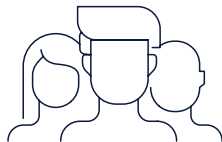




TIMOR-LESTE
Customs
Authority



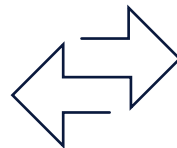
Customs and Trade Consultative Committee

A Brief Guide

English version

This information booklet is made possible by the generous support of the American People through the United States Agency for International Development (USAID). International Business Initiatives (IBI) prepared this information booklet's contents for the USAID/Timor-Leste Trade Governance Activity under task order 72047222F00001. The views expressed herein are the sole responsibility of IBI and do not necessarily reflect USAID or the United States Government's views.

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



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
Part II – Responsibilities and Members	07
Part III – Arrangements and Protocols	13

This booklet provides helpful information on the Customs and Trade Consultative Committee (CTCC), including committee roles and responsibilities, members, protocols, administrative arrangements, and procedures. You can find more helpful information about this process and the other changes that we are making by visiting the Customs Trade Portal at: www.customs.gov.tl

PART I

Overview



What is the CTCC?

At the Customs Authority, we recognize the importance of establishing and maintaining effective dialogue with our partners, so we established the Customs and Trade Consultative Committee (CTCC). The committee:

- Serves as an advisory forum for discussions between us, trade organizations, and OGAs on strategic and operational issues affecting trade in Timor-Leste.
- Is a non-permanent body without the authority to alter laws or regulations, lacking executive and financial powers, but its recommendations guide our decisions.
- Is empowered to revise and suggest improvements on policies, procedures, initiatives, and the application of laws affecting imports, exports, and transit.

Why is it Important?

Proactive stakeholder engagement helps to strengthen our nation's position in the global trade ecosystem by facilitating economic growth and development. Through this committee, we aim to improve transparency and trust by:

- Fostering awareness among our partners about our activities and policies
- Soliciting feedback on new initiatives

International Standards

By establishing the CTCC, we align with critical international agreements and conventions, including the World Customs Organization's standards, the Revised Kyoto Convention for simplifying and harmonizing customs procedures, and the World Trade Organization's Trade Facilitation Agreement. These standards are critical for fostering an environment of trust among trade partners, enhancing economic competitiveness, and ensuring the efficient and effective enforcement of relevant regulations. Our active engagement with these international standards reflects our commitment to improving how we deliver our services and supporting the global trade community.

Standard Operating Procedure

We use the Standard Operating Procedure "Customs and Trade Consultative Committee Terms of Reference – 2022" to govern customs brokers. This SOP is fully compliant with international best practices and includes clear guidelines to help guide and regulate the roles and responsibilities of the CTCC.



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

PART II

Responsibilities and Members

Our Responsibilities

In leading the CTCC, our responsibilities encompass organizing meetings, setting agendas, facilitating discussions, and implementing the committee's recommendations. We act as a bridge between the government and the trading community, ensuring that the insights and feedback from these consultations inform policy decisions and procedural reforms. Through the CTCC, we help to:

- Enhance dialogue and exchange ideas with you on customs issues, trade facilitation, and import/export challenges.
- Raise awareness among you about our policies and activities.
- Seek your views on new customs initiatives to assess their impact on your activities.
- Examine specific issues to identify barriers and find optimal solutions.

Membership

Membership in the CTCC is inclusive, drawing from various stakeholders within the trade community, including representatives from different trade organizations and sectors, such as:

- Customs Brokers Association
- Business Women Association of Timor-Leste
- Bonded warehouse operators
- Temporary Storage Licensed Operators
- Port Operators
- Sea Cargo carriers
- Land Transport Operators
- Air Cargo Carriers
- International Express Carriers



International Standards



Collaboratively identifying and solving trade barriers



Standard Operating Procedure

PART III

Arrangements and Protocols



Protocols

The following essential membership protocols guide the CTCC:

- Each committee meeting will be co-chaired by a representative from the Customs Authority and the Chamber of Commerce and Industry of Timor-Leste.
- Trade organizations can submit nominee names to the committee secretariat upon invitation.
- The committee will not address specific issues related to individual persons or cases in the public forum; however, the committee can refer these cases to the appropriate department for further assistance.
- Each member organization can have one representative and, if approved, an observer for specific subjects.
- Members must communicate with their organization to disseminate information and gather issues for Committee discussion.
- The Chair reviews Committee membership to ensure it meets its objectives.
- We ask that organizations periodically reassess their representation to confirm its effectiveness.
- We can request technical advisors to provide expertise relevant to agenda items at each meeting.

Administrative Arrangements

The following administrative arrangements will apply to every committee meeting:

- We will provide secretarial support for the committee.
- We will aim to hold meetings quarterly, with the possibility of additional sessions as needed.
- We may conduct virtual meetings using Zoom or Google Meet, particularly during the COVID-19 pandemic.
- We can email meeting calls, reminders, agendas, and papers to members.
- Members are responsible for providing us with their current email addresses for communication purposes, as we do not send hard copies.
- We will send a reminder email one month before each meeting.
- The committee Chair and members can propose agenda items, but we may limit agenda items to ensure focused discussions.
- We will circulate the draft agenda by email two weeks before the meeting, including significant discussion points.
- Members can raise "Other Business" issues during meetings, though we may need to defer in-depth discussion if time is limited.
- We will circulate documents for discussion three working days before the meeting.

We will email the committee minutes to each meeting within seven working days, allowing ten working days for members to comment.

Disclaimer: External links provided within this guidance manual are included as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the Customs Authority of any of the products, services, or opinions of the corporation or organization, or individual. The Customs Authority bears no responsibility for the accuracy, legality, or content of the external site or subsequent links. You can find out more information about the Customs Authority by visiting the Customs Trade Portal at: www.customs.gov.tl .



USAID
FROM THE AMERICAN PEOPLE

