EUROPEAN UNION - TACIS

Technical Assistance to the Southern Republics of the CIS including Ukraine and Mongolia - TRACECA

TRADE AND TRANSPORT SECTORS

Terms of Reference

for

INTERNATIONAL ROAD TRANSPORT TRANSIT FACILITATION

Final Beneficiaries:
TRACECA Region Ministries of Transport, Customs authorities and duly acknowledged professional associations of international road transport operators in the TRACECA countries

CONTENTS

ALL MODULES

1. Background

During May 1993 a conference was held in Brussels organised by the Commission and attended by authorities of the eight Republics of the south of the former USSR:

Armenia,	Kyrgyzstan
Azerbaijan	Tadjikistan
Georgia	Turkmenistan
Kazakhstan	Uzbekistan

The objectives of the conference were:

- to stimulate co-operation among the participating Republics in all matters pertaining to the development and improvement of trade within the Region
- to promote the Central Asian - Trans Caucasian-Europe Transport Corridor
- to identify problems and deficiencies in the Region's trade and transport systems
- to define, in terms of contents and timing a Technical Assistance Programme to be financed by the European Union (EU)

TRACECA (Transport Corridor Europe Caucasus Asia) was thence created as a component of the TACIS interstate programme. The states above are refereed to as the TRACECA founder states (TFS).

Regional sectoral Working Groups (trade, rail, road, maritime), composed of experts and officials from each TRACECA state and European Union (EU), have been established as part of the TRACECA programme. They meet periodically. They have inaugurated specific projects including this present one, and will monitor results. Members are drawn from Ministers of Transport and Trade, who form the recipient partners of this project.

At the last WG conferences held in Athens, and in Tbilisi, Mongolia, Ukraine and Moldavia were admitted to the TRACECA programme, and become beneficiaries of this project as well as the eight original TRACECA states.

A TRACECA Co-ordinating Team has been set up, with permanent offices in Brussels, Central Asia and the Caucasus.

1.1 Needs of Beneficiaries

The break up of the FSU left the NIS almost completely unprepared for the regulation of both national and international road freight transport in an emerging free-market environment. The situation differs from state to state.

It has been necessary to establish national customs authorities, transit documentation and border crossing procedures for international road transport. Likewise the NIS are progressively considering which international conventions are of most relevance to their situations and establishing national institutions to enforce those conventions of most immediate need. Since independence several bilateral agreements have been negotiated to regulate international trucking, mainly on the basis of quota systems, with fees which provide, in theory, a revenue flow towards funds for road maintenance. The situation is not at all clear and there seems to be no overall structure or policy within each participating state and with its neighbour.

Regulation of the internal road transport market is lacking cohesion although some mechanisms are being established for operator licensing (CPC) similar to that applied in the EU.

Even without having precise statistics on the volumes of hazardous goods carried by Traceca hauliers, one can argue that this kind of transport, covered by the UN/ECE European Agreement on the Transport of Dangerous Goods by Road (ADR) of 30 September 1957 is of particular importance for

the region due to the fact that most of the countries are, or will be, producers and exporters of petrol and petrol products. The average figures for market economies show that hazardous goods transport constitutes around 15% of the whole amount of goods transported by road. Indeed, dangerous goods transport by road is much more demanding in terms of safety and quality. Given that ADR is part of the community *acquits*, as well as the fact that almost all Central European countries are currently Contracting Parties to the ADR, and that they are applying it for both national and international transport, it is compulsory for the countries in the region to join ADR if they want to be allowed to operate such transport and to reach European markets by road.

At present, no country in the region is a Contracting Party to the ADR.

The TIR Convention of 1975 (as well as the first one from 1949) is a particularly important international accord for facilitating the movement of goods by road cross frontiers. For many years this convention has been the backbone and one of the main driving forces of trade exchange in Europe. The TIR Convention is part of the UN-ECE main legal body. It is governed by a TIR Administrative Committee, where representatives of the competent authorities of all Contracting Parties are sitting, while the working administration is handled by the International Road Transport Union (IRU), which is the world umbrella organisation of road transport business. An important role in the TIR system is played by the national guaranteeing associations – trade organisations of international road hauliers – which are issuing and guaranteeing the TIR carnets on their national territories.

The current state of adherence of the ten beneficiary countries to the TIR Convention is summarised as follows:

Position of the 10 TRACECA countries as at January 25, 1998

Country	G'teeing Association	Issue carnets since	Cont. Party to the TIR since	Int. G'tee System in operation since
Ukraine	AIRCU	April 95	Sept. 91	April 95
Georgia	GIRCA	Nov. 95	Sept. 94	Nov. 95
Azerbaijan	ABADA	Nov. 97	Dec. 96	Nov. 97
Armenia	not yet	no	June 94	no
Turkmenistan	THADA	no	March. 97	no
Uzbekistan	AIRCUZ	Dec. 96	March. 96	Dec. 96
Kazakhstan	KAZATO	March. 96	Jan. 96	March.96 (temporarily suspended)
Kyrghyzstan	Kyrgyz AIA	no	no	no
Tadjikistan	ABBAT	no	March. 97	no
Mongolia	not yet	no	no	no
Moldavia	AITA	March. 94	Nov. 93	

According to the provisions of the TIR Convention, the latter enters into force for new Contracting Parties (and goods can transit) 6 months after the date of the deposit of their instrument of ratification/accession.

Another important precondition is that with no guarantee system in place (provided by national guaranteeing associations of road hauliers affiliated to the IRU) the system cannot function, and goods cannot be legally discharged in the country.

Five TRACECA associations from five countries are now authorised by the International Road Transport Union (IRU) [*the operational administrator of the system; while the TIR Administrative Committee within the UN/ECE is the highest decision making body*] to use the TIR system (Azerbaijan, Georgia, Kazakhstan – this latter association is temporarily suspended from the TIR regime but it is expected to join the system within months -, Uzbekistan and Ukraine). Eight out of the ten TRACECA states have national road freight transport associations affiliated to the IRU, the exceptions being Mongolia and Armenia. The participating states with associations but which are not yet issuing TIR carnets are in various stages of progress towards application of the system. Practically all customs officials are familiar with the TIR system, and some know it in considerable detail.

1.2 Problems to be Addressed

This project regroups three themes as follows:

		Approximate percentage budget
Module A	Creation of a network of training centres (including 15% of total project budget for training centre equipment)	**ECU 2 125 000**
Module B	Adherence to the TIR Convention of 1975 and SAFETIR implementation	**ECU 375 000**
Module C	Procurement of equipment for SAFETIR Border Crossings	**separate budget**

The budget available for Module C SAFETIR Border Crossings is an additional **ECU 500 000**

1.2.1 Module A - Creation of a network of permanent vocational training centres

Road transport has a vital role to play in the economic revival of the countries in the region, through facilitated and increased trade exchange with Europe. Experience in Central and Eastern Europe shows that failing to provide proper national legal framework, adherence to the main body of the international transport and customs legislation, as well as training facilities at an early stage of the transition period, combined with appropriate examination and certification, can result in the exclusion of non-trained / examined hauliers from certain markets and slow down of vital trade exchange with other countries.

