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## 1. TRADE REMEDIES TECHNICAL INDICATORS

### 1.1. Turnaround times of Anti-Dumping investigations.

Indicator title	Turnaround times of Anti-Dumping investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a prima facie case. Within 6 months of the initiation of an investigation, the Commission makes a preliminary determination, a report is issued and the determination is published in the government gazette. After the Commission's final determination and recommendation is approved by the Minister of Trade and Industry, a final report is issued and the final determination gazette. This should normally happen within 10 months of the date of initiation of an investigation.
Purpose/importance	This indicator is important to ensure that investigations are completed within the shortest time possible, having due regard to the quality of investigations.
Source/collection of data	Initiation notices; notice of preliminary determination and notice of final determinations are published in the Government Gazette. Copies of these are kept on the ITAC website.
Method of calculation	The date of initiation is the starting point, which is compared with the date of publication of the provisional determination (6months) and the final determination (10months).
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	No
Desired Performance	Preliminary determination within 6 months of initiation and final determination within 10 months of initiation.
Indicator responsibility	Senior Manager Trade Remedies I and II

### 1.2. Turnaround time from acceptance of properly documented application to initiation of Anti-Dumping investigation

Indicator title	Turnaround time from acceptance of properly documented application to initiation of Anti-Dumping investigation
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a properly documented application which constitutes a prima facie case.
Purpose/importance	This indicator is important to ensure that no time is wasted to initiate and investigation once the Commission has found that a prima facie case exists for initiation.
Source/collection of data	Letter informing applicant of acceptance of a properly documented application; initiation notices. Copies of these are kept on the case file by the case administrator.
Method of calculation	The date of the letter to the applicant informing it of the acceptance of its properly documented application is compared with the date of initiation through publication of a notice in the gazette.
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.

Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	Now
Desired Performance	An investigation should be initiated within 2 months of acceptance of a properly documented application.
Indicator responsibility	Senior Manager Trade Remedies I and II

### 1.3. Turnaround times of Countervailing investigations

Indicator title	Turnaround times of Anti-Dumping investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a prima facie case. Within 6 months of the initiation of an investigation, the Commission makes a preliminary determination, a report is issued and the determination is published in the government gazette. After the Commission's final determination and recommendation is approved by the Minister of Trade and Industry, a final report is issued and the final determination gazette. This should normally happen within 10 months of the date of initiation of an investigation.
Purpose/importance	This indicator is important to ensure that investigations are completed within the shortest time possible, having due regard to the quality of investigations.
Source/collection of data	Initiation notices; notice of preliminary determination and notice of final determinations are published in the Government Gazette. Copies of these are kept on the ITAC website.
Method of calculation	The date of initiation is the starting point, which is compared with the date of publication of the provisional determination (6months) and the final determination (10months).
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	No
Desired Performance	Preliminary determination within 6 months of initiation and final determination within 10 months of initiation.
Indicator responsibility	Senior Manager Trade Remedies I and II

1.4. Turnaround time from acceptance of properly documented application to initiation of Countervailing investigation

Indicator title	Turnaround time from acceptance of properly documented application to initiation of Countervailing investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a properly documented application which constitutes a prima facie case.
Purpose/importance	This indicator is important to ensure that no time is wasted to initiate and investigation once the Commission has found that a prima facie case exists for initiation.
Source/collection of data	Letter informing applicant of acceptance of a properly documented application; initiation notices. Copies of these are kept on the case file by the case administrator.
Method of calculation	The date of the letter to the applicant informing it of the acceptance of its properly documented application is compared with the date of initiation through publication of a notice in the gazette.
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	Now
Desired Performance	An investigation should be initiated within 2 months of acceptance of a properly documented application.
Indicator responsibility	Senior Manager Trade Remedies I and II

1.5. Turnaround times of Sunset Review investigations

Indicator title	Turnaround times of Sunset Review investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a prima facie case. After the Commission's final determination and recommendation is approved by the Minister of Trade and Industry, a final report is issued and the final determination gazette. This should normally happen within 10 months of the date of initiation of an investigation.
Purpose/importance	This indicator is important to ensure that investigations are completed within the shortest time possible, having due regard to the quality of investigations.
Source/collection of data	Initiation notices; notice of final determinations are published in the Government Gazette. Copies of these are kept on the ITAC website.
Method of calculation	The date of initiation is the starting point, which is compared with the date of publication of the final determination (10months).
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	No
Desired Performance	Final determination within 10 months of initiation.
Indicator responsibility	Senior Manager Trade Remedies I and II

