Facilitation Committee's work in relation to assisting developing Members and LDCs in implementing the Agreement.

1.3. This document sets out the work plan for the Facility for the year 2023, in accordance with the Framework. The plan was prepared with inputs from the TF Committee both directly and via the representative group of Members made up of 12 representatives of ten WTO Members. The

<sup>1</sup> All implementation statistics are correct as of 1 December 2022 on <http://www.tfadatabase.org>.

<sup>2</sup> The Protocol Amending the Marrakesh Agreement Establishing the World Trade Organization done at Geneva on 27 November 2014 (WT/L/940).

<sup>3</sup> <https://www.tfadatabase.org/notifications-matrix>.

<sup>4</sup> Based on notifications provided to date.

<sup>5</sup> G/TFA/3.

participating Members were Botswana, Canada, China, Ecuador, Eswatini, European Union, Guatemala, Nepal (on behalf of LDC Group), OECS Secretariat, United States (3 representatives).

1.4. It was drawn up based on:

- a. Modes of delivery as set out in the Operational Guidelines and Framework
- b. Priorities identified by the Committee as conveyed during a formal meeting held before mid-year, under a specific agenda item entitled "The Facility Work Plan", follow-up meetings with the representative group of Members, and
- c. Trade facilitation needs identified in the biennial Institute for Training and Technical Cooperation (ITTC) survey of Members' technical assistance needs as well as needs identified in Category C notifications.

1.5. While the biennial survey currently only identifies very broad priorities relating to trade facilitation, this does provide an overview that all regions continue to prioritize technical assistance needs relating to the TFA. Discussions are on-going with the WTO Institute for Training and Technical Cooperation (ITTC) to include additional questions on TF in future to gather more detailed intelligence on emerging TFA needs.

1.6. In addition to the proposed activities foreseen in section 3 of this workplan, to allow for a needs-driven approach to emerging issues, the TFAF will also accept activity request forms to be submitted throughout the year, which in addition to the expected outcomes of TFAF-delivered TACB identified below (section 1.11 b.), will also be reviewed against their alignment with the priorities identified in section 2.

1.7. The document in Annex 1, which was circulated<sup>6</sup> to Members by the Chair of the TF Committee describes the steps followed by the TFAF when receiving an activity request. The first page of the activity request form is reproduced as Annex 2.

1.8. Any Member that has requested<sup>7</sup> a username and password for the online activity tracker has access to this information. An email is sent to those Members to inform them when a new activity is posted. Members are generally given two weeks to comment on the request before TFAF can commit to conduct the activity. Annex 3 is an example of the activity tracker.

1.9. Details on all upcoming activities and feedback on recently completed tasks, whether foreseen in this workplan, or proposed via the activity request form, are communicated to Members via regular updates throughout the year; notably in regular reports to the WTO Trade Facilitation Committee and in a comprehensive annual report.

1.10. Implementation of the activities in this work plan will also require cooperation from development partners operating at international, regional, and national levels.

1.11. To make progress towards these goals, in 2023, the Facility will deliver activities and outputs through its four modes of delivery:

## **MODES OF DELIVERY**

- a. Grant Program: the Facility will administer a grant program to which, when no other funding is available, a Member having notified Category C provisions may apply. The procedures of the grant program are established in its Operational Rules.<sup>8</sup>
- b. Technical Assistance and Capacity Building: the Facility will respond to requests from developing Members and LDC Members for technical assistance and capacity building on the Agreement which relate to the following outcomes: identifying implementation assistance, ratification of the Agreement, notifications under the Agreement, and strengthening the operation of National Trade Facilitation Committees. Activities may be organized to address the needs of an individual Member, group of Members or a regional grouping.

<sup>6</sup> JOB/TF/231.

<sup>7</sup> Via email request to [TFAF@WTO.org](mailto:TFAF@WTO.org).

<sup>8</sup> <https://www.tfafacility.org/assistance-grants/tfaf-grant-program>.

- c. Engagement with Annex D and Development partners: the Facility will maintain close contact with Annex D and Development partners so as to share information and allow for coordination and non-duplication of efforts on trade facilitation. The Facility may respond to requests from those organizations to participate in activities to further support these objectives.
- d. Maintain the Facility website: The Facility website underpins the three modes of delivery described above. In addition, the maintenance of up-to-date trade facilitation resources on the website ensures that it constitutes a comprehensive information sharing/exchange platform.

1.12. The TFAF pays special attention and prioritizes the needs of LDC Members. In line with development partners' priorities, it also endeavours to enhance the participation of women in all TFAF-organized activities.

1.13. The activities carried out by the TFAF will be conducted respecting the Paris Principles of Aid Effectiveness, namely ownership, alignment, harmonization, managing for results and mutual accountability, see section 5 below for details.

1.14. In line with the procedure outlined in the framework<sup>9</sup>, this document was presented as a draft<sup>10</sup> to the dedicated session on technical assistance and capacity building of the WTO Trade Facilitation Committee on 1 December 2022. No requests for changes were made by the Committee Members and the workplan is therefore considered final.

