



EURASIAN ECONOMIC
COMMISSION



**COLLECTION OF REGULATORY LEGAL ACTS
TO IMPLEMENT AND DEVELOP
THE "SINGLE WINDOW" MECHANISM
IN THE MEMBER STATES OF THE EURASIAN
ECONOMIC UNION FOR 2014-2015**

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INTRODUCTION

At present, the development of the "single window" mechanism on the territory of the Eurasian Economic Union is one of the most urgent and priority directions of cooperation, as it is an effective tool for facilitating international trade, the use of which will allow state authorities and business representatives to minimize their costs when carrying out export, import and transit operations.

The collection contains regulatory legal acts of the Eurasian Economic Union for 2014-2015 that reflect the development of the "single window" mechanism in the system of regulation of foreign economic activity, as well as reference information from the case study, photographs and contact details of the collectors.

This collection is the first publication of a series of collections of the Eurasian Economic Commission devoted to the implementation of the "single window" mechanism in the Member States of the Eurasian Economic Union.

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MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

The Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "Main Directions") have been developed in order to implement Decision No. 21 of the Supreme Eurasian Economic Council dated December 19, 2012.

The aim of the Main Directions is to simplify and improve the conditions of the foreign economic activity in the Eurasian Economic Union and to deepen the integration interaction of its Member States.

This document defines the set of tasks to be solved for the development of the "single window" mechanism, in particular:

to define a supranational coordinating body that is able to unite the efforts of the Member States and to organize the work in this direction;

to define an authorized state authority in charge of the implementation of the national "single window" mechanism in each Member State;

to analyze the legislation acts requiring modification in view of the development of the "single window" mechanism, as well as existing technologies of government procedures related to foreign economic activity.

The approval of this document was essentially a confirmation of the expression of the political will of the Member States to simplify conditions for foreign economic activity on the territory of the Eurasian Economic Union through the introduction and development of the "single window" mechanism, and gave a significant impetus to the further development of the "single window" mechanisms at the national level.

The following main directions for development of the "single window" mechanism in the system of regulation of foreign economic activity have been identified:

- approximation of approaches for the development of national "single window" mechanisms;
- development of national "single window" mechanisms;
- mutual recognition of electronic documents required to carry out foreign economic activity;

- arrangement of information exchange.

The Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity have been designed taking into account the recommendations of the UNECE and the international experience in a similar field.



THE EURASIAN ECONOMIC COMMISSION THE COUNCIL

DECISION

April 28, 2014

No. 23

Moscow

On the draft decision of the Supreme Eurasian Economic Council "On the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

Having taken note of the information of the Board of the Eurasian Economic Commission on progress in the implementation of the Decision No. 21 of the Supreme Eurasian Economic Council "On the Implementation of the Main Directions of Integration" dated December 19, 2012, the Council of the Eurasian Economic Commission has decided to:

1. Approve the draft decision of the Supreme Eurasian Economic Council "On the Main Directions of Development of the "Single Window" Mechanism" in the System of Regulation of Foreign Economic Activity" (attached) and submit it for consideration at the next session of the Supreme Eurasian Economic Council at the level of the Heads of State.

2. Request the Government of the Republic of Belarus, the Government of the Republic of Kazakhstan and the Government of the Russian Federation by July 1, 2014 to determine the state authorities in charge of the implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Foreign Economic Activity Regulation.

3. The Board of the Eurasian Economic Commission is to form, under the leadership of the Member of the Board (Minister) in charge of Customs Cooperation of the Eurasian Economic Commission V.A. Goshin, a working group for preparation of the action plan to implement the Main Directions of Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity, which comprises representatives of the executive authorities of the Customs Union and the Common Economic Space Member States, the Advisory Council on Interaction of the Eurasian Economic Commission and business community of Belarus, Kazakhstan and Russia as well as employees of the Eurasian Economic Commission, and approve its composition.

4. This Decision shall become effective in 30 calendar days upon the date of its official publication.

Members of the Council of the Eurasian Economic Commission

On behalf of the
Republic of Belarus

Stamp:
THE EURASIAN
ECONOMIC
S. Rumas

On behalf of the Republic of
Kazakhstan

Stamp:
THE EURASIAN
ECONOMIC
B. Sigintayev

On behalf of the
Russian Federation

Stamp:
THE EURASIAN
ECONOMIC
I. Shuvalov



THE SUPREME EURASIAN ECONOMIC COUNCIL

DECISION

May 29, 2014

No. 68

Astana

On the Main Directions of the "Single Window" Mechanism Development in the System of Regulation of Foreign Economic Activity

Having taken note of the information of the Eurasian Economic Commission on progress on the implementation of Decision No. 21 of the Supreme Eurasian Economic Council dated December 19, 2012 «On the Implementation of the Main Directions of Integration», the Supreme Eurasian Economic Council has decided to:

1. Approve the attached Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "Main Directions").

2. The Government of the Republic of Belarus, the Government of the Republic of Kazakhstan and the Russian Government shall ensure further work on the improvement of the foreign economic activity in accordance with the Main Directions.

3. The Eurasian Economic Commission shall:

jointly with the Government of the Republic of Belarus, the Government of the Republic of Kazakhstan and the Government of Russian Federation develop a draft action plan to implement the Main Directions by December 25, 2014;

monitor and coordinate the work within the framework of implementation of the Main Directions performed by the Member States of the Customs Union and the Common Economic Space.

Members of the Supreme Eurasian Economic Council

On behalf of the Republic of
Belarus

On behalf of the
Republic of Kazakhstan

On behalf of the Russian
Federation

Stamp:
THE EURASIAN
ECONOMIC COMMISSION
DEPOSITARY

Stamp:
THE EURASIAN
ECONOMIC
COMMISSION
DEPOSITARY

Stamp:
THE EURASIAN
ECONOMIC
COMMISSION
DEPOSITARY

APPROVED

by Decision No. 68
of the Supreme Eurasian Economic Council
dated May 29, 2014

MAIN DIRECTIONS

of development of the "single window" mechanism in the system of regulation of foreign economic activity

One of the main objectives of functioning of the Customs Union and the Common Economic Space and the transition to the next stage of integration - the Eurasian Economic Union is to strengthen the national competitive ability of the Member States of the Customs Union and the Common Economic Space (hereinafter referred to as the Member States) in the global economy.

Strengthening of the national competitive ability depends on the development of international trade and investment appeal of the Member States.

These Main Directions have been developed in order to create an effective system of regulation, coordination and control of foreign economic activity, including through the use of the "single window" mechanism.

In these Main Directions, the "single window" means the mechanism of interaction between state authorities regulating foreign economic activity and foreign trade operators that allows foreign trade operator to submit documents in a standardized form through a single transmission channel at once for future use by interested state authorities and other organizations in accordance with their competence in the control of the foreign economic activity (hereinafter referred to as the "single window" mechanism).

The use of the "single window" mechanism will allow:

- for state authorities of the Member States regulating foreign economic activity:

- to improve the quality and reduce the time of provision of public services and the performance of state functions;

- to improve risk management, and to minimize the instances of non-compliance of foreign trade operators with the requirements established by the legislation of the Member States;

- to reduce budget expenditure of the Member States for the provision of public services and performance of state functions;

- to simplify administrative procedures and increase their efficiency;

- for the foreign trade operators:

- to reduce the cost and time costs associated with the processing of the information and documents required to carry out foreign economic activity;

- to simplify the technology information exchange with state authorities regulating foreign economic activity;

- to optimize resources, including labour, in carrying out foreign economic activity;

- to increase transparency and predictability of business processes related to the foreign economic activity.

I. MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

1. Approximation of approaches for the development of national "single window" mechanisms

To ensure the unification of public procedures in the Member States related to foreign trade activity, as well as the standardization of the documents required to carry it out, it is necessary to approximate approaches to the development of national "single window" mechanisms, for which purpose it is necessary:

- to use the terminology and guidelines for the implementation and development of the "single window" mechanism defined in the Recommendations of the European Economic Commission;

- to examine procedures and technologies related to foreign trade activity in each Member State, as well as legislative acts defining procedures for their implementation;

- to identify directions of approximation of approaches for the development of national "single window" mechanisms taking into account the results of the examination of public procedures and technologies related to foreign trade activity, as well as legislative acts defining procedures for implementation of such procedures.

2. Development of national "single window" mechanisms

The Member States perform the work to implement and develop national "single window" mechanisms based on the experience of the World Customs Organization and the Recommendations of the UN Economic Commission for Europe.

In order to develop national "single window" mechanisms, it is necessary to ensure the consolidation of efforts and consistency of actions of state authorities regulating foreign economic activity, the business communities and the foreign trade operators.

To this end, each Member State is required:

to determine the authorized state authority in charge of the implementation of the national "single window" mechanism, and to vest it with respective powers;

to ensure adoption of the concept of the "single window" mechanism;

to optimize procedures for interaction of state authorities regulating foreign economic activity, both with each other and with foreign trade operators;

to ensure that proposals of the business communities and foreign trade operators agreed with the authorized state authorities in charge of the implementation of the national "single window" mechanism are taken into account.

3. Mutual recognition of electronic documents required to carry out foreign economic activity

In order to ensure the recognition and use in a Member State of electronic documents required to carry out foreign economic activity issued by the authorized authorities of another Member State, the following is necessary within the framework of the Common Economic Space:

to unify the content of information to be included in electronic documents required to carry out foreign economic activity;

to ensure the formation of the legal, organizational and technical framework for mutual recognition and use by the authorized authorities of the Member States of electronic documents required to carry out foreign economic activity.

4. Arrangement of information exchange

To improve the efficiency of state control, as well as to simplify obtaining the required documents and information by foreign trade operators, it is necessary to arrange an adequate information exchange within the framework of the Common Economic Space, for which purpose it is required to ensure an appropriate information and technical framework.

Given the fact that a number of basic regulation documents were adopted within

the Common Economic Space to create, maintain and develop an integrated information system of foreign and mutual trade of the Customs Union, it is appropriate to ensure the above information exchange using the technical infrastructure of this information system in accordance with the procedures for interaction approved by the Eurasian Economic Commission.

II. COORDINATION OF ACTIONS TO IMPLEMENT THE MAIN DIRECTIONS OF THE DEVELOPMENT OF "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

In order to implement these Main Directions, it is necessary to coordinate the actions of state authorities of the Member States regulating foreign economic activity.

At the interstate level, the coordinating authority for the implementation of these Main Directions shall be the Eurasian Economic Commission, whose authorities will include the development of an action plan for their implementation jointly with the Governments of the Member States, as well as monitoring and coordination of activities carried out by the Member States.

The implementation of these Main Directions will allow for creating an effective system of regulation of foreign economic activity, improving the business environment in the Member States and, as a consequence, taking more prominent positions in the international rankings.

THE WORKING GROUP FOR THE PREPARATION OF THE ACTION PLAN TO IMPLEMENT THE MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

The working group for the preparation of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity was established in accordance with paragraph 3 of the Decision No. 23 of the Council of the Eurasian Economic Commission dated April 28, 2014 "On the Draft Decision of the Supreme Eurasian Economic Council "Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity".

The members of the working group included representatives of the executive authorities of the Member States of the Eurasian Economic Union, experts from the Advisory Council on Interaction of the Eurasian Economic Commission and business community of Belarus, Kazakhstan and Russia, as well as employees and officials of the Eurasian Economic Commission.

The head of the working group is the Member of the Board – Minister in charge of Customs Cooperation Vladimir Goshin.

The main purpose of the working group is to develop the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

As a result of numerous meetings, held both face-to-face and in the video conference mode, the working group prepared, within the period established by the Heads of State, two documents that were fundamentally important at the initial stage:

- Action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity
- Detailed plan for 2015 for the performance of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.



THE EURASIAN ECONOMIC COMMISSION
THE BOARD

DECISION

July 18, 2014

No. 123

Moscow

On the working group for the preparation of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

In order to implement Decision No. 23 of the Council of the Eurasian Economic Commission dated April 28, 2014, the Board of the Eurasian Economic Commission has decided to:

1. Approve the composition of the working group for the preparation of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.
2. This Decision shall become effective in 30 calendar days upon the date of its official publication.

Chairman of the Board of
of the Eurasian Economic Commission

V. Khristenko

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

APPROVED

by Decision No. 123 of the Board
of the Eurasian Economic Commission
dated July 18, 2014

COMPOSITION

of the working group for the preparation of the action plan to implement the Main
Directions for Development of the "Single Window" Mechanism in the System of
Regulation of Foreign Economic Activity

ON BEHALF OF THE EURASIAN ECONOMIC COMMISSION

Vladimir Goshin	— Member of the Board – Minister in charge of Customs Cooperation (head of the working group)
Serzhan Duysebayev	— Deputy Director of the Customs Regulations and Law Enforcement Practice Department (deputy head of the working group)
Boris Bokitko	— Deputy Director of the Sanitary, Phytosanitary and Veterinary Measures Department
Alexander Galanamatis	— Deputy Director of the Customs Infrastructure Department
Olga Kulagina	— Head of the Legal Expertise of the Commission Decisions Section of the Legal Department
Vladimir Subbotin	— Deputy Director of the Sanitary, Phytosanitary and Veterinary Measures Department
Andrey Tochin	— Director of the Trade Policy Department

- | | |
|-------------------|---|
| Aleksander Khotko | — Director of the IT Department |
| Artem Yulegin | — Head of the Business Advocacy Section
of the Business Development Department |

ON BEHALF OF THE REPUBLIC OF BELARUS

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|--------------------------|---|
| Igor Aladko | — Deputy Head of the State Institution
"Belarusian Control of the State Veterinary
Supervision at the State Border and
Transport" |
| Aleksandr Aleksandrovich | — Deputy Head of the Division for Foreign
Policy of the Department for Foreign
Economic Activity of the Ministry of
Foreign Affairs of the Republic of Belarus |
| Petr Arushanyants | — Deputy Director of the Entrepreneurship
Department of the Ministry of Economy of
the Republic of Belarus |
| Olga Bobko | — Head of the Product Conformity
Assessment Department of the State
Institution "Republican Centre for
Hygiene, Epidemiology and Public
Health" |
| Aleksey Bogdanov | — Head of Main Directorate of the Foreign
Economic Activity of the Ministry of
Agriculture and Food of the Republic of
Belarus |

Sergei Borisyuk	— Deputy Chairman of the State Customs Committee of the Republic of Belarus
Aleksandr Guryanov	— Deputy Minister of Foreign Affairs of the Republic of Belarus
Helena Dyrda	— Head of Information, Informatics and Analysis Department of the Center for Examinations and Tests in Health Service Republican Unitary Enterprise
Sergey Ivlev	— Deputy Chairman of the State Committee for Standardization of the Republic of Belarus
Alexander Kutsko	— Deputy Director of the Department of Veterinary and Food Control of the Ministry of Agriculture and Food of the Republic of Belarus, Deputy Chief State Veterinary Inspector of the Republic of Belarus
Leonid Marinich	— First Deputy Minister of Agriculture and Food of the Republic of Belarus
Inna Moysak	— Head of the Department for Organization of Customs Union Activity of the State Institution "Republican Centre for Hygiene, Epidemiology and Public Health"
Igor Nazaruk	— Director of Department for Foreign Economic Activity of the Ministry of Foreign Affairs of the Republic of Belarus

- | | |
|----------------------|---|
| Sergey Negrey | — Head of the Foreign Economic Relations Department of the Ministry of Transport and Communications of the Republic of Belarus |
| Yevgeny Rogachev | — Deputy Minister of Transport and Communications of the Republic of Belarus |
| Alexander Romanovich | — Deputy Director of the State Institution "Main State Inspection on Seed-Breeding, Quarantine and Plant Protection", Head of the State Inspection on Quarantine of the Republic of Belarus |
| Andrey Chobatov | — Head of the State Institution "Minsk Regional State Inspection on Seed-Breeding, Quarantine and Plant Protection" |

ON BEHALF OF THE REPUBLIC OF KAZAKHSTAN

- | | |
|---------------------|--|
| Zaure Akhmetova | — Deputy Director of the Department for Control over Compliance with the Requirements of Technical Regulations of the Agency of the Republic of Kazakhstan on Consumer Rights Protection |
| Zhaser Zharkynbayev | — Deputy Chairmen of the Agency of Statistics of the Republic of Kazakhstan |
| Dulat Zhukenov | — Head of the Modernization and Information Technology Office of the Customs Control Committee of the Ministry of Finance of the Republic of Kazakhstan |
| Gulmira Isayeva | — Deputy Minister of Agriculture of the Republic of Kazakhstan |

Aidyn Karimov	— Head of the Office for the Functioning of the Eurasian Economic Community and Customs Union of the Department of International Economic Integration of the Ministry of Economy and Budget Planning of the Republic of Kazakhstan
Dina Mamasheva	— Deputy Chairman of the Customs Control Committee of the Ministry of Finance of the Republic of Kazakhstan
Kairat Mukanov	— Chief Expert of the Modernization and Information Technology Office of the Customs Control Committee of the Ministry of Finance of the Republic of Kazakhstan
Magzum Myrzagaliyev	— Vice Minister of Oil and Gas of the Republic of Kazakhstan
Ablaikhan Ospanov	— Director of the Department for the Development of Electronic Services and Population Service Centres of the Agency for Informatization and Communications of the Republic of Kazakhstan
Aigerim Sadubayeva	— Head of the Directorate for Control over Compliance with the Requirements of Technical Regulations of the Agency of the Republic of Kazakhstan on Consumer Rights Protection
Nurlan Urankhayev	— Deputy Chairmen of the Agency of the Republic of Kazakhstan on Consumer Rights Protection

ON BEHALF OF THE RUSSIAN FEDERATION

- | | |
|--------------------|--|
| Nikolay Asaul | — Deputy Minister of Transport of the Russian Federation |
| Nikolai Vlasov | — Deputy Head of the Federal Service for Veterinary and Phytosanitary Surveillance |
| Ruslan Davydov | — Deputy Head of the Federal Customs Service |
| Sergey Masalov | — Deputy Head of the Federal Agency for the Development of the State Border Facilities of the Russian Federation |
| Veronika Nikishina | — Director of the Department of Coordination, Development and Regulation of Foreign-Economic Activity of the Ministry of Economic Development of the Russian Federation |
| Ludmila Simkalova | — Head of the Department of Organization of the State Sanitary and Epidemiologic Surveillance System of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing |

ON BEHALF OF THE ADVISORY COUNCIL ON INTERACTION OF THE
EURASIAN ECONOMIC COMMISSION AND BUSINESS COMMUNITY OF
BELARUS, KAZAKHSTAN AND RUSSIA

Viktor Dravitsa

Director of the Interindustry Research and
Practice Center for Identification Systems
and Digital Business Operations of the
National Academy of Sciences of Belarus
(on behalf of the Republic of Belarus)

Rakhim
Oshakbayev

Deputy Chairman of the Board of National
Chamber of Entrepreneurs of the Republic of
Kazakhstan (on behalf of the Republic of
Kazakhstan)

Pavel Isayev

Executive Secretary of the Committee of
the Russian Union of Industrialists and
Entrepreneurs on the Integration of Trade
and Customs Policies and the World Trade
Organization (on behalf of the Russian
Federation)

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

THE ACTION PLAN ON IMPLEMENTATION OF THE MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

The Action Plan on implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "Action Plan") has been developed by the working group in accordance with paragraph 3 of Decision No. 68 of the Supreme Eurasian Economic Council "On the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity" dated May 29, 2014.

The Action Plan is a strategic document that expresses the political will and defines the vector of development of national "single window" mechanisms of the Member States of the Eurasian Economic Union and the organization of information exchange at the supranational level.

In addition, this document is a logical continuation of the current policy of the Member States of the Eurasian Economic Union to improve the system of foreign economic activity regulation and to simplify the international trade procedures.

The structure of the Action Plan provides for the basic terms, purpose, objectives, timing and stages of its implementation, sources of financing, performance indicators and effectiveness of the performance of the Action Plan, potential risks, description of the institutional mechanism to implement the Action Plan.

The key point in the Action Plan is the position in respect of the reference model of the "single window" structure and its scope that is elaborated and agreed by all the members of the working group.

In addition, the Action Plan includes a set of organizational, legal and technical measures that are aimed at the development of national "single window" mechanisms and ensuring their interaction at the supranational level for a 6-year period (from 2015 to 2020, inclusive).

In developing the Action Plan, the results of the case study "On the implementation of the "single window" mechanism in the system of regulation of foreign economic activity", conducted by the Eurasian Economic Commission, were taken into account (see Annex to this collection).



THE SUPREME EURASIAN ECONOMIC COUNCIL

DECISION

May 8, 2015

No 19

Moscow

On the action plan on implementation the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

Having taken note of the information of the Eurasian Economic Commission on the progress in the implementation of paragraph 3 of Decision No. 68 of the Supreme Eurasian Economic Council dated May 29, 2014 "On the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity", the Supreme Eurasian Economic Council has decided to:

1. Approve the attached Action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.
2. Instruct the Governments of the Member States of the Eurasian Economic Union and the Eurasian Economic Commission to ensure implementation and financing of activities under the plan approved by this Decision.

3. Instruct the Eurasian Economic Commission to ensure annual development and approval by the Council of the Eurasian Economic Commission of a detailed plan for implementation of the action plan on implementation the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

Members of the Supreme Eurasian Economic Council:

On behalf of the Republic of Armenia Stamp: The Eurasian Economic Commission DEPOSITARY	On behalf of the Republic of Belarus Stamp: The Eurasian Economic Commission DEPOSITARY	On behalf of the Republic of Kazakhstan Stamp: The Eurasian Economic Commission DEPOSITARY	On behalf of the Russian Federation: Stamp: The Eurasian Economic Commission DEPOSITARY
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APPROVED

by Decision No. 19 of the Supreme
Eurasian Economic Council
dated May 8, 2015

ACTION PLAN

on implementation the Main Directions for Development of the "Single Window"
Mechanism in the System of Regulation of Foreign Economic Activity

I. INTRODUCTION

This plan has been developed in order to implement Decision No. 68 of the Supreme Eurasian Economic Council dated May 29, 2014 "On the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity" and is based on the provisions of the Treaty on the Eurasian Economic Union dated May 29, 2014 (hereinafter referred to as the "Treaty on the Union"), international treaties and acts in the field of foreign economic activity forming the law of the Eurasian Economic Union (hereinafter referred to as the "Union"), as well as the regulations, rules and principles of the World Trade Organization, the international recommendations of the United Nations and the World Customs Organization.

This plan is a logical continuation of the current policy of the Member States of the Union (hereinafter referred to as the "Member States") to improve the regulatory system of foreign economic activity, to introduce modern information technology aimed at simplification of international trade procedures.

II. DEFINITIONS

For the purposes of this plan, the terms below shall have the following meanings:

1) "business process" means a set of interrelated and structured actions aimed at achieving a certain result in the sphere of foreign economic activity;

2) "mutual recognition of documents" means the recognition and use of electronic documents required to carry out foreign economic activity issued by the authorized authorities (organizations) of one Member State in another Member State;

3) "harmonization of information" means the collection, identification, analysis and harmonization of requirements for information contained in electronic documents and hard copies of electronic documents used in the same applications, in order to improve the comparability of such documents in terms of content and format;

4) "public procedures" mean the activity of the state authorities of the Member States in accordance with their competence, related to the regulation of relations in the sphere of foreign economic activity when performing their state functions (administrative procedures) and providing public services to the interested persons;

5) "single window" mechanism means the mechanism of interaction between state authorities regulating foreign economic activity with foreign trade operators that allows foreign trade operators to submit documents in a standardized form through a single entry point at once for later use by interested state authorities and other organizations in accordance with their competence in control of foreign economic activity;

6) "permits" mean documents issued by state authorities and (or) state authorized organizations (hereinafter referred to as the authorized organizations), the presence of which is necessary for the implementation of foreign economic activity

and carrying out certain legal acts in the implementation of export, import and transit operations;

7) "standardized document form" means a document in electronic form that shall be prepared in accordance with harmonized and standardized structure and formats, having equal legal force with the similar document in hard copy;

8) "unification of information" means defining and agreement of a set of information contained in electronic documents and hard copies of electronic documents, by applications based on standards, procedures and recommendations used in the international trade;

9) "export, import and transit operations" - all kinds of foreign trade operations associated with the export of goods from the customs territory of the Union, import of goods into such territory, and their transportation through the customs territory of the Union;

10) "e-commerce" means a set of technical and organizational forms of committing financial and commercial transactions using electronic systems.

III. PURPOSE

The purpose of the implementation of this plan is the formation of organizational, legal and technical framework for the creation of conditions for development and approximation of national "single window" mechanisms, as well as the organization of their interaction on the supranational level in the construction of an effective foreign economic activity regulation system within the Union.

IV. OBJECTIVES

The purpose of this plan is achieved through the following objectives:

promotion of development of national "single window" mechanisms;

ensuring the approximation of approaches for development of national "single

window" mechanisms;

ensuring mutual recognition, unification, standardization and harmonization of electronic documents required to carry out foreign economic activity;

organization of information exchange between national "single window" mechanisms;

coordination of actions to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "Main Directions").

V. GENERAL DESCRIPTION OF THE REFERENCE MODEL OF THE NATIONAL "SINGLE WINDOW" MECHANISM

The reference model of the national "single window" mechanism (hereinafter referred to as the "reference model") is a tool to simplify international trade procedures in order to optimize public procedures related to foreign economic activity, and to create conditions for carrying out electronic transactions and e-commerce. The reference model is intended to ensure the transition to a qualitatively new level of development of the national "single window" mechanisms to create conditions to reduce the transaction costs of persons engaged in foreign economic activity and providing services in this area (hereinafter referred to as the "interested persons") and to reduce administrative costs in the work of state authorities of the States Members regulating foreign economic activity (hereinafter referred to as the state authorities).

The reference model is an innovative cross-border intellectual mechanism that allows the interested persons to receive a range of services to carry out export, import and transit operations in the course of interaction with state authorities and (or) the authorized organizations of the Member States.

The reference model takes into account the provisions of the international standards of the World Customs Organization and the United Nations

recommendations, integrates the experience of creation of modern models of the "single window" mechanisms using advanced organizational, legal, technical and technological solutions.

The reference model has a number of unique features.

1. A single submission of documents and (or) information

Interested persons should be able to once submit documents and (or) information in a standardized form through a single transmission channel for subsequent use by all interested state authorities, and the previously submitted documents and (or) information are not re-submitted, except for in cases when such documents and (or) information have a limited validity period.

In the event the documents and (or) the information submitted do not contain enough information for state authorities and (or) the authorized organizations of the Member States to make a decision, the interested persons, at the request of such authorities and (or) organizations, shall submit only missing information.

Documents and (or) information required to carry out foreign economic activity submitted in the form of electronic documents may not be an exact copy of the document in hard copy.

2. Wide range of services

A wide range of services must be provided for the interested persons at all stages of the supply chain from the moment of registration of the interested persons before the production of goods and the subsequent audit of their economic activity.

3. Intelligent mechanism

The reference model is a tool for providing services to its users. Such mechanism is versatile, it can provide a range of services in real-time, efficiently process and analyse documents and (or) information provided by the interested persons, redistribute them among state authorities and (or) authorized organizations of the Member States on the basis of services requested, inform interested persons about the progress of consideration of requests, assess risks, issue decisions.

The intelligent mechanism allows the interested persons to obtain necessary information on persons providing services in the sphere of foreign economic activity, regulatory measures, to make payments and electronic payments of customs and other charges, generate reports and receive statistics.

4. Flexibility and transparency of the provided services

Within the framework of the functioning of the national "single window" mechanism, the interested persons should be able to create "personal accounts" to have a comprehensive understanding of the committed export, import and transit operations at all stages of the supply chain.

The national "single window" mechanism should allow interested persons to receive services provided under the national "single window" mechanisms of other Member States via their personal accounts using technology and information innovation.

5. Provision of different levels of information interaction of users of the national "single window" mechanism

The reference model allows to ensure the information exchange between the interested persons, state authorities and authorized organizations of the Member States, interagency information exchange, information exchange between the interested persons when carrying out export, import and transit operations, as well as information exchange of national "single window" mechanisms.

6. High degree of confidence

The reference model should provide a high degree of user confidence, build trust relationships between the interested persons, state authorities and authorized organizations of the Member States.

7. Scope of the reference model

The reference model applies to:

1) spheres of state regulation: the sphere of customs, foreign exchange, tax, customs and tariff, non-tariff and technical regulation, the sphere of application of sanitary, veterinary and sanitary, phytosanitary quarantine measures, the sphere of regulation of financial services (banking, insurance), transport and transportation, safety and protection of intellectual property rights;

2) types of activities: foreign trade, activities for the provision of transportation and logistics services, financial services (banking, insurance), as well as activities in the field of customs affairs;

3) subjects:

state authorities of the Member States: in the field of customs, taxation, customs and tariff and non-tariff regulation; state authorities of the Member States: issuing permits related to foreign economic activity, transport control, sanitary, veterinary and sanitary, phytosanitary quarantine control (supervision), control (supervision) over compliance of technical regulations, export, radiation, foreign exchange and other forms of state control;

organizations authorized to issue permits, including chambers of commerce, certification bodies and testing laboratories (centres) performing the work in the field of assessment (confirmation) of compliance with technical regulations of the Union;

interested persons: legal entities and individual entrepreneurs engaged in foreign economic activity; persons carrying out activities in the field of customs

affairs (customs agents, customs carriers, owners of temporary storage warehouses, owners of customs warehouses, owners of free warehouses, owners of duty free shops); authorized economic operators; freight forwarders, logistics companies, carriers, express carriers; administrations of air ports, road and rail border crossing points; banks and insurance companies; patent organizations (patent attorneys), postal operators and other organizations.

A detailed description of the functions and architecture of the reference model, the list of public procedures and services the reference model applies to, are developed based on the results of the assessment and analysis of the status of projects aimed at the development and establishment of the national "single window" mechanisms in the Member States.

The reference model is expedient to be created in accordance with the structure in accordance with Annex No. 1.

VI. INFORMATION EXCHANGE IN THE FRAMEWORK OF THE NATIONAL "SINGLE WINDOW" MECHANISMS

The information exchange in the framework of the national "single window" mechanisms of the state authorities and authorized organizations of the Member States is carried out using an integrated information system of the Eurasian Economic Union (hereinafter referred to as the integrated system) in accordance with the interaction regulations approved by the Eurasian Economic Commission (hereinafter referred to as the Commission) and it should comply with the law of the Union, in particular with the provisions of Article 23 of the Treaty on the Union.

The development of information exchange between the national "single window" mechanisms shall be carried out through optimizing the list of common processes within the Union implemented with the use of the integrated system.

The development of the structures of electronic documents used in the framework of the national "single window" mechanisms shall be based on a

common data model, created on the basis of and in accordance with international standards.

The information exchange in the framework of the national "single window" mechanisms shall be based on the following principles:

the possibility of using the information obtained from the interested persons through the national "single window" mechanism of one of the Member States by interested state authorities of other Member States in accordance with their competence;

the arrangement of exchange of electronic documents containing relevant, standardized and harmonized information sufficient to perform the export, import and transit operations;

the possibility of new Member States to connect to the information exchange in the framework of the national "single window" mechanisms on equal terms;

the possibility of organizing information exchange within the framework of the functioning of the national "single window" mechanisms of non-members of the Union on the principle of "export of one state - import in another state."

The description of the functional model of information exchange within the framework of the national "single window" mechanisms is developed following the results of the monitoring of processes of interdepartmental information exchange.

Measures for data protection within the framework of the national "single window" mechanism shall be carried out in accordance with the plans for establishment and development of the integrated system. This plan does not provide for these measures.

Creation and maintenance of the common infrastructure documenting of electronic information and transboundary space of trust are carried out within the framework of work and in accordance with the plans for the creation and development of the integrated system.

VII. TERMS AND STAGES OF IMPLEMENTATION OF THE PLAN

This plan is designed for a 6-year period, from 2015 to 2020, inclusive. Detailed plans shall be developed annually. Each subsequent detailed plan shall take into account the results of the previous detailed plan.

This plan and detailed plans may be amended taking into account the internal and external factors that significantly affect the timely and proper performance of the relevant activities.

This plan shall be implemented in stages in accordance with the network schedule in accordance with Annex No. 2. In order to ensure the optimal allocation of resources and timely implementation of the activities of this action plan, activities included in various stages may be performed in parallel.

This plan shall be implemented with the following stages:

preparatory stage;

development stage;

implementation stage;

stage of monitoring and assessment of the results achieved.

The preparatory stage provides for determination of institutional mechanism for the implementation of this plan, analysis of the current state of the projects aimed at the creation of the national "single window" mechanisms, determination of required organizational, legal, technological and technical requirements for the creation and (or) development of the national "single window" mechanisms, and assessment of the prospects for their approximation.

This stage also provides for the assessment of the potential financial cost of the development of the national "single window" mechanisms and ensuring the information exchange within the framework of their functioning that are taken into account when making decisions.

Following the results of the analysis, opinions are formed on the creation and (or) development of national "single window" mechanisms, and approximation of

approaches for their development.

At the development stage, on the basis of the opinions formed at the preparatory phase, proposals are prepared to optimize public procedures related to foreign economic activity, and business processes, to unify the content of the information included in the electronic documents required to carry out foreign economic activity; and decisions and recommendations are developed to approach or to develop the national "single window" mechanisms, to improve provisions of the acts included in the law of the Union regulating foreign economic activity, and the legislation of the Member States, and detailed description of the functions and architecture of the reference model, the list of public procedures and services the reference model applies to are approved.

In the preparation of the above decisions and recommendations, proposals of the business community of the Member States shall be taken into account.

Within this stage, adopted documents can be amended on the basis of proposals that are based on the results of monitoring and assessment of the progress.

At the implementation stage, decisions are made on the introduction or development of national "single window" mechanisms, ensuring proper information exchange through the integrated system, and a set of organizational, technological, legal and technical measures is implemented to ensure the implementation of mutual recognition, unification, standardization and harmonization of electronic documents required to carry out foreign economic activity and their use by state authorities and (or) authorized organizations of the Member States.

The work on the approximation or development of the national "single window" mechanisms is also popularized at this stage: work with the media, arrangement of public debates, seminars and conferences on the implementation of the Main Directions and this plan.

At the stage of monitoring and assessment of progress, the results achieved shall be constantly analysed on the basis of the set target indicators (values) and

indices, and proposals for amending this plan, adjusting the amount of financing, changing target indicators (values) and indexes shall be made based on the results of analyses.

VIII. SOURCES OF FINANCING

Financial support for the activities shall be provided at the expense of the Budgets of the Member States and the Budget of Union, as well as from extrabudgetary sources.

IX. INDICATORS OF EFFICIENCY AND EFFECTIVENESS OF THE PERFORMANCE OF THE PLAN

This plan provides for two-tier system of indicators of effectiveness and efficiency of the measures:

level one - indicators of effectiveness (indicators of direct result);

level two- indicators of efficiency (indicators of the final effect).

Indicators of effectiveness of the performance of actions (annually and in general for the plan on an accrual basis) are the following;

the proportion of performed activities (a prepared and adopted decision, recommendation of the Commission, a draft document, a received document, etc.) in the total number of activities under this plan and detailed plans;

the proportion of activities carried out in a timely manner in the total number of activities with expired deadline.

Justification for objective reasons of failure to perform or untimely performance shall be presented in respect of not performed and untimely performed activities.

The indicators of effective performance of activities that characterize positive effects of the development of the national "single window" mechanisms for state authorities and the business community of the Member States are the

following:

the proportion documents submitted in electronic form that are required for a foreign trade operator to transfer goods across the customs border of the Union;

the maximum time required to pass public procedures related to foreign economic activity (separately for export, import and transit operations);

the proportion of foreign trade operators that estimate the quality of the services provided within the framework of the national "single window" mechanism as satisfactory in the total number of foreign trade operators;

the proportion of reporting documents submitted in electronic form when performing public procedures related to foreign economic activity;

the decrease of administrative costs of entrepreneurs (labour, time and financial cost of the implementation of public procedures related to foreign economic activity).

Basic and annual target indicators (values) of efficiency indicators of the implementation of this plan, as well as the methods of their calculation, shall be approved by the Commission.

X. POSSIBLE RISKS IN THE IMPLEMENTATION OF THE PLAN

In the implementation of this plan, there may be risks associated with a lack of common understanding of the ultimate goal and steps of its implementation, the lack of coordination between the state authorities and authorized organizations of the Member States and the Commission, the adoption in the Commission and (or) Member States of decisions that do not take into account the provisions of the Main Directions regarding the priority use of electronic documents, the lack of financing, resource support of the activities to implement this plan.

These risks can be minimized by their timely detection and making appropriate management decisions.

XI. ORGANISATIONAL MECHANISMS ENSURING THE IMPLEMENTATION OF THE PLAN

The organisational mechanism at the supranational level ensuring the implementation of this plan is based on the structure of the Bodies of the Union provided for in the Treaty on the Union.

The Council of the Commission shall take decisions on strategic issues of the implementation of this plan, including systemic issues, approval and financing of the annual detailed plans.

The Board of the Commission shall make decisions and recommendations provided for in this plan.

The Board of the Commission shall establish a working group for the implementation of this plan under the leadership of one of the members of the Board of the Commission.

This working group shall ensure the overall coordination and monitoring of the implementation of this plan, prepare proposals in the form of draft acts of the Bodies of the Union, develop draft annual detailed plans, consider the reports on the implementation of this plan.

At the national level, coordinating (advisory) bodies authorized to implement this plan are established in the Member States that include heads of state authorities and representatives of the business community. Such coordinating (advisory) bodies submit to the state authorities their proposals for the creation and development of the national "single window" mechanisms within the framework of implementation of this plan.

The authorized state authority in charge of the implementation of the Main Directions shall organize the activities of the national coordinating (advisory) body.

The national coordinating (advisory) bodies and the working group shall interact in order to coordinate the implementation of this plan.

The scheme of the organizational mechanism ensuring the implementation of this plan is presented in Annex No. 3.