1.6. Turnaround time from acceptance of properly documented application to initiation of Sunset Review investigations

Indicator title	Turnaround time from acceptance of properly documented application to initiation of Sunset Review Investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a properly documented application which constitutes a prima facie case.
Purpose/importance	This indicator is important to ensure that no time is wasted to initiate and investigation once the Commission has found that a prima facie case exists for initiation.
Source/collection of data	Letter informing applicant of acceptance of a properly documented application; initiation notices. Copies of these are kept on the case file by the case administrator.
Method of calculation	The date of the letter to the applicant informing it of the acceptance of its properly documented application is compared with the date of initiation through publication of a notice in the gazette.
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	Now
Desired Performance	An investigation should be initiated within 2 months of acceptance of a properly documented application.
Indicator responsibility	Senior Manager Trade Remedies I and II

1.7. Turnaround times Safeguard investigations

Indicator title	Turnaround times of Safeguard investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a prima facie case. Once the Commission makes a preliminary determination, a report is issued and the determination is gazetted. After the Commission's final determination and recommendation is approved by the Minister of Trade and Industry, a final report is issued and the final determination gazetted.
Purpose/importance	This indicator is important to ensure that investigations are completed within the shortest time possible, having due regard to the quality of investigations.
Source/collection of data	Initiation notices; notice of preliminary determination and notice of final determinations are published in the Government Gazette. Copies of these are kept on the ITAC website.
Method of calculation	The date of initiation is the starting point, which is compared with the date of publication of the final determination (10months).
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	Now
Desired Performance	Preliminary determination within 6 months of initiation and final determination within 10 months of initiation.
Indicator responsibility	Senior Manager Trade Remedies I and II

1.8. Turnaround time from acceptance of properly documented application to initiation of Safeguard investigation

Indicator title	Turnaround time from acceptance of properly documented application to initiation of Safeguard Investigations
Short definition	An investigation is initiated or formally started through publication of a notice in the Government Gazette once the Commission has decided that the Applicant has submitted a properly documented application which constitutes a prima facie case.
Purpose/importance	This indicator is important to ensure that no time is wasted to initiate and investigation once the Commission has found that a prima facie case exists for initiation.
Source/collection of data	Letter informing applicant of acceptance of a properly documented application; initiation notices. Copies of these are kept on the case file by the case administrator.
Method of calculation	The date of the letter to the applicant informing it of the acceptance of its properly documented application is compared with the date of initiation through publication of a notice in the gazette.
Data limitations	None.
Type of indicator	The indicator is measuring timeframes.
Calculation type	Cumulative.
Reporting cycle	Quarterly.
New indicator	Now
Desired Performance	An investigation should be initiated within 2 months of acceptance of a properly documented application.
Indicator responsibility	Senior Manager Trade Remedies I and II

## 2. TARIFF INVESTIGATIONS

### 2.1. Turnaround times of customs tariff reduction investigations

Indicator title	Turnaround times of Customs Tariff Reduction Investigations
Short definition	The indicator displays the turnaround times of finalised tariff amendment investigations presented to the Commission.
Purpose/importance	The indicator intends to show the time taken to finalise customs tariff amendment investigations conducted which were presented to the Commission in order to ensure contribution to employment creating growth and development through effective delivery of international trade instruments.
Source/collection of data	Quarterly status reports reflecting the number and turnaround timeframes of tariff amendment applications presented to the Commission.
Method of calculation	The indicator is calculated by counting the months taken to finalise all the tariff amendment investigations presented to the Commission on a quarterly basis. Date of duly completed application to date of final Commission meeting.
Data limitations	The limitation is that timeframes are influenced by, inter alia, the complexity of an investigation, requests for extensions, industry size, number of tariff lines, litigation while investigation is conducted etc.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	80% of the customs tariff reduction investigation must be finalized within 6 months.
Indicator responsibility	Senior Managers: Tariff Investigations 1 and 2

### 2.2 Turnaround times of customs tariff increase investigations

Indicator title	Turnaround times of Customs Tariff Increase Investigations
Short definition	The indicator displays the turnaround times of finalised tariff amendment investigations presented to the Commission.
Purpose/importance	The indicator intends to show the time taken to finalise customs tariff amendment investigations conducted which were presented to the Commission in order to ensure contribution to employment creating growth and development through effective delivery of international trade instruments.
Source/collection of data	Quarterly status reports reflecting the number and turnaround timeframes of tariff amendment applications presented to the Commission.
Method of calculation	The indicator is calculated by counting the months taken to finalise all the tariff amendment investigations presented to the Commission on a quarterly basis. Date of duly completed application to date of final Commission meeting.
Data limitations	The limitation is that timeframes are influenced by, inter alia, the complexity of an investigation, requests for extensions, litigation while investigation is conducted etc.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly

New indicator	Yes
Desired Performance	80% of the customs tariff increase investigation must be finalized within 6 months.
Indicator responsibility	Senior Managers: Tariff Investigations 1 and 2

