

Standard Summary Project Fiche – IPA decentralised National programmes

1 IDENTIFICATION

Publication reference	EuropeAid/ 136-966/IH/ACT/TR
Twinning number	TR 12 IB JH 03
Project Title	Enhancement of Administrative and Technical Capacity of Customs Laboratories
MIPD Sector Code <i>(this is only for statistical purposes and does not need to match the sector names and numbering of the Turkish MIPD 2011-2013).</i>	1. Justice, Home Affairs and Fundamental Rights
Total cost (VAT excluded)¹	€ 1.500.000
EU contribution	€ 1.425.000
EU Delegation in charge/Responsible Unit	Republic of Turkey Ministry of Customs and Trade (Turkish Customs Administration-TCA) DG for Customs
Contracting Authority	The CFCU will be Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities. The director of the CFCU will act as Programme Authorizing Officer (PAO) of the project. Ms. Emine DOGER (Acting PAO-CFCU Director) Central Finance and Contracting Unit Tel: +90 312 295 49 00 Fax: +90 312 286 70 72 E-mail: emine.doger@cfcu.gov.tr Address: EskişehirYolu 4.Km. 2.Street. (HalkbankKampüsü) No: 63 C-Blok 06580

¹ The total project cost should be net of VAT and/or of other taxes. Should this not be the case, clearly indicate the amount of VAT and the reasons why it is considered eligible.

	Söğütözü/Ankara Türkiye
Management mode	Decentralised
Implementing modality	Stand-alone project
Project implementation type	Twinning
Implementation management/Senior Programme Officer	Mustafa GÜMÜŞ (SPO) Alpay ARAS (PL) Mehtap PAUL (RTA counterpart) DG for Customs Address: Republic of Turkey Ministry of Customs and Trade, Dumlupınar Bulvarı No: 151 Eskisehir Yolu 9. Km. 06530 /ANKARA
Zone Benefiting from the action	Turkey

2. RATIONALE

2.1 Project context: issues to be tackled and needs addressed

The role of customs laboratories in Turkey has been evolving along with the increasing role of customs administrations. The customs laboratories need to support the Administration in all its functions ranging from classic duty of revenue collection to protection of society. However, the effectiveness and quality of laboratory operations need to be increased for the laboratories to adequately perform their supportive functions.

This component of the project aims the establishment of the uniform customs tariff classifications and accredited methods used in different industrial sectors (food, metal, petrol, basic chemistry & polymer, textile & paper, etc.) for all Turkish Customs Laboratories and it is related to the specified analytical methods, improvement of goods sampling, handling and

annihilation applications and regulations, development of the national database system on using the same analytical methods for determining correct and uniform tariff classifications and development of quality management system in line with the requirements of the Customs Blueprints.

2.2 LINK WITH MIPD AND NATIONAL SECTOR STRATEGIES

In the Strategic Plan 2010-2014 for TCA, the objective I, the Purpose 1.1 is stated in the title as ‘the quality of supplying service will be increased every year’. Under this title, the studies for enhancement of technological and administrative structure will continue to ensure that the customs laboratories could work with international standards. In the section of strategies the strategy 1.1.6 is stated as “the modernization and accreditation of customs laboratories will be ensured”.

The investment plans of Turkish Customs Administration include establishing 6 regional laboratories in Ankara, Istanbul, Bursa, Mersin Izmir and Izmit equipped with highly advanced analytical instruments to make it more efficient and effective. 108 chemists are already employed and working in the customs laboratories.

TCA has already initiated the implementation phase of the Modernized Customs Laboratory Program as a first step; the procurement process of Central Customs Laboratory in Ankara (1500 square meters) was completed with the national budget and started to operate on the 21st June 2005.

Ankara, Izmir, Bursa and Mersin customs laboratories are already accredited according to ISO/IEC 17025 “General requirements for the competence of testing and calibration laboratories” standard. In addition, Istanbul and Izmit laboratories are working in order to be accredited.

TCA also initiated the implementation phase of the Modernized Customs Laboratory Program and Mersin, Bursa, Izmit and Izmir Customs Laboratories have been also equipped with highly advanced instruments.

Under title 29.2.2 and 29.2.3 in the NPAA (National Program of Turkey for the Adoption of EU Acquis) for 2008, the construction of a Modern Building for Istanbul customs laboratory, the procurement of equipment for this laboratory and the training of customs chemists on customs tariff classification and EU Laboratory Database Systems were among the objectives. The construction of the building and the procurement of the equipment were completed. The Twinning Light under 2007 Programming Year for the above mentioned training was realized very successfully and the results were satisfactory. However, 6 months TWL was short for 6 laboratories and a new project need occurred.

