



**TRACECA: Harmonisation of  
Border Crossing Procedures  
Monthly Report  
Incorporating the  
Project Quarterly Report**

**April - August 2002**

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## 1.0 Project Synopsis

(Amended July 2002)

**Wider Objectives:** To promote and develop a harmonised TRACECA Transport Corridor within the region and between the Caucuses/Central Asia and Europe

**Specific Project Objectives:** To create a platform for harmonised border crossing procedures within the region. To work towards regional integration with international transport and trade practices and to promote the movement of traffic along the TRACECA corridor and to lay the foundations for convergence with EU practices.

**Outputs:** The following outputs will be provided:

- Institutional deliverables: IGC Coordination Development, Customs Working Groups, Institutes of Customs Brokers, Training in modern border procedures within the Working Groups;
- Technical: Border Procedures Evaluation and Database, Border Documentation Report, Harmonised Controls and Implementation Plan, Manual for Customs Officers, User Guide for transport operators and traders, Pre-Feasibility Report on Development of Common Transit Procedures;

**Activities:**

1. Development of a Coordination Mechanism with the IGC and the National Commissions.
2. Review of Previous Work and Recommendations.
3. Audit of Designated Border Crossings and Procedures.
4. Development of Reports on Designated Documentation and Harmonisation Controls.
5. Establishment of Customs Working Groups and Brokers Institutes.
6. Training in Modern Border Procedures within the Working Groups.
7. Proposals for a Common Transit Procedural System.
8. Production of User-Guides and Manuals (Russian/English)

**Target Group:** The direct Beneficiary is the National TRACECA Commissions (or their equivalent) and the Inter Governmental Commission. The indirect beneficiaries will be the various border organisations, traders and transport organisations through harmonised and simplified procedures.

**Inputs:** Technical assistance will include 960 person-days of long-term experts, 490 person-days of short-term experts. A project office will be established in Baku within the IGC and there will be a Focal Point within the National Commissions in each country. Visits will be made to all relevant organisations and selected border crossings. Liaison will be maintained with other TRACECA projects and the other IFIs active in the region.

**Assumptions:**

- TRACECA National Commissions have sufficient influence to implement changes in border procedures and facilitate the work of the project;
- National Customs will be fully supportive of Customs Working Groups and allow external involvement in meetings;
- Customs Broking Institutes can be formed and established as legal entities.

# Harmonisation of Border Crossing Procedures Project (HBCPP) Quarterly Report – April to July 2002.

## 2.0 Project Activities – Quarterly Overview.

### 2.1 Introduction.

The HBCP Project is currently undertaking the Eight Main Project Activities, as designated in the ToR and consolidated during the Inception Phase and has found that the majority of Activities are now within the planned timeframe of the Project. The Eight Main Project Activities are listed below:

1. Development of a Coordination Mechanism with the IGC and the National Commissions.
2. Review of Previous Work and Recommendations.
3. Audit of Designated Border Crossings and Procedures.
4. Development of Reports on Designated Documentation and Harmonisation Controls.
5. Establishment of Customs Working Groups and Brokers Institutes.
6. Training in Modern Border Procedures within the Working Groups.
7. Proposals for a Common Transit Procedural System.
8. Production of User-Guides and Manuals (Russian/English)

The Eight Main Activities together with Project Reporting have been expanded into Fifteen Activities with additional Sub-Tasks to give a clearer breakdown of the Project and to permit more efficient monitoring and evaluation. Please see Project Activities Table.

The HBCP Project quarterly period from April to July 2002 has seen extensive activity in the areas of the Borders Audit and support for the IGC and National Secretaries.

### 2.2 Borders Audit.

The Borders Audit is progressing well with only occasional problems with authority of access. The total borders to be audited in the Caucasus and the Black Sea Region and the Asian Region were 64 (subject to final amendment) and of these, nearly 90% are complete. The Borders Audit, carried out primarily by the two Regional Team Leaders, has covered thousands of kilometres and all 13 TRACECA Programme countries. The Borders Audit is still seen as being fully justified to ensure that the information required for recommendations and the decision-making process is current and accurate. This information is also being entered into a dedicated Project Borders Database (HBCP-BordAudit Database). Therefore, the quality of information is critical to ensure that the subsequent Borders Harmonisation Evaluation Workshop (BHEW) has current and accurate material on which to base discussion and decisions. For additional information on the database, see Appendix 01 and for the Borders Status Report see Appendix 02.