## 2 PRIORITIES FOR 2023

2.1. The representative group of TF Committee members identified topics that should be considered as priorities in 2023. The group narrowed down the focus for TFAF by identifying specific activities that TFAF should conduct to support some of the identified priorities.

2.2. It was decided to leave the full list of priorities in the work plan for TFAF to consider and take into account possible opportunities to support them, for example by including them as topics in global, national or regional workshops/webinars, playing a coordination role, or by making resources available on the website. Inclusion of the additional priorities, without identified activities, should not be understood as a commitment by TFAF to support these priorities in this workplan period.

2.3. These priorities were proposed and agreed by the representative group of Members from the WTO TF Committee during the preparation of this work plan.

2.4. Inclusion of priorities in this workplan should not be understood as a commitment by TFAF to ensure implementation of the related TFA articles. TFAF does not have the mandate to be an implementation partner. Some priorities will be supported through the delivery of directly associated activities (see table in section 3.7), while others will be supported by TFAF through its website, coordination of partner efforts and by monitoring and reporting to the Committee.

2.5. The priorities for which activities have been identified have been included in all stages of the TFAF activity cycle in 2023. The activities proposed in section 3 include information on their contribution to the priorities which have also been integrated into the TFAF activity request form (Annex 2). As activities are proposed by Members throughout the year via the form, they will be asked to identify contributions to the priorities.

2.6. The TFAF grant templates which are shared with experts engaged to carry out project preparation and project implementation grants each include a section to identify where the TFA implementation needs align with the priorities. Activities and grants will be monitored throughout the year to measure their contribution. When the annual report for 2023 is prepared, a section will identify the specific outputs of TFAF activities that have contributed to making progress on the priorities.

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<sup>9</sup> G/TFA/3.

<sup>10</sup> G/TFA/TFAF/W/1.

## PRIORITIES IDENTIFIED BY THE REPRESENTATIVE GROUP OF MEMBERS

- i. Transit
- ii. Issues identified in the context of the 5<sup>th</sup> Anniversary of the TFA event and 4-year review of the TFA: digitalization and the digital divide, Authorized Operators, Test Procedures, and Border Agency Cooperation
- iii. Top 5 measures for implementation in 2022-23 (as identified by notified definitive dates of implementation): Single Window, Average Release Times, Internet Publication, Risk Management, Border Agency Cooperation
- iv. National Trade Facilitation Committees: Training and capacity building for chairs and secretariats
- v. Donor and development partner engagement, including sharing understanding of programming and project cycles, articulating technical TF needs in the context of development assistance programmes and their outputs, strategies to approach donors, donor coordination, donors approaching LDCs, analysis of grant applications
- vi. Strategies for private sector engagement
- vii. Support for regional coordination
- viii. Pandemic response

## 3 PROPOSED ACTIVITIES

3.1. The following activities have been proposed during the drafting of this workplan and are organized below under the modes of delivery of the TFAF.

### GRANT PROGRAM

3.2. On 9 October 2018, TFAF launched its Grant Program. This made available project preparation and project implementation grants for Members that are unable to find the assistance needed to implement provisions designated in Category C. The first step of the process is the submission of an Expression of Interest (EoI) form detailing the assistance needs and steps taken to seek support. This information is circulated to development partners to attempt to find implementation support and to avoid duplication with existing assistance programmes. If no partner offers to assist with implementation, the applicant is eligible to apply for a TFAF grant.

3.3. Project preparation grants (PPG) are available up to USD 30,000. Project implementation grants (PG) are available up to USD 200,000. Requirements, terms and conditions for the grants are set out in operational rules<sup>11</sup> specific to this programme and are explained to applicants in guidelines. All information, including application forms, is available on the TFAF website.

3.4. All consultants engaged to carry out work under the TFAF Grant Program will be asked to pay special attention and to gather information relating to the priorities identified in section 2 of this workplan. Consultants will be expected to work remotely as needed and be hired locally when possible, to ensure the continuity of the TFAF Grant Program in the event of the re-imposition of travel restrictions and social distancing measures.

3.5. Further work will take place throughout 2023, to strengthen the grant program's responsiveness to TFA implementation needs. To increase the awareness and understanding of the grant program's application procedures presentations on these topics will be included at events organized and attended by TFAF throughout 2023.

3.6. The TFAF will provide updates on the grant program at each meeting of the WTO Trade Facilitation Committee.

### TECHNICAL ASSISTANCE AND CAPACITY BUILDING

3.7. Expected activities in 2023 are divided in the following two tables between those that are directly associated to a priority (identified in section 2 above) and those stand-alone activities that contribute to TFAF's expected outcomes of its technical assistance and capacity building (section 1.11 b. above). For examples on the likely duration and scale of activities, please see the

<sup>11</sup> [TFAF Grant Program | TFAF \(tfafacility.org\)](https://www.tfafacility.org/).

third table: Examples of Activity Types, or Activity Sessions. These proposed activities are included in the draft budget (in section 6 below).