It is equally vital to have drivers trained according to ADR requirements. In fact, ADR requires that all drivers of transport units with a permissible maximum weight exceeding 3.5 tons are holders of a certificate stating that they have participated in a training course and have passed an examination on the particular requirements which have to be met during carriage of dangerous goods. Without such a certificate, no local driver will be allowed to enter an ADR Contracting Party's territory, which means practically the whole European territory.

1.2.2 Module B - Adherence to the ADR Agreement, the TIR Convention of 1975 and SAFETIR implementation

To facilitate trade exchange and reduce delays at border crossings, avoid customs fraud and improve the international competitive position of the participating operators and the quality of their services, a considerable effort is required in co-ordination between competent international bodies, customs authorities, Ministries of Transport, operators and training agencies.

Bearing in mind the important amounts of hazardous goods transported or to be transported in the future by road in the region, adherence to the UN/ECE ADR Agreement is vital to the region for safety, quality and market access reasons.

In 1995, following a Recommendation adopted by the TIR Convention Administrative Committee on October 20, 1995, the IRU developed the SAFETIR system for tighter control of TIR procedures (namely, the final discharge of the TIR carnets). SAFETIR utilises direct electronic data exchange between customs offices of destination, national customs authorities, national guaranteeing associations and IRU headquarters in Geneva. At national level, this would usually be managed and co-ordinated through the National Customs Administration and National Association offices in each country by receiving data from each authorised discharge office.

1.2.3   Module C - Procurement of equipment for the customs offices of discharge (SAFETIR)

SAFETIR is a computerised system requiring hardware, software, and communication links to function. In general, data on the validity of the discharge of the TIR carnets should be entered in a computer at the customs office of discharge/destination, sent out to the Central Customs Office, then to the national associations and the IRU in Geneva, all that within hours, for final check. Suitable equipment is not at present available in the beneficiary states to the Customs Authorities who are responsible for administering the system.

1.3   Relation to past and present TACIS projects

Three previous parallel TRACECA projects have addressed related issues. The Transport Legal Reform project recommended adherence by the TRACECA states to the Customs Convention on the International Transport of Goods under cover of TIR Carnet (TIR Convention) which provides a mechanism for simplifying customs procedures for goods transiting by road. This project also proposed a national transport legal Codex including operator licensing provisions. The project Road Transport Services Central Asia provided CPC licensing support for Uzbekistan and Kazakhstan. The Trade Facilitation project proposed simplified transit documentation based on the Single Administrative Document (SAD).

1.4   Co-ordination with Other Donors

Given the background and their previous and present involvement in the region, the IRU has proposed the present project. The IRU has declared itself available to offer advice and assistance to the consultant during the implementation phase of the project, especially in fields where harmonised high-level implementation, in accordance with UN/ECE and EU requirements, is vital in order to ensure the success of the project. Requests for assistance to follow-up on the Trade Facilitation project, and to assist further in CPC issues have been made and/or supported by competent transport, customs authorities and international road haulage associations of the vast majority of the Traceca countries.

MODULE A – Creation of a network of permanent vocational training centres

2. Rationale and Objectives

2.1 Overall Objectives

The general aim of the module is to assist the TRACECA Region States to create the most favourable conditions for road transport in terms of economic operations in line with current UN/ECE and EU standards, by setting up and equipping a regional network of road transport training centres as well as to train their future trainers.

There have already been several transport related training activities carried out in countries of the region within the framework of Tacis and Traceca, including courses for professional competence certificates. There has not yet been any effort made, however, to set up a permanent training structure *(such as the one which has been created with the support of Tacis within the Russian road haulage association, ASMAP, member of the IRU)* which remains in the region even after the departure of foreign consultants.

2.2 Project Purpose

This project Module is intended to promote the overall objectives by:

2.2.1. Assessing the existing relevant national legislation in each Traceca State with regard to transport operator licensing criteria and to establish implementation priorities.

2.2.2. To identify relevant trade association (and/or transport training providers) who have the capability of delivering training to identified quality standards and to set up sustainable long term agreements between government institutions and the parties.

2.2.3. To equip the training centres identified as necessary, to train trainers in the relevant skill areas and to assist the selected providers in developing a business plan for the establishment of the centres to meet the market demand for training.

2.2.4. To establish robust regulatory and compliance regimes with the appropriate authorities to guarantee the future, on-going integrity of the training to EU standards.

2.3 Results

It is expected from this project module to establish the core of a well-equipped permanent training structure for the road transport industry in all ten Traceca partner countries. Trainers to staff this network will also be selected and trained.

As for training, the priority area to be covered by the project is training for the certificate for professional competence (CPC) for both goods and passenger transport operators. The training of drivers transporting dangerous goods will also be covered. In the medium and long term, the self-supporting training centres will be able to extend their activities to skills as well as general management training which would include short and long courses. Depending on local circumstances, activities shall cover other transport company staff in the long run (e.g. drivers, warehouse staff, etc.)

3. Risks and Assumptions

3.1 Assumptions

The principal assumption is that local competent authorities (in most cases Transport and Education Ministries), while keeping the right to approve and monitor the contents of the curricula and the exams, will be willing to delegate the right to carry out courses to road transport associations. To ensure the sustainability of the results, local training providers should be involved in broader schemes of

exchanging experience on vocational training, such as the IRU Group of experts on vocational training and other similar structures.

3.2　Risks

Risks derive from the following difficulties, among others:
- the presumed lack of sufficient clear legal basis on education and training;
- the relatively low share of private road transport undertakings;
- the lack of experience of the competent state authorities in these countries to share/authorise non-governmental organisations to operate and offer educational services;
- the insufficient market and legal incentives for transport operators in emerging market economies to engage in training (experience from certain Central European countries shows that without clear legal or administrative incentives, transport operators from emerging market economies prefer to concentrate on their immediate core transport activities, thus neglecting the benefits they can get from improved training);
- the overall fragility of administration and institutions in newly independent countries which can negatively affect the long term viability of the achievements.

4.　Main Components

4.1　Tasks

4.1.1　Legal framework operation and co-ordination

This task, which will be carried out in close co-operation with each Ministry of (Road) Transport includes the following:
- To assess existing legislation having impact on road transport operations and to outline redundancies, omissions, and any contradictions.
- To assess the current methodology for granting operator licences in each Traceca country including the educational/training requirements for access to the profession of a road haulier or passenger transport operator.
- To assess the level of enforcement operating in respect of the legal provisions applicable in each State and to recommend changes as appropriate.
- To prepare a blueprint for an operator licensing regime in each country modelled on the experience of the EU.

It may be noted that present legislation and decrees are not always easy to obtain and clear in intent, particularly after translation. The consultant should allow for the necessary rapid mobilisation at the beginning of his programme to collect, translate, and analyse relevant official documents from the beneficiary states.

