



Australian
BORDER FORCE

OFFICIAL

Trade Facilitation Initiatives Working Group Terms of Reference

December 2022

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Table of Contents

The Trade Facilitation Initiatives Working Group Terms of Reference	3
1. Purpose	3
1.1. Functions of the Committee	3
1.2. Responsibilities	3
2. Governance	4
2.1. Membership	4
2.2. Role of Chair	4
2.3. Role of Members	4
3. Logistics	5
3.1. Frequency of meetings	5
3.2. Attendance	5
3.3. Secretariat	5
4. Document Control	5
Attachment A - TFIWG membership	7
Government Members	7
Industry Members	7

The Trade Facilitation Initiatives Working Group

Terms of Reference

1. Purpose

The Trade Facilitation Initiatives Working Group (TFIWG) is a sub-committee of the National Committee on Trade Facilitation (NCTF).

The NCTF provides a forum for government and industry stakeholders to share information and discuss strategic issues that relate to international trade facilitation, in accordance with the World Trade Organization's Agreement on Trade Facilitation.

The TFIWG brings together relevant government and industry stakeholders to support the customs and border modernisation agenda. This is a collaborative forum to identify issues and discuss initiatives to reform the trade system and enhance the efficiency and effectiveness of the facilitation of legitimate trade across Australia's international border. This agenda will ensure the international trade competitiveness of Australian businesses and enhance our border integrity.

The TFIWG also provides a forum for the Australian Border Force (ABF) and other border agencies to consult with industry, allowing for an opportunity for industry to provide feedback on operational regulatory design in accordance with the Government's *Regulator Performance Guide*.

For the purpose of TFIWG, trade facilitation refers to measures designed to expedite the movement, clearance, and release of goods including goods in transit.

1.1. Functions of the Committee

The TFIWG provides a forum for government and industry stakeholders to discuss and collaborate on initiatives to reform and modernise how goods flow through Australia's international supply chain and to discuss trade and customs-related legislation.

The TFIWG will:

- enable consultation and collaboration between government and industry representatives in developing, testing and implementing customs and border modernisation settings;
- provide a forum for more in-depth discussion between government and industry on trade reform and trade modernisation initiatives; and
- make and refer recommendations to the NCTF Chair where appropriate.

The Chair may ask that certain information not be further disseminated or disclosed. The Chair may also ask members to sign non-disclosure agreements and/or confidentiality undertakings, as necessary.

1.2. Responsibilities

Members of the TFIWG will:

- provide views to assist in the development of policy, program design, implementation plans and strategies that form part of the Government's agenda for customs and border modernisation;
- provide views to agencies to assist in the implementation of trade and customs-related reforms to better facilitate and streamline trade; provide feedback to Government on its *Regulator Performance Framework Self-Assessment Annual Report*;

- provide updates, as required, to all relevant areas of their respective departments, agencies and organisations; and
- assist, as required, with the strategic development of fit-for-purpose initiatives for consideration by government but will not operate as a decision-making body.

2. Governance

The Chair of the NCTF has established TFIWG under the authority of the NCTF Terms of Reference.

2.1. Membership

The TFIWG Chair is the Assistant Secretary (or Band 1 equivalent) Customs and Border Modernisation, Australian Border Force. TFIWG membership is open to the following stakeholders:

- members of the NCTF;
- nominated Australian Trusted Traders (ATT) (note: to manage membership size, not all ATTs will be TFIWG members);
- representatives from other government agencies; and
- other representatives from organisations involved in importing/exporting goods.

Nominations for membership consideration may be sought from current NCTF members. Industry organisations and/or peak bodies may be invited to submit an expression of interest for membership. Alternatively, the Chair may approve a direct approach to other relevant stakeholders.

TFIWG membership is at the discretion of the Chair.

Membership of the TFIWG will be reviewed every two years or at the discretion of the Chair as required.

Current members are listed at Attachment A.

2.2. Role of Chair

The role of the Chair is to:

- facilitate open and respectful discussion of the agenda items;
- enable participation, discussion and resolution of relevant topics; and
- ensure that outcomes are reported to the NCTF Chair for review and endorsement.

2.3. Role of Members

The role of members is to:

- participate actively and constructively in meetings;
- provide input and advice on matters relevant to the TFIWG's purpose and role; and
- provide written and oral feedback on reports and studies as requested by the Chair; and
- provide written feedback on meeting minutes, within 5 days.

3. Logistics

3.1. Frequency of meetings

TFIWG will meet bi-annually at a minimum. Meetings may occur more frequently, as required and agreed by the Chair. Extraordinary meetings may be scheduled at the Chair's discretion.

Meetings will be conducted in Canberra, Sydney, Melbourne, or by teleconference, as decided by the Chair.

3.2. Attendance

Members' proxies may attend meetings with prior approval by the Secretariat (in consultation with the Chair).

Observers may attend meetings at the Chair's invitation to provide expertise on particular subject matter.

All costs relating to attending TFIWG meetings will be borne by members.

3.3. Secretariat

The Industry Engagement section within the Industry and Border Systems Group will provide Secretariat services to TFIWG.

The Secretariat will communicate relevant information to TFIWG members and provide updates on ongoing issues.

All enquiries and issues pertaining to membership will be managed by the Secretariat.

Papers and reports will be distributed by e-mail no later than 10 business days prior to each scheduled meeting. Minutes and action items from the meeting will be distributed to members no later than 10 business days after the scheduled meeting.

The Secretariat can be contacted at: industry.engagement@abf.gov.au

4. Document Control

All amendments and variations to the terms of reference that are substantial changes to the content or intent are included in the document control table below. All substantial changes will be circulated to all members for comments and endorsement prior to approval by the chair (or delegate) at the next meeting.

Document control:

Version Number	Date of issue	Brief description of change	Endorsement	Approver
V0.8	June 2024	Revised membership – DHL Global Forwarding added	A/g Dir. M. Kershaw	AS Ashley Bell
V0.7	February 2023	Member endorsement of ToR	Members	AS Ashley Bell
V0.6	December 2022	Revisions of ToR following NCTF refresh		
V0.5	February 2020			
V0.4	October 2019			



Version Number	Date of issue	Brief description of change	Endorsement	Approver
V0.3	May 2019			
V0.2	December 2018			
V0.1	March 2018			


Attachment A - TFIWG membership

Government Members

- Austrade
- Australian Border Force
- Department of Agriculture, Fisheries and Forestry
- Department of Finance
- Department of Foreign Affairs and Trade
- Department of Industry, Science, and Resources
- Department of Infrastructure, Transport, Regional Development and Communications and the Arts
- Simplified Trade System Taskforce

Industry Members

- American Chamber of Commerce in Australia (AmCham)
- Australia Post
- Australian Chamber of Commerce and Industry (ACCI)
- Australian Industry Group (Ai Group)
- Australian Peak Shippers Association (APSA)
- Business Council of Australia (BCA)
- Conference of Asia Pacific Express Carriers (CAPEC)
- Customs and Trade Advisory Group (CTAG)
- DHL Global Forwarding
- Export Council of Australia (ECA)
- Food and Beverage Importer Association (FBIA)
- Freight and Trade Alliance (FTA) Pty Ltd
- Heavy Vehicle Industry Association
- Homebush Export Meats
- IKEA
- International Forwarders and Customs Brokers Association of Australia (IFCBAA)
- International Network of Customs Universities (INCUI)
- Maersk
- Maritime Industry Australia Limited
- Ports Australia
- Shipping Australia Ltd.
- UPS

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- Visy
 - Woolworths