## 2.3 IGC and National Secretaries.

The Project Baku office has given full and active support to the IGC Secretariat and the National Secretaries and additionally attended several significant conferences and meetings. These events have augmented the Development of the Coordination Mechanism with the IGC and the National Commissions. The Project Manager and staff have taken active part in all discussions and created Power Point presentations of the current work and initiatives of the Project and TRACECA at each of the following venues:

- European Conference of Ministers of Transport and World Bank Seminar on Transport Policies – Tbilisi, Georgia, 18-19 April 2002
- TRACECA IGC Second Annual Meeting of National Commissions Plenary and Main Policy Sessions – Tashkent, Uzbekistan, 23-25 April 2002
- TransCaspian2002 – 1<sup>st</sup> International Transport and Logistics Exhibition and Conference – Baku, Azerbaijan, 22-24 May 2002

For the TransCaspian2002 Exhibition and Conference, the Project designed and created a brochure that encompassed items of interest concerning TRACECA and the Project. These brochures were for distribution at the venue and over 500 were distributed at the three-day event.

### NEWS

May 22-24, 2002

"TransCaspian 2002" - 1st International Transport and Logistic Exhibition in Baku

The PS IGC TRACECA took part in the 1st *Azerbaijan International Exhibition - Trans Caspian 2002* held in Baku, on May 22th to 24th, 2002. The Exhibition *TransCaspian* attracted about 40 Companies from 10 Countries, which presented their own services in the fields of rail, road, sea, air transport as well as in the direction of logistics, couriers services and insurance. The team of experts of the PS IGC TRACECA jointly with the team of the project *Harmonization of Border Crossing Procedures* organized the exhibition stand and the presentation of TRACECA Projects. The stand was awarded the *Trans- Caspian 2002 certificate for active support and participation*.

**Source: TRACECA Website [www.traceca.org](http://www.traceca.org)**

The Project has an excellent day-to-day working relationship with all members of the IGC staff and the EU Coordinating Team and is involved in regular support for presentations, meetings, policy discussions and technical advice.

The mutual initiatives of the TRACECA Visa and the TRACECA Hotline are still progressing. The National Secretaries of Georgia and Azerbaijan announced that the TRACECA Hotline is functioning and that Hotline information signs have been erected at the appropriate border posts.

## 2.4 Working Groups.

The Project Management has ensured that the Project process is under constant review and evaluation. The Project has now reached a stage where many areas of input are becoming more defined and some areas require redefining. The vital area of the timing of Working Groups was logically redefined in the Inception Period to encompass the results of the Border Audit. Additionally it was found that the collection of data would be best facilitated by the Project Experts to ensure consistency, as this information would be entered into a dedicated Borders Audit database. (BordAudit Database)

There is some concern that the title Customs Working Groups will place too much emphasis on just the Customs aspects of the group's activities although it is fully accepted that the Customs are important entities at the Border Crossings.

As the MLA clearly defines the title of Customs Working Groups, it will require an official change in the MLA to alter the title so the current title should remain. However, those participating should ensure that the views of all border entities, government/institutional and private entities/associations are discussed and considered.

### 2.4.1 Background on CWG's and Project ToR's.

According to the TRACECA Multilateral Agreement (MLA), there is a provision and a requirement for Customs Working Groups. The original title and concept tends to define the Working Groups as solely Customs orientated whereas the logical requirement is for Working Groups to cover the full spectrum of Border Crossing issues including the input from the users.

The Project Terms of Reference clearly addresses the issue of wider participation in paragraph 3.

Extract from Project Terms of Reference (ToR) - Ref: ToR 4.1.1 Working Groups.

1. The MLA provides for the establishment of a TRACECA Customs Working Group and it is likely that the IGC will authorise the creation of this body during the timeframe of this project.
2. The Contractor, in close cooperation with the Permanent Secretariat in Baku will design a ToR for such a Working Group and will set-up a Customs Working Group (CWG) attached to each of the National Commissions.
3. The Contractor should ensure that the representative bodies of transporters, including Freight Forwarding Associations and National Road Transport Associations are included in the CWG's to discuss relevant issues and to obtain reports for their members on any improvements resulting from the Project.
4. The CWG's should meet at approximately monthly intervals and their members should be deeply involved in all Project activities.- To be evaluated on availability of members etc.
5. Where site visits or information gathering are necessary to meet Project objectives, the primary responsibility for executing these should rest with the members of the CWG's and not the Contractor, who should principally act in an advisory capacity. – For the Borders Audit this was found to be inappropriate
6. As TRACECA Programmes enter their mature phase counterparts will increasingly assumes both operational and moral responsibility for the day-to-day Project activities.
7. Following the completion of the Project the CWG's should remain in place with the triple task and status of continuing input to the work of the IGC and Permanent International Secretariat, constituting the CWG of the National TRACECA Commissions, and being officially recognised by the Customs authorities of the individual states as future Customs Consultative Committees.

