

FEDERATION OF EAST AFRICAN FREIGHT FORWARDERS ASSOCIATIONS

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An advocate of the freight logistics profession

Document: Monthly Report

Grantee: FEAFFA

Report for the month of: March - April 2012

Grant No. FEA-STA-012-028

Activity	Comment
Staff recruitment	A new accountant Mr. Samuel Mbucho was hired on a short-term contract of six months until end of September 30 th 2012. USAID COMPETE provided technical support to FEAFFA in the recruitment process. Job descriptions for other two positions (Transport Economist and Information Technology Officer) were developed and the hunt for suitable recruits is underway to be completed in May 2012.
To coordinate review of the East African Customs and Freight Forwarding Practicing Certificate (EACFFPC) curriculum	FEAFFA organized two regional retreats of technical experts from the revenue authorities and the freight forwarding industry (in March and April 2012) to review the EACFFPC curriculum. The revised draft curriculum is awaiting ratification by the programme's regional implementation committee in June 2012 after which it will be deployed. <i>(Draft revised curriculum attached)</i>

<p>To develop organizational policy manuals for FEAFFA</p>	<p>As a step towards strengthening the institutional capacity of the Federation, FEAFFA secured technical support from TMEA to review and develop organizational policy manuals. PSI, a UK based consultancy firm was hired to facilitate the process. Draft manuals have been developed and are currently under review by FEAFFA. The manuals will also position FEAFFA to secure institutional support from TMEA effective October 2012.</p> <p>The policy manuals include: Human Resource, Procurement, Accounting, Communications, Data Back-up and Code of Ethics (Leadership Code) policies and procedure manuals.</p> <p><i>(Draft manuals attached)</i></p>
<p>To procure office equipment and services</p>	<p>FEAFFA acquired three new laptop computers and two printers. FEAFFA is also in the final stages of renewing the staff medical insurance with Resolution Health East Africa. Procurement of other office items is under way.</p>
<p>To publish the first EAST AFRICAN freight forwarders directory</p>	<p>FEAFFA published the first edition of the East African Freight Forwarders Directory. The Directory is a one-stop source of information on clearing and freight forwarding operators in the region. The project is expected to generate revenue towards the sustainability of the Federation in due course. The next edition will be out later this year. <i>(Copies have been submitted to COMPETE)</i></p>
<p>To popularize the FEAFFA Code of Conduct</p>	<p>FEAFFA continued to utilize events organized by partners and stakeholders to raise awareness on the FEAFFA Code of Conduct. This was during the Corridor Performance Monitoring workshop by the World Bank and the Border Procedures Manual validation workshop for Tanzania. Copies of the code and other information materials were distributed.</p> <p>More activities have been planned to launch the same in all other EAC countries at key border points. This is awaiting approval from COMPETE.</p>
<p>Produce the first quarter edition of the FEAFFA e news letter</p>	<p>FEAFFA produced the first quarter edition of the e newsletter. The newsletter was circulated to all industry stakeholders in the region. The newsletter contains information on key developments within the Federation and the industry as a whole.</p>
<p>To commence the process of accrediting the EACFFPC to FIATA</p>	<p>The process started in March 2012 with communication to FIATA. The exercise required submission of the EACFFPC curriculum to FEAFFA. However, since the curriculum was</p>

	under review, submission was delayed to June when the revised curriculum will be ready.
Develop three position papers on: i. Customs Warehouse rent ii. Mutual recognition of Customs agent licences iii. Self regulation of Customs agents	<i>(This is activity is not being funded from the grant funds)</i> FEAFFA has already developed the scope of work for this activity and submitted to COMPETE Transit Team for input and finalization after which consultants will be contracted by COMPETE.
Develop border clearance manuals for the key borders in the EAC Region.	<i>(This is activity is not being funded from the grant funds)</i> Development of the scope of work for this activity is in progress in consultation with COMPETE Transit team. Delay has been occasioned by the need to take on board outputs from related ongoing activities in the region on harmonization of cargo clearance procedures.
To train and certify 400 freight forwarders	About over 500 hundred students are currently in session. <i>(List of students currently in class to be submitted later).</i>
Accreditation and mainstreaming of the EACFFPC programme under EAC Directorate of Customs.	FEAFFA has already organized two meetings between the EAC Directorate of Customs, Revenue Authorities of the EAC partner states and the freight forwarding industry to develop the mainstreaming framework for the EACFFPC programme. The meetings took place in March and April 2012 and produced the draft framework to be submitted to the EAC Secretariat. <i>(The draft framework is attached)</i>
Participate in International Leadership Exchange programme focusing on freight forwarding in the USA.	FEAFFA participated in a three-week exchange programme focusing on freight forwarding in the USA. The programme was fully sponsored by the US government. The Federation was represented by the President and the Regional Executive Officer. Other industry officials attended from Uganda and Rwanda. The programme provided useful insight/lessons on the transport logistics industry of USA. There was focus on various modes of transport (rail, air and water), border clearance of cargo, Customs clearance, freight forwarding operations, warehousing, axle load management etc. The lessons will be shared with the industry through FEAFFA Website and the newsletter. In addition, FEAFFA will explore possibility of domesticating some of the lessons/best practices learnt within the EAC Region.
To carry out financial audit for the	PKF is currently auditing FEAFFA books of accounts for the financial year 2011. New accountant is taking lead in the

year 2011	exercise.
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Submitted on 10th May 2012