XII. LIST OF ACTIVITIES

Activity name	2015	2016	2017	2018	2019	2020
1	2	3	4	5	6	7

1. DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS;

1.1. Comparison of the terms used in the description of the "single window" mechanism in the legislation of the Member States and international practice	Q 2	-	-	-	-	-
1.2. Harmonization of approaches of the Member States to modelling and analysis of the public procedures and business processes related to foreign economic activity	Q 2	-	-	-	-	-
1.3. Development of methods for assessing the state of development of national "single window" mechanisms.	Q 3	-	-	-	-	-
1.4. Analysis of the state of development of the national "single window" mechanisms in accordance with the methods developed	Q 4	Q 1-2	-	-	-	-
1.5. Compilation and synthesis of the results of assessment of the state of development of the national "single window" mechanisms. Development of opinions for each Member State on the optimization of public procedures and business processes related to foreign trade activities, as well as on the development of the national "single window" mechanisms	Q 4	Q 1-2	-	-	-	-

Activity name	2015	2016	2017	2018	2019	2020
1	2	3	4	5	6	7

1.6. Development and approval of the detailed descriptions of functions and architecture of the reference model of the national "single window" mechanism, the list of public procedures and services this reference model applies to, taking into account the supranational segment	Q 4	Q 1-2	-	-	-	-
1.7. Development, implementation and optimization of the national "single window" mechanisms	Q 4	Q 1-4	Q 1-4	Q 1-3	-	-

2. APPROXIMATION OF APPROACHES FOR THE DEVELOPMENT OF NATIONAL "SINGLE WINDOW" MECHANISMS

2.1. Identification of the priority directions of approximation of approaches for the development of national "single window" mechanisms	Q 3-4	-	-	-	-	-
2.2. Assessment and monitoring of the development of the national "single window" mechanisms, preparation of recommendations for necessary changes in the functioning of the national "single window" mechanisms, subject to paragraph 1.5 of this list	-	-	Q 1	Q 1	Q 1	Q 1
2.3. Making changes to the national "single window" mechanisms in accordance with the recommendations	-	-	Q 1	Q 1	Q 1	Q 1

Activity name	2015	2016	2017	2018	2019	2020
1	2	3	4	5	6	7

3. MUTUAL RECOGNITION OF ELECTRONIC DOCUMENTS REQUIRED TO CARRY OUT FOREIGN ECONOMIC ACTIVITY

3.1. Review of the documents and information required to carry out foreign economic activity and the assessment of the need to amend the acts forming the law of the Union and the legislation of the Member States with the aim of unification and harmonization of information from the documents	Q 2-4	-	-	-	-	-
3.2. Unification and harmonization of information from the documents required to carry out foreign economic activity, as well as information contained in electronic documents issued within the Union, with the aim of their mutual recognition	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-2
3.3. Transition to the preparation by the authorized authorities of the Member States and the use of electronic documents required to carry out foreign economic activity	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-2
3.4. Using information from the documents required to carry out foreign economic activity on the territory of the Union issued by the authorized authorities of non-member states	-	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-2
3.5. Ensuring unique identification of foreign trade operators	Q 3-4	Q 1-4	Q 1-4	-	-	-

Activity name	2015	2016	2017	2018	2019	2020
1	2	3	4	5	6	7

4. ARRANGEMENT OF INFORMATION EXCHANGE

4.1. Unification of interaction procedures of the interested persons and state authorities within the national "single window" mechanisms	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4
4.2. Optimization of interdepartmental information exchange procedures within the national "single window" mechanisms	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4
4.3. Optimization and implementation of common processes within the Union involved in ensuring the functioning of the national "single window" mechanisms	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4
4.4. Simplification of procedures for the use of the national "single window" mechanisms by the interested persons	Q 3-4	Q 3-4	Q 3-4	Q 3-4	Q 3-4	Q 3-4
4.5. Formation and development of a unified system of regulatory and reference information of the Union needed to ensure the functioning of the national "single window" mechanisms	Q 3-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4

5. FORMATION OF THE CONCEPTUAL FRAMEWORK

5.1. Development of the glossary of terms used in the implementation of the Main Directions	Q 3-4	-	-	-	-	-
5.2. Maintaining (updating) of the glossary of terms used in the implementation of the Main Directions	-	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-2

Activity name	2015	2016	2017	2018	2019	2020
1	2	3	4	5	6	7

6. ORGANIZATIONAL MECHANISM ENSURING THE IMPLEMENTATION OF THIS PLAN (CONTROL MECHANISM)

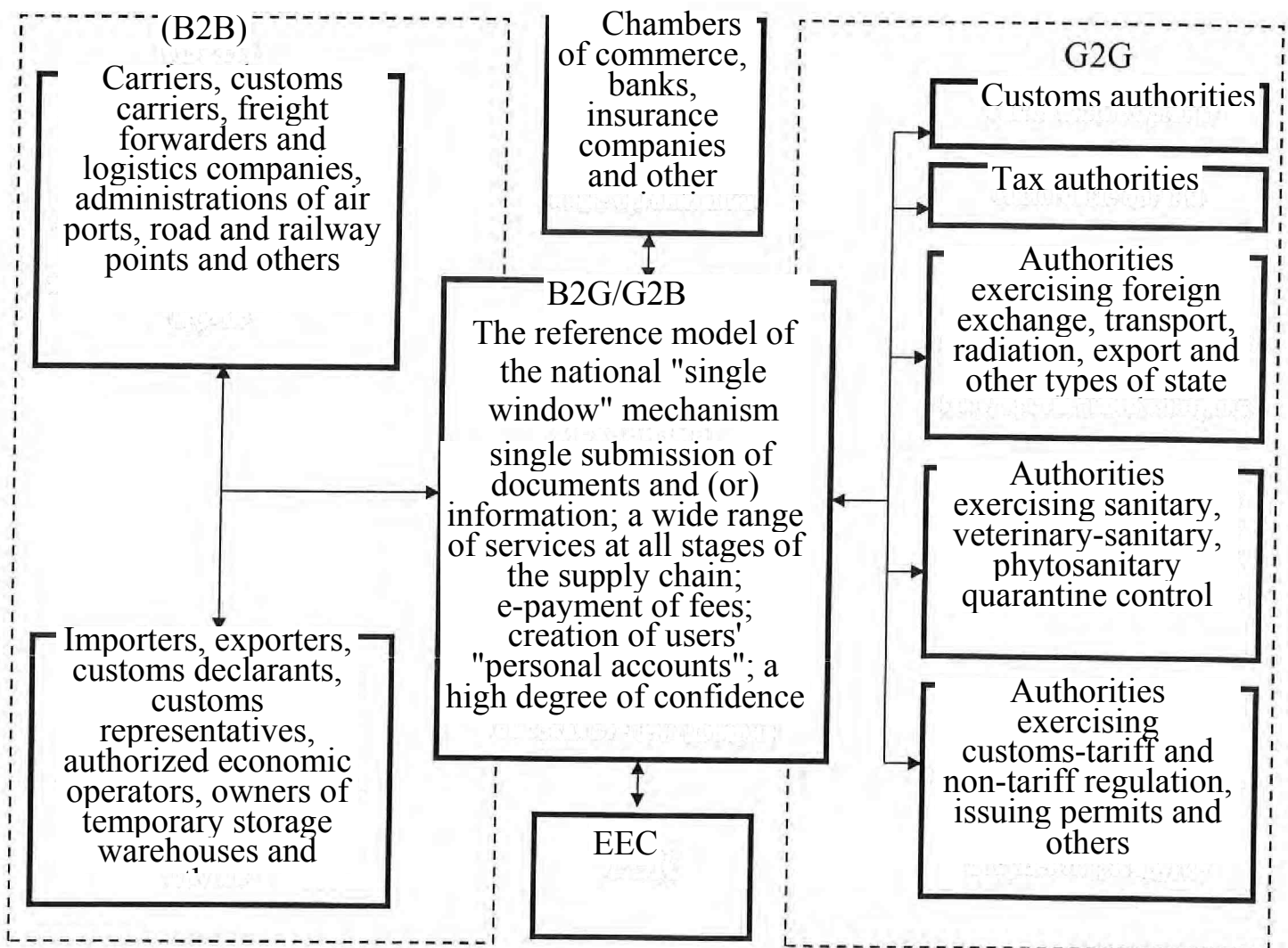
6.1. Development and approval of the organizational structure of the control mechanism	Q 3	-	-	-	-	-
6.2. Creation of the working group for the implementation of this plan	Q 3	-	-	-	-	-
6.3. Determination by the Member States of authorized authorities in charge of the implementation of the Main Directions	Q 3	-	-	-	-	-
6.4 Establishment by the Member States of coordinating (advisory) bodies authorized for the implementation of this plan	Q 3	-	-	-	-	-
6.5. Improvement of the organizational structure of the control mechanism	-	Q 4.	Q 1-4	Q 1-4	Q 1-4	-

7. ORGANIZATIONAL ISSUES

7.1. Popularization of the "single window" mechanism: work with the media, arrangement of public debates, seminars and conferences on the implementation of the Main Directions and this plan	Q 2-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4	Q 1-4
7.2. Preparation and publication of progress reports on the implementation of the Main Directions and this plan	Q 4.	Q 2, 4	Q 2, 4	Q 2, 4	Q 2, 4	Q 2, 4

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Main Directions for Development of the
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STRUCTURE OF THE REFERENCE MODEL OF THE NATIONAL "SINGLE WINDOW" MECHANISM



Note. In this structure the following abbreviations are used:

"B2B" -information exchange between the interested persons;

"B2G/G2B" means information exchange between interested persons, state authorities and (or) authorized organizations of the Member States;

"G2G" means interdepartmental information exchange;

"EAEU" - the Eurasian Economic Commission.

ANNEX No. 2

to the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

Network schedule of the implementation of the action plan to implement the Main Directions for Development of
the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

No.	Activity	2015				2016				2017				2018				2019				2020			
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1.1	Comparison of the terms used in the description of the "single window" mechanism in the legislation of the Member States		A																						
1.2	Harmonization of approaches of the Member States to modelling and analysis of the public procedures and business processes related to foreign economic activity		A	D																					
1.3	Development of methods for assessing the state of development of national "single window" mechanisms.			A	D																				
1.4	Analysis of the state of development of the national "single window" mechanisms in accordance with the methods developed				A/ D	A	A	D																	
1.5	Compilation and synthesis of the result of assessment of the state of development of the national "single window" mechanisms. Development of opinions for each Member State on the optimization of the public procedures and business processes				A/ D	A	A	D																	

No.	Activity	2015				2016				2017				2018				2019				2020			
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	related to foreign trade activity, as well as on the development of the national "single window" mechanisms																								
1.6	Development and approval of the detailed descriptions of functions and architecture of the reference model of the national "single window" mechanism, the list of public procedures and services this reference model applies to, taking into account the supranational segment				B	B	B		D																
1.7	Development, implementation and optimization of the national "single window" mechanisms				B	B	B	B	B/D	B/C	B/C	B/C	B/C/D	B/C	B/C	C	C/D	C	C	C	D				
2.1	Identification of the priority directions of approximation of approaches for the development of national "single window" mechanisms			A	B/D																				
2.2	Assessment and monitoring of the development of the national "single window" mechanisms, preparation of recommendations for necessary changes in the functioning of the national "single window" mechanisms, subject to paragraph 1.5 of this diagram									D				D				D				D			
2.3	Making changes to the national "single window" mechanisms in accordance with the recommendations									D				D				D				D			
3.1	Analysis of the documents and information required to carry out foreign economic activity and the assessment of the need for changes in the acts forming the law of the Union and the legislation of the Member States with the aim of unification and harmonization of information from the documents		A	A	A/D																				

No.	Activity	2015				2016				2017				2018				2019				2020			
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
3.2	Unification and harmonization of information from the documents required to carry out foreign economic activity, as well as information contained in electronic documents issued within the Union, with the aim of their mutual recognition			A	B/D	B	B	B	B/D	B	B	B/C	B/C/D	B/C	B/C	C	C/D	C	C	C	C/D	C	C		D
3.3	Transition to the preparation by the authorized authorities of the Member States and the use of electronic documents required to carry out foreign economic activity			B	B/D	C	C	C	C/D	C	C	C	C/D	C	C		C/D	C	C	C	C/D	C	C		D
3.4	Using information from the documents required to carry out foreign economic activity on the territory of the Union issued by the authorized authorities of non-member states					B	B	B	C/D	C	C	C	C/D	C	C	C	C/D	C	C	C	C/D	C	C		D
3.5	Ensuring unique identification of foreign trade operators			B	B/D	B	B	B/C	B/C/D	C	C	C	C/D												
4.1	Unification of interaction procedures of the interested persons and state authorities within the national "single window" mechanisms			A/B	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C
4.2	Optimization of interdepartmental information exchange procedures within the national "single window" mechanisms			A/B	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C
4.3	Optimization and implementation of common processes within the Union involved in the functioning of the national "single window" mechanisms			A/B	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C	D/B	B/C	B/C	B/C
4.4	Simplification of procedures for the use of the national "single window" mechanisms by economic entities			A	D		A	A	D		A	A	D		A	A	D		A	A	D		A	A	D

No.	Activity	2015				2016				2017				2018				2019				2020			
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
4.5	Formation and development of a unified system of regulatory and reference information of the Union needed to ensure the functioning of the national "single window" mechanisms			B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
5.1	Development of the glossary of terms used in the implementation of the Main Directions			B	B/D																				
5.2	Maintaining (updating) of the glossary of terms used in the implementation of the Main Directions					C	C	C	C/D	B	B/C	C	C/D	C	C	C	C/D	B	B/C	C	C/D	C	C		D
6.1	Development and approval of the organizational structure of the control mechanism			A/B/C	D																				
6.2	Creation of the working group for the implementation of the action plan			A/B/C	D																				
6.3	Determination by the Member States of authorized authorities in charge of the implementation of the Main Directions			A/B/C	D																				
6.4	Establishment by the Member States of coordinating (advisory) bodies (councils, commissions) for the implementation of the action plan			A/B/C	D																				
6.5	Improvement of the organizational structure of the control mechanism								D	B	B	B	D	B	B	B	D	B	B	B	D				
7.1	Popularization of the "single window" mechanism: work with the media, arrangement of public debates, seminars and conferences on the implementation of the Main Directions and the action plan		C	C	D	C	C	C	C/D	C	C	C	C/D	C	C	C	C/D	C	C	C	C/D	C	C	C	C/D

No.	Activity	2015				2016				2017				2018				2019				2020			
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
7.2	Preparation and publication of progress reports on the implementation of the Main Directions and the action plan				C		C		C		C		C		C		C		C		C		C		C

Note. The following symbols are used in this graph:

"A" - preparatory stage;

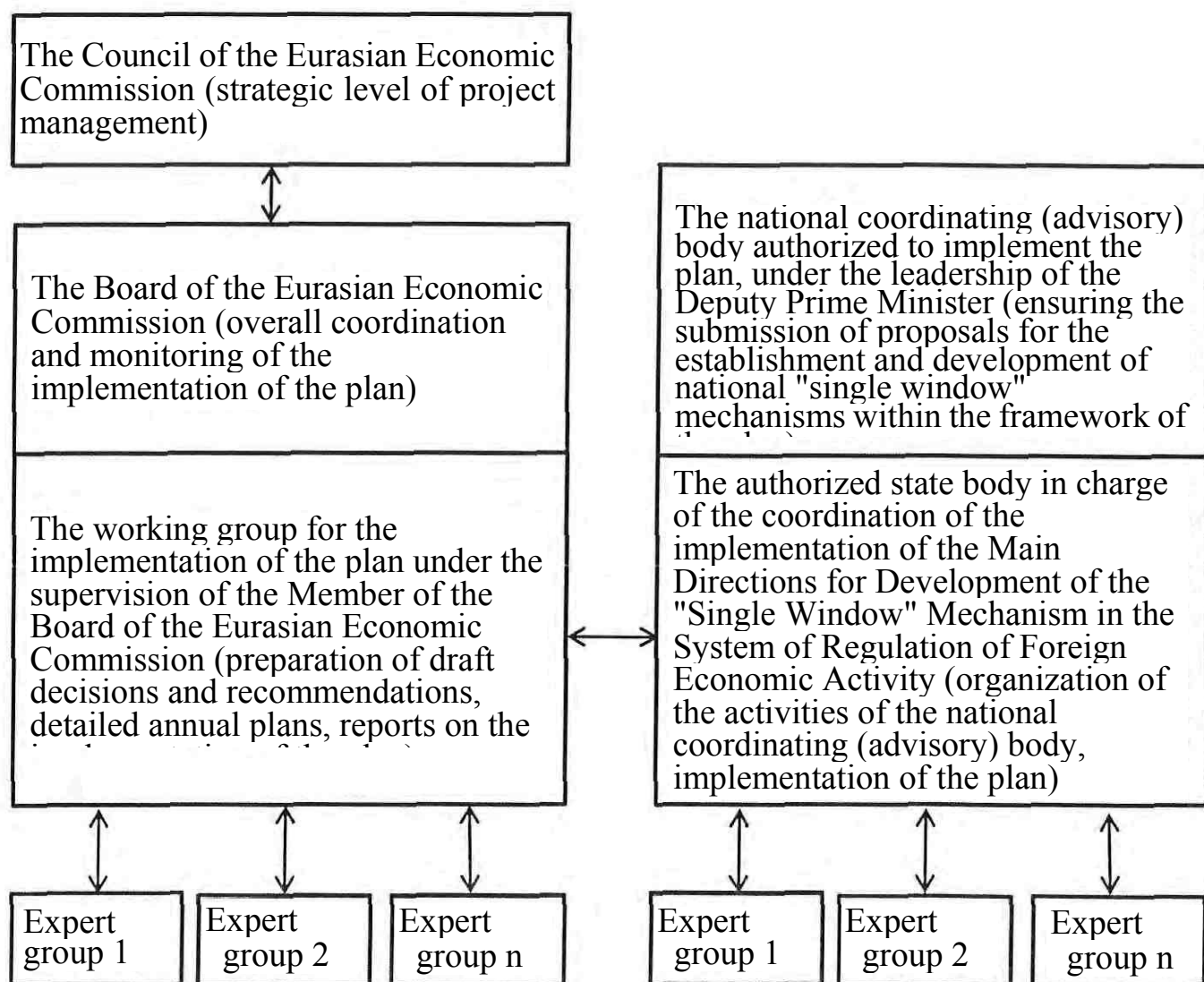
"B" - development stage;

"C" - implementation stage;

"D" - stage of monitoring and assessment of the results achieved.

to the action plan for implementation of the
Main Directions for Development of the "Single
Window" Mechanism in the System of
Regulation of Foreign Economic Activity

SCHEME OF THE ORGANISATIONAL MECHANISM ENSURING THE
IMPLEMENTATION OF THE ACTION PLAN TO IMPLEMENT THE MAIN
DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN
THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY



DETAILED PLAN FOR THE IMPLEMENTATION OF THE ACTION PLAN FOR 2015 FOR THE IMPLEMENTATION OF THE MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

Section XI of the action plan for the implementation of the Main Directions of Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity, approved by Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015 (hereinafter referred to as the "Action Plan") provides for the development and subsequent approval of detailed annual plans.

Within the implementation of the above provision of the Action Plan and in accordance with paragraph 3 of Decision No. 68 of the Supreme Eurasian Economic Council dated May 29, 2014 "On the Main Directions of the Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity", the working group prepared the detailed plan for 2015 for the realization of the action plan for the implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "Detailed Plan").

The Detailed Plan, as well as subsequent annual detailed plans, is an integral part of the strategic Action Plan and serves as an additional tool for the management that involves summarising annual results of the work, reporting and preparing a detailed plan for the next year on their basis.

The structure of the Detailed Plan corresponds to Section XII of the Action Plan and contains a detail list of actions to be implemented by the Member States of the Eurasian Economic Union and the Eurasian Economic Commission, timing of performance of such activities, responsible executors and target results.

The Detailed plan primarily includes activities involving the development of methods and profound analysis of the conditions for the implementation of the national "single window" mechanisms for each country.

The implementation of the Detailed Plan does not provide for separate financing from the Member States of the Eurasian Economic Union. Individual activities of the Detailed Plan have a continuing character and assume its implementation in subsequent annual plans.



THE EURASIAN ECONOMIC COMMISSION
THE COUNCIL

DECISION

February 04, 2015

No. 4

Moscow

On the detailed plan for 2015 for the performance of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

Having taken note of the information of the Board of the Eurasian Economic Commission on the measures to ensure the implementation of the action plan to implement the Main Directions for the Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity, the Council of the Eurasian Economic Commission has decided to:

Approve the attached detailed plan for 2015 for the performance of the action plan to implement the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

This Decision shall become effective in 30 calendar days upon the date of its official publication.

Members of the Council of the Eurasian Economic Commission

On behalf of the Republic of Armenia	on behalf of the Republic of Belarus	On behalf of the Republic of Kazakhstan	On behalf of the Russian Federation:
Stamp:	Stamp:	Stamp:	Stamp:
The Eurasian Economic Commission	The Eurasian Economic Commission	The Eurasian Economic Commission	The Eurasian Economic Commission
FOR DOCUMENTS	FOR DOCUMENTS	FOR DOCUMENTS	FOR DOCUMENTS
V. Gabrielyan	V. Matyushevskiy	B. Sagintayev	I. Shuvalov

APPROVED

by Decision No. 4
of the Eurasian Economic Commission
dated February 4, 2015

DETAILED PLAN FOR 2015

for realization of the action plan for implementation the Main Directions for Development of the "Single Window"
Mechanism in the System of Regulation of Foreign Economic Activity

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1. DEVELOPMENT OF NATIONAL "SINGLE WINDOW" 1.1. Comparison of the terms used in the description of the "single window" mechanism in the legislation of the Member States and international practice	Q 2 2015	The Eurasian Economic Commission (hereinafter referred to as the "Commission"), the Member States of the Eurasian Economic Union (hereinafter	comparison table

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.2. Harmonization of approaches of the Member States to modelling and analysis of the public procedures and business processes related to foreign economic activity			
1.2.1. Studying approaches to the analysis of public procedures and business processes related to foreign economic activity, including appropriate methods and guidelines in the Member States (if any)	April, 2015	Commission, Member States	report
1.2.2. Holding a training workshop on the modelling and analysis of public procedures and business processes related to foreign economic activity with the participation of experts of the Commission and the Member States	May - June, 2015	Commission, UN Economic Commission for Europe, Member States	holding the workshop
1.3. Development of methods for assessing the state of development of national "single window" mechanisms.			
1.3.1. Defining object(s) for the assessment of the state of development of the national "single window" mechanisms	May, 2015	Commission, Member States	to be taken into account in the assessment methods

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.3.2. Determination of the list of priority export, import and transit operations for the purpose of assessing the state of development of the national "single window" mechanisms	July - August, 2015	Commission, Member States	to be taken into account in the assessment methods
1.3.3. Determination of the list of spheres of foreign economic activity regulation for the purpose of assessing the state of development of the national "single window" mechanisms	June, 2015	Commission, Member States	matrix of business process clusters (to be taken into account in the assessment methods)
1.3.4. Approval of methods for assessing the state of development of national "single window" mechanisms	September, 2015	Commission	act of an authority of the Eurasian Economic Union (hereinafter referred to as the "Union")
1.4. Analysis of the state of development of the national "single window" mechanisms in accordance with the methods developed			

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.4.1. Analysis of regulatory legal acts of the Member States on the implementation and the development of the national "single window" mechanisms	December, 2015	Commission, Member States	report
1.4.2. Analysis of the scope of the national "single window" mechanisms in the Member States	December, 2015	Commission, Member States	report
1.4.3. Analysis of the existing public procedures and business processes related to foreign economic activity in accordance with paragraph 1.4.1 of this plan, the extent and level of their automation. Identifying "bottlenecks" in transition from hard copies to e-documents	December, 2015	Commission, Member States	report
1.4.4. Analysis of the possibilities to harmonize and minimize the information contained in the documents required to carry out foreign economic activity	December, 2015	Commission, Member States	report
1.4.5. Analysis of the practice of payment of obligatory fees in electronic form and the possibility of providing such services within the framework of the national "single window" mechanisms	December, 2015	Commission, Member States	report

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.4.6. Determination of the technical capabilities and legal basis for the creation of the portal of the national "single window" mechanism in the Member States	December, 2015	Commission, Member States	report
1.4.7. Defining objectives (targets) of national projects aimed at the creation of the national "single window" mechanisms	December, 2015	Commission, Member States	report
1.4.8. Studying the adopted national program for the development of local "single window" mechanisms. Evaluation of the need for their integration into the unified system of the national "single window" mechanism	December, 2015	Commission, Member States	report
1.4.9. Analysis of the strong and weak points of the national "single window" mechanisms, the possibilities and prospects of the development	December, 2015	Commission, Member States	report
1.5. Compilation and synthesis of the result of assessment of the state of development of the national "single window" mechanisms. Development of opinions for each Member State on the optimization of public procedures and business processes related to foreign trade activities, as well as on the development of the national "single window" mechanisms	Q 4 2015	Commission, Member States	recommendations for each Member State

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.6. Development and approval of the detailed descriptions of functions and architecture of the reference model of the national "single window" mechanism, the list of public procedures and services this reference model applies to, taking into account the supranational segment	Q 4 2015	Commission, Member States	report on the progress of drafting the Decision of the Council of the Commission
1.7. Development, implementation and optimization of the national "single window" mechanisms			
1.7.1. Creation or improvement of conception of the development of the national "single window" mechanisms	December, 2015	Member States	conception of the development of the national "single window" mechanisms
1.7.2. Preparation of action plans ("road maps") for the creation of the national "single window" mechanisms	December, 2015	Member States	an interim report on the preparation of action plans ("road maps") for the creation of the national "single window" mechanisms

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
1.7.3. Implementation of pilot projects for the implementation of the national "single window" mechanisms	December, 2015	Member States	interim report on the implementation of pilot projects
2. APPROXIMATION OF APPROACHES FOR THE DEVELOPMENT OF NATIONAL "SINGLE WINDOW" MECHANISMS			
2.1. Identification of the priority directions of approximation of approaches for the development of national "single window" mechanisms	Q 4 2015	Commission, Member States	opinion
3. MUTUAL RECOGNITION OF ELECTRONIC DOCUMENTS REQUIRED TO CARRY OUT FOREIGN ECONOMIC ACTIVITY			
3.1. Analysis of the documents and information required to carry out foreign economic activity and the assessment of the need for changes in the acts forming the law of the Union and the legislation of the Member States with the aim of unification and harmonization of information from the documents			

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
3.1.1. Harmonization of approaches to the analysis of acts forming the law of the Union and the legislation of the Member States in order to determine the documents that need to be amended with the purpose of unification and harmonization of the information contained therein.	July - August, 2015	Commission, Member States	act of a Body of the Union
<p>3.1.2. Review of acts forming the law of the Union and the legislation of the Member States in order to determine the documents that need to be amended with the purpose of unification and harmonization of the information contained therein, in the following areas of state regulation:</p> <p>customs regulation; foreign exchange regulation; tax regulation; customs and tariff regulation; non-tariff regulation; technical regulation; sanitary, veterinary-sanitary, phytosanitary quarantine measures; financial services (banking, insurance); transport and transportation; protection and enforcement of intellectual property rights</p>	December, 2015	Commission, Member States	opinion

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
3.1.3. Harmonization of approaches to the assessment of the degree and possibility of unification and harmonization of data from the documents necessary for carrying out foreign economic activity, including in accordance with international standards	July - August, 2015	Commission, Member States	act of a Body of the Union
3.1.4. Assessment of the degree and possibility of unification and harmonization of data from the documents necessary for carrying out foreign economic activity, including in accordance with international standards in the following spheres of state regulation: customs regulations foreign exchange regulation; tax regulation; customs and tariff regulation; non-tariff regulation; technical regulation; sanitary, veterinary-sanitary and phytosanitary quarantine measures; financial services (banking, insurance); transport and transportation; protection and enforcement of intellectual property rights	December, 2015	Commission, Member States	opinion

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
3.1.5. Harmonisation of approaches to the assessment of the possibility of preparing electronic documents	July - August, 2015	Commission, Member States	act of a Body of the Union
3.1.6. Assessment of the possibility of preparing electronic documents in the following spheres of state regulation: customs regulation; foreign exchange regulation; tax regulation; customs and tariff regulation; non-tariff regulation; technical regulation; sanitary, veterinary-sanitary and phytosanitary quarantine measures; financial services (banking, insurance); transport and transportation; protection and enforcement of intellectual property rights	December, 2015	Commission, Member States	opinion
3.2. Unification and harmonization of information from the documents required to carry out foreign economic activity, as well as information contained in electronic documents issued within the Union, with the aim of their mutual recognition			

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
3.3.2. Determination of the procedure for coordination of harmonization of draft acts forming the law of the Union related to the preparation and use of documents required to carry out foreign economic activity that have an effect on the development of the national "single window" mechanisms	December, 2015	Commission, Member States	acts of Bodies of the Union
3.3.3. Development of an international treaty defining the cases where the Commission determines the list of the information submitted in the course of intergovernmental electronic information exchange	December, 2015	Commission, Member States	draft international treaty
3.3.4. Amending the acts forming the of the Union and the legislation of the Member States on the preparation and use of electronic documents required to carry out foreign economic activity in the following areas of state regulation: customs regulation; foreign exchange regulation; tax regulation; customs and tariff regulation; non-tariff regulation; technical regulation; sanitary, veterinary-sanitary and phytosanitary quarantine measures; financial services (banking, insurance); transport and transportation; protection and enforcement of intellectual property rights	December, 2015	Commission, Member States	acts of Bodies of the Union, amendments to the legislation of the Member States

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
3.5. Establishment of the procedure for ensuring unique identification of foreign trade operators	Q 4 2015	Commission, Member States	act of a Body of the Union
4. ARRANGEMENT OF INFORMATION EXCHANGE			
4.1. Unification of interaction procedures of the interested persons and state authorities of the Member States within the national "single window" mechanisms			
4.11. Amending the acts forming the law of the Union and the legislation of the Member States on the information exchange between the interested persons and state authorities and (or) authorized organizations of the Member States, provision of information to such authorities and (or) organizations within the framework of the functioning of the national "single window" mechanisms (hereinafter referred to as the "B2G procedures")	July - August, 2015	Commission, Member States	report

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
4.1.2. Preparation of proposals for updating the list of the B2G procedures included in the scope of projects for the development of the national "single window" mechanisms	July - August, 2015	Commission, Member States	report
4.1.3. Preparation of reports on the implementation of the B2G procedures included in the scope of projects for the development of the national "single window" mechanisms	September, 2015	Commission, Member States	reports
4.1.4. Preparation of proposals for updating the list of the B2G procedures in the framework of the functioning of the national "single window" mechanisms being priorities for the unification	September, 2015	Commission, Member States	act of a Body of the Union
4.1.5. Regulation of unified B2G procedures in the framework of the national "single window" mechanisms	December, 2015	Commission, Member States	act of a Body of the Union
4.1.6. Implementation of the B2G procedures in the framework of the functioning of the national "single window" mechanisms in accordance with standardized requirements established at the supranational level	December, 2015	Commission, Member States	activity plans (national), reports

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
4.2. Optimization of interdepartmental information exchange procedures within the functioning of the national "single window" mechanisms			
4.2.1. Analyses of the processes of interdepartmental information exchange procedures within the functioning of the national "single window" mechanisms	July - August, 2015	Commission, Member States	report
4.2.2. Updating the list of interdepartmental information exchange procedures (hereinafter referred to as the "G2G procedure") included in the scope of the project for the development of the "single window" mechanism	July - August, 2015	Commission, Member States	updated list of procedures, list of the interested authorities
4.2.3. Preparation of reports on the implementation of the G2G procedures included in the scope of projects for the development of the national "single window" mechanisms	September, 2015	Commission, Member States	reports
4.2.4. Preparation of proposals for optimizing state G2G procedures included in the scope of projects for development of the national "single window" mechanisms	September, 2015	Commission, Member States	proposals

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
4.2.5. Preparation of recommendations for implementation of standard G2G procedures included in the scope of projects for the development of the national "single window" mechanisms for use in the Member States within the framework of approximation of approaches for the development of the national "single window" mechanisms	December, 2015	i -Commission, Member States	act of a Body of the Union
4.2.6. Implementation of the G2G procedures in accordance with the recommendations set out in paragraph 4.2.5 of this plan	December, 2015	Commission, Member States	activity plans (national), reports
4.3. Optimization and implementation of common processes within the Union involved in ensuring the functioning of the national "single window" mechanisms			
4.3.1. Analysis of the law of the Union and the legislation of the Member States in order to identify the need for amending them in order to ensure the implementation of intergovernmental information exchange between the national "single window" mechanisms	December, 2015	Commission, Member States	reports, acts of Bodies of the Union
4.3.2. Monitoring of the processes of intergovernmental information exchange (common processes within the Union) to ensure the functioning of the national "single window" mechanisms	July - August, 2015	Commission, Member States	report

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
4.3.3. Preparation of proposals for updating the list of common processes within the Eurasian Economic Union in terms of interoperability of the national "single window" mechanisms	September, 2015	Commission, Member States	updated list of common processes, act of a Body of the Union
4.3.4. Regulation of common processes within the Union involved in ensuring the functioning of the national "single window" mechanisms	December, 2015	Commission, Member States	technological regulations, act of a Body of the Union
4.3.5. Development of the data model of the Union within the framework of the subject areas of implementation of common processes involved in the functioning of the national "single window" mechanisms	December, 2015	Commission, Member States	formalized data model, data model description, acts of a Body of the Union
4.3.6. Implementation of common processes within the Union involved in ensuring the functioning of the national "single window" mechanisms	December, 2015	Commission, Member States	technical documentation, acts
4.4. Simplification of procedures for the use of the national "single window" mechanisms by the interested persons			

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
4.4.1. Analysis of the processes and procedures of interaction between the interested persons when using national the "single window" mechanisms	September, 2015	Commission, Member States	report
4.5. Formation and development of a unified system of regulatory and reference information of the Union needed to ensure the functioning of the national "single window" mechanisms	Q 4 2015	Commission, Member States	acts of Bodies of the Union
5. FORMATION OF THE CONCEPTUAL FRAMEWORK			
5.1. Development of the glossary of terms used in the implementation of the Main Directions	Q 4 2015	Commission, Member States	act of a Body of the Union
6. ORGANIZATIONAL MECHANISM ENSURING THE IMPLEMENTATION OF THE ACTION PLAN (CONTROL MECHANISM)			
6.1. Development and approval of the organizational structure of the control mechanism			

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
6.1.1. Development of the rules of procedure, regulations describing the role, functions, powers of every part of the organizational structure of the control mechanism (hereinafter referred to as the "administrative element of the organizational structure")	July - August, 2015	Commission, Member States	acts of Bodies of the Union
6.1.2. Determination of the powers of persons carrying out the strategic and tactical management of the implementation of the action plan and the project for the creation and development of the national "single window" mechanism	July - August, 2015	Commission, Member States	acts of Bodies of the Union
6.2. Creation of the working group for realization of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity	Q 3 2015	Commission, Member States	acts of Bodies of the Union
6.2.1. Determination of the composition of the working group, including its leader, management elements of the organizational structure	July - August, 2015	Commission, Member States	act of a Body of the Union
6.2.2. Creation of subject expert groups in the working group	July - August, 2015	Commission, Member States	act of a Body of the Union

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
6.3. Determination by the Member States of authorized authorities in charge of the implementation of the Main Directions	Q 3 2015	Member States	act of the government of the Member State
6.4. Establishment by the Member States of coordinating (advisory) bodies authorized for the implementation of the action plan and this plan	Q 3 2015	Member States	act of the government of the Member State
7. ORGANIZATIONAL ISSUES			
7.1. Popularisation of the "single window" mechanism; work with the media, arrangement of public debates, seminars and conferences on the implementation of the Main Directions and the action plan	Q 4 2015	Commission, Member States	organization of conferences, release of reference information, preparation of articles, publication of collections, brochures

Activity name	Time Due	Executive in charge	Target result
1	2	3	4
7.2. Preparation and publication of progress reports on the implementation of the Main Directions and the action plan	Q 4 2015	Commission, Member States	publication on the website of the Union in the information and telecommunication network of "Internet"

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

METHODS FOR ASSESSING THE STATE OF DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS

The Methods for Assessing the State of Development of the National "Single Window" Mechanisms (hereinafter referred to as "the Methods") have been developed in accordance with:

- paragraph 1.3 of section XII of the action plan for implementation of the Main Directions for Development of the "Single Window" mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015 (hereinafter referred to as "the Actions Plan"),

- paragraph 1.3.4 of the detailed plan for 2015 for realization of the Action Plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (approved by Decision No. 4 of the Council of the Eurasian Economic Commission dated February 4, 2015) (hereinafter referred to as "the Detailed Plan").

The Methods are aimed at the assessment of state of development of national "single window" mechanisms by carrying out analysis provided for by paragraph 1.4 of the Detailed Plan.

This Methods are an instrument determining for the Member States and subdivisions of the Eurasian Economic Commission the steps of carrying out the analysis of state of development of national "single window" mechanisms in the Member States of the Eurasian Economic Union including the procedure, areas, timeline, objects of such analysis, and its main participants both on the part of state authorities and the Commission and the business community.

The analysis of state of development of national "single window" mechanisms according to the Methods shall be carried out by topical units with account for the following aspects:

- 1) assessment of institutional and legal framework;
- 2) assessment of technological framework;
- 3) assessment of information and technical framework.

In addition, questionnaires, examples of construction of diagrams, action schemes, charts and filling up of the business processes card as well as recommendations for making up reports on performed research are provided for each area of analysis.



THE EURASIAN ECONOMIC COMMISSION THE BOARD

DECISION

September 28, 2015

No. 123

Moscow

On the Methods for Assessing the State of Development of the National "Single Window" Mechanisms.

In accordance with paragraph 1.3, section XII of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision of the Supreme Eurasian Economic Council No. 19 dated May 8, 2015, and for the purpose of implementation of sub-paragraph 1.3.4 of the detailed plan for 2015 for realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 4 of the Eurasian Economic Commission Council dated February 4, 2015, the Board of the Eurasian Economic Commission has **decided to:**

1. Approve the attached Methods for Assessing the State of Development of the National "Single Window" Mechanisms.
2. This Decision shall become effective in 30 calendar days upon the date of its official publication.

Chairman of the Board
of the Eurasian Economic Commission

V. Khristenko

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

APPROVED

by Decision No. 123 of the Board
of the Eurasian Economic Commission
dated September 28, 2015

METHODS **for Assessing the State of Development of the National "Single Window"** **Mechanisms**

I. GENERAL PROVISIONS

1. These Methods were developed in accordance with paragraph 1.3 of Section XII of the action plan on implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision of the Supreme Eurasian Economic Council No. 19 dated May 8, 2015 (hereinafter referred to as the "action plan"), and subparagraph 1.3.4 of the detailed plan for 2015 for realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 4 of the Council of the Eurasian Economic Commission dated February 4, 2015 (hereinafter referred to as the "detailed plan") in order to assess the state of development of the national "single window" mechanisms and to determine the procedure for carrying out the analysis of the development of the national "single window" mechanisms provided for in paragraph 1.4 of Section XII of the action plan and paragraph 1.4 of the detailed plan.

These Methods are intended for use by the Eurasian Economic Commission (hereinafter referred to as the "Commission") and by the Member States of the Eurasian Economic Union (hereinafter referred to as

the "Member States", the "Union", respectively) as guidelines for conduct of this analysis.

2. These Methods are based on the provisions of the recommendations and guidelines of organizations and the United Nations specialized agencies for establishing the "single window" mechanism, Guidelines of the World Customs Organization on the study of the release time, the Compendium of the World Customs Organization, "How to build the "single window" environment", Guidelines on comparative analysis of legislation of the Member States of the Commonwealth of Independent States, Methods of analysis, optimization, harmonization and description of general processes within the Eurasian Economic Union approved by Decision No. 63 of the Board of the Commission dated June 09, 2015 (hereinafter referred to as the "Methods for general processes").

These Methods take into account:

results of the case study conducted by the Commission "On Implementation of the "Single Window" Mechanism in the System of Regulation of Foreign Trade Activities";

the report on approaches to modelling and analysis of government procedures and business processes related to foreign economic activity in the Member States (hereinafter referred to as the "business processes") prepared in accordance with paragraph 1.2 of the detailed plan;

experience and knowledge gained in international seminars, conferences and consultations with international experts.

Analysis of possibilities to harmonize and minimize the data contained in the documents required for foreign economic activity provided for in subparagraph 1.4.4 of the detailed plan is carried out based of the methods developed in accordance with Section 3 of the detailed plan.

