



**REVISED KYOTO CONVENTION ICT GUIDELINES**

(Item V on Agenda)

1. The Information Management Sub-Committee (IMSC) is the technical body within the World Customs Organization (WCO) tasked with a regular review of the Revised Kyoto Convention Chapter 7 Guidelines on Information and Communication Technology (Kyoto ICT Guidelines). This review is necessary in order to ensure that the Guidelines are kept up-to-date and abreast with new technologies and best practices related to the development, implementation and management of ICT in Customs administrations.
2. The IMSC began the process of reviewing and updating these Guidelines at its 60<sup>th</sup> Meeting, with a one-day session on the question of Information Technology Governance covering topics relating to decision making in the area of ICT. That session helped identify sections of the Kyoto ICT Guidelines that required updating. Further discussions were held on some of the previously identified topics at the 61<sup>st</sup>, 62<sup>nd</sup> and 63<sup>rd</sup> Meetings of the IMSC.
3. At its 64<sup>th</sup> Meeting, the IMSC endorsed a revised draft of the Revised Kyoto Convention ICT Guidelines, with the main changes set out at the Annex to this document. For information, these draft Guidelines (see document PO ICT Guidelines\_E) were discussed and approved by the Permanent Technical Committee (PTC) at its 199<sup>th</sup>/200<sup>th</sup> Sessions in March 2013, leaving it to the Revised Kyoto Convention Management Committee (RKC/MC) to adopt them definitively.

**Action required**

4. The RKC/MC is invited to endorse the draft ICT Guidelines, in accordance with the provisions of Article 6, paragraph 5 (d) of the Revised Kyoto Convention.

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## Annex

### Main changes proposed to the Kyoto ICT Guidelines

The following amendments to the Kyoto ICT Guidelines are being proposed:

#### Chapter 1: Management Summary

1. The title of Section 1.1 has been changed from 'Background' to 'Purpose'.
2. A new Section 1.2 on the 'Strategic Role of ICT', focussing on the decision making processes in relation to ICT as a strategic area within the Customs Administration has been included. The Guidelines also support the strategic role of ICT in Customs administrations. The concept of Control Objectives for Information and Related Technology (COBIT) is introduced.
3. Chapter 16 – 'Cross reference table to the Revised Kyoto Convention' has been brought upfront to Chapter 1 'Section 1.4 Scope'.
4. Section 1.3 on 'Future Trends' has been updated to include the major developments in Information Technology that have already impacted Customs or are likely to impact Customs. The trends covered include the growth of mobile devices, ubiquitous access to wireless internet, the touch interface that has led to important improvements in the usability of software applications, proliferation of 'APPS' for every kind of business application, social media and its implications for business computing, context and location awareness of applications, adoption of 'cloud computing' strategies by governments and the general trend towards commoditization of ICT.

#### Chapter 3: The Decision-making process

5. The title of the chapter has been changed from "The Decision to Computerise" to "The Decision Making Process". In this Chapter a new Section 3.5 is being added – "Developing Enterprise Architecture".

#### Chapter 4: The Consultation Process

6. The title of the chapter has been changed from "The importance of consultation" to "The Consultation Process".

#### Chapter 5: The Systems Development Process

7. The title of Section 5.4 has been changed from "Hardware Procurement & Installation" to "The Procurement Process".

#### 5. Chapter 6: Overview of main application areas

8. Updates to Chapter 6 as approved in document PM0317 have been included.

6. **Chapter 8: Interfaces between IT applications**

9. A new Section 8.1 has been introduced on "Service Oriented Architecture" based on the "WCO Compendium on How to Build a Single Window Environment".

**Chapter 9: Information Exchange**

10. There concepts of Single Window and the WCO Data Model are being introduced as key elements in Section 9.1 dealing with "Information Exchange with Trading Partners". The technical descriptions of messages have been moved to Appendix I. In Section 9.3 - "Information exchange with other Customs administrations", the concepts of Globally Networked Customs and Utility Blocks have been introduced.

**Chapter 10: Communications**

11. In this Chapter, a new portion is being added to Section 10.3 – "Messaging". The additions refer to internet based messaging standards such as EDIINT and web services. The Attachment on Messaging and Section 10.4 on Code-lists have been moved to Appendix I.

**Chapter 11: ICT Security**

12. A portion advocating a risk management approach to ICT Security has been introduced in the introductory part of Chapter 11. This proposed addition was approved in the 63<sup>rd</sup> session of the IMSC. A new section 11.10 on "Identity Management" has been introduced (discussed in Document PM0298). In relation to Public Key Infrastructure, a portion dealing with the technical aspects of Certificate management is proposed to be removed as it is described earlier in the chapter.

**Chapter 12: Legal Issues**

13. References have been added to the UNCITRAL Model Law on Electronic Signatures and the Guide to Enactment 2001, the United Nations Convention on the Use of Electronic Communications in International Contracts and "Promoting Confidence in electronic Commerce- legal issues on the international use of electronic authentication and signature methods".

**Chapter 14: E Commerce & Customs**

14. Chapter 14 on "Ecommerce and Customs" has been abridged and merged with *Appendix I - Information and Telecommunications Structures for Electronic Commerce*, which now deals with the general questions of information exchange. Chapter 14 was introduced as a separate chapter at a time when Ecommerce was topical and covered a new range of information exchange phenomena in the international supply chain using the worldwide web, having a profound impact on Customs.

**Chapter 16: Cross reference to the Kyoto Convention**

- i) This chapter has been shifted to Chapter 1

ii) **Appendices**

15. Appendix 1 has been revamped to include information about the WCO Data Model and other aspects of information exchange. Appendices 18, 19 and 20 have been added to cover latest WCO Recommendations concerning the use of the WCO Data Model (Appendix 18), the use of Advance Passenger Information (API) and Passenger Name Record (PNR) for efficient and effective Customs control (Appendix 19) and on Dematerialization of Supporting Documents (Appendix 20).
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