2.3. LINK WITH ACCESSION PARTNERSHIP (AP) / EUROPEAN PARTNERSHIP (EP) / STABILISATION AND ASSOCIATION AGREEMENT (SAA) / ANNUAL PROGRESS REPORT

In the 2010 Progress Report, it is stated that “The Customs Administration amended the implementing provisions on laboratory controls for processed agricultural products to limit mandatory laboratory controls exclusively to cases where the products are imported in bulk or their tariff classification cannot be determined by customs.” Turkish Customs Laboratories are very dynamic in terms of modernization and harmonizing with the EU Customs Laboratory System. Therefore, it is necessary to continue the studies to keep the momentum for providing this harmonization and modernization process.

2.4. PROBLEM ANALYSIS

Customs laboratories should support the functions of the customs administration which is evolving beyond the revenue collection. Although the previous EU funded projects (especially under 2007 Programming Year) on customs laboratories have contributed to increasing the capacity of the main customs laboratory (Istanbul), there is need to establish a network of customs laboratories functioning in line with customs blueprints on laboratories. The customs laboratories play an essential role in fight against illegal trafficking and fraud by providing the scientific expertise needed to enforce regulations in all matters relating to customs tariff, classification and nomenclature as well as assisting the customs for protection of society. Expertise of MS will help customs laboratories to increase their capacity for determination of correct and uniform tariff classification and development of laboratory working systems and procedures in line with quality standards.

2.5 LINKED ACTIVITIES AND DONOR COORDINATION

i) Twinning Projects

Twining Project (TR03/F1/05) was launched by TCA to align itself with the standards, procedures and practices of EU Member States on customs. This project contained activities on customs laboratory related field such as the administration and organization structure of customs laboratory, Laboratory Information Management System (LIMS), necessarily of accreditation, the improvement of administration capacity and others.

TW Light Project (TR 07 FI 03 TL) was launched by TCA. This was a 6 months project between Turkish and Italian Customs Administrations and was completed between 17 January-1 July 2011. Although considerable progress has been achieved with the implementation of this TW light (TR 07 FI 03 TL) in terms of enhancing the administrative capacity of Turkish customs laboratories, due to the short period of time, this project could not address all the gaps and needs of TCA. In this regard, Turkish Customs needs another Twining for further improving the administrative capacity of its laboratories.

ii) Modernisation Projects

TCA has initiated the implementation phase of the Modernized Customs Laboratory Program as a first step; the procurement process of Customs Laboratory in Ankara has been conducted under the national budget.

On the other hand, 40 item devices have been procured for the Istanbul Customs Laboratory in the scope of EU Project numbered TR070203.

2.6 LESSONS LEARNED

The ongoing and already concluded Customs Modernization projects have given the Customs the opportunity to gain experience in the field of development and management of EU funded projects. The number of staff involved in the projects the TCA has increased and the staff has been trained to professionally handle future projects.

The administrative capacity to have a customs structure with practices in line with EU requirements has continuously improved with the other projects. The Twinning Project, for instance, has improved the administrative structure especially in the field of the legislative alignment and re-structuring of the TCA.

Considering the studies and activities in the previous projects the customs legislation was thoroughly compared to that of the EU, a Post Clearance Control System was established, legislation studies were made on the New Computerized Transit System (NCTS), Integrated Tariff Management System (ITMS). Also, projects for the establishment of NCTS and ITMS were realized. Many experts from TCA took part in the activities of these projects and gained sufficient experience for the future projects.

So, during the implementation of this new project it is certain that TCA will have available experienced staff to effectively fulfil the activities of the project together with the experts of the Project partner.

During TWL Project TR070203, Turkish customs chemists have been trained on basic principles of ISO/IEC 17025 standards. Further assistance is necessary to establish a quality system in 6 Turkish Customs Laboratories and to reach accreditation.

3. DESCRIPTION

3.1 OVERALL OBJECTIVE:

The overall objective of the project is modernization of customs legislation and practice in line with the EU standards for proper and effective implementation of the Union Customs Code (former Modernized Customs Code).

3.2 SPECIFIC OBJECTIVE OF THE PROJECT

Enhancement of administrative and technical capacity of customs laboratories

3.3 RESULTS

1) Laboratory staff are trained in terms of both using modern instruments to determine accurate and common tariff positions and controlling goods more effectively to fight against smuggling and frauds and analysis capacity is increased including alignment with procedures and working methods used by EU members' customs laboratories and co-operation with EU

customs laboratories and/or with other analytical institution inside and outside the country improved.

2) Quality management system is enhanced according to ISO/IEC 17025 reference standard for customs laboratories. 30 analysis methods are accredited.

3) LIMS (Laboratory Information Management System) is improved and started to be used by the Turkish Customs Laboratories and harmonized with the EU customs laboratories.

3.4 MAIN ACTIVITIES

Activity 1

Contributing to result 1, 3

1.1 Gap and Need analysis for the organizational structure, legislation, work flow and operational process

1.2 Gap and need analysis on requirements for quality management systems of laboratories according to ISO/IEC 17025 reference standard.

