



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



Quality Infrastructure for Trade Facilitation (QI4TF) Toolkit



STEP-BY-STEP GUIDE



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Abbreviations

DALRRD	Department of Agriculture, Land Reform and Rural Development
DSA	Daily Subsistence Allowance
E-Tool	Electronic toolkit
EM	Expert Moderators
EPZA	Export Processing Zones Authority
EU	European Union
GATT	General Agreement on Tariffs and Trade
HACCP	Hazard Analysis and Critical Control Points
ID	Identification Document
K1	Governance and legislative Capacities
K2	Strategic and Institutional Capacities
K3	Operational Level Capacities
NE	National Expert
NQIS	National Quality Infrastructure
NTFC	National Trade Facilitation Committee
NVOCC	Non-Vessel Operating Common Carrier
QI4TF	Quality Infrastructure for Trade Facilitation
QI4TF 1	Government Capacity
QI4TF 2	Industry Capacity
QIS	Quality Infrastructure System
SME	Small and Medium-Sized Enterprise
SPS	Sanitary and Phyto-sanitary Measures
TARIC	Integrated Tariff of the European Communities
TBT	Technical Barriers to Trade
TFA	Trade Facilitation Agreement
TOR	Terms of Reference
TPR	Trade Policy Review
UNIDO	United Nations Industrial Development Organization
WTO	World Trade Organization

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INTRODUCTION

CHAPTER 1



A Quality Infrastructure System (QIS) drives the effective operation of a domestic market. Its international recognition is important to facilitate trade and enable access to foreign markets. The system comprises of the organizations (public and private) together with the policies, relevant legal and regulatory framework and practices needed to support and enhance the quality, safety and environmental soundness of goods, services and processes. Where agri-products are traded internationally, it is necessary to develop a system of protection of human, animal and plant health. The QIS relies on standardization, metrology, accreditation, market surveillance and conformity assessment.

Conformity assessment, namely, testing, inspection and certification demonstrate and verify to buyers and consumers that the product/service complies with the specified standards, technical regulations and market requirements. Internationally recognized certificates of conformity assessment protect consumers and businesses from substandard products as well as facilitating trade through the acceptance and recognition of certificates across borders.

The inability to demonstrate compliance of a consignment with required standards and technical regulations will result in border alerts and rejections causing major financial losses for the producers/SMEs, as the costs associated with the destruction of consignments all borne by them. Moreover, at a national scale, repeated occurrences of rejections can damage the reputation of exporting countries and result in enhanced border checks or even export bans. Importers will avoid products from countries whose products are subjected to enhanced regulatory checks. In order to avoid such situations, efforts from both/the public and private sector are required. Government needs to provide or incentivize the private sector to build testing facilities and laboratories, and promote inspection and certification bodies that offer demand driven, reliable and accredited services in line with international requirements for producers/enterprises and exporters to use. In parallel, the private sector level/SMEs need to improve their capacity to meet regulations, standards and market requirements.





Figure 1: Toolkit Logic

In the effort to support countries to identify where to focus their efforts to improve their quality infrastructure system to meet the high-value market import requirements, UNIDO, with the funding from the Government of Germany, developed the Quality Infrastructure for Trade Facilitation (QI4TF) tool. It identifies the gaps in a National Quality Infrastructure System (NQIS) whilst complying with the

requirements/best practices of the Technical Barriers to Trade (TBT) and Sanitary and Phyto-sanitary Measures (SPS) Agreements. Overcoming these obstacles are key in demonstrating compliance with the WTO Trade Facilitation Agreement (TFA), specifically Articles 5.3,¹ Articles 7.9,² Article 8³ and Article 12.1⁴.

1) On "Test Procedures". See: <https://www.tfafacility.org/article-5>

2) On "Perishable Goods". See: <https://www.tfafacility.org/article-7>

3) On "Border Agency Cooperation". See: <https://www.tfafacility.org/article-8>

4) On "Measures Promoting Compliance and Cooperation". See: <https://www.tfafacility.org/article-12>

QUALITY INFRASTRUCTURE FOR TRADE FACILITATION TOOLKIT

CHAPTER 2

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2.1 Objective and Outcome of the Toolkit

The Quality Infrastructure for Trade Facilitation (QI4TF) toolkit (tool), helps countries to systematically identify technical gaps to improve the quality infrastructure system required to facilitate trade through the application of an electronic-tool toolkit (e-tool). The e-tool fosters public-private dialogue to devise a consensus-built roadmap for government and industry to action in order to ensure the smooth flow of goods across borders.

The QI4TF toolkit enables a National Trade Facilitation Committee (NTFC) or any other authority with the responsibilities of trade facilitation to assess the national capacity to meet the high-value market import requirements according to the principles and using the mechanisms agreed in the WTO GATT, SPS, TBT and TF Agreements as well as the international standards setting bodies' requirements.

The toolkit should be applied within a specific value chain, or value chains that have similar methods for inspection safety and export promotion.

Any country that wants to improve its export of first level processed agri-food products to the EU can apply the tool and it will help to identify:

- Whether the SPS and TBT-compliant policy and legislative framework is in place
- Whether the systems for control of compliance and conformity are effective
- Whether there are adequate mechanisms and systems to support and enable the producer and exporter to meet the target market requirements
- The gaps and weaknesses where the above are not the case



OUTCOME

Provide a clear direction to countries (both public and private sector) on where to focus their efforts to meet high value market requirements and serves as roadmap for relevant stakeholders (government and industry) to action, investigate further and feature in development plans.

2.2 The Toolkit

The tool, which is administered in the form of a questionnaire, measures the 1) government (QI4TF 1) and 2) industry capacity (QI4TF 2) to facilitate exports to the EU with respect to the quality infrastructure system.



QI4TF 1



QI4TF 2



QI4TF 1 assesses 5 national pillars:

- | | |
|---|---|
|  | 1. Food Safety and Public Health |
|  | 2. Sanitary and Phyto-Sanitary (SPS) |
|  | 3. National Laboratory |
|  | 4. Customs Authority |
|  | 5. Educational Training |

QI4TF 2 assesses 6 pillars of the following actors/systems in a selected value chain:

- | | |
|---|---|
|  | 1. Food and Business Operators |
|  | 2. HACCP systems |
|  | 3. Co-Operative Organizations |
|  | 4. Freight forwarding companies |
|  | 5. National Chamber of Commerce |
|  | 6. International trade shows and exhibitions |

.....

The 11 pillars of QI4TF toolkit mentioned above are assessed at three (3) levels to identify the technical capacities and gaps and are referred to as the following key capacities that government and industry need to address in order for SMEs to enter and compete in the international arena:



Governance and legislative (K1): to evaluate existing policies, legislations and regulations relevant to NQIS and trade facilitation. The questions are addressed to top-level management.



Strategic and institutional (K2): aims at assessing the implementation and organizational capacities (administrative and managerial) of implementing strategic plans. The questions are addressed to middle level management.



Operational (K3): assesses the practicality of implementing K1 and K2 at the field/operational level. The questions are referred to technical experts.

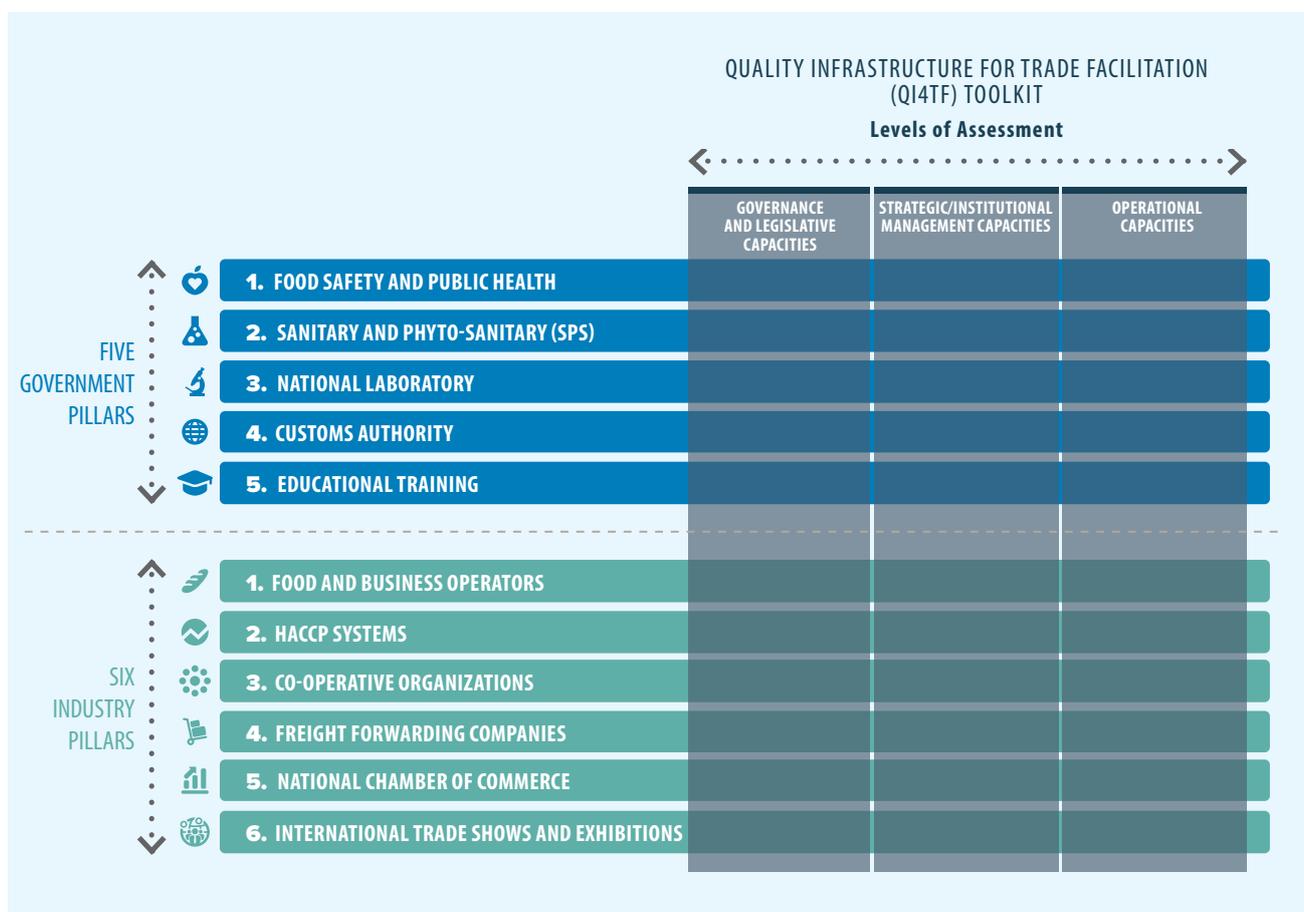


Figure 2: QI4TF toolkit structure

By successfully completing a crafted questionnaire, the technical gaps in the quality infrastructure system to facilitate trade will be identified for each institution at the above-mentioned 3 key capacity levels.

The results of the questionnaire will be the basis for building a consensus-built roadmap for industry and government to action. The questionnaire is presented in the document entitled, “Quality Infrastructure for Trade Facilitation Toolkit”.⁵

2.3 The Methodology

The toolkit consists of three steps to arrive at a consensus built roadmap for industry and government to action to facilitate trade. The three steps are deployed through an online platform during a two-day workshop. Identifying and convening the appropriate participants at the

workshop are key to ensuring the quality and relevance of the results. The application process of the tool consists of three stages, which need to be monitored carefully to ensure expected results:

- STAGE 1: Preparatory groundwork
- STAGE 2: Application of the e-tool in a 2-day workshop:
 - Step 1: Identification of gaps in the 11 pillars mentioned in Chapter 2.2
 - Step 2: Prioritization of actions to address these gaps
 - Step 3: Presentation of a consensus-built roadmap for action
- STAGE 3: Preparation of a roadmap report for government and industry to action.