II. DEFINITIONS

3. For the purposes of these Methods, the terms below shall have the following meanings:

"acts" - international treaties and acts constituting the law of the Union, and regulations of the Member States in the field of foreign economic activity;

"analysis of business processes" - systematic collection of data about processes implemented by the interested persons, state authorities and (or) authorized authorities of the Member States, with a view to their identification, evaluation and further optimization;

"graphs of time and financial expenditures" - graphs that describe business processes correlation with time and financial expenditures required for their completion;

"use-case diagram" - a diagram showing main business processes and involved subjects;

"interested persons" - a legal entity, an organization, which is not a legal entity established under the legislation of a Member State, and an individual registered as an individual entrepreneur under the legislation of a Member State;

"business process card" - a detailed textual description of the business process specified in the flow chart;

"directions of movement of goods" - importation of goods into the customs territory of the Union, exportation of goods from such territory and transit of goods through the customs territory of the Union;

"action scheme" - a graphic description of actions carried out by the interested persons, state authorities and (or) authorized authorities of the Member States in the business process shown in the use-case diagram;

"elements of the national "single window" mechanism" - components of the mechanism of interaction between state authorities, authorized authorities and participants of foreign economic activity of the Member States, which together form the national "single window" mechanism.

Other terms used in these Methods shall have the meaning defined in the action plan.

III. GOALS AND OBJECTIVES OF THE ANALYSIS OF THE STATE OF DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS.

4. Goals of the analysis of the state of development of the national "single window" mechanisms are evaluation of the state of development of the national "single window" mechanism in the Member States and preparation of an opinion on each Member State with recommendations for further development of the national "single window" mechanism in the system of regulation of foreign economic activity, business process optimization, as well as the identification of priority areas of convergence of national "single window" mechanisms.

5. Under the analysis conducted, the following tasks are addressed:

a) analysis of institutional and legal framework for development of the national "single window" mechanism in the Member States (hereinafter referred to as the "analysis of the institutional and legal framework"), including:

analysis of the established institutional framework ensuring implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 68 of the Supreme Eurasian Economic

Council dated May 29, 2014 (hereinafter referred to as the "Main Directions"), and the action plan;

- analysis of acts governing implementation and development of the "single window" mechanism;

- analysis of the scope of the national "single window" mechanisms in the Member States;

- analysis of acts for state regulation of foreign economic activity with respect to identification of barriers and legal gaps that hinder development of the "single window" mechanism;

- study of the law enforcement practice for implementation of the "single window" mechanism in the Member States;

- definition of target values of national projects aimed at establishment of the national "single window" mechanisms;

- b) analysis of technological framework for development of the national "single window" mechanism in the Member States (hereinafter referred to as the "analysis of the technological framework"), including:

 - determination of the list of priority export, import and transit operations (hereinafter referred to as the "priority operations");

 - analysis of existing business processes in accordance with the list of priority operations, determination of the degree and level of their automation;

 - identifying "bottlenecks" in transition from hard copies to e-documents;

- c) analysis of information and technical framework for introduction and development of the national "single window" mechanism in the Member States (hereinafter referred to as the "analysis of the information and technical framework"), including:

 - analysis of the state of development of individual elements of the national "single window" mechanism (express analysis);

examination of national programs of the Member States for development of local "single window" mechanisms;

definition of the technical capabilities and legal basis for establishment in the Member States of the portal of the national "single window" mechanism;

analysis of the practice of electronic payment of obligatory payments, and the ability of providing such service within the national "single window" mechanism;

analysis of the state of development of e-government systems, interdepartmental information exchange, electronic document flow for communication of interested persons with state authorities and (or) authorized authorities of the Member States;

d) strengths and weaknesses analysis of the national "single window" mechanisms in the Member States, opportunities and prospects for development of these mechanisms, including:

identification of issues to be addressed in the Member States in implementation of the Main Directions;

identification of priority areas for capacity building and providing institutional and legal, technological, information and technical assistance for development of the national "single window" mechanisms;

e) preparation of proposals and recommendations aimed at further development of national "single window" mechanisms, optimization of business processes, as well as identification of priority areas of convergence of the national "single window" mechanisms.

IV. OBJECTS OF THE ANALYSIS OF THE STATE OF DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS.

6. The following objects are considered when analyzing the state of

development of the national "single window" mechanisms:

a) institutional framework ensuring implementation and development of the "single window" mechanism, including implementation of the Main Directions and the action plan;

b) acts governing implementation and development of the "single window" mechanism;

c) judicial and administrative decisions;

d) scope of national "single window" mechanisms in the Member States;

e) acts in the areas of state regulation of foreign economic activity with respect to identification of barriers and legal gaps that hinder development of the "single window" mechanism;

f) law enforcement practice for implementation of the "single window" mechanism in the Member States;

g) target values of national projects aimed at establishment of the national "single window" mechanisms;

h) business processes within the framework of priority operations, including acts establishing them;

i) national programs of the Member States for development of local "single window" mechanisms;

j) portal of the national "single window" mechanism in the definition of technical capabilities and legal basis for its establishment in the Member States;

k) practice of making obligatory payments in electronic form, and the ability of providing such service within the national "single window" mechanism;

l) e-government systems, interdepartmental information exchange, electronic document flow for communication of interested persons with state authorities and (or) authorized authorities of the Member States.

7. The state of development of national "single window" mechanisms is analyzed in the following areas:

- a) analysis of the institutional and legal framework;
- b) analysis of the technological framework;
- c) analysis of the information and technical framework.

8. Assessment of the state of development of the national "single window" mechanisms is carried out in accordance with recommendations and guidelines of the United Nations Organization and guidelines of the World Customs Organization provided for in paragraph 2 of these Methods on the basis of the final reports received from the Member States.

V. AREAS OF REGULATION AND TYPES OF ACTIVITIES UNDER EXAMINATION

9. Analysis of the state of development of the national "single window" mechanisms covers:

a) area of governmental regulation affecting foreign trade activities: customs, currency, tax, customs and tariff, non-tariff, technical regulations, application of sanitary, veterinary and sanitary, phytosanitary quarantine measures, regulation of financial services (banking, insurance), transport and transportation, intellectual property, etc.;

b) types of activities: foreign trade, provision of transport and logistics services, financial services (banking, insurance), customs affairs.

VI. INFORMATION SOURCES

10. The following information sources are used when analyzing the

state of development of the national "single window" mechanisms:

a) primary: acts, including decrees, national (state) programs, resolutions, action plans ("road maps"), etc.;

b) secondary: comments on legislation of the Member States, regulations, letters, instructions, orders, departmental orders, reports of state authorities and (or) organizations authorized by the Member States in the foreign economic activity, independent expert reports prepared upon orders of state authorities of the Member States (for example, "Regulatory and procedural barriers to trade in Belarus", "Regulatory and Procedural Barriers to Trade in Kazakhstan", "Research of Readiness of the Legislative System of the Russian Federation to Introduce the "Single Window" principle for foreign trade"), judicial and administrative decisions, analytical materials, etc.

11. When analyzing the state of development of the national "single window" mechanisms, article on the review of the Member States' legislation, reports and recommendations of various conferences and seminars, international comments and other open sources of information are also used as additional sources of information.

VII. RECOMMENDATIONS ON ARRANGEMENT OF THE ANALYSIS OF THE STATE OF DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS

12. Analysis of the state of development of the national "single window" mechanisms is carried out by the Member States and the Commission in accordance with these Methods and within timeframes set forth in paragraph 1.4 of Section XII of the action plan.

In order to optimize the allocation of resources and meet deadlines, the analysis of the institutional and legal framework, the analysis of the

technological framework and the analysis of the information and technical framework can be performed in parallel.

13. The Member States shall determine a state authority (establish a working group) (hereinafter referred to as the "responsible state authority of the Member State") responsible for carrying out the analysis of the state of development of the national "single window" mechanisms.

14. Responsible authority of the Member State shall determine state authorities, authorized authorities and representatives of the business community of the Member State participating in the analysis of the state of development of the national "single window" mechanisms (hereinafter referred to as "participants of the analysis").

Whereby, it is advisable to form the composition of the participants of the analysis in topical units ("E-Customs", "Payment, Payments and E-Commerce", "Permits", "Transport and Logistics", "Information Technologies") on the basis of the organizational structure of the mechanism that ensures implementation of the action plan provided for in paragraph 6.1 of Section XII of the action plan (hereinafter referred to as the "topical units").

15. The responsible state authority of the Member State or the participants of the analysis shall have the right to involve research and educational institutions, independent experts, including business analysts, representatives of consulting firms and other experts in the analysis of the state of development of the national "single window" mechanisms.

16. The responsible state authority of the Member State shall send these Methods to the participants of the analysis to carry out works on the analysis of the state of development of the national "single window" mechanisms within the scope of their competence and according to their distribution between the topical units.

17. The participants of the analysis shall conduct the analysis of the state of development of the national "single window" mechanisms within the scope of their competence with regard to solving tasks provided for in unnumbered paragraphs 5 and 6 of subparagraph "a", subparagraph "b" and unnumbered paragraphs 4 and 5 of subparagraph "c" of paragraph 5 hereof, and send the outcomes to the responsible state authority of the Member State.

18. The responsible state authority of the Member State:

a) shall analyze the state of development of the national "single window" mechanisms with regard to solving tasks provided for in unnumbered paragraphs 2, 3, 4 and 7 of subparagraph "a" and unnumbered paragraphs 2, 3 and 6 of subparagraph "c" of paragraph 5 of these Methods;

b) shall review the reports submitted by the participants of the analysis in terms of their completeness and sufficiency, avoiding duplication of information and, if necessary, return the data of the reports to the participants of the analysis for additional elaboration;

c) shall generate the final report following the analysis of the state of development of the national "single window" mechanisms in the manner provided for in Section XII hereof;

d) shall submit to the Commission the final report on the results of the analysis of the state of development of the national "single window" mechanisms supported with the documents (questionnaires, tables etc.) completed by the participants of the analysis, including representatives of the business community of the Member State.

19. The analysis of the state of development of the national "single window" mechanisms is carried out by structural units of the Commission determined in accordance with the Order of the Commission's Board Chairman in respect of activities of these units, on the basis of the final

reports on the results of the analysis of the state of development of the national "single window" mechanisms submitted by the Member States.

20. Structural units of the Commission:

a) shall collect and compile final reports on the results of the analysis of the state of development of the national "single window" mechanisms submitted by the Member States;

b) shall assess the state of development of the national "single window" mechanisms in terms of solving the task provided for in subparagraph "d" of paragraph 5 hereof;

c) shall develop an opinion on each Member State, with recommendations for further development of the "single window" mechanism, optimization of business processes, as well as definition of the priorities of convergence of the national "single window" mechanisms.

VIII. METHODS AND TECHNIQUES OF RESEARCH

21. When analyzing the state of development of the national "single window" mechanisms:

research methods (system analysis, legal analysis, expert evaluation, modelling, "brainstorming", analogy and comparison, survey (question & answer method), etc.);

research methods (interviews, questionnaires, interviewing, filling out questionnaires, cards, construction of graphs and charts, holding consultations, interviews, etc.) can be used.

22. Indicators, using which objects of the analysis are examined, are provided in the relevant sections and annexes to these Methods.

IX. PROCEDURE FOR ANALYZING THE INSTITUTIONAL AND LEGAL FRAMEWORK

23. Analysis of the institutional and legal framework is conducted in order to:

a) define the institutional framework that ensures implementation of the Main Directions;

b) assess the readiness of the legal basis for introduction and development of the national "single window" mechanisms in the Member States;

c) determine the legal framework for establishing the portal of the national "single window" mechanism in the Member States;

d) identify the legal gaps that hinder implementation and development of the national "single window" mechanisms in the Member States;

e) identify barriers arising from interaction of interested persons with state authorities and (or) authorized authorities of the Member States in performance of export, import and transit operations, interdepartmental information exchange, as well as hindering development of e-commerce;

f) develop proposals and recommendations for eliminating identified legal gaps and barriers.

24. Within the study conducted, acts are analyzed, including those governing the following issues:

a) introduction and development of the national "single window" mechanism;

b) establishing the portal of the national "single window" mechanism;

c) procedure for performing export, import and transit operations;

d) electronic document exchange in the process of interaction of interested persons with state authorities and (or) authorized authorities of the Member States (issuance, use of electronic documents, use of electronic

digital signature (e-signature), identification and authentication of information interaction participants);

e) interdepartmental information exchange;

f) development and application of e-commerce, use of electronic invoices, contracts and other electronic documents, liability (obligations and liabilities of the parties that have entered into an electronic transaction), recognition of electronic documents as evidence in court (arbitration and settlement of disputes), in risk insurance and notarial activities;

g) intellectual property (intellectual property rights and databases);

h) safekeeping, use, transfer, archiving of electronic documents in the framework of application of the national "single window" mechanism in compliance with information security requirements, including organization of restricting access to electronic documents;

i) competition.

25. When conducting the analysis of the institutional and legal framework of development of the national "single window" mechanisms, the participants of the analysis use questionnaire forms in accordance with Annex No. 1 (hereinafter referred to in this section as "questionnaires").

26. Analysis of the institutional and legal framework includes the following steps:

a) drawing up the list of acts necessary for filling in questionnaires;

b) verification of the relevance of the chosen acts. For accurate and more comprehensive information the participants of the analysis should check for marks of changes made to these acts, and examine the acts to which there are references in the text;

c) distribution of the material collected on the issues contained in questionnaires;

d) filling in questionnaires (with references to acts);

e) preparation of a report on the results of the analysis of the institutional and legal framework and its sending to the responsible state authority of the Member State.

27. Questionnaires should be filled in by the participants of the analysis in any form (examples of filling in questionnaires are given in Annex No. 1 to these Methods).

If in the course of the analysis of the institutional and legal framework legal gaps and (or) barriers are identified, such information shall be indicated in the corresponding field of the questionnaire.

Proposals for improvement of acts in respect of elimination of legal gaps and (or) the barriers identified are provided at the end of the questionnaire (in the appropriate field).

28. A report of the analysis of the institutional and legal framework is generated in accordance with Annex No. 2 and the recommendations referred to in Section XII hereof.

X. PROCEDURE FOR ANALYZING THE TECHNOLOGICAL FRAMEWORK

29. analysis of the technological framework is conducted in order to:

- a) describe existing business processes;
- b) determine the extent and level of business processes automation;
- c) identify administrative barriers and define "bottlenecks" in transition from hard copies to e-documents;
- d) prepare proposals on optimization and automation of business processes based on best practices to reduce time and financial expenditures.

30. To analyze the technological framework for each direction of goods movement, a provisional list of business processes in accordance with Annex No. 3 was formed. All operations in the provisional list of business processes

are distributed between topical units: "E-Customs", "Payment, Payments and E-Commerce", "Permits", "Transport and Logistics".

31. Lists of priority operations, in respect of which the analysis of the technological framework was conducted, are formed by the participants of the analysis on the basis of the said provisional list of business processes subject to the following conditions:

a) lists of priority operations are formed separately for each direction of goods movement;

b) each list of priority operations includes at least 2 interrelated operations from each topical unit of the provisional list of business processes;

c) priority operations are selected on the basis of:

strategic importance for the economy of a Member State;

frequency of use of operations in foreign economic activity (for example, registration of a foreign trade agreement (contract), obtaining a license to import or export goods, certification, insurance, transportation of goods, delivery of goods, temporary storage, customs declaration, etc.);

the need to identify administrative barriers and define "bottlenecks" in transition from hard copies to e-documents.

Analysis of the technological framework is carried out separately for each direction of goods movement in accordance with the list of priority operations.

32. For the analysis of the state of development of the national "single window" mechanisms and obtaining comparable data results of the analysis of the technological framework only for priority operations are used.

Operations that are not included in the lists of priority operations can be studied by the participants of the analysis in accordance with these Methods separately under the measures taken in the Member States to improve the system of regulation of foreign economic activity.

33. When analyzing the technological framework, the participants of the analysis describe business processes (how they are currently implemented) in the manner provided for in this section, and generate a report following the analysis.

Description of current business process should be accurate, clear, laconic, allowing clearly and easily in text, tabular and graphical form to show all the actions made within the described business process, their sequence and relationship with each other, and also to include information on the environment and conditions of implementation of this business process, including information on the subjects, initial resources and results of each action, criteria for the start and completion of the business process, degree and level of automation, quantitative and other indicators.

In addition to the said description lists of identified administrative barriers and "bottlenecks", as well as proposals on optimization and automation of business processes are attached.

34. Description of existing business processes is carried out in stages:

- a) definition of the criteria and the scope of the analysis made;
- b) collection of background information about business processes;
- c) filling in cards and graphic modelling of business processes;
- d) evaluation of the existing business processes, identification of administrative barriers, definition of "bottlenecks" and preparation of proposals on optimization and automation of business processes.

35. The main criteria for conduct of the analysis of the technological framework are:

- a) selection of goods (one product for each direction of goods movement);
- b) determination of the country of destination (when exporting goods from the customs territory of the Union);

c) determination of the country of origin (when exporting goods into the customs territory of the Union);

d) determination of the country of origin and the country of destination (when transiting goods through the customs territory of the Union);

e) selection of transport means used for moving goods;

f) determination of the conditions of goods delivery;

g) determination of the terms of payment for goods;

h) determination of the list of priority operations.

36. Additional criteria required to analyze the technological framework shall be determined by the participants of the analysis themselves. Goods for each direction of movement are selected by the participants of the analysis based on the following criteria:

a) strategic importance for the economy of a Member State;

b) intensity of competition;

c) willingness of persons performing various roles and functions within the business process to be analyzed, to take part in the collection of background information.

37. To describe the existing business processes, background information is collected through surveys, arrangement of interviews, workshops, meetings and consultations on the issues in accordance with Annex No. 4 with a wide range of people performing different roles and functions within the business process to be analyzed.

Whereby, a wide range of people shall mean representatives of small, medium and large businesses, including those providing transport, logistics, financial (banking, insurance) services, customs services, as well as officials of state bodies and (or) authorized authorities of the Member States, which allow you to look at the same business process from different perspectives.

38. The participants of the analysis, when describing existing business processes, using the information received:

- construct a use-case diagram;
- develop action schemes;
- fill in business process cards;
- make graphs of time and financial expenditures.

The said actions are carried out in accordance with an algorithm in accordance with Annex No. 5.

When constructing a use-case diagram and action schemes, it is recommended to use the UML (Unified Modelling Language) for visualization of existing business processes, as well as to follow the requirements for graphical notation used for execution of technological documents of the general process described in Annex No. 5 to the Methods for general processes and examples set forth in the Guidelines to business process analysis for facilitating trade procedures of United Nations Organization.

39. The use-case diagram provides a graphical representation of business processes, which are subject to a detailed analysis. This diagram shows all the analyzed business processes, people performing different roles and functions within these business processes, and the actual relations between business processes and the participating parties.

The use-case diagram shows the scope of the analysis conducted. This diagram is constructed by the participants of the analysis for priority operations only.

40. The action scheme details each business process specified in the use-case diagram. The action scheme visualizes the sequence of operations made, details displays information and (or) document flows between the

interested persons, state authorities and (or) the authorized authorities of the Member States.

Visualization helps the participants of the analysis formulate ideas and logical sequence of operations.

The action scheme is created by the participants of the analysis for each priority operation that is included in use-case diagram. In the process of construction of the action scheme various issues may arise that are recommended to record and subsequently use during interviews, workshops, meetings, consultations with a wide range of people.

The action scheme shows launching a priority operation, documents submitted within this operation, a number of consecutive actions of its participants, as well as completion of the priority operation.

41. A business process card is the main document describing the business process and reflecting practical aspects of the business process and each action specified in the action scheme.

A business process card includes the following structural elements:

area of regulation (names of the topical unit and areas of foreign economic activity, to which the analyzed operation belongs, are indicated);

kind of interaction (one of the types of information exchange (B2B, B2G/G2B or G2G) is indicated);

business process name (name of the analyzed operation in the nominative case is specified);

acts, including rules and regulations (details of the act(s) are specified (name, date of adoption and registration number, including in the judicial bodies, the body that adopted the act), in accordance with which the analyzed operation is regulated);

participants (interested persons, state authorities and (or) authorized authorities of the Member State responsible for executing certain actions within the operation analyzed are specified);

raw resources and criteria for the start of the business process (information on actions immediately preceding the beginning of the particular business process is specified);

actions and related documents (sequence of actions performed by the participants of the business process is specified, and documents used in the course of execution of these actions and the data contained therein are listed);

results and criteria for completion of the business process (information about completion of the business process (end result) is specified);

name of the document issued after the completion of the business process (name of the document issued upon the completion of the business process is specified);

a set of data in the document issued (a list of the data contained in the document to be executed upon the completion of the business process is specified);

time required to complete the business process (time limit required to complete the business process is specified);

a way for transmitting data (one or more ways for transmitting data is specified: on hard copy, in electronic form (an electronic document, electronic form of a document or a scanned document));

business process automation (information about the extent and level of business process automation is specified);

financial expenditures (information of the financial expenditures required for implementation of the business process is specified);

sources of financing (sources of expenditures for obtaining (providing) service are specified);

used information systems and software tools (data of information systems and software tools used in obtaining (providing) service is specified);

values and indicators characterizing the business process (values and indicators set out in respect of the business process are specified);

acts, where values and indicators of the business process assessment are identified (details of the act(s) are specified (name, date of adoption and registration number, including in the judicial bodies, the body that adopted the act), in accordance with which values and indicators of the business process assessment are identified).

Business process card is filled in by the participants of the analysis for each priority operation based on the actions scheme generated.

42. Graph of time expenditures has the form of the vertical Gantt chart and is based on the data contained in the use-case diagram, action schemes and business process cards. This graph shows the total amount of time expenditures from the beginning of implementation of the priority operations until their completion.

43. Graph of financial expenditures has the form of the vertical Gantt chart and is constructed by the participants of the analysis based on the data contained in the use-case diagram, action schemes and business process cards. This graph shows the total amount of money expenditures from the beginning of implementation of the priority operations until their completion.

44. Each business process is evaluated for the degree and level of its automation, administrative barriers and "bottlenecks" in transition from hard copies to electronic documents are identified, and a report is generated based on the results of the analysis conducted, containing proposals for optimization of priority business processes.

45. A report of the analysis of the technological framework is generated in accordance with Annex No. 6 and the recommendations referred to in Section XII hereof.

XI. PROCEDURE FOR ANALYZING THE INFORMATION AND TECHNICAL FRAMEWORK

46. Analysis of the information and technical framework is conducted in order to:

a) determine the degree of implementation of individual elements of the national "single window" mechanism (express analysis);

b) review national programs of the Member States for development of the local "single window" mechanisms and subsequent distribution of the accumulated positive practice in other Member States;

c) determine the technical capability of establishing in the Member States of the portal of the national "single window" mechanism;

d) determine the degree of development of services to simplify the procedures of interaction using information technologies (e-government system), as well as the degree of development of services of interdepartmental information exchange;

e) develop proposals and recommendations for development of information and technical framework of the national "single window" mechanism.

47. When conducting the analysis of the information and technical framework, the participants of the analysis use questionnaire forms in accordance with Annex No. 7 (hereinafter referred to in this section as "questionnaires").

48. Analysis of the information and technical framework includes the following steps:

a) collecting information of implemented, under implementation, planned projects on development of individual elements of the national "single window" mechanism (express analysis), as well as of the local "single window" mechanisms;

b) distribution of the material collected on the issues contained in questionnaires;

c) filling in questionnaires (with references to acts);

d) preparation of a report on the results of the analysis of the information and technical framework and its sending to the responsible state authority of the Member State.

49. Questionnaires should be filled in by the participants of the analysis in any form (examples of filling in questionnaires are given in Annex No. 7 to these Methods).

Proposals to improve the information and technical framework of the national "single window" mechanism are provided at the end of the questionnaire form (in the appropriate field).

50. A report of the analysis of the information and technical framework is generated in accordance with Annex No. 8 and the recommendations referred to in Section XII hereof.

XII. RECOMMENDATIONS FOR EXECUTION OF THE FINAL REPORT

51. Responsible state authority of the Member State on the results of the analysis shall generate the final report.

52. The final report reflects the Member State's position on the current state of development of the national "single window" mechanism.

53. The information contained in the final report should meet the following requirements:

a) clarity of information presentation. The form of presentation should be simple, allowing to understand the goals and objectives of the analysis conducted; findings and conclusions should be formulated in a logical sequence. If special technical terms, abbreviations are used in the text of the report, they should be clarified.

The report should highlight the most important issues and key proposals, use rubrication, headings and, if necessary, visual aids (tables, graphs, diagrams);

b) accuracy of information. The information contained in the report should be true, findings and conclusions should be supported by factual data collected. Any inaccuracy in the report can cast doubt upon the validity of the entire report;

c) completeness of the information. The report should contain a sufficient amount of evidence required to substantiate the results of the analysis conducted, as well as meet the requirements to the report structure;

d) fairness of information. The report should not contain exaggerations and excessive emphasis on shortcomings and advantages revealed, findings should encourage to take required decisions and actions. The report must not emphasize on the critics of defects, but on recommendations how to correct them;

e) credibility of information. Results of the analysis should correspond to the final aims and objectives of the analysis conducted. Findings should be substantiated, and conclusions and recommendations should logically follow from the presented evidence;

f) brevity of information. The amount of information contained in the report should not exceed a reasonable amount, given the scale and nature of the analysis conducted. In presenting the report, unnecessary repetition

should be avoided, as well as it should be kept in mind that too much details distract from the most important points of the report.

54. The report may include critical comments, as well as conclusions whether the purpose of the analysis conducted is achieved.

Whereas, the report should include not only the identified deficiencies, but also noteworthy achievements, benefits, including positive results, as well as identified problems not directly related to the purpose of the analysis conducted, but that require further work within development of the national "single window" mechanism.

55. The final report shall include the following sections:

- a) abstract;
- b) introduction;
- c) report on the analysis of the institutional and legal framework;
- d) report on the analysis of the technological framework;
- e) report on the analysis of the information and technical framework;
- f) recommendations;
- g) conclusion.

56. The abstract includes a summary of all the sections of the final report.

The abstract should be restrained in form (not contain common words), content-related (reflect the main content and the result of the study), structured (follow the logic of the composition of the final report). The abstract may be published separately in isolation from the main text and should be clear without reference to the final report.

57. The introduction shall indicate the legal basis, the relevance of the analysis conducted, objectives, tasks, and objects of the analysis, information of the responsible authority of the Member State that generated the final report, an authorized authority that approved this report, participants of the

analysis, the timing within which the analysis was conducted, as well as other information and clarifications.

58. The section "Report on the analysis of the institutional and legal framework" of the final report shall refer to the results of the analysis made, drawn up in accordance with the recommendations given in Annex No. 2 to these Methods.

59. The section "Report on the analysis of the technological framework" of the final report shall refer to the results of the analysis made, drawn up in accordance with the recommendations given in Annex No. 5 to these Methods.

60. The section "Report on the analysis of the information and technical framework" of the final report shall refer to the results of the analysis made, drawn up in accordance with the recommendations given in Annex No. 8 to these Methods.

61. The section "Recommendations" of the final report highlights the main problems hindering development of the national "single window" mechanism in a Member State, and provides recommendations for their elimination.

62. The conclusion specifies final results of the analysis, outcomes are made on the achievement of goals and objectives set.

63. In order to ensure the proper quality of the final report, the responsible authority of a Member State is recommended:

a) to formulate preliminary conclusions and recommendations based on the reports on the analysis of the institutional and legal framework, the analysis of the technological framework and the analysis of the information and technical framework and to ensure their alignment with the participants of the analysis in order to prepare a draft final report;

b) to send the draft final report to the national coordinating (advisory) body of the Member State authorized to implement the action plan, for approval;

c) to approve the final report with the authorized authority of the Member State responsible for implementing the Main Directions in accordance with paragraph 6.3 of the detailed plan.

XIII. USING RESULTS OF THE ANALYSIS OF THE STATE OF DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISMS

64. The results of the analysis conducted of development of the national "single window" mechanisms, as reflected in the final report, will be used:

a) by the Commission in preparation of:

opinions on each Member State with recommendations for further development of the national "single window" mechanisms, optimization of business processes, as well as definition of the priorities of convergence of the national "single window" mechanisms for further examination by the Eurasian Intergovernmental Council;

detailed description of functions and architecture of the reference model of the national "single window" mechanism;

annual detailed plans;

b) by the Member States in determining measures aimed at development of the national "single window" mechanisms and improvement of foreign economic activity;

c) by the working group on execution of the action plan on implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic

Activity, established in accordance with paragraph 6.2 of the detailed plan, when executing the action plan in accordance with the topical units, including for development of proposals to optimize business processes, to transit to electronic document exchange in the system of regulation of foreign economic activity, for organization of intergovernmental information exchange.

65. Final reports of the Member States shall be published on the official website of the Union in the information and telecommunication network "Internet" in accordance with paragraph 7.2 of Section XII of the action plan.

XIV. FINAL PROVISIONS

66. These Methods may be used by the Member States and the Commission as a basis for further analysis within execution of the action plan and detailed plans.

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

ANNEX No. 1

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

(form)

QUESTIONNAIRE
for the analysis of the institutional and legal framework for development
of the national "single window" mechanism

**I. ANALYSIS OF ACTS GOVERNING IMPLEMENTATION AND
DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM**

1. Specify acts governing implementation and development of the
"single window" mechanism.

For example:

Government Resolution No. 771 of the Republic of Kazakhstan dated July 3, 2011 "On the Concept of Creating an Integrated Information System "Single Window for Export and Import Operations" and the approval of the Plan to implement the Concept of Creating an Integrated Information System "Single Window for Export and Import Operations" in the Republic of Kazakhstan in 2011 - 2013";

2. Specify the acts that regulate the process of simplification of trade
procedures, reduction of excessive and redundant formalities, processes and
procedures in the foreign economic activity.

For example:

Law No. 433-Z of the Republic of Belarus dated October 28, 2008 "On the basis of administrative procedures";

Presidential Directive No. 2 of the Republic of Belarus dated December 27, 2006 "On de-bureaucratization of the state apparatus and improving the quality of life support of the population";

State program for development of the transit potential of the Republic of Belarus for 2011 - 2015 approved by the Resolution No. 1852 of the Council of Ministers of the Republic

of Belarus dated December 20, 2010;

National program for accelerated development of services in the field of information and communication technologies for 2011 - 2015 approved by Resolution No. 384 of the Council of Ministers of the Republic of Belarus dated March 28, 2011;

Logistics system development program of the Republic of Belarus for the period up to 2015 approved by Resolution No. 1249 of the Council of Ministers of the Republic of Belarus dated August 29, 2008;

National export development program of the Republic of Belarus for 2011 - 2015 approved by Resolution No. 656 of the Council of Ministers of the Republic of Belarus dated May 23, 2011.

3. Specify the authority of the Member State, which is assigned to be an authorized (leading) body of the Member State for development of the national "single window" mechanism?

For example:

Ministry of Economic Development of the Russian Federation.

4. Specify the authority of the Member State authority under supervision of the Deputy Prime Minister, which is assigned to be a coordinating (advisory) body of the Member State on implementation of the national "single window" mechanism.

For example:

Commission for elaboration of proposals for creation of an integrated information system "Single Window for Export and Import Operations" established in accordance with Government Resolution No. 288 of the Republic of Kazakhstan dated March 30, 2011 "On establishment of the Commission for elaboration of proposals for creation of an integrated information system "Single Window for Export and Import Operations".

5. Specify the Deputy Prime Minister, who coordinates the work related to implementation of the national "single window" mechanism.

For example:

The First Deputy Prime Minister of the Republic of Kazakhstan - Bakytzhan Sagintayev, the Chairman of the Commission for elaboration of proposals for creation of an integrated information system "Single Window for Export and Import Operations" established in accordance with Government Resolution No. 288 of the Republic of Kazakhstan dated March 30, 2011 (as amended by Government Resolution No. 970 of the Republic of Kazakhstan dated September 4, 2014).

6. If a specially established body (organization) is assigned to be an authorized (leading) body of the Member State for development of the national "single window" mechanism, specify the appropriate authority (organization) and the act, which regulates its powers.

For example:

State Enterprise "Centre of "single window" in foreign trade at the Ministry of Economy of the Kyrgyz Republic". The powers are laid down by Government Resolution No. 539 of the Kyrgyz Republic dated August 27, 2009 "On creation of the State Enterprise "Center of "single window" in foreign trade".

7. Specify the executive authorities that are the users and provide services through the national "single window" mechanism.

For example:

Ministry of Economy of the Kyrgyz Republic;
State Communications Agency at the Government of the Kyrgyz Republic;
Department of Drug Supply and Medical Equipment at the Ministry of Health of the Kyrgyz Republic;
State Tax Service at the Government of the Kyrgyz Republic;
State Agency for Road and Water Transport at the Ministry of Transport and Communications of the Kyrgyz Republic;
Department of Diseases Prevention and State Sanitary and Epidemiological Surveillance of the Ministry of Health of the Kyrgyz Republic;
Chamber of Commerce of the Kyrgyz Republic;
State Agency on Environment Protection and Forestry at the Government of the Kyrgyz Republic;
Bishkek test, certification and metrology center of the Center for Standardization and Metrology at the Ministry of Economy of the Kyrgyz Republic;
State Inspectorate for Veterinary and Phytosanitary Safety at the Government of the Kyrgyz Republic;

National construction certification center at the State Agency for Architecture, Construction and Housing and Communal Services at the Government of the Kyrgyz Republic.

8. Do the acts stipulate that electronic documents and (or) information that can be obtained under interdepartmental interaction are not requested from an applicant? If yes, specify the relevant acts and extracts from them.

9. Specify the acts that provide equivalence of documents in the form of hard copies and electronic documents in foreign trade operations.

10. Specify goals and objectives that has introduction of the national "single window" mechanism.

11. Specify target values that are selected as targets for development of the national "single window" mechanism.

For example:

Reducing the share of paper documents required for a participant of foreign economic activity for movement of goods across the customs border of the Eurasian Economic Union;
reducing time of passage of government procedures related to foreign trade activities (separately for export, import and transit operations);
the decrease of administrative costs of entrepreneurs (labour, time and financial cost of the implementation of state procedures related to foreign economic activity).

12. Specify legal gaps and barriers that hinder development of the national "single window" mechanism.

13. Proposals and recommendations for eliminating identified legal gaps and barriers.

II. ANALYSIS OF THE ACTS ON THE TOPICAL UNIT "E-CUSTOMS"

1. Do the acts in the customs regulation provide the use of the national "single window" mechanism? If yes, specify the relevant acts and extracts from them.

2. For which customs operations the national "single window" mechanism is applied and to what extent is it implemented? Specify the relevant acts and extracts from them.

3. Do the acts stipulate the principle of single provision of data in the customs regulation? If yes, specify the relevant acts and extracts from them.

4. Is electronic declaration applied? If yes, specify the acts, which established the procedure of electronic declaration.

5. Is it required to provide accompanying documents during electronic declaration? If yes, please, specify the form, in which accompanying documents are provided: on hard copy or in electronic form (an electronic document, an electronic form of a document or a scanned document). Specify what acts stipulate corresponding requirements and provide extracts from them.

6. If within the framework of customs operations interdepartmental information exchange in electronic form is carried out, specify the acts, according to which this exchange is carried out, authorized bodies of the Member State participating in such exchange, and customs operations, in which it is used.

7. Is the order of execution, issuance and use of documents in electronic form stipulated in the acts in respect of customs regulation? If yes, specify the relevant acts and extracts from them.

8. Specify the acts that regulate interdepartmental information

exchange in implementation of different types of governmental control on the customs border of the Eurasian Economic Union.

9. Are there any acts establishing interdepartmental risk management system? If yes, specify the relevant acts and extracts from them.

10. Do the acts in customs regulation provide for the ability to execute customs control after the release through the audit of the customs applicant's information systems? If yes, specify the relevant acts and extracts from them.

11. Are there any legal restrictions on types of customs operations that can be carried out in electronic form? If yes, please, specify relevant restrictions and acts that govern the said restrictions and extracts from those acts.

12. Specify legal gaps and barriers that arise when interested persons interact with state authorities and (or) authorized authorities of the Member States for the topical unit "E-Customs" in export, import and transit operations and hinder development of the national "single window"

mechanism.

13. Proposals and recommendations for eliminating identified legal gaps and barriers.

III. ANALYSIS OF THE ACTS IN RESPECT OF THE TOPICAL UNIT "PAYMENT, PAYMENTS AND E-COMMERCE"

1. Did the provisions of the recommendations of the United Nations Commission on International Trade Law (UNCITRAL) regarding electronic commerce (United Nations Convention on the Use of Electronic Communications in International Contracts (New York, 2005), the UNCITRAL Model Law on Electronic Signatures (2001), the UNCITRAL Model Law on Electronic Commerce (1996), with additional article 5 bis adopted in 1998) implemented in the legislation of the Member State? If yes, specify the relevant acts and extracts from them.

2. Does the legislation of the Member State allow carrying out transactions within the framework of e-commerce, including the use of electronic documents and data? If yes, specify the relevant acts and extracts from them.

3. Specify the acts that govern settling of international payments using electronic invoices, contracts.

4. Does the legislation of the Member State provide for the acceptance of electronic documents and (or) information on equal terms with hard copies in courts, that is acceptance in courts of electronic documents and (or) information as evidence?

5. Does the legislation of the Member State provide for the acceptance of electronic documents and (or) information on equal terms with hard copies in insurance and notarial activities?

6. Do the acts in respect of payment and e-commerce stipulate the order for execution, issuance and use of electronic documents? If yes, specify types of such documents and acts that regulate the order of their execution, issuance and use.

7. Do the interested persons have the opportunity to make mandatory payments (including charges for provision of public services, taxes, customs duties) in electronic form? If yes, specify the relevant acts and extracts from

them.

8. Specify the acts that regulate the electronic data exchange between state authorities and organizations responsible for regulation and control of international payments, provision of financial guarantees, collection of duties and taxes, application of privileges and preferences in foreign trade activities.

9. Do anti-monopoly legislation norms influence development of the national "single window" mechanism? Are there any rules in the anti-monopoly laws that may hinder development of the national "single window" mechanism? If yes, specify the relevant acts and extracts from them.

10. Specify legal gaps and barriers in the legislation that hinder development of e-commerce, and specify the acts that require analysis and improvement of rules in order to address the identified legal gaps and barriers.

11. Proposals and recommendations for eliminating identified legal gaps and barriers.

IV. ANALYSIS OF THE ACTS IN RESPECT OF THE TOPICAL UNIT "PERMITS"

1. Specify the acts that regulate the transition of state authorities and organizations responsible for state regulation of foreign trade activities, for provision of public services under permits in electronic form.

In respect of tax regulation:

In respect of currency regulation:

In respect of customs and tariff regulation:

In respect of non-tariff regulation:

In respect of technical regulation:

In respect of application of sanitary, veterinary-sanitary and phytosanitary quarantine measures:

In respect of intellectual property:

2. Specify the acts that ensure interdepartmental information exchange. What acts provide for exchange with legally valid electronic documents and data of permits issued?

3. Is the order of execution, issuance and use of electronic documents stipulated in the acts in respect of relevant regulation areas? If yes, specify types of such documents and acts that regulate the order of their execution, issuance and use.

In respect of tax regulation:

In respect of currency regulation:

In respect of customs and tariff regulation:

In respect of non-tariff regulation:

In respect of technical regulation:

In respect of application of sanitary, veterinary-sanitary and phytosanitary quarantine measures:

In respect of intellectual property:

4. Do the acts enshrine the principle of single provision of data when applying for permits? If yes, please specify the acts that provide for this principle.

