



Australian
BORDER FORCE

OFFICIAL

Trade Technology Working Group – Terms of Reference

December 2022

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The Trade Technology Working Group Terms of Reference

1. Purpose

The Trade Technology Working Group (TTWG) 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 TTWG brings together relevant government and industry stakeholders to discuss and collaborate on trade facilitation related technology initiatives. This agenda supports the international trade competitiveness of Australian businesses and maintaining the integrity of Australia's border.

1.1. Functions of the Committee

The TTWG brings together government and industry stakeholders to discuss business outcomes sought through technology initiatives, reforms and projects. The forum will facilitate open and inclusive discussion on initiatives to inform, seek industry input and provide opportunities for co-design. The TTWG is not a technical forum.

The TTWG will:

- enable consultation and collaboration between government and industry representatives in developing and implementing trade modernisation technology initiatives,
- provide a forum for government agencies to seek nominations for appropriate industry participants for pilots, trials and proofs of concept,
- respond to taskings and questions from the NCTF Chair, 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 TTWG will, as required:

- provide input to assist in the development of documents such as strategies, policies, technology designs, technology roadmaps, plans and initiatives to support the Government's agenda for trade modernisation,
- provide updates to all relevant areas of their respective departments, agencies and organisations, and
- assist with the strategic development of fit-for-purpose initiatives for consideration by Government, and will not operate as a decision-making body.

2. Governance

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

2.1. Membership

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

- members of the NCTF, or members of organisations represented on the NCTF;
- Australian Trusted Traders;
- representatives from other government agencies;
- representatives from key logistic service providers; and
- representatives from organisations involved in development of technology that could support the facilitation of importing and 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. Potential members should be able to satisfy the following criteria:

- involvement in or high awareness of trade systems and technology – current and future state;
- familiarity with trade processes and change priorities;
- experience in change management and implementation of trade systems; and/or
- advocacy role for trade sectors/groups broader than their own business (if acting as a representative for an industry body).

TTWG membership is at the discretion of the Chair.

Membership of the TTWG 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 TTWG's purpose and role,
- provide written and oral feedback on reports and studies as requested by the Chair, and
- provide written feedback on meeting minutes within 5 business days.

3. Logistics

3.1. Frequency of meetings

TTWG will meet bi-annually at a minimum. Meetings may occur more frequently, as required and agreed by the Chair.

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.

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

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

3.3. Secretariat

The Industry Engagement section within Industry and Border Systems will provide secretariat services to TTWG.

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

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

Meeting papers 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 by email 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 | Section change | Brief description of change | Endorsement | Approver |
|----------------|---------------|-----------------------------|---|-------------|----------|
| 1.1 | 29.11.2022 | Industry Engagement Section | Drafted Terms of Reference | | |
| 1.2 | 24.4.2023 | Industry Engagement Section | Added additional industry member | | AS Bell |
| 1.3 | | Industry Engagement Section | Endorsement of Terms of Reference sought at the TTWG meeting 16 August 2023 | | |
| 1.4 | 7.8.2023 | Industry Engagement Section | Added additional Government member | | |



| Version Number | Date of issue | Section change | Brief description of change | Endorsement | Approver |
|----------------|---------------|-----------------------------|---|-------------|----------|
| 1.5 | 25.8.2023 | N/A | ToR endorsed at TTWG meeting 25 August 2023 | | AS Bell |
| 1.6 | 8.12.2023 | Industry Engagement Section | Added additional industry member | | AS Bell |


TTWG membership

Government Members

- Austrade
- Australian Border Force
- Australian Bureau of Statistics
- 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
- Digital Transformation Agency
- Simplified Trade System Taskforce

Industry Members

- Australia Post
- Australian Chamber of Commerce and Industry (ACCI)
- Australian Industry Group (Ai Group)
- Australian International Movers Association (AIMA)
- Australian Peak Shippers Association (APSA)
- Business Council of Australia (BCA)
- BuySellMove
- CargoWise
- Conference of Asia Pacific Express Carriers (CAPEC)
- Data 61
- DHL Global Forwarding
- Expedient
- Export Council of Australia (ECA)
- Food and Beverage Importers Association (FBIA)
- Freight and Trade Alliance (FTA) Pty Ltd
- GS1 Australia
- International Forwarders and Customs Brokers Association of Australia (IFCBAA)
- Maersk Logistics and Services
- Onestop
- Ports Australia
- Shipping Australia Ltd
- Supply Chain & Logistics Association of Australia (SCLAA)
- Thales Group

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- World Customs Platform