The results of the toolkit provide a clear direction to countries (both public and private sector stakeholders) on where to focus the efforts to meet high value market

requirements and serves as roadmap for relevant stakeholders to focus on, address, investigate further and prioritize for action and feature in development plans.

2.4 How to use this guide



The guide is for any institution that wants to apply the tool in a country. This guide should be used in conjunction with two documents:

QI4TF – The Questionnaire: the technical content of the tool

QI4TF – E-tool User Manual: how to navigate through the e-tool at the workshop and arrive at the consensus built action plan (see Annex 5).

2.5 Who can apply this toolkit?

A team of national experts (NE) (or toolkit coordinators) can execute the three stages, under the overall guidance of trained experts. A system of trained experts is being developed by UNIDO. It is required that the person leading the application of the toolkit has been trained and is familiar with the methodology of the toolkit. He/she will

become the expert moderator (EM) for the QI4TF toolkit. The EM needs to have proven experience in testing and inspection procedures and trade facilitation (see Annex 1 for the requirements). The EM can rely on national experts familiar with the industry and the QI environment of the country to coordinate the implementation of the stages.

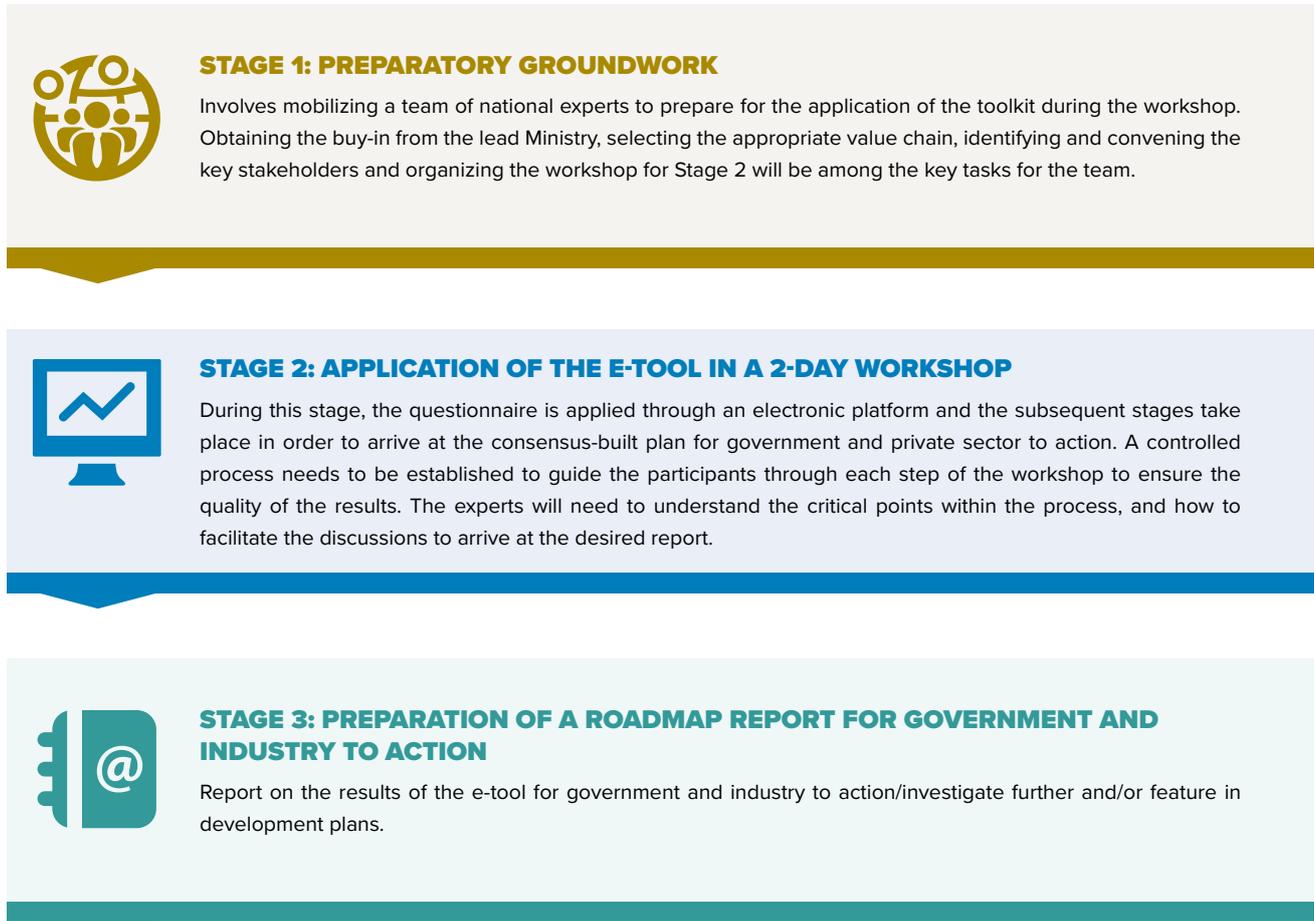
STEP-BY-STEP APPROACH TO APPLYING THE QI4TF TOOLKIT

CHAPTER 3

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The full application process of the e-tool consists of three stages:



A team of NEs can execute the three stages, under the overall guidance of the expert moderators. National experts should be familiar with the Codex Alimentarius, Integrated Tariff of the European Communities (TARIC),

EuroLex and have the ability to identify current regulations and directives, and identify EU import requirements, as it is essential to keep abreast of them.



Figure 3: Step by Step approach of applying the QI4TF toolkit

The next chapters will explain in detail the steps involved in each stage.

STAGE 1: PREPARATORY GROUNDWORK

Doing the groundwork properly is critical to ensure the quality of results. In order to do so successfully, it involves mobilizing a team of national experts to prepare for the application of the toolkit during the workshop.

Under this stage, the key tasks for the team would be obtaining a) the buy-in from the lead Ministry, b) selecting the appropriate value chain, c) identifying and convening the key stakeholders.

The key steps are summarized below:

- 1.1** Establish the need/rationale for the application of the toolkit
- 1.2** Foster buy in and national leadership of the NTFC
- 1.3** Train toolkit coordinators and establish work plan
- 1.4** Identify key stakeholders/institutions/associations to participate in the activity
- 1.5** Prepare workshop logistics: select date, secure venue, prepare the agenda and invite participants
- 1.6** Prepare the visibility and communications material

1.1 Establish the need/rationale for the application of the toolkit**WHY?**

Before applying the toolkit, it is important to establish what the national objective of applying the toolkit is. Is it because there was an EU export ban for a selected product/industry? Or that the country wants to newly access the EU market? Therefore, the rationale for the application of the toolkit for needs to be clear as this may affect the execution of the workshop (stage 2). Identifying the rationale will help the team to clearly outline what the expected results of the workshop are for the country.

HOW?

The country context needs to be reviewed to verify the need to apply the toolkit. This exercise can help shortlist suitable value chains/industry in which to apply the toolkit.

RESOURCES

The following resources should be referred to when assessing the need:

- WTO Trade Policy Review (TPR) and Global Review of Aid for Trade Reports – Covers the areas of trade policy and regulation, building productive capacity, supporting trade related structural adjustments
- Top 10 exports of agri-products to the EU – EU Agri-Food Trade Statistical Factsheet
- EU Regulations and Directives, Food and Feed Safety Alerts (RASFF) system of food and feed alerts to check the existence/frequency of EU border alerts
- Trade Agreements between the country or region and the EU
- The WTO TFA and country ratification status as well as Category A, B and C notifications
- National Development / Sectorial Strategies
- Assess a country's NQIS and its capacity to promote or impede trade in agri-products.

REFERENCE DOCUMENT

N/A.

POTENTIAL CHALLENGES

The country may have a variety of needs and therefore it might be difficult to select a value chain in which the toolkit needs to be applied. It is important to bear in mind that the toolkit is designed to assess the NQIS capacity required in facilitating the exports of first level agri-processed products from a developing country to the EU. The proposed solution is to present the options to the lead Ministry and requesting them to select one, based on national priorities.

EXPECTED OUTCOME

A clear need for applying the toolkit established based on export relevance and value chain proposed.

1.2 Foster buy-in and national leadership of the NTFC

WHY?

In order to realize the benefits of applying the toolkit and its results, it is important to establish national ownership to ensure sustainability and usability of the results. This can be achieved by ensuring that the relevant government department:

1. **Co-leads the application of the toolkit:** Any authority assigned with the responsibility of Trade Facilitation, such as the National Trade Facilitation Committee (NTFC), would be the ideal candidate to partner up with, as it consists of members from government departments and industry who play a key role in facilitating trade. Alternatively, the Ministry in charge of industry development/trade is a good partner as the results from the toolkit can directly feed sectorial/national development plans, which have the focus of improving the country's economic competitiveness.
2. **Selects the value chain:** Selecting a relevant value chain that is in line with national priorities is highly recommended. The list of key top national export priority products should be presented to stakeholders for selection.
3. **Nominates government employee toolkit coordinator(s) for the application of the toolkit:** Request the NTFC to nominate two toolkit coordinators (one from the government and one from industry) who can help identify the best respondents of the toolkit and thereafter invite them to participate in the workshop. The profile of the toolkit coordinators are given in Annex 1.

COUNTERPART

The NTFC or any other authority assigned with the responsibility of Trade Facilitation in a country.

HOW?

Contact the NTFC Chair/Director of the relevant Ministry with an introductory letter to notify them on the need to apply the toolkit. The letter should request the counterpart to co-lead the application of the toolkit, select a value chain from a list of select a value chain from a list of three potential value chains requiring assessment, and ask them to nominate and share CVs of toolkit coordinators, in order to see whether they match the profile.

REFERENCE DOCUMENT

Annex 1: Profile of Expert Moderators and Toolkit Coordinators (National Experts); Annex 2 – Introductory Letter.

POTENTIAL CHALLENGES

The NTFC is not willing to participate. The proposed solution here would be to contact the relevant Ministry as the lead. Another challenge would be finding suitable coordinators.

There are no suitable candidates as national coordinators. Once the NTFC nominates the toolkit coordinators, it is important to review their CVs against the selection criteria. If the candidates are not suitable, it is important to get back to the NTFC with an objective justification for proposing alternative candidates.

EXPECTED OUTCOME

The NTFC/Ministry agrees to co-lead the application of the toolkit, a value chain is selected and two competent toolkit coordinators are nominated by the government.

1.3 Train toolkit coordinators and establish work plan

WHY?

Toolkit coordinators play a key role in convening and running the workshop. Their key roles include:

1. Liaise with the Ministry closely for all activities
2. Identify key institutions to participate in the pilot activity in consultation with the Ministry. It is recommended to have a maximum of 50 participants so that the workshop can be coordinated and run within the 2-day timeframe
3. Identify the appropriate staff within the institutions (recommended 2 per institution) (full name, title, position in organization, email address, physical address and contact number)
4. Prepare and send invitation letter to be sent on the letterhead of the Ministry
5. Ensure that the participants actively participate in the workshop
6. Support the facilitation of the workshop

Considering these are critical points to ensure that the workshop runs smoothly, it is important to establish a work-plan for all to have an appropriate oversight and clear roles and responsibilities of all involved.

HOW?

Organize online/virtual training via Zoom or Skype by the EM (approximately for 2 hours) with the toolkit coordinators to explain the objectives of the toolkit preparatory work to be done for the workshop and how the workshop will be executed. This is the occasion to present a work plan and timeline for the key milestones presented above in organizing the workshop.

POTENTIAL CHALLENGES

The timing required for organizing the workshop needs to be carefully considered. It is recommended to start the preparations at least 4 weeks before the workshop date.

EXPECTED OUTCOME

Toolkit coordinators trained and aware of their roles and responsibilities as per work plan.

1.4 Identify key stakeholders/institutions/associations to participate in the activity

WHY?

This is the most important part to ensure the quality of the inputted data and the output of the results. A lot of care should be given in identifying the correct institutions/organizations as well as the appropriate persons with sufficient knowledge to answer the questions.