### **2.4.2 Current Status of Working Groups July 2002.**

Several of the TRACECA countries National Commissions have already formed CWG's and others have been guided by the Project Experts to commence the formation of such groups. It is planned that most of the CWG's will be functioning by the end of October 2002.

The Project Experts have ensured, during their Border Audit visits, that all of the National Secretaries are fully aware of their obligations related to the formation of the CWG's.

### **2.4.3 CWG's - World Bank Pilot Project.**

The World Bank undertook a Pilot Project related to Trade Facilitation in the three countries of Armenia, Azerbaijan and Georgia and as part of their project they formed PRO-Committees that were the equivalent of the TRACECA CWG's. The HBCP Project will build on these PRO-Committees as they had the optimal configuration and balance of participants but will include the respective TRACECA National Secretary.

## **2.5 Working Group Terms of Reference (CWG-ToR)**

The CWG-ToR is currently being designed so that there will be available a set of specific guidelines to formulate and carry out the functions of the CWG's. These guidelines will be developed in close cooperation of the TRACECA IGC and the Project Experts. The CWG-ToR will be finalised and presented to the IGC for approval at the end of the BHEW in September 2002.

## **2.6 Other IFI's**

There have been professional relationships established with other funding agencies that have created a system of information exchange and mutual cooperation in the areas of trade facilitation.

Current relationships exist with:

- World Bank
- ADB
- ESCAP

There has been particularly good cooperation with the World Bank Trade Facilitation Project with the exchange of information and mutual attendance at several meetings in the IGC and the Baku World Bank offices.



## 2.7 Project Future Planning.

With the near completion of the Borders Audit Phase (Task 6.1) it is seen as vital that the evaluation of the findings of the Borders Audit be carried out with as much varied local and EU expert input as possible. (Task 6.4) This will ensure that all the various aspects of Border Crossing Procedures together with the respective Border Entities receive full consideration to enable realistic and practical recommendations to be made.

Therefore, to facilitate this concept there is planned a Borders Harmonisation Evaluation Workshop (BHEW) in September 2002. This workshop is the logical progression of the evaluation of all the data and reports assimilated by the Project since the start. The Project experts, for this Workshop, form a broad spectrum of experience and expertise in Borders, Customs, Information Technology, Legal Framework and regional aspects. These EU experts will be working together, in the second major part of the Workshop, with IGC and other local experts.

The Project Expert Team will consist of:

Peter Ranger	HBCP Project Manager
Tony Bayley	Regional Team Leader – Asia
Werner Spenhoff	Regional Team Leader – Black Sea and Caucasus
Les Cheesman	Borders Expert
Georg Gotschlich	Customs and Legal Expert
To be Selected	Customs and Legal Expert
Valdis Kursietis	Customs Expert
To be Selected	Customs Expert
Michael Arblaster	I.T. Expert – Customs

It is envisaged that by combining EU and local expertise that it will produce both realistic and practical results and in addition give a unique opportunity to both sides for a transfer of borders knowledge.

## 2.8 EU Monitors.

The representative from the EU Monitoring Team, who is responsible for Regional Projects and based in Tblisi, Georgia, evaluated the Project on the 30<sup>th</sup> of May 2002 in Baku. There is currently a different emphasis on the Monitoring role and there is an increased utilisation of the principals of Project Cycle Management. This is welcomed by the Project Management and is seen a benefit to EU programme and project fulfilment. Although it was felt, by the Project Management, that the Monitoring Team's evaluation had several points that required discussion the subject of the Project Synopsis was immediately addressed and amendments made. However, it was also considered that it was too early to judge the performance of both the Monitoring Team and the Project. Therefore, it was seen logical to await the next Progress Phase evaluation in October 2002 and then review the situation.

