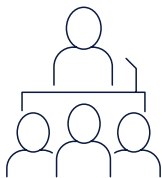




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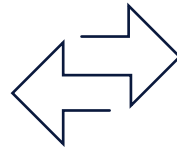


Border Management Committee

A Brief Guide

English version





Why should you read this guide?

The Government of Timor-Leste is committed to supporting the national economy by encouraging and facilitating legitimate commercial trade. As the government agency charged with the movement of goods across our borders, we play a pivotal role in protecting the country from the import and export of illegal or restricted goods, and we help to ensure that we collect the correct duties and taxes on behalf of the government.

This booklet includes the following:

Part I – Overview	03
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This booklet provides helpful information on the Border Management Committee (BMC), including committee roles and responsibilities, members, protocols, administrative arrangements, and procedures. You can find more helpful information about the BMC and other trade-related information by visiting the Customs Trade Portal at: www.customs.gov.tl

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Information provided within this guidance manual is correct at the time of publication; however, rules and regulations may be subject to change. If you are in any doubt, please visit the Customs Trade Portal for further information at: www.customs.gov.tl

PART I

Overview



What is the BMC?

The Border Management Committee (BMC) represents a collective effort among various governmental agencies to ensure the effective and efficient management of border crossings, focusing on facilitating legitimate goods and traveler movements. The BMC aims to streamline border management, improve inter-agency cooperation, and enable the efficient movement of travelers and goods while maintaining security and compliance with international norms.

International Standards

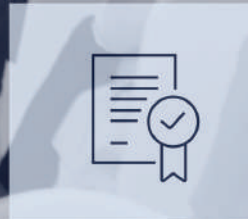
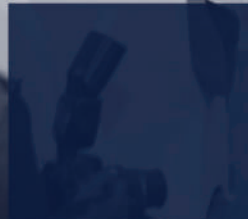
The BMC complies with multiple critical international standards for border management, including:

- World Trade Organization's Trade Facilitation Agreement provisions for cooperation among border agencies and risk management in goods processing.
- ASEAN Agreement on Customs for coordinated border management and joint border controls to expedite customs clearance.
- FAL 65 Convention standards for risk management in border control procedures to support the legitimate movement of goods and persons.
- Chicago Convention's guidelines for coordinated and efficient release/clearance of consignments.

Why is the BMC Important?

The BMC helps to enhance border management efficiency and compliance with international standards by:

- Supporting Timor-Leste's aspirations for ASEAN and WTO membership by aligning with international legal obligations in border management.
- Facilitating legitimate travel and trade while addressing higher-risk goods and travelers.
- Encouraging collaboration among agencies to manage border movements efficiently and effectively, adhering to domestic legal mandates.
- Integrating border agencies within national security systems, ensuring cohesive operations.
- Formalizing leadership coordination across core border agencies, ensuring the implementation of coordinated border management objectives.
- Learning from the COVID-19 pandemic and other challenges, enhancing border agencies' rapid and coordinated response capabilities.
- Improving policy development advice to the government based on operational risk profiles and experiences, refining border agency capabilities.



PART II

Responsibilities and Members

Responsibilities

The Committee's responsibilities include:

- **Dialogue and Exchange:** Fostering constructive dialogue and idea exchange among border agencies, focusing on coordination in legislation application, developing coordinated clearance procedures, ensuring compliance with international agreements, and addressing practical importation and exportation challenges, including those related to animals, plants, and derived products.
- **Awareness Raising:** Increasing awareness among border agencies, Other Government Agencies (OGAs), and the trading community about the BMC's activities and policies to promote a unified approach to border management.
- **Evaluating New Initiatives:** Gathering member opinions on new procedures, legislation, or initiatives proposed by border agencies or OGAs, assessing their potential impact on the trading environment to ensure they align with the needs and realities of the trading community.
- **Solving Problems:** Proactively address and examine specific issues at the border to identify current barriers to trade and movement and work towards identifying and implementing optimal solutions to these challenges.

BMC Members

The structure of the BMC includes standing members from various key agencies, ensuring a broad representation across border management and security sectors. This includes:

- Customs Authority
- Ministry of Agriculture, Livestock, Fisheries and Forestry
- Migration Service
- Ministry of Health
- Polícia Nacional Timor-Leste
- Ministry of Transportation and Communications
- Ministry of Trade and Industry

Additional members can be included at the BMC's discretion, allowing flexibility and inclusiveness in addressing border management challenges.



PART III

Arrangements and Protocols



Protocols

The following essential membership protocols guide the BMC:

- Members must submit their representative names to the Committee secretariat upon formal invitation.
- Each member may send one representative with voting rights; observers may join upon request for specific topics.
- Members must communicate with their Ministries to share and gather relevant issues.
- The BMC Chairs will review Committee membership periodically to ensure it aligns with the Committee's goals.
- The BMC requires members to reassess their representation periodically to confirm its effectiveness.
- The Customs Authority can provide support through permanent and invited representatives and technical advisors.

Operating Guidelines

The BMC is guided and governed by the "Border Management Committee Inter-agency Memorandum of Understanding (MoU) and Terms of Reference – 2023." This document fully complies with international best practices and includes clear guidelines to help guide and regulate the roles and responsibilities of the BMC.

Administrative Arrangements

The following administrative arrangements will apply to every BMC meeting:

- The Customs Authority will provide secretariat services to the Committee.
- Meetings are held every six weeks, with flexibility for more as needed.
- The Secretariat will use email for meeting calls, reminders, and document circulation.
- Members must provide accurate email and contact details to the Secretariat.
- The Secretariat will send reminder emails to members three weeks before each meeting.
- Chairs and members can propose agenda items, with chairs managing the agenda's scope.
- The Secretariat will send the draft agenda one week before the meeting, including significant discussion items.
- Members can raise "Other Business" issues during meetings, though the BMC may need to defer in-depth discussion if time is limited.
- The Secretariat will email associated documents for discussion to members at least three days before the meeting.
- The Secretariat will email the draft minutes to members within seven working days.



You can access a copy of this SOP by visiting the Customs Trade Portal at: www.customs.gov.tl

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