Priority	Activity
<b>Transit</b>	Global thematic workshop for LLDC Members to prepare for the Spring TFC meeting with a dedicated transit session. TFAF to fund capital-based officials from LLDCs to participate in person. To be held back-to-back with the spring TF Committee meeting. TFAF to collect and organize transit resources and reference materials.
<b>Capital-based officials' participation in dedicated session</b>	TFAF to fund capital-based officials to attend the TFC meeting with dedicated session on technical assistance and support for capacity building.  Additional workshops will be planned throughout the week on non-TFC meeting days.
<b>Issues identified in the Anniversary event and 4-year review</b>	Global thematic workshop(s) on promoting digitalization and implementation of smart border management agencies for trade facilitation and narrowing the digital divide.  No specific activities identified for 2023 for other issues that were identified in the anniversary event or review: Authorized Operators, Test Procedures, and Border Agency Cooperation. TFAF will consider these other topics for sessions in workshops, resources on the website, identification and coordination of experts, etc. where practical.
<b>Top 5 2022-23 (Definitive Dates)</b>	No specific activity identified for 2023.  TFAF will consider these topics for sessions in workshops (identify and coordinate experts), resources on the website, etc. where practical.
<b>NTFCs- Chairs and secretariats</b>	Training and capacity building for chairs and members of national trade facilitation committees on their roles and how to strengthen the sustainability of committees.  Could be conducted as add-on workshops for the capital-based officials funded for the TFC/TACB dedicated session week.
<b>Donor engagement</b>	TFAF can play a coordinating role for Members organizing donor round tables or other sessions concerning development partner support.  TFAF may continue to invite development partners to participate and speak in technical assistance activities, where appropriate.  TFAF may continue to seek ways to encourage matchmaking at events.
<b>Strategies for private sector engagement</b>	No specific activity identified for 2023.  TFAF will continue to invite private sector to participate in TFAF organized events, where appropriate.  TFAF can play a coordinating role.
<b>Support for regional coordination</b>	No specific activity identified for 2023.  TFAF to organize regional activities upon request from a Member group through the activity request form.  TFAF may continue to fund representatives of a few regional organizations to participate in the TFC meeting and dedicated session and side events held during this meeting week.
<b>Pandemic response – (MC12)</b>	No specific activity identified for 2023. On-going discussion in the TF Committee may give TFAF direction throughout 2023.

**STAND-ALONE ACTIVITIES**

Activity	Detail
<b>National workshop for the Maldives</b>	At the request of the Maldives, a national workshop is proposed for early 2023 to bring together development partner representatives with members of the national trade facilitation committee of the Maldives and to launch implementation of Maldives' category C provisions of the TFA.
<b>Needs Assessment for Djibouti</b>	At the request of Djibouti, a national needs assessment is proposed for early 2023 to bring experts together to assist members of Djibouti's national trade facilitation committee with their self-assessment
<b>Support for regional coordination</b>	Regional workshop requested by the Latin American Integration Association (ALADI) to provide training and capacity building on border agency cooperation and to strengthen the national trade facilitation committees of its Members.
<b>Upon invitation, TFAF will participate in sessions hosted by partner organizations</b>	Based on lessons learned, the aim of this participation will be to strengthen the coordination of TFA implementation efforts. Participation in external events has proven to be a cost-effective method to widen the TFAF's reach to deliver an accurate, consistent and aligned message on the TFA and the Facility, without the need to dedicate the necessary resources to organize and host national and regional events in all locations globally.
<b>Co-host activities with partner organizations</b>	As above, when appropriate, TFAF will co-host activities with partners in order to bring together the appropriate expertise according to the needs of Members and to achieve cost-efficiencies compared to hosting alone.

**EXAMPLES OF ACTIVITY TYPES, OR ACTIVITY SESSIONS****Matchmaking**

As the majority of developing and LDC Members have completed their Category C notifications, the need to find development partners in order to implement their Category C provisions by their notified dates of implementation remains a clear priority. This is especially the case for those provisions that can be identified to assist Members to respond to the impact of COVID-19.

Matchmaking sessions can take place as stand-alone events, or as part of other activities described below.

The WTO Secretariat assists Members to find assistance for the implementation of these Category C provisions through the following methods:

- Making the notifications available on-line to provide easy access to the notified implementation dates and implementation assistance needs.
- Providing profiles for each developing and LDC Member with information on implementation assistance and development partners. (For example, information extracted from Article 22 notifications).
- Encouraging notification of assistance arrangements and progress and making information available on how to complete these notifications, in order to enhance transparency of fulfilled and unfulfilled assistance needs.
- Conducting events featuring available assistance programmes.
- Regular meetings with partners to enhance coordination and cooperation.
- Work with donors on the notification of provision of technical assistance.

**UPON REQUEST:**

- Helping individual Members find assistance through direct matchmaking with partners. This occurs in response to a direct request from a Member and is the first step in the grant application process.
- Organizing meetings between developing or LDC Members and development partners.
- Identification of support needs and development partner matchmaking is also facilitated through national and regional workshops as described below.

### **National Workshops**

WTO developing country Members can request national workshops to address specific training needs on the TF Agreement and its implementation. In this regard, the programmes for national seminars are elaborated by the requesting Member in consultation with the TFAF team, and will be tailor made to their needs, objectives, level of knowledge and experience of the participants. Up to 50 participants from the national trade facilitation committee for 3-5 days.

