

Fellowship Programme

Objectives and Work

General comments

The Fellowship Programme forms part of the **Columbus Programme** and its initiatives to develop Member administrations' management capacities. The aim of this Programme is to assist Customs administrations with their **organizational development**, by endowing certain managers, selected on the basis of their potential for development within their administrative structure, with the technical knowledge and capacities relating to their administration's reform and modernization activities.

The selection of participants for this Programme was consequently based on candidates' skills, analytical abilities, work and development capacities.

During his/her time at the WCO Secretariat, each participant undertakes to make the most of the overlapping benefits of:

- his/her discussions with Secretariat staff and the other Fellows;
- his/her multifaceted Customs and management training;
- his/her thorough understanding of international Customs standards promoted by the WCO and issues relating to their national implementation;
- his/her direct experience of management tools for these standards (attendance at sessions of the WCO technical Committees, work of the Secretariat and the regions, etc.).

The working schedule for the four weeks of study in Brussels revolves around the Management Course and work within the Sub-Directorates, with each Fellow having chosen his/her study topic.

The objective is clear: provide the necessary information to enable each participant to give further thought as to how to effectively incorporate WCO standards (conventions, declarations, standards, tools, etc.) within his/her administration in support of **change** at middle management level.

Studies within the Secretariat: preparation and report

Preparations

Prior to their arrival in Brussels, the Fellows are invited **(1)** to give thought to a **study topic** which will further enhance their knowledge of the general strategic themes of Customs in the 21st Century promoted by the WCO and which will guide the drafting of their report. In this way, their administration will be able to benefit from their deliberations and practical expertise in the actual implementation of international Customs standards on a specific technical aspect.

The areas that the candidates will be able to choose are the following:

- Development of **Integrity** programmes within a national/local environment
- **Planning** and management of organizational development

- Organizational Infrastructure Set up and Management of the Customs **Valuation**
- Organizational Infrastructure Set up and Implementation of the **Rules of Origin**
- Implementation challenges and Management of the **Harmonized System**
- Establishment and management of **Enforcement** policies and procedures
- **Customs Procedures** and implementation of the **SAFE** Framework of Standards: organizational challenges.

This study topic will be analysed and honed with the tutors, thanks to more accurate information collected during discussions and to the work within the Secretariat.

Programme participants are also invited **(2)** to compile the requisite **national documentation** regarding the situation within their administration in terms of the study area defined (based on the theme chosen).

The programme of work is also based on **(3) specific knowledge of the WCO and its programmes**. It is vital to ensure that participants have made the best use of the Programme preparation time to gain or build on their knowledge. The WCO Web sites also provide all the information required to familiarize oneself with the Organization's standards and tools. They are consequently heavily promoted prior to the Programme.

Study report

The structure of the study report should adopt the practical approach favoured by the Programme, and focus on the implementation of WCO standards within the participant's administration.

The study report should not exceed 25 pages in total. The detailed report plan must be presented at the end of the second week of the Programme. As for the final report, it must be presented to the tutor by the Thursday preceding the Programme closure.

The report should consequently be structured as follows:

1. Introduction :
 - Seeing how the objectives of the WCO Fellowship Programme fit in with Customs administrations' capacity building activities and requirements;
 - Defining the precise technical issue selected by the Fellow in relation to his/her experience in the field and in the chosen study area.
2. A more detailed examination focusing on :
 - The analysis of the situation within the Fellow's national administration, and the challenges and problems noted in the study area, and more specifically in connection with the issues defined;
 - A presentation of the WCO's tools and standards linked to the study area and issues;
 - Implementation stages and avenues for resolving operational problems.

When drafting the report, the Fellow will endeavour to include the management concepts presented during the Management Course.

3. Conclusion

4. Annexes (maximum of four Annexes) :

- Presentation of the programme of work completed and the knowledge acquired/expertise enhanced.
- Other additional information.

Study trip to the host administration: report on the practical training

The Fellow must present a report describing the activities carried out and the knowledge gleaned during his/her study trip. This report, which should not exceed 10 pages and ought to focus on the tangible aspects, procedures and practices of the chosen study topic, must be sent to the WCO Secretariat at the end of the study trip to the host administration.