5. Specify legal gaps and barriers that hinder development of e-document exchange of permits, and the acts that require analysis and improvement of rules in order to address the identified gaps and barriers.

6. Proposals and recommendations for eliminating identified legal gaps and barriers.

V. ANALYSIS OF THE ACTS IN RESPECT OF THE TOPICAL UNIT "TRANSPORT AND LOGISTICS"

1. Are there any acts that establish the procedure for information exchange in electronic form between the controlling state authorities and carriers engaged in international transportation? If yes, specify the relevant acts and extracts from them.

2. Is the procedure of execution, issuance and use of electronic documents stipulated in the acts in respect of transport and logistics? If yes, specify types of such documents and acts that regulate the order of their execution, issuance and use.

3. Specify the legal gaps and barriers that hinder the transfer of shipping documents to electronic form and arrangement of the exchange in electronic consignment notes (or information contained therein), as well as the acts that require analysis and improvement of rules in order to address the identified gaps and barriers.

4. Proposals and recommendations for eliminating identified legal gaps and barriers.

VI. ANALYSIS OF THE ACTS IN RESPECT OF THE TOPICAL UNIT "INFORMATION TECHNOLOGIES"

1. Are there any acts that establish the procedure for obtaining access to the national "single window" mechanism? If yes, specify the relevant acts and extracts from them.

2. Are there any acts that establish the procedure for exchange of information in electronic form between participants of foreign economic activity, state authorities and (or) authorized authorities? If yes, please specify relevant acts.

3. Are there any acts that establish the formats and structures of electronic documents and (or) information to be exchanged in the course of interaction in electronic form between participants of foreign economic activity and government regulatory agencies? If yes, please specify relevant acts.

4. Specify acts, in accordance with which development of information

systems of interdepartmental information exchange is carried out.

5. Are there any acts that establish the list of e-government services available for business? If yes, please specify relevant acts.

6. Specify the legal gaps and barriers that hinder development of the information systems of interdepartmental information exchange.

7. Specify the acts, which establish requirements for data protection received from participants of foreign economic activity in electronic form.

8. Specify the acts that establish requirements for protection of personal data.

9. Are there any acts that establish clear procedures for identification, authentication and authorization of users for access to the national "single window" mechanism? If yes, please specify relevant acts.

10. Are there any acts that establish requirements for the issue and use of electronic digital signatures (e-signatures)? If yes, please specify relevant acts.

11. Are there any acts that regulate the conditions or requirements for the use or acceptance of electronic digital signatures (e-signatures) on electronic documents prepared in other states in implementation of cross-border electronic transactions? If yes, please specify relevant acts.

12. Are there any acts or international treaties on mutual recognition of electronic documents with other states? If yes, please specify relevant acts.

13. Are there any acts that regulate the liability for entering data used within the national "single window" mechanism, and for its further processing, transfer or use? If yes, please specify relevant acts.

14. Are there any acts that regulate issues of information security within the national "single window" mechanism, including the procedure for access to electronic documents? If yes, please specify relevant acts.

15. Are there any acts that regulate the procedure for storage and archiving data within the national "single window" mechanism? If yes, please specify relevant acts.

16. Are there any acts that regulate the process of establishing the portal of the national "single window" mechanism? If yes, please specify relevant acts.

17. Are there any acts that specify a state authority and (or) an authorized authority as an operator of the portal of the national "single window" mechanism? If yes, please specify relevant acts.

18. Indicate the powers held by the state authority and (or) the authorized authority designated as an operator of the portal of the national "single window" mechanism and the acts that enshrine these powers.

19. Are there any acts that hinder provision of services of the national "single window" mechanism to interested persons of other Member States?

If yes, please specify relevant acts.

20. Are there any acts that regulate the procedure of provision of services of the national "single window" mechanism to interested persons of other Member States? If yes, please specify relevant acts.

21. Specify legal gaps and barriers that hinder establishment of the portal of the national "single window" mechanism.

22. Proposals and recommendations for eliminating identified legal gaps and barriers that hinder establishment of the portal of the national "single window" mechanism.

23. Specify legal gaps and barriers that hinder application of information technologies within development of the national "single window" mechanism.

24. Proposals and recommendations for eliminating identified legal gaps and barriers.

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

RECOMMENDATIONS

**for generation of the report of the analysis of the institutional and legal
framework for development of the national "single window" mechanism**

1. The report of the analysis of institutional and legal framework for development of the national "single window" mechanism (hereinafter referred to as the "report") includes:

a) introduction drawn up in accordance with the requirements provided for in paragraph 57 of the Methods for Assessing the State of Development of the National "Single Window" Mechanisms (hereinafter referred to as the "Methods");

b) analysis of the institutional and legal framework for development of the national "single window" mechanism, including:

description of the institutional framework for development of the national "single window" mechanism (the authorized authority, advisory and coordinating (consultative) bodies, management of the process of implementation of the national "single window" mechanism);

brief description of the legal basis of the Member State of the Eurasian Economic Union (hereinafter referred to as the "Member State"), which determines development of the national "single window" mechanism;

description of the regulatory legal acts of the Member State governing implementation of the national "single window" mechanism;

description of legal gaps and barriers that are associated with the absence or imperfection of the regulatory legal acts regulating

implementation of the national "single window" mechanism and that hinder development of the national "single window" mechanism;

description of the action plan existing in the Member State on adoption of regulatory legal acts regulating implementation of the national "single window" mechanism;

description of measures to improve the regulatory legal acts of the Member State governing implementation of the national "single window" mechanism;

c) analysis of the legal framework for the areas of topical units:

"E-Customs":

name of authorized authorities and organizations in the area of customs regulation;

brief description of information exchange in electronic form of interested persons with state authorities and (or) authorized authorities of the Member State;

description of implemented programs of the Member State for development of electronic information exchange of authorized authorities and organizations with interested persons;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

"Payment, payments and e-commerce":

name of authorized authorities responsible for supervising international settlement, financial regulation of foreign economic activity, development of e-commerce, providing banking and insurance services;

brief description of the legal framework of the Member State, which regulates the procedure for implementation and development of e-commerce;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

"Permits":

the area of tax regulation:

name of authorized authorities responsible for tax regulation and issue of relevant permits;

brief description of legal basis that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of currency regulation:

name of authorized authorities responsible for currency regulation and foreign exchange control, as well as issue of relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of currency regulation and foreign exchange control;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of customs and tariff regulation:

name of authorized authorities responsible for customs and tariff regulation and issue of relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of customs and tariff regulation;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of non-tariff regulation:

name of authorized authorities responsible for non-tariff regulation and issue of relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of non-tariff regulation;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of technical regulation:

name of authorized authorities responsible for technical regulation, and public bodies and organization of the Member State that issue relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of technical regulation;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of application of sanitary, veterinary-sanitary and phytosanitary quarantine measures:

name of authorized authorities responsible for application of sanitary, veterinary-sanitary and phytosanitary quarantine measures, and public bodies and organization of the Member State that issue relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of application of sanitary, veterinary-sanitary and phytosanitary quarantine measures;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

the area of intellectual property:

name of authorized authorities responsible for regulation in the area of intellectual property, and public bodies and organization of the Member State that issue relevant permits;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of intellectual property rights protection;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

"Transport and Logistics":

name of authorized authorities responsible for regulation in the area of transport and logistics;

brief description of legal basis of the Member State that regulates information exchange of interested persons with public bodies and (or) authorized authorities of the Member State in the area of transport and logistics;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

"Information Technologies":

name of authorized authorities carrying out activities for informatization, introduction of information technologies required for provision of public services in electronic form, regulation of the use of electronic digital signatures (e-signatures), creation of technical infrastructure for implementation of the national "single window" mechanism;

brief description of the legal basis of the Member State that regulates the procedure of interdepartmental information exchange in electronic form between the state bodies and organizations of the Member States, information exchange between participants of foreign economic activity, state bodies and organizations of the Member State, procedure for obtaining access to the national "single window" mechanism, procedure for provision of data integrity and accuracy, obtaining access to the data, its storage and archiving, as well as procedure for information protection;

revealed legal gaps and barriers that hinder development of the national "single window" mechanism;

revealed legal gaps and barriers that hinder establishment of the portal of the national "single window" mechanism;

measures to improve the regulatory legal acts of the Member States in order to address the identified legal gaps and barriers;

d) recommendations drawn up in accordance with the requirements provided for in paragraph 61 of the Methods;

e) conclusion drawn up in accordance with the requirements provided for in paragraph 62 of the Methods.

2. The report is attached:

a list of investigated regulatory legal acts of the Member State;
completed questionnaire.

The report can also be attached with:

references or information reviews of all regulatory legal acts of the Member State on relevant topic (indicating, in particular, names of acts, their types, quantity, degree of codification and legal efficacy);

comparative tables for the issues, the solution of which in different sectors of legislation of the Member State is quite different;

articles, brochures, monographs and other printed works on development of the national "single window" mechanism;

memoranda, applications of interested persons to the state authorities of the Member State with proposals and recommendations for development of the national "single window" mechanism.

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

**PROVISIONAL LIST
of business processes and their participants**

Name of business process	Participants of business process
I. EXPORT OF GOODS FROM THE CUSTOMS TERRITORY OF THE EURASIAN ECONOMIC UNION	
1. Payment, payments and e-commerce	
1. Selection of trade partner:	
search for a foreign partner - a buyer of goods	exporter
information exchange about the seller, buyer and goods	exporter - importer
consideration of the offer:	exporter - importer
formation of the offer by the exporter (product name, price and quantity)	
consideration of the offer: by the importer	
formation of a request for delivery	exporter - importer
sending a proforma invoice	importer - exporter
conclusion of the contract and delivery terms (conclusion of an individual contract or through exchange of a request for delivery and proforma invoice)	exporter - importer
registration of the contract in currency exchange control bodies (currency transaction report form) (in case provided for in the legislation of the Member State of the Eurasian Economic Union)	exporter - bank

Name of business process	Participants of business process
(hereinafter referred to as the "Member State", the "Union", respectively))	
2. Order of goods:	
preparation of goods for delivery (issue of invoice and packing list)	exporter
sending invoice and packing list	exporter - importer
3. Payment under the contract:	
request for payment (requirement of payment for goods)	exporter - importer
making payment	importer - bank - exporter
4. Payment of customs duties:	
payment via bank:	
bank wire transfer	customs applicant- bank
payment via terminal	customs applicant- bank
cash payment in the bank cash office	customs applicant- bank
receiving a document confirming payment	bank - customs applicant
confirmation of payment of customs duties:	
making marks about money transfer	bank - customs body
making marks about money transfer	bank - pay office - customs body
5. Payment for services:	
payment for obtaining of a permit	importer - bank
payment for services of goods transportation	importer - carrier
payment of insurance premium	importer - bank - insurance company
payment for services of customs broker	importer, carrier, forwarder - bank

Name of business process	Participants of business process
<p>payment of charges for advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU</p>	<p>importer - bank</p>
<p>6. Provision of documents confirming the actual export of goods from the customs territory of the Union and reasonability of application of the zero rate of value added tax (exemption from excise duties) (for deliveries to the Member States):</p>	
<p>providing information on the actual export of goods</p>	<p>exporter - tax authority</p>
<p>consideration (estimation) of a set of documents (information) confirming the reasonability of application of zero rate of value added tax (exemption from excise duties)</p>	<p>tax authority</p>
<p>confirmation of the reasonability of application of zero rate of value added tax (exemption from excise duties), or denial of the right to apply zero VAT rate (exemption from excise duties)</p>	<p>tax authority - exporter</p>

2. Permits

7. Obtaining permits for compliance with prohibitions and restrictions:

<p>preparation of applications for obtaining permits</p>	<p>importer</p>
<p>sending documents to the authorized authority of the Member State (hereinafter referred to as the "authorized authority")</p>	<p>importer - authorized authority</p>
<p>review of the documents submitted by the authorized authority</p>	<p>authorized body</p>
<p>request for information and documents from the importer</p>	<p>authorized authority - importer</p>

Name of business process	Participants of business process
issue of a permit	authorized authority - importer
8. Obtaining permits of the authorized authority (documents required for placing goods under the selected customs procedure)	customs applicant, customs broker - authorized authority

3. Transport and Logistics

9. Transportation of goods:	
search for a transport company	importer
sending a request	importer - carrier, forwarder
consideration of the request	carrier, forwarder - importer
conclusion of a contract	importer - forwarder
sending a request for goods transportation	forwarder - carrier
preparation of the consignment note	carrier
sending a draft consignment note	carrier - forwarder - exporter
sending confirmation of the request for transportation	forwarder - carrier
reservation of transport for goods transportation	carrier
loading of goods by the exporter (start of transportation)	exporter - carrier
sending a consignment note	exporter - carrier, forwarder - importer
10. Cargo insurance:	
search for an insurance company	importer
sending a request:	importer - insurance company
a request	
letter of credit	
invoice	
packing list	
a draft consignment note	

Name of business process	Participants of business process
analysis of risks and the amount of the insurance premium	insurance company
approval of the amount of insurance coverage	insurance company
issue of insurance certificate	insurance company - importer
submission of a contract for goods transportation	importer - insurance company
issue of insurance police	insurance company - importer

4. E-Customs

11. Determination of classification code of goods according to Commodity Nomenclature of Foreign Economic Activity of the EAEU:	
obtaining an advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	
preparation of an application for advance ruling accompanied with the documents containing information of:	importer
composition (structure) of goods	
technology of goods production	
properties (operating principle), purpose, scope of use of goods	
sending an application and documents	importer - customs body
consideration of the application and attached documents	customs body
obtaining an advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	customs body - importer
12. Obtaining a certificate of the country of	exporter - authorized

Name of business process	Participants of business process
origin of goods	authority and (or) organization
13. Customs broker:	
search for customs broker	importer, carrier, forwarder
sending a request of the need to use services of a customs broker	importer, carrier, forwarder - customs broker
exchange of information about goods and preparation of a proposal to conclude a contract	customs broker - importer, carrier, forwarder
conclusion of a contract	importer, carrier, forwarder - customs broker
sending documents for preparation of preliminary information and subsequent customs declaration (including preliminary declaration):	importer, carrier, forwarder - customs broker
contract	
commercial documents (invoice)	
packing list	
catalogue	
transport (shipment) documents	
permits	
certificate of origin of goods	
14. Customs operations, preceding submission of customs declaration:	
goods sampling	customs applicant, customs broker - authorized authority - customs body
placement of goods in the customs control zone	carrier, forwarder - customs body
15. Customs declaration:	
formation of a declaration for goods	customs applicant, customs

Name of business process	Participants of business process
<p>containing information on:</p> <p>declared customs procedure</p> <p>customs applicant, customs broker, goods consigner and consignee</p> <p>vehicles used for international transportation</p> <p>goods: name, description; classification code of goods according to Commodity Nomenclature of Foreign Economic Activity of the EAEU; description of packages (number, kind, labelling and serial numbers); quantity (in kilograms (gross and net weight) and other measure units); customs value; statistical value</p> <p>calculation of customs duties: rates of customs duties, taxes, customs charges; application of exemptions from payment of customs duties; amounts of calculated customs duties, taxes, customs charges; exchange rates</p> <p>foreign trade transaction and its basic conditions</p> <p>upholding of restrictions</p> <p>goods manufacturer</p> <p>confirmation of compliance with terms of placing goods under the customs procedure</p> <p>documents submitted for customs declaration</p> <p>person that executed a declaration for goods</p> <p>place and date of executing the declaration for goods</p>	broker

Name of business process	Participants of business process
submission of (sending) a declaration for goods	customs applicant, customs broker - customs body
registration of a declaration for goods	customs body - customs applicant, customs broker
review of a declaration for goods (format and logical control)	customs body
modification and supplement of data stated in the declaration for goods before release of goods	customs applicant, customs broker - customs body
application of risk management system	customs body
conduct of customs control (in case of operation of the risk management system)	customs body - customs applicant, customs broker
sampling for customs expertise	customs body - customs applicant
holding customs expertise	customs body - expert organization - customs applicant
release of goods	customs body - customs applicant, customs broker
exportation of goods from the temporary storage place	customs body - customs applicant - owner of temporary storage place
16. Departure of goods:	
submission of documents and information	carrier - customs body
verification of compliance with prohibitions and restrictions (check for available permits)	customs body
carrying out customs, transport, veterinary, phytosanitary or sanitary and quarantine control	customs body

Name of business process	Participants of business process
carrying out customs examination (inspection):	customs body - carrier
sending a notification of the customs examination (inspection)	customs body - carrier
preparation of a certificate of customs examination (inspection)	customs body - carrier
transfer of a copy of a certificate of customs examination (inspection)	customs body - carrier
goods sampling by authorized authority	carrier - customs body
unloading, handling, transshipment, change of vehicle	carrier, customs broker - customs body
conduct of border control	border control body

II. IMPORTATION OF GOODS INTO THE CUSTOMS TERRITORY OF THE UNION

1. Payment, payments and e-commerce

1. Selection of trade partner:	
search for a foreign partner - a seller of goods and conclusion of a contract	importer
information exchange about the seller, buyer and goods	importer - exporter
consideration of the offer:	importer - exporter
formation of the offer by the exporter (product name, price and quantity)	
consideration of the offer: by the importer	
formation of a request for delivery	importer - exporter
sending a proforma invoice	exporter - importer
conclusion of the contract and delivery terms (conclusion of an individual contract or through exchange of a request for delivery and proforma invoice)	importer - exporter

Name of business process	Participants of business process
registration of the contract in currency exchange control bodies (currency transaction report form) (in case provided for in the legislation of the Member State)	importer - bank
2. Order of goods:	
preparation of goods for delivery (issue of invoice and packing list)	exporter
sending invoice and packing list	exporter - importer
3. Payment under the contract:	
request for payment (requirement of payment for goods)	exporter - importer
making payment	importer - bank - exporter
4. Payment of customs duties:	
payment via bank:	
bank wire transfer	customs applicant- bank
payment via terminal	customs applicant- bank
cash payment in the bank cash office	customs applicant- bank
receiving a document confirming payment	bank - customs applicant
confirmation of payment of customs duties:	
making marks about money transfer	bank - customs body
making marks about money transfer	bank - pay office - customs body
5. Payment for services:	
payment for obtaining of a permit	importer - bank
payment for services of goods transportation	importer - carrier
payment of insurance premium	importer - bank - insurance company

Name of business process	Participants of business process
payment for services of customs broker	importer, carrier, forwarder - bank
payment of charges for advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	importer - bank

2. Permits

6. Obtaining permits for compliance with prohibitions and restrictions:	
preparation of applications for obtaining permits	importer
sending documents to the authorized authority	importer - authorized authority
review of the documents submitted by the authorized authority	authorized body
request for information and documents from the importer	authorized authority - importer
issue of a permit	authorized authority - importer
7. Obtaining a permit of the authorized authority (documents required for placing goods under the selected customs procedure)	customs applicant, customs broker - authorized authority

3. Transport and Logistics

8. Transportation of goods:	
search for a transport company	importer
sending a request	importer - carrier, forwarder
consideration of the request	carrier, forwarder - importer
conclusion of a contract	importer - forwarder
sending a request for transportation	forwarder - carrier
preparation of the consignment note	carrier
sending a draft consignment note	carrier - forwarder - exporter

Name of business process	Participants of business process
sending confirmation of the request for transportation	forwarder - carrier
reservation of transport for goods transportation	carrier
loading of goods by the exporter (start of transportation)	exporter - carrier
sending a consignment note	exporter - carrier, forwarder - importer
9. Cargo insurance:	
search for an insurance company	importer
sending a request for cargo insurance:	importer - insurance company
a request for cargo insurance	
letter of credit	
invoice	
packing list	
a draft consignment note	
analysis of risks and the amount of the insurance premium	insurance company
approval of the amount of insurance coverage	insurance company
issue of insurance certificate	insurance company - importer
submission of a contract for goods transportation	importer - insurance company
issue of insurance police	insurance company - importer

4. E-Customs

10. Determination of classification code of goods according to Commodity Nomenclature of Foreign Economic Activity of the EAEU:

Name of business process	Participants of business process
obtaining an advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	importer - customs body
preparation of an application for advance ruling accompanied with the documents containing information of: composition (structure) of goods technology of goods production properties (operating principle), purpose, scope of use of goods	importer
sending an application and documents	importer - customs body
consideration of the application and attached documents	customs body
obtaining an advance ruling according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	customs body - importer
11. Determination of the country of goods origin:	
obtaining an advance ruling in respect of the country of origin of goods	importer - customs body
12. Customs broker:	
search for customs broker	importer, carrier, forwarder - information and reference resources
sending a request of the need to use services of a customs broker	importer, carrier, forwarder - customs broker
exchange of information about goods and preparation of a proposal to conclude a contract	customs broker -importer, carrier, forwarder
conclusion of a contract	importer, carrier, forwarder - customs broker
sending documents for preparation of preliminary information and subsequent	importer, carrier, forwarder

Name of business process	Participants of business process
<p>customs declaration (including preliminary declaration):</p> <ul style="list-style-type: none"> contract commercial documents (invoice) packing list catalogue transport (shipment) documents permits certificate of origin of goods 	<p>- customs broker</p>
<p>13. Preliminary informing:</p> <p>representation of information in respect of the goods imported by road at least 2 hours prior to importation, containing information of:</p> <ul style="list-style-type: none"> consigner, consignee in accordance with the transport (shipping) documents the country of origin and destination of goods customs applicant carrier vehicle of international transportation used for transportation of goods name, quantity, value of goods in accordance with commercial, transportation (shipping) documents code of goods at the level of at least the first 6 digits gross weight or volume, as well as quantity of goods in additional measuring units for each code of Commodity Nomenclature of Foreign Economic Activity of the EAEU (if 	<p>information system of authorized economic operator, carrier (customs carrier), customs broker - information systems of customs bodies</p> <p>authorized economic operator, carrier (customs carrier), customs broker - customs body</p>

Name of business process	Participants of business process
<p>any)</p> <p>number of packages</p> <p>destination of goods</p> <p>in accordance with transportation (shipping) documents</p> <p>documents confirming compliance with restrictions</p> <p>planned transshipment of goods or cargo operations in transit</p> <p>time and place of arrival of goods into the territory of the Union</p>	
<p>e-mail containing a unique identification number of transportation</p>	<p>information systems of customs bodies - information systems of authorized economic operator, carrier (customs carrier), customs broker</p>
<p>14. Arrival of goods into the customs territory of the Union:</p>	
<p>conduct of border control</p>	<p>border control bodies</p>
<p>submission of documents and information, and unique identification number of transportation</p>	<p>carrier - customs body</p>
<p>verification of compliance with prohibitions and restrictions (check for available permits)</p>	<p>customs body</p>
<p>carrying out customs, transport, veterinary, phytosanitary or sanitary and quarantine control</p>	<p>customs body</p>
<p>request using a unique identification transportation number for preliminary information from the database of customs bodies and comparison of the data contained in the documents submitted</p>	<p>customs body</p>

Name of business process	Participants of business process
with the data from the database conduct of the data analysis using the risk management system and application of customs control forms	customs body
application of risk management system carrying out customs examination (inspection)	customs body customs body - carrier
sampling by authorized authority	carrier - customs body, other authorized authorities
unloading, handling, transshipment, change of vehicle	carrier, customs broker - customs body
transfer of documents for placing goods and vehicles under the customs procedure of customs transit	customs body
15. Customs transit:	
insurance of payment of customs duties and taxes in customs transit (deposit, bank guarantee, surety, insurance contract, money) or customs support of vehicles	customs applicant - bank, insurance company, surety - customs body
preparation of a transit declaration	customs applicant, customs broker, carrier, forwarder, importer
submission of the transit declaration, documents and data	customs applicant - customs body
registration of the transit declaration	customs body - customs applicant
review of the transit declaration	customs body - customs applicant
application of risk management system	customs body
conduct of customs control	customs body - customs applicant

Name of business process	Participants of business process
release of goods	customs body - customs applicant
delivery of goods	
extension of delivery period for goods	
a reasoned appeal of the customs applicant or the carrier to the customs body	customs applicant, customs broker, forwarder, carrier - customs body
extension of delivery period for goods by the customs body	customs body - customs applicant, carrier
unloading, handling, transshipment in transit and other loading operations with goods, as well as change of vehicles (if required)	
an appeal to the customs body for a permit or a notification of the customs body (if seals are not broken)	carrier - customs body
obtaining a permit of the customs body or a refusal to issue a permit for cargo operations with goods	customs body - carrier
conduct of freight operations and drafting of a certificate (if necessary)	customs body - carrier
placement in the customs control zone in the place of goods delivery	carrier - owner of the temporary storage place, customs body, a representative of an authorized economic operator
notification of arrival of the vehicle with goods to the customs body of destination	carrier - customs body
registration of arrival	customs body, carrier, owner of temporary storage place

Name of business process	Participants of business process
informing the importer of goods arrival and placing them in the customs control zone in the place of goods delivery	carrier, owner of temporary storage place, owner of the warehouse for own goods
completion of customs transit	customs body - carrier
obtaining a permit to unload goods in the temporary storage place	customs body, carrier, owner of temporary storage place
16. Customs operations, preceding submission of customs declaration:	
goods sampling	customs applicant, customs broker - authorized authority - customs body
obtaining a document on conformity assessment	conformity assessment body - customs applicant, customs broker - customs body
17. Customs declaration:	
formation of a declaration for goods containing information on:	customs applicant, customs broker
<p>declared customs procedure</p> <p>customs applicant, customs broker, goods consigner and consignee</p> <p>vehicles used for international transportation</p> <p>goods: name, description; classification code of goods according to Commodity Nomenclature of Foreign Economic Activity of the EAEU; description of packages (number, kind, labelling and serial numbers); quantity (in kilograms (gross and net weight) and other measure units); customs value; statistical value</p>	

Name of business process	Participants of business process
calculation of customs duties: rates of customs duties, taxes, customs charges; application of exemptions from payment of customs duties; amounts of calculated customs duties, taxes, customs charges; exchange rates foreign trade transaction and its basic conditions	
upholding of restrictions	
goods manufacturer	
confirmation of compliance with terms of placing goods under the customs procedure	
documents submitted for customs declaration	
person that executed a declaration for goods	
place and date of executing the declaration for goods	
submission of (sending) a declaration for goods	customs applicant, customs broker - customs body
registration of a declaration for goods	customs body - customs applicant, customs broker
review of a declaration for goods (format and logical control)	customs body
modification and supplement of data stated in the declaration for goods before release of goods	customs applicant, customs broker - customs body
application of risk management system	customs body
conduct of customs control (in case of operation of the risk management system)	customs body - customs applicant, customs broker
sampling for customs expertise	customs body - customs applicant

Name of business process	Participants of business process
holding customs expertise	customs body - expert organizations - customs applicant
release of goods	customs body - customs applicant, customs broker
exportation of goods from the temporary storage place	customs body - customs applicant - owner of temporary storage place
18. Customs control after release of goods:	
checking of the data accuracy specified in the declaration for goods:	customs body - importer
goods classification according to Commodity Nomenclature of Foreign Economic Activity of the EAEU	
country of origin, as well as compliance with the terms for granting tariff preferences	
control of customs value of goods	
prohibitions and restrictions established by the legislation of the Member States	
intellectual property rights protection	
placing goods under the customs procedure	
procedure and conditions for granting exemptions from payment of customs duties and other exemptions, deferments, instalments for payment of customs duties	
calculations, completeness and timeliness of payment of customs duties	
exchange of documents and data in electronic form between the customs body and the participant of foreign trade	customs body - importer

Name of business process	Participants of business process
activities	
formation of a notification of the customs control following the audit conducted by the risk management system:	customs body - importer
field customs inspection	
cameral customs inspection	
other forms of customs control	
request for information from other authorized authorities	customs body - authorized authority
request for information and documents from a participant of foreign economic activity	customs body - importer
formation and direction of the certificate on the results of the customs inspection	customs body - importer

III. TRANSIT OF GOODS THROUGH THE CUSTOMS TERRITORY OF THE UNION

1. Payment, payments and e-commerce

1. Payment for services of goods transportation	importer - carrier
2. Payment of insurance premium	importer - bank - insurance company
3. Payment for services of customs broker	importer, carrier, forwarder - bank

2. Transport and Logistics

4. Transportation of goods:	
search for a transport company	importer
sending a request	importer - carrier, forwarder
consideration of the request	carrier, forwarder - importer
conclusion of a contract	importer - forwarder
sending a request for goods	forwarder - carrier

Name of business process	Participants of business process
transportation	
preparation of the consignment note	carrier
sending a draft consignment note	carrier - forwarder - exporter
sending confirmation of the request for transportation	forwarder - carrier
reservation of transport for goods transportation	carrier
loading of goods by the exporter (start of transportation)	exporter - carrier
sending a consignment note	exporter - carrier, forwarder - importer
5. Cargo insurance:	
search for an insurance company	importer
sending a request for cargo insurance:	importer - insurance company
a request for cargo insurance	
letter of credit	
invoice	
packing list	
a draft consignment note	
analysis of risks and the amount of the insurance premium	insurance company
approval of the amount of insurance coverage	insurance company
issue of insurance certificate	insurance company - importer
submission of a contract for transportation	importer - insurance company
issue of insurance police	insurance company - importer
payment of insurance premium	importer - bank - insurance company

Name of business process	Participants of business process
3. E-Customs	
<p>6. Customs broker:</p> <p>search for customs broker</p> <p>sending a request of the need to use services of a customs broker</p> <p>exchange of information about goods and preparation of a proposal to conclude a contract</p> <p>conclusion of a contract</p> <p>sending documents for preparation of preliminary information and subsequent customs declaration (including preliminary declaration):</p> <p>contract</p> <p>commercial documents (invoice)</p> <p>packing list</p> <p>catalogue</p> <p>transport (shipment) documents</p> <p>permits</p> <p>certificate of origin of goods</p>	<p>importer, carrier, forwarder</p> <p>importer, carrier, forwarder - customs broker</p> <p>customs broker -importer, carrier, forwarder</p> <p>importer, carrier, forwarder - customs broker</p> <p>importer, carrier, forwarder - customs broker</p>
<p>7. Preliminary informing:</p> <p>representation of information in respect of the goods imported by road at least 2 hours prior to importation, containing information of:</p> <p>consigner, consignee of goods in accordance with transportation (shipping) documents</p>	<p>information system of authorized economic operator, carrier (customs carrier), customs broker - information systems of customs bodies</p> <p>authorized economic operator, carrier (customs</p>

Name of business process	Participants of business process
the country of origin and destination of goods	carrier), customs broker - customs body
customs applicant	
carrier	
vehicle of international transportation used for transportation of goods	
name, quantity, value of goods in accordance with commercial, transportation (shipping) documents	
code of goods at the level of at least the first 6 digits	
gross weight or volume, as well as quantity of goods in additional measuring units for each code of Commodity Nomenclature of Foreign Economic Activity of the EAEU (if any)	
number of packages	
destination of goods in accordance with transportation (shipping) documents	
documents confirming compliance with restrictions	
planned transshipment of goods or cargo operations in transit	
time and place of arrival of goods into the territory of the Union	
e-mail containing a unique identification number of transportation	information systems of customs bodies - information systems of authorized economic operator, carrier (customs carrier), customs broker

Name of business process	Participants of business process
8. Arrival of goods into the customs territory of the Union:	
conduct of border control	border control bodies
submission of documents and information, and unique identification number of transportation	carrier - customs body
verification of compliance with prohibitions and restrictions (check for available permits)	customs body
carrying out customs, transport, veterinary, phytosanitary or sanitary and quarantine control	customs body
request using a unique identification transportation number for preliminary information from the database of customs bodies and comparison of the data contained in the documents submitted with the data from the database	customs body
conduct of the data analysis using the risk management system and application of customs control forms	customs body
application of risk management system	customs body
carrying out customs examination (inspection)	customs body - carrier
sampling by authorized authority	carrier - customs body, other authorized authorities
unloading, handling, transshipment, change of vehicle	carrier, customs broker - customs body
transfer of documents for placing goods and vehicles under the customs procedure of customs transit	customs body
9. Customs transit:	

Name of business process	Participants of business process
insurance of payment of customs duties and taxes in customs transit (deposit, bank guarantee, surety, insurance contract, money) or customs support of vehicles	customs applicant - bank, insurance company, surety - customs body
preparation of a transit declaration	customs applicant, customs broker, carrier, forwarder, importer
submission of the transit declaration, documents and data	customs applicant - customs body
registration of the transit declaration	customs body - customs applicant
review of the transit declaration	customs body - customs applicant
application of risk management system	customs body
conduct of customs control	customs body - customs applicant
release of goods	customs body - customs applicant
delivery of goods	carrier

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

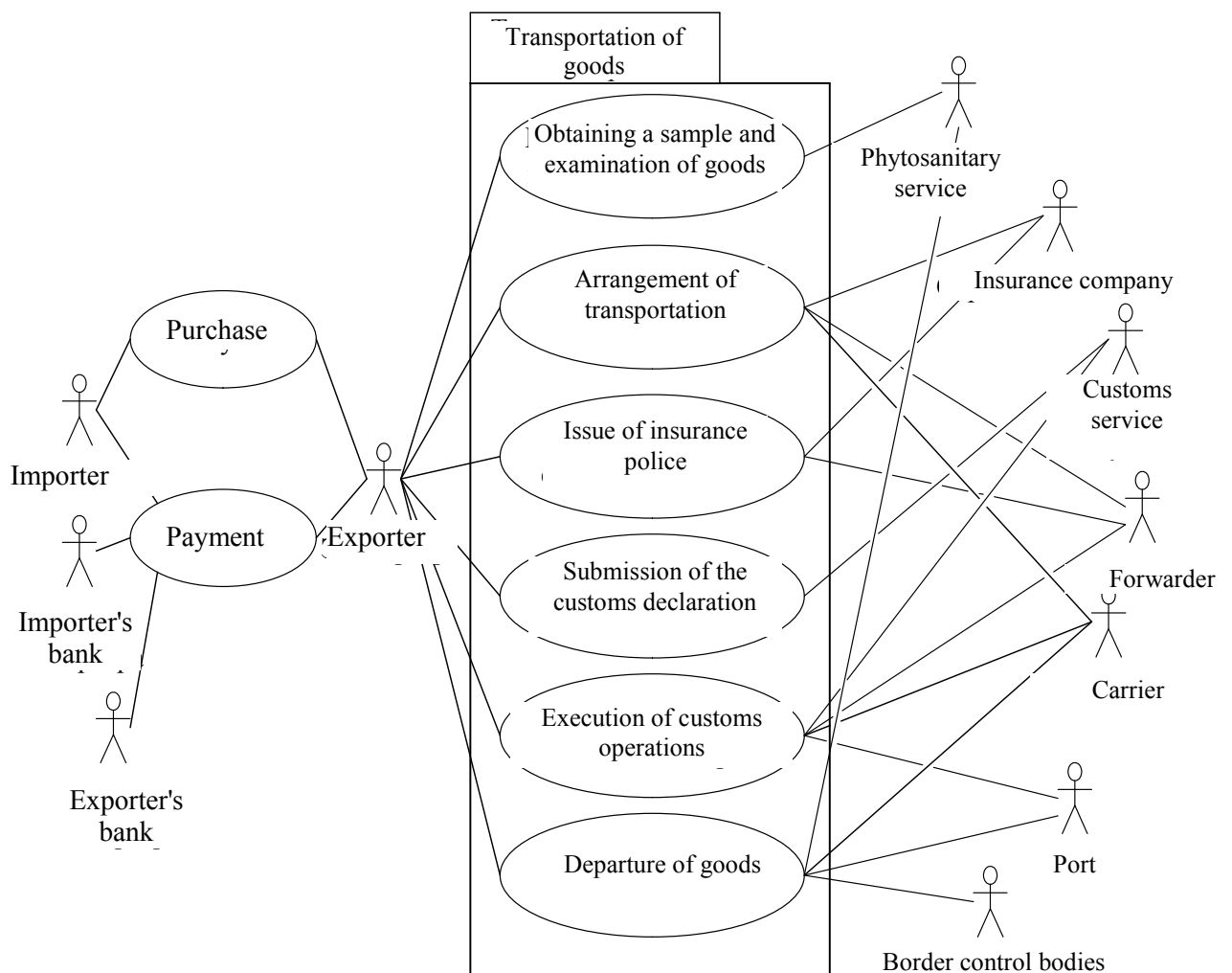
PROVISIONAL LIST
of issues for organization of conducting surveys, interviews, meetings,
sessions, consultations

1. What are the tasks of the analyzed priority operation?
2. Who is a participant of the priority operation?
3. What actions should be taken a party by a participant to obtain a document required for execution of foreign economic activity?
4. What regulatory legal act of the Member State of the Eurasian Economic Union establish the procedure for obtaining a document required for execution of foreign economic activity?
5. What is the form the interaction of participants in the preparation of a document required for the implementation of foreign economic activity?
6. How in the future the obtained document and the information contained in it are used?
7. What priority operations can be performed simultaneously?
8. What priority operations must be carried in a clear sequence?
9. What participants of priority operations are required to obtain the document and information contained in it?
10. How long does implementation of the priority operation take?
11. What financial expenditures are required to implement the priority operation?
12. How the priority operation performed may be improved?