Based on the priorities identified for 2023 in section 2 above, national workshops will be available upon request, in the following areas:

- workshops for Parliamentarians and ratification bodies in countries that have not ratified the Agreement (all WTO Members must ratify).
- activities with national authorities to assist with outstanding TFA notifications;
- support for the strengthening of national trade facilitation committees (NTFCs);
- National workshops will be conducted by WTO Staff and experts from international or regional organizations and/or national customs administrations as appropriate.
- To increase complementarity with efforts on matchmaking and funding, TFAF will aim to work with in-country and regional development partners when organizing events.

### **Regional and Sub-regional Workshops**

Regional and sub-regional workshops are organized at the request of Members through their regional organizations and groupings. As at the national level, the programmes for regional workshops rely on close cooperation with the beneficiaries and are designed according to their TFA-implementation needs and normally include sessions on notification requirements and identifying development partners.

Normally between five-seven representatives of each Member's national trade facilitation committee would travel to a regional workshop for 5 days.

While incorporating similar fundamental elements, regional workshops seek to go beyond the scope of national workshops and incorporate peer-to-peer learning between Members, reinforcing regional bodies with TFA capacity to support longer term planning and to overcome issues related to staff turnover in national administrations.

Regional workshops systematically involve international organizations and / or their regional representatives avoiding duplication, increasing coordination and a harmonized approach to TFA implementation. Regional and sub-regional workshops are therefore more than the combination of a number of national workshops.

Over recent years, the TFAF has organized several regional or sub-regional workshops on border agency cooperation. Besides being a requirement in its own right, border agency cooperation is crucial for a well-functioning national TF committee and for the implementation of many provisions of the TF Agreement. The TFA is often thought of as a customs agreement. These workshops aim to enhance awareness of the importance of full engagement in other border agencies.

Regional events will also aim to include a segment dedicated to outreach with development partners. This will support the matchmaking activities described above.

### **National needs assessments**

A total of 98 needs assessments were conducted under the second round of the WTO needs assessment programme. Further needs assessments have been conducted separately by other partner organizations. Since most Members have already conducted a needs assessment further requests will be limited, but their availability to those who have not yet done so has proven to remain an important contribution to the ratification and notification process.

Up to two experts would travel for 5-7 days to carry out the needs assessment, working with members of the national trade facilitations committee.



### Dedicated thematic workshops

At Members' or groups request, workshops can be organized around specific issues, for example the specific TFA implementation challenges facing LDC Members. Often organized in Geneva for a global audience, one participant from Members' NTFC would travel to participate, with priority given to LDC participants.

### Capital-based Officials

Travel and accommodation for between 60-70 technical experts on trade facilitation, normally representing their national trade facilitation committee to attend WTO TF Committee. In previous years, this has successfully been organized so that officials could also attend the annual dedicated session on technical assistance and capacity-building, which is normally held around October. Other workshops are organized to maximize value for money and can include thematic sessions on specific, priority issues, and on matchmaking.

## ENGAGEMENT WITH ANNEX D AND DEVELOPMENT PARTNERS

3.8. In 2023, TFAF will continue to organize meetings of the Annex D and other development partners to strengthen coordination of TFA implementation efforts, avoid duplication, and ensure that partners deliver an accurate, consistent, and aligned message on the TFA.

3.9. As described in section 3 (stand-alone activities table) the TFAF will participate in TFA-related events organized by other international or regional organizations, national governments, and private sector associations; in person where possible and otherwise remotely. **Partner organizations can also submit activity request forms throughout the year which will be subject to the same transparency measures as those received from Members.**

## WEBSITE

3.10. One of the main roles of the TFAF is to disseminate information on the Trade Facilitation Agreement and its requirements. The TFAF website plays a key role in fulfilling this goal. Providing instantly available information on the TFA in the three working languages of the WTO, including development partner programmes, tools and case studies on implementation, ratification and notifications, etc. Throughout 2023 the TFAF will continue to update and add new resources to keep the website fresh and relevant. Having a well-established and well-recognized website allowed us to make pandemic related resources easily accessible to Members

3.11. Awareness raising on the wealth of information that is available on the website is an ongoing task that is delivered in a cost-effective manner through all TFAF organized activities, including many of the activities described in this section of the workplan.