The questions are designed to address three levels of capacities at each institution (where feasible):

1. Governance and legislative: top level management (K1)
2. Strategic and institutional: middle level management (K2)
3. Operational: technical experts (K3)

Therefore, identifying and ensuring the participation of individuals at the three levels of capacities at each selected organization is crucial.

HOW?

It is expected that the toolkit coordinators, together with the Ministry, nominate organizations for each of the 11 pillars of the toolkit. As a minimum guidance, it is suggested to have 2 respondents per key capacity for each pillar.

It is expected that the NTFC/Toolkit coordinators prepare a list with the nominated institutions and candidates for each chapter of the toolkit.

QI4TF 1 – Government Capacity

QI4TF 1 measures the public/government capacities by assessing the government and legislative (K1), strategic and institutional (K2) and operational (K3) capacities. It assesses food safety and public health, SPS, national laboratories, customs authorities and educational training, required to facilitate exports. QI4TF 1 addresses the following articles of the Trade Facilitation Agreement (TFA): Articles 5.3, 7.9, 8 and 12.1; and other relevant matters for ensuring market access. Below suggested respondent institutions are provided. Please note that the appropriate Ministry in the selected country may be named differently.

Pillar	Capacity	No. of questions	Suggested respondents (1-2 respondents each)
1	Food Safety and Public Health		<ul style="list-style-type: none"> Department responsible for Food Safety
	Key Capacity 1: Central Government Legislative Controls	8	<ul style="list-style-type: none"> Ministry/Department of Agriculture, Livestock and Fisheries Ministry/Department of Health
	Key Capacity 2: Public Health Authorities and Management Obligations	10	
	Key Capacity 3: Food & Public Health Authorities and Management Obligations	7	
2	Sanitary & Phyto-Sanitary		<ul style="list-style-type: none"> Ministry/Department of Agriculture, Livestock and Fisheries
	Key Capacity 1: Central Government Legislative Controls	4	<ul style="list-style-type: none"> Ministry/Department of Health Department of Industry, Trade and Investment Competent Authorities
	Key Capacity 2: Strategic Management Obligations	6	
	Key Capacity 3: Field Level Capacity	7	
3	National Laboratory		<ul style="list-style-type: none"> Ministry/Department of Agriculture, Livestock and Fisheries
	Key Capacity 1: Central government and International Recognition and Control	8	<ul style="list-style-type: none"> Standards Bodies National Laboratory Association (private laboratories)
	Key Capacity 2: Strategic Operational Guidelines	3	
	Key Capacity 3: Required Laboratory Capacity	7	
4	Customs Authority		<ul style="list-style-type: none"> Customs and Excise Authority
	Key Capacity 1: Central Government Legislative Controls	6	<ul style="list-style-type: none"> Revenue Authority
	Key Capacity 2: Strategic Customs and Tax Authority Management	9	
	Key Capacity 3: Customs and Excise Capacity	3	
5	Educational Training		<ul style="list-style-type: none"> Ministry/Department of Education, Science, Technology and Vocational Training
	Key Capacity 1: Central Government Legislative Controls	4	
	Key Capacity 2: Strategic Educational Management Obligations and Objectives	6	
	Key Capacity 3: Delivery Objectives for Industry by Sector	5	

QI4TF 2 – Industry Capacity

QI4TF 2 is designed for primary and first stage Food Business Operators in a selected value chain. QI4TF 2 is applicable to industry involved in the production of food from non-animal origins at K1 to K3 levels with ambitions to export their production to developed markets and compete successfully in those markets. QI4TF 2 assesses the non-governmental capacity within the country, i.e. the producer and related trade capacities, cooperative organizations, freight forwarding companies, HACCP food safety systems, international trade shows and exhibitions, which are required to successfully access markets. Below suggested respondent institutions are provided. Please note that the appropriate Ministry in the selected country may be named differently.

Pillar	Capacity	No. of questions	Suggested respondents (1-2 respondents)
1	Food Business Operators and Related Trade Assurance systems in place to create first-stage supply integrity		<ul style="list-style-type: none"> ▪ Chamber of Commerce ▪ Confederation of Industries ▪ Private Sector Associations ▪ Small Industries Development Organizations ▪ Associations/Consumer Associations ▪ Consumer Goods Council, Retailers
	Key Capacity 1: Food Business Operation Production Controls	13	
	Key Capacity 2: Farm Level Capacity	11	
	Key Capacity 3: Operator Capacity	8	
2	HACCP Systems (Hazard Analysis and Critical Control Points)		<ul style="list-style-type: none"> ▪ Department of Agriculture ▪ Department of Health ▪ Retailers and Wholesalers ▪ Value Chain Associations
	Key Capacity 1: Capacity to meet HACCP system requirements	11	
	Key Capacity 2: Manufacturer's Factory Management Capacity	10	
	Key Capacity 3: Factory Team Capacity	12	
3	Co-operative Organizations To provide volume and continuity of supply to meet the target market requirements and specific clients, ideally by contract		<ul style="list-style-type: none"> ▪ Ministry of Agriculture, Livestock and Fisheries ▪ Ministry of Food Security and Cooperatives ▪ Federation of Co-operatives
	Key Capacity 1: Co-operative Capacity	6	
	Key Capacity 2: Co-operative Membership Capacity	5	
	Key Capacity 3: Farm level Co-operative Capacity	3	
4	Freight Forwarding Companies A commercial food business operator will use a non-vessel operating common carrier (NVOCC) or freight forwarding agent, specializing in importing and importing food products		<ul style="list-style-type: none"> ▪ Department of Transport ▪ Transporters Association ▪ Ministry of Transport ▪ Airports Authority ▪ Railways
	Key Capacity 1: General requirements of an NVOCC or a Freight Forwarding Agent	9	
	Key Capacity 2: Local Handling Agent Capacity	7	
	Key Capacity 3: Local Agent Capacity	4	
5	National Trade Bodies and Chamber of Commerce		<ul style="list-style-type: none"> ▪ Chamber of Commerce ▪ Small Industries Development Organization ▪ Exporters Association ▪ Trade Development Authority
	Key Capacity 1: National Trade and Chambers Capacity	7	
	Key Capacity 2: Organization Capabilities and Capacity	4	
	Key Capacity 3: Food Business Operator and Manufacturer Objectives	5	
6	International trade shows and exhibitions A jointly funded organization able to organize and present producer and processing capabilities		<ul style="list-style-type: none"> ▪ Ministry/Department of Industry, Trade and Investment ▪ Export Processing Zones Authority ▪ Chamber of Commerce ▪ Export Promotion
	Key Capacity 1: Government, Trade, and Chamber of Commerce Capacity	5	
	Key Capacity 2: Organization Capabilities and Capacity	2	
	Key Capacity 3: Food Business Operator and Manufacturer Capacity	3	

EXPECTED OUTCOME

A list of the invitees (a maximum of 2 per institution for each chapter) with required information to invite and follow up on their participation available.

ORGANIZE THE WORKSHOP

Preparing for the workshop early is important to ensure a suitable venue and the right participants. Therefore, planning a workshop in 4 weeks' time leaves sufficient time.

1.5 Prepare workshop logistics: select date, secure venue, prepare the agenda and invite participants

HOW?

1. **Select a suitable date:** In consultation with the NTFC, select a suitable date for hosting the workshop in line with the availability of the EMs and toolkit coordinators. It is highly recommended to allow approximately 4 weeks to organize the workshop, as this will also allow the participants sufficient time to make themselves available.
2. **Secure the venue:** The workshop will be conducted using laptops and stable, reliable internet connection is required. This is one of the things that must be taken into consideration when selecting a venue.
3. **Prepare the agenda:** Agenda for every workshop is set and only requires minor adjustments based on country context – identifying the guest of honor and keynote speaker (see template in Annex 3). The agenda needs to be shared and circulated with the NTFC.
4. **Invite participants and ensure participation:** An invitation letter with the NTFC/Ministry letterhead (see Annex 4) should be prepared and sent to the participants and a separate one should be prepared for the guest of honor/keynote speaker. The agenda should be attached as an Annex to the letter. It is important to highlight that participants are expected to bring laptops.

The following information is required to be able to successfully invite the institutions/participants in Step 1.5:

- Name of Institution
- Title
- Name of Organization/Department Head
- Position
- Email Address
- Telephone Number
- Organization Address

POTENTIAL CHALLENGES

- Finding a date that is suitable for the Ministry, toolkit coordinators, EMs and participants.
- The country context and its infrastructure-related challenges (i.e. ICT and internet connectivity) need to be considered. The assumption made is that participants bring their own laptop, but if that is not feasible, a venue with laptops/computers (e.g. computer center) should be sought or the possibility of renting laptops needs to be explored. It is recommended that there is 1 laptop/computer among two participants. Therefore, the costs needs to be evaluated given the country context.
- Difficult to obtain response from invitees. Therefore it is important to ensure that there are experts allocated to following up with the invitee.

EXPECTED OUTCOMES

- Date confirmed
- Stable internet connection (a speed of at least 100 Mbps) to allow 40 devices to use the internet simultaneously
- IT technician on stand-by
- Round tables for discussions
- Sufficient cables for participants to connect to power sources and projector
- Suitable venue secured
- Agenda agreed upon with the NTFC
- 40 - 50 participants have confirmed and provision for at least 25 laptops are made if the expectation of the workshop is that participants bring their own laptop (participants to work in pairs – i.e., 50% of the total number of participants).

1.6 Prepare the visibility and communications material

HOW?

Amend accordingly, based on the PDF of the roll-ups and name tents, which are available upon request. A draft press release should also be prepared to highlight this milestone.

EXPECTED OUTCOME

- Roll ups and Name Tents available at the venue
- Event adequately publicized.

RESOURCES

Media fees for newspaper coverage.

STAGE 2: APPLICATION OF QI4TF E-TOOL IN A WORKSHOP



The toolkit is applied during a 2-day workshop, in which the participants are guided through the process. Guided through the process. The workshop will start off by explaining why the application of the e-tool is relevant in the country, an overview of the toolkit and then delves into the application of the tool.

The tool consists of three steps, which are deployed through an electronic platform:

STEP 1: Identification of gaps

STEP 2: Prioritization of actions to address the gaps

STEP 3: Presentation of a consensus built roadmap for action

The participants access the toolkit through an online platform, using laptops. The e-tool user manual is provided in Annex 5. It is critical that the application process of the tool in Step 2 is followed in a timely manner to obtain quality results. The detailed agenda is provided below (see Section 2.1).

2.1 Proposed agenda and objective of each item in the agenda

A proposed agenda can be taken as the basis for the workshop be taken as the basis of the workshop, adapted as necessary to the country context. A proposed agenda can be found in Annex 4. The core sessions related to the toolkit are “Sessions 1- 5” in both days. In order to ensure timely completion of the workshop, the most critical aspect is to complete “Session 5: Data collection” in day which entails Step 1, the identification of gaps. This lays the foundation for day 2 to complete Step 2: Prioritization of actions to address the gaps and Step 3: Presentation of a consensus built roadmap for action.

A brief summary of the sessions are given below:

DAY 1

Session 1 – The TFA in context and status of the country:

- Detailed explanation of the structure of the TFA
- Information and rationale of the articles in the TFA and how they reinforce existing GATT articles
- How the TFA concepts are of use to exporters for instance, the right to request a second test of imported product- and advise participants to read the details in their own time
- Country’s Category ‘A’ notifications
- Trade agreements that the country has with EU and other countries.

Session 2 – National Quality Infrastructure System (NQIS) and WTO TFA:

- Emphasis on the link between NQIS and TFA articles on border checks and import procedures
- Use of RASSF reports on EU border alerts and rejections as illustrations of importance of NQIS and trade facilitation objectives working in combination
- EU principles of ‘Safe Food’ and need for exporters to meet EU market requirements;
- Reference to QI4TF toolkit

Session 3 – Overview of the QI4TF toolkit:

- Brief recap of the importance of compliance with market requirements, including the key impediments to access desired export markets
- Explanation of QI4TF toolkit – its aim and pragmatic approach
- Detailed introduction of QI4TF1 and QI4TF 2 for government and industry (respectively), highlighting the 11 pillars and the rationale behind the capacity assessments of K1, K2 and K3
- Explanation of how the toolkit fits into the bigger trade facilitation agenda – to complement the work of the National Trade Facilitation Committee (NTFC).