4.1.2　Establishment of Training Centres

This task will be carried out in close co-operation with the relevant road transport associations in each country, together with the Ministry of (Road) Transport representatives. The key elements will be:
- To assess the ability of trade associations (and/or other potential transport training providers) to deliver training courses to EU standards. Defined criteria in terms of facilities and geographic location will be set. The legal credentials of the associations are to be established relative to the framework defined as a result of section 4.1.1.
- To establish agreements by negotiation between government, trade associations and, where appropriate, other parties to form workable relationships through either partnerships, joint ventures or sub-contract arrangements to provide the necessary infrastructure for establishing a training centre.
- To create an organisational framework for each centre covering such issues as structure, course registration systems, payment systems, accounting procedures, examination regimes, issue of certificates and establishment staffing matters.
- To define the qualities of the trainers and to select suitable staff to fulfil the role and to receive

training to the specified quality level. This will include the development of a staff specification covering such items as age, experience in transport, qualifications, ability to teach, disposition, health and appearance and previous employment history.

- To establish a library of transport and management literature and for UN/ECE and EC standards and regulations for each centre. International conventions, such as TIR, CMR, ATP and ADR will also be included. All should be translated into Russian.

- To determine the number of transport companies operating in each Traceca country by sector and to conduct market research in respect of training needs/market size for training courses in areas such as professional competence, TIR, ADR (Dangerous Goods Transport) training, international transport etc.

- To develop a business plan for each centre taking account of expected demand, pricing policy, sales and marketing activity, costs of training delivery, fixed and variable costs and depreciation.

4.1.3 Equipping the Centres

This task is conveniently subdivided into three areas.

Area one is the provision of equipment for setting up 11 centres. It would be a requirement of the tendering consultant to determine the precise needs. An indicative list would include:
- Photocopier
- Fax machine
- Video Player
- Television Set
- Overhead Projector
- Screen
- White board/Flip chart
- PC's x 2
- Printer and connection box
- Software packages
- Office/classroom furniture
- Repainting, small repairs and adaptations (e.g. electrical sockets,...)
- Accessory materials, e.g. videotapes, overhead transparencies, flip chart paper, floppy discs

As for equipment, some attention should be paid by the consultant to allow possible short training courses away from the main training centre, in other big cities, or in-house training for big operators, according to the demand.

It cannot be overemphasised that consultants should commence procurement procedures early in the contract, be fully familiar with the TACIS Guidelines for procurement, and be prepared to respect them in all details. The Inception Report must give a detailed procurement time schedule.

Area two is the training of trainers. The key elements of this task are:
- Identify and agree the range of courses to be offered which should include Certificate of Professional Competence for Road Haulage, both national and international and for Passenger Transport. ADR training (as part of the CPC course as well as specific course(s) for drivers), training in customs documentation and procedures embracing the TIR Carnet systems should also be featured as a minimum.
- Select 12 trainers per country to undergo in-depth training and provide a detailed training programme for each course. Each course is to be run in the home country of the trainers in the Russian language and the CPC course will typically cover:

SOCIAL REGULATIONS
- relating to drivers hours under AETR Agreement (and basic notions of EC regulations)
- relating to keeping of records for drivers hours and work
- tachograph requirements

CONTROL OF ROAD HAULAGE OPERATIONS
- Operator licensing requirements

- Bilateral agreements
- Multilateral quota systems
- Cabotage
- Permits
- Vehicle, load and driver documentation

PRACTICE AND FORMALITIES CONNECTED WITH INTERNATIONAL MOVEMENTS

- Procedures for exporting/importing goods
- Import/Export of fuel in tanks
- Taxation of Road Vehicles
- Fiscal charges in various countries
- Purpose and application of EDI
- TIR Convention + SAFETIR system
- Procedures for obtaining carnets
- Drivers responsibilities in respect of carnets
- CMR Convention
- Conditions of Carriage
- CMR Consignment notes
- Insurances

OPERATIONS, TECHNICAL STANDARDS AND ROAD SAFETY
- National vehicle weight limits and dimensions
- Traffic regulations, signs and signals
- Restrictions on movement and speed of vehicle
- Accident procedures
- Medical requirements
- Use of multi-modal transport systems
- Requirements for VAT
- ATP Agreement (Perishable Foodstuffs)
- ADR Agreement (Carriage of Dangerous Goods)
- Construction and Use of vehicles
- Driving Licences
- Vehicle Condition, Fitness and Maintenance
- Loading of Vehicles and Transit of Goods

ROAD HAULAGE BUSINESS AND FINANCIAL MANAGEMENT
- Marketing, market segmentation and techniques
- Trading, Profit and Loss Accounts and Balance Sheets
- Key financial indices
- Sources and types of funds
- Budgeting and costing
- Cash flow implications
- Commercial transactions
- Commercial conduct of business

SPECIALISED ADR TRAINING FOR DRIVERS
- general information
- main types of hazards
- environmental protection
- waste transport
- what to do in the case of an accident
- labelling and marketing
- technical equipment in the vehicle
- vehicle behaviour
- loading and unloading
- handling and storage
- civil liability

- multi-modal operations
- practical training.

General and specialised (e.g. tank transport) courses should also be envisaged.

- To select, appoint and train staff who will have direct responsibility for managing the training centres. This is likely to involve at least two people from each Traceca country, probably the chief executive officer and the commercial/administrative officer. Typically the training should cover the following key areas:
  - Sales and Marketing of Training
  - Identification of Training needs
  - Course design
  - Accountancy, budgeting and cash flow requirements
  - Administration needs covering course bookings, instructor materials, trainee and trainer notes, examination procedures, certification of training
  - Developing training brochures and publicity
  - Sourcing speakers for courses
  - Maintenance of buildings and equipment
  - Payroll procedures
  - Updating of training

This training will be of one week duration and it is recommended that it is conducted in a reputable transport training centre in Western Europe (an additional possibility is offered by the Tacis funded transport training centre of the Russian road haulage association, ASMAP), where current practices can be observed and replicated.

Area three - is the provision of training course materials which have already been developed in the West (or in Russia) and are transposable after translation to each of the training providers. These "soft" programmes should include the instructional materials and visual aids covering a minimum of:
- CPC - Road Freight Operations
- CPC – Passenger Transport Operations
- ADR - Driver Training
- TIR Convention and Customs Procedures

Additionally this area should provide for the establishment of examination regimes which ensure the on-going integrity of the qualifications in line with EU standards with mutual recognition between TRACECA states and the countries of the European Union, to establish a recognised hallmark of quality and simplify the movement of goods and passengers between the countries of the region.

All documentary materials are to be provided in the Russian language.

4.2 Implementation Procedures

The project should be essentially field based. A strong core team should be resident in the region, including the Team Leader who should have full control over the project, including budget and sub-contract management. Preparation of reports, training materials etc. should all be carried out in the region, working shoulder to shoulder with beneficiary staff. The ratio of working time spent in the region relative to working time spent in the home office should be clearly visible in the consultant's technical proposition.

Study tours to the EU or Russia and any assemblies of counterparts or local experts within the NIS are to be arranged entirely at the expense of the consultant, including travel and accommodation of participants. Likewise office space, interpretation, secretarial services, and all other inputs required for the purposes of the management of the work are to be provided by the consultant.

The consultant must establish local contacts for the logistics of travel of his staff through the region (flight reservations, accommodations, cars, interpreters,...).

The consultant will be required to attend regular Co-ordination meetings in the region, to collaborate fully with the TRACECA co-ordination structure, the IRU, other projects, and to attend occasional co-ordination meetings in Brussels or other EU locations.

