

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
রাজস্ব ভবন, সেগুনবাগিচা, ঢাকা।  
[কাস্টমস: WCO Affairs শাখা]

নথি নং- ০৮.০১.০০০০.০৫৬.০২.০২০.১৮/ ৫২

তারিখ: ০৪/০৩/২০২১ খ্রি.

বিষয়: Online pre-Accreditation Workshop for Technical and Operational Advisers (TOAs) on Free Zones শীর্ষক কর্মশালায় অংশগ্রহণের লক্ষ্যে দরখাস্ত আহ্বান।

সূত্র: WCO হতে প্রাপ্ত পত্র নং 21FL0044E, তারিখ: ১৭ ফেব্রুয়ারি ২০২১/ব্রাসেলস।

উপর্যুক্ত বিষয় ও সূত্রের প্রতি দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, World Customs Organization হতে Online pre-Accreditation Workshop for Technical and Operational Advisers (TOAs) on Free Zones বিষয়ে আগামী ১৭-২১ মে ২০২১ খ্রি. তারিখে ভার্টুয়াল প্লাটফর্মে অনুষ্ঠিতব্য কর্মশালায় বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী প্রার্থীগণের আবেদন চাওয়া হয়েছে।

০২। উল্লেখ্য, প্রার্থী বাছাইয়ের ক্ষেত্রে প্রার্থীর যোগ্যতা ও দক্ষতার মাপকাঠি এবং Assesment Methods সম্পর্কিত অন্যান্য বিষয়ে এ পত্রের সাথে সংযুক্ত WCO হতে প্রাপ্ত দলিলাদিতে বিস্তারিত উল্লেখ রয়েছে।

০৩। বর্ণিতাবস্থায়, বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী কর্মকর্তাগণকে (সহকারী কমিশনার ও তদূর্ধ্ব) আগামী ১০ মার্চ ২০২১ খ্রি. তারিখের মধ্যে নির্ধারিত ফর্মে আবেদনপত্র (PDF এবং MS Word Nikosh Font-12) যথাযথ কর্তৃপক্ষের মাধ্যমে জাতীয় রাজস্ব বোর্ডের কাস্টমস: WCO Affairs শাখায় ই-মেইলযোগে (shahid.zaman31@nbr.gov.bd) প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

০৪। উল্লেখ্য, বিরাজমান কোভিড-১৯ পরিস্থিতি বিবেচনায় সূত্রোক্ত বিষয়ে জাতীয় রাজস্ব বোর্ডের সাথে যোগাযোগের ক্ষেত্রে সংশ্লিষ্ট সকলকে শুধুমাত্র ই-মেইল মাধ্যমে ব্যবহার করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: ১১ (এগার) পাতা (ই-মেইলে প্রেরিত)।

( মোঃ শহিদুজ্জামান সরকার )

দ্বিতীয় সচিব (কাস্টমস: WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

ই-মেইল: shahid.zaman31@nbr.gov.bd

**বিতরণ: (জ্যেষ্ঠতার ক্রমানুসারে নয়)**

- ১। প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও মুসক আপীলাত ট্রাইব্যুনাল, জীবন বীমা টাওয়ার, ১০ দিলকুশা বা/এ, ঢাকা।
- ২। কমিশনার, কাস্টম হাউস, ঢাকা/চট্টগ্রাম/মোংলা, খুলনা/পানগাঁও/আইসিডি/বেনাপোল।
- ৩। প্রকল্প পরিচালক, ভ্যাট অনলাইন প্রকল্প, ঢাকা/ন্যাশনাল সিজেল উইন্ডো প্রকল্প, ঢাকা/বন্দ অটোমেশন প্রকল্প, ঢাকা।
- ৪। কমিশনার, কাস্টমস, এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (উত্তর)/ঢাকা (দক্ষিণ)/ঢাকা (পূর্ব)/ঢাকা (পশ্চিম)/রংপুর/কুমিল্লা/চট্টগ্রাম/রাজশাহী/সিলেট/খুলনা/যশোর/বৃহৎ করদাতা ইউনিট (মুসক), ঢাকা।
- ৫। মহাপরিচালক, শুল্ক রেয়াত ও প্রত্যর্পণ পরিদপ্তর, ঢাকা/ কাস্টমস, এক্সাইজ ও ভ্যাট ট্রেনিং একাডেমী, চট্টগ্রাম/ নিরীক্ষা গোয়েন্দা ও তদন্ত অধিদপ্তর, মুসক, ঢাকা/ কাস্টমস গোয়েন্দা ও তদন্ত অধিদপ্তর, ঢাকা।
- ৬। মহাপরিচালক, সেন্ট্রাল ইন্টেলিজেন্স সেল (সিআইসি)/গবেষণা ও পরিসংখ্যান অনুবিভাগ জাতীয় রাজস্ব বোর্ড, ঢাকা।