Session 4 – Presentation by the Toolkit Coordinators:

This session aims to give the toolkit coordinators a platform to present their experiences in organizing the workshop. It allows them to take ownership of the work they did, present what they learnt, and the challenges they faced. At the end of this session, certificates of appreciation can be given to the toolkit coordinators.

Session 5 – Data collection on e-tool (identification of gaps):

The identification of gaps falls within this session. The participants are split into pairs and are required to enter the e-tool through the following website link (<https://hexagon-group.net/qi4tf/>). The first step in the e-tool is to select the 2 pillars where the pair has most expertise in. It is to be noted that the “Educational Training” pillar will be compulsory for each pair to fill out because the questions are applicable to all pillars. It is advised to form pairs of participants with different expertise and background in order to stimulate knowledge sharing and discussions on the state of the institutions and services related to trade facilitation. Each pair is from now on referred to as “user”.

What the user has to do: the user has to answer the questions in the two pillars selected as well as the educational training pillar. Although this stage is conducted through the electronic platform, users are encouraged to refer to QI4TF questionnaire document for ease of use, which follows the same coding/numbering as in the e-tool.

Reports: Once the user has saved the responses, their own results will be presented showing how they perceive the capacity of that specific pillar in the country context. The questions that were answered with less than full capacity (gap) will be key inputs for Step 2 – prioritization of actions to address gaps.

DAY 2

Session 1 – Prioritization of actions to address the gaps:

For each pillar, the responses from all the users will be aggregated by the electronic system. The questions that were answered without full capacity are perceived as gaps and have to be addressed in order to facilitate trade. The e-tool is designed such that each question is linked to an action statement that aims to address the gap if the question was answered with anything other than “yes”, the capacity is available. In this step, users are presented with the action statements to address the gaps and are required to prioritize them based on importance.

What the user has to do: Each user will be required to prioritize the action statements for the chapters they responded to in step 1, based on the aggregated gaps identified by the group. It is to be noted that the action statements follow the same codification/numbering as the questions, in order to facilitate easy navigation between the two.

Reports: Once the user has saved the responses, a prioritized list of action statements will be presented to the user. If the user would like to make any changes to their prioritization, they can do so before the final, ‘save’ option, thereafter no changes can be made. These final responses are taken into consideration during Step 3.

Session 2 – Projection of the group prioritization of results:

The prioritization of action statements by each user for each pillar will be aggregated by the system and be presented to the group of participants in Session 2. For each pillar of the e-tool, the system will present the aggregated prioritization of action statements ordered from highest importance/urgency to least urgency.

What the user has to do: Nothing.

Session 3 – Facilitated discussions on group priorities of each QI4TF 1 Chapter and Session 4 – Facilitated discussions on group priorities of each QI4TF 2 Chapter (Consensus-built roadmap for action)

In sessions 3 and 4 the users are expected to discuss the results in groups. For Session 3, it is recommended to form 5 groups, 1 for each pillar of the QI4TF 1. The groups should consist of the users that answered the respective pillars, and the remaining participants should join the 5 groups based on their interest/expertise.

What the user has to do: The groups are expected to discuss the aggregated prioritization of action statements for their specific pillar and assign mandated institutions appropriate to address the actions. Each group is expected to present the summary of discussions to the larger group, highlighting whether there is an agreement on the order of the prioritization, if not, what changes to propose as well as the mandated institutions to action the statement. For Session 4, it is recommended to form 6 groups and follow the same steps as in Session 3.

STAGE 3: REPORTS BASED ON RESULTS OF THE TOOLKIT



Session 5 – Way Forward

3.1 Wrap-up workshop

This is the final session of the two-day workshop. During this session, the toolkit coordinators should summarize the discussions of the two days and explain to the participants that a report will be prepared based on the results of the e-tool and the discussions that took place.

At the end of the workshop, the evaluation form is distributed to the participants for completion (see Annex 6 for the template).

3.2 Prepare brief report on the application of the e-tool

The toolkit coordinators are expected to prepare a brief report that aims to summarize and evaluate the application of the toolkit as per Annex 7. It includes:

1. The steps involved in the application of the e-tool including preparations undertaken in the given country, highlighting any specific challenges or recommendations.
2. Breakdown of agenda items and sessions, issues identified in each session and suggestions for improvements.
3. Results of the e-tool, including the list of priorities for each of the 11 pillars, complimented with the mandated institutions to take action as well as a summary of discussion for each pillar.
4. A summary of the evaluation forms distributed to the participants at the end of the workshops.
5. Overall suggestions for future workshops and lessons learnt.

3.3 Prepare final report and send to NTFC/leading government institution

Based on the tool coordinator reports, another more detailed report will be prepared for the NTFCs/leading government institutions as per Annex 8. The report presents the prioritization of the actions that need to be taken by government and industry to facilitate trade per 11 pillars of the tool. It would be important to capture the mandated institutions to address the action statements from Sessions 3 and 4 on Day 2.

Once the report is available, the toolkit coordinators are expected to send it to the NTFC/leading government institution. This report presents the consensus built actions that government and industry have agreed upon as priorities for the country. It is to be noted that the actions presented may need to be investigated further by relevant experts within the field to nuance the immediate actions. Therefore, the NTFC/leading government institution may use the results as inputs for the National Trade Facilitation Action plan, National Development plans or Sectorial plans.



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ANNEX 1

Profile of Expert Moderators and Toolkit Coordinators (National Experts)

EXPERT MODERATORS

The Expert Moderators provide guidance to the tool coordinators throughout the entire process of applying the tool. The EMs should have a minimum of 10 years practical experience in the field of trade facilitation, and regulatory testing and inspection. In addition, they must possess:

- Solid experience and knowledge in implementing the WTO TBT and SPS Agreements
- Thorough knowledge of the WTO Trade Facilitation Agreement, in relation to testing and inspection requirements
- Past experience of developing analytical tools and methodologies
- Ability to analyze technical documents and write technical reports
- Good communication, public relations and interpersonal skills

The main duties of the EM are:

- Provide guidance to the tool coordinators
- Prepare the workshops for the application of the tool, including preparation of presentations and any other material required for the smooth flow of the workshop, identification of gaps and successful prioritization of the issues during the workshop.

TOOLKIT COORDINATORS (NATIONAL EXPERTS)

The tool coordinators should be familiar with the Codex Alimentarius, Integrated Tariff of the European Communities (TARIC), EuroLex and have the ability to identify current regulations and directives, and identify EU import requirements as it is essential to keep abreast of them.

The profiles of the tool coordinators are given below:

a. Government Representative:

- Familiar with the national government structures for export: food safety and public health, sanitary & phytosanitary, national laboratory, customs and national educational system
- Knows and understands about the system for export declarations
- Is aware of the information base available within the national government
- Has the capacity to contact institutions, present objectives of activity, and follow up with respondents of tool

b. Industry/Chamber of Commerce/Association Representative:

- Fully conversant with export procedures
 - Is familiar with the selected value chain structures
 - Is familiar with sources of information/knowledge
 - Understands how export ambitions can be turned into export potential
 - Is aware of potential target markets other than the EU
 - Has the capacity to contact relevant stakeholders, present objectives of activity and follow up with respondents of tool
-

ANNEX 2

Introductory Letter

LETTER TO SUPPORTING MINISTRY/NTFC

Re: Support to apply the UNIDO Quality Infrastructure for Trade Facilitation Electronic-Tool in Workshop

In the effort to support implementation of the WTO Trade Facilitation Agreement (TFA) in member countries, UNIDO, with funding from the German Federal Ministry for Economic Cooperation and Development, has developed a tool which aims to identify technical gaps in the National Quality Infrastructure System (NQIS) in a specific sector. UNIDO has been recognized by the WTO and TFA implementing partners for its role in supporting testing and inspection technical assistance. The tool identifies gaps that government and industry should address and in particular to comply with Articles 5.3, 7.9, 8 and 12.1 of the TFA.

[Name of country] has been identified as suitable country apply the e-tool as it has ratified to the TFA and has an operational National Committee on Trade Facilitation NTFC. Moreover, the tool would support the National Trade Facilitation Action Plan and implementation of [insert relevant/related projects/programmes in the value chain.

The [insert value chain/value chains] is/[are] a priority[ies] of the government of Tanzania and, therefore, it is proposed that the [insert value chain/value chains] be used for applying the e-tool. However, the NTFC should feel free to propose an alternative value chain.

UNIDO would like to propose and request that the tool application is organized with support of the NTFC. In the event that the proposal is agreed upon, we would request the **NTFC to identify and nominate: a) two Tool Coordinators (one from government and one from industry) to support the pilot activity and b) best respondents to the tool who would also participate in a two days' workshop, proposed to take place [insert date].** We would appreciate to be provided with a list of nominees (max 2 persons per institution, per chapter) by [insert date], to allow us sufficient time to carry out other preparations. An outline of the pilot activity, suggested participants and the expectations of NTFC members and the two Tool Coordinators are explained in the attached briefing note.

Once the results of the application has been analyzed, UNIDO will share the results with the NTFC. This will allow the NTFC to identify and prioritize the main gaps within the selected value chains. The results could be integrated into strategic interventions, existing projects or be the basis of action plans.

We are looking forward to receiving your support.

Yours Sincerely,

cc: NTFC Chair

ANNEX 3

Proposed Agenda



[Insert Government
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AGENDA

Workshop on UNIDO Quality Infrastructure for Trade Facilitation E-Toolkit

Workshop Dates

Venue, City, Country

Workshop Date–Day 1			
Item	Time	Subject of Presentation	Responsible
1	08:30-08:55	Registration of Participants	Organizers UNIDO/Lead Ministry
2	09:00-09:05	Welcome Remarks	UNIDO Representative
	09:05-09:20	Introduction and Objective of Workshop	UNIDO Project Manager/Representative
	09:20-09:35	Opening Remarks	Representative from Lead Ministry
	09:40-10:00	Group Photo	All
3	10:00-10:15	Coffee/Tea Break	All
4	10:15-11:00	Session 1: The TFA in context and status of [Name of country]	International experts
5	11:00-11:30	Session 2: National Quality Infrastructure System (NQIS) and WTO Trade Facilitation Agreement (TFA)	International experts
6	11:30-12:30	Session 3: Overview of QI4TF	International experts
7	12:30-13:30	Lunch	All
8	13:30-13:45	Session 4: Presentation by National Toolkit Coordinator(s)	National Toolkit Coordinator(s)
9	13:45-15:00	Session 5: Data Collection on e-tool	International experts UNIDO Project Manager/Project Associate

10	15:00-15:15		All
11	15:15-17:00	Continuation of Session 5	International experts UNIDO Project Manager/Project Associate
Workshop Date -- Day 2			
Item	Time	Subject of Presentation	Presenter
1	08:30-09:00	Registration and Welcome Coffee	UNIDO/Lead Ministry
2	09:00-09:30	Session 1: <ul style="list-style-type: none"> ▪ Recap of day 1 workshop ▪ Review of data collection ▪ Feedback on day 1 (content, user-friendliness, general observations) ▪ Steps ahead 	International experts UNIDO Project Manager/Project Associate
3	09:30-11:00	Session 2: Prioritization of issues on e-tool (in pairs) <ul style="list-style-type: none"> ▪ Each Group is tasked to assign the order of priority based on the impact on export activity 	International experts UNIDO Project Manager/Project Associate
4	11:00-11:15	Coffee Break	All
5	11:15-11:25	Projection of Group Prioritization Results	International experts
6	11:25-13:00	Session 3: Facilitated discussions on group priorities of each QI4TF 1 Chapter	International experts UNIDO Project Manager/Project Associate
7	13:00-14:00	Lunch	All
8	14:00-15:45	Session 4: Facilitated discussions on group priorities of each QI4TF 2 Chapter <ul style="list-style-type: none"> ▪ Breakout groups per chapter. Presentation by group on: <ul style="list-style-type: none"> ▪ Any observations on the priorities ▪ Legally mandated institutions for each action statements 	International experts UNIDO Project Manager/Project Associate
9	15:45-16:00	Session 5: Way forward	UNIDO Project Manager
10	16:00-16:10	Closing remarks	Lead Ministry
11	16:10-16:20	Evaluation Forms	UNIDO
12	16:20	Tea/Refreshment and Departure	ALL

ANNEX 4**Invitation letter sent in cooperation with the Ministry**

NAME OF COUNTRY
NAME OF LEAD MINISTRY

[Insert Government
coat of arms here]

.....