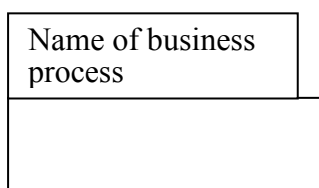
to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

ALGORITHM
of business processes description

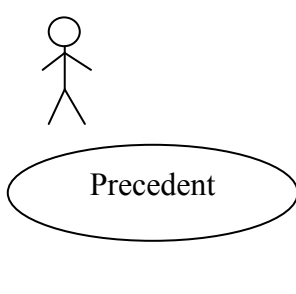
I. EXAMPLE OF A USE-CASE DIAGRAM



Designations used in the example shall have the following meanings:



- at the upper part of the diagram the name of the business process is indicated. At the bottom part of the diagram the priority operations formed by the Member States of the Eurasian Economic Union in accordance with the framework of the topical unit are indicated;

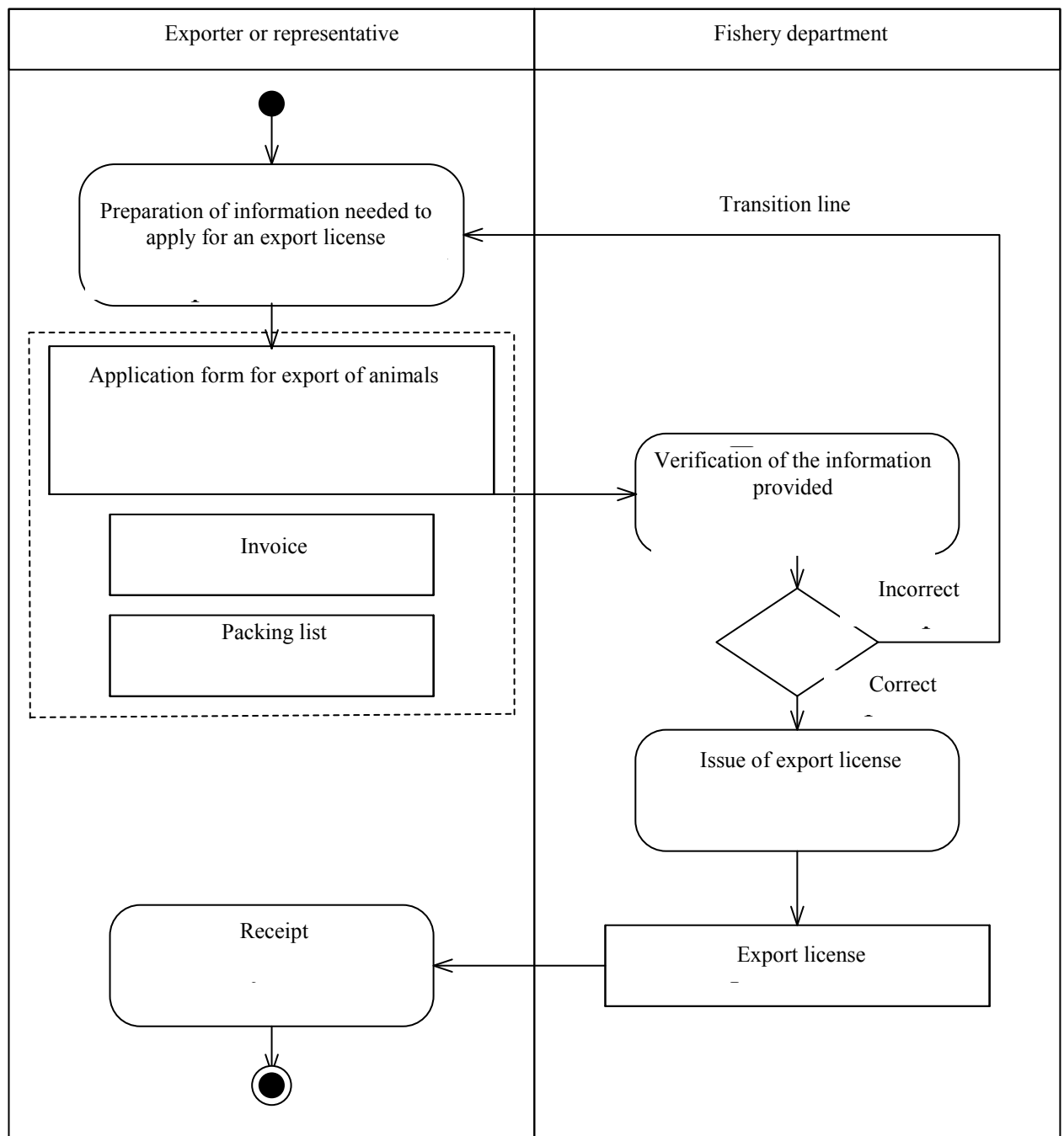


- a person who performs a variety of functions in the priority operation;

- name of the priority operation;

- actual connection between priority operations of persons who perform various functions in the priority operation.

II. EXAMPLE OF CONSTRUCTION OF AN ACTION SCHEME



Designations used in the example shall have the following meanings:



- start of the priority operation;



- stop of the priority operation;



- completion of the priority operation;

participant 1 of the process	participant 2 of the process	participant n of the process
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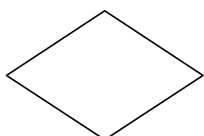
- used to separate actions of the priority operation between persons who perform various functions in the priority operation;



- brief indication of the action executed by a person who performs a variety of functions in the priority operation (usually begins with a verb and ends with a noun);



- name of the document (information) transferred from one priority operation to another;



- moment of decision making by the participant;



- sequence of actions performed by a person, as well as direction of movement of the document (information);



- used to visualize the moment, where priority operations are performed simultaneously;



- used to visualize the moment, where execution of simultaneous priority operations stops.

III. BUSINESS PROCESS CARD AND AN EXAMPLE OF ITS FILLING

(form)

BUSINESS PROCESS CARD

1. Area of regulation	
2. Type of interaction	
3. Name of business process	
4. Acts, including rules, instructions	
5. Participants of business process	
6. Initial resources and criteria for start of the business process	
7. Actions and related documents	
8. Result and criteria for completion of the business process	
9. Name of the document issued after completion of the business process	
10. List of information in the document issued	
11. Time required to complete the business process	
12. Method for transmitting information	
13. Business process automation	
14. Financial expenditures	
15. Sources of financing	
16. Used information systems and software	
17. Criteria and indicators characterizing the business process	
18. Acts, which define criteria and indicators for business process assessment	

EXAMPLE OF FILLING A BUSINESS PROCESS CARD

1. Area of regulation	customs regulations
2. Type of interaction	B2G
3. Name of business process	obtaining an advance ruling on classification of goods according to the single Commodity Nomenclature of Foreign Economic Activity of the EAEU (CN of FEA EAEU)
4. Acts, including rules, instructions	Articles 53 - 57 of the Customs Code of the Customs Union Federal Law No. 311-FZ "On Customs Regulation in the Russian Federation" of November 27, 2010 Order of the Federal Customs Service No. 760 "On approval of the Administrative Regulations of the Federal Customs Service and Customs Bodies Determined by it for Provision of Public Services for Making Advance ruling on Classification of Goods According to the Single Commodity Nomenclature for Foreign economic activity of the Customs Union" dated February 18, 2012
5. Participants of business process	an applicant (a person determined in accordance with the requirements of Order No. 760 of the Federal Customs Service dated February 18, 2012) customs body
6. Initial resources and criteria for start of the business process	the applicant examines the information on making advance ruling by the customs body on classification of goods according to CN of FEA EAEU (assignment of goods with a classification code at the level of 10 digits) at the information resource of the federal state information system in the information and telecommunication network "Internet" at the site "Single portal of public and municipal services (functions)" of the Federal Customs Service, as well as at the information stands of the customs body
7. Actions and related documents	1. The applicant accepts a decision about advance classification decision 2. The applicant fills out an application following the form, which should contain the following information: information about the applicant: surname, first name, patronymic, position (not indicated for individuals), name of legal entity (organization), for a natural person - series and number of passport or other identity document, by whom and when it was issued location (place of residence) and postal address contact phone number

	<p>the applicant individual identification number (INN)</p> <p>the applicant's consent to processing of his/her personal data (in any form)</p> <p>name of goods</p> <p>description of goods</p> <p>information about the form (paper or electronic) that is required for making an advance ruling</p> <p>information of sending additional documents referred to in the application</p> <p>list of documents submitted by the applicant, indicating the number of sheets in attachment (except for bound applications)</p> <p>3. The applicant should attach to the application the following documents and information:</p> <p>documents containing information on the composition of goods, if a note in the CN of FEA EAEU to the group and the position in relation to goods sets out requirements on the content of any substance (elements), materials in goods</p> <p>documents containing information on processing and forms of goods processing, if the classification criterion set out in the notes to the group and the position in the CN of FEA EAEU is a kind of goods processing or a degree of goods processing (flow diagrams, process instructions, process description, other documents containing information on processes and types of goods processing)</p> <p>documents containing information on technical characteristics of goods and principle of their operation, if the classification criterion set out in the notes to the group and the position in the CN of FEA EAEU is weight, size, power, performance, and other specifications of goods (technical documentation, drawings, flow charts, technical data sheet, operation manual, process flow charts, user manual and other documents containing information about technical characteristics of goods and principle of their operation)</p> <p>a document (a power of attorney) confirming the powers of the person, if the application for an advance ruling and documents to it are signed by an authorized person</p> <p>4. The applicant (a person authorized by the applicant) shall sign the application (if the application is submitted electronically, the applicant shall certify it with an electronic signature) and send it by mail or through electronic communication channel</p> <p>5. The customs body shall accept (register) the application</p> <p>6. The customs bodies in the framework of a specific business process through interdepartmental information exchange receive from the federal executive bodies documents and</p>
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	<p>information needed to make an advance classification decision. These documents and information may include:</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported plasma modules (screens) for apparatus of heading 8528 of the CN of FEA EAEU</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported central lubricating system for equipment of heading 8439 of the CN of FEA EAEU</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods for rolling and grinding blanks of flatware</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods for medical industry</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods for filter paper production</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods for aircraft engine manufacture</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation</p> <p>of intended purpose of imported equipment for the aviation industry</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods for medical use</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of the fact of oil production with certain physical and chemical properties in certain fields</p> <p>a letter of the authorized federal executive body or any other state authority with confirmation of intended purpose of imported goods (steam boilers and boilers with steam superheaters) for ship equipment</p> <p>marketing authorization for medical products issued by an authorized federal executive body, or information about registration of goods as medical products</p> <p>marketing authorization for medicine for human issued by an authorized federal executive body, or information about registration of goods as medicines for human</p> <p>registration certificate of mass media</p> <p>a certificate of the authorized federal executive body or any other state authority on the right to preferences</p>
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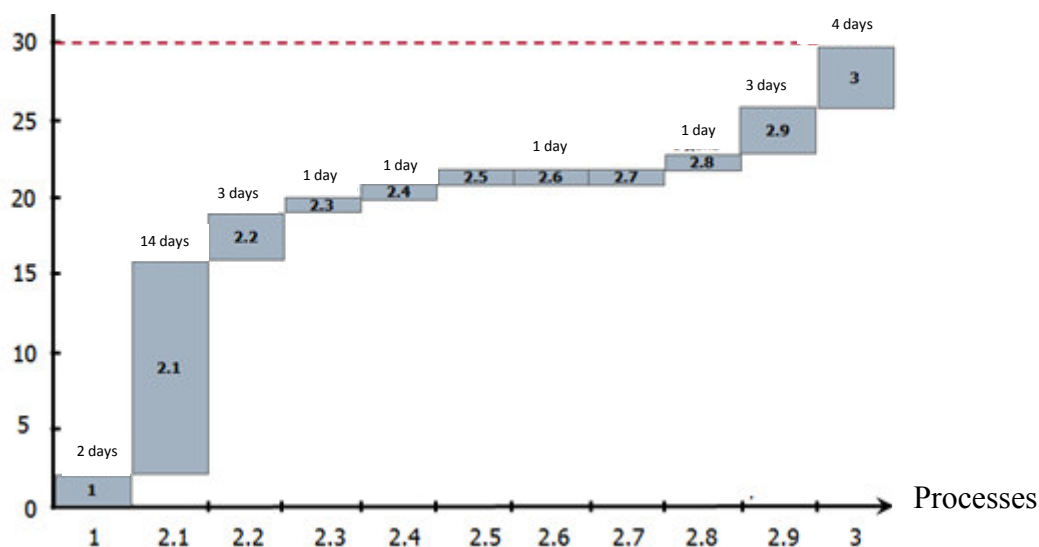
	<p>information from the unified register of certificates of conformity information from the register of vehicle type approval</p> <p>information from the registry of certificates for the right to export cultural property from the territory of the Russian Federation</p> <p>7. The customs body shall take an advance classification decision</p> <p>8. The customs body shall notify the applicant of advance classification decision:</p> <p>in writing - in the letter form (advance classification decision is annexed to this letter)</p> <p>electronically - through the single portal of public and municipal services (personal account). The notification for the applicant shall also include the date and reference number of the accompanying letter, in which the initial application to the customs body was sent</p>
8. Result and criteria for completion of the business process	making an advance ruling according to the CN of FEA EAEU for the further planning of the goods delivery terms (preliminary calculation of payments, specification of permits necessary for importation of the goods)
9. Name of the document issued after completion of the business process	an advance ruling according to CN of FEA EAEU
10. List of information in the document issued	<p>name of the customs body that made an advance classification decision</p> <p>applicant</p> <p>registration number of the decision</p> <p>date of the decision (date, month and year)</p> <p>name of goods</p> <p>goods classification according to CN of FEA EAEU</p> <p>information about goods required for classification</p> <p>justification of the decision</p> <p>service marks (information is specified that must be taken into account by the customs body when declaring the goods in respect of which an advance ruling was made)</p> <p>signature of a customs official (electronic digital signature)</p>
11. Time required to complete the business process	time limit for obtaining an advance classification decision is 90 calendar days from the date of registration of a written application
12. Method for transmitting information	<p>on paper, in writing</p> <p>in electronic form using the federal public information system "Single portal of public and municipal services (functions)"</p>

13. Business process automation	no
14. Financial expenditures	5,000 Russian roubles
15. Sources of financing	paid by the applicant
16. Used information systems and software	the federal public information system "Single portal of public and municipal services (functions)" official web site of the Federal Customs Service in the information and telecommunication network "Internet"
17. Criteria and indicators characterizing the business process	n/a
18. Acts, which define criteria and indicators for business process assessment	n/a

Note. Example of filling the business process card is based on the provisions of the Customs Code of the Customs Union and the regulatory legal acts of the Russian Federation.

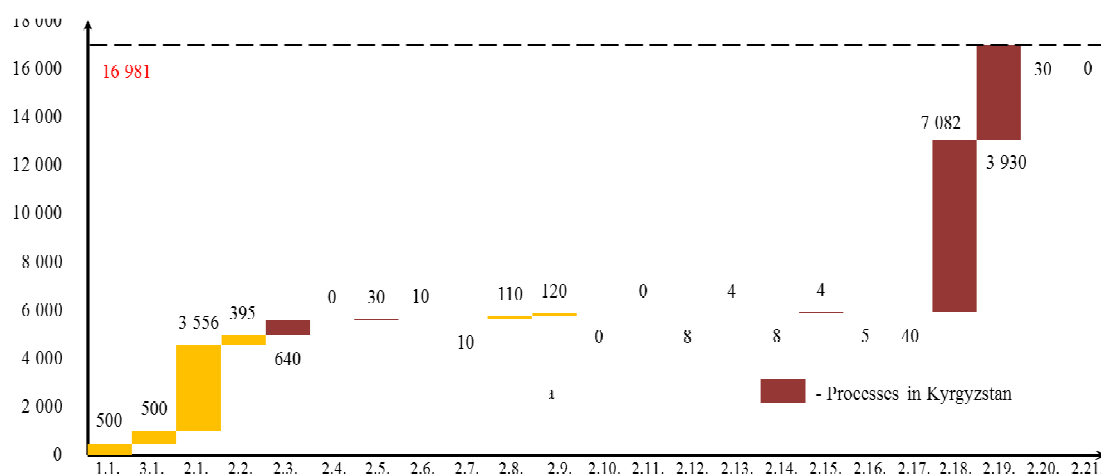
IV. EXAMPLE OF CONSTRUCTION TIME EXPENDITURES GRAPH

Days



V. EXAMPLE OF CONSTRUCTION FINANCIAL EXPENDITURES GRAPH

Money



to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

RECOMMENDATIONS
for generation of the report of the analysis of the technological
framework for development of the national "single window" mechanism

1. The report on the results of the analysis of technological framework for development of the national "single window" mechanism includes:

a) introduction (requirements for the section are referred to in paragraph 57 of the Methods for Assessing the State of Development of the National "Single Window" Mechanisms).

b) results of the analysis of technological framework for development of the national "single window" mechanism, including:

use-case diagram;

action schemes;

business process cards;

graphs of time and financial expenditures;

c) conclusion (requirements for the section are referred to in paragraph 62 of the Methods for Assessing the State of Development of the National "Single Window" Mechanisms).

d) conclusions and recommendations.

2. Conclusions and recommendations are developed by participants in the analysis together with the persons who carry out various functions within the analyzed business processes. The results may be compared with the standards of work established by state authorities (organizations) of the Member States of the Eurasian Economic Union and (or) with the results of previous studies.

Conclusions must focus on business processes, in which, for whatever reasons, there are significant time and financial loss, and should contain the reasons for such losses. Conclusions should include a list of areas that need improvement and optimization.

Recommendations should focus on specific proposals for improving the analyzed business processes.

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

(form)

QUESTIONNAIRE
for conducting the analysis of the information and technical framework
for development of the national "single window" mechanism

I. ANALYSIS OF THE DEGREE OF IMPLEMENTATION OF
INDIVIDUAL ELEMENTS OF THE NATIONAL "SINGLE WINDOW"
MECHANISM (EXPRESS ANALYSIS)

1. This express analysis allows getting a general idea about the level of implementation of individual elements of the national "single window" mechanism in the Member States of the Eurasian Economic Union (hereinafter referred to as the "Member States").

2. A list of elements that form the basis of the national "single window" mechanism in different Member States is given in the table. This list is used for the purposes of the Methods for assessing the state of development of the national "single window" mechanism and is not limiting.

3. Each element should be assessed in respect of the level of its implementation (implemented, in the course of implementation, planned, not planned), and a mark should be made in the appropriate field of the table. Whereby, the mark in the column "planned in the future" is placed in the case, if implementation of the element is enshrined in the concept or in the plans of implementation of the "single window" mechanism of a Member State.

Element	Implemented	In the course of implementation	Planned in the future	Not planned
1. Unified information portal for interested persons 2. "One stop" principle 3. Electronic customs declaration 4. Submission of documents in electronic form, on the basis of which the customs declaration was filled 5. Payment of customs duties in the form of electronic payments 6. Payment of duties for provision of government services 7. Issuance of electronic permits 8. Interdepartmental information exchange of regulatory authorities and licensing bodies 9. Interdepartmental risk management system 10. Local "single window" mechanism in sea ports, air ports, rail and road checkpoints 11. Integrated border control 12. Integrated border management 13. National "single window" mechanism 14. Interaction with other national "single window" mechanisms				

5. For the purposes of this section, the terms below shall have the following meanings:

"interaction with other national "single window" mechanisms" - the ability of the national "single window" mechanism to exchange information with the national "single window" mechanism of another state;

"issue of electronic permits" - issue by state bodies and (or) authorized authorities of documents in electronic form that are necessary for implementation of foreign economic activity;

"single information portal for interested persons" - information and reference resource for interested persons, which contains complete up-to-date information on the mechanisms and rules of the foreign economic activity, links to information resources of state bodies and organizations providing services in the area of foreign trade, and other relevant information;

"integrated border control" - execution of control on the border by the border and customs service, with some of functions of the actual control of other services transmitted to customs bodies;

"integrated border management" - an approach to management of the borders of the Member States with participation of government agencies of 2 or more countries working in coordination towards a common goal of compliance with the legislation in respect of movement of goods and vehicles across the border;

"local "single window" mechanism in sea ports, air ports, rail and road checkpoints" - availability of existing information systems and technologies using the "single window" principle to carry out government procedures and implementation of business processes in different types of checkpoints (e.g., portal "Seaport», Port Community System);

"interdepartmental risk management system" - an element of the "single window" mechanism, which allows through the interdepartmental

information exchange identifying, preventing and minimizing risks when conducting all types of state control when moving goods across the customs border;

"interdepartmental information exchange of regulatory authorities and licensing bodies" - an opportunity during execution of government procedures to send requests, to obtain information from other state authorities using the interdepartmental information exchange systems;

"national "single window" mechanism - various subsystems and modules of local "single window" mechanisms are integrated with each other;

"Payment of duties for provision of governmental services" - an opportunity to pay duties for provision of governmental services, as well as taxes using electronic payment systems;

"Payment of customs duties in the form of electronic payments" - an opportunity to pay customs duties using electronic payment systems directly when executing customs operations;

"Submission of documents in electronic form, on the basis of which the customs declaration was filled" - submission by the customs body of required permits and other documents, on the basis of which the declaration for goods was filled, in electronic form without the need for their presentation on hard copy;

"one stop" principle" - the principle of state control at the checkpoints, where different state authorities (border control bodies, customs service, sanitary and epidemiological service, veterinary and phytosanitary service, etc.) simultaneously carry out relevant control;

"electronic customs declarations" - presentation of the declaration for goods in electronic form to the customs bodies without the need for its presentation on paper.

Example of filling the table

Element	Implemented	In the course of implementation	Planned in the future	Not planned
1. Unified information portal for interested persons	+			
2. "One stop" principle		+		

II. ANALYSIS OF THE ADOPTED NATIONAL PROGRAMS FOR DEVELOPMENT OF LOCAL "SINGLE WINDOW" MECHANISMS

This section contains questions aimed at obtaining information on implementation of the local "single window" mechanisms.

Submit the most comprehensive information on every issue, and appreciate the opportunity to use the positive experience gained in implementation of the local "single window" mechanisms in the event of a decision making on their distribution in other Member States.

1. What programs for development of the local "single window" mechanisms are adopted and implemented currently?

2. In the case of implementation of the local "single window" mechanisms, if their integration into a single system of the national "single window" mechanism is provided?

3. What are the goals and objectives of implementation of each local "single window" mechanism?

4. Evaluate the opportunity of using the experience gained in implementation of the local "single window" mechanisms in the Member States:

III. ANALYSIS OF THE TECHNICAL CAPABILITY OF ESTABLISHING OF THE PORTAL OF THE NATIONAL "SINGLE WINDOW" MECHANISM

This section aims to assess the state of development of the portal of the national "single window" mechanism.

1. Is the portal of the national "single window" mechanism implemented currently? If yes, please provide a link to the portal.

2. If the portal of the national "single window" mechanism is not implemented currently, is its creation foreseen in the near future? If yes, please specify the body responsible for its implementation and the planned timing of implementation of the portal of the national "single window" mechanism.

3. If the portal of the national "single window" mechanism is not implemented currently and its establishment is not foreseen in the near future, please specify reasons.

4. What services are provided (are planned to be provided) using the portal of the national "single window" mechanism? Specify whether the service is implemented or only planned. If some services are implemented, please specify such services.

5. Which state authorities and (or) authorized authorities does the portal of the national "single window" mechanism cooperate (or plan to cooperate) with? List the state authorities and (or) authorized authorities with indication, if cooperation is implemented or planned to be implemented.

6. Is there the ability (is the ability planned) to connect the portal of the national "single window" mechanism to the national interdepartmental information exchange system? (yes, no, planned).

7. Is there the opportunity (or is it planned) to submit to interested persons through the portal of the national "single window" mechanism of summarised and detailed information about executed export, import and transit operations at all stages of the goods supply chain? (yes, no, planned). If not, please give reasons for the lack of the opportunity and the actions taken to create such an opportunity.

8. Is there the opportunity (or is it planned) for interested persons to obtain through the portal of the national "single window" mechanism comprehensive information about the services provided in the framework of the national "single window" mechanism? (yes, no). If not, please give reasons for the lack of the opportunity. If yes, please specify what kind of information about the services is provided (planned to be provided).

9. What methods of authentication of interested persons are used (planned to be used) in the portal of the national "single window" mechanism? (login (password), electronic digital signature (e-signature),

other (please specify)).

10. Is there a common service of identification of interested persons (is it planned) used in the portal of the national "single window" mechanism? (yes, no, planned).

11. Is there the opportunity (or is it planned) to submit through the portal of the national "single window" mechanism data signed by electronic digital signature (e-signature)? (yes, no, planned). If not, please give reasons for the lack of the opportunity. If yes, please specify national and international standards, according to which an electronic digital signature (e-signature) is formed (planned) when submitting electronic documents through the portal of the national "single window" mechanism.

IV. ANALYSIS OF THE DEGREE OF DEVELOPMENT OF ELECTRONIC SERVICES TO SIMPLIFY THE PROCEDURE OF INTERACTION BETWEEN THE SOCIETY AND THE STATE

This section aims to assess the degree of development of e-government systems.

1. Specify, whether there is a public services portal. If yes, please provide a link to the portal. Specify the body responsible for maintaining

such a portal.

2. Specify, which information support systems for small and medium-sized businesses are developed and available.

3. Specify, which mechanisms of electronic payments for public services provided are implemented and available.

4. Are there any requirements for openness of information about the activities of state bodies, as well as requirements for official websites of state authorities? If yes, please specify, with which requirements and what acts they are regulated.

5. Are there any services for public discussion and control over the activities of state authorities? If yes, please specify the form, in which they are implemented, and what regulatory legal acts regulate them.

6. Are there any examples of implementation of services for provision

of public services using mobile devices? If so, please give examples of such public services.

V. ANALYSIS OF THE DEGREE OF DEVELOPMENT OF SERVICES OF INTERDEPARTMENTAL INFORMATION EXCHANGE USING INFORMATION TECHNOLOGIES

This section aims to assess the degree of integration of information systems of the competent authorities of the Member States in implementation of interdepartmental information exchange at the national level, including within the framework of interdepartmental information exchange systems.

1. What systems of interdepartmental information exchange are implemented and currently in use? Specify the legal, methodological and organizational basis of such systems, as well as the availability of services.

2. What is the degree of harmonization of the approach to a unified presentation of data used by the competent authorities during the interdepartmental information exchange based on the criteria:

unified government data architecture (available or not available);
unified regulatory background information (available or not available);
single register of structures for electronic documents and services (available or not available).

3. Are there any systems for monitoring implementation of interdepartmental information exchange? If yes, in what form are they implemented?

VI. PROBLEMS AND PROSPECTS OF DEVELOPMENT OF INFORMATION AND TECHNICAL FRAMEWORK FOR DEVELOPMENT OF THE NATIONAL "SINGLE WINDOW" MECHANISM

1. Specify, which problems in the information and technical aspects exist for introduction and development of the national "single window" mechanism:

a) at the level of arrangement of interaction of interested persons with public bodies and authorized authorities:

b) at the level of arrangement of interdepartmental information exchange:

c) at the level of arrangement of interaction between interested persons:

2. What information and technical solutions may be applied to address the identified problems and difficulties?

a) at the level of arrangement of interaction of interested persons with public bodies and authorized authorities:

b) at the level of arrangement of interdepartmental information exchange:

c) at the level of arrangement of interaction between interested persons:

to the Methods for Assessing the State
of Development of National "Single
Window" Mechanisms

RECOMMENDATIONS
for generation of the report of the analysis of the information and
technical framework for development of the national "single window"
mechanism

1. The report of the analysis of the information and technical framework for introduction and development of the national "single window" mechanism is generated according to the following scheme:

a) Introduction (order of execution of the section is referred to in paragraph 57 of the Methods for assessing the state of development of the national "single window" mechanisms);

b) results of the analysis of information and technical framework for development of the national "single window" mechanism in the areas:

analysis of the state of development of individual elements of the national "single window" mechanism (express analysis);

assessment of current national programs for development of local "single window" mechanisms, positive experience of which may be applied in the Member States of the Eurasian Economic Union;

analysis of technical capabilities for creation in the Member States of the Eurasian Economic Union a portal of the national "single window" mechanism;

assessment of the degree of development of services for simplification of the procedures of interaction using information technologies;

assessment of the degree of development of services of interdepartmental information exchange;

assessment of the problems and prospects of development of information and technical framework for development of the national "single window" mechanism;

c) recommendations for development of the information and technical framework for introduction and development of the national "single window" mechanism;

d) conclusion (order of execution of the section is referred to in paragraph 62 of the Methods for assessing the state of development of the national "single window" mechanisms);

e) attachment to the report of the analysis of the information and technical framework for introduction and development of the national "single window" mechanism.

2. The report of the analysis of the information and technical framework for introduction and development of the national "single window" mechanism may be attached with:

a) references or information reviews for the topic addressed in the report;

b) analytical reviews of basic content for the relevant topic (issue);

c) articles, brochures, monographs and other printed works addressing problems of the information and technical framework for introduction and development of the national "single window" mechanism;

d) memoranda, letters to interested bodies with proposals and recommendations formulated taking into account positive practice of introduction and development of the national "single window" mechanism.

ORGANISATIONAL STRUCTURE OF THE MECHANISM INTENDED FOR FULFILLING THE ACTION PLAN FOR THE IMPLEMENTATION OF THE MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

The Action Plan for the implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (approved by Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015) has defined the organisational mechanism intended for fulfilling this Action Plan (hereinafter referred to as "the management mechanism"). The scheme of the management mechanism has also been supplied (Appendix No. 1 to the Action Plan).

The management mechanism consists of the supranational and national management segments and comprises a unified system of management, coordination and interaction between the subjects participating in the "single window" mechanism.

The supranational management segment determines the development policy of the "single window" mechanism in the Member States of the Eurasian Economic Union (hereinafter referred to as "the Union") and consists of the Council of the Commission, the Board of the Commission, as well as working and expert groups.

The national management segments in the Member States of the Union have been established in accordance with the national regulatory framework of their states, but are formed according to the general principle of the foundation and superstructure.

The foundation is the authorised state body responsible for the creation and development of the national "single window", and the superstructure is the national (advisory) body that unites the representatives from all government bodies and business representatives concerned.

Decision No. 124 of the Board of the Commission dated September 28, 2015 has approved the Regulation on the organisational structure of the mechanism intended for fulfilling the Action Plan for the implementation of

the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

The main component part of this Regulation is the definition of the regulatory acts on the organisation of the activity conducted by the working group.

The structure of the working group comprises a coordinating council and topical units.

The coordinating council consists of one representative from each Member State responsible for the implementation of the national single window in their States, as well as officials of the Eurasian Economic Commission who are the heads of the topical units.

Topical units have been established on the following areas: "E-Customs", "Remuneration, Payments and E-Commerce", "Permits", "Transport and Logistics", and "IT". Topical units consist of representatives from state authorities, organisations and the business communities of the Parties, as well as representatives of the Commission.

Given the wide range of the various ministries, departments and organisations, which are covered by the "single window" mechanism and involved in the implementation of foreign trade activities, the adopted structure of the working group is the most suitable.



THE EURASIAN ECONOMIC COMMISSION THE BOARD

D E C I S I O N

September 28, 2015

No. 124

Moscow

On the organizational structure of the mechanism for the realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

In accordance with paragraph 6.1 of section XII of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015, the Board of the Eurasian Economic Commission has **decided to:**

1. Approve the attached Regulation on the organizational structure of the mechanism for the realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

2. Create a working group for the realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity (hereinafter referred to as the "working group").

3. Appoint V.A. Goshin, Member of the Board – Minister in charge of Customs Cooperation of the Eurasian Economic Commission, to act as head of the working group.

4. Request governments of the Member States of the Eurasian Economic Union submit by October 15, 2015 information on candidates to be included into the working group in accordance with criteria of formation of the working group as set out in Appendix hereto.

5. Head of the working group shall form the composition of the working group and present it to the Board of the Eurasian Economic Commission for approval by October 28, 2015.

6. This Decision shall become effective in 10 calendar days upon the date of its official publication.

The Chairman of the Board of
the Eurasian Economic Commission

V. Khristenko

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APPROVED

by Decision No. 124 of the Board of
the Eurasian Economic Commission
dated September 28, 2015

REGULATION

On the organizational structure of the mechanism for the realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

I. GENERAL PROVISIONS

1. This Regulation has been developed for the purpose of realization of paragraph 6.1 of section XII of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015 (hereinafter referred to as "the action plan"), and paragraph 6.1 of the detailed plant for 2015 for realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 4 of the Eurasian Economic Commission Council dated February 4, 2015.

2. The primary purpose of creation of the mechanism ensuring realization of the action plan (hereinafter referred to as "the control mechanism") is to coordinate actions of state authorities and organizations of the Member States of the Eurasian Economic Union (hereinafter referred to as "the Member States", "the Union" respectively) regulating foreign economic activity, business communities and participants of foreign

economic activity of the Member States with the aim to develop national "single window" mechanisms.

II. DESCRIPTION OF THE CONTROL MECHANISM

3. The control mechanism is a unified system composed of supranational and national segments ensuring the implementation of the action plan.

4. In accordance with section XI of the action plan, the structure of the supranational segment of the control mechanism includes:

- a) the Eurasian Economic Commission Council (hereinafter referred to as "the Commission");
- b) the Board of the Commission;
- c) the working group for realization of the action plan (hereinafter referred to as "the working group");
- d) expert groups.

5. Structures of the national segments of the control mechanism as well as powers and functions of elements of such structures shall be established by the legislation of the Member States.

III. THE WORKING GROUP

6. The working group performs the following tasks within its powers:

- a) making up draft acts of Union authorities aimed at the implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 68 of the Supreme Eurasian Economic Council

dated May 29, 2014 (hereinafter referred to as "the Main Directions") and the action plan;

- b) arrangement of realization of the action plan;

- c) monitoring of realization of the action plan;

- d) arrangement of development of draft detailed plans for realization of the action plan for the next year (hereinafter referred to as "annual detailed plans").

7. The working group is governed by international treaties and acts representing the Union's legislation, this Regulation (with account for recommendations of United Nations bodies and specialized agencies for establishing the "single window" mechanism and state programs of the Member States aimed at the development of foreign economic activity).

8. The working group consists of the working group Coordination Council and working group topical units (hereinafter referred to as "the topical units").

9. The working group's composition shall be approved by the Commission.

The working group shall be participated by representatives of the Commission, state authorities and organizations of the Member States governing foreign economic activity and business communities of the Member States.

10. The working group Coordination Council shall include:

- a) head of the working group;

- b) 1 representative from each State Member holding a position not lower than head or deputy head of an executive state authority of the Member State responsible for the development of the "single window" mechanism in that Member State;

- c) heads of the topical units.

11. The topical units shall include:

a) on behalf of the Member States:

officials holding a position in a state authority not lower than head or deputy head of a structural subdivision of such authorities or their authorized organizations performing activities directly connected with the area of functioning of the respective topical unit;

representatives of the business community;

b) on behalf of the Commission: officials and employees of Commission departments performing activities directly connected with the area of functioning of the respective topical unit.

12. Activities of the working group shall be determined by the working group rules of procedure.

The working group rules of procedure shall be established by head of the working group.

13. The working group shall hold its sessions both in presence of participants and via video conference:

in full composition;

within the Coordination Council;

within individual topical units.

Sessions of the full working group shall be held twice a year. Sessions of the working group within its individual units shall be held when necessary.

14. Sessions of the working group shall be generally held in the Commission's premises.

Sessions can be held in any Member State as decided by the working group based on proposals made by members of the working group. In this case, the inviting authorized authority of such Member State shall ensure all the necessary conditions for arrangement and holding of the working group's sessions.

Costs related to participation of officials and employees of the Commission as well as state authorities and organizations of the Member States in the activities of the working group shall be incurred by the Commission and state authorities (organizations) that have sent such officials and employees, respectively.

Costs related to participation of representatives of scientific and educational institutions, public organizations, business community of the Member States and independent experts in the activities of the working group shall be incurred by the above mentioned persons.

15. Head of the working group shall:

- a) manage the activities of the working group and arrange performance of the tasks imposed on the working group;
- b) head the working group Coordination Council;
- c) approve the agenda for sessions of the working group except for sessions held within individual topical units;
- d) preside over sessions of the working group except for sessions held within individual topical units;
- e) sign minutes of sessions of the working group except for sessions held within individual topical units;
- f) determine the date, time, place and form of sessions of the working group except for sessions held within individual topical units.

16. Head of the working group shall be entitled to:

- a) request information related to the realization of the action plan from state authorities of the Member States;
- b) allocate the work among the members of the working group and among the topical units.

17. The working group Coordination Council shall:

- a) develop proposals for determination of the strategy of realization of the action plan;
- b) coordinate activities of the topical units;
- c) review the results of activities of the topical units;
- d) ensure the coordination of activities related to the realization of the action plan in the Member States;
- e) carry out control over the preparation of the annual detailed plan and, if necessary, make up proposals for amendment of the action plan;
- f) consider questions related to reasonability of engagement of third parties by the Commission in performance of work and provision of services for the development of the "single window" mechanism within the framework of realization of the action plan.

18. Members of the working group Coordination Council, acting as representatives of the Member States, shall arrange and coordinate the activities related to the realization of the action plan in their Member States taking into the account the agreements made up in the course of activities of the working group.

19. A member of the working group Coordination Council, acting as a representative of a Member State, shall present a coordinated position elaborated by a coordinating (advisory) body of his/her State.

20. A member of the working group Coordination Council, acting as a representative of a Member State, shall be entitled to engage, if necessary, one or more representatives of his/her State in participation in sessions of the working group Coordination Council.

21. The topical units perform their activities in accordance with the list of activities presented in Appendix in the following areas:

- customs (related to e-customs issues);
- finance and tax (related to payments and e-commerce issues);

regulation (related to flow of permissive documents);
transport (related to transportation and logistics issues);
information (related to IT issues).

Proposals for amendment of the said list of activities shall be considered by the working group and approved by the Board of the Commission.

22. For the purpose of realization of the action plan and activities indicated in the list presented in Appendix hereto, expert groups may be created.

23. Expert groups related to the areas of activities of the topical units shall be participated by representatives of the Commission departments, authorized state authorities and organizations and business community of the Member States.

If necessary, representatives of scientific organizations and other independent experts may be engaged in activities of expert groups.

24. Head of a topical unit shall act as deputy head of the working group.

25. Head of a topical unit shall:

a) manage the activities of the topical unit and arrange performance of the tasks imposed on the topical unit;

b) issue proposals related to formation of the draft annual detailed plan within the respective area;

c) present the results of activities of the topical unit for the reporting year;

d) create expert groups upon coordination with the head of the working group;

e) carry out control over the activities of the expert groups within the respective area;

f) sign minutes of sessions of the working group except for sessions held within the respective topical unit;

g) approve agenda, date, time and place of sessions and presides over sessions held within the respective topical unit;

h) arrange interaction with coordinating (advisory) bodies, state agencies and organizations and business communities of the Member States as regards the realization of the action plan within the competence of the topical unit.

26. Head of a topical unit shall be entitled to:

a) initiate consideration of particular questions within the areas of activities of the topical unit at sessions of the respective consulting bodies and working groups created at the Board of the Commission and at sessions of auxiliary bodies created in accordance with Article 5 of the Treaty on the Eurasian Economic Union dated May 29, 2014 within the competence of such bodies and groups;

b) determine the functions and tasks of the expert groups, when they are created, as well as criteria for composition of the expert groups.

IV. THE EXPERT GROUP FOR ORGANIZATION AND ANALYTICS

27. The Expert Group for Organization and Analytics shall include representatives of the Commission departments.

Composition of this group shall be approved by the head of the working group.

28. Organizational and technical support of organizational and analytical activities of the Expert Group shall be provided by the Commission department competent in the area of customs legislation and law enforcement practice.

29. Head of the Expert Group for Organization and Analytics shall be an official of the Commission department competent in the area of customs legislation and law enforcement practice.

30. The Expert Group for Organization and Analytics shall:

a) carry out the analytical work related to the realization of the action plan;

b) make up proposals for allocation of activities related to the realization of the Main Directions among the topical units (development of the national "single window" mechanisms, alignment of approaches to their development, mutual recognition of electronic documents, arrangement of information exchange);

c) monitor the realization of the Main Directions and the action plan;

d) prepare draft orders determining the Commission departments responsible for taking actions provided for by the annual detailed plans;

e) generalize, consolidate and prepare materials based on the results of activities of the expert groups for consideration by members of the working group;

f) arrange sessions of the working group except for sessions held within individual topical units;

g) deal with general organizational issues;

h) ensure interaction of the working group with coordinating (advisory) bodies of the Member States;

i) arrange the preparation of the draft annual detailed plan and draft report on amendment of the action plan;

j) prepare materials for sessions of the Board and Council of the Commission, Eurasian Intergovernmental Council, Supreme Eurasian Economic Council within the competence of the working group.

31. Members of the Expert Group for Organization and Analytics shall participate in sessions of the topical units and expert groups.

32. Head of the Expert Group for Organization and Analytics shall be entitled to present proposals:

a) to the head of the working group as regards the composition of the Expert Group for Organization and Analytics;

b) to heads of the topical units as regards the consideration of particular issues related to the realization of the action plan.

V. INTERACTION OF THE SUPRANATIONAL AND NATIONAL SEGMENTS OF THE CONTROL MECHANISM

33. Interaction of the supranational and national segments of the control mechanism is carried out subject to the Treaty on the Eurasian Economic Union dated May 29, 2014, international treaties and acts representing the Union's legislation and governing the procedure of Commission interaction with the Member States and in accordance with this Regulation.

