



Outline and Template of the Course

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“Negotiating Customs and Environmental Cooperation – Designing an Effective National Program”

(duration is up to 4.5 days plus travel; Nov. 6, 2008 DRAFT)

Advance Materials

Course Brochure or “flyer (one sheet, two sides)

This Outline and Template

Space, Supplies, and Logistical Needs

Printing Requirements

Signs for Subgroups

Prerequisites

Middle-management experience and responsibility in administration and operations:

- customs control of trade regulated for reasons of environmental protection (from the Customs Ministry)
- environmental regulation of international trade for reasons of environmental protection (from other Ministries)

Before the course, delivery to attendees (who are committed to come as members of the national advisory group) of:

- a copy of the draft Inter-Ministerial Cooperation Agreement, and
- instructions to prepare in advance by reading and discussing the agreement with upper management to get direction for the negotiation by the inter-ministerial advisory group, and to prepare upper management for their role toward the end of the week of negotiation.

Agenda

DAY ONE - Opening Welcome and Statement of Purpose of the Meeting; Short Lecture “How MEAs Should Apply in Ports”

Introductions of Participants, and Optional Short Statement by Each Participant Office – cover import/export/transit functions, existing issues/challenges, emerging trends and modernization, goals/expectations, and ideas for reform, both within your office and with other ministries:

- Customs Ministry
- “Environment” Ministries
 - Pollution Control Ministry
 - Natural Resources Ministry
 - Health Ministry
 - Agriculture Ministry
 - Other

Coffee Break

Short Lecture “Effective National Program Design”

First Practical Exercise – “Organizing the Environment Ministries to Speak with One Voice” *Environment ministries work in one group. Customs officers observe, until near the end when they meet to also select their Spokesperson or Lead Negotiator.*

Lunch

Short Lecture – “The Negotiation Process”

Second Practical Exercise – “Bracketing the Agreement for Your Ministry” *Environment ministries work in one subgroup, Customs officers in another, each bracketing the entire agreement.*

Coffee Break

Short Lecture – “Key Elements and Features of an Inter-Ministerial Cooperation Agreement” (handout - the model agreement)

Third Practical Exercise – “Drafting Sections of the Agreement” *Participants divide into subgroups each having at least one Customs Officer. Each subgroup simultaneously drafts a different Section, continuing until the end of the work day.*

DAY TWO – Continuation of Third Practical Exercise – “Drafting Sections of the Agreement” *Participants resume work, each on a different section, again divided into*

subgroups each having at least one Customs Officer. Section-by-section, give revisions to the Lead Recorder. Continue until the entire agreement has been addressed.

After coffee or lunch, in plenary session consider the entire agreement projected on the Lead Recorder's screen, and revise further on the screen.

If the Participants want and there is time, select a few Sections or Annexes on which some want to work more. Form new subgroups with participation by choice, each with at least one CO and an attorney as Subgroup Recorder. After subgroup work, there can be another plenary session to consider the specific Sections receiving further revision. Work continues until a break for coffee or lunch, during which the Lead Recorder assembles and prints for all copies of the complete agreement that will be needed in the Fourth Exercise.

Coffee Break or Lunch

Fourth Practical Exercise – “Negotiating the Agreement for Your Ministry”
Participants divide into two groups, the EOs and the COs, receive printed copies of the entire revised text, and negotiate it across the table.

DAY THREE –

MORNING – *Participants continue as they wish with negotiation and preparation of the document.*

Lunch with Executive Directors

AFTERNOON – *In plenary session, together (alternating Sections) the Customs and Environmental Spokespersons/Lead Negotiators present the latest draft of the document to the Executive Directors. Then each Ministry meets with its Executive Director in a subgroup to develop separately any revisions needed by each Ministry. Negotiations continue as the Executive Directors may want.*

DAY FOUR –

MORNING – *Participants work on the draft of the MOU, consult in person or by phone with their ministry Executive Directors as needed. Negotiations continue.*

AFTERNOON – *Final draft text prepared and agreed upon by Participants.*

DAY FIVE – *Breakfast with the Executive Directors and Ministers, and delivery of the Advisory Committee's final draft Agreement for their high-level consideration.*

MORNING – *Optional final meeting of Participants to consider next steps and close out this negotiation.*