



WCO National Workshop
Time Release Study (TRS)
for
Lebanon

AGENDA

Beirut, Lebanon

2nd – 6th July 2018

Program

DAY 1		
Day 1 consists of a series of presentations provided by the WCO and Lebanon Customs experts. Throughout the Day 1, the WCO experts shall learn about the national reform and modernization Programs. The Lebanon Trade Stakeholders will obtain insight about the WCO Trade Facilitation instruments, how these instruments fits in context of TRS and what the WCO TRS entails.		
Session 1: Inauguration		
0830 – 0900	Courtesy meeting with the Lebanon Customs Administration management.	
09:00 – 0940	Opening ceremony of the Workshop - Head of Lebanon Customs Administration - WCO	Lebanon Customs and WCO Experts
0940 – 0950	Group photo	All
0950 – 1000	Brief introduction of participants about themselves and adoption of the agenda	All
Session 2: WCO Trade Facilitation Instruments		
1000 – 1040	Presentation: WCO Trade Facilitation instruments	WCO Experts
1000 – 1040	Open forum (Q & A and discussions)	All
1040 – 1100	Coffee Break	All
Session 3: Lebanon Customs Reform and Modernization Programs/Initiatives		
1100 – 1140	Presentation: Lebanon Reform and Modernization Program/Initiatives (including Customs Modernization Plan, update of Customs Law, or whatever under Modernization)	Lebanon Customs
1140 – 12:00	Open forum (Q & A and discussions)	All
1200 - 1330	Lunch	All

Session 4: WCO Time Release Study		
1330 – 1430	Presentation: WCO Time Release Study (TRS), an overview and purpose	WCO Experts
1430–1500	Open forum (Q & A and discussions)	All
1500–1530	Coffee Break	All
1530–1630	Presentation: TRS Members Experience	WCO Experts
1630–1700	Open forum (Q & A and discussions)	All
DAY 2		
Day 2, the first part of the day 2 is allocated for field visit to the Customs clearance house, with the possibility that the visit to be extended to the premises of other Trade Stakeholders. The second part, contains aspects related to Lebanon Customs operation will discussed followed by a presentation on TRS Business process.		
Session 5: Visit to the Lebanon Customs clearance house		
0900 – 1230	Visit to the Customs clearance house	Lebanon Participants & WCO Experts
1230 - 1330	Lunch	
Session 6: Outcomes of the field visit & TRS Business Process		
1330 – 1400	Discussion on outcomes of the field visit	All
1430–1600	Presentation: TRS Business Process	WCO Experts
1600–1730	Traning on the use of the WCO software (only for Customs officials)	

DAY 3		
DAY 3 Lebanon clearance process will be presented by Lebanon Customs and other trade stakeholders. Furthermore, the day will allow participants to draft possible Business Process applicable to the real situation in Lebanon.		
Session 7: TRS Process Mapping		
0900–1000	Presentation on national Customs clearance process (importation process)	Lebanon Customs
1000 –1030	Open forum (Q & A and discussions)	All
1030 –1100	Coffee Break	All
1100 –1200	Presentation: Entire national clearance process (importation process)	Lebanon trade stakeholder
1130 –1230	Explanation on how to draft a Process Mapping, brief introduction on how to set up a group work	Lebanon Trade Stakeholders
1230 – 1330	Lunch	
1330 – 1500	Drafting Process Mapping group work exercise	All
1500–1530	Coffee Break	All
1530–1700	Drafting Process Mapping Group work exercise	
DAY 4		
After presenting a tentative version of a national Process Mapping adjusted to different mode of transport, participants will draft a tentative version of the Action Plan which will be submitted for endorsement of Customs Management authorities once the workshop is finish. The Sessions of day 4 are dedicated for drafting the report and closing up of the meeting,		
Process Mapping (cont.)		
0900 – 100	Groups presentations (Drafting Process Mapping presentation)	Lebanon TRS Workshop Participants

1000 – 1030	Open forum (Q&A and discussions)	All
1030 –1100	Coffee Break	All
1100 –1230	Finalization and validation of draft Process Mapping taking into consideration possible comments	Lebanon TRS Workshop Participants
1230 – 1330	Lunch	
Session 8: Lebanon TRS Action Plan & Summary report of the Workshop		
1330 – 1400	Explanation on how to draft a TRS Action Plan	WCO Experts
1400 –1430	Open forum (Q & A and discussions)	All
1430 – 1600	Elaboration of Lebanon proposed Action Plan, discussion, validation and adoption	Lebanon TRS Workshop Participants
1600 –1630	Adoption of the Summary Report of the Workshop	All
1630	Closing: <ul style="list-style-type: none"> - WCO - Representative of Lebanon trade Stakeholder - Representative of Lebanon trade Stakeholder 	
DAY 5 – Internal work with Customs Only		
The Sessions of day 5 are allocated for internal work with Lebanon TRS Customs project		
Session 9: Use of the WCO Software		
0900 – 1230	- Coordination on the way-forward to conduct a TRS in Lebanon	WCO Experts and Lebanon Customs TRS Participants