3.12. The website will continue to add resources on the priority topics identified in section 2 above and on the existing issues including:

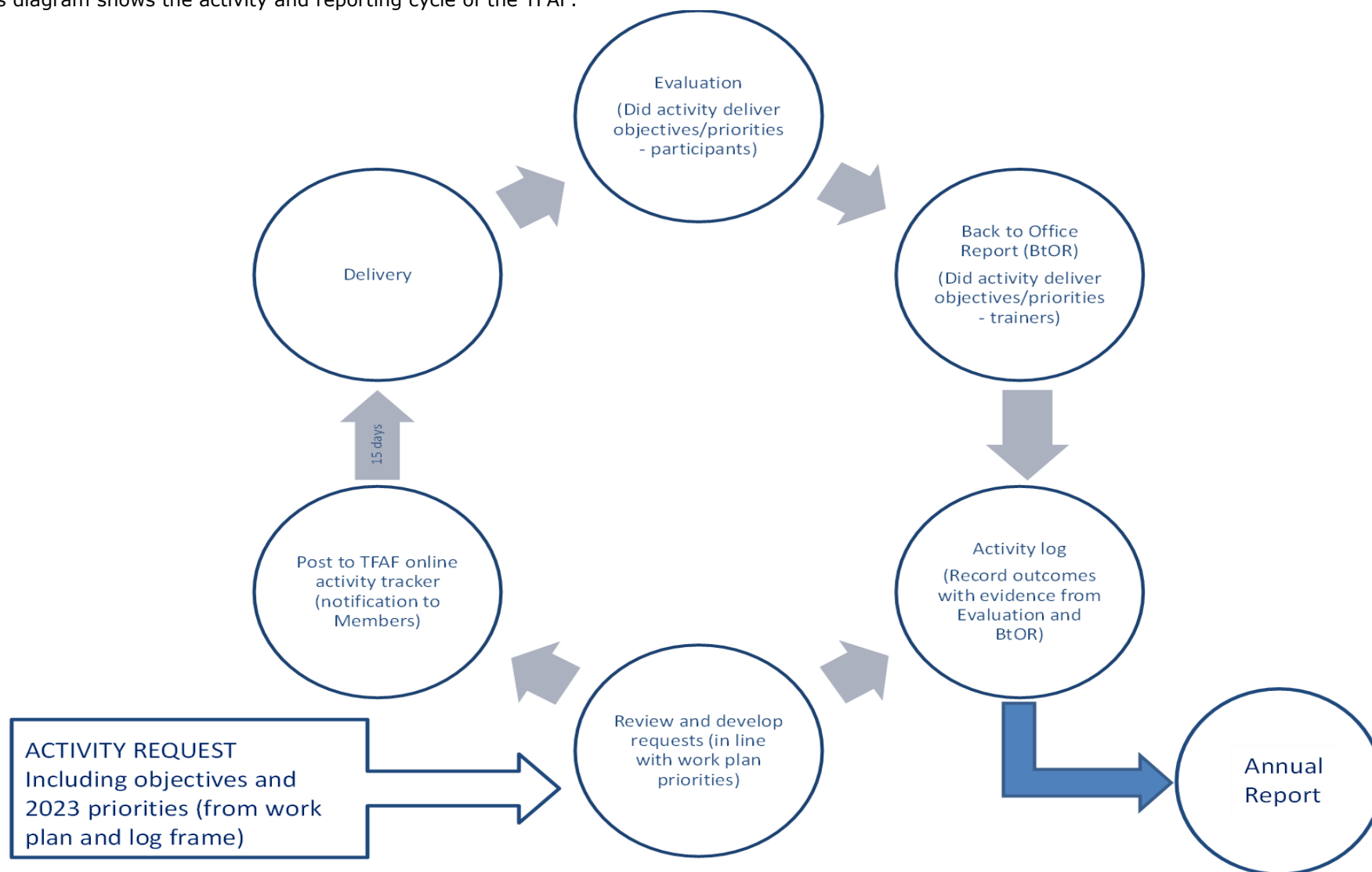
- a. Pandemic response - preparing for the future (inc. Compendium)
- b. Digitalization and the digital divide
- c. Single window, Authorized Operators, Test Procedures, and Border Agency Cooperation

3.13. The website will explore online approaches to match-up Members who have successfully implemented top 5 priorities (as identified by definitive implementation dates) with those Members who have pending dates for implementation on these measures. This will include drawing on the experience sharing sessions that have been made in the WTO TF Committee.



#### 4 MONITORING AND EVALUATION

This diagram shows the activity and reporting cycle of the TFAF.



## **5 CROSS-CUTTING ISSUES**

### **PARIS PRINCIPLES**

TFAF alignment with the Paris Declaration on Aid Effectiveness:

**Ownership:** Developing countries set their own strategies for poverty reduction, improve their institutions and tackle corruption.

**Alignment:** Donor countries align behind these objectives and use local systems.

**Harmonization:** Donor countries coordinate, simplify procedures and share information to avoid duplication.

**Results:** Developing countries and donors shift focus to development results and results get measured.

**Mutual accountability:** Donors and partners are accountable for development results.

### **Ownership**

Section II of the TFA is the means through which the developing and LDC Members can take ownership of the pace of TFA implementation and in a manner that reflects their capacity and starting point.

By supporting and reinforcing this process, TFAF's work directly contributes to Members taking ownership over their implementation of the TFA.

TFAF's work is needs-driven. Its Annual Work Plans are prepared with and presented to the WTO TF Committee. Through the work plan and subsequent activity requests and grant applications, TFAF responds to the needs expressed by developing and LDC Members.

### **Alignment**

To deliver its activities, TFAF actively partners with local and regional TF bodies to reinforce their capacities and to benefit from their local knowledge and expertise.

