

Non-Tariff Measures Trainings in VIETNAM

Training of Trainers

'Market Access and NTMs : key concepts and information tools'

OVERVIEW

In support of Viet Nam's efforts to **improve trade competitiveness**, ITC leverages its expertise in the area of non-tariff measures (NTMs) to create an evidence base needed to effectively reduce trade cost related to NTMs and to increase the transparency and understanding of NTMs and related procedures.

Together with its local implementation partner Vietrade, ITC collaborates with government agencies, trade support institutions and academia in Viet Nam in the **design and delivery of trainings** to increase awareness and understanding of NTMs and their impact on businesses. ITC focuses on building capacity of trainers in Viet Nam that can subsequently replicate trainings in various regions of the country.

One of the trainings that ITC and Vietrade suggest local institutions to replicate to businesses is called **'Market Access and NTMs : key concepts and information tools'**. This document is ITC & Vietrade plan to train the trainers to deliver this training.

STEPS OF THE TRAINING OF TRAINERS

Purpose

Once trained, each participant will be capable of giving ITC's 'Market Access and NTMs : key concepts and information tools' training to interested business but also staff of trade support institutions and policy makers. 'Market Access and NTMs : key concepts and information tools' is the flagship training of the Trade and Market Intelligence division of ITC. See Annex 1 to know more about it.

Content

The training of trainers is organized as follows:

1. Training 'Market Access and NTM's : key concepts and information tools'

2 days

This workshop consists in the training that the participants will then be trained to deliver. It provides them a deep overview of the final result.

This workshop is also open to stakeholders that will not undertake the complete training of trainers (maximum 40 participants).

2. ToT workshop 1

5 days

This workshop consists in a content-focused training giving to participants in-depth knowledge about NTMs and ITC related tools. In particular, the trainee will learn:

- Non-tariff measures: Basic concepts

- Information sources for NTMs
- In-depth introduction Market Access Map
- In-depth introduction to ITC's ROO Facilitator
- In-depth introduction to ePing
- Hands-on exercises

Maximum 25 participants. See more here.

3. Personal assignment

At least

The participant will be requested to process a home assignment. This work aims at gaining autonomy and perspective from the content acquired during ToT workshop 1.

3 weeks

The assignment shall also contains a clear plan of direct application of the training to local businesses, to make sure that the knowledge is transmitted to end-beneficiaries during the duration of the NTM project in Vietnam.

Once terminated, the assignment will be assessed by the team of trainers that will open access, or not, the participation to the following workshop.

See more here.

4. ToT workshop 2

4 days

This workshop consists in the delivery of the content adquired and training skills. During this workshop, trainers will hold small briefing sessions for enterprises. ITC team will assess their capacity of becoming an efficient trainer for ITC 'Market Access and NTMs' training.

See more here.

5. Certification

Once approved after ToT workshop 2, successful participant will be authorized to conduct the training based on the validated agenda between institution and Vietrade/ITC. After 3 successful trainings, the trainer will receive the 'Trainer on Market Access and NTMs' ITC certificate.

AUDIENCE

The complete ToT training is for trainers of local institutions in contact with businesses involved in international trade. It can also be provided to advisors to companies. The ToT is accessible through a selection process.

The following profiles are entitled to apply to the ToT:

<i>Experience</i>	At least 5 years of professional experience in international trade and related field. Experience in providing trainings to local businesses is required.
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<i>Education</i>	Master level in Economy, International Business, Finance or related fields. A bachelor level with more than 7 years of needed experience is also accepted.
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<i>Languages</i>	Excellent communication skills in Vietnamese. Good level of English is a strong asset.
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<i>Skills</i>	Outstanding presentation skills Capacity to understand abstract concept and link it to real examples Fast learned, proactive attitude for learning new things and interrogate already acquired knowledge Strong logistical skills and autonomy in training organization
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AGENDA

ITC and Vietrade suggest to conduct two Trainings of Trainers in Q1-2019, in Hanoi and Ho Chi Minh City.

The suggested agenda is as follows:

	Ho Chi Minh City	Ha Noi
1 Training 'Market Access and NTMs'	20 - 21 Feb 2019	18 - 19 Feb 2019
2 ToT workshop 1	13 May – 17 May	24 – 28 Feb 2020
3 Personal assignment	From May 20 to Jul 7	From Mar 2 to Mar 20
4 ToT workshop 2	22 Jul – 26 Jul	30 Mar – 3 Apr 2020

The purpose of the suggested agenda is to give enough time between the sessions for the participants to experiment on their own the tools and information provided during the trainings. It also serves for the participants to assess their own interest to pursue further in the process of the training of trainers.

See the complete agenda here (to be completed).

INSTITUTIONS

The following institutions are strongly encouraged to undertake the Training of Trainers on 'Market Access and NTMs', at the following sessions.

Note that participants from central region can join the session of their choice.

Northern Region (Hanoi)	Central Region	Southern Region (HCMC)
Vietrade	Freelancer	VCCI HCM City
VCCI Hanoi	Agrotrade	International Trade Promotion Center
MPI - Central Institute for Economic Management	Agritrade	Vietnam Pepper Association
National Economics University	MOIT – Strategy Institution for Industry and Trade Policy	Vietnam Rubber Association
Foreign Trade University	Vietnam Tuna Association	Vietnam Association for High Quality Products
Wallaby House Vietnam	Da Nang TPO	Vietnam Insight Consultancy
Oxfarm	VCCI Da Nang	TBT Vietnam
Etc.	Da Nang Cooperative Alliance	SuccessPartner
	Etc.	Foreign Trade University HCM
		University of Agriculture and Forest HCM
		Association of Fruits and Vegetable
		Etc.