1.3 Assessment of goods which come to laboratory such as food, textile, polymer, metal and petroleum. Gap and need analysis of common analytical methods and tariff classifications of the goods in all Turkish customs laboratories.

1.4

- Preparation of an assessment report including the recommendations and revisions.
- Presentation and discussions of assessment report.

Activity 2

Contributing to result 1, 2 and 3

2.1 Assessment of EU applications and regulations about goods sampling (including witness sample), handling, transferring and storing.

2.2 Improvement of legislation about annihilation of goods.

2.3 Evaluations on health and safety at work (OHSAS 18001 reference standard).

2.4 Evaluation and development of training processes for newly employed technical staff in customs laboratories.

2.5 Assessment and harmonisation of national LIMS (Laboratory Information Management System) with those used in EU laboratories in order to improve its administrative capacity and increase its control system.

2.6

- Preparation of an assessment report including the recommendations and revisions.
- Presentation and discussions of assessment report.

Activity 3

Contributing to result 1

- 3.1.1 Determination of common methods for FOOD products.
- 3.1.2 Workshop and discussions on tariff classifications of goods for FOOD products.
- 3.1.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for FOOD products.
- 3.1.4 Analysis of risk groups for FOOD products.

- 3.2.1 Determination of common methods for METAL products.
- 3.2.2 Workshop and discussions on tariff classifications of goods for METAL products.
- 3.2.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for METAL products.
- 3.2.4 Analysis of risk groups for METAL products.

- 3.3.1 Determination of common methods for PETROLEUM products.
- 3.3.2 Workshop and discussions on tariff classifications of goods for PETROLEUM products.
- 3.3.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for PETROLEUM products.
- 3.3.4 Analysis of risk groups for PETROLEUM products.

- 3.4.1 Determination of common methods for TEXTILE & PAPER products.
- 3.4.2 Workshop and discussions on tariff classifications of goods for TEXTILE & PAPER products.
- 3.4.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for TEXTILE & PAPER products.
- 3.4.4 Analysis of risk groups for TEXTILE & PAPER products.

- 3.5.1 Determination of common methods for BASIC CHEMISTRY & POLYMER products
- 3.5.2 Workshop and discussions on tariff classifications of goods for BASIC CHEMISTRY & POLYMER products.
- 3.5.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for BASIC CHEMISTRY & POLYMER products.
- 3.5.4 Analysis of risk groups for BASIC CHEMISTRY & POLYMER products.

Activity 4

Contributing to result 1 and 2

- 4.1 Trainings on method validation and uncertainty measurements.

4.2 Validations of at least 30 standard methods (different than those viewed in the TWL project) such as ISO or ASTM and/or in-house methods planned to be accredited at the end of the project.

4.3 Calculations and determinations of uncertainty measurements.

- Preparation of an assessment report on the obtained results.

Activity 5

Contributing to result 2

5.1 Training on internal audit according to ISO/IEC 17025 reference standard.

5.2 Works on the review of laboratory management and internal audit operations, according to ISO/IEC 17025 reference standard.

5.3 Controlling on applications and records of quality system and monitoring on the revisions.

5.4

- Preparation of an assessment report on recent state of quality management system after improvements.

Activity 6

Contributing to result 1, 2 and 3

6.1 In order to make the efficient training and technical assistance efforts more effective in the area of customs laboratories, some kind of in-situ works like study visits (related to LIMS, administrative unit, legislation, work flow, trainings, and some units such as food unit, metal unit, petroleum unit, textile & paper unit, basic chemistry & polymer unit)) and internships will be organized to the EU Customs Laboratories.

Each study visit and internship will be for different topics, such as quality management unit operation and food, metal, petroleum, textile & paper, basic chemistry & polymer production of goods considering to come to the six Regional Customs Laboratories in Turkey.

6.2. Preparation of a final report at the end of the project.

3.5 ASSESSMENT OF PROJECT IMPACT, CATALYTIC EFFECT AND CROSS BORDER IMPACT (WHERE APPLICABLE)

By the realization of this project, administrative capacity of TCA will increase considerably.

The restructuring and modernization of the customs laboratories will provide an efficient facility to classify goods at import / export as well as providing support for the prevention of illegal traffic of goods. The Customs Laboratories will therefore provide a good momentum for the improvement of trade facilitation in Turkey and enhance its capacity to better compete in the international market.

The TCA aims to modernize the Customs Laboratories to make them more efficient, effective and accredited. The modernization project aims at establishing effective, scientific, chemical laboratories within Turkish customs authorities and to provide analytical research and scientific advisory services to customs laboratories in Turkey. As part of the process of modernization, TCA has initiated a ‘Customs Laboratory Modernization Program’.

This project is the part of a comprehensive modernization programme of customs laboratories all over Turkey.

Through the project, with a developed and strengthened operational capacity, the TCA will also be able to meet the criteria laid down in the EU Customs Blueprints; thus will take another major step in fulfilling its tasks and obligations towards its accession to the EU.