## **TABLES**

- **Current Project Experts Input Table**
- **Project Activities Table**

# Harmonisation of Border Crossing Procedures

## CURRENT PROJECT EXPERTS INPUT

Expert's Name	Project Position	Date																																																																																																																																																																																																																																															
		November 2001				December 2001				January 2002				February 2002				March 2002				April 2002				May 2002				June 2002				July 2002				August 2002				Septemeber 2002				October 2002				November 2002				December 2002																																																																																																																																																																																											
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HBOP Project:																																																																																																																																																																																																																																																	
Peter RANGER	Project Manager	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				01.03				08.03				15.03				22.03				29.03				05.04				12.04				19.04				26.04				03.05				10.05				17.05				24.05				31.05				07.06				14.06				21.06				28.06				05.07				12.07				19.07				26.07				02.08				09.08				16.08				23.08				30.08				06.09				13.09				20.09				27.09				04.10				11.10				18.10				25.10				01.11				08.11				15.11				22.11				29.11				06.12				13.12				20.12				27.12			
Anthony BAYLEY	Team Leader - Asia	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Horst PRESSLER-HOEFT	Team Leader - BS&C	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Werner SPENHOFF	Rep. Team Leader	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Adrian TITE	Project Director	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Debra POWER	Eur. Coordinator	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Vaidis KURSIS	Customs Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
David SLOANE	Customs Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Claus FOLDEN	Immigration Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Stuart BAKER	Phytosanitary Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Sonea PICKERING	Veterinary Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Gorg GOTSCHUCH	Customs Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Martin GATEN	Transport Economist	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03				03.04				10.04				17.04				24.04				01.05				08.05				15.05				22.05				29.05				05.06				12.06				19.06				26.06				03.07				10.07				17.07				24.07				31.07				07.08				14.08				21.08				28.08				04.09				11.09				18.09				25.09				02.10				09.10				16.10				23.10				30.10				06.11				13.11				20.11				27.11				04.12				11.12				18.12				25.12			
Michael ARBLASTER	IT Systems Expert	10.11				17.11				24.11				31.11				07.12				14.12				21.12				28.12				04.01				11.01				18.01				25.01				01.02				08.02				15.02				22.02				29.02				06.03				13.03				20.03				27.03																																																																																																																																																															

## Project Activities Table

## Harmonisation of Border Crossing Procedures

SUB-ACTIVITY	ACTIVITY	VERIFIABLE INDICATORS	VERIFICATION PROGRESS	ASSUMPTIONS
<b>Task 1</b>	<b>Inception</b>			
1.1	Brussels Kick-Off Meeting	Discussions with Task Manager - Brussels	COMPLETE	Indicators of New Systems
1.2	Mobilisation	Timely Site Arrival – Office Established	COMPLETE	Equip Budget Review
1.3	Project Methodology Assessment	Consensus with IGC and Contractor	COMPLETE	To Remain Flexible
1.4	Border Audit Methodology Assessment	Consensus with IGC and Contractor	COMPLETE	To Remain Flexible
1.5	Regional Visit Programme Preparation	Consensus with IGC and Contractor	COMPLETE	Can Be Varied
<b>Task 2</b>	<b>Inception Meetings</b>			
2.1	Project Programme Discussions at IGC	Consensus with IGC and Contractor	COMPLETE	To Remain Flexible
2.2	Project Presentation - Tbilisi – Georgia	Presentation to 13 Member States & EC	COMPLETE	TOR Amended (initial)
2.3	Project Presentation – Ashgabat - Turkmenistan	Full Presentation to Members States & EC	COMPLETE	
<b>Task 3</b>	<b>Review of Previous Work and Recommendations</b>			
3.1	Review of TRACECA – Related Documents	Documents Reviewed Including Websites	COMPLETE	
3.2	Review of Other Project / Entities Documents	Other Proj. /Entities Documents Reviewed	COMPLETE	Be Aware of New Projects
3.3	Provisional and Final Recommendations		POST AUDIT REVIEW	Borders Audit Completion
<b>Task 4</b>	<b>Working Groups (Customs Working Groups, CWGs)</b>			
4.1	Evaluate Logistics and Funding for CWGs	Being Reviewed with Stakeholders	UNDER REVIEW	Re-allocation of Funds
4.2	Evaluate Rationale for Development of CWGs	National/International Alternatives	UNDER DISCUSSION	To Remain Flexible
4.3	Commence Progress of Holding CWGs		POST AUDIT REVIEW	Borders Audit Completion
<b>Task 5</b>	<b>Inception Report</b>			
5.1	Complete Inception Phase Evaluations	Completed with Stakeholder Cooperation	COMPLETE	Delay due to 'Visa' work
5.2	Compile Relevant Data for the Inception Report	Completed with Stakeholder Cooperation	COMPLETE	Delay due to 'Visa' work
5.3	Prepare Report in English / Russian / CD and Distribute	Report Prepared, Delivered and Signed for	COMPLETE & APPROVED	