Whether or not the consultant is to organise a kick-off seminar for this module, and at what level (technical at local level or promotional at regional level) is left to his discretion. In case a kick-off seminar is organised, the consultant should present it in some detail in the inception report.

Staff assigned to the project should be suitably qualified, having at least 5 years experience in their respective field, i.e. management of a transport training centre, delivery of training courses such as CPC, ADR in both road freight and passenger contexts.

Staff assigned to the TIR aspects should have firsthand recent knowledge of the system, be computer literate and ideally have run similar training courses previously. People with previous experience in setting up training centres in the former Soviet Union would be advantageous, and if included in the team, then tenderers Methodologies should display their experience.

4.3   Rough timetable

The consultant shall provide an Inception report within 2.5 months of the start of the project. This should show the detailed content of each component of the project, the proposed deployment of each of the individual experts and a detailed timetable for all aspects of the project.

Interim reports and other documentation shall be provided as follows:

Report on legal framework operation and co-ordination	-end of 4th month (target)
Report on kick-off seminar (if any)	-end of 4th month
First Progress Report	-end of 6th month
Interim Progress Report	-end of 10th month
Draft Final Report	-end of 16th month
Final Report	-end of 18th month

The Final Report shall provide a critical assessment of the project as a whole in terms of meeting its initial objectives and will provide recommendations and conclusions for further work, if required.

4.4   Global budget

Approximately ECU 2 125 000 (85% of the total budget) shall be allocated to this module. Out of the budget available for this module 15% (ECU 320 000) should be allocated to refurbish and equip the 10 training centres.

The budget will cover:

- Project staff, including local research staff
- Software and equipment
- Travel, accommodation, subsistence and insurance costs
- Travel, accommodation, subsistence and insurance costs for the training centre management course in Western Europe (or in the Russian Federation where a Tacis-funded training centre is already in use)
- Translation and Interpretation
- Promotion campaign
- Reports

Beneficiaries are expected to provide:

- Counterpart staff in the Ministries of Transport, Customs and in trade associations, (for discussion, not for research and project execution)
- Space for the training centre
- Relevant information available to the recipient

The consultant will allow for a salary for trainers and foreseen permanent support staff during the execution of the project, at reasonable rates according to local circumstances.

Tacis procurement rules governing provisions of services and supplies must be respected.

MODULE B – Adherence to ADR and TIR Conventions and organisational aspects of the SAFETIR system implementation

2. Rationale and objectives

2.1 Overall objectives

The general aim of this particular module is to set up the basic elements ensuring the adherence to the ADR Agreement for the countries of the region and the TIR Convention of 1975 of the remaining 5 Traceca countries, namely Armenia, Turkmenistan, Kyrghyzstan, Tadjikistan and Mongolia.

Another important aim will be to promote proper enforcement of the TIR Convention throughout the region by establishing the necessary minimum framework for an on-line control of the discharge of the TIR carnets in compliance with the Recommendation of the UN/ECE TIR Convention Administrative Committee of October 20, 1995.

In fact, in June 1997, the Administrative Committee of the TIR Convention officially legalised the IRU SAFETIR system, providing on-line control of the TIR transport operations, and lend its support for further development of the present system in close co-operation with the IRU.

2.2 Project purpose

This project Module is intended to promote the overall objectives by:

2.2.1.   Assessing in detail the current situation in the Traceca countries, which are still not Contracting parties to the ADR Agreement and TIR Convention, as to the level of their readiness to initiate or enhance the legal steps necessary to adhere to these international legal instruments.

2.2.2.   Assessing the availability and the readiness of the branch professional organisations to assume their responsibilities as IRU-approved guaranteeing associations on the territory of their respective countries for the TIR system.

2.2.3.   Assisting both competent authorities and branch associations in these countries to meet the requirements and complete the necessary legal and contractual steps to make the TIR system operational on their national territories.

2.2.4.   Training the staff of both customs authorities and branch associations of all Traceca countries to launch and properly operate the SAFETIR system.

2.3 Results

After having completed this project module, it is expected that both ADR provisions and the TIR system will be operational in the vast majority of the Traceca countries as well as, for the TIR regime, in the headquarters of the customs administrations. Those countries which would not be able to join either ADR or TIR within the time-limit of the project should be sufficiently prepared to do so in a foreseeable future.

As to the SAFETIR system, it is expected to cover the most important customs offices of discharge responsible for the majority of the TIR traffic in each Contracting Party.

3. Risks and Assumptions

3.1 Assumptions

The main assumption is that local competent authorities are willing to join ADR and the TIR Convention (clearly expressed in a Recommendation adopted on October 17 1996 by the UN/ECE Workshop on Transit Facilitation attended by the countries of the region) and to deploy the necessary staff and efforts to do it efficiently.

The IRU should assist both in establishing new associations and launching the SAFETIR system.

Sufficient level of understanding should be reached and contracts signed between the protagonists – customs authorities and guaranteeing associations – to allow proper functioning of the TIR system and SAFETIR.

Adopting the Russian language as the working language of the project will considerably facilitate the documentation work as all main regulatory texts for both ADR and TIR exist in Russian (official language of the UN). Translating the whole ADR text into a particular national language is in itself a demanding task, which could hardly be done without allocating additional resources.

The recommendations of the IRU as to the SAFETIR system shall be adhered as close as possible to allow proper and harmonised implementation of the system throughout all TIR Contracting Parties.

3.2. Risks

The main risks derive from the fact that proper and efficient functioning of the ADR Agreement, the TIR Convention and of the SAFETIR control system can be achieved if local public administration and business community can rely on a minimum national regulatory framework.

Customs in particular should be adequately structured, staffed, motivated and trained, which is not always the case in most of the newly independent states. They should be allowed to operate in a clear legal and administrative framework.

Managing the risk, which the operation of the TIR system involves for both customs and guaranteeing associations within the fast changing regulatory environment in the newly independent countries seems to be the main challenge which they both will have to face.

A particular problem will arise if national parliaments request a translation into their own national language of the TIR Convention and in particular of the ADR Agreement to ratify the adhesion.

4. Main Components

4.1. Tasks

4.1.1 Current situation with regard to ADR and the TIR Convention adherence at the level of the relevant competent authorities (non-Contracting Parties)

This task, which will be carried out in close co-operation with the relevant competent authorities, includes:

–   To assess the stage of readiness of each non-Contracting Party as to the accession to the ADR Agreement and the TIR Convention.

–   To study the legal ways and procedures at both national and international level as to the preparation and the deposition of the instrument of accession/ratification.

–   To supply the competent authorities with the necessary supporting materials and texts.

4.1.2. Current situation as to the readiness of the guaranteeing associations to assume their responsibilities within the TIR system guaranteeing scheme (non-Contracting Parties to the TIR Convention)

This task, which will be carried out in close co-operation with local national road hauliers associations, Transport Ministries, the General Customs Administration and the IRU, includes:

–   To identify the existence/readiness of potential national guaranteeing associations to assume

their responsibilities within the TIR regime.

- In countries, where such associations do not exist, to provide advice and basic documentation to existing local hauliers organisations/companies/Governments, and lay down the foundations of a lasting organisation of international road hauliers, capable to assume its future responsibilities as a guaranteeing association.