3.6 SUSTAINABILITY

During the implementation of the project, trainings/ study visits/internships shall be designed and implemented for participants who will have medium or long term perspective in relevant services. During and after the implementation of the project, decisions on rotation /turnover of staff, this condition for the trained staff both at central and local units shall be taken into account. In conformity with the activities and results of the project, to render the effects of the project sustainable TCA will maintain the training activities after the project both for the training of the newly recruited staff and for the training of the staff on relevant new developments. Also, measures (for instance, workshops, seminars, stakeholder gatherings, dissemination of reports/training materials on available medium, implementation of recommendations etc.) shall be utilized to disseminate the knowledge and to transfer know-how into the use.

As regards to sustainability of the objectives foreseen under this project, accreditation of customs laboratories requires continuous allocation of financial and human resources. Financially there is no problem, because TCA collects fee for any kind of analysis according to customs Law Number 3007. All the expenditures of laboratories will be met from those collected fees. In addition, there are 104 chemists and 20 laboratory assistants working at the Turkish customs laboratories. Therefore, in terms of human resources too, there is also no problem.

3.7 ASSUMPTIONS AND PRE-CONDITIONS²

4. IMPLEMENTATION ISSUES

4.1 INDICATIVE PROJECT BUDGET

Please provide a budget breakdown in the table attached divided by Institution building (IB) (TA, grants) and Investments (IV) (works, supplies, services)

²Assumptions are external factors that could affect the progress of a project over which the project manager has no direct control. Such factors are sometimes referred to as risks or assumptions but Commission requires that all risks shall be expressed as assumptions. Pre-conditions are requirements that must be met before the project can start.

Indicative Project budget (amounts in EUR) (for decentralized management)

The co-financing requirement foreseen under IPA will be considered fulfilled according to the provision of the relevant Financing Agreement.

Decentralised management			SOURCES OF FUNDING										
			TOTAL EXP.RE	TOTAL PUBLIC EXP.RE	IPA CONTRIBUTION		NATIONAL PUBLIC CONTRIBUTION					PRIVATE CONTRIBUTION	
	IB (1)	INV (1)	EUR (a)=(b)+(e)	EUR (b)=(c)+(d)	EUR (c)	% (2)	Total EUR (d)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional / Local EUR (y)	IFIs EUR (z)	EUR (e)	% (3)
Component III													
Contract 3.1 TW	X	-	1.500.000	1.500.000	1.425.000	95	75.000	5	75.000				

4.2 INDICATIVE IMPLEMENTATION SCHEDULE (PERIODS BROKEN DOWN PER QUARTER)

Dates indicated in the schedule cannot go beyond the contracting and execution deadlines in the financing proposal

Please align the below schedule with Financing Proposal

Contract	Start of Tendering	Signature of contract	Project Completion
Contract 3.1	I Quarter 2015	I Quarter 2016	IV Quarter 2017

4.3 CROSS CUTTING ISSUES

4.3.1 EQUAL OPPORTUNITIES AND NON-DISCRIMINATION

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

Male and female participation in the project will be based on EU standards and assured by official announcements published to recruit the necessary staff for the project. The main criteria for recruitment will be qualifications and experience in similar projects, not sex or age. Both men and women will have equal opportunities and salaries.

4.3.2 ENVIRONMENT AND CLIMATE CHANGE

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4.3.3 MINORITIES AND VULNERABLE GROUPS

According to the Turkish Constitutional System, the word minorities encompasses only groups of persons defined and recognized as such on the basis of multilateral or bilateral instruments to which Turkey is a party. The project will apply the policy of equal opportunities for all groups including vulnerable groups.

4.3.4 CIVIL SOCIETY/STAKEHOLDER INVOLVEMENT

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ANNEXES

Documents to be annexed to the Project fiche

1. Log frame in Standard Format
2. Description of Institutional Framework

(Including composition of the project Steering Committee, Sector Monitoring Sub-Committees, and sectoral working group)

3. Reference list of relevant laws and regulations only where relevant
4. Details per EU funded contract (*) where applicable:

ANNEX I: Logical framework matrix in standard format Logframe should be revised by adding measurable indicators- baseline /targets data should be provided

LOGFRAME PLANNING MATRIX FOR Project Fiche		Programme name and number	Modernisation of Turkish Customs Administration VIII Enhancement of Administrative and Technical Capacity of Customs Laboratories Project No: TR2012/0329.06
		Contracting period expires 3 years following the date of conclusion of Financing Agreement	Execution period expires 2 years following the end date for contracting
		Total budget	€ 1.500.000
		IPA budget:	€ 1.425.000
Overall objective	Objectively verifiable indicators	Sources of Verification	
The overall objective of the project is modernization of customs legislation and practice in line with the EU standards for proper and effective implementation of the Union Customs		<ul style="list-style-type: none"> • EU Regular Progress Report on 	

