

## **Draft Template for Individual Action Plan and Reporting**

(Initial draft)

This template is to be used by Parties to the treaty to prepare and update an individual action plan. The template is structured in a table format with relevant items in each column, to help them identify necessary activities, set timelines and deliverables, and specify capacity building needs. The columns in the template include:

- Provisions of the FA requiring individual action (in the order of anticipated sequence);
- Actions required;
- Tasks needed for each action;
- Activities involved each task;
- Intended timeline (implementation schedule) for completing each individual action;
- Progress made (in the case of update from initial/previous action plan); and
- Capacity building needs

An expected prerequisite process is that Parties are to nominate national representatives to the Paperless Trade Council & Standing Committee in the process of operationalizing institutional arrangements (Article 11) of the treaty, upon its entry into force or when they become party to it. Such nominated national representatives are expected to prepare and update individual action plan through coordination at national level.

The individual action plan is expected to be prepared based on outcome of assessment on legal and technical gaps using the checklists.

Annexes: 1. Outcome of legal gap assessment

2. Outcome of technical gap assessment

- **Country:**
- **Agency (national representatives):**
- **Year:**

<i>Article Number</i>	<i>Actions</i>	<i>Tasks (with assigned ID number)</i>	<i>Activities (define sequences)</i>	<i>Deliverables</i>	<i>Timeline (implementation schedule)</i>		<i>Progress Made</i>	<i>Capacity building needs</i>
					Original	Adjusted		
12	Develop a comprehensive (individual) action plan	Conduct a legal readiness assessment using the legal readiness checklist						
		Conduct a technical gap assessment using the technical gap checklist						
		Prepare and update an individual action plan						
		Report on implementation of the individual action plan and its update						
6	Establish a national policy framework for paperless trade	Develop and implement a national policy framework for paperless trade						
	Create an enabling domestic legal environment for paperless trade	Align the domestic legal framework with selected international legal frameworks and best practices						
	Establish a national committee	Establish a national committee or designate a similar body already functioning domestically in lieu of establishing such a committee						
14	Cooperate in providing technical support and assistance	Request and offer capacity building						

<i>Article Number</i>	<i>Actions</i>	<i>Tasks (with assigned ID number)</i>	<i>Activities (define sequences)</i>	<i>Deliverables</i>	<i>Timeline (implementation schedule)</i>		<i>Progress Made</i>	<i>Capacity building needs</i>
9	Select and use relevant international standards and guidelines	Apply selected international standards and guidelines						
		Participate in the development of relevant international standards and best practices						
7	Develop or upgrade paperless trade systems, including single window systems, consistently with the general principles of the Framework Agreement	Develop or upgrade paperless trade systems consistently with the general principles						
10	Take into account and adopt available and accepted international legal instruments	Apply selected legal instruments or relevant provisions within the legal instruments in conjunction with the result of the legal readiness assessment						
13	Initiate and launch pilot projects	Plan and implement pilot projects						
		Report the progress of pilot projects to the Standing						

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