- To supply the newly established branch associations with relevant documentation in the Russian language and organise an introductory workshop on the main aspects concerning the structure, functioning, role and tasks proper for a national trade association of international road hauliers, with a particular emphasis on its tasks within the TIR regime.

- To assist both competent authorities and branch association in establishing structured contacts.

4.1.3   Joining the TIR system (non-Contracting Parties)

This task, which will be carried out in close co-operation with local competent authorities, road haulage association and the IRU, includes:

- To assist local competent authorities with the preparation of the basic documentation required for accession/ratification of the TIR Convention.

- To assist local road haulage associations to prepare themselves and complete the relevant documentation in order to comply with existing IRU requirements concerning national guaranteeing associations.

- To assist local road haulage associations in order for them to obtain facilities to export and import hard currencies as well as to have hard currency accounts in their books in order to facilitate payment of TIR carnets and/or to facilitate the deposit of the minimum guarantees which road hauliers associations and hauliers must provide.

- To assist both competent authorities and national guaranteeing associations to negotiate and establish contractual relations between them.

- To carry out, in close collaboration with the IRU, an introductory training workshop for the main staff of the National Customs Administration and the association on their obligations and the functioning of the TIR system.

4.1.4   Launching SAFETIR (for all Contracting Parties)

This task will be carried out together with the National Customs Administration, in close co-operation with the IRU and local guaranteeing associations. It includes:

- Identification of the most important customs offices of discharge,
- Technical and expert assistance in launching the SAFETIR system,
- Training of the relevant customs and associations staff with regard to SAFETIR

Training of the operators of SAFETIR

Training: Basic Windows NT, Backup, Remote Access Service (modem)

IRU applications

(Users Guide in English): CUTE Framework containing: CUTE, CUTELITE, CUTEWISE

Translation: Users Guides are in English (foresee translation)

- Establishing a lasting mechanism of co-operation in information exchange on TIR carnets flow

and discharge between customs and guaranteeing associations.

Hardware equipment for all Traceca TIR Contracting Parties, necessary for the functioning of the SAFETIR system, is provisionally identified and dealt with under a separate procurement Module C.

The finalisation of dispositions for supply of equipment are to be considered as forming part of this module. The training to be supplied under this Module is not to commence until all equipment has been installed.

4.2. Implementation procedures

The substantial technical steps required for project implementation have been integrated into the tasks preceding.

The consultant will work closely with the national competent authorities (Transport Ministries, Customs Administrations – central and local, etc.), trade associations of international road transport operators, IRU, and, if need be, with other relevant national and international institutions and organisations.

Whether or not the consultant is to organise (a) kick-off seminar(s), and at what level (technical at local level or promotional at regional level) is left to his discretion. In case (a) kick-off seminar(s) is/are organised, the consultant should present it/them in some detail in the inception report.

Local counterparts will not be requested to provide routine data collection. Local or other external experts (such as SAFETIR experts), seconded employees, or Institutions must be engaged as staff by the consultant for such tasks. Time allocated to this staff (as distinct from Counterparts) must be clearly shown in the proposal. There should be a balance between inputs from experts in the different TRACECA states.

Counterparts will be expected to provide freely time for discussion, existing feasibility studies, documentation etc. Employees may need to be seconded to the contractor from operating companies to ensure the necessary level of management authority and employee motivation, for key tasks and trouble-shooting.

EU consultants must spend a maximum of working time in the beneficiary region. A strong core team should be resident in the region. The ratio of working time spent in the region relative to working time spent in the home office should be clearly visible in the consultants technical proposition.

Study tours to the EU and any assemblies of counterparts or local experts within the NIS are to be arranged entirely at the expense of the consultant, including travel and accommodation of participants. Likewise office space, interpretation, secretarial services, and all other inputs required for the purposes of the work are to be provided by the consultant.

The consultant will be required to attend regular Co-ordination meetings in the region, to collaborate fully with the TRACECA co-ordination structure, and to attend occasional co-ordination meetings in Brussels or other EU locations.

4.3   Rough timetable

The consultant shall provide an Inception report within 2 months of the start of the project. This should show the detailed content of each component of the project, the proposed deployment of each of the individual experts and a detailed timetable for all aspects of the project.

Interim reports and other documentation shall be provided as follows:

Report on the current situation   -end of 3rd month
as to TIR Convention adherence
in non Contracting Traceca Parties

Report on kick-off seminar(s) (if any)	-end of 4th month
First Progress Report	-end of 6th month
Interim Progress Report	-end of 10th month
Draft Final Report	-end of 16th month
Final Report	-end of 18th month

The Final Report shall provide a critical assessment of the project as a whole in terms of meeting its initial objectives and will provide recommendations and conclusions for further work, if required.

4.4   Global budget

Approximately ECU 375 000 (15% of the total budget) shall be allocated to this module.

The budget will cover:

- Project staff
- Travel, accommodation, subsistence and insurance costs
- Travel, accommodation, subsistence and insurance costs for travels relating to adherence to ADR and TIR Convention for local officials and association representatives
- Translation and Interpretation
- Information and training workshops
- Reports

Beneficiaries are expected to provide:

- Counterpart staff in the Ministries of Transport, Customs and in trade associations
- Statistics on traffic flows and other elements necessary to identify the most convenient places for the SAFETIR offices
- Office space within the recipients premises
- Relevant information already available to the recipient.

IRU is expected to provide:

- Expert assistance as to ADR, TIR and SAFETIR matters (travel, accommodation, and subsistence costs of the IRU staff, if any, will be covered by the project budget). All tenderers will allow in their financial propositions a sum of 5,000 ECU for travel costs, and 5,000 ECU for per diem costs, for IRU staff.
- Free of charge supply of the SAFETIR software and other relevant supporting paper materials.

The Tacis procurement rules governing any provisions must be respected.

MODULE C – Procurement of equipment for the customs offices of discharge to allow the functioning of the TIR and the SAFETIR systems

2. Rationale and Objectives

2.1 Overall Objectives

This module is a support provision particularly to part of Module B. The overall objectives are similar, in that it is intended to promote efficient operation and proper enforcement of the TIR system.

2.2 Project Purpose

This module will provide hardware, software and communications accessories to support SAFETIR implementation on a pilot basis as foreseen in Module B.

2.3 Results

The expected result is the creation of working pilot systems for SAFETIR in those countries sufficiently advanced in their integration into the TIR system.

3. Risks and Assumptions

3.1 Assumptions

The main assumption is that national competent authorities, trade associations and the IRU will co-operate with the project.

3.2 Risks

The main risk with regard to the SAFETIR equipment seems to be a possible non-compliance with the IRU recommendations as to the specifications of the equipment to be provided and the procedures to be followed in operating SAFETIR.