Code (former Modernized Customs Code).		<p>Turkey</p> <ul style="list-style-type: none"> • Annual Activity Report of TCA • Query Engine On The Purpose Of Statistics Concerning Recovery/Repayment/Remission • EC progress Report • TCA annual report • TCA web site • Official statistics of TCA • WCO Customs Enforcement Network • WCO Reports • Balkan Info
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		System Feed Back Reports <ul style="list-style-type: none"> • Developments on TCA's Action Plan • Report of Anti-Smuggling Police on Illicit Drug Trafficking • IRU Statistics 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
The project's purpose is to enhance the administrative and technical capacity of customs laboratories.	Improvement and implementation of quality management system for all customs labs of TCA by the end of the project.	<ul style="list-style-type: none"> • EU Regular Progress Report on Turkey • Annual Activity Report of TCA • In-House Survey • TCA website and reports 	<ul style="list-style-type: none"> • Turkey remains on schedule to meet its target date for EU membership. • Adequate financial resources will be timely available. • Project Management Group has adequate expert staff. • Senior management of the TCA will give appropriate

		<ul style="list-style-type: none"> • TCA annual report • Development on TCA's Action Plan • EC progress report • Official statistics from TCA • EU Yearly IPR Reports • Interim and final evaluation reports 	<p>priority to the establishment of operational systems.</p> <ul style="list-style-type: none"> • Senior management of the TCA remains committed to the project.
Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<p>Enhancement of Administrative and Technical Capacity of Customs Laboratories</p> <p>1) Laboratory staff are trained in terms of both using modern instruments to determine accurate and common tariff positions and controlling goods more effectively to fight against smuggling and frauds and analysis capacity is increased including alignment with procedures and working methods used by EU members' customs laboratories and co-operation with EU customs laboratories and/or with other analytical</p>	<p>Enhancement of Administrative and Technical Capacity of Customs Laboratories</p> <p>-Improvement and implementation of quality management system for all customs labs of TCA by the end of the project.</p>	<p>Enhancement of Administrative and Technical Capacity of Customs Laboratories</p>	<p>Enhancement of Administrative and Technical Capacity of Customs Laboratories</p> <p>Ensure implementation of all customs labs according to a quality management system based on ISO/IEC 17025.</p> <p>Ensure effectively coordination and consistency among all</p>

<p>institution inside and outside the country improved.</p> <p>2) Quality management system is enhanced according to ISO/IEC 17025 reference standard for customs laboratories. 30 analysis methods are accredited.</p> <p>3) LIMS (Laboratory Information Management System) is improved and started to be used by the Turkish Customs Laboratories and harmonized with the EU customs laboratories.</p>	<p>-Alignment and harmonisation of procedures and working methods with EU customs laboratories.</p> <p>- Guidelines are in use for the accreditation of at least 30 analysis methods and tariff classifications corresponding to those 30 analysis methods 6 months after the end of the project.</p> <p>-90 Trained Laboratory staff according to EU laboratory practices.</p> <p>- Validation of at least 30 standard and/or in house methods for the analysis of goods at the end of the project.</p> <p>- Improvement of operational speed of tariff classification of goods in laboratories</p> <p>- Decrease in the number of different classification of the same product by different customs laboratories by using Laboratory Information Management</p>	<ul style="list-style-type: none"> • Reports Of Previous Twinning Projects • Quality Handbooks • Turkish Republic Official Journal • Accreditation Body – Lists • (TÜRKA K Turkish Accreditation Agency - Accredited Institution Lists) • Turkish Customs Law 	<p>customs labs through this quality management system.</p> <p>Enable to make a ring test and/or sufficient test activities regularly to meet the need to an accredited test laboratory, among all customs labs and with the member state customs labs.</p> <p>Ensure to guarantee a quality service by all customs labs.</p> <p>Provide more confidence to test results of customs laboratory through accreditation.</p> <p>Improve a quality and effectiveness of all laboratory staff thanks to training and course.</p>
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System more effectively.

- TCA Regulations
- Annual Activity Report of TCA
- Reports Of Training
- Reports Of Previous Twinning Projects
- Quality Handbooks
- a guideline for all analytical methods
- Assessment Report by EU Member