SUB-ACTIVITY	ACTIVITY	VERIFIABLE INDICATORS	VERIFICATION PROGRESS	ASSUMPTIONS
<b>Task 6</b>	<b>Border Procedures Audit</b>			
6.1	Determine Designated Border Crossing Points	Consensus with IGC on Crossing Points	COMPLETE	To Remain Flexible
6.2	Carry Out Initial Border Audit (Red Bridge – Azerbaijan)	Initial Audit Carried-out Both Sides	COMPLETE	
6.3	Prepare Audit Database Parameters and Programme		ON-GOING	Audit Completion
6.4	Summarise Audit Results and Recommendations			Audit Completion
6.5	Finalise Database and Define Web-Site Input			Audit Completion
<b>Task 7</b>	<b>Document Preparation</b>			
7.1	Collection of Documentation		ON-GOING	
7.2	Correlation and Processing of Documentation			
<b>Task 8</b>	<b>List of Harmonised Controls and Implementation Plan</b>			
8.1	Initiative on Afghan Aid – Transit Visa		ON-GOING	
8.2	Development of Transit Visa and Alternatives (Process)		ON-GOING	
8.3	Review Best Practices / EU Standards / Kyoto Convention		POST AUDIT REVIEW	
<b>Task 9</b>	<b>Management Development and Training</b>			
9.1	Development of Customs Manual – CD ROM			
9.2	Development of Users Guide - CD ROM			
<b>Task 10</b>	<b>Establish an Institute of Customs Brokers</b>			
10.1	Evaluation of and Institute as a Discussion Platform or Entity			
10.2	Develop Parameters for an Institute Foundation Documents			
10.3	Prepare Recommendations for Institute Foundation Documents			

SUB-ACTIVITY	ACTIVITY	VERIFIABLE INDICATORS	VERIFICATION PROGRESS	ASSUMPTIONS
Task 11	<b>Prefeasibility Study for a Common Transit Procedure</b>			
11.1	Development of TRACECA Common Documents			
11.2	Development of TRACECA Transit Visa		ON-GOING	Available Legal Base
Task 12	<b>Liaison With Other Projects and IFIs</b>			
12.1	Interaction With Other Relevant Projects	World Bank. USAID, ADB, EU	ON-GOING	
12.2	Liaison and Interchange of Data / Information	World Bank. USAID, ADB, EU	ON-GOING	
Task 13	<b>Progress Reports</b>			
13.1	Preparation and Distribution of 1 <sup>st</sup> Progress Report			
13.2	Preparation and Distribution of 2 <sup>nd</sup> Progress Report			
Task 14	<b>Final Report</b>			
14.1	Preparation and Distribution of Draft Final Report			
14.2	Preparation and Distribution of Final Report			
Task 15	<b>Computerisation</b>			
15.1	Development of Project Website			
15.2	Correlate and Filter Website Data			
15.3	Launch Website			
15.4	Review and Ascertain Website Sustainability			

## **APPENDIX 01**

### **Border Crossing Audit and Evaluation**

- **Overview of Methodology and the Borders Audit Database**

## **Appendix 01.**

### **BORDER CROSSING AUDIT AND EVALUATION**

#### **HBCP – BordAudit Database**

##### **Introduction.**

To augment evaluations and proposed recommendations for the Harmonisation of TRACECA Border Crossings, it demanded that there was available up-to-date, reliable and accurate information on the process and procedures that are currently in practice. There was also a demand to create a database that could readily correlate the information, itemise the process, sort selective parameters and compare data from the interfacing border crossings.

This database is now referenced as the '*HBCP-BordAudit Database*'

##### **Border Crossing Audit Methodology.**

The methodology of carrying out physical Border Audits on each of the designated TRACECA crossing points was achieved by utilising a strict data collection system to ensure that the information collected was identical from each border crossing.

