



ASIAN TRADE CENTRE FOUNDATION

TRAINING PROGRAM FOR SMEs “INTERNATIONAL TRADE, IMPORTING & EXPORTING, AND MANAGING YOUR SUPPLY CHAIN”

Venue: Panda Hotel
3 Tsuen Wah Street, Tsuen Wan, Hong Kong

Date: September 7th

Time: 8.45am – 5.30pm

Fee: Complimentary

Language: English

Eligibility: SMEs who are directly involved in shipping goods
(Only successful applicants will be informed via email)

This workshop is funded by UPS Foundation and in collaboration with UPS.

Draft Agenda

Time	Topic	Speaker or Trainer
8.45-9.00	Registration	
9.00-9.15	Opening remarks and Introduction to the objectives and goals of the two-day training	ATC
	Module 1: International Trade Regime	
9.15-10.15	Introduction to International Trade Regime <ul style="list-style-type: none">○ The International Trading Regime<ul style="list-style-type: none">▪ WTO▪ Free Trade Agreements (e.g. Hong Kong FTAs)○ Negotiating Tariffs and Rules of Origin<ul style="list-style-type: none">▪ Understanding Tariffs and Schedules▪ Following Rules of Origin	ATC
10.15-10.30	Tea break	
	Module 2: Import and Export Regulations & Procedures	
10.30-11.30	Preparing Your Business for Internationalization (Part 1) <ul style="list-style-type: none">○ Location-specific Requirements:<ul style="list-style-type: none">▪ Europe▪ Asia, including ASEAN and North Asia○ Trade Documentation and Rules:<ul style="list-style-type: none">▪ Certificates of Origin▪ How to read a tariff/HS Codes▪ <i>De Minimis</i> rule▪ INCOTERMS, why are they important?▪ How to Fill out an Export Declaration - Declared Value, FOB vs CIF	UPS
11.30-12.30	Preparing Your Business for Internationalization (Part 2) <ul style="list-style-type: none">○ U.S. Import Regulations	U.S. Customs and Border Patrol



International Trade, Importing & Exporting, and Managing Your Supply Chain

	○ Other CBP updates	
12.30-13.30	Lunch	
	Module 3: Establishing a Trade Compliance Program	
13.30-14.30	The Importance of Trade Compliance ○ Elements of A Trade Compliance Program ○ Best Practices and Tips for Trade Compliance	UPS, CBP
14.30-15.30	Group Discussion – Pain Points in Importing & Exporting	ATCF/UPS
15.30-15.45	Tea break	
	Module 4: Managing Your Supply Chain	
15.45-16.45	UPS Industrial Buying Dynamics	UPS
16.45-17.00	Key takeaway and Closing remarks	ATCF/UPS
17.00-17.30	UPS Supply Chain Mapping Sessions & Discussions (<i>optional</i>)	UPS

To apply for this event, please complete [this form](#) or email to Ms. Minh Hue Nguyen at minhhue@asiantradecentre.org. Only successful applications will be informed via email.