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ANNEX

to Regulation on the organizational structure of the mechanism for the realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

LIST

of activities for the topical units of the working group related to realization of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity

I. E-CUSTOMS

1. Determining the compliance among state authorities, organizations of the Member States providing public services in the area of customs regulation.

2. Collecting the data on:

a) business processes arising in the course of interaction of participants of foreign economic activity and customs authorities of states that are members of the Eurasian Economic Union (hereinafter referred to as "the customs authorities", "the Member States", "the Union", respectively);

b) documents and information;

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States in the area of customs regulation;

d) state programs of the Member States aimed at the improvement of customs regulation.

3. Carrying out analysis of:

a) business processes arising in the course of interaction of participants of foreign economic activity and customs bodies;

b) documents and information (for excessiveness and duplication of documents and information during the performance of customs operations and customs control);

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States governing the procedure for the performance of customs operations and customs control;

d) state programs of the Member States aimed at the improvement of customs regulation;

e) level of development of electronic declaration in the Member States.

4. Carrying out analysis of problems in intradepartmental information exchange between state controlling authorities and organizations of the Member States arising in the course of performance of customs operations and customs control (in particular, in the course of customs audit after release of goods) and joint control at checkpoints.

5. Conducting consultations and round tables with the aim to determine directions for improvements of electronic declaration, aligning approaches to the development of electronic declaration in the Member States.

6. Developing recommendations for optimization (with account for the relevant international standards):

a) complex Union border management;

b) intradepartmental information exchange between state controlling authorities and organizations of the Member States;

c) electronic declaration in the Member States, procedures for performance of customs operations and customs control (in particular, in the course of customs audit after release of goods).

7. Developing technologies for automated registration of customs declarations and automated release of goods.

8. Preparing proposals for amendment of international treaties and acts representing the Union's law, regulatory legal acts of the Member States.

9. Monitoring and control over realization of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 19 of the Supreme Eurasian Economic Council dated May 08, 2015 (hereinafter referred to as "the action plan") within the competence of the respective unit of the working group.

II. PAYMENT, PAYMENTS AND E-COMMERCE

1. Determining the list of state authorities and organizations of the Member States participating in information exchange in the areas of state tax, currency, customs and tariff regulation, finance services regulation (banking and insurance) and in the course of performance of banking and insurance activities.

2. Determining the compliance among state authorities, organizations of the Member States providing similar public services in the areas of state regulation indicated in paragraph 1 of this section.

3. Collecting data for carrying out analysis in the areas of state regulation indicated in paragraph 1 of this section on:

a) business processes;

b) documents and information;

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States governing business processes and document and data flow in the course of performance of financial operations (making payments under international foreign trade agreements, payment of customs duties, taxes, charges etc.);

d) state programs of the Member States aimed at the improvement of public services and procedures in the areas of state regulation indicated in paragraph 1 of this section.

4. Carrying out analysis of:

a) business processes arising in the course of information exchange at B2B, B2G/G2B, G2G and S2S levels;

b) documents and information (for excessiveness and duplication of documents and information during making up and exchange of invoices, contracts, reports etc.);

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States governing provision of financial services (banking, insurance services), carrying out currency control, procedure for making international payments, accrual and payment of customs duties, taxes and charges;

d) state programs of the Member States aimed at the improvement of public services and procedures in the areas of state regulation indicated in paragraph 1 of this section.

5. Conducting consultations and round tables with the aim to align the requirements of regulatory legal acts of the Member States (unification, harmonization or regulation of requirements to be complied with in the course of performance of business processes including the contents of electronic documents necessary for performance of foreign economic activity in the Member States).

6. Developing recommendations for optimization (with account for the relevant international standards) of:

a) list of information to be contained in commercial and reporting and control documents;

b) procedures for carrying out currency, tax and financial regulation;

c) accrual and payment of customs duties, taxes and charges.

7. Preparing proposals related to creation and development of electronic payment systems in the "single window" mechanism.

8. Preparing proposals for amendment of international treaties and acts representing the Union's law, regulatory legal acts of the Member States.

9. Monitoring and control of realization of the action plan within the competence of the relevant unit of the working group.

III. PERMITS

1. Determining the list of state authorities and organizations of the Member States participating in information exchange in the areas of state non-tariff, technical regulation, regulation of circulation of drugs and medical products, application of sanitary, veterinary and sanitary, quarantine phytosanitary measures, regulation of preservation and protection of intellectual property rights.

2. Determining the compliance among state authorities of the Member States providing similar public services.

3. Collecting data for carrying out analysis in the areas of state regulation indicated in paragraph 1 of this section on:

a) business processes;

b) documents and information;

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States on issues connected with permits in the course of state regulation of foreign trade activity of the Member States;

d) state programs of the Member States on issues connected with permits in the course of state regulation of foreign trade activity of the Member States.

4. Carrying out analysis of:

a) business processes arising in the course of information exchange at B2B, B2G/G2B, G2G and S2S levels;

b) documents and information (for excessiveness and duplication of documents and information during making up and circulation of permits etc.);

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States governing issuance of permits necessary for carrying out export, import, and transit operations in respect of particular categories of goods and for carrying out relevant control (supervision) depending on the goods category (sanitary and epidemiological, etc.);

d) state programs of the Member States aimed at the improvement of public services and procedures on issues connected with permits in the course of state regulation of foreign trade activity of the Member States.

5. Conducting consultations and round tables with the aim to align the requirements of regulatory legal acts of the Member States (unification, harmonization or regulation of requirements to be complied with in the course of performance of business processes including the contents of electronic documents necessary for performance of foreign economic activity in the Member States).

6. Developing recommendations for optimization (with account for the relevant international standards):

a) list of information to be contained in permits;

b) procedures for carrying out sanitary and epidemiological supervision (control), veterinary and sanitary, quarantine phytosanitary control (supervision) and control of legitimacy of transfer of goods containing intellectual property items.

8. Preparing proposals for amendment of international treaties and acts representing the Union's law, regulatory legal acts of the Member States.

9. Monitoring and control of realization of the action plan within the competence of the relevant unit of the working group.

IV. TRANSPORT AND LOGISTICS

1. Determining the list of state authorities and organizations of the Member States participating in information exchange in the areas of state regulation of transportation and forwarding and in the course of performance of activities related to provision of transportation and logistics services.

2. Comparing the lists of public services provided by state authorities and organizations of the Member States.

3. Collecting data for carrying out analysis in the area of state regulation and types of activities indicated in paragraph 1 of this section on:

a) business processes;

b) documents and information;

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States, international treaties of the Member States with third parties in the areas of transportation, infrastructure development, borders crossing and transport control.

4. Carrying out analysis of:

a) business processes arising in the course of information exchange at B2B, B2G/G2B, G2G and S2S levels;

b) documents and information (for excessiveness and duplication of documents and information during the performance of transportation and logistics operations and transport control);

c) international treaties and acts representing the Union's law, regulatory legal acts of the Member States, international treaties of the Member States with third parties in the areas of transportation, infrastructure development, borders crossing and transport control;

d) state programs of the Member States aimed at the improvement of public services and procedures in the area of state regulation of transportation and forwarding.

5. Conducting consultations and round tables with the aim to align the requirements of regulatory legal acts of international treaties and acts representing the Union's law, regulatory legal acts of the Member States.

6. Developing recommendations for optimization of:

- a) business processes;
- b) lists of documents used for transfer of goods and vehicles;
- c) list of information to be contained in documents necessary for the purposes of transport control (permits, etc.);
- d) the procedure for carrying out transport control.

7. Preparing proposals for amendment of international treaties and acts representing the Union's law, regulatory legal acts of the Member States.

8. Monitoring and control of realization of the action plan within the competence of the relevant unit of the working group.

V. INFORMATION TECHNOLOGIES

1. Determining the list of state authorities and organizations of the Member States responsible for IT development in the Member States.

2. Collecting data for formation of the unified system of reference information containing data necessary for performance of foreign economic activity in the Member States within the "single window" mechanism on:

- a) regulatory legal acts of the Member States;
- b) reference books and classifiers developed and applied by the Member States.

3. Carrying out analysis of the existing technological approaches and information systems of the Member States at B2G/G2B and G2G information exchange levels for the purpose of updating the list of procedures for intradepartmental information exchange (G2G) within the framework of national "single window" mechanisms and preparing recommendations for implementation of G2G standard procedures.

4. Unification and harmonization of data contained in documents necessary for carrying out foreign economic activity in the Member States based on a common data model.

5. Carrying out analysis of approaches to formation of architecture of information systems supporting the flow of legally valid electronic documents and information used in national "single window" mechanisms for further arrangement of interaction of such mechanisms.

6. Applying the trusted third party technology to make electronic documents and information used in national "single window" mechanisms legally valid.

7. Using the possibilities provided by advanced information systems and services (booking hotels and air tickets, assessment of service level, navigation, mobile banking).

8. Carrying out analysis of international treaties and acts representing the Union's law and regulatory legal acts of the Member States for determination of the need for amendment thereof for realization of intergovernmental information exchange among national "single window" mechanisms.

9. Determining the technical architecture and elaborating technological solutions for realization of information interaction among national "single window" mechanisms.

10. Developing draft regulations representing the Union's law aimed at updating of the list of general processes within the Union as regards the

functioning of national "single window" mechanisms, regulation of the respective general processes and development of the common data model.

11. Monitoring of processes of intergovernmental information interaction to ensure the functioning of national "single window" mechanisms.

Note. In this list, the following designations are used:

"B2B" means information exchange between interested persons;

"B2G/G2B" means information exchange between interested persons, state authorities and (or) authorized organizations of the Member States;

"G2G" means interdepartmental information exchange;

"S2S" means intergovernmental information exchange.

ANNEX

to Decision No. 124 of the Board of
the Eurasian Economic Commission
dated September 28, 2015

CRITERIA

**for formation of composition of the working group related to the
realization of the action plan on implementation of the Main Directions
for Development of the "Single Window" Mechanism in the System of
Regulation of Foreign Economic Activity**

Structural element of the working group	Area of activity	Maximum number of representatives from a Member State of the Eurasian Economic Union	Criteria for formation of composition of the working group
1. Coordination Council	general coordination of the working group activities by areas of regulation and types of economic activities	1	head or deputy head of an executive state authority of the Member State of the Eurasian Economic Union responsible for the development of the "single window" mechanism in that Member State
2. Topical Unit "E-Customs"	customs regulations	4	each topical unit of the working group shall include representatives of:
3. Topical unit "Payment, payments and e-commerce"	tax regulation foreign exchange regulation banking regulation insurance regulation customs and tariff regulation	7	state authorities of the Member States of the Eurasian Economic Union or authorized organizations competent in issues directly connected with the area of activity indicated in column 2 of this table; business communities;

Structural element of the working group	Area of activity	Maximum number of representatives from a Member State of the Eurasian Economic Union	Criteria for formation of composition of the working group
4. Topical unit "Permits"	<p>non-tariff regulation</p> <p>regulation of circulation of drugs and medical products</p> <p>technical regulation</p> <p>sanitary, veterinary-sanitary and phytosanitary quarantine measures</p> <p>intellectual property</p>	13	<p>structural subdivisions of customs bodies, functional activities of which is connected with the area of activity of the topical unit.</p> <p>Representatives of state authorities of the Member States of the Eurasian Economic Union and authorized organizations shall hold positions not lower than deputy head of a structural subdivision (department, administration).</p> <p>Representatives of a Member State of the Eurasian Economic Union shall participate in activities related to the development of national "single window" mechanisms in the relevant area of regulation or area of activity</p>
5. Topical unit "Transport and Logistics"	<p>transport (automobile, water, air, railway, pipeline and other means of transport)</p> <p>warehousing</p> <p>logistics</p>	13	
6. Topical unit "Information technologies"	<p>IT development</p> <p>information protection</p> <p>electronic public services</p>	6	

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

List of priority procedures for the unification of interaction between stakeholders and state authorities and (or) authorised organisations of the Member States of the Eurasian Economic Union within the functioning of national "single window" mechanisms

In pursuance of the implementation of paragraph 4.1 of Section XII of the Action Plan for the implementation of the Main Directions of Development of the "Single Window" Mechanism in the System of Regulation of Foreign Trade Activity, the list of priority procedures for the unification of interaction between stakeholders and state authorities and (or) authorised organisations of the Member States of the Eurasian Economic Union within the functioning of national "single window" mechanisms has been approved by Decision No. 171 of the Eurasian Economic Commission dated December 22, 2015. This list includes 25 priority procedures for the unification of the said interaction (hereinafter referred to as "B2G procedures").

The term "B2G procedure" refers to information interaction (exchange of information) between businesses and state authorities that arises in the implementation of foreign economic activity.

Unification of the priority B2G procedures aims at the following:

- creation of a clear mechanism intended for e-interaction between businesses and the state by means of the "single window" mechanism;
- provision of equal conditions for doing business in the Member States, according to which the rules, procedures, and service delivery format related to the procedures included in the list will be harmonised as much as possible within the five national "single window" mechanisms.

Unification of the priority B2G procedures will reduce the costs for developing and supporting information systems for both businesses and state authorities due to regulating the requirements to the structure and format of the information exchange. The use of electronic documents and information regulated at the level of the Eurasian Economic Union will ensure the compatibility of the information systems of all interaction participants, which will also reduce the costs.

Adoption of the list of the priority B2G procedures is the first step towards the convergence of the approaches of the Member States to the development of national "single window" mechanisms.



THE EURASIAN ECONOMIC COMMISSION
THE BOARD

DECISION

December 22, 2015

No. 171

Moscow

On the list of priority procedures for the unification of interaction between interested persons and state authorities and (or) authorized organizations of the Member States of the Eurasian Economic Union within the functioning of national "single window" mechanisms

In accordance with paragraph 4.1, section XII of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015, and and for the purpose of implementation of sub-paragraph 4.1.4 of the detailed plan for 2015 for realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by the Decision No. 4 of the Eurasian Economic Commission Council dated February 4, 2015, the Board of the Eurasian Economic Commission has **decided to:**

1. Approve the attached list of priority procedures for the unification of interaction between interested persons and state authorities and (or) authorized organizations

of the Member States of the Eurasian Economic Union within the functioning of the national "single window" mechanisms.

2. This Decision shall become effective in 30 calendar days upon the date of its official publication.

Chairman of the Board
of the Eurasian Economic Commission

V. Khristenko

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The Eurasian Economic Commission
FOR DOCUMENTS

APPROVED

by Decision No. 171 of the Board of
the Eurasian Economic Commission
dated December 22, 2015

LIST of priority procedures for the unification of interaction between interested persons and state authorities and (or) authorized organizations of the Member States of the Eurasian Economic Union within the functioning of national "single window" mechanisms

I. B2G PROCEDURES FOR THE "E-CUSTOMS" UNIT

1. Obtaining an advance ruling on goods classification according to the Single Commodity Nomenclature of Foreign Economic Activity of the Eurasian Economic Union.
2. Obtaining an advance ruling on the country of origin of good.
3. Including and excluding legal entities to/from the Customs Carriers Register.
4. Granting the status of authorized economic operator.
5. Submission, registration and registration denial of a declaration for goods.
6. Amending the data declared in declaration for goods.
7. Submission of notifications of release (denial of release, suspension of release) of goods.
8. Obtaining permit for cargo operations.

9. Submission, registration and registration denial of transit declaration.

10. Submission, registration and registration denial of certificate on provision of security for the payment of customs duties and taxes when placing the goods under the customs transit procedure.

II. B2G procedures for the "Payment, payments and e-commerce" unit

11. Registration of the transaction (transaction certificate, contract registration number) by interested persons for the purposes of currency control with banks and non-banking credit and financial institutions acting as currency control agents in accordance with the legislation of the Member State of the Eurasian Economic Union.

12. Provision of data on repatriation of funds in accordance with the legislation of the Member States of the Eurasian Economic Union.

III. B2G PROCEDURES FOR THE "PERMISSIVE DOCUMENTS" UNIT

13. Obtaining a permit for import of goods subject to state veterinary control (supervision).

14. Obtaining a permit for export of goods subject to state veterinary control (supervision).

15. Obtaining a permit for transit of goods subject to state veterinary control (supervision).

16. Obtaining a phytosanitary certificate of exporting country.

17. Obtaining a certificate on state registration of products (goods) subject to sanitary and epidemiological control.

18. Obtaining information on issued and accepted (registered) documents on compliance assessment.

19. Obtaining opinion (permit) for import and (or) export of particular types of goods.

20. Obtaining a license for export and (or) import of particular types of goods.

21. Applying for registration of notifications on characteristics of encryption (cryptographic) means and goods containing such means.

22. Including intellectual property items into customs registers of intellectual property items of the Member States of the Eurasian Economic Union.

23. Obtaining data from national registers of intellectual property items of the Member States of the Eurasian Economic Union.

IV. B2G PROCEDURES FOR THE "TRANSPORTATION AND LOGISTICS" UNIT

24. Obtaining access by carriers to international carriage by road.

25. Submission of preliminary information in case of goods transportation by different means of transport, in respect of which decisions have been made by the Eurasian Economic Commission.

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The Eurasian Economic Commission
FOR DOCUMENTS

THE WORKING GROUP FOR FULFILLING THE ACTION PLAN INTENDED FOR THE IMPLEMENTATION OF THE MAIN DIRECTIONS FOR DEVELOPMENT OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF REGULATION OF FOREIGN ECONOMIC ACTIVITY

Disposition No. 162 of the Board of the Commission dated December 22, 2015 has approved the composition of the working group for fulfilling the Action Plan intended for the implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

This Disposition was approved in pursuance of Decision No. 124 of the EEC Board dated September 28, 2015 and in accordance with paragraph 6.2 of Section XII of the Action Plan intended for the implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015.

The working group consists of 243 people, of which the Republic of Armenia is represented by 14 members, the Republic of Belarus – 28 members, the Republic of Kazakhstan – 37 members, the Kyrgyz Republic – 41 members, the Russian Federation – 65 members, and the Eurasian Economic Commission – 58 members.

The large composition of the working group is explained by the wide range of ministries and agencies in the various spheres of foreign economic activity involved in the work undertaken to develop the "single window" mechanism.

The working group includes representatives from more than 50 ministries and agencies of the Member States, as well as banks and businesses.



THE EURASIAN ECONOMIC COMMISSION
THE BOARD

DISPOSITION

December 22, 2015

No. 162

Moscow

**On composition of the working group
for realization of the action plan for implementation of Main
Directions for Development of the "Single Window" Mechanism
in the System of Regulation of Foreign Economic Activity**

In execution of Decision No. 124 of the Board of the Eurasian Economic Commission dated September 28, 2015:

1. To approve the composition of the working group for realization of the action plan for implementation of Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.
2. The Disposition shall become effective from the date of its adoption.

The Chairman of the Board of
of the Eurasian Economic Commission

V. Khristenko

Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

APPROVED

by Decision No. 162 of the Board of
the Eurasian Economic Commission
dated December 22, 2015

COMPOSITION
of the working group for realization of the action plan for implementation of
Main Directions for Development of the "Single Window" Mechanism in the
System of Regulation of Foreign Economic Activity

Name	Position	Field of work
Vladimir Goshin	Member of the Board – Minister in charge of Customs Cooperation of the Eurasian Economic Commission	Head of the Working Group, Member of the Coordination Council
Maksim Asaul	Deputy Director of the Transport and Infrastructure Department of the Eurasian Economic Commission	Deputy Head of the Working Group, Member of Coordination Council, Head of the "Transportation and Logistics" Topical Unit
Serzhan Duysebayev	Deputy Director of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department of the Eurasian Economic Commission	Deputy Head of the Working Group, Member of Coordination Council, Head of the "Customs" Topical Unit

Name	Position	Field of work
Vladimir Skiba	Director of the Customs Infrastructure Department of the Eurasian Economic Commission	Deputy Head of the Working Group, Member of Coordination Council, Head of the "Regulation" Topical Unit
Aleksander Khotko	Director of the IT Department of the Eurasian Economic Commission	Deputy Head of the Working Group, Member of Coordination Council, Head of the "IT" Topical Unit
Bembia Khulkhachiev	Director of the Financial Policy Department of the Eurasian Economic Commission	Deputy Head of the Working Group, Member of Coordination Council, Head of the "Finance and Tax"

ON BEHALF OF THE REPUBLIC OF ARMENIA

Mikael Pashayan	Head of IT Infrastructure Implementation and Development Department of the Ministry of Finance of the Republic of Armenia	Member of the Coordination Council of the Working Group
David Agadzhanyan	Chief Specialist of Business Environment Improvement Department of the Ministry of Economy of the Republic of Armenia	customs operations

Name	Position	Field of work
Vladimir Aseyan	Chief Customs Specialist of the Division for Regulation of Legislation of the Eurasian Economic Union at the Revenues Policy, Assessment and Disciplinary Programs Department of the Ministry of Finance of the Republic of Armenia	customs operations finance and taxes
Albert Babayan	Head of Department of Business Environment Improvement of the Ministry of Economy of the Republic of Armenia	finance and taxes regulation
David Vardanyan	Head of Customs Control Organization Division of the Ministry of Finance of the Republic of Armenia	transportation
Artak Manukyan	Head of Classification and Non-tariff Regulation Division of the Ministry of Finance of the Republic of Armenia	regulation
Mger Martirosyan	Deputy Head of Customs Control Department of the Ministry of Finance of the Republic of Armenia	finance and taxes IT
Lilit Movsisyan	Head of the Division for Regulation of Legislation of the Eurasian Economic Union at the Revenues Policy, Assessment and Disciplinary Programs Department of the Ministry of Finance of the Republic of Armenia	customs operations finance and taxes

Name	Position	Field of work
Naira Mushegyan	Head of Consumer Market Regulation Division of Trade and Markets Regulation Department of the Ministry of Economy of the Republic of Armenia	finance and taxes regulation
Naira Nikogosyan	Head of Information Technologies Development Department of the Ministry of Economy of the Republic of Armenia	IT
Ani Obosyan	Head of Standardization and Metrology Division of Standardization, Metrology and Technical Regulation Department of the Ministry of Economy of the Republic of Armenia	regulation
Gevorg Sagoyan	Head of Customs Control Department of the Ministry of Finance of the Republic of Armenia	customs operations
Tigran Tigranyan	Deputy Head of Information Technologies Infrastructures Implementation and Development Department of the Ministry of Finance of the Republic of Armenia	regulation transportation
Andronik Khachikyan	Deputy Head of Intellectual Property Agency of the Ministry of Economy of the Republic of Armenia	regulation

Name	Position	Field of work
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ON BEHALF OF THE REPUBLIC OF BELARUS

Aleksandr Guryanov	Deputy Minister of Foreign Affairs of the Republic of Belarus	Member of the Working Group Coordination Council
Igor Aladko	Deputy Head of the State Institution "Belarusian Control of the State Veterinary Supervision at the State Border and Transport"	regulation
Yevgeniy Babich	Head of IT Department of the Ministry of Agriculture and Food of the Republic of Belarus	regulation IT
Olga Bobko	Head of the Product Conformity Assessment Department of the State Institution "Republican Centre for Hygiene, Epidemiology and Public Health"	regulation
Kirill Glushchenko	Head of International Cooperation Division of the Department of Veterinary and Food Control of the Ministry of Agriculture and Food of the Republic of Belarus	regulation
Vadim Gulin	Acting Deputy Chief Doctor of State Institution "Republican Centre for Hygiene, Epidemiology and Public Health"	regulation
Yuriy Dubina	Head of Transport and Logistics Department of the Ministry of Transport and Communications of the Republic of Belarus	transportation

Name	Position	Field of work
Helena Dyrda	Head of Information, Informatics and Analysis Department of the Center for Examinations and Tests in Health Service Republican Unitary Enterprise	regulation
Nikita Yegorov	Chief Specialist of Foreign Economic Relations Department of the Ministry of Transport and Communications of the Republic of Belarus	transportation
Vladimir Kazachenko	Chief Agronomist, State Inspector of the Internal and External Quarantine of the State Institution "Main State Inspection on Seed-Breeding, Quarantine and Plant Protection"	regulation
Yelena Kaloshkina	Head of Division for Foreign Policy of the Department for Foreign Economic Activity of the Ministry of Foreign Affairs of the Republic of Belarus	regulation
Igor Kanash	Deputy Head of Informatization Programs and Projects Office of the Department of Informatization of the Ministry of Communications and Informatization of the Republic of Belarus	IT
Pavel Kachan	Leading Specialist of Electronic Services Development Department of NAIS of the National Centre of Electronic Services Republican Unitary Enterprise	IT

Name	Position	Field of work
Ivan Kolesen	employee of the Operative and Analytical Center under the President of the Republic of Belarus	IT
Vasiliy Korolyuk	Head of Administration for Conformity Assessment and Licensing of the State Committee for Standardization of the Republic of Belarus	regulation
Konstantin Kryukov	Head of Department of Marketing of Department of Pharmaceutical Industry of the Ministry of Public Health of the Republic of Belarus	regulation
Alexander Kutsko	First Deputy Director of the Department of Veterinary and Food Control of the Ministry of Agriculture and Food of the Republic of Belarus	regulation
Andrey Misyuchenko	Deputy Head of Tariff Affairs and Customs Charges Department of the State Customs Committee of the Republic of Belarus	customs operations
Alexander Nakhayenko	First Deputy Chairman of the Belarusian Chamber of Commerce and Industry	regulation
Aleksandr Nikityuk	Adviser of Forecasting Department of Main Directorate of Foreign Economic Policy of the Ministry of Economy of the Republic of Belarus	transportation

Name	Position	Field of work
Yuliya Ovsyannikova	Adviser of Economic Integration Department of Main Directorate of Foreign Economic Policy of the Ministry of Economy of the Republic of Belarus	customs operations
Yekaterina Pavlovskaya	Deputy Head of Foreign Exchange Regulation & Control Directorate of the National Bank of the Republic of Belarus	finance and taxes
Yekaterina Peskova	Chief State Tax Inspector of the International Tax Cooperation Department of the Tax and Duties Ministry of the Republic of Belarus	finance and taxes
Kirill Petrovskiy	Deputy Head of the Foreign Policy Office of the Foreign Economic Activity Department of the Ministry of Foreign Affairs of the Republic of Belarus	finance and taxes
Valentina Samoylyukovich	Adviser of the Department of Information and Analysis of the State Committee on Science and Technology, the Republic of Belarus	IT
Svetlana Stetsko	Chief Specialist of Automated Information System Support Department of Main IT Directorate of the Tax and Duties Ministry of the Republic of Belarus	IT

Name	Position	Field of work
Sergey Fyodorov	Head of Customs Control Department of the State Customs Committee of the Republic of Belarus	customs operations regulation transportation
Andrey Chernobylets	Head of Sea and River Transport Department of the Ministry of Transport and Communications of the Republic of Belarus	transportation

ON BEHALF OF THE REPUBLIC OF KAZAKHSTAN

Daulet Yergozhin	Chairman of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	Member of the Working Group Coordination Council
Ruslan Abdikalikov	Head of the Communication and Informatization Control Department of the Ministry for Investment and Development of the Republic of Kazakhstan	IT
Svetlana Abdykeroova	Chief Expert for Customs Procedures Methodology of the Customs Methodology Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	finance and taxes
Raisa Adamova	President of Non-Commercial Association of Legal Entities "Association of Ship Owners and Maritime Transport Entrepreneurs"	transportation

Name	Position	Field of work
Albina Adenova	CEO of Non-Commercial Association of Legal Entities "Association of Ship Owners and Maritime Transport Entrepreneurs"	transportation
Asel Aziyeva	Business analyst of "National Information Technologies" Joint-Stock Company	regulation
Baurzhan Aliyev	Deputy Head of State Services Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	IT
Azamat Ardabayev	Director for Development of Integration Solutions and Web-Projects of "National Information Technologies" Joint-Stock Company	regulation IT
Olzhas Ausabayev	Chief Expert of the Department for Safety of Food Products and Transferred Goods of the Veterinary Control and Supervision Committee of the Ministry of Agriculture of the Republic of Kazakhstan	regulation
Asel Akhmetova	Project Manager of "National Information Technologies" Joint-Stock Company	regulation IT
Daulet Bekmanov	Head of the Electronic Services Control Department of the Communication, IT Development and Information Directorate of the Ministry for Investment and Development of the Republic of Kazakhstan	regulation, IT

Name	Position	Field of work
Yevgeniy Brusenko	Deputy Head of IT Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	customs operations IT
Sholpan Dosymkhanova	Manager for Customs Issues of Deloitte TCF LLP	finance and taxes
Gulden Doshchanova	Chief Expert of IT Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	IT
Timur Yermekbayev	Deputy Director of Technical Regulation Department of the "Atameken" National Chamber of Entrepreneurs of the Republic of Kazakhstan	regulation
Zhanna Yesenbekova	Head of the Internal Administration Department of Technical Regulation and Metrology Committee of the Ministry for Investment and Development of the Republic of Kazakhstan	regulation
Meruert Zhakupova	Chief Specialist-Economist of the Currency Regulation and Control Department of the Directorate for Balance of Payments, Currency Regulation and Statistics of the National Bank of the Republic of Kazakhstan	finance and taxes

Name	Position	Field of work
Arman Zhalitov	Deputy Head of the Customs Procedures Methodology Department of the Customs Methodology Directorate of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	customs operations
Venera Kabetenova	Deputy Head of the Currency Regulation and Control Department of the Directorate for Balance of Payments, Currency Regulation and Statistics of the National Bank of the Republic of Kazakhstan	finance and taxes
Madina Kazhimova	Chief Expert of the Foreign Trade Activity Development Department of the Ministry of National Economy of the Republic of Kazakhstan	finance and taxes regulation
Zhanyl Kishkentay	Business analyst of "National Information Technologies" Joint-Stock Company	regulation transportation
Kayrat Miyatov	Head of the Department for Administration of Indirect Taxes of the Tax Control Directorate of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	finance and taxes
Kanat Mukushev	Secretary of the Secretariat of the Logistics and Transportation Committee of the "Atameken" National Chamber of Entrepreneurs of the Republic of Kazakhstan	transportation

Name	Position	Field of work
Serik Musayev	Expert of the Customs Administration Department of the "Atameken" National Chamber of Entrepreneurs of the Republic of Kazakhstan	customs operations
Yerlan Nurlanbayev	Director of the Tax Control Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	finance and taxes
Aleksandr Nurpeisov	Head of the Methodology Directorate of the Customs Methodology Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	customs operations regulation
Aleksandr Razzarenov	Chief Expert of the Department for Integration Interaction in Veterinary Medicine of the Veterinary Control and Supervision Committee of the Ministry of Agriculture of the Republic of Kazakhstan	regulation
Gaukhar Rayimkulova	Head of the Pharmaceutical Services Department of the Medical and Pharmaceutical Control Committee of the Ministry of Public Health and Social Development of the Republic of Kazakhstan	regulation
Muslim Rakhimov	Chief Expert for IT Directorate of the Customs Methodology Department of the Committee of State Revenues of the Ministry of Finance of the Republic of Kazakhstan	customs operations

Name	Position	Field of work
Khakim Sabirov	Deputy Secretary of the Secretariat of the Processing Industry Committee of the "Atameken" National Chamber of Entrepreneurs of the Republic of Kazakhstan	IT
Galym Toleubay	Chief Expert of the Internal Administration Department of Technical Regulation and Metrology Committee of the Ministry for Investment and Development of the Republic of Kazakhstan	regulation
Aygul Tusupova	Deputy General Director of Kazlogistics Transport Association of the Republic of Kazakhstan	transportation
Elmira Urazova	Expert of the Technical Regulation Department of the "Atameken" National Chamber of Entrepreneurs of the Republic of Kazakhstan	regulation
Kaysar Shalabayev	Chief Expert of IT State Policy Formation Department of the Communication, IT Development and Information Committee of the Ministry for Investment and Development of the Republic of Kazakhstan	IT
Raushan Shaikhina	Chief Expert of the Communication and Informatization Control Department of the Ministry for Investment and Development of the Republic of Kazakhstan	IT

Name	Position	Field of work
Svetlana Shubina	Director of Informatization Development Directorate of the Ministry of Public Health and Social Development of the Republic of Kazakhstan	regulation
Nikolay Yudin	CEO of the Maritime Transport Entrepreneurs Association	transportation

ON BEHALF OF THE KYRGYZ REPUBLIC

Bakkeldi Tyumenbayev	Deputy Minister of Economy of the Kyrgyz Republic	Member of the Working Group Coordination Council
Bakhtiyar Abdiyev	State Secretary of State Agency for Environment Protection and Forestry at the Government of the Kyrgyz Republic	regulation
Timur Adilov	Head of the Department for Organizational Work and Innovation Management Strategy and Strategic Development of the State Service for Intellectual Property and Innovations at the Government of the Kyrgyz Republic (Kyrgyzpatent)	regulation
Taalaybek Aytkulov	Head of the Plant Quarantine Control Department of the State Inspection for Veterinary and Phytosanitary Safety at the Government of the Kyrgyz Republic	regulation

Name	Position	Field of work
Marat Akzholtoev	Inspector of the Customs Clearance Department of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	customs operations
Bazylbek Akmatov	Senior Inspector of the Customs Prospective Programs Department of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	transportation
Kalybek Akmatov	Head of the Department for Implementation and Support of Applied Programs of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	customs operations IT
Elis Akylbekov	Software Solution Administrator of State Enterprise «Single Window Centre for Foreign Trade» at the Ministry of Economy of the Kyrgyz Republic	IT
Bakyt Bayserkeyev	Head of the Prospective Programs Department of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	customs operations IT

Name	Position	Field of work
Taalay Bayterekov	Director of the Electronic Management Centre at the Government of the Kyrgyz Republic	IT
Anargul Bekkuliyeve	Head of the Department for Food Safety and Quality of the Ministry of Agriculture and Melioration of the Kyrgyz Republic	IT
Taalaybek Bektashev	Head of the Trade Policy Department of the Ministry of Economy of the Kyrgyz Republic	regulation finance and taxes
Iskender Bialiyev	Deputy Head of the IT Directorate, Head of the Operative Management Department of the State Customs Service at the Government of the Kyrgyz Republic	customs operations, IT
Bulan Dzhamgyrchiyeve	Senior Inspector of the Customs Control Department of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	customs operations
Zhanyl Dzusupova	Deputy General Director of Pharmacological Support and Medical Equipment Department at the Ministry of Public Health of the Kyrgyz Republic	regulation

Name	Position	Field of work
Nadiya Dosmanbetova	Chief Inspector of the VAT Department of the Directorate for Tax legislation of the State Tax Service at the Government of the Kyrgyz Republic	finance and taxes
Azamat Dyikanbayev	Director of "Transkom" State Enterprise at the Ministry of Transport and Communications of the Kyrgyz Republic	transportation
Maksat Zhumabayev	Head of the Department for Coordination of Transportation and Licensing of the State Automobile and Water Transport Agency at the Ministry of Transport and Communications of the Kyrgyz Republic	transportation
Ayzada Ibraimova	Head of the Tax Policy Accounting Department of the State Tax Service at the Government of the Kyrgyz Republic	finance and taxes
Mira Iskembayeva	Chief Inspector of the Department for Food Products Veterinary and Sanitary Safety of the Veterinary and Sanitary Supervision Directorate of the State Inspection for Veterinary and Phytosanitary Safety at the Government of the Kyrgyz Republic	regulation

Name	Position	Field of work
Zaynulla Ismailov	Head of the Certification and Standardization Department of State Communication Agency at the Government of the Kyrgyz Republic	regulation
Edil Kalmamatov	Technical Support Engineer of State Enterprise «Single Window Centre for Foreign Trade» at the Ministry of Economy of the Kyrgyz Republic	finance and taxes transportation
Burul Kalmatova	Head of the Department of Insurance Development and Pension Saving Funds of the State Service for Financial Market Regulation and Supervision at the Government of the Kyrgyz Republic (Kyrgyzpatent)	finance and taxes
Kutman Kalybekov	Software Solution Administrator of State Enterprise «Single Window Centre for Foreign Trade» at the Ministry of Economy of the Kyrgyz Republic	regulation
Tyntchtykbek Kudabayev	Director of State Enterprise «Single Window Centre for Foreign Trade» at the Ministry of Economy of the Kyrgyz Republic	finance and taxes IT
Erkin Kuttubayev	Senior Inspector of the Operative Management Department of the State Customs Service at the Government of the Kyrgyz Republic	customs operations regulation IT

Name	Position	Field of work
Nursultan Mukayev	Specialist of the External Relations Department of the Ministry of Transport and Communications of the Kyrgyz Republic	transportation
Bekzhan Murzakmatov	Head of the IT department of State Enterprise "Single Window Centre for Foreign Trade" at the Ministry of Economy of the Kyrgyz Republic	IT
Talant Nanayev	Deputy Director of the State Automobile and Water Transport Agency at the Ministry of Transport and Communications of the Kyrgyz Republic	transportation
Venera Orozbayeva	Senior Inspector of the Department for Analysis and Forecasting of Customs Payments of the Customs Payments Directorate of the State Customs Service at the Government of the Kyrgyz Republic	finance and taxes
Abdakalyk Rustamov	Deputy Director of the State Agency for Environment Protection and Forestry at the Government of the Kyrgyz Republic	regulation
Rustam Sartkalchayev	System Administrator of the IT Department of State Enterprise "Single Window Centre for Foreign Trade" at the Ministry of Economy of the Kyrgyz Republic	customs operations

Name	Position	Field of work
Asylbek Sydykanov	Deputy Director of the Department for Disease Prevention and State Sanitary and Epidemiological Supervision at the Ministry of Public Health of the Kyrgyz Republic	regulation
Keneshbek Toktoraliyev	Chief Inspector of the External and Internal Plant Quarantine Department of the Plant Quarantine Control Directorate of the State Inspection for Veterinary and Phytosanitary Safety at the Government of the Kyrgyz Republic	regulation
Chinara Toroyeva	Chief Specialist of the IT Development Department of the Communication and IT Development Directorate of the Ministry of Transport and Communications of the Kyrgyz Republic	transportation
Svetlana Tumakova	Head of Software Development and Upgrade Department of the IT Directorate of the State Tax Service at the Government of the Kyrgyz Republic	finance and taxes
Natalya Chernogubova	Head of the Permit Department of the State Communication Agency at the Government of the Kyrgyz Republic	regulation

Name	Position	Field of work
Erkin Checheybayev	Chief Inspector of the Prospective Programs Department of the Customs Operations Organization Directorate of the State Customs Service at the Government of the Kyrgyz Republic	customs operations IT
Erkinbek Choduyev	Deputy Minister of Agriculture and Melioration of the Kyrgyz Republic	IT
Almaz Sharshembekov	Head of the Veterinary and Sanitary Supervision Directorate of the State Inspection for Veterinary and Phytosanitary Safety at the Government of the Kyrgyz Republic	regulation
Askar Esenaliyev	Leading Specialist of the International Transportation Department of the Ministry of Transport and Communications of the Kyrgyz Republic	transportation

ON BEHALF OF THE RUSSIAN FEDERATION

Alexey Likhachev	First Deputy Minister of Economic Development of the Russian Federation	Member of the Working Group Coordination Council
Alexey Alekhin	Deputy Director of the Department for Development of Pharmaceutical Medical Industry of the Ministry of Industry and Trade of the Russian Federation	regulation
Andrey Andreyev	Head of the Department for IT Support of Foreign Trade and Keeping of the Federal Data Bank of the Ministry of Industry and Trade of the Russian Federation	regulation