When applying for a TFAF grant, Members are invited to identify the most relevant implementation partner. TFAF can suggest partners when needed, but will seek in the majority of cases to use those that already operate on the ground.

One of the questions in the TFAF grant application process requests endorsement of the application by the National Trade Facilitation Committee to develop coordinated actions that are aligned with national development strategies.

One of the members of the TFAF grant selection committee represents the EIF Secretariat to identify and support applications from LDC Members that are fully aligned with their national development strategies.

### **Harmonization**

Another primary goal of TFAF is to coordinate the efforts of implementing partners to avoid duplication of support provided through regular meetings and hosting information on partner activities on [www.TFAFacility.org](http://www.TFAFacility.org).

TFAF invites bilateral and regional donors to attend events to present their TFA-related assistance programmes to developing and LDC Members.

As the first step of any TFAF grant application, TFAF circulates an expression of interest to more than 75 donor representatives to ensure that the needs identified cannot be met through existing assistance programmes.

TFAF uses the information submitted in Article 22 notifications to update donor and developing and LDC Member pages on [www.TFAFacility.org](http://www.TFAFacility.org) to provide information on who to contact, how to contact and what existing programmes of TF assistance are ongoing.

### **Managing for results**

All activities are evaluated with participants to measure learning outcomes and satisfaction.

In 2018, TFAF implemented an activity tracker that monitors all activities to measure progress and assess results.

TFAF Annual Reports and Annual Work Plans are drafted in a structure that aligns with the agreed goals of the facility and annual priorities as identified by Members of the WTO TF Committee and tracks the contribution of each activity to these goals.

TFAF reports to the TF Committee are presented in the same format as the reports ensure Members can track progress.

All of TFAF's donors have formally endorsed the Paris Declaration and the Accra Agenda for Action (AAA).

Their funds are delivered through programming, monitoring and evaluation structures that respect and reinforce this endorsement.

### **Mutual Accountability**

In the evaluation of each activity, TFAF invites participants to identify the steps they will take to follow up in terms of notifications submitted to TF Committee, training proposed to colleagues, new procedures implemented, reforms to organization structures etc. These commitments are then tracked to identify positive outcomes.

All TFAF activities require applications from participants. Those applicants that are unable to demonstrate their capacity to act on the TACB delivered to support TFA implementation (not NTFC Members, junior staff members, etc.) are not approved for TFAF support. Any participants that pull out at short notice, or without reasonable justification, are not accepted as participants in future activities.

Prioritizing the needs of LDCs is a cross-cutting issue for the TFAF, demonstrating a continued focus on the needs of LDC Members including through the circulation of expressions of interest on behalf of LDC Members.

Each project preparation grant contains a section on cross-cutting issues which seeks to contextualize the proposed implementation of the TFA provisions within the applicant Member's national policies on gender, environment and climate change.

### **RISKS**

In 2022, the highest impact risk was the continued impact of the COVID-19 pandemic that limited direct contact with Members. This risk was managed throughout the course of the year through a combination of remote working and by engaging directly with Members ahead of notification deadlines, to offer assistance as needed.

Natural disasters and climate impacts are ongoing risks for many Members and they are a persistent risk to the implementation and technical assistance.

A risk register will be maintained for all activities in 2023, with lessons and mitigations measures identified for the subsequent annual report.

**6 DRAFT BUDGET**

ACTIVITY	NUMBER	UNIT AMOUNT IN CHF (Avg.)
Delivery Mode A: Operation of TFAF grant funding program - Project preparation grants		28,000 (Max.)
Delivery Mode A: Operation of TFAF grant funding program - Project implementation grants		188,000 (Max. per article)
Accurate estimates cannot be made as to the number of applications to be received in 2023 and therefore the exact amount of funding that will be distributed under the grant program.		
Delivery Mode B: Technical Assistance and Capacity Building: National workshops (Cost estimate is based on in-person delivery)	1 + activity requests	20,000
Delivery Mode B: Technical Assistance and Capacity Building: Regional (or sub-regional) Workshops (Cost estimate is based on in-person delivery)	1 + activity requests	300,000
Delivery Mode B: Technical Assistance and Capacity Building: National needs assessments (Cost estimate is based on in-person delivery)	1 + activity requests	20,000
Delivery Mode B: Technical Assistance and Capacity Building: Dedicated thematic workshops (Cost estimate is based on in-person delivery)	3 + activity requests	25,000
Transit meeting (40 capital-based officials)	1	175,000
Dedicated session (70 capital-based officials)	1	270,000
Delivery Mode C: Engagement with Annex D and Development partners  Participation in events outside Geneva (Cost estimate is based on travel commencing again)	10 + activity requests	6,500
Delivery Mode D: TFAF Website		15,000
Staff Member at grade 7 position Monthly salary, insurance, and pension	1	175,000
Internship for Graduate Student (Cost estimate is based on possibility to host intern)	1	5,000
<b>TOTAL (estimates for <u>known</u> costs. Not including additional grants and activity requests)</b>		1,120,000

Note: Interested Members will be notified of activity requests and expressions of interest for the TFAF grant program, as submitted throughout the year, and can therefore monitor ongoing expenditure beyond that foreseen in this budget.

