

WCO Asia-Pacific Regional Data/Intelligence Professionals Programme
 (2025/2026)
 [Programme Charter]

I. Objectives

Through this programme, participants are expected to:

- gain a better understanding of illicit trade in the region and improve their knowledge of risk management processes in a practical manner through the daily operations of a Regional Intelligence Liaison Office (RILO), including data collection and data analysis;
- improve their general understanding on the World Customs Organization (WCO) and gain knowledge of Customs Enforcement Network (CEN) applications;
- gain an understanding on how the RILO operates within the region as well as across regions through the Global RILO Network;
- expand their own network for better enforcement and enhanced information exchange; and,
- identify current challenges for their respective Customs administrations in relevant areas and, based on the knowledge obtained through this programme, produce a report containing appropriate recommended measures to address these challenges that should be shared with their respective home administrations.

II. Sponsorship: Japan (CCF/Japan)

III. Programme at a glance

(a) Duration of the Programme

- Online training provided by the WCO (maximum 5 x ½ days) in advance of the training at the RILO Asia and the Pacific (RILO A/P) in Japan
- Six weeks training at the RILO A/P (October – December 2025, time and date TBD)

(b) Status

Participants

(c) Number of participants

Maximum of **3 participants** (one participant per one Member administration)

(d) Language

English only

(e) Venue

The WCO Regional Intelligence Liaison Office for Asia and the Pacific in Tokyo, Japan

(f) Supervision

The WCO Secretariat in close cooperation with the Head of RILO A/P

IV. Application and selection

- (a) Participants will be Customs officers who have suitable expertise *and* working experience in the fields of risk management, data collection/intelligence analysis, targeting, and/or Customs enforcement.
- (b) Application and selection procedure

The appended nomination form (Annex II) and application form (Annex III) should be received by RILO A/P (copied to the WCO Secretariat), duly completed in English, **by Thursday, 31 July 2025** at the latest. It is anticipated that the selection of participants for the programme will be finalized by early- to mid-September 2025.

The participants will be selected through close consultation between the RILO A/P and the WCO. The WCO will inform participants about their selection or otherwise.

(c) Eligibility, requirements, condition of candidacy

Requirements

Applicants should:

- be a Customs officer of a WCO Member administration in Asia-Pacific Region that has active status with the WCO;
- be chosen and nominated by the applicant's Customs Administration;
- have a minimum of 3 years' experience in Customs;
- have a university degree or equivalent professional qualification;
- be proficient in English verbally and in writing;
- have basic skills in computer applications;
- be in good health and free from any medical condition that would impair the applicant's full participation in the Programme; and
- have expertise in the fields of risk management, data collection/intelligence analysis, targeting, and/or Customs enforcement.

Recommended

Applicants should ideally:

- have programming skills such as Python, R, etc.;
- have data visualization skills such as with Power BI, Tableau, etc.; and
- be a junior officer.

(d) Other factors for selection

Candidates will be assessed on the basis of work experience, academic record and intellectual distinction, personal qualities, motivation, evidence of leadership, management potential, and career path.

V. Main tasks and responsibilities

(a) Training, work experience, and thematic study

(i) Online training provided by the WCO

Participants are expected to enhance their knowledge that will be necessary to perform tasks in RILO A/P, including on CEN applications and data visualization.

(ii) At the RILO

- Participants will enhance their skills relating to the subject matters of the programme by carrying out the following tasks in RILO A/P, together with RILO A/P staff:

(1) Liaison for information exchange;

(2) Role of OCU (Operation Coordination Unit);

- (3) Operation / Project management;
- (4) CEN (Customs Enforcement Network) related tasks;
- (5) Data analysis; and
- (6) Arrangement of networking opportunities (Online bilateral meetings and other events)

- Participants are expected to undertake a thematic study on alert intelligence, produce a research paper and participate in intelligence activities jointly agreed to by each participant, their Administration and the RILO A/P.

(b) Report

A report summarizing the Programme activities should be written by the participant. The report should contain the results of the study, including intelligence materials produced during the Programme, recommendation(s) to the home Customs Administration, and your evaluation of the Programme. The outline of the report should be presented towards the end of the programme in Japan.

Within two weeks after the participants' departure from Japan, the final report should be submitted to (1) RILO A/P, (2) the WCO Secretariat, and (3) the participant's home Customs administration. It is noted that within one month after the programme, participants may be requested to correct some errors or clarify the descriptions in their reports if either the WCO or the RILO A/P find it necessary.

VI. Administrative matters

(a) Allowances

A subsistence allowance of 4,842 euros will be allocated for a participant for the period during which the participant resides in Japan by the donor to cover the cost of accommodation that will be arranged by the programme, meals and incidental expenses.

(b) Insurance

No insurance coverage is provided throughout the programme, i.e. in respect of personal accidents or damage to or loss of personal effects during transport between Tokyo and the participant's place of residence, as well as sickness, accidents and the damage or loss of personal effects, etc. during the participants' stay in Japan. Each participant must ensure that the participant is covered by one's own personal insurance.

(c) Travel arrangements

The cost of travel (return trip) between the participant's place of residence and Tokyo will be borne by the Programme budget. For this purpose, an economy class pre-paid air ticket by the most direct route will be arranged by the WCO. Transportation costs between the participant's place of residence and departure/arrival airport should be borne by the participants.

Any additional costs entailed with the changes of the pre-arranged itineraries or cancellation of the flight without reasonable grounds after the issuance of the e-ticket should be borne by the participant or their home administration.

(d) Other

If costs are incurred by failure to follow application rules, such as late notification of non-acceptance, the WCO will charge the costs to candidates or to the organization to which the candidates belong.

VII. Other

Family members will not be authorized to accompany the participants for the duration of the programme.

Persons entering Japan must hold a valid passport. **Visa and vaccination requirements vary depending on nationality**, and the **participant is personally responsible for complying with those requirements**. The RILO A/P will provide the selected candidate with a letter certifying enrolment in the Programme in order that the participant may apply to the Japanese Embassy in the participant's home country for a relevant Visa.

In the case of transit through another country, the participant may also need to obtain a visa for the transit. It is the participant's obligation to check whether the participant needs any transit visa.
