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**NATIONAL WORKSHOP ON TIME RELEASE STUDY (TRS)  
10-13 November 2014, Bishkek, Kyrgyz Republic**

**PROGRAMME**

<b>Day 1 - 10 November 2014</b>	<b>Activities</b>
<b>8:30 – 9:00</b>	<b>Registration</b>
<b>9:00 – 9:30</b>	<b>Opening Remarks</b> <ul style="list-style-type: none"><li>• Mr. Adamkul Junusov, Chairman, State Customs Service, Kyrgyz Republic</li><li>• Mr. Oluimo da Silva, Technical Attaché Procedures and Facilitation Sub-Directorate World Customs Organization</li><li>• Mr. Jeff Procak, Regional Cooperation Specialist, Public Management, Financial Sector and Regional Cooperation Division, Asian Development Bank</li></ul>
<b>9:30– 10:00</b>	<b>Session 1: WCO Trade Facilitation tools and instruments</b>  Resource Person: <b>Oluimo da Silva</b>
<b>10:00 – 10:30</b>	<b>Group photo</b>  <b>Coffee Break</b>
<b>10:30 – 11:30</b>	<b>Session 1: Time Release Study (TRS): An Overview</b>  Resource Person: <b>Ms. Kajal Singh</b> , Additional Commissioner, WCO Cell Central Board of Excise & Customs Ministry of Finance, New Delhi, India  Briefly discuss the purpose of TRS, the updated TRS Guide, skills required and resources needed to conduct TRS
<b>11:30 – 12:00</b>	<b>Open Forum</b>
<b>12:00 – 14:00</b>	<b>Lunch</b>
<b>14:00 – 15:30</b>	<b>Session 2 : Time Release Study (TRS), Process mapping</b>  Resource Person: <b>Mr. Oluimo da Silva</b>  TRS and Flow of Importation : Who/Where/What/When/How for TRS Difficulties in conducting TRS and best practices.
<b>15:30 – 16:00</b>	<b>Coffee Break</b>



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16:00 – 17:00	<b>Session 3 : Presentation on the national Customs clearance process</b> Resource Person: <b>Customs Control Department</b>
<b>Day 2 – 11 November 2014</b>	<b>Activities</b>
08:00 – 08:30	<b>Travel to Ak-Tilek Border Post</b>
08:30 – 11:30	<b>Field visit to a customs post: Briefing on Customs Procedures</b> This includes a complete environment scanning of the importation process
11:30 – 12:00	<b>Travel back to workshop venue</b>
12:00 – 13:30	<b>Lunch</b>
13:30 – 14:30	<b>Session 4 : Presentation about the whole flow of cargo process (Trade Processing)</b> Resource Persons: <b>representative from private sector</b> Open Forum
14:30 – 15:30	<b>Session 5 : Discussion on how to draft and validation of the flow chart</b> Discussion Facilitator: <b>Ms. Kajal Singh</b>
15:30 - 15:45	<b>Coffee break</b>
15:45 – 17:15	<b>Session 6: Draft and validation of the flow chart</b> <b>Group work:</b> Elaboration of the flow chart with a view of developing the TRS questionnaire using the WCO software. <b>Informal Summary of the first part of the Workshop</b> (Customs will prepare brief informal summary)
<b>Day 3 – 12 November 2014</b>	<b>Activities restricted to Customs officers</b>
09:00 – 12:00 (Coffee break : 10:30)	<b>Session 7 : WCO TRS Software in General</b> Explanation of WCO TRS Software Resource Person: <b>Mr. Oluimo da Silva and Ms. Kajal Singh</b>
14:00 – 17:00 (Coffee break : 15:30)	<b>Session 8 : How to use WCO TRS Software</b> (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: <b>All the participants</b>



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Day 4 – 13 November 2014	Activities
9:00 – 12:00	<b>Development of the National TRS Action Plan</b>  <b>Evaluation Questionnaire and Results of the WS</b> (WCO will circulate workshop evaluation questionnaire)
12:00 – 13:30	<b>Lunch</b>
13:30 – 16:00	<b>Presentation of the National TRS Action Plan</b>  <b>Informal Summary of the second part of the Workshop</b> (Customs will prepare brief informal summary)
16:00 – 16:30	<b>Closing Ceremony</b> <ul style="list-style-type: none"><li>• <b>Customs Representative</b></li><li>• Mr. Oluimo da Silva, Technical Attaché Procedures and Facilitation Sub-Directorate World Customs Organization</li><li>• Mr. Jeff Procak, Regional Cooperation Specialist, Public Management, Financial Sector and Regional Cooperation Division, Asian Development Bank</li></ul>