Tel:	Address of Lead Ministry
Fax:	P. O. Box Number
Email:	POSTCODE, CITY
Website:	

(All Official correspondence should be addressed to the Permanent Secretary and NOT to individuals)

In reply please quote:

Ref. No.: **dd-mmm-yyyy**

1. Permanent Secretary,
Relevant Ministry
P.O. Box Number
CITY (Attn: Title, First Name, Last Name)

2. Permanent Secretary,
Relevant Ministry
P.O. Box Number
CITY (Attn: Title, First Name, Last Name)

3. Permanent Secretary,
Relevant Ministry
P.O. Box Number
CITY (Attn: Title, First Name, Last Name)

4. Permanent Secretary,
Relevant Ministry
P.O. Box Number
CITY (Attn: Title, First Name, Last Name)

5. Chairman
Value Chain Organization/Association
P.O. Box Number
CITY (Attn: Title, First Name, Last Name)

RE: INVITATION TO PARTICIPATE IN THE APPLICATION AND WORKSHOP ON QUALITY INFRASTRUCTURE FOR TRADE FACILITATION TOOLKIT TO BE HELD AT [NAME OF HOTEL] IN [CITY] ON [WORKSHOP DATES]

Kindly refer to the above heading.

The [Lead Ministry] in collaboration with United Nations Industrial Development Organization (UNIDO) cordially invites you to participate in a workshop on **[dates] from [time], at the [venue], [address]**.

In the effort to support the implementation of the WTO Trade Facilitation Agreement (TFA) in member countries, UNIDO has developed a Quality Infrastructure for Trade Facilitation Toolkit (QI4TF), with funding from the German Federal Ministry for Economic Cooperation and Development. The toolkit aims to identify the technical gaps in the National Quality Infrastructure System (NQIS) in a specific sector. The tool will be piloted in the [country's selected value chains] as it is a government priority sector.

UNIDO has been recognized by the WTO and TFA Implementing Partners for its roles in supporting testing and inspection technical assistance. The QI4TF will identify gaps that government and industry should address and, in particular, to comply with Articles 5.3, 7.9, 8 and 12.1 of the TFA.

The toolkit assesses the following capacities from the government perspective: Food Safety and Public Health, Sanitary and Phytosanitary Measures, National Laboratories, Customs Authority and Educational Training. It also has modules covering value chain capacities of food business operator and related trade capacities, HACCP systems, co-operative organizations, freight forwarding companies, national trade bodies and Chamber of Commerce, international trade shows and exhibitions.

In preparation for the workshop on **[dates]**, we kindly request you to **nominate an official** (or allow the mentioned official) who will attend and provide us with responses during the workshop. The responses provided by the official will be critical in obtaining more insight regarding the public and private situation [country's selected value chains].

During the workshop, with the use of an electronic platform, you will be requested to participate in identify gaps, which will be discussed in groups and prioritized to prepare a roadmap to strengthen the NQIS and improve the performance of [country's selected value chains]. The results could be integrated into strategic interventions, existing projects or be the basis of action plans for the National Trade Facilitation Committee.

The draft agenda is attached to this letter. We kindly request you to please bring your laptop to the workshop as the workshop will be conducted with the support of the laptop

It would be appreciated if we could receive the confirmation of participation together with their contacts no later than **[date]**, through [name of toolkit coordinator 1], telephone: [telephone of toolkit coordinator 1] or by e-mail, [email of toolkit coordinator 1] and [name of toolkit coordinator 2] telephone: [telephone of toolkit coordinator 2], e-mail, [email of toolkit coordinator 2].

Reimbursement of the transport will be provided upon submission of ticket. Only transport by road and marine is honored. DSA will be provided at Government rates.

We thank you for your continued collaboration.

[First Name and Last Name]

For: PERMANENT SECRETARY

ANNEX 5

E-tool User Manual

FIRST SCREEN: INTRODUCTION

You have entered the Quality Infrastructure for Trade Facilitation QI4TF Tool by typing <https://hexagon-group.net/qi4tf/>. The first screen is the gateway to the tool. In it you can read the introduction and background of the QI4TF Tool.

At this screen, you will also find a description of the tool and a diagram that shows how the tool will measure the Government and Industry Capacities.

In order to enter the system you must clearly fill the following spaces:

- Name:
- Email:
- Password: (will be provided by the institution requesting the information)
- Age: (to be chosen)
- Sector: (to be chosen)
- Country: (to be chosen)

PLEASE FILL or already registered?

NAME *	<input type="text"/>
EMAIL *	<input type="text"/>
PASSWORD *	<input type="text"/>
AGE *	UNDER 20 ▾
SECTOR *	NATIONAL/LOCAL GOVERNMENT ▾
COUNTRY *	Aruba ▾

TEAM MEMBER 1

NAME	<input type="text"/>
INSTITUTION	<input type="text"/>
EMAIL	<input type="text"/>

TEAM MEMBER 2

NAME	<input type="text"/>
INSTITUTION	<input type="text"/>
EMAIL	<input type="text"/>

In case you are working in groups, you should fill the spaces “Team Member 1” and “Team Member 2” if necessary.

In the event that you logout of the website, click on “already registered”, there you will find the option to reenter the system by using your email address.

REGISTERED USERS. If you've registered before, please enter your email address.

EMAIL	<input type="text"/>
	<input type="button" value="enter"/>

SECOND SCREEN: CHOOSING RELEVANT CAPACITIES/CHAPTERS

In this screen, participants will be able to select the most relevant capacities for the institution they represent and identify the level of experience in that field on a scale that goes from 0 (no expertise) to 5 (expert).

Relevant Capacities / Chapters

- Food Safety and Public Health Capacities
- Sanitary and Phytosanitary Capacities
- National Laboratory Capacities
- Customs Authority Capacities
- Food Business Operator and Related Trade Capacities
- HACCP Systems (Hazard Analysis and Critical Control Points)
- Co-operative organizations CO-OPS
- Freight Forwarding Companies
- National Trade Bodies and Chambers of Commerce
- Capacity to Take Part in International Trade Shows and Exhibitions

For a better understanding of the participants, next to each of the Capacities / Chapters mentioned above, you will find an icon, which contain a brief explanation of each of the chapters.

Relevant Capacities/ Chapters	Tick relevant chapters for your organization	Rank your level of expertise on a scale of 0-5, where 0=no expertise, 1=minimal expertise, 5=expert
FOOD SAFETY AND PUBLIC HEALTH CAPACITIES 	<input type="checkbox"/>	0 ▼
SANITARY AND PHYTOSANITARY CAPACITIES 	<input type="checkbox"/>	0 ▼
NATIONAL LABORATORY CAPACITIES 	<input type="checkbox"/>	0 ▼
CUSTOMS AUTHORITY CAPACITIES 	<input type="checkbox"/>	0 ▼
FOOD BUSINESS OPERATOR AND RELATED TRADE CAPACITIES 	<input type="checkbox"/>	0 ▼
HACCP SYSTEMS (Hazard Analysis and Critical Control Points) 	<input type="checkbox"/>	0 ▼
CO-OPS 	<input type="checkbox"/>	0 ▼
FREIGHT FORWARDING COMPANIES 	<input type="checkbox"/>	0 ▼
NATIONAL TRADE BODIES AND CHAMBERS OF COMMERCE 	<input type="checkbox"/>	0 ▼
CAPACITY TO TAKE PART IN INTERNATIONAL TRADE SHOWS AND EXHIBITIONS 	<input type="checkbox"/>	0 ▼

In order to continue with the exercise be sure you confirmed that the chapters selected are relevant to your organization.

The tool will choose automatically, only two of the chapters selected with the highest rank, plus the chapter corresponding to National Education, that would be completed by default.

STEP 1: IDENTIFICATION OF CAPACITIES

Quality Infrastructure for Trade Facilitation Pillars Capacities

In the upper left, the tool shows the information entered initially to start the exercise, these are: Name and Email will appear during the whole process.

In the upper right the tool shows the number of participants that have completed the exercise until that moment, this number will change until all the participants conclude the exercise.

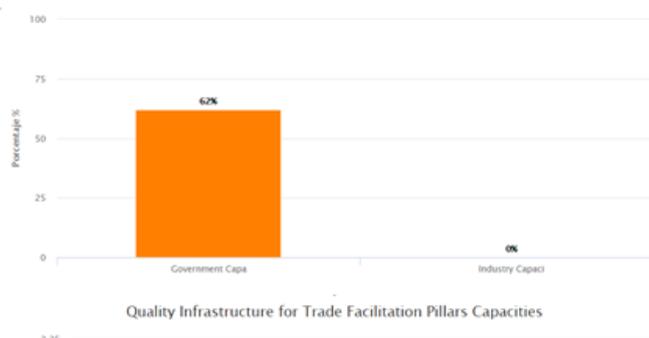
Below, the tool presents a bar that will indicate the percentage of progress of the exercise, as it is executed and completed in the subsequent screens. These values will be updated as you complete the measurement exercise. When you reach the 100%, you will know that all the sections are completed.

Under the title “Quality Infrastructure for Trade Facility Pillars Capacities you will find two pillars on which the measurement will be concretely made:

- Government Capacity: QI4TF1
- Industry Capacity: QI4TF2

Quality Infrastructure for Trade Facilitation Pillars Capacities		% FILL	SCORE
1. Government Capacity: QI4TF 1		100.0%	62.0%
2. Industry Capacity: QI4TF 2		0.0%	0.0%
TOTAL			62.0%

This section presents a summary of the progress percentage in filling each of the measurement pillars, as well as the final score.



The final score is also presented graphically both in percentages and through a table synthesized under the Likert scale.

This table assigns values from zero (0) to five (5) depending on the answers selected in the measurement screens that you will find later.

The range of the scale is as follows:

- 0 is “Unknown”,
- 1 is “No”,
- 2 is “Minimal”,
- 3 is “Partial”,
- 4 is “Almost all”, and
- 5 is “Yes”.

These results and the summary thereof can be made visible as you continue with the measurement exercise.

To continue with the exercise, click on:

1. Government Capacity: QI4TF 1
2. Industry Capacity: QI4TF 2

To continue the exercise at another time click on: “Save and logout”.



Government Capacity: QI4TF 1

Under the heading “Government Capacity: QI4TF 1”, there are five (5) items that have been selected to measure that pillar in a specific way:

1. National Education Capacities
2. Food and Public Health Capacities
3. Sanitary and Phytosanitary Capacities
4. National Laboratory Capacities
5. Customs Authority Capacities

Government Capacity: QI4TF 1	% FILL	SCORE
1. NATIONAL EDUCATION CAPACITIES	100.0%	51.7%
2. FOOD SAFETY AND PUBLIC HEALTH CAPACITIES	100.0%	79.2%
3. SANITARY AND PHYTOSANITARY CAPACITIES	100.0%	30.0%
4. NATIONAL LABORATORY CAPACITIES	100.0%	55.7%
5. CUSTOMS AUTHORITY CAPACITIES	100.0%	68.8%
TOTAL		61.3%

In this section, you can see a summary of the progress percentage through the filling of the measurement items, but only the ones you selected as relevant chapters for your organization with the highest level of expertise.

It is important to mention that the chapter corresponding to National Education Capacities will always be part of the measurement.

The final score is also presented graphically both in percentages and through a table synthesized under the Likert scale.



Please be aware that, these results and the summary thereof can be made visible as you progress through the measurement exercise.

To continue the exercise you must click on every one of the chapters selected.