- ৭। কমিশনার, কাস্টমস, এক্সাইজ ও ভ্যাট (আপীল) কমিশনারেট, ঢাকা-১/ঢাকা-২/খুলনা/চট্টগ্রাম।
- ৮। কমিশনার, কাস্টমস বন্ড কমিশনারেট, ঢাকা/চট্টগ্রাম।
- ৯। কমিশনার, কাস্টমস মূল্যায়ন ও অভ্যন্তরীণ নিরীক্ষা কমিশনারেট, ঢাকা।
- ১০। সিস্টেমস ম্যানেজার, জাতীয় রাজস্ব বোর্ড, ঢাকা [জাতীয় রাজস্ব বোর্ডের ওয়েবসাইটে প্রকাশের অনুরোধসহ]।
- ১১। প্রথম সচিব (সকল), কাস্টমস ও ভ্যাট অনুবিভাগ, জাতীয় রাজস্ব বোর্ড, ঢাকা।
- ১২। দ্বিতীয় সচিব (সকল), কাস্টমস ও ভ্যাট অনুবিভাগ, জাতীয় রাজস্ব বোর্ড, ঢাকা।

**অনুলিপি জ্ঞাতার্থে: (জ্যেষ্ঠতার ক্রমানুসারে নয়)**

- ১। পি এস টু চেয়ারম্যান, জাতীয় রাজস্ব বোর্ড, ঢাকা [চেয়ারম্যান মহোদয়ের সদয় অবগতির জন্য]।
- ২। পিএ টু সদস্য (গ্রেড-১) (কাস্টমস রপ্তানি বন্ড ও আইটি)/(কাস্টমস নিরীক্ষা, আধুনিকায়ন ও আন্তর্জাতিক বাণিজ্য), জাতীয় রাজস্ব বোর্ড, ঢাকা [সদস্য মহোদয়ের সদয় অবগতির জন্য]।
- ৩। পিএ টু সদস্য (বোর্ড প্রশাসন)/(কাস্টমস ও ভ্যাট প্রশাসন)/(মুসক বাস্তবায়ন ও আইটি)/(কাস্টমস নীতি)/(মুসক নীতি)/(মুসক নিরীক্ষা ও গোয়েন্দা), জাতীয় রাজস্ব বোর্ড, ঢাকা [সদস্য মহোদয়ের সদয় অবগতির জন্য]।



## World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / info@wcoomd.org  
Bank account: IBAN 210-0475126-72

17.02.2021 / Brussels  
21FL0044E

Dear Director General,

I am pleased to inform you that the World Customs Organization (WCO) is organizing **an Online pre-Accreditation Workshop for Technical and Operational Advisers (TOAs) on Free Zones**. As you are aware, the December 2020 Policy Commission (PC) and Council endorsed the Free Zone Guidance and the PC requested Members, where feasible, to make personnel available to become accredited experts on FZs to help deliver critical capacity building activities. The Workshop is intended for English speaking participants. It will be held in **English** and is tentatively scheduled from **17<sup>th</sup> to 21<sup>st</sup> May 2021**.

The objective of this Workshop is to establish a pool of highly competent experts capable of organizing and delivering WCO's capacity building activities on free zones on behalf of the WCO, and in supporting Members to improve their free zone regimes with the key principles for suitable Customs roles that conform to the sustainable development of free zones, based on Chapter 2, Specific Annex D to the Revised Kyoto Convention (RKC), WCO Free Zone Guidance and other relevant WCO instruments and tools.

This Online Accreditation Workshop will provide an opportunity for your staff with extensive experience in the area of free zones on adequate Customs procedures and controls to demonstrate their strategic and operational skills, as well as their ability to work as part of an international team. Candidates who successfully complete the Workshop and a subsequent in-country or online mission may become accredited as WCO Technical and Operational Advisers on Free Zones. More detailed information about the Workshop is attached at Annex I.

You are invited to nominate one officer, based on the competences indicated in Annex I-to attend the pre-Accreditation Workshop, noting that the Event is limited to 12 participants. The nomination form for the Workshop is attached at Annex II.