4. Main Components

4.1 Tasks

4.1.1 Provisional Locations for Installations

Provisional list of the most important internal customs offices of destination to be equipped within module C

UKRAINE: Kiev, Odessa, Donetsk, Kharkov, Lvov + others (to be specified during the first stage) 5+8
ARMENIA: Yerevan, Gümri, Kirovakan, Dilizan, Kafan – 5
AZERBAIJAN: Baku, Dzulfa, Astara, Hachmaz, Bilyasuvar, Tovuz - 6
KYRGHYZSTAN: Bishkek, Kara Balta, Osh – 3
TADJIKISTAN: Dushanbe, Hudzand, Kurgan-T'ube – 3
TURKMENISTAN: Ashgabat, Mary, Lebap, Dashhovuzskaya customs office (most probably the city of Tasquz; needs further investigations), Balkanskaya customs office (needs further investigations) - 5
KAZAKHSTAN Almaty and Almatyanskay oblast in Almaty, Severo-Kazakhstanskay oblast in Petropavlovsk, Kostanaiskaya oblast in Kostanai, Yuzhno-Kazakhstanskay oblast in Chimkent, Zhambylskaya oblast in Taraz, Pavlodarskaya oblast in Pavlodar - 6
GEORGIA: Tbilisi Regional Customs, Poti Regional Customs, Batumi Regional Customs, Kutaisi Regional Customs - 4
UZBEKISTAN: Nukus, Fergana, Andijan, Samarkand, Termez, Bukhara, Tashkent - 7
MONGOLIA - n.a. (Mongolia is not a Contracting Party to the TIR Convention, and there is no haulage association either)
MOLDAVIA Chisinau, Balti, Cagul, Basarabeasca, Ocrita, Causeri

Current situation (January 25, 1998)

The programme for *implementation* of SAFETIR will not apply to all. There is a need to implement where we can to encourage the others by example. There is no point to install SAFETIR if they do not issue or discharge TIR carnets and have little prospect of doing so in the foreseeable future.

This implies the following two lists:

Country	Preferred list	Minimum need
Azerbaijan	6	6
Georgia	4	4
Armenia	5	-
Turkmenistan	5	-
Uzbekistan	7	7
Tadjikistan	3	-
Kyrghyzstan	3	-
Kazakhstan	6	6
Ukraine	8	8
Mongolia	3	-
Moldavia	6	6
Total	**50 + 5**	**31 + 5**

IRU recommends to allow **$12,000 per computer**, which includes a printer and modem (UPS is advisable, but might be over budget). This does not include the basic software, e.g. Window NT, SQL Server. The SAFETIR software is free for the Customs Authorities and the TIR issuing associations. The first delivered computer in a country should be a server.

In addition, **one central more powerful computer per country** is needed (situated in the Central Customs Administration premises) to centralise the information coming from the customs offices of discharge and exchanging the information with Geneva.

For extra locations within a country equipped with SAFETIR, fax connection to the regional centre would be adequate.

"Spare capacity" could also allow for other countries, not included in the first round, that develop a later interest. This way there would be enough computers for their main locations and for training.

The above dispositions are to be verified, agreed or modified and finalised for definitive proposals to be included in the first Progress Report. Given the need to encourage by example, there may be a reserve allowance for equipment supply for those countries showing proof of good progress in their efforts to qualify for TIR Carnet issue and SAFETIR implementation.

4.1.2   Tender Documentation and Procurement

The consultant will develop technical specifications for the equipment required on the basis of the IRU recommendations.

Training and commissioning services for the equipment to be supplied are to be foreseen.

Preliminary specifications according to IRU recommendations are as follows (definitive specs are to be approved by the IRU and presented in the inception report) :

Hardware: For Regional or *Central* systems

CPU :	Pentium
For *larger servers*:	DEC ALPHA 1000A or bi-processors Pentium
Memory:	64 MB
Disks:	2 GB, expandable to 4 GB or more, preferable SCSI disks
For *larger servers*:	1 GB (system) + 4 GB (data) or more
Floppy drive:	3.5" floppy
Network card:	Ethernet, or Thin-wire, 10 MBit/s at least
Backup:	Preferable SCSI, for DAT cassettes (90 meters for 2 GB / 4GB with Hardware compression or 120m. / 4GB / 8GB)
Analogue Modem:	Heavy duty for bad telephone lines, 19.2 KBit/s, or above
Power unit:	Uninterruptable power supply to hold 5 hours
Printer:	Matrix or Laser with good Windows NT drivers
Dust free cabinet:	Recommended for PC and accessories

Software: For Regional or *Central* systems

Operating system:	Windows NT 4.0, or later
Database motor:	SQL Server 6.5. or later
Access to database:	ODBC
Network:	NETBEUI and /or TCP/IP
Modem:	RAS (Remote Access Service) for automated connection
Customs application:	From IRU: **CUTE Framework: CUTE** (needs SQL Server) and **CUTEWISE**

Other provision:

Installation:	Hardware and Software prime installation
Maintenance:	Hardware maintenance on-site after end of on-site guarantee period (response time within 2 or 4 hours whenever possible) including modem. We recommend also the Servers' Software maintenance (Operating System, Service packs, etc.).
Update:	Hardware or software upgrade are also requesting visits of technical people

IRU applications for Customs :

CUTE:	Application to **Enter, Verify and Transmit** hand-written or faxed Customs data. CUTE is working with a complete

database running with SQL Server and ODBC. The database can be very large.

CUTELITE: Application to **Enter, Verify and Transmit** hand-written or faxed Customs data. CUTELITE is working with files as database and does not need SQL Server and ODBC. The database is less important than the one from CUTE.

CUTEWISE: Application to read the current information and status of TIR Carnets directly from an image of the IRU Carneting database

The consultant will prepare the full documentation required for tendering of the components to be procured, according to TACIS rules. It is recommended that he employs a specialist procurement agent for this purpose. It is further recommended that he prepares all procurement documentation at the earliest opportunity, even before the final definition of numbers of each item of equipment are known. This is because the TACIS procurement procedures are quite strict, and previous projects have encountered difficulties, when consultants feel that they will be able to gain exemptions from tendering procedures or be able to employ short cuts.

4.2   Implementation Procedures

The services to be provided by the consultant will include:
* Publication of the tender
* Composition of tender documents
* Distribution of tender documents
* Evaluation of tenders
* Contracting of Supplies and any Services
* Control of Supplies and any Services
* Commissioning of the Supplies and any Services
* Final Acceptance of the Supplies and any Services
* Payment to Supply Contractors

All activities will be carried out and managed in full conformity with applicable TACIS Guidelines for Procurement. The tenderer for this project is obliged to demonstrate knowledge of these rules in his Technical Proposition.

4.3   Rough Timetable

–   Report on publication, distribution and evaluation of the tender   end of *7th* month
–   Report on contracting, and final acceptance and payment of
supplies and any services   end of *9th* month
–   Report on Training Workshop(s)   end of *11th* month
–   Report on Launching and Pilot running   end of *11th* month
–   Draft Final Report   end of *16th* month
–   Final Report   end of *18th* month

4.4   Global Budget

ECU 500 000

Annex: SAFETIR presentation (slides)

ALL MODULES

5.   Reporting

All reports are to be delivered in the numbers, languages and locations as follows:

| | Bound | | Loose-leaf | | Diskette |
	English	Russian	English	Russian	(Eng.+Rus)
TACIS Brussels	2	1	0	0	0
TRACECA CU Brussels	5	1	1	1	1
TRACECA CU Tashkent	3	5	1	1	1
TRACECA CU Tbilisi	3	5	1	1	1
TACIS National CU (see * below)	1	8	1	1	0
Each TACIS Monitoring Team, Europe, Caucasus, and Central Asia	2	1	1	1	0
IRU, Geneva and Brussels	1	1	1	1	1

* Provide reports to the various beneficiaries as noted in the Main Components for the different Modules. Lists of addressees for each issue of the reports are to be provided to the TACIS CU. At least one copy of each report should be delivered directly to the key project participant in each country.