### 2.3 Turnaround times of customs tariff rebate investigations

Indicator title	Turnaround times of Customs duty rebate provision investigation
Short definition	The indicator displays the turnaround times of finalised tariff amendment investigations presented to the Commission.
Purpose/importance	The indicator intends to show the time taken to finalise customs tariff amendment investigations conducted which were presented to the Commission in order to ensure contribution to employment creating growth and development through effective delivery of international trade instruments.
Source/collection of data	Quarterly status reports reflecting the number and turnaround timeframes of tariff amendment applications presented to the Commission.
Method of calculation	The indicator is calculated by counting the months taken to finalise all the tariff amendment investigations presented to the Commission on a quarterly basis. Date of duly completed application to date of final Commission meeting.
Data limitations	The limitation is that timeframes are influenced by, inter alia, the complexity of an investigation, requests for extensions, litigation while investigation is conducted etc.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	80% of the customs tariff rebate provision investigations must be finalized within 6 months.
Indicator responsibility	Senior Managers: Tariff Investigations 1 and 2



## 2.4 Turnaround times of customs duty rebate and drawback permits

Indicator title	Turnaround times of customs duty rebate and drawback permits
Short definition	The indicator displays the turnaround times of finalised rebate and drawback permits to reduce input costs and increase competitiveness of industry.
Purpose/importance	The indicator intends to show the time taken to finalise rebate and drawback permits which were issued for the importation of goods not manufactured locally or not manufactured in sufficient quantities in the domestic market for industrial development purposes.
Source/collection of data	The information is submitted by the official that issues the rebate and drawback permits in terms of the various rebate and drawback provisions that are administered by ITAC. A limited access data base is kept on the v:
Method of calculation	The indicator is calculated by counting the number of days taken to issue rebate and drawback permits in terms of the various rebate and drawback provisions that are administered by ITAC. Date of duly completed application to date of SM signing.
Data limitations	The limitation is that the system is not electronic, which makes it prone to human error.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	80% of the rebate and drawback permits must be issued with 2 weeks, to reduce input costs and increase international competitiveness of the relevant industries.
Indicator responsibility	Senior Managers: Tariff Investigations 1 and 2

## 2.5 Turnaround times of EPCs issued in terms of the APDP.

Indicator title	Turnaround times of production eligible certificates (EPCs) issued in terms of the automotive production development programme (APDP)
Short definition	The indicator displays the time taken to finalise EPC certificates issued in accordance with APDP policy, legislation and guidelines to reduce input costs and increase competitiveness of the motor industry.
Purpose/importance	The indicator intends to show the time taken to finalise EPC certificates, which were issued to promote exports of motor vehicles and automotive components.
Source/collection of data	A database to record the time taken to finalise EPC certificates is kept on the V-drive.
Method of calculation	The indicator is calculated by counting the days to finalise EPC certificates.
Data limitations	The limitation is that the system is not electronic, which makes it prone to human error.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative.
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	80% of the EPCs must be issued within 10 days after the technical working group or factory visit and all outstanding information is submitted.
Indicator responsibility	Senior Manager: Tariff Investigations 2

## 2.6 Turnaround times of the PRCCs issued in terms of the APDP.

Indicator title	Turnaround times of Production Rebate Credit certificates (PRCCs) issued in terms of the Automotive Production Development Program (APDP).
Short definition	The indicator displays the time taken to finalise PRCC certificates issued in accordance with APDP policy, legislation and guidelines to promote production and value addition in the motor industry.
Purpose/importance	The indicator intends to show the time taken to finalise PRCC certificates, which were issued to promote production and value-addition in the automotive industry.
Source/collection of data	A database to record the time taken to finalise PRCC certificates is kept on the V-drive.
Method of calculation	The indicator is calculated by counting the days to finalise PRCC certificates.
Data limitations	The limitation is that the system is not electronic, which makes it prone to human error.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative.
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	80% of the certificates issued within 30 days.
Indicator responsibility	Senior Manager: Tariff Investigations 2

## 2.7 Turnaround times of APDP verifications

Indicator title	Turnaround times of APDP verifications
Short definition	The APDP verifications are initiated by ITAC to ensure compliance to the program.
Purpose/importance	The indicator intends to show the time taken to finalise APDP verifications in order to ensure compliance and enforcement with regards to APDP legislation and practice.
Source/collection of data	A database which records the time taken to finalise APDP Verifications is kept under the V-drive.
Method of calculation	The indicator is calculated by counting the days to finalise APDP verifications.
Data limitations	The limitation is that the system is not electronic, which makes it prone to human error.
Type of indicator	The indicator is measuring efficiency of output.
Calculation type	The indicator is cumulative.
Reporting cycle	Quarterly.
New indicator	Yes
Desired Performance	80% of the verifications completed within 3 months.
Indicator responsibility	Senior Manager: Tariff Investigations 2.