'Market Access and NTMs : key concepts and information tools' training

Once trained, the participants will be able to deliver the following training to businesses:

Market Access and NTMs : key concepts and information tools

Objective Get introduction to Market access and NTMs

Content Introduction to Market Access: tariffs and NTMs
Basic concepts: SPS, TBT, Rules of Origin, Trade remedies, etc.
Information sources
Exercises

Audience Businesses but also interested trade support institutions and policy makers

Requirements None

Level Introductory / Operational

Duration 2 days

Training of trainers workshop #1 – IN-DEPTH KNOWLEDGE

Abstract This workshop consists in a content-focused training giving to participants in-depth knowledge about NTMs and ITC related tools. In particular, the trainee will learn:

- Non-tariff measures: Basic concepts
- Information sources for NTMs
- In-depth introduction Market Access Map
- In-depth introduction to ITC's ROO Facilitator
- In-depth introduction to ePing

Context The trainee already participated to the introductory 2-days training 'NTM and Market Access: key concepts and information tools' and is supposed to have a first understanding of all topics covered during this.

e-Preparatory Before the Workshop 1, the trainee is asked to complete some exercises from home ('e-Preparatory'). Those exercises are corrected by the trainers before the start of the workshop.

The purpose of the e-Preparatory is :

1. to revise the content seen during the introductory 2-days training and arrive to Workshop 1 with a clear base to participate to in-depth sessions.
2. provide inputs to feed the discussion on NTMs during ToT 1.

In particular, the trainee must have acquired the following before the start of workshop 1 :

- Tariffs : understand customs tariffs and their types, find MFN and preferential applied tariff rates using Market Access Map, identify tariff margin, tariff advantages and benchmark against competitors
- Non-tariff measures : accurate definition of Non-tariff measure, NTB, Procedural obstacles ; the classification; find NTMs in Market Access Map or elsewhere.
- Rules of origin : remember the types of Roo, know where to find them in Findrulesoforigin.org, identify Roo advantages over competitors

The exercises of the e-Preparatory are in the joined folder. They are available in both English and Vietnamese. The e-Preparatory will also be available on the Weebly dedicated site.

Required	Having participated to the 2-days training Having completed e-Preparatory
Objectives	<ol style="list-style-type: none"> 1. Acquire in-depth knowledge on Non-tariff measures, in particular on Classification, and SPS and TBT. Know all the information sources (especially MacMap) for the NTMs. 2. Acquire in-depth knowledge on tariffs, trade remedies, trade agreements and ROO. In parallel, discover the new MacMap. 3. Masterize information tools for point 1 and 2 : MacMap, FindRulesOfOrigin.org, ePing.
Participants	25 participants maximum
Agenda (tentative)	<p>Monday AM : correction of e-Preparatory, Q/A. Monday PM : Presentation of New MacMap, Country analysis</p> <p>See detailed agenda in the joined folder.</p> <p>Tuesday AM : Revision of tariffs – MNT, preferential, etc. Tuesday PM : NTMs in-depth revision of key concepts</p> <p>Wednesday AM : NTMs - SPS & TBT specificities Wednesday PM : Analysis of NTMs faced by participants</p> <p>Thursday AM : Rules of origin – in-depth revision of key concepts Thursday PM : ePing & personal assignment objectives</p> <p>Friday AM : Personal assignment start and advices Friday afternoon : Optional – Q/A, revision on any point</p>

Personal Assignment

Content	<p>The Personal Assignment is a work that participants must do between the two training sessions. It consists in :</p> <ol style="list-style-type: none"> 1. The preparation of a 30-minutes presentation of the key concepts adquired during ToT 1. This presentation is called 'ToT Summary' and will be presented during ToT 2. 2. The preparation of a work plan for the end of the year 2019. The work plan must clearly show to which audience the trainer will provided the 2-days training and/or parts of it. The structure of the work plan is under development.
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Training of Trainers workshop #2 – COMMUNICATION SKILLS

Abstract	This workshop consists in improving the delivery of the content adquired and developing training skills. ITC team will assess their capacity of becoming an efficient trainer for ITC 'Market Access and NTMs' training.
Context	The trainee already participated to the introductory 2-days training 'NTM and Market Access: key concepts and information tools', the ToT 1 and completed the Personal Assignment. The participant is expected to be at a high level on the key concepts and management of the information tools.
Objective	<ol style="list-style-type: none"> 1. Acquire high presentation skills and tips to speak in front of an audience; 2. Revise the content material for the trainings that will be organised by the participant once become trainer;

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3. Acquire advanced tips on information tools;
 4. Revise any point of doubt related to the key concepts.

Required	Having completed the Personal Assignment
Agenda (tentative)	Monday AM : Presentation delivery skills and tips Monday PM : Delivery skills applied to information tools Tuesday AM : Participants presentation session 1 Tuesday PM : Participants presentation session 2 Wednesday AM : Participants presentation session 3 Wednesday PM : Participants presentation session 4 Thursday AM : Documentation revision for coming training + Work plan analysis (personal) Thursday PM : Last tips and tricks, Q/A Friday AM : Optional presentation day for candidates with low scores Friday afternoon : Optional presentation day for candidates with low scores

See detailed agenda
in the joined folder.