Copies of the Delivery Notes to all recipients are to be provided by fax to the three TRACECA co-ordination team offices.

The word processing programme to be used will be agreed with TACIS.

The importance of high quality Russian texts, delivered on time, cannot be overemphasised. The reporting dates in this TOR are for the delivery of the Russian language text and the English language text is to be provided at the same time.

Any software to be provided as a Deliverable should be in Russian, as should the manuals.

Reporting is to be in accordance with standard TACIS Guidelines. These foresee:

Project inception report

An Inception Report shall be issued within 2.5 months of the start of the project (see note on languages above). It shall summarise initial findings and propose any modifications to the methodology and work plan. In particular it will adapt the work plan to the needs of each individual TRACECA state taking into account the parallel activities of other Technical Assistance programmes, avoiding duplication of effort, and addressing unfilled needs.

It will also confirm or modify institutes/organisations/consulting bodies to be directly involved in the implementation.

The report distribution lists will be included.

Deliverables

The tenderer is to compose and provide in his Technical Proposal a schedule of separate Deliverables appropriate to specific components of the project. Formal Draft versions are not required, but the contractor should carefully discuss the proposed contents with, and provide draft extracts upon request to the TRACECA co-ordination team, before issuing Deliverables.

Project progress reports

These reports will be submitted at the end of month 6, and month 10. They will cover progress to date.

Final Report

The Draft Final Report will be submitted at month 16 and the Final Report at the end of Month 18.

The Draft Final Report must be carefully presented to, and discussed, with the beneficiary state authorities and guaranteeing associations in each country. This should be done at a conference. The event should be used to propose sustainable consolidation of project achievements, and in particularly to reinforce working links with other European Governmental and non-governmental organisations.

All Reports must include an Executive Summary.

Moreover, the following reports have to be issued for Modules A to C :

Module A :
Report on kick-off seminars   end of month 4
Report on legal framework operation and co-ordination   end of month 4 (target)

Module B :
Report on the current situation as to TIR Convention
adherence in non-Contracting Traceca Parties   end of month 3
Report on kick-off seminars   end of month 4

Module C :
Report on publication, distribution and evaluation of the tender   end of month 7
Report on contracting, and final acceptance and payment
of supplies and any services   end of month 9
Report on Training Workshop(s)   end of month 11
Report on Launching and Pilot running   end of month 11

6.   Factors Ensuring Sustainability

6.1   Institutional Appraisal

The principal local actors in this project will be Transport ministries, international road haulage associations, members of the IRU, and customs authorities.

The IRU as well as its member associations, especially those from the EU, have acquired sufficient experience in tackling transport-related, ADR-related, TIR-related and vocational training issues both on national and international level. The participation of the newly created road haulage associations from Central Asia and the Caucasian region in the work of the IRU bodies, commissions and working groups will allow them to benefit from the experience available within the IRU network and find suitable sustainable financial and organisational solutions.

The permanent structure of the IRU would allow the setting up of a sustainable structure of training institutions, which after the initial funding should be capable of maintaining activities from its own revenue. It would ensure that training programmes and curricula could be kept up-dated and the level and quality of training delivered corresponds to the international standards.

Furthermore, the whole concept would fit perfectly into the IRU Academy project, which, if successfully realised, could continuously provide high level training modules for future training centres.

The IRU itself could play a co-ordinating, advising and supervising role in the project on the international level. Implementing agencies would obviously be selected according to the usual Tacis rules.

6.2 Economic and Financial Appraisal

Certain of the beneficiary countries have already created national road transport operators' associations who are the key organisations for the implementation and long term financial viability of the project, particularly for Module A. At least one beneficiary has set up a training institute on the EU model. Such an institute has been established with TACIS support in Russia, within the IRU Russian member association, ASMAP, and individuals from the beneficiary states have attended courses there. These are indications that the local road transport industry recognise the need for the project and can support the financial costs of training under regional conditions, at least in the larger and more economically robust beneficiary states.

6.3 Political Environment

There are no political implications to the project, except those implied by the adherence of the beneficiary states to routine international conventions for transport and trade facilitation.

7. Environmental Impact

One component of the project deals with the transport of hazardous goods. The intention is to improve environmental security for this activity, by aligning the relevant local regulatory framework with the international norms.

8. Monitoring and Evaluation

Key indicators:
- *Definition of the present legal framework*
- *identification of viable training organisations*
- *provision of support documents*
- *provision of organisational support*
- *provision of business plans to each centre*
- *provision of equipment to each training centre*
- *provision of SAFETIR equipment under Module C*
- *running of pilot operations*
- *institutional support*

Annex: Presentation of the SAFETIR system

ANNEX

Presentation of the SAFETIR System

GENERAL PRESENTATION OF SAFETIR

<u>*INDEX*</u>   *Page*

Attachment :   The Recommendation of October 20, 1995

1. Objective of the SAFETIR Control system

■ **Implementation of the Recommendation of 20.10.95**

Main objective of the SAFETIR control system developed by the IRU:

⇒ TO ENABLE ISSUING ASSOCIATIONS TO

• CROSS-CHECK THE INFORMATION GIVEN ON THE TIR CARNET AND BE CERTAIN THAT THIS INFORMATION IS ACCURATE.

In accordance with both the Recommendation adopted on 20.10.1995, (see attachment 1) by the TIR Convention Administrative Committee and Resolution 49 of 03.03.1995, the IRU has introduced a **computerized data interchange system in order to strengthen the control of the TIR System.**

First, the SAFETIR control system developed by the IRU makes it possible to rapidly identify irregularities pertaining to TIR Carnet discharge.

The overall principle is to enable TIR Carnets Issuing Associations to cross-check the discharge (stamp) affixed on the TIR Carnet with the information that Customs Authorities have put themselves in order to provide the Associations with all TIR Carnet discharge operations recorded on their territory.

A comparison between these two elements from two different sources enables Issuing Associations, prior to issuing a new Carnet, to **ascertain that a particular TIR Carnet checked was used in compliance with applicable provisions** (of the TIR Convention, IRU regulations, etc...)

Secondly, it provides the Customs Administration with the certainty that the Guarantee system is controllable and controlled. At the same time, it provides the **Customs Administration with a direct access to the Database of the IRU** where all discharged information is recorded.