Name	Position	Field of work
Yelena Andriyuk	Adviser of the Department for International Economic Cooperation of the Federal Antimonopoly Service	finance and taxes
Sergey Anikin	Deputy Head of the Main IT Directorate of the Federal Customs Service	customs operations IT
Mariya Afanasova	Head of the Department for Regulatory Legal Support of Application of Restrictions and Monitoring of International Obligations of the Ministry of Industry and Trade of the Russian Federation	regulation
Irina Barinova	Chief Specialist Expert of the Plant Quarantine Department of the Directorate for Phytosanitary Surveillance and Seed Control of the Federal Service for Veterinary and Phytosanitary Surveillance	regulation
Andrey Belov	Leading Specialist Expert of the Department for Veterinary Control within Foreign Trade Operations and during Transportation of the Directorate for International Cooperation and Veterinary Control of Export/Import and Transportation of the Federal Service for Veterinary and Phytosanitary Surveillance	regulation
Galina Belotserkovskaya	Deputy Head of the Standards and International Cooperation Directorate of the Federal Tax Service	finance and taxes

Name	Position	Field of work
Irina Borzik	Deputy Head of the Federal Service for Surveillance in Healthcare	regulation
Yelena Bormotova	Head of the Department for Development of Prospective Customs Technologies of the General Department of Organization of Customs Processing and Customs Control of the Federal Customs Service	customs operations regulation IT
Mikhail Bubelo	Deputy Head of the Department for Methodology and Organization of Functioning of the Common Transit System of the General Department of Organization of Customs Processing and Customs Control of the Federal Customs Service	transportation
Nikolay Vlasov	Deputy Head of the Federal Service for Veterinary and Phytosanitary Surveillance	regulation
Alexey Volkov	Deputy Head of the Department of Organization of the State Sanitary and Epidemiologic Surveillance System of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing (Rospotrebnadzor)	regulation IT
Aleksandr Volkov	Deputy Head of the Risks and Operative Control Department of the Federal Customs Service	customs operations transportation IT

Name	Position	Field of work
Dmitriy Volvach	Head of the Department of Standards and International Cooperation of the Federal Tax Service	finance and taxes
Marina Vtornikova	Deputy Head of the Permitting Activities Department, Head of the Environmental Regulation and Permitting Activities Division of the Federal Supervisory Natural Resources Management Service	regulation
Aleksandr Golov	Deputy Head of the General Directorate of Federal Customs Revenues and Tariff Regulation of the Federal Customs Service	customs operations, IT
Maksim Grigoryev	Head of the Architecture and Strategy Division of the Information Technology Department of the Central Bank of the Russian Federation	IT
Alexey Gusev	Adviser of Head of the General Directorate of Federal Customs Revenues and Tariff Regulation of the Federal Customs Service	customs operations finance and taxes
Sergey Gusev	Expert of the Committee of All-Russia Public Organization of Small and Medium Entrepreneurship "OPORA ROSSII" for Foreign Economic Activities	IT
Nadezhda Davydenko	First Deputy Head of the Russian Railways Open Joint-Stock Company.	transportation

Name	Position	Field of work
Yelena Denisova	Head of the Department of Drugs Production Licensing of the Ministry of Industry and Trade of the Russian Federation	regulation
Alexey Domrachev	Adviser of the Department of Projects on Informatization of the Ministry of Telecom and Mass Communications of the Russian Federation	IT
Sergey Zakharov	Chief Specialist Expert of the Control and Analysis Division of the Information Analysis Department of the Federal Agency for the Development of the State Border Facilities of the Russian Federation	IT
Tatyana Zybleva	Deputy Head of the Main Directorate for Customs Control after Release of Goods of the Federal Customs Service	customs operations regulation finance and taxes
Nazik Kagramanyan	Vice-President of All-Russia Public Organization "Delovaya Rossiya"	finance and taxes
Vladimir Kazeko	Head of the IT Department of the Federal Service for Veterinary and Phytosanitary Surveillance	IT
Nina Kamennaya	Deputy Head of the Division for Antimonopoly Supervision in Foreign Economic Activity of the Department for International Economic Cooperation of the Federal Antimonopoly Service	finance and taxes

Name	Position	Field of work
Vladimir Kashcheyev	Deputy Head of the General Directorate of Federal Customs Revenues and Tariff Regulation of the Federal Customs Service	finance and taxes
Yuliya Kovaleva	Deputy Head of the Directorate for State Geological Supervision, Supervision in the Area of Specially Protected Natural Areas and Wild Animals, Head of the Department for Regulation in the Area of Conservation of Biodiversity of the Federal Supervisory Natural Resources Management Service	regulation
Anton Kozhankov	Member of Council of the RF Chamber of Commerce and Industry for Customs Policy, Adviser of General Director for Legal Issues of "Customs and Broker Centre" Limited Liability Company	customs operations transportation
Sergey Korablev	Deputy Director of the Department of State Policy in the Area of Technical Regulation and Ensuring Uniformity of Measurements of the Ministry of Industry and Trade of the Russian Federation	regulation
Sergey Korobchenko	Head of the Department for Veterinary Control in Foreign Trade and Transportation of the Directorate for International Cooperation and Veterinary Control of Export/Import and Transportation of the Federal Service for Veterinary and Phytosanitary Surveillance	regulation

Name	Position	Field of work
Vladimir Korostelev	Deputy Chairman of the Public Council at the Federal Agency for the Development of the State Border Facilities of the Russian Federation, Director of the "Single Window" project, "Morskoy Express Group" (Moscow representative office)	transportation
Svetlana Korosteleva	Deputy Head of the International Cooperation Department of the Federal Service for Intellectual Property	regulation
Andrey Kosourov	Deputy Head of the Directorate, Head of the Department for Antimonopoly Supervision in Foreign Economic Activity of the Department for International Economic Cooperation of the Federal Antimonopoly Service	finance and taxes
Dmitriy Krasnov	Deputy Head of the IT Directorate of the Federal Tax Service	finance and taxes IT
Yelena Krasnova	Head of the Division for Coordination of Intradepartmental Information Exchange of the Department of Information Technologies in Management of State and Municipal Finance and Information Support of Budgeting Process of the Ministry	regulation IT
Aleksandr Kuznetsov	Deputy Head of the Economy and Finance Department of the Federal Supervisory Natural Resources Management Service	regulation

Name	Position	Field of work
Leonid Lobzenko	Member of the Board of All-Russia Public Organization of Small and Medium Entrepreneurship "OPORA ROSSII"	finance and taxes
Natalya Makarevich	Head of Operation Department of the Federal Agency for the Development of the State Border Facilities of the Russian Federation	customs operations
Yelizaveta Medina	Head of the Division for Interaction with Foreign Regulators and International Organizations of the Financial Market Development Department of the Central Bank of the Russian Federation	finance and taxes
Inna Mikhalko	Deputy Head of the Analysis Directorate of the Federal Customs Service	customs operations, transportation
Dmitry Nikitas	Assistant of the Treaty Section of the Criminal and Legal Directorate of the Treaty and Law Department of the Ministry of Internal Affairs of the Russian Federation	finance and taxes IT
Mikhail Opimakh	Deputy Head of the Department for State Service, HR, Anti-Corruption and Legal Activities of the Federal Service for Surveillance in Healthcare	IT

Name	Position	Field of work
Aleksandr Orlov	Head of the Division for Monitoring and Technical and Economical Analysis in the Area of Precious Metals and Precious Jewels of the Administrative Department of the Ministry of Finance of the Russian Federation	regulation
Anton Petrosyan	Deputy Head of Department of Information Management and Analysis, Head of Department at the Federal Agency on Technical Regulating and Metrology	regulation, IT
Dmitry Polyanskiy	Deputy Director of the First Department of CIS Countries of the Ministry of Foreign Affairs of the Russian Federation	finance and taxes IT
Kirill Pospelov	Head of the Interregional Information and Analytical Department of the Federal Service for Surveillance in Healthcare	IT
Yaroslav Pospelov	Head of the Legal Cooperation Division of the Legal and International Cooperation Department of the Federal Accreditation Service	finance and taxes
Dmitriy Romanov	Head of the Division for Information Policy in the Area of Healthcare of the IT and Communications Department of the Ministry of Healthcare of the Russian Federation	IT

Name	Position	Field of work
Maksim Smetanin	Head of the Section for Implementation of State and Interstate Programs on IT and Development of Open-Access Information Resources of the Directorate for Development of External Electronic Interaction and Monitoring of State Services Quality of the Department of Information Technologies, Communications and Information Protection of the Ministry of Internal Affairs of the Russian Federation	IT
Nikolay Sobolevskiy	Adviser of Special Customs Procedures Division of the General Department of Organization of Customs Processing and Customs Control of the Federal Customs Service	finance and taxes
Yuriy Spasskiy	Deputy Director of the Program Development Department of the Ministry of Transport of the Russian Federation	transportation
Marina Sukhanova	Deputy Head of the Department of State Control and Registration of Medical Devices of the Federal Service for Surveillance in Healthcare	regulation
Vsevolod Titov	Deputy Head of Customs Centre of Russian Railways Open Joint-Stock Company.	transportation

Name	Position	Field of work
Alla Trapkova	Deputy Head of the Department for Arrangement of State Control of Quality of Medical Products of the Federal Service for Surveillance in Healthcare	regulation
Andrey Fedichev	Director of Federal State Budgetary Institution "Scientific Centre for Legal Information at the Ministry of Justice of the Russian Federation"	finance and taxes regulation
Yelena Fesko	Deputy Director of the Department for State Regulation of Foreign Trade Activities of the Ministry of Industry and Trade of the Russian Federation	regulation
Andrey Khrisanfov	Deputy Director of the International Law and Cooperation Department of the Ministry of Justice of the Russian Federation	finance and taxes regulation
Andrey Chertkov	Deputy Director of Federal State-Owned Organization "Centre of Monitoring of Safe Use of Automobile Roads" of the Federal Road Agency	transportation
Dmitriy Shevtsov	Deputy Head of the Department of the Federal Service for Technical and Export Control	regulation
Sergey Shklyayev	Head of the Department of Trade Barriers, Currency and Export Control of the Federal Customs Service	regulation

Name	Position	Field of work
Sergey Shokhin	Member of Council of the RF Chamber of Commerce and Industry for Customs Policy, Director of Higher Legal School of the Finance University at the Government of the Russian Federation	finance and taxes
Yaroslav Yaropolov	Head of the Intradepartmental Electronic Communication Section of the IT Development Projects Department of the Ministry of Telecom and Mass Communications of the Russian Federation	IT

ON BEHALF OF THE EURASIAN ECONOMIC COMMISSION

Andrey Avramenko	Adviser of the Risk Analysis and Post-Control Section of the Customs Regulations and Law Enforcement Practice Department	customs operations IT
Zhanbulat Almanov	Adviser of the Development of the Customs Infrastructure Section of the Customs Infrastructure Department	transportation
Asem Asainova	Adviser of the Business Advocacy Section of the Business Development Department	customs operations
Ilya Baygabulov	Adviser of the Information Support and Unification of E-Documents Section of the IT Department	transportation IT
Daniyar Bayzhanov	Adviser of the Business Advocacy Section of the Business Development Department	transportation

Name	Position	Field of work
Lyudmila Belousova	Adviser of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	finance and taxes transportation
Alexey Bondarenko	Adviser of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	IT customs operations
Artemiy Vezhlytsev	Adviser of the Business Advocacy Section of the Business Development Department	finance and taxes
Alexey Gavrichev	Deputy Head of the IT and Customs Technologies Section of the Customs Infrastructure Department	finance and taxes
Alexander Galanamatis	Deputy Director of the Department, Head of the Automation of Risk Control, Analysis and Management Section of the Customs Infrastructure Department	IT
Rinat Galitdinov	Deputy Head of the Entrepreneurship, Services and Investment Section of the Business Development Department	regulation
Dmitriy Golopolosov	Head of the Railway Transportation Section of the Transport and Infrastructure Department	transportation
Eduard Devochkin	Adviser of the Analysis and Inquiry in the Fuel and Energy Markets Section of the Department for Antitrust Regulation	customs operations

Name	Position	Field of work
Yelena Dzybik	Deputy Head of the Analysis and Inquiry in Matters of Commerce and Services Section of the Department for Antitrust Regulation	finance and taxes
Andrey Diyanskiy	Head of the Infrastructure Section of the Transport and Infrastructure Department	transportation
Oleg Dovgolyonok	Adviser of the IT and Customs Technologies Section of the Customs Infrastructure Department	regulation
Dumay Duysenbay	Head of the Automobile Transportation Section of the Transport and Infrastructure Department	transportation
Svetlana Yeleeva	Deputy Head of the Tariff Policy in Transport Activity Section of the Transport and Infrastructure Department	transportation
Vitaly Zelenov	Adviser of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	transportation, customs operations
Olga Ivashchenko	Adviser of the Automation of Risk Control, Analysis and Management Section of the Customs Infrastructure Department	customs operations
Bekzat Imanbek	Adviser of the Regulatory Enforcement and Preparation of Materials for Case Review for Violations of Fair Competition Section of the Department for Antitrust Regulation	IT

Name	Position	Field of work
Akyn Ispullayev	Adviser of the Veterinary Section of the Sanitary, Phytosanitary and Veterinary Measures Department	regulation
Ilya Kabanov	Adviser of the Services and Investments Section of the Trade Policy Department	finance and taxes
Lyubov Karlash	Deputy Head of the Monetary and Foreign Exchange Policy Section of the Financial Policy Department	finance and taxes
Yevgeniya Kletsova	Adviser of the Sanitary Section of the Sanitary, Phytosanitary and Veterinary Measures Department	regulation
Alexander Kovalev	Adviser of the Entrepreneurship, Services and Investment Section of the Business Development Department	customs operations
Anna Kravchuk	Adviser of the Coordination of Formation of Common Drug and Medical Products Market Section of the Technical Regulation and Accreditation Department	regulation
Alla Kruglova	Adviser of the Non-Tariff Regulation Section of the Tariff and Non-Tariff Customs Regulation Department	regulation
Vigen Ktikyan	Head of the Secretariat of the Member of the Board - Minister K.A. Minasyan	IT
Olga Kulagina	Head of the Legal Expertise of the Commission Decisions Section of the Legal Department	finance and taxes

Name	Position	Field of work
Dmitry Kuptsov	Adviser of the Methodology in Technical Regulation Section of the Technical Regulation and Accreditation Department	regulation
Saltanat Mambetova	Deputy Head of the Tax Policy Section of the Financial Policy Department	finance and taxes
Sergey Mozer	Deputy Head of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	customs operations, regulation
Galina Monich	Adviser of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	customs operations, regulation
Alexander Nevskiy	Deputy Head of the Business Advocacy Section of the Business Development Department	Regulation
Sergey Nersesyan	Deputy Head of the Water and Air Transportation Section of the Transport and Infrastructure Department	Transportation
Svetlana Nesvetaylova	Deputy Head of the Water and Air Transportation Section of the Transport and Infrastructure Department	Transportation
Yevgeniya Pomerlyan	Chief Specialist-Expert of the Interaction with the WTO and Other International Organizations Section of the Trade Policy Department	Regulation

Name	Position	Field of work
Mikhail Rotov	Deputy Head of the Automobile Transportation Section of the Transport and Infrastructure Department	transportation
Dinara Sekerbayeva	Head of the Advanced Customs Technologies Section of the Customs Regulations and Law Enforcement Practice Department	customs operations finance and taxes
Nadezhda Serikova	Deputy Head of the Financial Markets Section of the Financial Policy Department	finance and taxes
Sergey Sinyakov	Adviser of the Phytosanitary Section of the Sanitary, Phytosanitary and Veterinary Measures Department	regulation
Leonid Sokolov	Head of the Transport Policy Section of the Transport and Infrastructure Department	transportation
Svetlana Sokolovskaya	Head of the Coordination in Conformity Assessment and Accreditation Section of the Technical Regulation and Accreditation Department	regulation
Yelena Suslina	Head of the Information Support and Unification of E-Documents Section of IT Department	regulation
Irina Taskayeva	Adviser of the Interaction with the WTO and Other International Organizations Section of the Trade Policy Department	customs operations

Name	Position	Field of work
Yekaterina Fesenko	Adviser of the Analysis and Inquiry in the Transportation and Telecommunications Markets Section of the Department for Antitrust Regulation	regulation
Yuriy Kharakhordin	Deputy Director of the IT Department	finance and taxes IT
Ivan Kholmov	Deputy Head of the Coordination of Creation and Development of the Integrated Information System of the CU and CES Section of the IT Department	customs operations
Maksim Shalyagin	Adviser of the Entrepreneurship, Services and Investment Section of the Business Development Department	finance and taxes
Andrey Shatokhin	Adviser of the Analysis and Inquiry in the Transportation and Telecommunications Markets Section of the Department for Antitrust Regulation	transportation

Note. Areas of activities are defined according to the relevant topical units of the Working Group:
customs operations: "E-Customs" Topical Unit;
finance and taxes: "Payments and E-commerce" Topical Unit;
regulation: "Permits" Topical Unit;
transportation: "Transport and Logistics" Topical Unit;
IT: "Information Technologies" Topical Unit.

The results of topical survey
"On realization of the "single window" mechanism in the system of
regulation of foreign economic activity" carried out by the Eurasian
Economic Commission

1. Survey form and participants.

Survey was carried out in the form of questioning. The list of questions and forms of questionnaires initially developed by the Eurasian Economic Commission were sent to governments of the Member States and to business community and published on the Commission's official web-site at:

http://www.eurasiancommission.org/ru/act/tam_sotr/Pages/research.aspx.

The survey included 9 questions divided into 4 sections:

1. coverage area;
2. prospective possibilities of services provision within the framework of the "ideal" "single window" model.
3. requirements that the "ideal" "single window" model should comply with;
4. Other.

In the first section the following was to be indicated:

- types of economic activities, in the course of which documents are formed, that are necessary for carrying out foreign economic activity;
- categories of participants to be engaged in the information exchange within the framework of the "ideal" "single window" model;
- documents containing the data, which, in the opinion of the survey participants, should be shared within the framework of the "ideal" "single window" model.

In the second section the following was to be indicated:

- for the business community: electronic state services that should be received/provided within the framework of the "single window" model;
- for state authorities: operations connected with regulation in the sphere of foreign economic activity that should be more optimized.

In the third section, as it is apparent from its title, the participants were proposed to indicate their requirements to the model.

The fourth section contained questions related to the financing sources, principles of payments collection and voluntariness of use of the "single window" mechanism by all categories of participants as well as wishes of the

survey participants regarding arrangement of the "ideal" model of the "single window".

The survey was attended by:

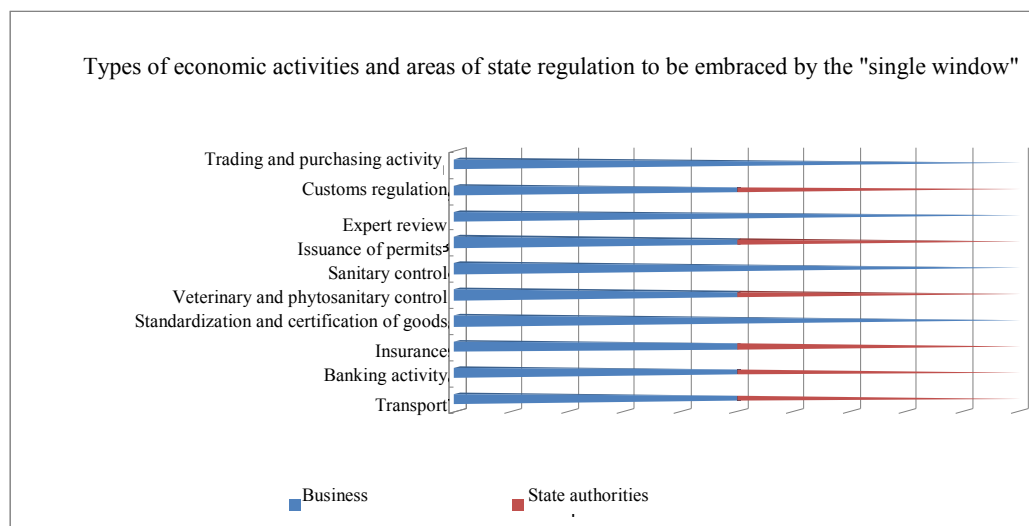
- on behalf of the Republic of Belarus and the Republic of Kazakhstan: state authorities regulating foreign economic activity and business structures;
- on behalf of the Russian Federation: the Federal Customs Service, Federal Service for Veterinary and Phytosanitary Supervision at the Ministry of Agriculture of the Russian Federation, Ministry of Industry and Trade of the Russian Federation, particular business structures.

2. Results of the survey.

2.1. According to the answers received from all respondents, the "single window" in the system of regulation of the foreign economic activity shall embrace to the maximum degree different categories of participants of foreign economic activities and state authorities, activities of which are connected with regulation of foreign economic activity.

All respondents included the following types of economic activities and areas of state regulation in the following fields to the scope of the "single window":

transport,
banking activity,
insurance,
goods standardization and certification,
issuance of permits (licenses and different certificates);
veterinary and phytosanitary control.



All respondents additionally included the following types of economic activities and areas of state regulation:

Business representatives of the Parties: Trading and purchasing activity, standardization and certification of goods and expert reviews, for example, for the purpose of obtaining test certificates of goods for compliance with the technical regulations of the Customs Union and Single Commodity Nomenclature of Foreign Economic Activity of the Customs Union on the territory of the Member States.

State authorities of **the Republic of Belarus** proposed to distinguish the area of foreign trade connected with drug circulation, in the course of which the following documents are formed:

state registration certificates made up according to the Unified Form by authorities authorized in the area of sanitary and epidemiological welfare of the citizens, or state registration data related to the products subject to sanitary and epidemiological supervision (control);

registration certificates for medical products and drugs;

reports on clinical research of medical products and drugs;

information related to discovered adverse reactions (actions) of drugs;

information on discovered non-compliance of medical products with the unified requirements to safety and efficiency.

State authorities of **the Republic of Kazakhstan** included "technical regulation" into "other types of activities" as control and supervision over compliance with Customs Union's technical regulations.

The Federal Customs Service of Russia proposed to define the coverage area as "foreign economic activity connected with moving goods across the customs border of the Customs Union" and to distinguish "foreign trade activity" as a separate type of activities.

In addition, state authorities of **the Russian Federation and the Republic of Kazakhstan** included radiation control.

Here, the different approaches to the list of public services included by the respondents into the same area of state regulation should be noted.

For example, in the area of veterinary and phytosanitary control:

Business representatives of **the Republic of Kazakhstan** included interaction with state authorities for obtaining and submitting certificates of quarantine inspection of goods, etc.;

Business representatives of the Parties included obtaining certificates from their state authorities;

State authorities of **the Russian Federation** included interaction with competent authorities of third countries with the purpose of obtaining information on veterinary accompanying documents issued by these authorities and keeping of document registers confirming compliance with prohibitions and restrictions.

In the transport area, respondents distinguished the following types of transport in relation to cargo transportation:

State authorities of **the Republic of Belarus** distinguished international automobile, rail and air means of transport.

Business representatives of **the Republic of Kazakhstan** and business representatives of **the Republic of Belarus** -indicated international automobile transport;

Business representatives of **the Russian Federation** selected water transport;

The Federal Customs Service of Russia indicated sea, rail and air means of transport.

2.2. All respondents indicated the following participants to be engaged in the information exchange within the "single window" mechanism on the part of state authorities regulating foreign economic activity:

- customs authorities;

- tax authorities;

- border bodies;

- state authorities carrying out transport control;

- state authorities carrying out veterinary control;

- state authorities carrying out phytosanitary control;

- state authorities carrying out sanitary and quarantine control.

2.2.1. Respondents indicated the following "other state authorities to be engaged in the information exchange":

Business representatives of **the Republic of Kazakhstan** -indicated central customs laboratories and state authorities performing technical regulation.

Business representatives of **the Russian Federation** indicated the State Grain Inspectorate.

State authorities of **the Republic of Belarus** indicated the Humanitarian Activity Department of Property Management Directorate of the Republic of Kazakhstan, local authorities, authorities performing state control in the area of circulation of medical products and drugs, state authority on Technical Regulating and Metrology (Gosstandart).

State authorities of **the Republic of Kazakhstan** indicated national authorities operating in the area of technical regulation and/or standardization.

State authorities of **the Russian Federation** indicated organizations authorized by the federal executive body for conducting identification expert review in the area of export control and agencies authorized for operating in the area of money laundering.

State authorities noted the fact of existing of intradepartmental information exchange at the moment:

Ministry of Foreign Affairs of the Republic of Belarus referred in its answer to the results of the research titled "Assessment of Regulatory and Procedural Barriers in Foreign Trade of Belarus" conducted in 2013 within the framework of a project for international technical support launched by the United Nations Economic Commission for Europe (hereinafter, "UNECE").

According to the UNECE report, interaction among 10 administrations and Chamber of Commerce and Industry was arranged in the Republic of Belarus by the "Commission for Simplification of Trade Procedures".

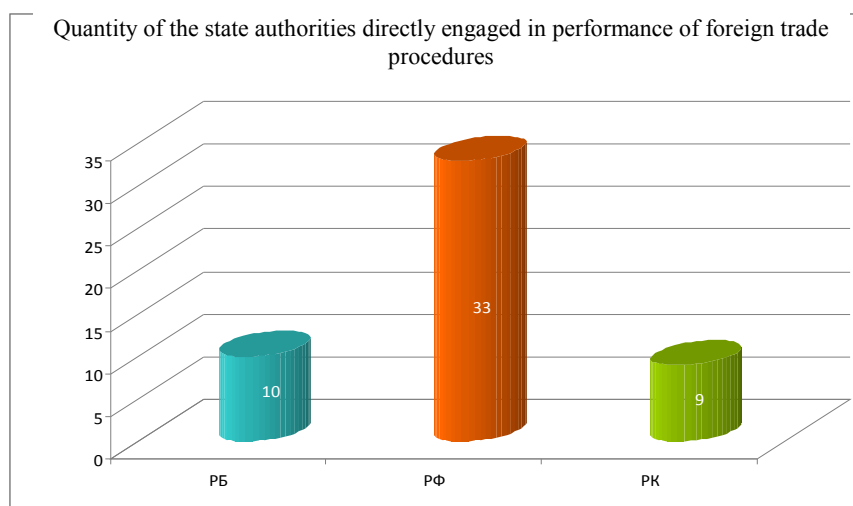
The Ministry of National Economy of the Republic of Kazakhstan indicated the interaction among 8 bodies presently arranged within the framework of information provision for export and import operations. The following agencies will join the existing participants of information exchange by the end of the year: The Ministry of Investments and Development, the Ministry of Education and Science as well as interaction with private sector related to compliance certificate within the Customs Union.

The Federal Customs Service of Russia indicated the interaction with 33 executive bodies and Chamber of Commerce and Industry of the Russian Federation.

The Ministry of Industry and Trade of Russia included 22 authorities into the list of state authorities to be exchanged information with the ministry from 33 authorities indicated by the Federal Customs Service of Russia. Apart from this, the ministry indicated another 8 authorities on the

list, particularly: the General Prosecutor's Office of the Russian Federation, the Investigation Committee of the Russian Federation, the Federal Subsoil Resources Management Agency, the Federal Drug Control Service of the Russian Federation, Federal Customs Service of Russia etc.

Information on the quantity of Parties' state authorities engaged in the area of state regulation of foreign economic activity, among which information exchange is to be arranged, is shown on the diagram:



2.2.2. Respondents indicated the following parties as "other participants of information exchange":

- carriers (carriers' representatives);
- sea, ship agents;
- forwarding agents;
- consignors (exporter) and consignees (importer);
- customs representatives;
- Chamber of Commerce and Industry;
- administrations of sea and air ports, railway transfer stations
- insurance organizations;
- patent organizations.

Additionally, respondents indicated the following parties as "other participants of information exchange":

- on the part of the Parties' **state authorities**:
- non-banking credit and finance institutions;
- second-tier banks (branches);

owners of temporary storage warehouse, customs warehouse, duty-free stores;

administrations of free economic zones;

postal operators;

railway transfer stations;

pharmaceutical inspectorates;

owners of registration certificates;

authorized economic operators;

national railway, automobile, sea and air ports operators etc.;

testing centres (laboratories).

on the part of Parties' **business representatives**: private certification agencies.

2.2.3. **State authorities** of the Parties proposed to expand the list of "external participants from neighbouring States" (not being the members of the Customs Union):

state control authorities including customs bodies of neighbouring States;

foreign chambers of commerce and industry.

2.3. All respondents included the following documents into the list of documents containing information to be exchanged in the "single window":

commercial documents: contracts, invoices, shipping and packing lists;

transport (shipment) documents: Bill of Lading, consignment notes, transfer railway sheets, railway bills.

banking documents: payment orders, letters of credit, transaction certificates, transaction registrations, banking guarantees;

insurance documents: insurance policy;

permits: (licenses, certificates): veterinary certificates, phytosanitary certificates, quarantine certificates and reports.

State authorities of the Parties proposed to extend the list of **transport (shipment) documents**: CMGS Common Consignment Note, the document accompanying international mail during its transportation as defined by the regulations of the Universal Postal Union, documents for vehicles used for international transportation.

Respondents proposed to extend the list of **permits**.

Business representatives of the Parties included:

test certificates of samples for compliance with the technical regulations of the Customs Union;

certificates confirming the fact of passing a state technical inspection of a vehicle with the mark of technical state;

international technical inspection certificates;

compliance certificates of technical and environmental state of vehicle with the requirements of the European Conference of Ministers of Transport.

State authorities of the Parties included:

certificates of quarantine examination of goods;

documents confirming compliance with prohibitions and restrictions including:

non-tariff regulatory measures,

measures concerning foreign trade of goods implemented based on the national interests,

special prohibitions and restrictions related to foreign trade of goods,

export control measures (including those related to military goods), technical regulation measures, radiation requirements;

quota permits.

Additionally, state authorities proposed to include:

on the part of **the Russian Federation**: a document confirming the compliance with currency control requirements in accordance with customs legislation of the Member States of the Customs Union;

Kimberley process certificates;

CITES certificates.

on the part of **the Republic of Kazakhstan**: national standards of the Member States of the Customs Union that may be considered as evidential base for technical regulations of the Customs Union;

on the part of **the Republic of Belarus**: certificate of security for payment of customs duties and taxes;

document confirming drug registration in the country of manufacturing (registration certificate of free sale certificate, or pharmaceutical product certificate);

package graphical layout and design for particular groups of medical products;

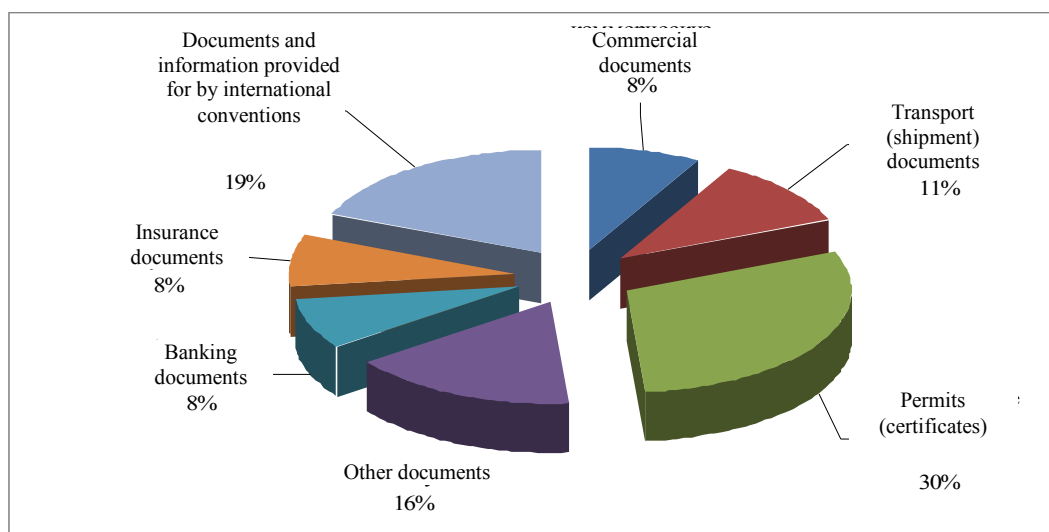
license or document confirming that drugs have been manufactured in conditions of the Good Manufacturing Practice;

documents confirming the quality of medical products and their manufacturing in accordance with ISO 9000;

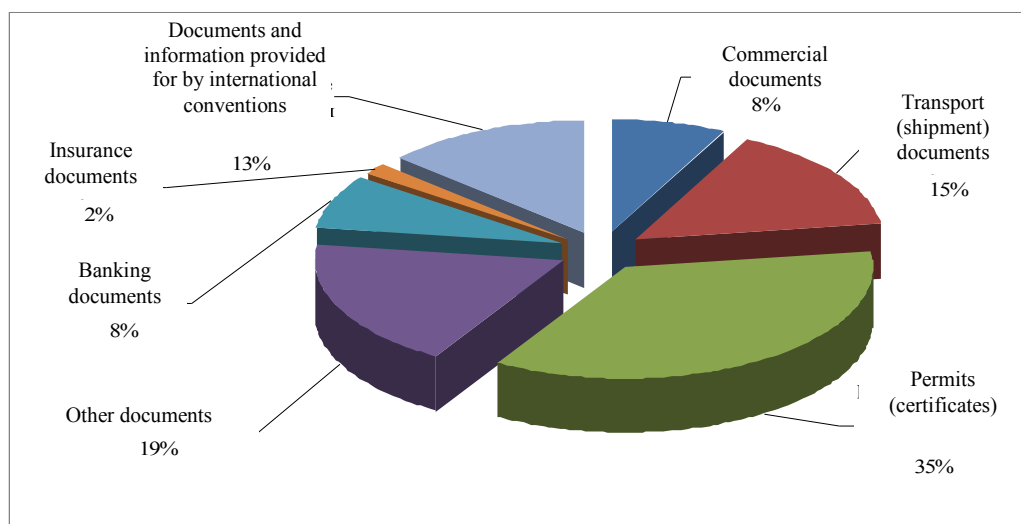
registration certificates for medical products and drugs.

As it is obvious from the distribution diagrams of list of documents (information to be exchanged in the "single window") by types of economic activities and areas of state regulation made up based on the responses of the Parties' business representatives and state authorities, permits (certificates) hold almost one third of each list.

Distribution diagram of 37 documents on the part of the Parties' business representatives:



Distribution diagram of 53 documents on the part of the Parties' state authorities:



2.4. List of electronic state services to be received/provided in the "single window" in the opinion of the Parties' **business representatives**:

- preparation of shipping documents;

- provision of a unified data list (information, documents) during preliminary submission of information to state control authorities regarding expected arrival and departure of a vessel, cargo, passengers;

- preliminary submission of information to customs authorities of different countries;

- taking advance ruling on goods classification in accordance with the Commodity Nomenclature of Foreign Economic Activity;

- provision and obtaining electronic documents and information necessary for performance of customs operations;

- obtaining permits in electronic form;

- carrying out expert review (of quantity, quality, completeness and technical state of goods, containers, packages and marking) and obtaining the results of the expert review in electronic form; access of controlling state authorities to the obtained results;

- making up certificates of origin;

- confirming electronic certificates of country of origin for foreign countries;

- obtaining information (electronic notification) on release of goods, export of goods (confirmation of actual export) in electronic form and placing goods for temporary storage, on customs agencies' decisions on passing or denial of passing of goods via the border;

submission of reporting documents in electronic form to state authorities;

arrangement of a consulting and legal resource.

2.5. List of operations connected with regulation of foreign economic activity that should be more optimized in the opinion of the Parties' **state authorities**:

customs operations connected with arrival/departure of goods;

customs operations connected with goods placing on the transit customs procedure;

obtaining preliminary information from the carrier;

obtaining preliminary information from the "single window" information system of the neighbouring State;

submission of reporting information to international information systems;

customs operations connected with customs control and inspection of cargoes, rail transport;

obtaining information from the parties running activities in the customs area and included into the relevant registers;

obtaining information from authorities issuing permits, licenses, certificates and opinions;

obtaining information on crediting of customs payments to the account open for customs bodies;

obtaining information from banks, non-banking financial and credit institutions on making a customs payment by the payer.

State authorities of **the Republic of Belarus** proposed to include the following services for provision in the "single window":

automated reconciliation of information on a permit (compliance certificate, compliance declaration) indicated in electronic customs declaration with information contained in the register of the National Compliance Confirmation System of the Republic of Belarus and the register of issued compliance certificates and registered declarations of compliance within the Customs Union (national departments of the Republic of Belarus, the Republic of Kazakhstan, and the Russian Federation).

possibility to obtain information on license execution from customs agencies by the Ministry of Trade of the Republic of Belarus.

As regards drug circulation control, the respondents proposed to optimize the following procedures connected with obtaining information on:

- low-quality, falsified medical products and drugs as well as response measures taken in case of obtaining such information;

- suspended, withdrawn and prohibited for use medical products and drugs as well as response measures taken in case of obtaining such information.

In the banking sector: procedures connected with transaction registration.

The Federal Service for Veterinary and Phytosanitary Surveillance proposed to include information exchange with national organizations related to plant quarantine and protection into the list of services to be provided in the "single window".

2.6. Requirements to properties and characteristics of the "single window" raised by the Parties' business representatives and state authorities were practically identical:

- user-friendliness (convenient, logical and intuitive interface);

- physical accessibility (possible data transfer/obtaining with the use of mobile devices);

- safe information storage and access;

- integration with search and reference systems;

- traceability of status/state of an operation, request or service;

- reliability of information contained and used within the system;

- high speed of data processing and system response;

- compatibility of national information systems of the "single window" models at the interstate level;

- automated generation of necessary documents and information from a variety of sources;

- conformity of data presentation forms in the "single window" to international standards;

- availability of a national operator or a national authorized authority granted with the relevant powers for ensuring functioning, administering and developing the "single window" model. Technical means employed by the information system of "single window" model should provide for the

possibility of conducting scheduled preventive, routine, repair and maintenance work and technical upgrade without their shut-down.

Business representatives of the Russian Federation proposed to bring the formats of data presentation in the "single window" into compliance with international data standards and formats, e.g. sea transportation standards such as SMDG UN/EDIFACT, PROTECT UN/EDIFACT and WCO DM ver.3

State authorities extended the requirements raised to the "single window".

State authorities of **the Republic of Belarus** proposed to include the following:

- introduction of unified regulatory and reference information;

- exchange of electronic legally valid documents using the "trusted third party" services;

- maximum separation of the work of concerned state authorities with "input" data and introduction of strict rules of actions (at the level of an individual operation) of each state authority during preparation of output documents.

At the same time, state authorities of the Republic of Belarus proposed to provide for the development of regulations governing the functioning of the "single window" as regards the requirements to:

- documents to be kept by an applicant;

- applicant's responsibility for reliability and completeness of the submitted information;

- time and procedure of consideration of a "particular operation" by a state authority during preparation of output document;

- responsibility of state authorities in case of raising claims or court actions.

