**REPORT**

on Advisory and Training Activity Concerning the Work in the Unified Port Community Information System (UIS) in Pursuance of Item 1.5, Decision of the Meeting of the Interagency Working and Expert Group for Implementation of the “Single Window – Local Solution” Technology in the Operations Area of Pivdenna Customs House and Odessa Region Ports

(Minutes dated 20.12.2012 # 7 С)

Odessa 15.01.-21.02.2013

**45 representatives of the state executive bodies, 253 representatives of transportation and forwarding organisations and maritime agents altogether took part in the advisory activity.**

**І. The representatives of the State Customs Service were given consultations** each day from 15.01.2013 till 18.01.2013. **35** representatives of Pivdenna Customs House (Customs Checkpoint “Odessa-Port”, Customs Checkpoint “Illichivsk”, Unit for Customs Control Organisation and Unit for Customs Information Technologies were present.

**Issues for Discussion**

1. Designation and aim of UIS implementation.

1.2. List of the users and participants of UIS.

1.3. The first implementation stage.

1.4. Technology of working with Order in UIS – for a forwarding organisation.

1.5. Technology of working with Order in UIS – for a maritime agency company.

## Work place of the customs personnel

2.1. Principal menu items:

* + - “Log-in”
    - “Documents”

2.2. Log-in

2.3. Electronic Order. Lists of Orders:

* “Processed Order”
* “Initialled Orders”
* “Logbook”

2.4. Electronic Order. Designation of UIS control forms

2.5. Electronic Order. Order initialling in UIS

2.6. Additional functions

2.7. Information accessible to the forwarding organization after the customs body personnel initialling

## Conclusive part

3.1. Responsibility of each participant of Order processing

3.2. The following stages of UIS implementation.

**ІІ. ТFО** **representatives:** 22.01, 23.01, 24.01, 25.01, 28.01, 29.01, 30.01, 04.02.2013 – 2 groups each day. **239** representatives of **152** forwarding organisations were present.

**ІІІ**. **Maritime agents’ representatives**: consultations were provided on 29.01.2013. **14** representatives of **13** agency organisations were present.

**Issues for Discussion**

1. Presentation of the “Single Window – Local Solution” Project;
2. Electronic Order. TFO work place in UIS.
3. Linear agent’s work place.
4. Issuing Electronic Order by means of UIS.

**IV. Control services representatives** (the State Sanitary and Epidemiological Service on Water Transport, State Ecological Inspection of the Black Sea North-West Region, the Odessa Regional Services of the State Sanitary and Epidemiological Control and Supervision on the State Border and Transport, State Phytosanitary Inspection of Odessa Region and Odessa Border Team): **the consultations were provided** from 18.02 till 21.02.2013 every day. **10** representatives of the above mentioned services were present.

1. **Issues for Discussion**
2. Presentation of the “Single Window – Local Solution” Project.
3. Draft standard acts on UIS implementation.
4. The issues of the control services representatives’ role in the procedures at the checkpoint of maritime communication “Odessa Commercial Sea Port”. Possibility of connecting to UIS for the purpose of information exchange.
5. Issue of granting “free pratique” to foreign-going ships.
6. The Project of Temporary Clearance Procedure for Containers, Goods and Vehicles that Transport them with the Help of “Unified Information Port Community” and possibilities of obtaining the information about goods and transportation vehicles that carry them by the representatives of control bodies for the purpose of performing the corresponding procedures.
7. Problem issues of applying the internal standard acts to exchange of the information in the electronic form or in the form of an electronic record and certified EDS.

The consultations were provided by:

For the representatives of the Customs Service, TFO and maritime agents:

1. **V. Shevchuk,** Commercial Director of LLC PPL 33-35.

**G. O. Roizina,** Project Leader, OCSP.

For the control bodies’ representatives:

**V. I. Voronoi,** Chief of Logistics and Commercial Work Service, SE Odessa Commercial Sea Port.

**O. V. Orlov,** Executive Director, LLC PPL 33-35.

**A. V. Shevchuk,** Commercial Director, LLC PPL 33-35.

In the course of the consultation the participants raised the following problem issues concerning UIS work.

**Representatives of TFO and maritime agents:**

**1.** Control of the time given by the Temporary Clearance Procedure for Containers, Goods and Vehicles that Transport them to the customs personnel for making a decision as to granting permission of a container loading on the vehicle and responsibility of the officials for exceeding the 2-hour period in making the above mentioned decision.

**2.** Determination of time standards for issuance of an Order by maritime agents.

**3.** Unification of the list of documents required for provision to maritime agents by TFO representatives for the purpose of giving permission for giving out a container to the cargo owner’s representative from the stevedore company warehouse.

