

**DRAFT WORK PLAN FOR TIME RELEASE STUDY (Name of Country \_\_\_\_\_)**

	Activites	Date	Comments	Responsible Party	Progress – Completed, On track, Behind
<b>1.</b>	<b><u>Preparation of the Study</u></b>				
	<b><u>Establishment of Working Group (WG)</u></b>				
1.1.	Institutional decision to conduct TRS				
1.2.	Establishment of Working Group (WG); WG should be composed of representatives from major stakeholders				
1.3.	1st gathering of WG members				
1.4.	Preparation of TOR				
1.5.	Adopt TOR (organization, chairman, coordination, mandate, tasks, time frame)				
1.6.	Complete country TRS environment sheet				
1.7.	Develop the Country Work Plan				
1.8.	Endorsement by the management (e.g. DG)				
	<b><u>Determination of Scope and Design of the Study</u></b>				
1.9.	Hold national TRS workshop (awareness raising)				
1.10.	Determination of scope (locations, types of goods, and duration (e.g. from arrival of cargo to physical removal of goods from Customs control area )				
1.11.	Identification of processes in the respective procedures (process mapping)				
1.12.	Dialogue with neighboring country (ies) in case of corridor TRS				
1.13.	Consultation with stakehodlers to make consensus of the scope of the TRS				
1.14.	Endorsement by the management				
	<b><u>Planning and Methodology</u></b>				
1.15.	Determine country TRS model. E.g. data input to the data collection form by whom and how.				
1.16.	Determination of software for the calculations				

1.17.	Determination of timing and duration of TRS				
1.18.	Determination on sampling method				
1.19.	Endorsement by the management				
	<b>Forms</b>				
1.20.	Design the data collection forms (Questionnaire)				
1.21.	Determination of number of data collection forms to be printed				
1.22.	Develop guideline for data collection with definition (who collect, what data and how?)				
1.23.	Conduct Customs' and stakeholder's training on the forms (sea port, airport and border)				
1.24.	Endorsement by the management				
	<b>Data collectors training</b>				
1.25.	Preparation for data collection training (test run)				
1.26.	Conduct test run (a half-day or one day)				
1.27.	Data Collectors training (Internal)				
1.28.	Feedback of the test run				
1.29.	Fine tune the country TRS model and data collection form				
1.30.	Endorsement by the management				
<b>2.</b>	<b>Collection &amp; recording of data</b>				
2.1.	Printing data collection forms (questionnaire)				
2.2.	Distribution of data collection forms to the border posts subject to the TRS				
2.3.	Allocation of WG members to border posts responsibility				
2.4.	Distribution of data entry forms to the stakeholders				
2.5.	Set up Q&A lines and daily reporting mechanism				
2.6.	Appoint monitors to ensure correct recording and clarification of doubts arising in recording				
2.7.	Data collection and recording				
2.8.	Submission of daily reports to WG				
2.9.	Collection of completed forms				

3.	<b>Analysis of the Data and Conclusions</b>				
	<b><u>Verification of the data</u></b>				
3.1.	Appoint officers to check that all data has been recorded				
3.2.	Check the data captured are accurate				
3.3.	Input all data into the software determined				
3.4.	Develop a list of criteria to determine which forms can be validated/accepted for analysis				
3.5.	Environmental scan of locations & verification of analysis with stakeholders				
3.6.	Produce a summary of the environment of the location where the TRS was carried out (infrastructure, communication facilities, congestion,etc)				
3.7.	Discussion with stakeholders to confirm abnormal findings, if any				
3.8.	Submission of the environmental and other situations to include in report to the WG				
	<b><u>Analysis of the Data</u></b>				
3.9.	Analyze the data based on the identified sources of informatoin				
3.10.	Statistical analysis on the data				
3.11.	Submission of the brief on findings to the WG				
	<b><u>Reporting (findings and recommendation)</u></b>				
3.12.	Determination of structure and context of the report				
3.13.	Write report				
3.14.	Draft report submitted to the WG for review (WG Meeting)				
3.15.	Finalize the report for the management				
3.16.	Report submitted to the management				
3.17.	Report adopted by the management				
	<b><u>Reporting workshop(Exit Conference)</u></b>				
3.18.	Determination of the timing and venue of workshop				

3.19.	Complete workshop annotated agenda				
3.20.	Circulation of the report to the stakeholders				
3.21.	Response from the stakeholders				
3.22.	Preparation of press brief				
3.23.	Complete the meeting materials and presentation slides				
3.24.	Preparation of feedback sheet				
3.25.	Conduct reporting workshop				
3.26.	Feedback sheet analysis				
3.27.	Make press release				
3.28.	National workshop report				
3.29.	Production/ update of national work plan (follow up)				