



**Economic and Social  
Council**

Distr.  
GENERAL

ECE/TRANS/WP.30/AC.2/2010/6  
15 December 2009

Original: ENGLISH

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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975

Forty-ninth session  
Geneva, 4 February 2010  
Item 9 of the provisional agenda

**BEST PRACTICES**

Note by the secretariat<sup>1</sup>

**BACKGROUND**

1. At its forty-first session, the TIR Executive Board, within its mandate to coordinate and foster the exchange of information between competent authorities of Contracting Parties, associations and international organizations in accordance with Annex 8, Article 10 (d) of the Convention, adopted a draft recommended practice on the application of the Electronic Data Interchange (EDI) control system for TIR Carnets, referred to in Annex 10 of the Convention.
2. At the request of the TIRExB the secretariat submits the draft text of the recommended practice, as contained in Annex to this document, to the Administrative Committee for endorsement.

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<sup>1</sup> The present document has been submitted after the official document deadline due to resource constraints.

## **Annex**

# **RECOMMENDED PRACTICE ON THE APPLICATION OF THE ELECTRONIC DATA INTERCHANGE CONTROL SYSTEM FOR TIR CARNETS, REFERRED TO IN ANNEX 10 OF THE CONVENTION**

## **I. INTRODUCTION**

1. On 20 October 1995, the TIR Administrative Committee adopted a recommendation on the introduction of a control system for TIR Carnets. The purpose of the recommendation was to furnish the international organization rapidly with data on the termination of all TIR Carnets at the Customs offices of destination, thus allowing it to apply timely risk management within the guarantee chain. The recommendation, in an amended form, was later codified and, since 12 August 2006, constitutes Annex 10 to the TIR Convention. According to the introductory text “an international organization shall establish a control system for TIR Carnets to hold data, transmitted by Customs authorities and accessible by the associations and Customs administrations, about the termination of TIR operations at offices of destination.” To enable the associations to fulfil this mandate effectively, Customs authorities shall transmit in a standard format a fixed set of data to the guarantee chain (international organization or national association).

## **II. SCOPE**

2. The aim of this recommended practice is to provide national Customs and other competent authorities with guidelines how to best organize a speedy (or, ultimately, real time) transmission of required data to the international organization’s control system for TIR Carnets. The final objective of this recommended practice is to have the electronic data transmitted to the international organization’s system immediately following termination at Customs offices of destination, once the Customs authorities have stamped counterfoil No. 2 of Voucher No. 2 of the TIR Carnet.

## **III. ESTABLISHMENT OF AN ELECTRONIC TRANSMISSION SYSTEM AT NATIONAL LEVEL**

3. The recommended practice on the transmission of Annex 10 data from a Customs office of destination to the control system of the international organization is based on the precondition that national Customs authorities operate a computerized system, covering the start, termination and, possibly, the discharge of TIR operations at the national level, or that such data are captured

through appropriate software, which enables the formatting and sending of the required data to the international organization.

#### **IV. PROCEDURE**

4. In order to launch the transmission procedure:
  - (a) The Customs authorities of the Customs office of destination report the termination of a TIR operation to their local or regional server, including those data required under application of Annex 10;
  - (b) Within a given time frame, the data sets are sent from the local or regional server to the central national server;
  - (c) The selected data will be converted into either:
    - (i) The designated EDI standard and create a record file;
      - a. The file name will be changed, in accordance with the given standard;
      - b. At various intervals and, if possible, on a daily basis, a connection will be established between the Virtual Private Network (VPN) and the server of the international organization;
      - c. The file will be sent;
      - d. Checks will be made to ensure that the file has reached the intended addressee;
      - e. The VPN connection will be closed;
      - f. A procedure report will be saved and stored in the log-file for control and consultation purposes; or
    - (ii) An XML message corresponding to the data to be sent in accordance with the provisions of Annex 10 (see below). For the Contracting Parties using (or willing to use) the international organization's web services, the message is then sent to the international organization via the agreed web services through a VPN connection.

#### **V. DATA TO BE SENT**

5. In accordance with the provisions of Annex 10, Customs authorities shall transmit, at least, the following information in a standard format in respect of all TIR Carnets presented at Customs offices of destination, as defined in Article 1 (l) of the Convention:
  - (a) TIR Carnet reference number;
  - (b) Date and record number in the Customs ledger;
  - (c) Name or number of Customs office of destination;

- (d) Date and reference number indicated in the certificate of termination of the TIR operation (boxes 24-28 of voucher No. 2) at the Customs office of destination (if different from (b));
- (e) Partial or final termination;
- (f) Termination of the TIR operation certified with or without reservation at the Customs office of destination without prejudice to Articles 8 and 11 of the Convention;
- (g) Other information or documents (optional);
- (h) Page number.

## **VI. ALTERNATIVE TRANSMISSION PROCEDURES**

6. The above recommended practice, established by the international organization in close cooperation with a number of their member associations and interested national Customs administrations, should be considered without prejudice to the right of national Customs administrations to develop their own transmission procedure, as long as the following criteria, set by Annex 10, are met:

- (a) Information shall be sent to the international organization or to the national association;
- (b) If possible via central or regional offices;
- (c) By the fastest available means of communication (fax, electronic mail, etc);
- (d) If possible on a daily basis;
- (e) In a standard format;
- (f) At least containing the data, mentioned in Part E of this recommended practice;
- (g) Customs authorities and national guaranteeing associations shall conclude an agreement, in line with national law, covering the data exchange.

## **VII. FALL-BACK SCENARIO**

7. In case of persistent failures in the electronic transmission of data, Customs authorities should resort to the best possible alternative solution to transmit the data, thus ensuring that the requirements of Annex 10 of the Convention, as listed in Part F of this recommended practice, are met.

## **VIII. FURTHER INFORMATION**

8. Contracting Parties wishing to benefit from the available web services for the purpose of the implementation of Annex 10, are invited to contact the UNECE secretariat.

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