

**DRAFT TERMS OF REFERENCE – DISCUSSION ONLY**  
**ACI Phase 3 Design Working Group**

**OBJECTIVES**

Representatives of the Canada Border Services Agency (CBSA) will work in conjunction with representatives of industry. This cooperation effort is critical to the successful implementation of mandatory advance electronic cargo/conveyance reporting including secondary cargo reporting and mandatory electronic release given the tight timeframes for the project. Key objectives include:

- Ensure that critical design parameters of the ACI program consider industry practices and capabilities;
- Ensure that ACI system requirements are clear and well understood;
- Create an open forum for communication between the ACI project and key private sector players;
- Identify and resolve design and implementation issues.

Although final decisions related to the design and implementation of ACI will remain the responsibility of the CBSA, efforts will be made to ensure that the full Working Group supports final solutions.

**SCOPE**

The Phase 3 Working Group members will provide the ACI Project Team with advice and feedback on ACI system and program design and assist the CBSA in the development of systems and procedures impacting on carriers, importers/brokers and freight forwarders. The subject matter for consideration by the Working Group will be at a detailed and specific level and is intended to facilitate and streamline the general importing community communication sessions to be conducted across Canada by the ACI Project Team.

**METHODOLOGY**

The Working Group is composed of importing community representatives and stakeholders and members of the ACI Project Team. Members will not limit themselves to issues impacting only their own associations or organizations but will also address and provide advice on issues that impact and are of interest to their industry in general. Working group meetings will be held on an as required basis in Toronto, Ottawa and Montreal usually lasting one day. As program and policy issues are resolved the working group will address more technical system issues to facilitate the preparation of the Participants Requirements Document. Meetings will be arranged by CBSA personnel, with agenda items contributed by both the CBSA and private industry members.