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**NATIONAL WORKSHOP ON TIME RELEASE STUDY (TRS)
17-20 November 2014, Astana, Kazakhstan**

PROGRAMME

Day 1 – 17 November 2014	Activities
8:30 – 9:00	Registration
9:00 – 9:30	Opening Remarks <ul style="list-style-type: none"> • Head of Customs • Mr. Oluimo da Silva, Technical Attaché Procedures and Facilitation Sub-Directorate World Customs Organization • Asian Development Bank Representative
9:30– 10:00	Session 1: WCO Trade Facilitation tools and instruments Resource Person: Mr. Oluimo da Silva
10:00 – 10:30	Group photo Coffee Break
10:30 – 11:30	Session 1: Time Release Study (TRS): An Overview Resource Person: Mr. Shujie ZHANG , Deputy Director, Department of Training & International Cooperation Shanghai Customs College, China Customs Briefly discuss the purpose of TRS, the updated TRS Guide, skills required and resources needed to conduct TRS
11:30 – 12:00	Open Forum
12:00 – 14:00	Lunch
14:00 – 15:30	Session 2 : Time Release Study (TRS), Process mapping Resource Person: Mr. Oluimo da Silva TRS and Flow of Importation : Who/Where/What/When/How for TRS Difficulties in conducting TRS and best practices.
15:30 – 16:00	Coffee Break
16:00 – 17:00	Session 3 : Presentation on the national Customs clearance process Resource Person: Customs representative



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Day 2 – 18 November 2014	Activities
08:00 – 08:30	Travel to Astana Center for Customs Clearance
08:30 – 11:30	Field visit to a customs post: Briefing on Customs Procedures This includes a complete environment scanning of the importation process
11:30 – 12:00	Travel back to workshop venue
12:00 – 13:30	Lunch
13:30 – 14:30	Session 4 : Presentation about the whole flow of cargo process (Trade Processing) Resource Persons: representative from private sector Open Forum
14:30 – 15:30	Session 5 : Discussion on how to draft and validation of the flow chart Discussion Facilitator:
15:30 - 15:45	Coffee break
15:45 – 17:15	Session 6: Draft and validation of the flow chart Group work: Elaboration of the flow chart with a view of developing the TRS questionnaire using the WCO software. Informal Summary of the first part of the Workshop (Customs will prepare brief informal summary)
Day 3 – 19 November 2014	Activities restricted to Customs officers
09:00 – 12:00 (Coffee break : 10:30)	Session 7 : WCO TRS Software in General Explanation of WCO TRS Software Resource Person: Mr. Oluimo da Silva and Mr. Shujie ZHANG
14:00 – 17:00 (Coffee break : 15:30)	Session 8 : How to use WCO TRS Software (Practical exercises) 5 laptops with internet connection to be ready at the venue Making a Questionnaire in accordance with the flow chart drafted after the presentation of customs procedures and the visit. Resource Persons: All the participants



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Day 4 – 20 November 2014	Activities
9:00 – 12:00	Development of the National TRS Action Plan Evaluation Questionnaire and Results of the WS (WCO will circulate workshop evaluation questionnaire)
12:00 – 13:30	Lunch
13:30 – 16:00	Presentation of the National TRS Action Plan Informal Summary of the second part of the Workshop (Customs will prepare brief informal summary)
16:00 – 16:30	Closing Ceremony <ul style="list-style-type: none">• Customs Representative• WCO Representative• ADB Representative