		Country	
Activities	Means	Costs	Assumptions
<p>Enhancement of Administrative and Technical Capacity of Customs Laboratories</p> <p><i>Activity 1 contributing to results 1 and 3</i></p> <p>1.1 Gap and Need analysis for the organizational structure, legislation, work flow and operational process</p> <p>1.2 Gap and need analysis on requirements for quality management systems of laboratories according to ISO/IEC 17025 reference standard.</p> <p>1.3 Assessment of goods which come to laboratory such as food, textile, polymer, metal and petroleum. Gap and need analysis of common analytical methods and tariff classifications of the goods in all Turkish customs laboratories.</p> <p>1.4.</p> <ul style="list-style-type: none"> • Preparation of an assessment report including the recommendations and revisions. • Presentation and discussions of assessment report. <p><i>Activity 2 Contributing to Result 1,.2 and 3</i></p>	<p><i>Twinning Contract</i></p>	<p>Total:€ 1.500.000</p> <p>IPA:€ 1.425.000</p> <p>National:€ 75.000</p>	<p>Ensure implementation of all customs labs according to a quality management system based on ISO/IEC 17025.</p> <p>Ensure effectively coordination and consistency among all customs labs through this quality management system.</p> <p>Enable to make a ring test and/or sufficient test activities regularly to meet the need to an accredited test laboratory, among all customs labs and with the member state customs labs.</p> <p>Ensure to guarantee a quality service by all customs labs.</p> <p>Provide more confidence to test results of customs laboratory through accreditation.</p> <p>Improve a quality and effectiveness of all laboratory staff thanks to training and course.</p>

2.1 Assessment of EU applications and regulations about goods sampling (included witness sample), handling, transferring and storing.

2.2 Improvement of legislation about annihilation of goods.

2.3 Evaluations on health and safety at work.

2.4 Evaluation and development of training processes for newly employed technical staff in customs laboratories.

2.5 Assessment and harmonisation of national LIMS (Laboratory Information Management System) with those used in EU laboratories in order to improve its administrative capacity and increase its control system.

2.6

- Preparation of an assessment report including the recommendations and revisions.
- Presentation and discussions of assessment report.

Activity 3
Contributing to Result 1

3.1.1 Determination of common methods for FOOD products.

3.1.2 Workshop and discussions on tariff classifications of goods for FOOD products.

3.1.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods

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<p>for FOOD products.</p> <p>3.1.4 Analysis of risk groups for FOOD products.</p> <p>3.2.1 Determination of common methods for METAL products.</p> <p>3.2.2 Workshop and discussions on tariff classifications of goods for METAL products.</p> <p>3.2.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for METAL products.</p> <p>3.2.4 Analysis of risk groups for METAL products.</p> <p>3.3.1 Determination of common methods for PETROLEUM products.</p> <p>3.3.2 Workshop and discussions on tariff classifications of goods for PETROLEUM products.</p> <p>3.3.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for PETROLEUM products.</p> <p>3.3.4 Analysis of risk groups for PETROLEUM products.</p> <p>3.4.1 Determination of common methods for TEXTILE & PAPER products.</p> <p>3.4.2 Workshop and discussions on tariff classifications of</p>		
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<p>goods for TEXTILE & PAPER products.</p> <p>3.4.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for TEXTILE & PAPER products.</p> <p>3.4.4 Analysis of risk groups for TEXTILE & PAPER products.</p> <p>3.5.1 Determination of common methods for BASIC CHEMISTRY & POLYMER products</p> <p>3.5.2 Workshop and discussions on tariff classifications of goods for BASIC CHEMISTRY & POLYMER products.</p> <p>3.5.3 Workshop and discussions on analytical methods required for common tariff classifications of specific goods for BASIC CHEMISTRY & POLYMER products.</p> <p>3.5.4 Analysis of risk groups for BASIC CHEMISTRY & POLYMER products.</p> <p><i>Activity 4</i> <i>Contributing to Result 1 and 2</i></p> <p>4.1 Trainings on method validation and uncertainty measurements.</p> <p>4.2 Validations of at least 30 international standard methods (different than those viewed in the TWL project) such as ISO or ASTM and/or in-house methods planned to be accredited at</p>			
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the end of the project.

4.3 Calculation and determination of uncertainty measurements.

4.4 Preparation and offer of an assessment report on the obtained results.

Activity 5

Contributing to result 2

5.1 Training on internal audit according to ISO/IEC 17025 reference standard.

5.2 Works on the review of laboratory management and internal audit operations, according to ISO/IEC 17025 reference standard.

5.3 Controlling on applications and records of quality system and monitoring on the revisions.

5.4 Preparation and offer of an assessment report on recent state of quality management system after improvements.

Activity 6

Contributing to Result 1, 2 and 3

6.1 In order to make the training and technical assistance efforts more effective in the area of customs laboratories, study

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visits (related to quality management unit, LIMS, administrative unit, legislation work, work flow, trainings, and some units such as food unit, metal unit, petroleum unit, textile & paper unit, basic chemistry & polymer unit) and internships will be organized to the EU Customs Laboratories. Each study visit will be for different topics, such as quality management unit operation and food, metal, petroleum, textile & paper, basic chemistry & polymer production of goods considered to come to the six Regional Customs Laboratories in Turkey.