### 3. IMPORT AND EXPORT CONTROL

#### 3.1 Number of import control permits issued

Indicator title	Number of Import Control Permits issued
Short definition	The indicator displays the extent to which import permits were issued to facilitate the importation of controlled goods by compliant importers.
Purpose/importance	The indicator intends to show how many permits were issued for the importation of goods regulated for environmental, health, safety, technical standards, international agreement or industrial development purposes
Source/collection of data	The information comes from the electronic import permit system and is collected by means of reporting functions in the system by the Senior Manager.
Method of calculation	The indicator is calculated by the Senior Manager drawing a report from the system which adds all permits processed on the electronic permit system, forwarded to and accepted by the electronic SARS system
Data limitations	The only limitation is that the system rectifies numbers with retrospective effect. (If a number is provided for a specific reporting period and a permit issued during that period is cancelled after the reporting period the number for that period will now be different)
Type of indicator	The indicator is measuring the number of import permits issued to compliant importers for the importation of regulated goods
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	The indicator continues without change from the previous year
Desired Performance	Import permits are issued at the request of compliant importers, wanting to import controlled goods. Higher performance than targeted does therefore not necessarily imply higher performance by ITAC.
Indicator responsibility	Senior Manager: Import and Export Control

#### 3.2 Number of export control permits issued

Indicator title	Number of Export Control Permits issued
Short definition	The indicator displays the extent to which export permits were issued to facilitate in the importation controlled goods by compliant exporters.
Purpose/importance	The indicator intends to show how many permits were issued for the exportation of goods regulated for environmental, health safety, strategic or international agreement purposes.
Source/collection of data	The information comes from the electronic export permit system and is collected by means of reporting functions in the system by the Senior Manager.
Method of calculation	The indicator is calculated by the Senior Manager drawing a report from the system which adds all permits processed on the electronic permit system, forwarded to and accepted by the electronic SARS system
Data limitations	The only limitation is that the system rectifies numbers with retrospective effect. (If a figure is provided for a specific reporting period and a permit issued during that period is cancelled after the reporting period the figure for that period will now be different)

Type of indicator	The indicator is measuring the number of export permits issued to compliant exporters for the exportation of regulated goods
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	
Desired Performance	Export permits are issued at the request of compliant importers, wanting to import controlled goods. Higher performance than targeted does therefore not necessarily imply higher performance by ITAC
Indicator responsibility	Senior Manager: Import and Export Control

### 3.3 Number of scheduled import and export control permit inspections

Indicator title	Number of Scheduled import and export control permit Inspections
Short definition	Scheduled Inspections are conducted to verify compliance with the provisions of the ITA Act, the Import and Export Control Regulations and conditions contained in rebate and import permits.
Purpose/importance	The indicator intends to show the number of Scheduled inspections conducted with regard to goods imported under rebate of import duty and for which imports rebate and import permits were issued.
Source/collection of data	The information comes from inspection reports of investigators and the inspection register kept by the Manager.
Method of calculation	The Senior Manager adds all Scheduled inspections reports and inspections recorded in the inspection register.
Data limitations	There is no limitation
Type of indicator	The indicator is measuring output
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	The indicator continues without change from the previous year
Desired Performance	Scheduled inspections are conducted to ensure that importers who import under rebate of import duty and who received rebate and import permits are complying with permit conditions and to detect non-compliance with provisions of the ITA Act, the Import Control Regulations and Import and rebate permit conditions. Higher performance than targeted does therefore not necessarily implies higher performance by ITAC.
Indicator responsibility	Senior Manager: Import and Export Control

### 3.4 Number of unscheduled import and export control permit inspections

Indicator title	Number of Unscheduled Import and Export Control Inspections
Short definition	Unscheduled Inspections are conducted to detect non- compliance with the ITA Act, Import and Export Control Regulations and import and export permit conditions.
Purpose/importance	The indicator intends to show the number of Unscheduled Inspections conducted with regard to controlled goods imported or exported.
Source/collection of data	The Senior Manager collects this information from inspection reports prepared by investigators.
Method of calculation	The Senior Manager adds all unscheduled inspections conducted and recorded in reports.
Data limitations	There is no limitation
Type of indicator	The indicator is measuring output
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	No
Desired Performance	Unscheduled inspections are pro- actively conducted to verify compliance and detect non-compliance with the provisions of the ITA Act, the Import and Export Control Regulations and import and export permit conditions. . Higher performance than targeted implies higher performance by ITAC...
Indicator responsibility	Senior Manager: Import and Export Control

### 3.5 Number of import and export control investigations

Indicator title	Number of import and export control Investigations
Short definition	Investigations are conducted in instances where prima facie evidence of non- compliance with rebate and import/export permit conditions, the Regulations or the ITA Act is detected.
Purpose/importance	The indicator intends to show the number of Investigations conducted with regard to controlled goods imported and exported or destined to be exported where non -compliance occurred
Source/collection of data	The information is collected by the Senior Manager from Investigation reports prepared by the investigators.
Method of calculation	The Senior Manager adds all Investigation reports to calculate the number of investigations undertaken.
Data limitations	There is no limitation
Type of indicator	The indicator is measuring output
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	The indicator comes without change from the previous year
Desired Performance	Investigations are conducted in instances where Scheduled or Unscheduled Inspections reveal non- compliance with permit conditions, the Regulations or the ITA Act or where other enforcement agencies have reported alleged non- compliance. Higher performance than targeted imply higher performance by ITAC
Indicator responsibility	Senior Manager: Import and Export Control