**Annex 1 - Document circulated<sup>1</sup> to Members by the Chair of the TF Committee to describe the steps followed by the TFAF when receiving an activity request.**

**Use of Online Request Form and Tracker Dashboard<sup>2</sup>**

1. A Member makes a request to TFAF for technical assistance and capacity-building support (TACB).
2. The TFAF checks the request to make sure that it conforms with the type of activities delivered by TFAF and that all necessary information has been provided. TFAF will work with the applicant to fill any information gaps, as required.
3. After check by TFAF is complete, the request is posted on the request activity tracker.
4. A notification of the new request is sent to Members who have requested such notification from the system.
5. Any Member having questions can direct them to the activity requester.
6. The final outcome is envisaged to be one of the following, although not exclusively so:
  - a) TFAF will arrange for the delivery of the activity in terms of the requested TACB needs;
  - b) Another Member, in collaboration with the requesting Member, will arrange for delivery of the activity in terms of the requested TACB needs;
  - c) A combination of both (Member and TFAF) in collaboration with the requesting Member will arrange for delivery of the activity in terms of the requested TACB needs.

**The online activity request form<sup>3</sup> asks the following:**

WTO Member or Member Group (e.g. regional organization representing WTO Members or other groups such as LDC Group)\*

If a Member Group is requesting the activity, please list the invited WTO Members/Observers  
Please provide the name of the person with whom we can discuss this request:\*

All national activity requests must be approved by your Geneva Mission or Permanent Representation, please provide the name of the official that can confirm this.

For a national event, do you have an operational National Trade Facilitation Committee (NTFC)?

Please verify and confirm that the contact point information for your National Trade Facilitation Committee is correct on the contact points and profiles page.

If you need to update your contact point information, kindly use this form.

Has this request for a national activity been approved by your NTFC?

For All Activities

- Proposed start date of activity
- Proposed end date of activity
- Working Language

The objective of the activity is to (Please identify the broad aim, more detail can be given in expected outcomes below [All TFAF activities must contribute to one of these aims]):

- Ratify the TFA
- Preparation of TFA notifications
- Enhance the operation of the national trade facilitation committee
- Find assistance for implementation of the provisions of the TFA

<sup>1</sup> JOB/TF/231.

<sup>2</sup> Otherwise referred to as activity tracker.

<sup>3</sup> [https://wto.formstack.com/forms/tfaf\\_ta\\_virtual](https://wto.formstack.com/forms/tfaf_ta_virtual).

### Brief description of activity

Participants will include (tick as many as apply):

- Ministry of Trade
- Ministry of Finance
- Customs
- Ministry of Agriculture
- Other government organizations
- Private Sector
- Members of the National Trade Facilitation Committee
- Academia
- Other

Level of TFA knowledge of participants:

- Beginner
- Intermediate
- Expert
- Mixed

Estimated number of participants

Expected outcomes from a successful workshop (select all that apply):

- Ratification of the TFA
- Find assistance for implementation of the provisions of the TFA
- Submit notifications within agreed deadlines
- Enhance the operation of the national trade facilitation committee

Please select options to measure the success of the activity.

Please identify risks that could limit the successful outcomes of the workshop:

- Political Risks
- LDC Capacity issues
- Changes in government
- Financial transfer problems
- Political disengagement of donors
- Lack of backing for notification process

### Technical Risks

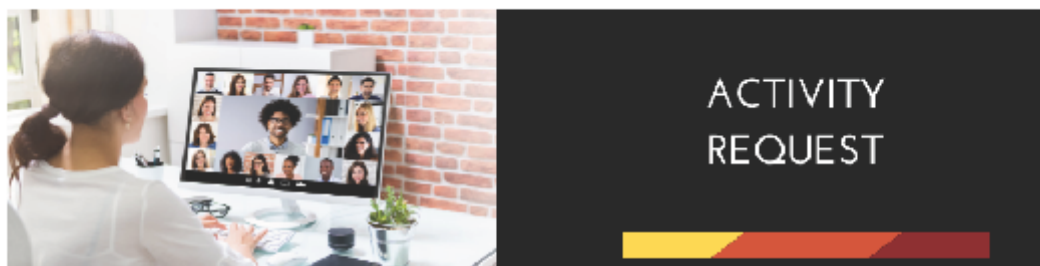
- Capacity constraints
- Difficulties in engagement between private sector and NTFC
- Insufficient supply of experts with necessary expertise to respond to requests for support
- Problems with project formulation (scope, detail, duplication, ...)
- Requests out of sync with donor programming cycles
- Turnover of staff leading to delays in processes
- Lack of engagement/response to technical requests by donor partners
- Insufficient, sustainable or predictable funding throughout the life of the Facility
- Technical training does not convert to political commitment through silos
- Language issues (outside of WTO working languages) leading to lack of clear understanding

### OPTIONAL INFORMATION:

What bilateral or multilateral donor/development partners are active in your country?

Has your country engaged with in-country donor/development partner representatives?

