
UNNExT workshop on Paperless trade facilitation for Small and Medium-sized Enterprises

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A journey from BPA to TTFMM

key issues for trade facilitation

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Agenda

1. Business Process Analysis at the core of trade facilitation
2. Ad-hoc and short-term vs. sustainable and long term
3. Trade and Transport Facilitation Monitoring Mechanism (TTFMM)
4. Conclusion

What is a Business Process?

❖ *A **Business Process** is a collection of related and structured activities or tasks that produce a specific service or product.*

❖ Example

- ▶ **Import fabric products**
from China to Kyrgyzstan
- ▶ **Customs Clearance Process**
at Birgunj dry port, Nepal

What is..

❖ ..a Business Process Analysis?

An analysis and modelling of business processes for improvement and automation

❖ Example

- ▶ **Documenting** procedure for customs clearance
- ▶ **Listing** the documents required
- ▶ **Measuring** time/cost



Documents related to Exportation of Rice

(from purchase order until the cargo container leaving the sea port)

36 Documents involving 15 parties, and more than 1,140 data elements to be filled in

- Buy/Pay Docs**
1. Proforma Invoice (35)
 2. Purchase Order (39)
 3. Commercial Invoice (51)
 4. Application for Letter of Credit (24)
 5. Letter of Credit (32)
 6. Packing List (25)
 7. Cargo Insurance Application
 8. Cover Note (23)
 9. Insurance Policy (24)
 10. Booking Request Form – Border Crossing (25)
 11. Booking Confirmation – Border Crossing (30)
 12. Booking Request Form – Inland Transport (16)
 13. Booking Confirmation – Inland Transport (18)
 14. Bill of Lading (42)
 15. Empty Container Movement Request (TKT 305) (20)
 16. Request for Port Entry (TKT 308.2) (27)
 17. Equipment Interchange Report (EIR) (24)
 18. **Container Loading List (28)**
 19. Container List Message (32)
 20. Outward Container List (34)

- Regulatory Docs**
21. Master Sea Cargo Manifest (17)
 22. House Sea Cargo Manifest (37)
 23. **Export Declaration (114)**
 24. **Good Transition Control List (27)**
 25. **Application for Permission to Export Rice (KP. 2) (24)**
 26. Sales Report (KP 3) (21)
 27. **Application for the Collection of the Permit for the Export of Rice (A. 3) (35)**
 28. **Permit for the Export of Rice (A. 4) (35)**
 29. **Application for Certificate of Standards of Product (MS. 13/1) (44)**
 30. **Certificate of Analysis (17)**
 31. **Certificate of Product Standards (MS. 24/1) (45)**
 32. **Certificate of Fumigation (21)**
 33. **Application for Phytosanitary Certificate (PQ. 9) (29)**
 34. **Phytosanitary Certificate (33)**
 35. **Application for Certificate of Origin (42)**
 36. **Certificate of Origin (38)**

* Number in parenthesis is the no. of data elements

Information BPA captures





Business Analysis (BPA) for trade facilitation: for documenting business processes

Diagram showing the scope of the business process analysis

Flow diagrams; each explains a core business process as
or a use case in the use case diagram; (together with a set of
options);

forms and documents which may be accompanied with
physical copies;

one for each procedure;

Flow chart;

Identified bottlenecks; and

Recommendations to improve the business process and/or to-be business
processes.

*Evidence from ESCAP shows that almost any professional in
trade facilitation can conduct BPA after receiving training.*