#### 4. PARTICIPATION IN THE DTI'S MULTILATERAL NEGOTIATIONS

4.1 Input papers finalised and presented to the dti and participation in the dti's multilateral engagements.

Indicator title	Input papers finalised and presented to the dti and participation in the dti's multilateral engagements.
Short definition	ITAC provides technical support on the instruments which it administers to the Department of Trade and Industry who conducts Multilateral Trade Negotiations on behalf of South Africa. Due to the technical nature of the work, the dti cannot conduct these negotiations without the input papers prepared by ITAC. The input papers are signed off by the Chief Commissioner as ITAC's formal input before they are provided to the dti. ITAC staff is also requested to accompany the dti staff to certain negotiating rounds.
Purpose/importance	It is impossible to measure ITAC's impact on the outcome of these negotiations, as the outcome is not under ITAC's control. Given the important role ITAC plays, it is important that this be recorded.
Source/collection of data	The input papers are circulated by the Senior Manager and signed off by the Chief Commissioner. Due to the confidential nature, they are not put on the Intranet or Internet but kept on file by the Senior Manager.
Method of calculation	Input papers prepared and signed off by CC.
Data limitations	ITAC will provide input and attend negotiating rounds on request of the dti. If no requests are made, ITAC will have no action to report on.
Type of indicator	The indicator measures activities.
Calculation type	Non-cumulative.
Reporting cycle	Quarterly.
New indicator	New indicator.
Desired Performance	The indicator keeps record of input provided on request and therefore over or under achievements is no indication of performance
Indicator responsibility	Senior Manager Trade Remedies I and II

#### 5. PARTICIPATION IN THE DTI'S BILATERAL NEGOTIATIONS

5.1 Input papers finalised and presented to the dti and participation in the dti's bilateral engagements.

Indicator title	Input papers finalised and presented to the dti and participation in the dti's bilateral engagements.
Short definition	ITAC provides technical support on the instruments which it administers to the Department of Trade and Industry who conducts Bilateral Trade Negotiations on behalf of South Africa. Due to the technical nature of the work, the dti cannot conduct these negotiations without the input papers prepared by ITAC. The input papers are signed off by the Chief Commissioner as ITAC's formal input before they are provided to the dti. ITAC staff are also requested to accompany dti staff to certain negotiating rounds.
Purpose/importance	It is impossible to measure ITAC's impact on the outcome of these negotiations, as the outcome is not under ITAC's control. Given the important role ITAC plays, it is important that this be recorded.
Source/collection of data	The input papers are circulated by the Senior Manager and signed off by the Chief Commissioner. Due to the confidential nature, they are not put on the Intranet or Internet but kept on file by the Senior Manager. Invitations are received from the dti for Trade Remedies to participate in

	certain engagements.
Method of calculation	Input papers prepared and signed off by CC.
Data limitations	ITAC will provide input and attend negotiating rounds on request of the dti. If no requests are made, ITAC will have no action to report on.
Type of indicator	The indicator measures activities.
Calculation type	Non-cumulative.
Reporting cycle	Quarterly.
New indicator	New indicator.
Desired Performance	The indicator keeps record of input provided on request and therefore over or under achievements is no indication of performance
Indicator responsibility	Senior Manager Trade Remedies I and II

## 6. TECHNICAL ADVICE PROVIDED REGARDING INTERNATIONAL TRADE INSTRUMENTS

6.1 Participate in strategic departmental and agency meetings providing technical inputs as requested.

Indicator title	Participate in strategic departmental and agency meetings providing technical inputs as requested.
Short definition	ITAC provides technical advice regarding the instruments it administers to a variety of stakeholders in both public and private sector, as part of its obligation to raise awareness.
Purpose/importance	It is not possible to measure the impact that this advice has, but due to the obligation to raise awareness, it is important to keep record of these engagements.
Source/collection of data	Monthly reporting is done to MANCO by the Senior Manager on meetings attended and input provided.
Method of calculation	Simple count.
Data limitations	None.
Type of indicator	Activities (nr of engagements),
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	New indicator
Desired Performance	The indicator keeps record of meetings attended and input provided on request. If the target is therefore exceeded it would not be an indication of ITAC's increased effectiveness, but merely reflect that more invitations were received.
Indicator responsibility	Senior Manager Trade Remedies I and II; Tariff Investigations I and II; Import & Export Control