What support have you received from these donors/development partners with regard to the implementation of the TFA?

**Annex 2 - Activity Request Form**

This form is to be used by a WTO Member to request a national activity, or by a regional organization or group that represents multiple WTO Members. Please complete all questions below that are appropriate for the type of event. The more detail you can provide, the better an activity can be tailored to your specific needs.

Please submit the request well in advance of your preferred dates to ensure the best opportunity for preparation and for the participation of partner agencies and expert speakers according to your needs.

Every effort will be made to meet your request if technically possible. The TFAF team may propose revisions to your request or ask a partner to conduct the training if it fits their area of expertise.

For any assistance to complete the form, or guidance on how to respond, please [contact the TFAF team](#) and we will be happy to help.

**WTO Member or Member Group (e.g. regional organization representing WTO Members or other groups such as LDC Group) \***

**If a Member Group is requesting the activity, please list the invited WTO Members/Observers**

**Please provide the name of the person with whom we can discuss this request: \***

First Name

Last Name





**Annex 3 - The TFAF online activity tracker compiles the activity requests and is accessible to Members who have requested access:**



Member	Activity Type	Objectives	Dates	Status	Member Query	View Details
Senegal	National	Preparation of TFA notifications	5 May 2022	To be delivered by partners		<a href="#">Download</a>
Maldives	National	Preparation of TFA notifications Enhance the operation of the national trade facilitation committee Find assistance for implementation of the provisions of the TFA	26 June-07 July 2022	Registered		<a href="#">Download</a>
Mongolia	National	Enhance the operation of the national trade facilitation committee	01-04 February 2022	Completed		<a href="#">Download</a>
ALADI Asociación Latinoamericana de Integración	Regional	Enhance the operation of the national trade facilitation committee	01-04 February 2022	Completed		<a href="#">Download</a>

## Annex 4 - The TFAF Log frame

Result	Outcomes (Necessary steps to achieve the result, as established by the TFAF Operational Rules)	TFAF Outputs (TFAF actions that contribute to the outcomes)	Indicators (To measure that a specific output is contributing to an outcome)	Sources and Means of Verification (SMV) (To measure progress of the indicators)	Risks (Outside of TFAF control but with potential to limit its contribution)
Members have simplified border clearance	1. Find assistance for implementation of the provisions of the TFA	A.1. Matchmaking activities	Increased awareness of TFA provisions among target group.  Category C commitments implemented	<b>Primary SMVs</b>  Participant feedback  WTO TF Committee Minutes  Needs assessment results  ABC notifications received	<b>'Political Risks'</b> - Changes in government  - Insufficient political capital: e.g. TFA is an executive priority but TFA (or related provisions) not passed by Parliament  - New laws and regulations not implemented  - Political disengagement of donors  - Lack of backing for notification process
	2. Ratify the TFA	A.2. Grant Program	Application for support to implement category C commitments submitted  Funding Secured for implementation of category C commitments	TFAF Back to Office Reports (BTORs)  Information/feedback from Members  Information/feedback from donors	<b>Technical Risks</b> - LDC Capacity constraints - Difficulties in engagement between private sector and MCTF - Insufficient supply of experts with necessary expertise to respond to requests for support
	3. Submit TFA Section II notifications within agreed deadlines	B.3. National workshops	Increased interconnectedness within target groups (within countries e.g. Border Agencies or across borders with other Members).  Increased awareness of case studies or best practices in other Members	Information/feedback from international organisations	- Problems with project formulation (scope, detail, duplication, ...)  - Requests out of sync with donor programming cycles
	4. Enhance the operation of their national trade facilitation committees	B.4. Regional and sub-regional workshops	Increased awareness of necessary changes to domestic guidelines, procedures or legislation to align with TFA  Domestic procedures (legislation, guidelines, procedures) completed to implement TFA provisions  New institutions related to TFA implementation in place	<b>Secondary SMVs</b>  World Trade Reports  Trade Policy Reviews (TPRs)  World Bank Doing Business  World Economic Forum Enabling Trade Report  OECD TF Indicators  Official notifications to TF Committee as recorded on <a href="http://www.TFAdatabase.org">www.TFAdatabase.org</a>	- Turnover of Members' staff leading to delays in processes  - Lack of engagement/response to technical requests by donor partners  - Insufficient, sustainable or predictable funding throughout the life of the Facility  - Technical training does not convert to political commitment through lack of internal communication or silos  - Lack of demand by developing and LDC members  - More stringent WTO financial rules concerning DSA discourages senior participants from attending workshops  - Language issues (outside of WTO working languages) leading to lack of clear understanding
		B.5. National needs assessments	Significant changes to the organograms of existing institutions related to TFA implementation  Increased understanding of application process / programming for technical assistance	TFAF Annual Report  WTO Back to Office Reports (BTORs)  Academic research	
		C.6. Thematic workshops	Funding secured for implementation of category C commitments  Members have submitted TFA section II notifications (Category A, B and Cs)		
		C.7. Website	Member has ratified TFA  Member has notified 'transparency' or 'TACB' provisions of TFA		
		D.8. Participation in external events			