In addition, state authorities of the Republic of Belarus stated that the "single window" should provide the following possibilities to the users of the services:

- information: updated regulatory information governing the foreign trade area, information on exchange rates, customs codes and rates of customs duties. Publishing of interactive training courses, arrangement of a "personal virtual customs place" containing all necessary information related solely to foreign trade transactions of companies;

communications: automated acceptance and transfer of electronic documents and messages by/to the relevant state authorities for consideration and approval. Real-time monitoring of the status of requests and companies' documents submitted to the relevant state authorities;

statistics: collection of updated statistical information on the results of export and import operations

State authorities of **the Republic of Kazakhstan** proposed to include the requirement to completeness of a database of publicly accessible information that should include: all regulations governing foreign trade procedures, effective requirements of all relevant state authorities, contact details of state authorities and their employees, practical cases, standards related to document processing.

State authorities of **the Russian Federation** proposed to include the following:

The Federal Customs Service of Russia: obtaining preliminary information from the "single window" information system of the neighbouring State;

The Ministry of Industry and Trade of Russia: possibility of automated information check.

2.7. Most of respondents gave the following responses to other questions related to financing sources, principles of payments collection and voluntariness of use of the "single window" mechanism:

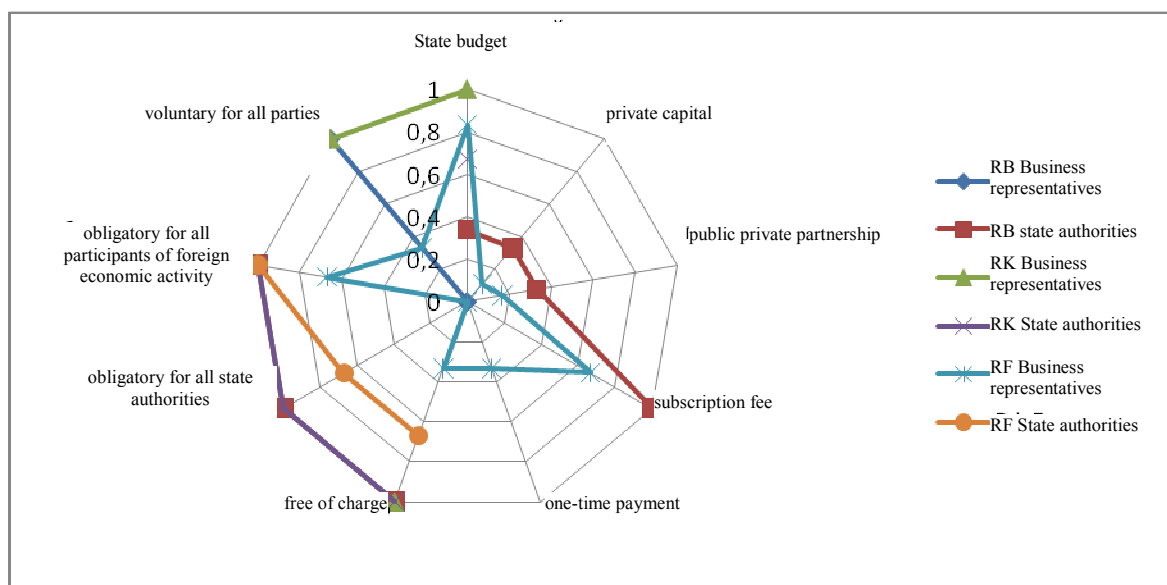
regarding the sources of financing of the "single window" mechanism: from the three proposed variants, "state budget" was at the first place, "public private partnership" was at the second place. The "private capital" variant was not selected by business representatives of the Parties;

regarding the principles of payments collection: use of resources provided by the "single window" should not be paid for. In case of paid services, the payment amount should be minimal for participants of foreign economic activity and should not be collected from state authorities carrying out regulation in the area of foreign economic activity;

regarding the voluntariness of use of the "single window" mechanism: use of the "single window" mechanism should be obligatory for all its users and for state authorities carrying out regulation in the area of foreign economic activity as well as for participants of foreign economic activity carrying out administrative procedures such as exporters, importers, parties

running activities in the customs area and included into the relevant registers, airport administrations, carriers.

Distribution of responses regarding financing sources, principles of payments collection and voluntariness of use of the "single window" mechanism is shown on the diagram.



2.8. The respondents indicated the following wishes regarding the arrangement of the "single window":

Business representatives of the Russian Federation:

the "single window" should be implemented not in the form of organization of an individual port (sea checkpoint) but in the form of a national sea traffic database, for example, as it was realized in Finland (PortNet) or Holland (PortBASE) where all ports are serviced via a common system. Here, the negative experience of Italy should be considered where 29 individual "single window" systems were arranged in 29 ports that led to the need to join them very urgently (not later than by 01.06.2015) on the basis of a common interface (based on the World Customs Organization's WCO DMver.3 model).

the "single window" should be developed with maximum application of international codes and classifiers of vessels (IMO), ports (UNLOCODE), currencies (ISO), countries (ISO), cargoes (UNECE), hazardous cargoes (DGN) and so on for the purpose of international compatibility of data exchange formats. In addition, representations and descriptions of data elements used in electronic documents should correspond to the UN

Reference Book of Foreign Trade Data Elements (ISO 7372) –UNTTED 2005 and WCODM;

information interaction with the "single windows" mechanisms of neighbouring ports of foreign states (firstly, Finland's PorNet, Holland's PortBASE, and Germany's DAKOSY) and European Sea Safety Systems (EMSA) should be elaborated.

State authorities of the Parties should:

request from the Member States information on procedures realized at the national level (business processes and functions of authorities controlling foreign trade area), legislation and law enforcement practice in the area of foreign economic activity;

carry out comparative analysis of the effective regulatory, procedural and documentary requirements regarding foreign trade operations existing in the Common Economic Space;

determine general requirements to the "single window" mechanism;

engage business communities in discussion of plans related to the development of the "single window" model;

elaborate recommendations on simplification and unification of regulatory and documentary requirements regarding foreign trade operations in the Common Economic Space;

harmonize administrative procedures carried out within the framework of foreign economic activity;

ensure sufficient financing of these activities.

State authorities of **the Republic of Belarus** indicated the following additional wishes:

draw main attention to the following aspects during the development of an action plan for implementation of the "single window" in the area of foreign economic activity: realization of all foreign trade procedures connected with export, import, transit of goods including the procedures preceding the customs control, goods customs clearance procedures and all subsequent foreign trade procedures;

implementation of a web-service "Register of Legal Entities" within the "single window" for exchange and provision of the following data of tax payers registered in the Member States: information on charter capital, registration date, founders, registration of the entity with different registers in

case of commitment of unlawful actions or improper performance of obligations.

The Federal Customs Service of Russia indicated the wish to implement the "single window" at checkpoints at the customs border of the Customs Union regarding operations carried out by authorized state controlling agencies in respect of:

- customs control;
- federal state veterinary control (supervision);
- federal state quarantine phytosanitary control (supervision);
- federal state sanitary and epidemiological supervision;
- federal state supervision in the area of consumer rights protection;
- transport control;
- radiation and other types of control.

The Federal Customs Service of Russia considers it necessary to propose to start implementation of the "single window" at sea checkpoints.

Conclusions:

1. Among all participants of foreign economic activity, the greatest interest in obtaining benefits and advantages provided by the "single window" was shown by state authorities performing functions connected with transfer of goods through the border. In the first instance, such authorities are customs bodies and agencies carrying out veterinary, sanitary and quarantine, and phytosanitary control.

2. The "single window" should conform to the following requirements:
availability of a national operator or a national authorized authorities granted with the relevant powers for ensuring functioning, administering and developing the "single window" model;

maximum coverage of different categories of participants of foreign economic activity and regulatory state authorities that, according to the legislation, raise documentary and procedural requirements to the participants connected with international trade operations;

common use by systems of enterprises and organizations participating in foreign trade (including traders, transportation and forwarding companies providing services related to foreign trade procedures, commercial banks, Chambers of Commerce and Industry) both of information provided by an applicant and of own information on decisions made or regulations passed by mutual exchange in accordance with the legally established logics of business

processes fully covering regulatory get-up of goods within the framework of foreign economic activity;

simplification and unification of regulatory and documentary requirements regarding foreign trade operations within the Eurasian Economic Union, harmonization of administrative procedures carried out within the framework of foreign economic activity.

WORKSHOP
"SIMPLIFICATION OF TRADE PROCEDURES AND MASTER PLAN
(ROADMAP) FOR ARRANGEMENT OF INTEGRATION INTERACTION
OF NATIONAL "SINGLE WINDOWS"
MOSCOW, NOVEMBER 25-26, 2013

On November 25-26, 2013, the Eurasian Economic Commission jointly with UNECE conducted in Moscow (Russian Federation) a workshop on the subject: "Simplification of Trade Procedures and Master Plan (Roadmap) for Arrangement of Integration Interaction of National "Single Windows".

During the workshop, proposals of state authorities and representatives of business communities of the Member States of the Customs Union and the Common Economic Space were brought regarding the issues of development of national "single windows" as a mechanism for optimization of business processes in logistics and elimination of problems, bottlenecks and restricting barriers in international trade.





CONFERENCE
"INSTITUTIONAL AND LEGAL FRAMEWORK FOR DEVELOPMENT
OF THE NATIONAL "SINGLE WINDOW" MECHANISM IN THE
MEMBER STATES OF THE CUSTOMS UNION AND THE COMMON
ECONOMIC SPACE"
ALMATY, APRIL 24-25, 2014

On April 24-25, 2014, a conference related to simplification of trade procedures and the "single window" was held in Almaty (the Republic of Kazakhstan) on the subject: "Institutional and legal framework for development of the national "single window" mechanism in the Member States of the Customs Union and the Common Economic Space".

The subject of the conference attracted great interest of the business community and state authorities. The conference was attended by international experts from China, South Korea, European Union, and Columbia.

Representatives of a number of state authorities of the Customs Union and the Common Economic Space Member States spoke on the activities carried out in their countries in relation to implementation of the "single window" mechanism and on plans for further realization of national projects.

Conference participants learned the experience of solving institutional and legal issues in the course of the "single window" mechanism implementation in Columbia, South Korea, Finland, and Kyrgyzstan.







WORKSHOP
"INTERNATIONAL EXPERIENCE IN APPROACHES TO THE
PLANNING OF DEVELOPMENT OF NATIONAL "SINGLE WINDOW"
MECHANISMS AND ARRANGEMENT OF THEIR INTERACTION AT
THE REGIONAL LEVEL"
MOSCOW, SEPTEMBER 04, 2014

On September 04, 2014, a workshop was held in Moscow (Russian Federation) on the subject: "International experience in approaches to the planning of development of national "single window" mechanisms and arrangement of their interaction at the regional level".

This event preceded the first meeting of the Working Group related to the preparation of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity.

The workshop was attended by leading international experts in the area of implementation of "single window" projects in South-East Asia and the European Union.



**MEETINGS OF THE WORKING GROUP AND EXPERT GROUPS
RELATED TO THE PREPARATION OF THE ACTION PLAN FOR
IMPLEMENTATION OF THE MAIN DIRECTIONS FOR DEVELOPMENT
OF THE "SINGLE WINDOW" MECHANISM IN THE SYSTEM OF
REGULATION OF FOREIGN ECONOMIC ACTIVITY.
MOSCOW, SEPTEMBER-NOVEMBER 2014**

For the purpose of preparation of draft action plan for implementation of the Main Direction of Development of the "Single Window" Mechanism, a working group was formed that included 46 representatives from different state authorities of the Member States of the Customs Union and the Common Economic Space, business communities, and the Eurasian Economic Commission.

During the period from September to November 2014, a number of meetings of the above mentioned working group was held both in presence of participants and via video conference. In the result, the Action Plan by 2020 and detailed action plan for 2015 were approved.





CONFERENCE
**"TECHNOLOGICAL ASPECTS OF REALIZATION OF THE "SINGLE
WINDOW" MECHANISM"**
LYUBERTSY, NOVEMBER 19-20, 2014

On November 19-20, 2014, a conference was held in Russian Customs Academy on the subject: "Technological aspects of realization of the "single window" mechanism". At this conference, a number of issues related to the arrangement of interaction of information systems, implementing the "single window" principle, were discussed. In addition, the issue of data harmonization in the course of realization of the "single window" mechanism in the Customs Union and the issue of data harmonization particulars related to integration of national information systems and integrated system of the Eurasian Economic Union were given full consideration.







PRACTICAL WORKSHOP
"METHODOLOGICAL APPROACHES AND PRACTICAL RESULTS OF
MODELLING AND ANALYSIS OF STATE PROCEDURES AND BUSINESS
MECHANISMS WITHIN THE FRAMEWORK OF THE "SINGLE
WINDOW" MECHANISM FOR SIMPLIFICATION OF TRADE
PROCEDURES"
MOSCOW, JUNE 15-16, 2015

On June 15-16, 2015, a practical workshop was held in Moscow (Russian Federation) on the subject: "Methodological approaches and practical results of modelling and analysis of state procedures and business mechanisms within the framework of the "single window" mechanism for simplification of trade procedures".

The workshop was arranged by the Eurasian Economic Commission jointly with UNECE. The event was attended by experts of state authorities of the Member States of the Eurasian Economic Union, international experts, representatives of the business and scientific communities.

The workshop participants discussed and shared experience in the issues related to methodological approaches, methods and models used for analysis and optimization of state procedures and business processes connected with foreign economic activity as well as obtained practical results.

Experts discussed the experience of countries of Central and Southeast Asia, the Philippines, the Member States of the Eurasian Economic Union related to simplification of state procedures connected with foreign economic activity.





**TRAINING - PRACTICAL WORKSHOP
ON ANALYSIS OF BUSINESS PROCESSES IN THE SPHERE OF
FOREIGN ECONOMIC ACTIVITY
MOSCOW, SEPTEMBER 23-25, 2015**

On September 23-25, 2015 representatives of the Eurasian Economic Commission jointly with representatives of UNECE and Economic and Social Commission for Asia/Pacific held a training - practical workshop in Moscow (the Russian Federation) related to analysis of business processes in the sphere of foreign economic activity.

The three-day workshop was attended by representatives of state authorities and authorized organizations of the Member States of the Eurasian Economic Union being practical specialists engaged in national projects for implementation of the "single window" mechanism and experienced in analysis and optimization of business processes.

Experts were trained for certain practical purposes. In the future, training participants will carry out the analysis of business processes and assessment of the state of development of the national "single window" mechanisms in the Member States of the Eurasian Economic Union and consult experts at the national level who will take part in the analysis of business processes in the sphere of foreign economic activity.











THE EURASIAN ECONOMIC COMMISSION THE BOARD

DECISION

November 17, 2015

No. 151

Moscow

On the Methodical approaches to review of documents and information required for implementation of foreign economic activity, and assessment of the extent and possibility of unification and harmonization of information from these documents, as well as assessment of the possibility of preparation of electronic documents

In accordance with sub-paragraph 15, paragraph 43 of the Regulation on the Eurasian Economic Commission (Annex No. 1 to the Treaty on the Eurasian Economic Union dated May 29, 2014), for the purpose of implementation of paragraph 3.1, Section XII of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015, the Board of the Eurasian Economic Commission **has decided to:**

1. Approve the attached Methodical approaches to review of documents and information required for implementation of foreign economic activity, and assessment of the extent and possibility of unification and

harmonization of information from these documents, and assessment of the possibility of preparation of electronic documents.

2. This Decision shall become effective in 30 calendar days upon the date of its official publication.

The Chairman of the Board of
The Eurasian Economic Commission
Stamp:
The Eurasian Economic Commission
FOR DOCUMENTS

V. Khristenko

APPROVED

by Decision No. 151 of the Board of the
Eurasian Economic Commission

dated November 17, 2015

METHODICAL APPROACHES

**to review of documents and information required for
implementation of foreign economic activity, and assessment of
the extent and possibility of unification and harmonization of
information from these documents, and assessment of the
possibility of preparation of electronic documents**

I. General Provisions

1. These Methodical Approaches have been developed for the purpose of implementation of paragraph 3.1 of Section XII of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 19 of the Supreme Eurasian Economic Council dated May 8, 2015 (hereinafter referred to as the "action plan") within the implementation of paragraphs 3.1.1, 3.1.3 and 3.1.5 of the detailed plan for 2015 for realization of the action plan for implementation of the Main Directions for Development of the "Single Window" Mechanism in the System of Regulation of Foreign Economic Activity approved by Decision No. 4 of the Council of the Eurasian Economic Commission dated February 4, 2015 (hereinafter referred to as the "detailed plan for 2015").

2. These Methodical Approaches have been developed in order to form common approaches to:

a) examination by the Departments of the Eurasian Economic

Commission (hereinafter referred to as the Departments of the Commission, the Commission, respectively) of international treaties and acts forming the law of the Eurasian Economic Union (hereinafter referred to as the "Union") that establish documents and (or) forms, procedures for filling them in hard copy, assessment of the possibility of unification and harmonization of information from the documents, and assessment of the possibility of preparation of electronic documents;

b) examination by the Member States of the Union (hereinafter referred to as the "Member States") of regulatory legal acts of the Member States and international treaties of the Member States with third parties, establishing documents and (or) forms, procedures for filling them in hard copy, and assessment of the possibility of preparation of electronic documents.

3. For the purposes of these Methodical Approaches, the terms below shall have the following meanings:

"information examination" means the process of comparing similar information, its meaning content and purpose;

"business-to-government (B2G)" means the direction of information exchange, in which the interested person submits the required information (documents or information, including applications and requests of the interested persons required for obtaining such documents and information) to the authorized authority;

"government-to-business (G2B)" means the direction of information exchange, in which the authorized authority provides required information (documents or information), to the interested person;

"interested persons" means a legal entity, an organization, which is not a legal entity established under the legislation of a Member State, and an individual registered as an individual entrepreneur under the legislation of a Member State,

"general information" means the information that has the same name and that is similar in terms of meaning and use in 2 or more documents;

"information description" means the description of the meaning content that reveals the main features and purpose of the information;

"optimal list of information" means the list of information that does not contain duplicate information;

"full list of information" means the list of information required for interested persons and authorized authorities to arrange the information exchange in foreign trade activity;

"authorized authority" means a state authority of a Member State or a designated organisation with powers to implement the state policy in certain spheres;

"electronic document" is used within the meaning of the Protocol on the information and communication technology and information exchange in the framework of the Eurasian Economic Union (Annex No. 3 to the Treaty on the Eurasian Economic Union of May 29, 2014).

Other terms used in these Methodical Approaches shall have the meaning defined in the action plan.

4. In accordance with these Methodical Approaches, documents and information required to implement foreign economic activity, the extent and the possibility of unification and harmonization of the information from

these documents and the possibility of preparation of electronic documents in the following areas of government regulation shall be assessed:

- a) customs regulation;
- b) foreign exchange regulation;
- c) tax regulation;
- d) customs and tariff regulation;
- e) non-tariff regulation;
- f) technical regulation;
- g) sanitary, veterinary-sanitary and phytosanitary quarantine measures;
- h) financial services (banking, insurance); i) transport and transportation;
- j) intellectual property.

5. The Department of the Commission, which, in accordance with Order No. 192 of the Chairman of the Board of the Eurasian Economic Commission dated June 9, 2015, is in charge of the performance of the paragraphs 3.1.1 - 3.1.6 of the detailed plan for 2015 (hereinafter referred to as the "department in charge") shall ensure issuing a request to the Member States to submit the information under the forms in accordance with Annexes No. 1 and 2, and the information under form 2 in accordance with Annex No. 3 following the results of their examination and assessment in accordance with sub-paragraph "b", paragraph 2 of these Methodical Approaches.

Within the framework of their competence, the Departments of the Commission, including those that, in accordance with the above Order, are

jointly in charge of items 3.1.1 - 3.1.6 of the detailed plan for 2015 in their respective spheres of state regulation, carry out examination and assessment in accordance with sub-paragraph "a", paragraph 2 of these Methodical Approaches and process information under the forms provided for in Annexes No. 1 and 2 to these Methodical Approaches and the information under form 2 provided for in Annex No. 3 to these Methodical Approaches provided by the Member States following the results of the examination and assessment in accordance with sub-paragraph "b", paragraph 2 of these Methodical Approaches.

The Department in charge shall summarise and process information under the forms provided for in Annexes 1 - 3 of these Methodical Approaches provided by the Departments of the Commission following the results of their work in accordance with the second paragraph of this paragraph.

6. The results of the work in accordance with these Methodical Approaches are the preparation of conclusions set forth in sub-paragraphs 3.1.2, 3.1.4 and 3.1.6 of the detailed plan for 2015, and proposals for the formation of optimal lists of information from the documents that are required by interested persons and authorized authorities for the exchange of information in foreign trade activity in the respective spheres of state regulation (with an indication of the international treaties and acts forming the Union's law, regulatory legal acts of the Member States and international treaties of the Member States with third parties (hereinafter referred to as acts)).

II. Approaches to examination of the acts

7. The acts are examined in order to determine the documents that need to be amended with the purpose of unification and harmonization of the

information contained therein.

The acts are examined through determining the documents and acts establishing documents and (or) forms, procedures for filling them in hard copy, and the levels of adoption of these acts.

8. The acts shall be examined by the spheres of state regulation by the Departments of the Commission and the authorized authorities performing their functions in their respective spheres of state regulation in the following directions:

a) transition of goods and vehicles across the customs border of the Union (import, export);

b) information exchange between the interested persons and authorized authorities (B2G, G2B).

9. During the examination of acts by the Departments of the Commission and the authorized authorities, 4 tables shall be filled in under the form specified in Annex No. 1 to these Methodical Approaches:

for import - for B2G direction;

for import - for G2B direction;

for export - for B2G direction;

for export - for G2B direction.

The following information shall be specified in columns 1 - 7 of this form:

in column 1 - serial number of the document in the table;

in column 2 - name of the sphere of state regulation, to which the adopted act establishing documents and (or) forms, procedure for filling them

in hard copy applies;

in column 3 - name of the document established by the act;

in column 4 - details (number, date of adoption, name) of the act establishing the document;

in column 5 - information on the act specified in column 4 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States;

code "3" - international treaties of the Member States with third parties.

In the event code "2" is indicated in column 5, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier provided for by Decision of the Commission of the Customs Union No. 378 dated September 20, 2010 (hereinafter referred to as the countries classifier);

in column 6 - details (number, date of adoption, name) of the act establishing the form and procedure for filling in a document in hard copy.

In the event the form and procedure for filling in a document in hard copy are not established, code "0" shall be specified in column 6;

in column 7 - information on the act specified in column 6 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States;

code "3" -international treaties of the Member States with third parties.

In the event code "2" is indicated in column 7, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 6, code "0" shall also be indicated in column 7.

10. Following the results of examination of the acts by the Departments of the Commission and the authorized authorities, the Departments of the Commission shall prepare opinions provided for by subparagraph 3.1.2 of the detailed plan for the 2015 in accordance with form 1 provided for in Annex No. 3 to these Methodical Approaches. Such opinions shall indicate (by the spheres of state regulation):

a) the total number of documents, including:

the number of documents established by international treaties and acts forming the Union's law;

number of documents established by regulatory legal acts of the Member States (for each Member State);

the number of documents established by international treaties of the Member States with third parties (for each Member State);

b) the total number of acts establishing the documents, including:

the number of international treaties and acts forming the Union's law;

the number of regulatory legal acts of the Member States (for each Member State);

the number of international treaties of the Member States with third parties (for each Member State).

11. In the event the Departments of the Commission and (or) authorized authorities do not examine individual documents established by the acts, the Departments of the Commission shall prepare an opinion in accordance with form 2 specified in Annex No. 3 to these Methodical Approaches that shall contain information about such documents, the acts establishing them and the reasons why they were not included in the examination.

III. Approaches to the assessment of the possibility of preparing electronic documents

12. The assessment of the possibility of preparing electronic documents is carried out to determine whether the acts contain provisions providing for the possibility of preparing documents in electronic form.

The possibility of preparing electronic documents shall be assessed though examination whether the acts contain provisions providing for the possibility of:

- a) preparation of the documents in the form of electronic documents by the authorized authorities;
- b) submission of documents (applications, petitions) in the form of electronic documents by interested persons;
- c) preparation of electronic copies of prepared documents by authorized authorities;
- d) submission of electronic copies of documents (applications, petitions) by interested persons;

e) maintenance of electronic databases of prepared documents, including electronic registers, by the authorized authorities;

f) posting data from electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities in the information and telecommunication network of Internet;

f) using data from electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities in the information and telecommunication network of Internet as a proof of execution of the documents.

13. The Departments of the Commission and the authorized authorities shall assess the possibility of preparation of electronic documents in the following directions:

a) transition of goods and vehicles across the customs border of the Union (import, export);

b) information exchange between the interested persons and authorized authorities (B2G, G2B).

14. In assessing the possibility of preparation of electronic documents, the Departments of the Commission and the authorized authorities shall fill in 4 tables in accordance with the form specified in Annex No. 1 to these Methodical Approaches:

for import - for B2G direction;

for import - for G2B direction;

for export - for B2G direction;

for export - for G2B direction.

The following information shall be specified in columns 8 - 21 of this form:

in column 8 - details (number, date of adoption, name) of the act establishing the possibility of preparation of the document in the form of an electronic document. In the event there is no such act, code "0" shall be indicated in the column;

in column 9 - information on the act specified in column 8 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 9, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the event code "0" is indicated in column 8, code "0" shall also be indicated in column 9;

in column 10 - details (number, date of adoption, name) of the act establishing the format and structure of the electronic document. In the event there is no such act, code "0" shall be indicated in the column;

in column 11 - information on the act specified in column 10 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 11, the letter code of the Member State where the regulatory legal act was adopted shall be specified

after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 10, code "0" (zero) shall also be indicated in column 11;

in column 12 - details (number, date of adoption, name) of the act establishing the need to submit an electronic copy of the document. In the even there is no such act, code "0" shall be indicated in the column;

in column 13 - information on the act specified in column 12 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 13, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 12, code "0" shall also be indicated in column 13;

in column 14 - details (number, date of adoption, name) of the act establishing the format and structure of the electronic copy of the document. In the even there is no such act, code "0" shall be indicated in the column;

in column 15 - information on the act specified in column 14 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 15, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 14, code "0" shall also be indicated in column 15;

in column 16 - details (number, date of adoption, name) of the act establishing the possibility of maintenance of electronic databases of prepared documents, including electronic registers (including electronic registers for authorization documents) by the authorized authorities. In the even there is no such act, code "0" shall be indicated in the column;

in column 17 - information on the act specified in column 16 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 17, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 16, code "0" shall also be indicated in column 17;

in column 18 - details (number, date of adoption, name) of the act establishing the possibility of posting data of electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities in the information and telecommunication network of Internet. In the even there is no such act, code "0" shall be indicated in the column;

in column 19 - information on the act specified in column 18 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 19, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 18, code "0" shall also be indicated in column 19;

in column 20 - details (number, date of adoption, name) of the act establishing the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities in the information and telecommunication network of Internet as a proof of execution of the documents by the authorized authorities. In the even there is no such act, code "0" shall be indicated in the column;

in column 21 - information on the act specified in column 20 in coded form:

code "1" - international treaties and acts forming the Union's law;

code "2" - the regulatory legal acts of the Member States.

In the event code "2" is indicated in column 21, the letter code of the Member State where the regulatory legal act was adopted shall be specified after the ";" character in accordance with the countries classifier.

In the even code "0" is indicated in column 20, code "0" shall also be indicated in column 21.

15. Following the results of the assessment of the possibility of preparation of electronic documents by the Departments of the Commission and the authorized authorities, the Departments of the Commission shall prepare opinions provided by sub-paragraph 3.1.6 of the detailed plan for the 2015 in accordance with form 3 provided for in Annex No. 3 to these Methodical Approaches, where the following indicators shall be specified (by spheres of state regulation):

a) the number of documents, in respect of which the acts establish the possibility of their preparation in the form of electronic documents, and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the possibility of their preparation in the form of electronic documents is established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the possibility of their preparation in the form of electronic documents is established by regulatory legal acts of the Member States (for each Member State);

b) the number of documents, in respect of which the acts establish the format and structure of the electronic document, and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the format and structure of the electronic document are established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the format and structure of the electronic document are established by regulatory legal acts of the Member States (for each Member State);

c) the number of documents, in respect of which the acts establish the need to submit their electronic copies, and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the need to submit its electronic copy is established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the need to submit its electronic copy is established by regulatory legal acts of the Member States (for each Member State);

d) the number of documents, in respect of which the acts establish the format and structure of their electronic copies, and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the format and structure of their electronic copies are established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the format and structure of their electronic copies are established by regulatory legal acts of the Member States (for each Member State);

e) the number of documents, in respect of which the acts establish the possibility of maintenance of electronic databases of prepared documents, including electronic registers, by the authorized authorities;

(including electronic registers of authorisation documents) and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the possibility of maintenance of electronic databases of these documents, including electronic registers (including electronic registers of authorisation documents) by authorized authorities is established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the possibility of maintenance of electronic databases of these documents, including electronic registers (including electronic registers of authorisation documents) by authorized authorities is established by regulatory legal acts of the Member States (for each Member State);

f) the number of documents, in respect of which the acts establish the possibility of posting data of electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities in the information and telecommunication network of Internet and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the possibility of posting data of electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities in the information and telecommunication network of Internet is established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the possibility of posting data of electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities in

the information and telecommunication network of Internet is established by regulatory legal acts of the Member States (for each Member State);

g) the number of documents, in respect of which the acts establish the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities in the information and telecommunication network of Internet as the proof of preparation of the documents and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities in the information and telecommunication network of Internet as the proof of preparation of the documents is established by international treaties and acts forming the Union's law;

the number of documents, in respect of which the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities in the information and telecommunication network of Internet as the proof of preparation of the documents is established by regulatory legal acts of the Member States (for each Member State);

h) the number of documents, in respect of which the acts establish requirements for their preparation only in hard copy, and their share in the total number of documents (as a percentage), including:

the number of documents, in respect of which requirements for their preparation only in hard copy are established by international treaties and acts forming the Union's law;

the number of documents, in respect of which requirements for their preparation only in hard copy are established by regulatory legal acts of the Member States (for each Member State).

IV. Approaches to the assessment of the degree and possibility of unification and harmonization of data from the documents necessary for carrying out foreign economic activity

16. The assessment of the degree and possibility of unification and harmonization of data from the documents is carried out in order to prepare proposals for the formation of optimal lists of information from the documents that are required to interested persons and authorized authorities for the exchange of information in foreign economic activity in the respective spheres of state regulation.

The assessment of the degree and possibility of unification and harmonization of data from the documents is carried out by collecting, describing and analysing the information from the documents identified in the examination of acts carried out in accordance with Sections II and III of these Methodical Approaches.

17. The assessment of the degree and possibility of unification and harmonization of data from the documents is carried out in two stages.

At the first stage, the Departments of the Commission and the authorized authorities in each sphere of state regulation shall fill in a table filled in accordance with the form specified in Annex No. 2 to these Methodical Approaches where they shall specify:

a) in column 1 - the sphere of state regulation, to which the act establishing the documents applies and (or) the form and procedures for filling them in;

b) in column 2 - the name of information from the document;

c) in column 3 - description of the data from the document referred to in column 2;

d) in column 4 - the name of the document in accordance with the act establishing the document;

e) in column 5 - details (number, date of adoption, name) of the act establishing the form and procedures for filling in the document in hard copy (details of the acts specified in column 6 of the form provided for in Annex 1 to these Methodical Approaches shall be specified).

A complete list of information shall be formed following the results of this work in each sphere of state regulation.

At the second phase, the department in charge of each sphere of state regulation shall examine data from documents by their names to identify their meaning similarity (for example, the words "discharging" and "unloading", "trader" and "seller" are synonymous) to identify general information.

Following the result of this work in each sphere of state regulation, the possibility of forming the optimal list of information shall be assessed, proposals for its content shall be prepared, and the corresponding information shall be entered into the table according to Annex No. 4 that shall include:

a) in column 1 - name of the information from the document established by the act;

b) in column 2 - description of the data referred to in column 1;

c) in column 3 - the sphere of state regulation, to which the adopted act establishing the documents applies and (or) the form and procedures for filling them in;

d) in the names of columns 4 - ... N means names of the documents in accordance with the acts establishing documents, and separated by the character ";" details (number, date of adoption, name) of the acts establishing the form and procedures for filling in the documents;

e) in columns 4 -... N means information on the availability of information from column 1 in the documents specified in the names of columns 4 - ... N, in coded form:

code "0" - no;

code "1" - yes.

18. Following the results of the assessment of the degree and the possibility of unification and harmonization of data from the documents, the department in charge shall prepare the opinion provided for in sub-paragraph 3.1.4 of the detailed plan for 2015 that shall contain the following information:

a) total amount of information from the documents;

b) amount of general information;

c) amount of information from the documents incorporated in the general information;

d) degree of unification and harmonization of information calculated in accordance with the formula:

$$\text{Degree of unification and harmonization of information} = \frac{N_1 + N_2 - N_3}{N_1} \times 100\% ,$$

where:

N_1 - total amount of information from the documents;

N_2 - amount of general information;

N_3 amount of information from the documents incorporated in the general information.

The degree of unification and harmonization of information shows the level of the possibility of combining the information from the documents into the general information and the optimal list of information (the higher the degree of unification and harmonization of information, the greater the possibility of combining the information from the documents into the general information and the optimal list of information).

Stamp:

THE EURASIAN ECONOMIC COMMISSION
FOR DOCUMENTS

ANNEX No. 1

to Methodical Approaches to review of documents and information
required for implementation of foreign economic activity, and assessment
of the extent and possibility of unification and harmonization of
information from these documents, and assessment of the possibility of
preparation of electronic documents

(form)

INFORMATION according to the results of the examination and assessment

Direction of transition (import, export - specify as										Direction of interaction (B2G, G2B - specify as appropriate)										
Item No.	sphere of state regulation	Document name	act ¹		Act ²		act ³		Act ⁴		act ⁵		act ⁶		act ⁷		act ⁸		Act ⁹	
			details	level of adoption	details	level of adoption	details	level of adoption	details	level of adoption	Details	level of adoption	details	level of adoption	details	level of adoption	details	level of adoption	details	level of adoption
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

¹ Act establishing the document.

² Act establishing the form and procedure for filling in the document in hard copy.

³ Act establishing the possibility of preparation of the document in the form of an electronic document.

⁴ Act establishing the format and structure of the electronic document.

⁵ Act establishing the submission of an electronic copy of the document.

⁶ Act establishing the format and structure of an electronic copy of the document.

⁷ Act establishing the possibility of maintaining electronic databases of prepared documents, including electronic registers (including electronic registers of authorization documents) by the authorized authorities of the Member States of the Eurasian Economic Union.

⁸ Act establishing the possibility of posting data of electronic databases of prepared documents, including electronic registers, on the official websites of the authorized authorities of the Member States of the Eurasian Economic Union in the information and telecommunication network of Internet.

⁹ Act establishing the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities of the Member States of the Eurasian Economic Union in the information and telecommunication network of Internet as the proof of preparation of the documents by such authorized authorities.

ANNEX No. 2

to Methodical Approaches to review of documents and information required for implementation of foreign economic activity, and assessment of the extent and possibility of unification and harmonization of information from these documents, and assessment of the possibility of preparation of electronic documents

(form)

DESCRIPTION

of information from the documents

Sphere of state regulation	Name of the information from the document	Description of the information from the document	Document name	Details of the act establishing the form and procedure for filling in the document in hard copy.
1	2	3	4	5

ANNEX No. 3

to Methodical Approaches to review of documents and information required for implementation of foreign economic activity, and assessment of the extent and possibility of unification and harmonization of information from these documents, and assessment of the possibility of preparation of electronic documents

FORMS

of opinions following the results of the examination of the acts

(form 1)

Opinion following the results of the examination of the acts

1. Total number of documents in _____ ,
(sphere of state regulation)

including:

the number of documents established by international treaties and acts forming the law of the Eurasian Economic Union; _____

number of documents established by regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia _____

The Republic of Belarus _____

The Republic of Kazakhstan _____

The Kyrgyz Republic _____

The Russian Federation _____

the number of documents established by international treaties of the Member States with third parties (for each Member State):

The Republic of Armenia _____

The Republic of Belarus _____

The Republic of Kazakhstan _____

2. Total number of acts in _____ ,
(sphere of state regulation)

including:

the number of international treaties and acts forming the law of the Eurasian Economic Union; _____

the number of regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia _____ T

The Kyrgyz Republic _____

The Russian Federation _____

The Republic of Belarus _____

The Republic of Kazakhstan _____

The Kyrgyz Republic _____

The Russian Federation _____

the number of international treaties of the Member States with third parties (for each Member State):

The Republic of Armenia _____

The Republic of Belarus _____

The Republic of Kazakhstan _____

The Kyrgyz Republic _____

The Russian Federation _____

(form 2)

Opinion on the documents required to carry out foreign economic activity that are not included in the examination

Name of the document required to carry out foreign economic activity	Details of the act establishing the documents required to carry out foreign economic activity	The reason why the document was not examined
--	---	--

Opinion following the results of the
assessment of the possibility of preparing electronic
documents

	Number of documents	Share in the total number of documents (percent)
--	------------------------	---

1. Documents, in respect of which the
possibility of preparation in the form of
electronic documents was established by:

international treaties and acts forming the
law of the Eurasian Economic Union;

regulatory legal acts of the
Member States (for each Member
State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

2. Documents, in respect of which the format
and structure of the electronic document was
established by:

international treaties and acts forming the
law of the Eurasian Economic Union;

regulatory legal acts of the Member
States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

3. Documents, in respect of which the submission of their electronic copies was established by:

international treaties and acts forming the law of the Eurasian Economic Union;

regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

4. Documents, in respect of which the format and structure of their electronic copies was established by:

international treaties and acts forming the law of the Eurasian Economic Union;

regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

5. Documents, in respect of which the possibility of maintenance of electronic databases of these documents, including electronic registers (including electronic registers of authorisation documents) by authorized authorities of the Member States is by:

international treaties and acts forming the law of the Eurasian Economic Union;

regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

6. Documents, in respect of which the possibility of posting data of electronic databases of prepared documents on the official websites of the authorized authorities of the Member States in the information and telecommunication network of Internet is established by:

international treaties and acts forming the law of the Eurasian Economic Union;

regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

7. Documents, in respect of which the possibility of using data of electronic databases of prepared documents, including electronic registers, posted on the official websites of the authorized authorities of the Member States in the information and telecommunication network of Internet as the proof of preparation of the documents by such authorized authorities is established by:

international treaties and acts forming the law of the Eurasian Economic Union;

regulatory legal acts of the Member States (for each Member State):

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

8. Documents, in respect of which the possibility of preparation only in hard copy is established by:

international treaties and acts forming the law of the Eurasian Economic Union

regulatory legal acts of the Member States (for each Member State)

The Republic of Armenia

The Republic of Belarus

The Republic of Kazakhstan

The Kyrgyz Republic

The Russian Federation

ANNEX No. 4

to Methodical Approaches to review of documents and information required for implementation of foreign economic activity, and assessment of the extent and possibility of unification and harmonization of information from these documents, as well as assessment of the possibility of preparation of electronic documents

(form)

SUMMARY INFORMATION

following the results of assessment of the possibility of forming the optimal list of information

Name of the information from the document	Description of the information from the document	Sphere of state regulation	Name of the document, details of the act establishing the form and procedure for filling in the document in hard copy.	Name of the document, details of the act establishing the form and procedure for filling in the document in hard copy.	Name of the document, details of the act establishing the form and procedure for filling in the document in hard copy.	...	Name of the document, details of the act establishing the form and procedure for filling in the document in hard copy.
1	2	3	4	5	6	...	N