## 7. POLICY AND LEGISLATIVE DEVELOPMENT

### 7.1 Reviewed policy and/or regulations submitted to minister of economic development for approval.

Indicator title	Reviewed Policy and/or Regulations submitted to Minister of EDD for approval.
Short definition	ITAC is an administrative body and not responsible for policy formulation. However, because of the technical nature of ITAC's work, it drafts policy and regulations for approval by the Minister.
Purpose/importance	In order to ensure strategic alignment with the national agenda, ITAC must review its policies and regulations on a regular basis for approval by the Minister.
Source/collection of data	The revised policy or regulation is submitted under a cover submission to the Minister for consideration. The Policy and Research unit keeps a file with record of this.
Method of calculation	Proof of actual revised policy or regulation.
Data limitations	None.
Type of indicator	Output.
Calculation type	Non-cumulative
Reporting cycle	Quarterly
New indicator	New indicator
Desired Performance	The indicator keeps record of revised policy or regulation submitted for approval by the Minister. As overall policy direction is given by the EDD Ministry, over or under achievement of targets is not an indicator of performance.
Indicator responsibility	Senior Manager Trade Remedies I and II

### 7.2 Reviewed import control and/or export control policy and/or import control and/or export control regulations submitted to minister of economic development for approval

Indicator title	Reviewed Import Control and/or Export Control Policy and/or Import Control and/or Export Control Regulations submitted to Minister of Economic Development for approval
Short definition	The revised policy or regulation is submitted under a cover submission to the Minister for consideration. A copy of this submission is kept on file by the Senior Manager
Purpose/importance	To add or remove controlled items from the regulations and to update the policies accordingly to be aligned with the regulations
Source/collection of data	Number of amendments approved by the Minister
Method of calculation	Adding the number of approved amendments
Data limitations	None
Type of indicator	The indicator is measuring the number of amendments made to regulations and policies
Calculation type	The indicator is cumulative
Reporting cycle	Quarterly
New indicator	
Desired Performance	Regulations and policies are updated as a result of changes to the regulatory landscape
Indicator responsibility	Senior Manager: Import and Export Control

### 7.3 Finalised research papers submitted to chief commissioner for approval

Indicator title	Finalised research papers submitted to Chief Commissioner for approval
Short definition	The Chief Commissioner from time to time identify certain research topics relating to the use of the instruments, either pertaining to the impact of the instruments or on international practice, in order to improve on ITAC's practice.
Purpose/importance	
Source/collection of data	Finalised research papers are published on the intranet by Communications after approval by Chief Commissioner, on request by the Senior Manager concerned.
Method of calculation	The number of research papers finalized and published on the intranet for the period are added to arrive at the total number of research papers finalised.
Data limitations	None
Type of indicator	Output
Calculation type	Non-cumulative
Reporting cycle	Quarterly
New indicator	New indicator
Desired Performance	
Indicator responsibility	Senior Manager: Import and Export Control

### 7.4 Reports presented to relevant stakeholders, and the final annual consolidated impact evaluation report submitted to EDD and the dti.

Indicator title	Reports presented to relevant stakeholders, and the final annual consolidated impact evaluation report submitted to EDD and <b>the dti</b> .
Short definition	The impact assessments measure the performance of the beneficiaries of ITAC's instruments in order to ascertain whether or not the support has resulted in increased domestic manufacturing, investment, employment, value addition and competitiveness after the support was given compared to the period before the support.
Purpose/importance	The indicator is important in order to ensure alignment of ITAC to the NGP and National Development Plan (NDP). The realisation of the above key policy objectives remains critical in ensuring that ITAC's trade instruments are efficiently and effectively utilised towards the realisation of the NGP targets.
Source/collection of data	Firm-level production data.
Method of calculation	Comparative analysis and econometric testing.
Data limitations	ITAC will develop a data collection framework and send it to the relevant firms to populate. If adequate data is not received, ITAC will not be able to conduct the assessment.
Type of indicator	Output
Calculation type	Non-cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired Performance	To be utilised in the process of adjudicating tariff and trade remedies application and provide better and well-informed policy advice to EDD and <b>the dti</b> .
Indicator responsibility	Chief Economist

## 7.5 Annual and Quarterly Trade Monitoring Reports

Indicator title	Trade Monitoring Reports
Short definition	It provides an overview of SA's trade patterns. Specifically, it looks at whether new trade patterns have emerged; and if so, why; where South Africa trade performance could be improved; and where the greatest benefits from trade growth can be reaped.
Purpose/importance	Given that the country's economic prospects are highly dependent on global trade and investment patterns, it is imperative for government to monitor and evaluate trade flows from time to time in order to identify opportunities and risks in priority sectors.
Source/collection of data	South African and external sources
Method of calculation	Trend analysis and forecasting
Data limitations	None
Type of indicator	Output
Calculation type	Non-cumulative
Reporting cycle	Quarterly and Annually
New indicator	Yes
Desired Performance	To contribute to the development debate and provide technical advice on the implementation of trade policy
Indicator responsibility	Chief Economist

## 7.6 Bi-annual report on the performance of the selected sector against reciprocal commitments by tariff adjustment beneficiaries on new investment, job creation and industrial expansion.