Industry Capacity: QI4TF 2



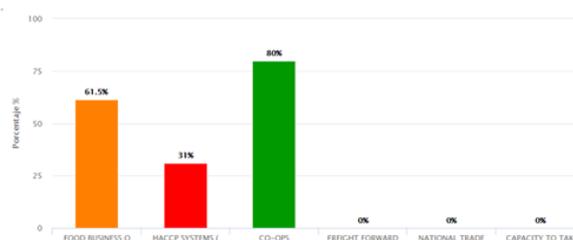
Under the heading “**Industry Capacity: QI4TF 2**”, there are six (6) items which have been selected to measure that pillar in a specific way:

1. Food Business Operator and Related Trade Capacities
2. HACCP Systems (Hazard analysis and critical control points)
3. CO-OPS (Co-operative organizations)
4. Freight Forwarding Companies
5. National Trade Bodies and Chambers of Commerce
6. Capacity to Take Part in International Trade Shows and Exhibitions

Industry Capacity: QI4TF 2	% FILL	SCORE
1. FOOD BUSINESS OPERATOR AND RELATED TRADE CAPACITIES	100.0%	61.5%
2. HACCP SYSTEMS (Hazard Analysis and Critical Control Points)	100.0%	31.0%
3. CO-OPS	100.0%	80.0%
4. FREIGHT FORWARDING COMPANIES	0.0%	0.0%
5. NATIONAL TRADE BODIES AND CHAMBERS OF COMMERCE	0.0%	0.0%
6. CAPACITY TO TAKE PART IN INTERNATIONAL TRADE SHOWS AND EXHIBITIONS	0.0%	0.0%
TOTAL		55.7%

Like the previous screen, in this section you can see a summary of the percentage progress through the filling of each of the measurement items selected, as well as the final score.

The final score is also presented graphically both in percentages and through a table synthesized under the Likert scale.



These results and the summary thereof can be made visible as you progress through the measurement exercise.

To continue the exercise you must click on every one of the items selected.

You will find that for each of the five items selected to measure the “**Government Capacity**” pillar, and the six items selected to measure the “**Industry Capacities**” pillars, a screen that brings together three “**Key Capacities**” (K1 governance and legislative capacities; K2 strategic and institutional capacities; and, K3 operational capacities) will be displayed, which in turn involve a set of questions that you will answer on the following screens.

FREIGHT FORWARDING COMPANIES	% FILL	SCORE
1. Key Capacity 1: General requirements of an NVOCC or a Freight Forwarding Agent	0.0%	0.0%
2. Key Capacity 2: Local Handling Agent Capacities	0.0%	0.0%
3. Key Capacity 3: Local Agent Capabilities	0.0%	0.0%
TOTAL		0.0%

In these screens you can see a summary of the percentage of progress of the exercise, as well as the final score for each of the items mentioned above.

The final score is also presented graphically, both in percentage terms and through a table synthesized under the Likert scale. These results and the summary thereof can be made visible as you progress through the measurement exercise.

To continue the exercise you must click on every one of the key capacities mentioned above.

In this stage the screens that allow access to each of the “Key Capacities” are those that in turn will allow the actual measurement of both QI4TF 1 and QI4TF 2. So you will find in each of these screens a set of questions that must be answered.

GOVERNMENT CAPACITIES:

1. National Education Capacities

KEY CAPACITY 1:	Central government and legislative controls (4 questions)
KEY CAPACITY 2:	Strategic educational management obligations and objectives (6 questions)
KEY CAPACITY 3:	Delivery objectives for industry by sector (5 questions)

2. Food Safety and Public Health Capacities

KEY CAPACITY 1:	Central government and legislative controls (8 questions)
KEY CAPACITY 2:	Public health authorities and management obligations (10 questions)
KEY CAPACITY 3:	Food and public health operations (7 questions)

3. Sanitary and Phyto-Sanitary Capacities

KEY CAPACITY 1:	Central government and legislative controls (4 questions)
KEY CAPACITY 2:	Strategic management obligations (6 questions)
KEY CAPACITY 3:	Field level capabilities (7 questions)

4. National Laboratory Capacities

KEY CAPACITY 1:	Central government and international recognition controls (8 questions)
KEY CAPACITY 2:	Strategic operational guidelines (3 questions)
KEY CAPACITY 3:	Required laboratory capabilities (7 questions)

5. Customs Authority Capacities

KEY CAPACITY 1:	Central government and legislative controls (6 questions)
KEY CAPACITY 2:	Strategic customs and tax authority management (9 questions)
KEY CAPACITY 3:	Customs capabilities (3 questions)

INDUSTRY CAPACITIES:

1. Food Business Operator and Related Trade Capacities

KEY CAPACITY 1:	Food business operator production controls (13 questions)
KEY CAPACITY 2:	Farm level capacities (11 questions)
KEY CAPACITY 3:	Operator capabilities (8 questions)

2. HACCP Systems (Hazard analysis and critical control points)

KEY CAPACITY 1:	Capacity to meet HACCP system requirements (9 questions)
KEY CAPACITY 2:	Manufacturers' factory management capacities (10 questions)
KEY CAPACITY 3:	Factory team capabilities (12 questions)

3. CO-OPs

KEY CAPACITY 1:	Co-operative capacities (6 questions)
KEY CAPACITY 2:	Co-operative membership capacities (5 questions)
KEY CAPACITY 3:	Farm level Co-operative capacities (3 questions)

4. Freight Forwarding Companies

KEY CAPACITY 1:	General requirements of a non-vessel operating common carrier (NVOCC) or a Freight Forwarding agent (9 questions)
KEY CAPACITY 2:	Local handling agent capacities (7 questions)
KEY CAPACITY 3:	Local agent capabilities (4 questions)

5. National Trade Bodies and Chambers of Commerce

KEY CAPACITY 1:	National trade and chambers capacities (7 questions)
KEY CAPACITY 2:	Organization capabilities and capacities (4 questions)
KEY CAPACITY 3:	Food business operator and manufacturer objectives (5 questions)

6. Capacity to Take Part in International Trade Shows and Exhibitions

KEY CAPACITY 1:	Government, trade, and chamber of commerce capacities (5 questions)
KEY CAPACITY 2:	Organization capabilities and capacities (2 questions)
KEY CAPACITY 3:	Food business operator and manufacturer capacity (3 questions)

As mentioned before, in order to answer these questions you must click on the option “select” and choose one of the following 6 options that will be displayed:

- 0 is “Unknown”,
- 1 is “No”,
- 2 is “Minimal”,
- 3 is “Partial”,
- 4 is “Almost all”, and
- 5 is “Yes”.

Key Capacity 2: Local Handling Agent Capacities		
▶ Q2.1 Is the agents system able to adapt to changes and future of trade developments in information transmission including paperless transactions?	  	SELECT
▶ Q2.2 Is the freight forwarding agent specialised in the transit of food and food products?	  	Unknown/NA
▶ Q2.3 Is the freight forwarding agent capable of organising the shipping of the final product from the manufacturer or food business operator to the customer, a market or final distribution point?	  	NO Minimal
▶ Q2.4 Can the forwarder provide guidance on the documentary requirements for seamless entry through the customs system?	  	Partial Almost all
▶ Q2.5 Does the exporting freight forwarding agent forward documents by courier and email?	  	Yes

Under each question, on the left side, you will find the icon (book) this icon provides the background under which the answer may be chosen.

On the left side of the selection bar you will find the following three icons, starting from the right:

- 1. Records Management:** Under this field, the person who has been invited to perform the measurement has the option of adding a file as a mean to verify the selected answer.

- 2. Name and Email:** This field is for the person who is in the process of reviewing or certifying the answers given by the leading expert.

- 3. Comments:** In this field either the guest or the certifier can give any comment, in relation to the previously selected answer, it is a specific comment for each answer, just in case the participant wishes to expand his answer in a qualitative way

Please note, that at the end of each chapter you will find the possibility to comment or insert documents related to the chapter in general.

Key Capacity 1: General requirements of an NVOCC or a Freight Forwarding Agent

Q1.1 Does the Government operate a licencing system for NVOCCs and Freight Forwarders?

Q1.2 Is the licencing system compatible with the WTO SAFE Framework of Standards to help promote trade facilitation?

Q1.3 Does the licencing system include identity and security checks?

Q1.4 Is the freight forwarding agent a member of a national or international trade association?

Q1.5 Can the freight forwarding agent deal effectively with other sectors and organisations if arbitration is needed?

Q1.6 Is the freight forwarding agent fully aware of developments of international customs systems and is he able to provide information on the changes?

Q1.7 Is the freight forwarding agent able to advise on the best shipping options and routings?

Q1.8 Is the freight forwarding agent approved and if necessary have the financial resources to operate without risk to the client?

Q1.9 Can the freight forwarding agent provide advice and guidance on the implications of the various shipping options?

General comments

Documents

upload/view documents (max. 1mb) document(s)

Once you have recorded the answers corresponding to the key capacities questions from the previously selected chapter to be answered, the system will automatically take you to the summary screen of that chapter.

FOOD BUSINESS OPERATOR AND RELATED TRADE CAPACITIES	% FILL	SCORE
1. Key Capacity 1: Food business operator Production Controls	100.0%	63.6%
2. Key Capacity 2: Farm Level Capacities	100.0%	37.5%
3. Key Capacity 3: Operator Capabilities	100.0%	82.5%
TOTAL		61.5%



There you will be able to observe the percentage progress in the filling of the tool, as well as the final preliminary score and their respective graphs (personal average and the group average).

This is a reiterative process, that is, the system will lead you to the same screen each time you answer the questions of the 3 key capacities of the selected chapter.

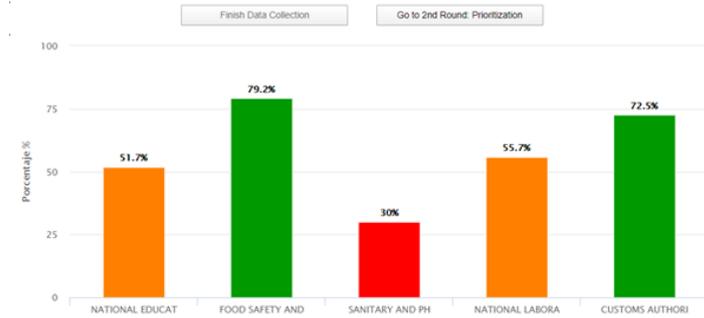
Each time you finish answering the questions of the 3 key capacities that form part of the selected chapter, you must click on the field “back” in order to continue with the answers corresponding to the next chapter.

You must complete the exercise for the 5 items that measure the **Government Capacity Pillar** and the 6 items that measure the **Industry Capacity Pillar**.

Once you answered 100% of the questions related to the selected chapters, you will see that each of the graphs shows the results in a visual way. That is, in colored bars according to the reached score: red, orange and green.