The basic methodology followed demanded that:

- Data is collected in a consistent manner and in sufficient detail.
- Information should be in a format that will enable comparisons between border crossings.
- All procedures of all entities should be included.
- Data is collected to represent the sequence of procedures.
- Data is collected on key documents that are presented and what happens to those documents.
- Data is collected on I.T. systems status and usage.
- Data is collected on what is registered and by whom.
- Estimates are made on the time taken on each process. This should always be based on actual observations.
- Indications should be given on what is considered as constraints to best practice.

As the data will be transferred to a database, it is important that any 'anecdotal' comments be of a standard format to enable matching and comparative filtering.



## **HBCP – BordAudit Database.**

The HBCP BordAudit Database comprises a versatile information tool with in excess of 3,500 entries and includes all designated Borders information on the 13 TRACECA Countries.

The original data from the Border Audit Reports has been transferred into Excel and can be viewed in the originally collected format. The current collected data has presented some problems with standardisation in the 'Process Details' and 'Constraints Identified and Comments' attributes.

This was always perceived to be a problem as some of the collected data were anecdotal. This data will be subsequently standardised to the maximum possible extent for the input into the final database.

Data has been formatted so that the information is available for analysis for each of the two interfacing border posts and this data can be further sorted by means of Filters. Information can be processed and viewed as well by utilising any of the defined attributes, and additionally specific outputs will be programmed for the output of information separately by the criteria such as:

- By Country
- By Border Entity (Organisation)
- By Other Attributes (to be defined – e.g. process)

The current defined attributes are:

Border Number, Name of Border Post, Country, Interfacing Country, Name of Interfacing Border Post, Mode, Working Hours, Activity, Process Sequence, Process Sub-Sequence, Border Entity, Details, Documentation Required, Use of Computers, Estimated Processing Time, Constraints Identified and Comments.

**Note:** Password-protected links to Visit Reports will be available.

Eventually the HBCP – BordAudit Database will be available in a selective format on the HBCP Project Website, to be downloaded or viewed online.

### **Data Views.**

The following two pages depict the left and right hand sides of the screen view of the originally collected data to be input into the database. This data is to be further edited to arrive at the final database.

Format of originally collected information view (left hand side)

Microsoft Excel - B-18												
File Edit View Insert Format Tools Data Window Help Acrobat												
A	B	C	D	E	F	G	H	I	J	K	L	M
SELECT THE CATEGORY SELECT THE COUNTRY	Border Number	Name of Border post	Country	Interfacing Country	Name of Interfacing Border Post	Mode	Hours	Activity	Process Sequence	Organisation	Detail	
1												
2		KAZAKHSTAN										
3									1	Traffic Police	Located approximately 3 km from Random checks	
4									2	Border Guard	Control of Entry Gate. Lift bank The passengers are send to go Border Guide. (see sequence 3	
5								Outward Passenger Car	3	Customs	Stop car on selective basis. the vehicle, if clear, allow to proceed	
6											if over \$1900 being taken out r Customs Declaration and get st	
7									4	Border Guard	Stop vehicle to check driver's p checkid and let into car.	
8											If passengers from countries re taken away for registration and to exit gate. Driver lifted to also Airport gate.	
9									1	Border Guard	Control of Entry Gate. Lift bank Stop vehicle to check passport for check and walk through to a terminal in car.	
10	050	Korday	Kazakhstan	Kyrgyzstan	Akhzol	Road	24 hours				if passengers from countries re taken away for registration and vehicle on selective basis.	
11								Inward Passenger Car	2	Veterinary	Located close to Border Guard visual screening of cars and pa through.	
12									2	Sanitary - Quarantine		
13										Customs	Stop car on selective basis.	
14									3		Inspect apperanded vehicle proceed. If over \$1200 or 30 kg complete Customs Declaration I	
15										Customs Border	If non-Kazakh car, have to get C Customs Declaration for car (\$2 Customs. This allows 2 months Passenger re-enter car.	

Format of originally collected information view (right hand side)