Indicator title	Bi-Annual report on the performance of the selected sector against reciprocal commitments by tariff adjustment beneficiaries on new investment, job creation and industrial expansion.
Short definition	It gauges the performance of beneficiaries of tariff and rebate supports against the policy objectives of government for which the applicants have committed to
Purpose/importance	To show that the Commission is taking a developmental strategic approach to customs tariffs. It has to make all tariff and rebate supports conditional to reciprocal commitments
Source/collection of data	Relevant firms
Method of calculation	Comparative analysis, exploratory and discussion of the findings with the relevant firms
Data limitations	Yes
Type of indicator	Output
Calculation type	Non-cumulative
Reporting cycle	Bi-Annual
New indicator	Yes
Desired Performance	To provide better and well-informed policy advice to EDD and the dti.
Indicator responsibility	Chief Economist

7.7 Reports (bi-annual) on the administration of scrap metal price preference system to achieve intended objectives, as well as litigation outcomes against the system.

Indicator title	Reports (Bi-Annual) on the administration of scrap metal price preference system to achieve intended objectives, as well as litigation outcomes against the system.
Short definition	Bi-annual reports on administration and litigation of the Price Preference System (PPS).
Purpose/importance	Important to monitor effectiveness.
Source/collection of data	In house, export system statistics analysis and litigation records.
Method of calculation	N/A
Data limitations	Data will relate to available information and relating to the PPS only. Transactions concluded outside the PPS cannot be measured nor reported on.
Type of indicator	Analysis.
Calculation type	Non-cumulative
Reporting cycle	Bi-annual.
New indicator	New indicator
Desired Performance	Monitoring.
Indicator responsibility	Senior Manager: Import and Export Control

## 8. PROCESS FLOWS – IMPORT AND EXPORT CONTROL

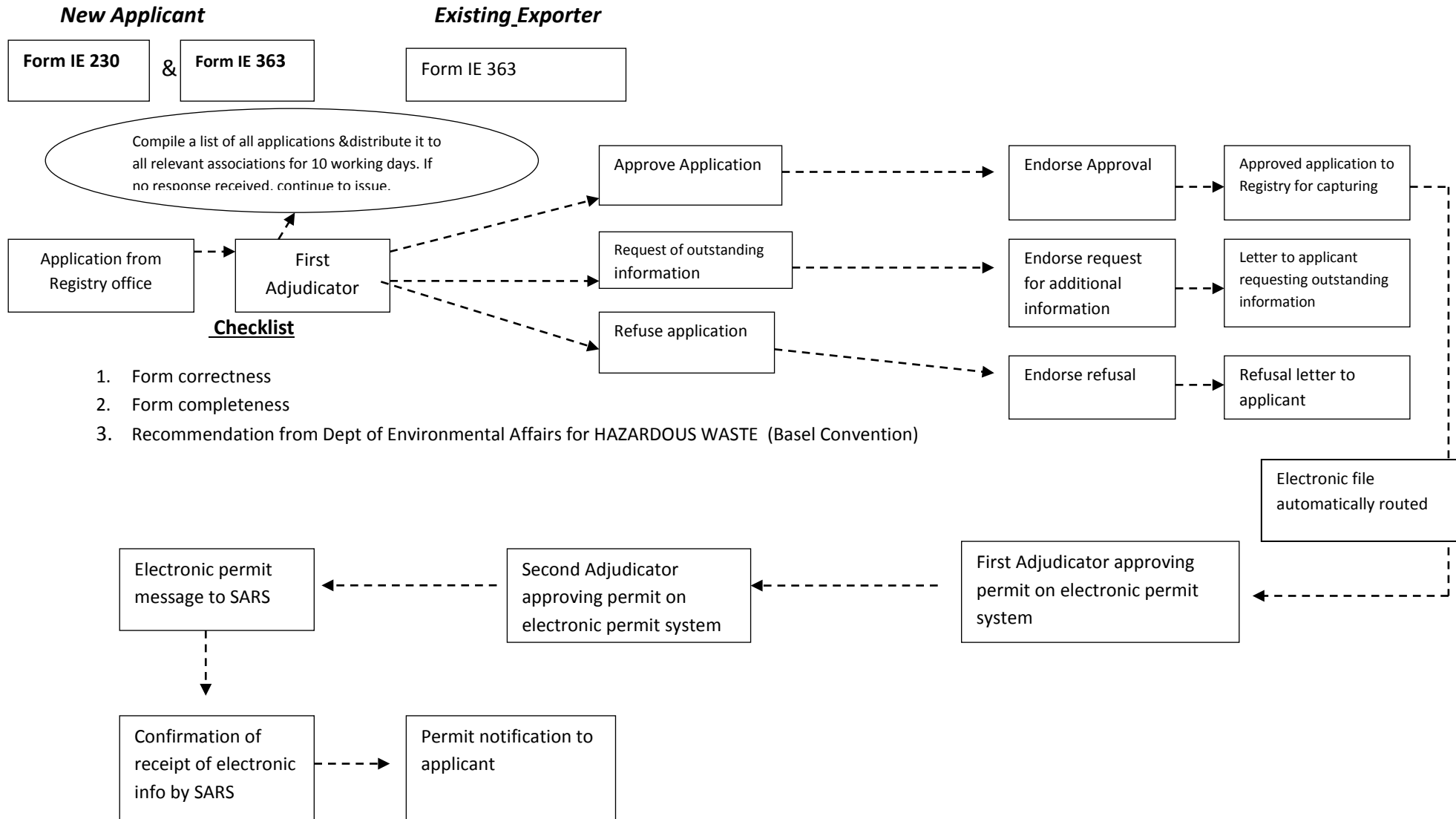
### 8.1 Enforcement: import and export control