Nominations should be signed by an authorized official and sent by email to the Secretariat **no later than 22 March 2021**. Please note that applications will not be accepted after this date. Following an analysis of the applications, the WCO Secretariat will inform the selected candidates and provide read ahead material and specific details of the online Workshop by 9 April 2021. Please note that the selected candidates need to ensure that they have a reliable internet connection. Details of the online platform to be used for this Workshop will be provided at later stage.



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Should you wish to have any further information on the Workshop, please have your staff contact the following coordinators:

Ms. Satoko Kagawa  
Procedures and Facilitation Sub-Directorate, WCO  
Email: [Satoko.KAGAWA@wcoomd.org](mailto:Satoko.KAGAWA@wcoomd.org)

Mr. Dorel FRONEA  
Compliance Sub-Directorate, WCO  
Email: [Dorel.FRONEA@wcoomd.org](mailto:Dorel.FRONEA@wcoomd.org)

Mr. Giovanni GAETA  
Capacity Building Directorate, WCO  
E-mail: [giovanni.gaeta@wcoomd.org](mailto:giovanni.gaeta@wcoomd.org)

I look forward to receiving your reply.

A handwritten signature in black ink, reading "Kunio Mikuriya".

**Kunio Mikuriya**  
WCO Secretary General

## Concept Paper

### **Pilot Virtual Accreditation Initiative for WCO Technical and Operational Advisors (TOA) specialized in the area of free zones**

#### **OBJECTIVES OF THE ACCREDITATION OF FREE ZONE EXPERTS:**

The rapidly and dynamically changing world requires continuous and efficient change management. Through the journey of reform and modernization in an efficient and effective manner, Free Zone Experts are individuals who possess the capacity to accompany, guide, and mentor organizations. The expected objective of this WCO accreditation process is to establish a pool of WCO Technical and Operational Advisors (TOA) specialized in the area of free zones (FZs), in order to respond to increasing Member demands for capacity building/technical assistance related to FZs.

#### **PRINCIPAL ACCOUNTABILITIES:**

WCO Free Zone Experts are focused on implementation of the key principles for suitable Customs roles that conform to the sustainable development of FZs from both facilitation and compliance aspects, based on Chapter 2, Specific Annex D to the Revised Kyoto Convention (RKC), WCO Free Zone Guidance and other relevant WCO instruments and tools. They have proven expertise in fields ranging from below key principles:

- Territoriality aspect of FZs;
- Customs involvement in FZs;
- Customs involvement in the company approval process and “Authorized Economic Operator” (AEO) concept;
- Reporting to Customs and the use of data and IT systems;
- Customs audit in FZs;
- Customs control and surveillance: authority to seize illegal goods in FZs; on-site checks inside FZs; and use of technology for inspections in FZs;
- Coordinated Border Management;
- Risk Management and data analysis; and,
- Cooperation.

#### **QUALIFICATIONS and COMPETENCIES:**

In order to be accredited as WCO Technical and Operational Advisors in the area of free zone, candidates need to meet most of the following requirements:

##### **1. Personal Skills**

- Excellent interpersonal and communication skills.
- Personal suitability and the aptitude required for international development work (open-mindedness, patience, self-awareness, cultural awareness, empathy, etc.).
- A high level of self-motivation, flexibility and commitment to task completion.
- A broad view of, and interest, in international events.
- Appropriate and professional behaviour during the WCO’s capacity building activities;

##### **2. Professional Career Expertise**

- Ongoing experience within a Customs administration (at least 5 years).
- Proven experience in implementing Customs modernization processes.
- Expertise of Customs procedures and controls to be applied to FZs.
- Expertise of risk management procedures.
- Expertise of Coordinated Border Management.

- Profound and up-to-date knowledge on free zone regimes and the international environment on free zone issues.
- Understanding of major challenges for free zone.
- Demonstrated understanding of the latest free zone developments including developments in the area of use of IT and data.
- Experience as an advisor, facilitator, trainer or mentor.
- Experience in working in different cultures or in an international environment.
- Customs management experience would be a strong asset

### 3. Knowledge of WCO Standards and Instruments

- Thorough understanding of the WCO strategies and approach.
- Robust knowledge of the key WCO standards and tools such as, *inter alia*:
  - ✓ Chapter 2, Specific Annex D to the Revised Kyoto Convention;
  - ✓ RKC Guidelines to Chapter 2, Specific Annex D (Free Zones);
  - ✓ WCO Practical Guidance on Free Zone;
  - ✓ WCO Customs Risk Management Compendium;
  - ✓ SAFE Framework of Standards.