1	SELECT THE CATEGORY SELECT THE COUNTRY	Details	Documentation Required	Use of Computers	Estimated Processing Time	Constraints Identified and Comments
2	ARMENIA	Located approximately 3 km from Customs Zone. Random checks	License		2 min	In general, reasonably efficient transit, except at peak periods when processing speeds are not competitive with processing demands resulting in some significant queuing, but otherwise satisfactory. Some delays can occur due to delays in entering freight traffic into Kyrgyzstan that can restrict the roadway in the Border Zone. All bus and car passengers have to exit the bus / car and walk across the control zone resulting in extended processing time. Proposals that all passengers will have to leave their car for processing through the terminal would increase transit times significantly and are not compatible with international best practice which is retain passengers within their means of transport.
3	AZERBAIJAN				1 min	
4	BULGARIA	Control of Entry Gate. Lift barrier to allow car to enter. The passengers are asked to get out and walk to the Border Guide. (see sequence 3)			1-2 min	
5	GEORGIA	Stop car on selective basis. Inspect apprehended vehicles. If clear, allow to proceed.	Customs Declaration		5-8 min	
6	KAZAKHSTAN				1 min	
7	KYRGYZSTAN	If over \$1000 being taken out need to complete Customs Declaration and get stamped.			5 min	
8	MOLDOVA	Stop vehicle to check driver's passport. Passengers check and let into car.	Passport		1 min	
9	ROMANIA	If passengers from countries requiring visa, passport taken away for registration and stamping. Car proceeds to exit gate. Driver lifted to allow exit to adjacent road.	Visa		5 min	
10	TAJIKISTAN	Control of Entry Gate. Lift barrier to allow car to enter. Stop vehicle to check passport. Passengers exit car for check and walk through to sequence 4. Driver remains in car.	Passport		1 min	
11	TURKEY	If passengers from countries requiring visa, passport taken away for registration and stamping. Check vehicle on selective basis.	Visa		5 min	
12	TURKMENISTAN	Located close to Border Guard Process 1. Consists of visual screening of cars and passengers passing through.			1-2 min	
13	UKRAINE	Stop car on selective basis.			5-8 min	
14	UZBEKISTAN	Inspect apprehended vehicles. If clear, allow to proceed. If over \$1500 or 50 kg luggage, need to complete Customs Declaration and get stamped.	Customs Declaration		5-10 min	
15		If non-Kazakh car, have to get Customs Broker to print Customs Declaration for car (\$2) and get stamped by Customs. This allows 2 months entry into country. Passport to enter car.	Computerised Customs Declaration	Computerised Customs Declaration		

Please note that the Project Terms of Reference and Inception Report can be found on the TRACECA Website: [www.traceca.org](http://www.traceca.org)

## **APPENDIX 02**

### **Harmonisation of Border Crossing Procedures Designated Border Crossings Audit Status – 1<sup>st</sup> August 2002**