6.2. Preparation of a final report at the end of the project.

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ANNEX II. DESCRIPTION OF INSTITUTIONAL FRAMEWORK

The Project Steering Committee will meet in principle twice a year, or more frequently where relevant as per request of the members, to monitor the implementation of the project, achievement of results against indicators in the project fiche, and to agree on corrective actions as appropriate. The operational conclusions of the Steering Committee meetings will be agreed by all participants in the minutes of the meetings.

Project Steering Committees will be composed of the representatives of project beneficiaries, Ministry for EU Affairs, Undersecretariat of Treasury, Central Finance & Contracts Unit and EU Delegation to Turkey. In addition, where necessary, the Department for IBM of the Ministry of Interior will be invited to the Project Steering Committee meetings as the observer. Participation of other stakeholders will be ensured when deemed necessary.

Project Steering Committee will operate under the following set of rules/tasks which will be adopted by the SPOs.

- To assess the progress of the project components in terms of the procurement preparation and implementation of contracts
- To verify the achievement of the outputs and results specified in the PFs or as amended.
- To discuss actions to be undertaken in following quarters in terms of achievement of indicators in the PF.
- To design and monitor the outreach and communications activities among relevant partner/beneficiary institutions at programme level.
- To coordinate involvement of the partner/beneficiary organizations for effective follow up of progress made and ensure the timely flow of project level information between these institutional partners.
- To monitor the progress made towards project indicators in line with the log frame or propose project fiches changes where appropriate.
- To monitor and facilitate linkage among different project components/contracts and the project with linked activities with other projects, donors or through national fund.
- To coordinate among different project components/contracts ensuring effective sequencing between interrelated components.
- Issues which cannot be solved at SC level to be brought to the attention of the next JMC (SMSC)”

The Ministry for EU Affairs (MEU) will ensure that Steering Committees are formally established and will have a first meeting at the latest within 3 months after the date of the signature of the Financing Agreement.

Ministry of Customs and Trade (Turkish Customs Administrations – TCA) is the beneficiary institution of this programme. The responsibility of TCA is the protection of the state economy, domestic market and society by controlling the movement of prohibited goods across the border of Turkey. The TCA is also responsible for the production of foreign trade and of Customs statistics. DG of Customs will be responsible from the project.

Other Beneficiaries

The Associations of Customs Consultants

Project Implementation Unit

As far as the project management capacity of the TCA is concerned, it is very obvious that during the implementation life time of the 2003, 2004 and 2006 projects, TCA has gained broad experience in managing the EU Projects. This practical experience has resulted in the establishment of an “EU Project Implementation Unit”.

Proposals for project initiation are provided from different departments of the TCA. These proposals are gathered at the EU Project Office established under the DG for the EU and External Relations, and forwarded to the Project leader. EU Project leader after his or her first assessment on the proposals summons the EU Project Unit in TCA. After brief evaluations on the proposals by the Project Leader, they are presented to Project Coordinator and his approval is requested.

The officers responsible for implementing their project proposal conduct the necessary work for carrying out the project through its different processes, including preparation of TOR, technical specifications, etc. These documents are sent to CFCU through Project Coordinator or Leader. The above mentioned officers participate in evaluation committees. EU Project evaluation committee meets twice a month to elaborate the progress. Additionally, meetings are held once a month with Ministry for EU Affairs, CFCU and EC Delegation in Turkey to have a general assessment on the process.

Under the overall responsibility of the PAO, SPOs shall carry out the following tasks:

- (a) be responsible for the technical aspect of the operations within line ministries,
- (b) assist the programme authorizing officers in the good and timely preparation and implementation of operations at technical level,
- (c) be in charge of the co-ordination within each priority axis set down in the beneficiary country's project proposal.

Other institutions involved in the implementation will be as following:

MEU-Ministry for EU Affairs

EUD – Delegation of European Union to Turkey

CFCU – Central Finance and Contracts Unit

NF – National Fund

As in all projects, MEU and CFCU takes place in the Steering Committee meetings as members while the EUD representative remains “observer.”

ANNEX III: Reference to laws, regulations and strategic documents:

Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code.

Commission Regulation (EEC) No.2454/93 of 2 July 1993 laying down provisions for the implementation of CCC.

Regulation (EC) No. 648/2005 of the European Parliament and of the Council of 13 April 2005.

Regulation (EC) No 450/2008 of The European Parliament And of the Council of 23 April 2008 laying down the Community Customs Code (Modernised Customs Code).

Regulation (EC) No:765/2008 of The European Parliament And of the Council of 9 July 2008 .

Turkish Customs Law no.4458 of 27 October 1999

Law No: 5911 Amending Turkish Customs Law No: 4458

Anti-Smuggling Code No. 5607

Regulation (EC) No. 1383/2003

Regulation (EC) No. 1891/2004

Executive Summary of the Strategic Plan of TCA for 2010-2014

Public Financial Management and Control Law No. 5018 which aims to obtain and use public resources in an effective, economic and efficient way, obliges the public administrations to prepare Strategic Plans in order to create missions and visions in the framework of development plans, programmes, relevant legislations and main principles, determine strategic goals and measurable targets, measure the performance in accordance with the indicators and monitor and evaluate the process. Therefore, TCA prepared and sent the 2010-2014 Strategic Plan to State Planning Organisation.