### 4. Vocational Skills

- Proficient English is required. Additional languages such as French are an advantage.
- Ability to communicate effectively and engage with senior Customs managers, as well as other border management and trade representatives and private sector representatives.
- Ability to facilitate group discussions relating to public administration reform and modernization.
- Ability to work effectively in a team by contributing to common objectives.
- Ability to communicate clearly in writing, demonstrating the competence to think and analyse logically and comprehensively.
- Proven analytical abilities and reporting skills.
- Excellent oral, written and IT communication skills.

### 5. Availability

The precondition for participating in this Workshop is that if the candidate is successful and receives final accreditation, he/she shall be made available to the WCO for a maximum of 12 weeks (not consecutive) over 3 years following the date of accreditation.

## ASSESSMENT METHODS

The online Accreditation Workshops will be held to assess candidates as WCO Technical and Operational Advisors on Free Zones.

### 1. Stage One: Document selection

The applicants will be selected based on their application forms, including Curriculum Vitae (CV). The number of participants at the Online Accreditation Workshop will be limited to a maximum of 12. The Secretariat will select candidates by reviewing their application based on the above-mentioned criteria. An on-line interview may be arranged if necessary.

### 2. Stage Two: Online Pre-Accreditation Workshop

The candidates will participate in a 5-day online Workshop and demonstrate their skills and knowledge. The Workshop will require a high degree of participation in discussions, group activities and presentations. Annex II shows the expected programme for the 5-day online Workshop.

The Secretariat will assess if candidates have the necessary qualities, based on the criteria. To ensure the transparency of selection, all candidates will be informed of the result of the assessment by the Secretariat. Qualified candidates may go on to Stage Three.

**3. Stage Three: Field activities**

Qualified candidates who successfully complete the Workshop will be invited to join actual WCO capacity building activities. During the activities, the Secretariat or accredited experts will make an assessment whether they may be accredited as WCO Technical and Operational Advisors on Free Zones.

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**WORLD CUSTOMS ORGANIZATION****NOMINATION FORM****ACCREDITATION WORKSHOP FOR TECHNICAL AND OPERATIONNAL ADVISERS (TOAs) ON FREE ZONES**Tentatively scheduled from 17<sup>th</sup> to 21<sup>st</sup> May 2021**PLEASE RETURN THE FORM TO THE FOLLOWING ADDRESSES:  
Via email before 22<sup>nd</sup> March 2021****World Customs Organization**Ms. Satoko Kagawa Email: [Satoko.KAGAWA@wcoomd.org](mailto:Satoko.KAGAWA@wcoomd.org)Mr. Dorel FRONEA Email: [Dorel.FRONEA@wcoomd.org](mailto:Dorel.FRONEA@wcoomd.org)Mr. Giovanni GAETA E-mail: [Giovanni.GAETA@wcoomd.org](mailto:Giovanni.GAETA@wcoomd.org)**INSTRUCTIONS:**

- To be completed by the Head of the Customs Administration nominating the candidate, or with his/her authorization.
- The candidate and the administration submitting the application must read the supplied information carefully in order to complete the form.
- A separate form should be used for each candidate nominated.
- Please complete this form in typewritten script.

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**The Customs administration of \_\_\_\_\_ certifies that:**

- (A) If the candidate successfully completes the Workshop, he/she shall be made available to the WCO for training and Technical Assistance activities for a maximum of twelve weeks over the three years following the date of accreditation.
- (B) All the information provided by the candidate in this form is complete and accurate.
- (C) The candidate has a very good understanding of English. Practical knowledge of any other language will be highly appreciated.



**and nominates:**

**1. General Information:**

- Given name	:	
- Family Name	:	
- Gender	:	<input type="checkbox"/> Male <input type="checkbox"/> Female
- Date of Birth (dd/mm/yy)	:	
- Nationality	:	
- Title and Function	:	
- Business Address (with full street name & number)	:	
- Fax and Telephone Numbers (+country code)	:	Fax: Tel.: Mobile Phone n°:
- E-mail address	:	

**2. Travel Information:**

- Passport Number	:	Number: Date of issue: Date of expiry: Place of issue:
- City of Departure/Return	:	
- Name of Airport of Departure/Return	:	

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature of the Authorized Official)