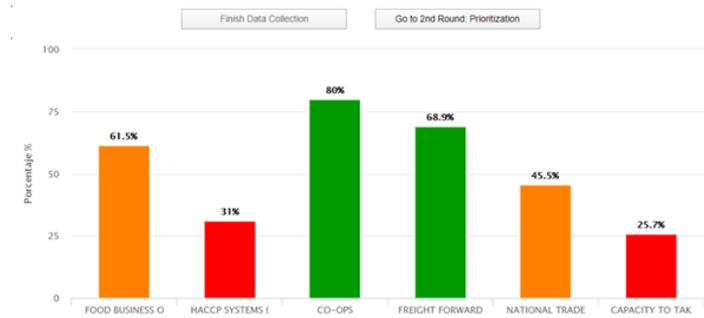
100%

Government Capacity: QI4TF 1		
	% FILL	SCORE
1. NATIONAL EDUCATION CAPACITIES	100.0%	51.7%
2. FOOD SAFETY AND PUBLIC HEALTH CAPACITIES	100.0%	79.2%
3. SANITARY AND PHYTOSANITARY CAPACITIES	100.0%	30.0%
4. NATIONAL LABORATORY CAPACITIES	100.0%	55.7%
5. CUSTOMS AUTHORITY CAPACITIES	100.0%	72.5%
TOTAL		62.0%



100%

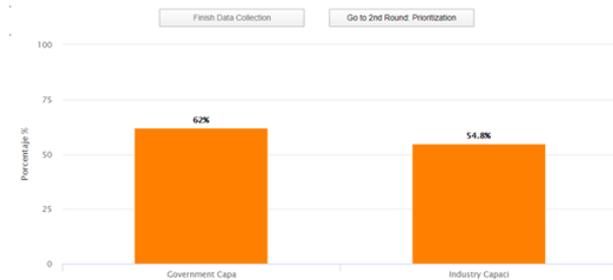
Industry Capacity: QI4TF 2		
	% FILL	SCORE
1. FOOD BUSINESS OPERATOR AND RELATED TRADE CAPACITIES	100.0%	61.5%
2. HACCP SYSTEMS (Hazard Analysis and Critical Control Points)	100.0%	31.0%
3. CO-OPS	100.0%	80.0%
4. FREIGHT FORWARDING COMPANIES	100.0%	68.9%
5. NATIONAL TRADE BODIES AND CHAMBERS OF COMMERCE	100.0%	45.5%
6. CAPACITY TO TAKE PART IN INTERNATIONAL TRADE SHOWS AND EXHIBITIONS	100.0%	25.7%
TOTAL		54.8%



Once you have answered 100% of the questions in both government and industry capacities, the system will show you the option “Go to second round prioritization”.

100%

Quality Infrastructure for Trade Facilitation Pillars Capacities		
	% FILL	SCORE
1. Government Capacity: QI4TF 1	100.0%	62.0%
2. Industry Capacity: QI4TF 2	100.0%	54.8%
TOTAL		58.1%



STEP 2: PRIORITIZATION OF ACTIONS STATEMENTS TO ADDRESS IDENTIFIED GAPS

In this second stage, the participants prioritize a set of action statements by level of urgency, where 1 is the most urgent. The tool shows a bar that will indicate the percentage progress of the exercise, as it is executed and completed in the subsequent screens. These values will be modified until all the sections are completed. It is important to remember that this bar shows the progress of the selected answers according to the strengths and the expertise previously identified by you at the beginning of the exercise.

Under the title “**Prioritization of issues identified in step 1**” are the two pillars on which the prioritization will be made. In this stage of the exercise, this measurement is limited to all those elements that show an urgent need to addressed and improved.

STEP 2: Prioritization of actions to address issues identified in Step 1.	
People who have answered 0/8	
<input type="button" value="go back to step 1"/>	
0%	<input type="text"/>
Prioritization of issues identified in Step 1	
	SCORE
1. Government Capacity: QI4TF 1	0.0%
2. Industry Capacity: QI4TF 2	0.0%
TOTAL	0.0%

As mentioned above, all those issues that have been ranked as urgent need to be evaluated in this section, for either Government Capacity Pillar and the Industry Capacity Pillar, and their correspondent key capacities identified in step 1. These results and the summary thereof can be made visible as you progress through the prioritization exercise.

To continue with the exercise, click on:

1. **Government Capacity: QI4TF 1**
2. **Industry Capacity: QI4TF 2**

Government Capacity: QI4TF 1



As in the previous stage, under the heading “**Government Capacity: QI4TF 1**”, five (5) chapters are displayed, which have been selected to evaluate the urgent issues of this pillar identified in stage 1:

1. National Education Capacities
2. Food Safety and Public Health Capacities
3. Sanitary and Phytosanitary Capacities
4. National Laboratory Capacities
5. Customs Authority Capacities

NATIONAL EDUCATION CAPACITIES N/A = Not applicable
1 = Not urgent
5 = Most Urgent

Key Capacity 1: Central Government Legislative Controls

- ▶ Ensure that there is legislation in place requiring food safety education to be monitored and checked by qualified personnel URGENCY
- ▶ Adapt the training and education curricula to reflect the agri-food safety requirements URGENCY
- ▶ Ensure that the legislation prescribes the qualifications required for specific operational functions of government N/A
- ▶ Ensure that the legislation allows for the recognition and certification of private training companies 1

Key Capacity 2: Strategic Educational Management obligations and objectives

- ▶ Lead (appropriate sectoral bodies) the organization of vocational education and training to facilitate efficient production to meet the accepted requirements of the EU and other potential markets 2
- ▶ Ensure that food safety inspectors are adequately qualified and trained to be able to inspect according to the requirements of target high value markets 3
- ▶ Establish a system of audit and verification to ensure the highest quality of education and training is provided 4
- ▶ Provide guidance and education for food business operators in the principles of processes of HACCP 5
- ▶ Accessible training and guidance at farm level on best practice for the safe use of pesticides and their modes of application URGENCY
- ▶ Raise awareness to industry that the acceptable Minimum Level of Residue (MRL) of agricultural and cleaning chemicals are based on binding international agreements and EU requirements URGENCY

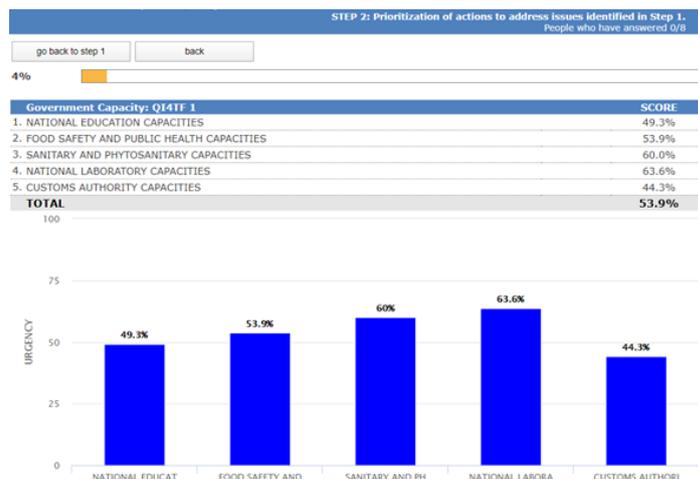
Key Capacity 3: Delivery objectives for industry by sector

- ▶ Ensure sufficient education in the awareness and the importance of food hygiene available to the sector URGENCY
- ▶ Build knowledge base of industry on the requirements of legislation through education, training and awareness raising URGENCY
- ▶ Provide education on Good Manufacturing Practices (GMP) to the food industry URGENCY
- ▶ Ensure that at farm level, education is available in the principles of GAP URGENCY
- ▶ Make available a base of suitably qualified trainers in all production sectors URGENCY

Never forget to save and continue.

In this section you can see a summary of the percentage progress in the filling of each one of the prioritized chapters, as well as the final score.

The final score is also presented in a graphic and signalized way, depending on the urgency identified in the topics to be treated. These results and the summary thereof can be made visible as you progress through the exercise.



To continue and complete the exercise, you must click on every one of the chapters mentioned above.

Industry Capacity: QI4TF 2



As in the previous pillar, under the heading “Industry Capacity: QI4TF 2”, six (6) chapters are displayed, which have been selected to evaluate that pillar in a specific way:

1. Food Business Operator and Related Trade Capacities
2. 2HACCP Systems (Hazard analysis and critical control points)
3. CO-OPS (Co-operative Organizations)
4. Freight Forwarding Companies
5. National Trade Bodies and Chambers of Commerce
6. Capacity to Take Part in International Trade Shows and Exhibitions

In this section as well, you must proceed exactly as you did in the previous pillar. You will find a summary of the percentage progress through the filling of each of the chapters, as well as the final score.

The final score is also presented in a visual way, depending on the urgency identified in the topics to be treated. These results and the summary thereof can be made visible as you progress through the evaluation exercise.

To continue and complete the exercise, you must click on each and every one of the chapters already mentioned.

Once you have selected the urgency of each chapter, at the bottom of the screen of the item selected to answer, you will find a summary of your own results, in this summary you can find the ranking of the chapters which you consider requires more or less urgent.

My Results / ranking		
Num.		AVERAGE
1.	Ensure that food safety inspectors are adequately qualified and trained to be able to inspect according to the requirements of target high value markets	5.0
2.	Build knowledge base of industry on the requirements of legislation through education, training and awareness raising	5.0
3.	Lead (appropriate sectoral bodies) the organization of vocational education and training to facilitate efficient production to meet the accepted requirements of the EU and other potential markets	4.0
4.	Ensure sufficient education in the awareness and the importance of food hygiene available to the sector	4.0
5.	Ensure that the legislation prescribes the qualifications required for specific operational functions of government	3.0
6.	Ensure that the legislation allows for the recognition and certification of private training companies	3.0
7.	Raise awareness to industry that the acceptable Minimum Level of Residue (MRL) of agricultural and cleaning chemicals are based on binding international agreements and EU requirements	3.0
8.	Make available a base of suitably qualified trainers in all production sectors	3.0
9.	Accessible training and guidance at farm level on best practice for the safe use of pesticides and their modes of application	2.0
10.	Ensure that at farm level, education is available in the principles of GAP	2.0
11.	Adapt the training and education curricula to reflect the agri-food safety requirements	1.0
12.	Provide guidance and education for food business operators in the principles of processes of HACCP	1.0
13.	Provide education on Good Manufacturing Practices (GMP) to the food industry	1.0
14.	Ensure that there is legislation in place requiring food safety education to be monitored and checked by qualified personnel	0.0
15.	Establish a system of audit and verification to ensure the highest quality of education and training is provided	0.0

You will also find the group results and the ranking of “urgency” according to all the participants for each of the chapters you selected.

Group results for capacity NATIONAL EDUCATION CAPACITIES		
Num.		AVERAGE
1.	Accessible training and guidance at farm level on best practice for the safe use of pesticides and their modes of application	3.6
2.	Lead (appropriate sectoral bodies) the organization of vocational education and training to facilitate efficient production to meet the accepted requirements of the EU and other potential markets	3.6
3.	Make available a base of suitably qualified trainers in all production sectors	3.5
4.	Provide education on Good Manufacturing Practices (GMP) to the food industry	3.5
5.	Ensure sufficient education in the awareness and the importance of food hygiene available to the sector	3.5
6.	Ensure that food safety inspectors are adequately qualified and trained to be able to inspect according to the requirements of target high value markets	3.4
7.	Ensure that at farm level, education is available in the principles of GAP	3.4
8.	Adapt the training and education curricula to reflect the agri-food safety requirements	3.3
9.	Provide guidance and education for food business operators in the principles of processes of HACCP	3.3
10.	Ensure that there is legislation in place requiring food safety education to be monitored and checked by qualified personnel	3.2
11.	Build knowledge base of industry on the requirements of legislation through education, training and awareness raising	3.2
12.	Ensure that the legislation allows for the recognition and certification of private training companies	3.1
13.	Raise awareness to industry that the acceptable Minimum Level of Residue (MRL) of agricultural and cleaning chemicals are based on binding international agreements and EU requirements	3.1
14.	Establish a system of audit and verification to ensure the highest quality of education and training is provided	2.9
15.	Ensure that the legislation prescribes the qualifications required for specific operational functions of government	2.7

Finally the whole group will reach a consensus in order to develop a strategic action plan, the final score of the combined pillars will be shown as in the previous cases. Please click on “Step 3: final Results”.

STEP 3: FINAL RESULTS

In this section you will find a chart that contains the combined results, obtained after the prioritization of actions and selection of urgency, considering the key capacities of each chapter of Government Capacity and Industry Capacity pillars, and considering the selection of each person who participated in the exercise.

The system presents the option to click on the upper right hand corner of the table to export the content to Excel, this will allow you to use and manage the data according to your need.

ANNEX 6

Evaluation Form Template



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



Evaluation Form

Workshop on UNIDO Quality Infrastructure for Trade Facilitation E-Toolkit

Dates

Venue, City

A) Overall

Please rate your OVERALL satisfaction with the workshop

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Your overall satisfaction with the FORMAT of the workshop

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Do you understand the Q14TF toolkit and its objectives?

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Your overall satisfaction with the T-POOL

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Did the workshop meet your expectations?