2.	**SAFETIR system components**

A.	CUTE and ATIRS software, computer network

■ **B rief rem inder of the context**

■ The SAFETIR system includes:
- Software: CUTE, ATIRS, CUTE WISE
- A computer network
- A database
- A dedicated department at the IRU: BRIRU (Reconciliation office)

Transmit discharge information virtually in real time

SAFETIR is the name given by the IRU to the computer system composed of several softwares, of a centralized database, of several decentralized databases, and of a computer network linking all Contracting Parties to the TIR Convention with the IRU. The Softwares are regularly "updated"

⇒ *For transmission of TIR Carnet discharge information:*

CUTE (Customs Utility for Transit Entry) :
Software developed by the IRU for use by Customs Authorities or Guaranteeing Associations for capturing discharge data and converting it into a computer format as defined by the IRU.
N.B.: Countries transmiting the information directly in computerized format do not use CUTE but a BLACK BOX. This BLACK BOX converts the electronic data into the format recognized by the IRU.
N.B.: countries transmiting the information directly in computerized format do not use CUTE but a BLACK BOX. This BLACK BOX converts the electronic data into the format recognized by the IRU.

COMPUTER NETWORK:
Discharge information is transmitted[1] to the IRU via a computer network. Each information is fed into a dispatch program that attributes to each Issuing Association the relevant TIR Carnets (issued by it). This information is returned by the IRU to the Association via the computer network.

⇒ *For viewing the TIR Carnet discharge information:*

ATIRS (Association TIR Software):
Software developed by the IRU for use by Issuing Associations in order to check the discharge information pertaining to TIR Carnets issued by it. With this application, Issuing Associations can access the discharge information previously transmitted to the IRU by the country where the TIR operation ended.
CUTE WISE (Worldwide Information System for Enquiry)
Software developed by the IRU to provide Customs Administration with an access to the IRU Database.

(1) Directly by Customs Authorities or via the country's Guaranteeing Association

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B. A dedicated department : BRIRU (Reconciliation office)

■BRIRU Functions

■ **Crosschecking information implies**

   ⇨ Identifying errors in the TIR Carnet discharge information,

   ⇨ Obtaining missing or erroneous TIR Carnet discharge information.

Obtain the information as fast as possible

BRIRU (IRU Reconciliation Office)

BRIRU is a unit specifically dedicated to the SAFETIR system, under the IRU TIR Department in Geneva, and in charge of managing daily problems arising from the introduction of the new system.

The three missions of BRIRU

1. To identify errors in the discharge information transmitted:
Some of the discharge information transmitted directly by Customs Authorities or via the Guaranteeing Associations will include errors. These errors will be mainly detected

1.   by the Issuing Associations when comparing the set of data with the stamped vouchers,

2.   by the IRU such as duplicate information, un existing TIR carnets etc, when receiving the files.

BRIRU's task is to request the Customs Authorities concerned to rectify such erroneous information.
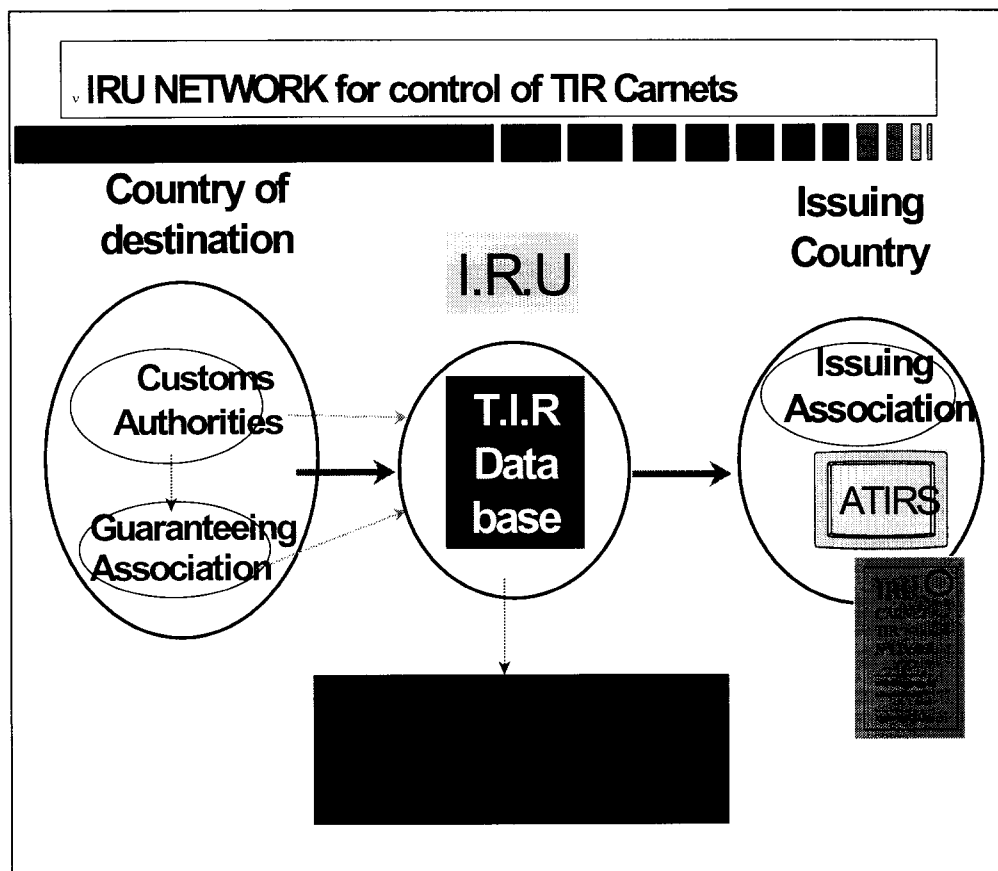
2. Obtain discharge information from the Customs Authorities[1] of the country of destination at the request of the Issuing Association when discharge information is missing from the Carnet consulted in the ATIRS application, or when such information differs from that contained on the TIR Carnet souches.

3. Obtain discharge information at the request of Customs Authorities.
In case of poor circulation of voucher n°2, BRIRU will be able to indicate to those Customs Authorities that request it, in accordance with Resolution 49 of 3 March 1995, whether a Carnet has been discharged in compliance with the provisions of the TIR Convention.

3. Description of the functioning of the SAFETIR system

IRU NETWORK for control of TIR Carnets

Country of destination

Issuing Country

I.R.U

Customs Authorities

Guaranteeing Association

T.I.R Data base

Issuing Association

ATIRS

PRINCIPLES

1. In each contracting party, the Customs offices forward to a central point the information concerning all TIR Carnets discharged on their territory, irrespective of the TIR Carnet's country of origin.

If the information is transmitted in paper form (fax), the CUTE software (Customs Utility for Transit Entry) developed by the IRU is used to capture the data in the IRU's computerized format.

If the customs information is transmitted electronically, the Customs administration or Guaranteeing association should set up a "BLACK BOX" to convert the data into a format recognized by the IRU's computer system, as attached to this document. (attachment 2)

2. **This information is forwarded to the IRU** via the computer **network.**

3. **The IRU** attributes the information to the respective issuing associations, using the DISPATCH format, and forwards the related information to the Issuing Association concerned via the computer network.

4. **Upon return of the used TIR** Carnet used by the transport operator, the Issuing **Association will be able** to compare the indications mentioned on the stamped TIR Carnet souches with the information it receives from the IRU via the computer NETWORK.

5. As from January 1, 1998, the Customs Administration of each contracting party to the TIR Convention will be able to access the information pertaining to TIR Carnets discharged on its territory, by means of a Software named CUTEWISE, through RAS lines on the Internet