Annex 2

**Expert Nomination Form**

**BACKGROUND**

The nominated experts will be closely guided and assisted by the Secretariat to complete their tutorship in an efficient and effective way.

The VCOA as a tutored course is closely monitored by the Academy Coordinator from the Secretariat who is in charge of ensuring registration and access processes, the completion of the participants’ learning journey on a timely basis, the facilitation of the Academy forum’s discussions, and providing them with all the assistance which is not related to Customs technical topics. The Academy Coordinator will also ensure the coordination of the Virtual Tutors.

In order to ensure a smooth collaboration during the 22nd Session of the VCOA, the Academy Coordinator will set up a training session gathering the tutors prior to its commencement depending on their availability.

The tutors shall:

1. Be experts in a specific area;
2. Be senior Customs officers with a thorough knowledge of Customs operations as well as experience in training;
3. Be proficient in written English;
4. Be comfortable with an online learning environment;
5. Assist candidates with content-related questions;
6. Review and grade assignments;
7. Facilitate discussions on some of the implementation challenges faced in the field.

During the VCOA, each tutor will be responsible for one written assignment based on their area of expertise. Students will complete the assignment over a period of 3-4 weeks. During this period, we expect the tutors to be available to answer students' questions via email. Once the assignments are submitted by students, the tutors then must grade the work, which represents around 1 day of work.

It is estimated that the tutorship role assigned to each accredited expert requires 4 full working days on a period of 20 days.

We are kindly inviting you to complete the following elements **by** **18 August** **2025** to Mr. Eric Rogers E-Learning Specialist, (Tel.:+32 (0)2 209 9223, E-mail [VCOA@wcoomd.org](mailto:VCOA@wcoomd.org)).

Your administration’s offer to provide Experts is therefore greatly appreciated to enhance the participants’ guidance in respect to the practical implementation of the WCO international standards and conventions.

**I. NOMINATION(S) SUBMITTED BY THE ADMINISTRATION**

**INSTRUCTIONS**

This part will be completed by the Administration in regard to the expert’s qualification.

THE CUSTOMS ADMINISTRATION OF (country)

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NOMINATES:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominee** | **(Title) Mr./ Mrs./ Ms.** | **Name** | **Position** | **Email address\*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

\* If the nominee has a CLiKC! account, please mention the email address used for their CliKC! account.

to participate in the 22nd Session of the Virtual Customs Orientation Academy (VCOA)

*from 15 September – 19 December 2025.*

|  |  |
| --- | --- |
| **Date and Place:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SIGNATURE BY THE AUTHORIZED OFFICIAL:** | |
| |  |  | | --- | --- | | **Name, Title, Position** | **Signature** | |  |  | |  |
|  | |
|  | |

**VCOA Modules**

Please indicate the topic the nominated expert(s) is/are interested in tutoring.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scheduling** | **Assignment number** | **Topic** | **Nominee 1** | **Nominee 2** | **Nominee 3** |
| Week 1 | 1 | *WCO and Customs Administrations’ Activities, Missions and Values* |  |  |  |
| Weeks 2-3 | 2 | Integrity in Customs |  |  |  |
| Weeks 4-6 | 3 | Revised Kyoto Convention |  |  |  |
|  | 4 | Coordinated Border Management |  |  |  |
| Weeks 7-10 | 5 | Classification / Harmonized System |  |  |  |
|  | 6 | Rules of Origin |  |  |  |
|  | 7 | Customs Valuation |  |  |  |
| Weeks 11-14 | 8 | Passenger Controls (Risk-based Selectivity, Prohibitions & Restrictions) |  |  |  |
|  | 9 | Officer Safety and Security |  |  |  |

Please indicate in the table below whether the nominated expert(s) is/are interested in giving a live online presentation to participants on their topic of expertise.

|  |  |  |
| --- | --- | --- |
| **Nominee 1** | **Nominee 2** | **Nominee 3** |
|  |  |  |

Along with the completed nomination form, please can nominated experts also submit their curriculum vitae (CV).