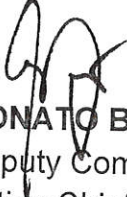




MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner, IAG
Acting Chief-of-Staff, OCOM

SUBJECT : WCO Vacancy of Director for Tariff and Trade Affairs

DATE : February 11, 2020

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1. On January 15, 2020, the World Customs Organization (WCO) notified all its member countries of the opening of the post of Director for Tariff and Trade Affairs which will be vacant by December 2020.
 2. The attached summary statement sets out the principal functions, duties and responsibilities of the Director for Tariff and Trade Affairs, whose appointment shall take effect on January 01, 2021. (*Annex "A"*)
 3. In this regard, all BOC personnel who are interested to apply for the said position shall submit to the HRMD their application, in compliance with the attached documents, not later than March 06, 2020.
 4. For information.

15-01-2020

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The Secretary General

20.A.8

Philippine Embassy/Mission

WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

Established in 1973 as the International Organization of
Customs (OIE) sous le nom de l'Union des douanes douanières

Brussels, 15 January 2020.

Dear Director General,

By Decision No. 343 at its June 2015 Sessions, the Council appointed Mr. P. LIU to be the Director, Tariff and Trade Affairs, for five years from 1 January 2016. His term of office will therefore expire at the end of December 2020 and, in June 2020, the Council will be called upon to make an appointment with effect from 1 January 2021.

In accordance with the procedure laid down by the Council, I am therefore writing to notify you formally of the vacancy of the post of Director, Tariff and Trade Affairs.

I attach a summary statement setting out the principal functions, duties and responsibilities of WCO Directors, as adopted by the Council in June 2005 and endorsed by the Policy Commission in December 2014.

If you - as Director General of Customs - wish to nominate a candidate for this post, would you please write to me, with full particulars to be supplied by the nominated candidate on the attached application form. Your notification should reach the WCO Secretariat (e-mail : michelle.medina@wcoomd.org) by Tuesday 31 March 2020.

I shall then arrange for all the applications to be forwarded to the Members of the Council. The appointment to this post will be made by the Council in June 2020 in accordance with the usual procedures. It would be expected that the successful candidate would take up the post on 1 January 2021.

For the information of potential candidates, a Note is attached showing the current emoluments and other conditions of service applicable to the Director posts. I also enclose the Code of Conduct which the Policy Commission, at its 82nd Session in December 2019, approved to apply to the election for the post of Director, Tariff and Trade Affairs.

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It should be noted that all applications must be accompanied by a supporting letter from the candidate's Head of Customs or from a higher government authority in the nominating country.

Thank you for your attention to this matter.

Yours sincerely,



Kunio Mikuriya.

**SUMMARY STATEMENT OF THE PRINCIPAL FUNCTIONS, DUTIES
AND RESPONSIBILITIES OF DIRECTORS**

Reporting to the Secretary General, the Director shall :

- be directly responsible and accountable for the Strategic Plan programmes falling within his/her specific area of competence;
- have shared responsibility and accountability for horizontal programmes of the Strategic Plan which involve his/her area of competence;
- ensure appropriate input for the monthly Management Briefings on implementation of the Strategic Plan;
- support the Secretary General in the management of the Secretariat;
- manage his/her Directorate including, in particular, strategic planning and ensuring the timely completion of work programmes for which he/she will be held accountable;
- take steps to develop the Organization's activities in his/her area of specialization;
- conduct studies undertaken with a view to furthering the Organization's aims;
- supervise the implementation of the Organization's directives in his/her field and the execution of the work decided upon;
- have responsibility for the performance management and development of his/her staff;
- advise and assist the Chairpersons of WCO working bodies in the accomplishment of their tasks including, in particular, drawing up Agendas and drafting Reports;
- maintain relations with the membership and with appropriate international organizations;
- ensure, in co-operation with the Secretary General, the continuity of the work programmes;
- carry out special missions, as assigned by the Secretary General;
- perform activities assigned within budgetary allocations.

The Directors shall adhere to the Standards of Conduct for WCO Officers.

MAIN CONDITIONS OF EMPLOYMENT OF DIRECTORS

1. Emoluments and other benefits

	<u>EUR</u> (per month)
- Basic salary as at 1 January 2019	10,698.75
- Other allowances (if applicable):	
* Basic family allowance	Depends on the income of the spouse
* Expatriation allowance	10 % of basic salary
* Dependant's allowance as at 1 January 2019	291.78 per month, per child or other dependant
* Education allowance	Up to 90 % of total acceptable expenditure in connection with dependent children's education (subject to certain ceilings)
* Installation allowance	5,834 (basic rule, depends on the composition of the family)
- Deductions :	
* Terminal allowance contribution	9 % of basic salary
* Life insurance	0.6 % of gross salary (approximately)
* Medical insurance	64 euro (adult) and 39 euro (child) (approximately)

All emoluments are exempt from tax.

2. Removal expenses

When taking up duty and on leaving the service of the Organization, expenses incurred for the removal of personal effects are reimbursed within the limit of the cost of the removal of the following quantities :

- 4,000 kg net or 40 m³ (basic rule, depends on the composition of the family)

These limits are increased by 500 kg net or 5 m³ in respect of each dependent child.