Human Resources

Resident Twinning Advisor (RTA) and RTA Assistant:

Resident Twinning Advisor (RTA), who will be residing in Turkey for 21 months, will be responsible for overall management and coordination of project activities. He/she is expected to carry out the following tasks during his full-time working period:

- Master or PhD degree in chemistry/chemical engineering or relevant,
- Project management experience and good organisational skills; Experience in the Candidate Country would be an advantage,
- Fluency in both written and spoken English,
- Minimum 8 years professional experience, preferably gained in a state customs institution; proven working experience and expertise of minimum 3 years in laboratory applications, be fully conversant with the relevant EC Directives.
- Minimum of 3 years professional experience in customs laboratories relevant to the subject and activities of the project.
- Expert in management and organization of a chemical laboratory.
- Good knowledge and experience on Quality Management System in testing and calibration laboratories according to ISO/IEC 17025 and on accreditation of chemical laboratories.
- Expert in organization and management of the Laboratory Quality System according to ISO/IEC 17025.
- Expert in training of laboratory personnel on quality system procedures (especially ISO/IEC 17025).
- Good knowledge and experience on chemical analysis of different kinds of goods (food, metal, petroleum, basic chemistry & polymer, textile & paper products) and international analytical methods.
- Expert in analytical chemistry and instrumental chemical analysis (GC-MS, HPLC, IR-MS, DSC/TGA, XRF, ICP-MS, SEM and the other specific instruments).
- Expert in customs techniques and legislation with particular regard to chemical laboratories.
- Knowledge and experience in customs tariff classification process according to combined nomenclature (CN).
- Knowledge of EU legislation and international standards.

She/he will manage the project team and will co-ordinate and manage the day-to-day implementation of the project and also organize the opening and closing events together with the BC Institution. She/he will establish and maintain links with the beneficiary, all the players involved in the implementation of the project, and with other related projects, in close cooperation with the Project Leader from the beneficiary's side.

Qualifications of the Project Leader

Broad knowledge and experience on organization, coordination, management and technical and administrative operations of customs.

Project management experience and good organisational skills; Experience in the Candidate Country would be an advantage,

Minimum **10** years professional experience, preferably gained in a state customs institution.

Strong communication facilities, ability to work in different environments with local experts.

Good links and cooperation with EU professionals in Member States.

Fluent English and good computer literacy required.

The Project Leader will ensure the timely and effective implementation of the project in accordance with the Terms of References and the time schedule identified in the inception report. She/he will also be jointly responsible for the implementation of the specific activities defined.

The TCA commits itself to cover the costs of the following provisions:

- Adequately equipped office space for the RTA and the RTA assistant for the entire duration of their secondment;
- Adequate conditions for the short-term experts to perform their work while on mission to TCA;

Short Term Experts:

Qualifications and Skills

- University degree in chemistry/chemical engineering or relevant,
- Full computer literacy in office applications,
- Fluency in both written and spoken English,
- Master or PhD degree in the relevant field will be an asset.

General Professional Experience

- At least 5 years of professional working experience in the MS Customs Administration.
- Minimum of 3 years professional experience in customs laboratories relevant to the subject and activities of the project.

Specific Professional experience (for all short-term experts)

- Good knowledge and experience on Quality Management System in testing Laboratories according to ISO/IEC 17025 and on accreditation of chemical laboratories.
- Expert in organization and management of the Laboratory Quality System according to ISO/IEC 17025.
- Expert in training of laboratory personnel on quality system procedures (especially ISO/IEC 17025).
- Theoretical and practical knowledge and experience on ISO 17025 standard (General requirements for the competence of testing and calibration laboratories, general procedures of quality management system, management requirements, technical requirements, quality system, document control, internal audits, method validation,

measurement uncertainty, equipment and its calibration, measurement traceability, sampling, reporting the results, etc.)

- Good knowledge and experience on chemical analysis of different kinds of goods (food, metal, petroleum, basic chemistry & polymer, textile & paper products) and international analytical methods.
- Expert in analytical chemistry and instrumental chemical analysis (GC-MS, HPLC, IR-MS, DSC/TGA, XRF, ICP-MS, SEM and the other specific instruments).
- Expert in customs techniques and legislation with particular regard to chemical laboratories.
- Knowledge and experience in customs tariff classification process according to combined nomenclature (CN).
- Knowledge of EU legislation and international standards.
- Working experience in customs laboratory.
- Knowledge and experience on management policies and working methods of customs laboratories.

The short-term experts will work out requirements and will develop drafts of requested documents together with the experts of the TCA. They will implement all training activities and experimental works and will carry out all analytical studies and applications in the BC customs laboratories with BC staff.