No	Yes
----	-----

Your overall rating of the training – invitation, communication etc.

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Day 1: [Dates]

B) Content

Did the workshop meet its objectives?

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you rated the Session 1 on 'The TFA in context and status of (Country)'

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you rated the Session 1 on 'National Quality Infrastructure System (NQIS) and WTO Trade Facilitation Agreement (TFA)'

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you rated the Session 3 'Overview of Q14TF'

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you rated the Session 4 'Presentation by National Tool Coordinator on data collection activity'

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



Indicate how you rated the Session 5 'Finalization of Data collection on e-tool'

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you would rate the structure the e-tool questionnaire?

Poor	1	2	3	4	5	Well-structured/ easy to understand
------	---	---	---	---	---	---

Indicate how you would rate the coverage of topics in the toolkit to facilitate trade:

Covers too many topics	1	2	3	4	5	Covers only Relevant topics
---------------------------	---	---	---	---	---	--------------------------------

Your suggestions for improvement on the E-tool / Workshop

Day 2: [Dates]

Indicate how you would rate the coverage of topics in session 1 'Recap, Review and Next Steps'?

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you would rate session 2: Group Activity: Prioritization of issues encountered on e-tool

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you would rate the session 3: Presentation of Priorities and Recommendations

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Indicate how you would rate the coverage of topics in session 4 : Review of Priorities and Recommendations

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Please indicate anything you think should have been included or excluded from this Workshop / Toolkit



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Please provide comments on the content of the toolkit and indicate any areas of improvement.

C) Delivery

What is your overall rating of the Presenters/Facilitators?

Poor	1	2	3	4	5	Excellent
------	---	---	---	---	---	-----------

Do you have any comments on the Presenters/Facilitators?

D) Additional Information

Any other comments

If you require a certificate of Attendance, please tick here

Name:

Date:

Thank you for your time

ANNEX 7

Report Template

Report of QI4TF Application and Presentation
Venue, City, Country
Dates, Month, Year

1. Introduction

2. Objective of Tool

3. Preparation for application of Tool:

- a. Steps and activities

4. Objective of Workshop

5. Preparation for Workshop in ANY country, plus the example of Tanzania — what was done

- a. Steps and activities
- b. Consultant expertise
- c. Basic Materials used
- d. Structure and agenda

6. Summary of participants & institutions involved in Tanzania

7. Agenda

8. Summary of each agenda item/session:

Day 1:

Session 1 and 2: The TFA in context and status of the country's National Quality Infrastructure System (NQIS) and WTO Trade Facilitation Agreement (TFA)

- a. Objective
- b. Flow was it carried out
- c. Issues identified
- d. Areas for improvement

Session 3: Overview of QI4TF

- a. Objective
- b. Flow it was carried out
- c. Issues identified
- d. Areas for improvement

Session 4: Presentation by National Tool Coordinator

- e. Objective
- f. Flow was it carried out
- g. Issues identified
- h. Areas for improvement

Session 5: Data collection on e-tool

- i. Objective
- j. How was it carried out
- K. issues identified
- l. Areas for improvement

Day 2:Session 1: Re-cap of day 1

- a. Objective
- b. How was it carried out
- c. Issues identified
- d. Areas for improvement

Session 2: Prioritization of issues on e-tool (in pairs)

- a. Objective
- b. How was it carried out
- c. Issues identified
- d. Areas for improvement

Session 3: Facilitated discussions on group priorities of each QI4TF 1 Chapter

- a. Objective
- b. How was it carried out
- c. Issues identified
- d. Areas for improvement

Session 4: Facilitated discussions on group priorities of each QI4TF 2 Chapter

- a. Objective
- b. How was it carried out
- c. Issues identified
- d. Areas for improvement

Session 5: Way forward

- a. Objective
- c. How was it carried out
- c. Issues identified
- d. Areas for improvement

9. Results of the tool

Prioritizing based on applicable capacities:

- Priorities based on e-tool

The list of priorities based on the tool were:

1	FOOD SAFETY AND PUBLIC HEALTH CAPACITIES
1	
2	
3	
4	

5	
6	
7	
8	
9	
10	

- Analysis of the priorities/ action statement for chapter – which institute could take lead on each action statement
- Summary of discussions on the priority

10. General way forward for the country

11. Summary of evaluation from participants

12. Issues identified during workshop

13. What worked well during the workshop?

- a. Toolkit content
- b. Facilitation
- c. E-tool

14. Evaluation of whether the toolkit and workshop elicited the information required to prepare a realistic roadmap

15. Overall suggestions

16. Lessons learnt

ANNEX 8**Report for the NTFCs/Leading Government Institution****Cover page****Table of Contents**

Abbreviations	
Executive Summary	
Introduction	
Objective and Outcome of the Tool	
The Tool	
The Methodology	
[Name of Country]	
Workshop	
Results	
QI4TF 1	
QI4TF 2	
Recommendations and Way Forward	
Evaluation and Feedback	
Annexes	
Annex 1: Workshop Agenda	
Annex 2: List of participants and institutions involved in the workshop	
Annex 3: Attendance registers	

Abbreviations

Executive Summary

Introduction – this information can be extracted from the QI4TF “Step- by-Step Guide”

Objective and Outcome of the Tool – this information can be extracted from the QI4TF “Step- by-Step Guide”

The Tool – this information can be extracted from the QI4TF “Step- by-Step Guide”

The Methodology – this information can be extracted from the QI4TF “Step- by-Step Guide”

[Name of Country]

Workshop – Background information on workshop and summary of set-up and agenda

Results:

QI4TF 1 – Government Capacity – under this section, the results are prioritized and listed for each pillar in a table and then summarized.

Fig. 1 FOOD SAFETY AND PUBLIC HEALTH: Central Government is responsible for developing and ensuring enforcement by the food safety and public health authorities of legislation, requirements and rules which protect consumers, plants and animals without creating obstacles to trade. The Trade Facilitation Agreement (TFA) requires that this legislation should be published, consulted and widely and easily available (Articles 1 and 2). The TFA also emphasizes the need for all import and export control to be risk-based (Article 4.3.) and in line with international standards (Articles 10.3).

Priorities:

The participants of the workshop have identified the below actions as priorities to improve the food safety and public health capacities of the country to facilitate safe trade:

Priority No.	Action Plan	Assessment Level (K1, K2 or K3?)
1		
2		
3		
4		
5		

It is to be noted that the priorities should not be viewed in isolation and the order of implementation may vary based on further investigation of the gaps within the pillar. The more frequent the actions per assessment level (K1, K2 and K3), the greater the priority and need for resolution. For this pillar, the assessment level with the highest priority is the [governance and legislative/strategic and institutional/operational] level.

Responsible bodies for defining roadmaps and implementing Action Plans:

Department responsible for Food Safety

Ministry/Department of Agriculture, Livestock and Fisheries

Ministry/Department of Health

QI4TF 2 – Industry Capacity– under this section, the results are prioritized and listed for each pillar in a table and then summarized.

E.g. 1. FOOD BUSINESS OPERATORS: Food business operator production assurance systems in place to create first stage and second stage supply integrity. In article 10 of the TFA on formalities connected with importation, exportation and transit, members are encouraged to use relevant international standards or parts thereof as a basis for their import, export, or transit formalities and procedures.

Priorities:

The participants of the workshop have identified the below actions as priorities to improve the capacity of Food Business Operators to produce goods in line with market requirements to ensure the smooth flow of goods across borders:

Priority No.	Action Plan	Assessment Level (K1, K2 or K3?)
1		
2		
3		
4		
5		

It is to be noted that the priorities should not be viewed in isolation and the order of implementation may vary based on further investigation of the gaps within the pillar. The more frequent the actions per assessment level (K1, K2 and K3), the greater the priority and need for resolution. For this pillar, the assessment level with the highest priority is the [governance and legislative/strategic and institutional/operational] level.

Responsible bodies for defining roadmaps and implementing Action Plans:

Chamber of Commerce

Confederation of Industries

Private Sector Associations

Small Industries Development Organizations

Associations/Consumer Associations

Recommendations and Way Forward

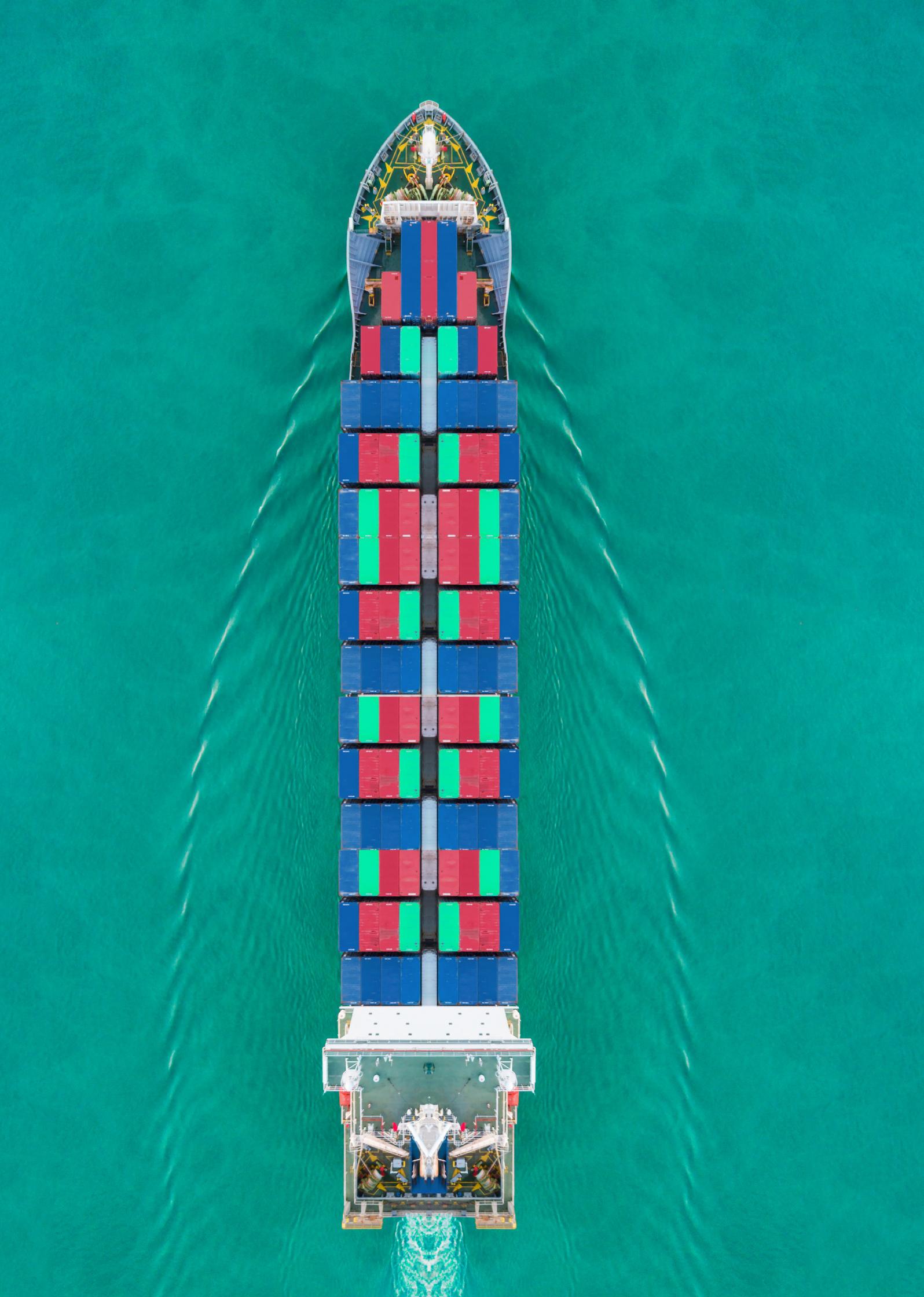
Evaluation and Feedback

Annexes

Annex 1: Workshop Agenda

Annex 2: List of participant and institutions involved in the workshop

Annex 3: Attendance registers





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