3. Travelling expenses

Travelling expenses between the place of residence and Brussels are reimbursed when taking up duty and on leaving the service of the Organization. Every two years the travelling expenses for the return journey between Brussels and the official's home are also borne by the Organization.

These provisions also apply to the spouse and the dependent children.

4. Calculation of Terminal Allowance

The Terminal Allowance is calculated as follows :

Terminal Allowance contributions in final 12 months of service x length of service x 3.

For a Director, the Terminal Allowance would amount to approximately 187,000 euro after five years' service. The contribution payable by the Director himself/herself is some 62,000 euro and the amount payable by the Organization is therefore 125,000 euro.

ELECTION OF DIRECTOR

Code of Conduct for candidates

During any election process the conduct of all candidates should reflect the ethical values espoused by the organization : integrity, accountability, transparency and professionalism. In this context, conduct of candidates should be guided by the following rules.

1. Candidates will not be allowed to attend regional meetings during the campaign, with the exception of their own region's meeting.
2. During the Council Sessions where the election is to take place, each candidate will be asked to make a presentation of a fixed duration.
3. All expenses for brochures, hospitality, travel, gifts, etc., associated with a campaign shall be posted by each candidate on the WCO Members' Web site two weeks before the Council Sessions commence. The Chairperson of the Audit Committee should provide guidance to ensure fairness and completeness".
4. One "all-candidate" reception for the Director post will be funded equally by all of the candidates during the Council Sessions. No other hospitality functions will be offered, either by a candidate or his/her supporters, during the week of the Council Sessions.
5. Candidates employed by the WCO will, in principle, refrain from WCO-funded travel from the closing date for the receipt of applications until the Council Sessions. Any WCO-funded travel which is essential for the interests of the Organization during that period will be subject to approval by the Chairperson of the Audit Committee in consultation with the Secretary General. The Secretary General will ensure that any WCO-funded travel is not used for campaign purposes.
6. Candidates are to be governed by the code of conduct for their respective administrations, as well as this code.
7. Candidates will sign a statement confirming that they will abide by the code.
8. In accordance with the Standards of Conduct for WCO Officers, employees of the WCO will maintain a position of strict neutrality throughout the election campaign.

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Please see the Annex to this Code of Conduct which provides the guidance by the Chairperson of the Audit Committee.

Annex

Statement of expenses incurred as a candidate for the WCO post of Director.

Introduction

This note is intended to provide guidance to candidates in relation to their applications for the WCO post of Director. The Code of Conduct for the election provides that costs incurred by a candidate must be published on the WCO Web site. The purpose of this document is to clarify the details to be provided, thus ensuring the completeness of the declaration in each case and, most importantly, fairness amongst the candidates.

Notes :

- (a) *All costs incurred from the date of the letter from the Secretary General seeking candidates are to be included.*
- (b) *Costs incurred by the candidate or by his/her Administration or his/her Government should be included.*
- (c) *All occasions where the candidacy was promoted should be included.*
- (d) *Where additional expenses are incurred after the date of this statement, an updated statement should be provided by the candidate to the WCO Secretariat at the WCO Council Sessions in June for circulation before the election.*

1. Name of candidate :

2. Country :

3. Currency in which this statement is completed :

4. Expenses up to and including the following date : dd/mm/yyyy.

5. Brochures and other publicity material : *The actual cost of producing (artwork, printing, etc.) and distributing the material should be included.*

- Number of items :
- Overall cost :

6. Travel and accommodation (including associated meals) : *Any travel undertaken by the candidate or on his/her behalf including associated accommodation, meals, etc.*

- Number of trips (irrespective of mode of transport) :
- Overall cost of travel :
- Overall cost of accommodation/associated meals :

7. Hospitality : All hospitality (meals, drinks, etc.) provided at events should be included.

- Number of events :
- Overall cost :

8. Gifts : Details of all gifts provided by or on behalf of the candidate should be included.

- Nature and number of gifts :
- Overall cost :

9. Other expenses incurred : Details of any expenses not already covered under items 5 to 8 above should be provided.


- Nature of expense :
- Overall cost :

10. Total cost of expenses incurred on candidacy :



MEMORANDUM

**TO : ALL DISTRICT AND SUB-PORT COLLECTORS
ALL FORMAL ENTRY DIVISION PERSONNEL
ALL OTHERS CONCERNED**

FROM : REY LEONARDO B. GUERRERO
(Commissioner & FEB 21 2020)  BOC-01-02705

**SUBJECT : REMINDER ON THE USE OF THE NATIONAL VALUE
VERIFICATION SYSTEM (NVVS)**

DATE : FEBRUARY 20, 2020

This is to remind all concerned that the National Value Verification System (NVVS) values are not substitute values but reference values to support/assist assessment personnel in the valuation of goods. Assessment personnel should strictly value the imported goods in accordance with the provisions of Sections 700-707 (Sequential Application of Valuation Method) of the CMTA.

Moreover, the NVVS value information is a risk management tool to establish doubt or to alert customs officials to do value verification check (Sec. 707, CMTA) to ascertain the truth or accuracy of any statement, documents or declarations presented before the Bureau to avoid trade mis-invoicing or undervaluation (Sec.1400, CMTA).

Lastly, whenever the NVVS is to be used, the same should not in any manner cause undue delay, obstruct or impede the regular procedure of cargoes.

For strict compliance.