Name : \_\_\_\_\_

Title : \_\_\_\_\_

## CURRICULUM VITAE

1. Family name : \_\_\_\_\_
2. First Name : \_\_\_\_\_
3. Mother Tongue : \_\_\_\_\_
4. Foreign Language Proficiency:

	Read Very well, Well, Fairly Well	Write Very well, Well, Fairly Well	Speak Very well, Well, Fairly Well
English			
French			
Spanish			
Other (specify)			

5. Education:

Name, place and country of university or equivalent	Degree(s), distinction obtained	From (year)	To (year)

6. IT Skills (list the word-processing and other software with which you are familiar):

Annex II

7. Posts held during the last 10 years:

Dates	Position/Title/Location	Description of Duties

8. Please outline your daily duties in your Customs administration, particularly your experience in handling free zone related Customs procedures.

[Maximum 500 words / No minimum required]

9. Please outline the biggest challenge that your administration faces in the field of free zones.

[Maximum 500 words / No minimum required]

10. How would you address the challenge that you have mentioned in point 9?

[Maximum 500 words / No minimum required]

11. Please briefly outline your experience as a trainer / lecturer / presenter / speaker.

[Maximum 200 words / No minimum required]

12. Please briefly outline (if any) your experience at an international level over the past decade, and more specifically your experience with the WCO.

[Maximum 200 words / No minimum required]

13. Please explain your motivation and interest in becoming a WCO Expert in Free Zone.

[Maximum 500 words / No minimum required]

I certify that the statements made by me in response to the above questions are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

Place and Date: \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

**Please attach a recent photo and a colour copy of your passport with a period of validity of more than 9 months.**

\_\_\_\_\_

**WCO Online Accreditation Workshop for Technical and Operational Advisors on Free Zones  
WCO CLiKC! platform  
17 – 21 May 2021**

**Draft Programme**

	<b>Topic and objectives</b>	<b>Notes for the facilitators</b>
<b>Day 1</b> <b>Three hours</b>	<ul style="list-style-type: none"> <li>▪ Official opening <i>10 minutes</i></li> <li>▪ Introduction and Workshop objectives 30 <i>minutes including a tour de table for introductions by participants or an ice-breaker exercise</i></li> <li>▪ WCO Capacity Building Programme and overview of the accreditation process <i>20 minutes</i></li> <li>▪ Overview of the relevant WCO instruments and tools on free zone including the latest developments <i>30 min</i></li> <li>▪ Overview of the December 2020 Policy Commission (PC) and Council Free Zone Guidance <i>20 min</i></li> <li>▪ Introduction and instructions for Exercise 1-3 <i>20 minutes</i></li> </ul>	
<b>Day 2</b> <b>Three and half hours</b>	<ul style="list-style-type: none"> <li>▪ Exercise 1 – individual presentations (10 minutes per individual presentation, followed by 5 minutes Q&amp;A session with each participant) <i>12*15 minutes = 3 hours</i></li> <li>▪ Key lessons and practices arising from individual presentations on Exercise 1 <i>20 minutes</i></li> <li>▪</li> </ul>	For Exercise 2, participants will be grouped in groups of two. In grouping the participants, individual characteristics and impressions from Day 2 will be taken into account. The group composition will be announced when providing the instructions for exercise 2.
<b>Day 3</b> <b>Three and half hours</b>	<ul style="list-style-type: none"> <li>▪ Exercise 2 – group presentations <i>6*20 minutes = 2 hours</i></li> <li>▪ Key lessons ad practices arising from the group presentations on Exercise 2 <i>20 minutes</i></li> <li>▪ Exercise 3 – presentations <i>3*20 minutes = 1 hours</i></li> </ul>	For Exercise 3, different grouping of participants will be applied. The group composition will be announced when providing the instructions for exercise 3. Participants that have presented first on exercise 2 should be towards the end of the list of presenters on exercise 3, i.e. some balance should be sought as far as practical.
<b>Day 4</b> <b>Three and half hours</b>	<ul style="list-style-type: none"> <li>▪ Exercise 3 – presentations <i>9*20 minutes = 3 hours</i></li> <li>▪ Key lessons ad practices arising from the group presentations on Exercise 3 <i>20 minutes</i></li> </ul>	
<b>Day 5</b> <b>Three hours</b>	<ul style="list-style-type: none"> <li>▪ Feedback on participants' performance (12 individual sessions) <i>12* 10 minutes = 2 hours</i></li> <li>▪ Closing Session</li> </ul>	