- List of border crossings visited and audited as of August 1st, 2002

**HARMONISATION OF BORDER CROSSING PROCEDURES**  
**DESIGNATED BORDER CROSSINGS AUDIT STATUS – 1st AUGUST 2002**

RAIL, ROAD, PORT NAME	BORDER CROSSING	STATUS	INTERFACING BORDER POST
<b>AZERBAIJAN</b>			
Baku Ferry (Port)	Azerbaijan - Turkmenistan	To be visited	Turkmenbashi/Aktau
Beyuk Kesik (Rail)	Azerbaijan – Georgia	To be visited	Gardabani
Girmizi Korpu (Road)	Azerbaijan – Georgia	Audited	Krasni Most
<b>ARMENIA</b>			
Ayrum (Rail)	Armenia - Georgia	Audited	Sadakhlo
Bagratashan (Road)	Armenia - Georgia	Audited	Sadakhlo
<b>BULGARIA</b>			
Varna Ferry (Port)	Bulgaria - Black Sea	Audited	Black Sea
Bourgas (Port)	Bulgaria – Black Sea	Audited	Black Sea
Svengrad Rail)	Bulgaria – Turkey/Greece	Audited	Kapikule/Dikaja
Kapitan Andreevo	Bulgaria - Kipikule	Audited	Kapikule
<b>GEORGIA</b>			
Batumi (Port)	Georgia - Black Sea	Draft Audit	Black Sea
Gardabani (Rail)	Georgia – Azerbaijan	Draft Audit	Beik Kjasnik
Krasni Most (Road)	Georgia – Azerbaijan	Draft audit	Girmizi Korpu
Poti (Port)	Georgia – Black Sea	Draft audit	Black Sea
Sadakho (Road)	Georgia - Armenia	Audited	Bagratashen
Sadakho (Rail)	Georgia - Armenia	Audited	Ayrum
Sarpi (Road)	Georgia – Turkey	Draft Audit	-
<b>KAZAKHSTAN</b>			
Merke (Road)	Kazakhstan - Kyrgyzstan	Audited	Chaldivar
Shengeldy (Rail)	Kazakhstan - Uzbekistan	Audited	Shumilovo
Saragash (Rail)	Kazakhstan - Uzbekistan	Audited	Keles
Aktau (Port)	Kazakhstan – Caspian	Audited	Baku Port
Korday (Road)	Kazakhstan – Kyrgyzstan	Audited	Akzhol
Lugovoy (Rail)	Kazakhstan – Kyrgyzstan	Audited	Alamedin
Zhibek Zholy (Road)	Kazakhstan – Uzbekistan	Audited	Gisht Kuprik
<b>KYRGYZSTAN</b>			
Alamedin (Rail)	Kyrgyzstan - Kazakhstan	Audited	Lugovoy
Torugart (Road)	Kyrgyzstan –PR of China	Audited	Torugart
Karaso (Rail)	Kyrgyzstan - Uzbekistan	Audited	Savay
Akzhol (Road)	Kyrgyzstan –Kazakhstan	Audited	Korday
Bishkek (Rail)	Kyrgyzstan – Kazakhstan	Audited	Lugovoy
Dostuk (Road)	Kyrgyzstan – Uzbekistan	Audited	Dostlik
<b>MOLDOVA</b>			
Leushen (Road)	Moldova – Romania	Audited	Albitsa
Ungheni (Rail)	Moldova – Romania	Audited	Cristesti IJjea
Palanca (Road)	Moldova – Ukraine	Audited	Mayaki
<b>ROMANIA</b>			
Constanza Ferry (Port)	Romania - Black Sea	To be visited	Black Sea
Road/Rail Corridor 9	Romania - Moldova	To be nominated	-
Road/Rail Border	Romania – Bulgaria	To be nominated	-
<b>TADJIKISTAN</b>			
Fartikhobad (Road)	Tadjikistan - Uzbekistan	Audited	Oybek
Post 1 (Road)	Tadjikistan - Uzbekistan	Audited	Sarasy
Dushambe (Rail)	Tadjikistan - Uzbekistan	Audited	Uzum
Patar(Road)	Tadjikistan - Uzbekistan	Audited	Andarhon
Kanibadan (Rail)	Tadjikistan - Uzbekistan	Audited	Kokand
Regar (Rail)	Tadjikistan - Uzbekistan	Audited	Uzum
Nizhny Pranz (Road)	Tadjikistan - Afghanistan	Audited	-
Karamec (Road)	Tadjikistan - Kyrgyzstan	Audited	Karamec
<b>TURKEY</b>			
Road border	Turkey – Georgia	To be visited	Sarpi
Road/Rail Corridor 4	Turkey – Bulgaria	To be nominated	-
<b>TURKMENISTAN</b>			
Farap (Rail)	Turkmenistan - Uzbekistan	To be visited Aug	Kaggan
Farap (Road)	Turkmenistan - Uzbekistan	To be visited Aug	Alat
Turkmenbashi (Port)	Turkmenistan – Caspian	To be visited Aug	Baku Port
<b>UKRAINE</b>			
Jagodín (Road)	Ukraine – Poland	Audited	Dorohusk
Kuchurgan (Rail)	Ukraine - Moldova	Audited	Bendery
Kuchurgan (Road)	Ukraine - Moldova	Audited	Pervomajsk
Khutor Mikhaylovsky (Rail)	Ukraine - Russia	Audited	Briansk
Illychovsk (Port)	Ukraine - Black Sea	Audited	Black Sea
<b>UZBEKISTAN</b>			
Oybek (Road)	Uzbekistan - Tajikistan	Audited	Fartikhobad
Keles (Rail)	Uzbekistan - Kazakhstan	Audited	Saragash
Alat (Road)	Uzbekistan - Turkmenistan	Visit to be confirmed	Farap
Dostlic	Uzbekistan - Kyrgyzstan	Visit to be confirmed	Dostuk
Gisht-Kuprik (Road)	Uzbekistan - Kazakhstan	Audited	Zhibek Zholy
Kaggan (Rail)	Uzbekistan - Turkmenistan	Visit to be confirmed	Farap
Sarasy (Road)	Uzbekistan - Tadjikistan	Visit to be confirmed	Post 1
Uzum (Rail)	Uzbekistan - Tadjikistan	Visit to be confirmed	Pakhtbad
Savay (Rail)	Uzbekistan - Kyrgyzstan	Visit to be confirmed	Karaso
Shumilovo (Rail)	Uzbekistan - Kazakhstan	Audited	Shengeldy