**4.** Organising interaction between the customs and forwarding organisations sections in the process of control procedures, in particular, the question of the customs control (weighing, scanning or visual inspection) additional forms designation after the preliminary permission to load a container the control procedures being omitted.

**5.** The necessity of the control bodies’ representatives’ participation in the clearance procedure of a container release from the checkpoint territory.

**6.** If the control bodies’ representatives’ participation in the container release clearance procedure, the corresponding permitting documents (certificates, licenses, etc.) and shipping documents bearing the permitting notes of the said bodies should be entered in UIS.

**7.** Possibility of arranging for exchanging by means of UIS the information in the notice format existing in the maritime agents’ internal systems and in the same established for UIS (EDIFACT/XML).

**Representatives of control bodies:**

1. For the purpose of speeding up the procedures of cargo control at the border, implementation of UIS in sea ports which must be based on the standard acts, acceptance of alterations and amendments to the “Standard Process Scheme of Admittance through State Border of Persons, Road, Water, Railway and Air Transport Vehicles, Carriers and Goods that are Transported by them” approved by Resolution of the Cabinet of Ministers of Ukraine as at 21.05.202 # 451 including the issues of signatures certification (in the form of permits, documents or information) in the system by the representatives of the control bodies implementing their powers at the border by means of electronic digital signature of the state-approved form.

**2.** Standard regulation of the issue concerning obtaining of electronic digital signatures by the representatives of the state control bodies from the Accredited Centres for Keys Certification of the Ministry of Revenue and Duties of Ukraine. (*Information: for a period of providing consultations a possibility was found by the Ministry of Revenue to provide EDS to customs brokers and ZED subjects (announcement on the site of SBS of Ukraine on 11.02.2013) and the officials of the customs bodies (see announcement on the site of SBS of Ukraine on 13.02.2013).*

*As at 25.02.2013 there available a technical possibility to issue EDS to the representatives of the state executive bodies (information provided by the representative of the Information and Inquiry Department of SBS of Ukraine. The procedure of issuance of such EDS is being developed).*

**3.** Actualisation, adjustment and coordination of the standards determined by the Customs Code of Ukraine and other standard acts concerning the customs issues and the standards determined by departmental standard and legal acts (the Ministry of Health of Ukraine, Ministry of Ecology and Natural Resources of Ukraine and Ministry of Agrarian Policy of Ukraine), namely, concretisation of actions and determination of exhaustive lists of the documents to be submitted to the state control bodies at the checkpoints on the state border in case of conducting the above mentioned types of control by the representatives of such bodies (excepting performance of BSC by the customs bodies’ officials) including standard regulation of the possibility to provide permits, documents, information or records in the electronic form in accordance with the norms of the legislation dealing with the electronic document circulation in the form of electronic records. Transferring from the format of passing over the electronic documents to transmission of electronic records.

The following issues of the above stated one require actualisation:

* Provision on Ecological Control at the Checkpoints of Passing through the State Border and in the Operations Areas of the Regional Customs Houses approved by Order of the Ministry of Environment Protection and Nuclear Safety of Ukraine on 08.09.1999 as # 204 and registered with the Ministry of Justice of Ukraine on 15.11.1999 as # 787/4080;
* Phytosanitary Rules of Importation from Abroad, Transportation within the Borders of the Country, Transit, Export and Procedure of Processing and Sale of Materials Subject to Quarantine approved by Order of the Ministry of Agrarian Policy of Ukraine on 23.08.2005 as # 414 and registered with the Ministry of Justice of Ukraine on **29.09.2005 as # 1121/11401;**
* Standard Provision on the Regional Service of the Veterinary and Sanitary Control and Supervision on the State Border and Transport approved by Resolution of the Cabinet of Ministers of Ukraine as at 23.07.2009 as # 801.
* Rules of Sanitary Protection of the Territory of Ukraine approved by Resolution of the Cabinet of Ministers of Ukraine as at 22.08.2011 as # 893.

**4.** The necessity of obtaining by the control bodies the return information on the results of BSC conducted by the customs bodies’ officials. Arranging for access to information during movement of goods by means of connecting to UIS at the stage of granting permit for loading the goods on the transportation vehicles for the purpose of their taking out of the checkpoint to the territory of Ukraine.

1. Streamlining the sampling procedure for conductance of the corresponding state controls and enabling placement of such procedures’ results in UIS in electronic form.
2. Enabling the control bodies’ representatives to place information (notes) in UIS referring to prohibition and/or limitation as to import/export of goods through the customs border of Ukraine, introduction of permission documents and the documents bearing permissive notes including the same made on the basis of the corresponding risks analysis based on the use of prior information provided by the maritime agent before the goods arrive at the port of destination on board the ship. For the purpose of preventing unauthorized import of the goods into the territory of Ukraine provision for the current control over the goods movement process.