DATE	EVENT	PROPOSED TIME FRAME	FINALIZED	INITIAL
	<p><b>1) Preliminary Investigation in the event of information being received with regards to a possible contravention of the ITA Act, Regulations or conditions contained in permits.</b></p> <p><b>(motor vehicles and general goods)</b></p> <p>1.1 Discussed the matter in the Sub-unit investigators meeting</p> <p>2.2 Check whether ITAC permit was issued if a permit was issued; check the electronic data regarding permit usage</p> <p>2.3 Check NATIS history in the event of a motor vehicle</p> <p>2.4 Check with IVID in the event of a motor vehicle</p> <p>2.5 Check with manufacturer in the event of a motor vehicle</p> <p>2.6 Obtain Customs and CIPRO documentation</p> <p>2.7 Check/obtain any other relevant information</p>	<p>24 hrs after initial notification of alleged illegally imported goods</p>		
	<p><b>2) Open an Internal investigation file/docket.</b> If there is sufficient information suggest that there is contravention as referred to in (1) above, an internal investigation file/docket must be opened*<b>NB: Obtain the following information from the importer/suspect/SARS/Clearing Agent</b></p> <p>2.1 Valid Import permit/export/rebate permit (if this is not available from the internal electronic data base)</p> <p>2.2 Bill of entry</p> <p>2.3 Invoice (if possible)</p> <p>2.4 Bill/s of lading</p> <p>2.5 Clearing instruction from importer to clearing agent</p> <p>2.6 Any other documents relevant to the matter.</p> <p>2.7 Inform stakeholders/agencies of the findings</p> <p>2.7.1 SARS- official letter</p> <p>2.7.2 Other departments-official letter</p> <p>2.7.3 Inform Legal Services</p>	<p>7 working days</p>		
	<p><b>3) Issue Seizure Notice: In the event that there is a prima facie evidence of contravention the following steps must be taken:</b></p> <p>3.1 Seizure of goods where such goods are at hand</p> <p>3.2 Copy of issued seizure notice to be handed to the person from whom the goods seized</p> <p>3.3 Copy of seizure notice receipt to be handed to the person from whom the goods were seized.</p> <p>3.4 Based on the nature of the goods seized, decide as to whether the goods will remain on the premises where seized</p> <p>3.5 If the goods are to remain on the premises</p>	<p>Within 7 days of step 1</p>		

	<p>please mark "seized " with ITAC tape</p> <p><b>4) Removing the motor vehicle(s) or general goods *NB (Please consider the following)</b></p> <p>4.1 Arrange storage with SARS or SAPS VISS Unit or follow procurement procedure where storage could not be secured at SARS or SAPS</p> <p>4.2 If the storage is available in the State Warehouse or SAPS VISS Unit, remove the seized goods or motor vehicle(s) for safe storage</p> <p>4.3 Ensure that the storage receipt &amp; relevant documents are completed and filed in the docket</p>			
	<p><b>5) Advise stakeholders of action taken:</b></p> <p>5.1 Official letter to SARS</p> <p>5.2 Official letter to SAPS VISS UNIT</p> <p>5.3 Inform the suspect, transgressor/importer/exporter of the action taken</p>	<b>1 day</b> after seizure		
	<p><b>6) Conduct</b></p> <p><b>Detailed investigations:</b></p> <p>6.1 Matter to be discussed in the investigators meeting</p> <p>6.2 Collect relevant documents information as substantiating in the matter</p> <p>6.3 Inform suspect, transgressor/importer/exporter of Legal Rights and the intention of ITAC</p> <p>6.4 Obtain statement from suspect/importer/exporter and witnesses</p> <p>6.5 Inform Legal Services on the progress</p> <p>6.6 Involve other stakeholders</p> <p>6.7 Finalize Investigations.</p>	Within <b>3 Months</b> after step 1		
	<p><b>7) Prepare Statements/Affidavit with assistance of legal services</b></p> <p><b>Register case with SAPS</b></p> <p>7.1 Obtain case number</p> <p>7.2 Assist SAPS with relevant sections of ITA Act</p> <p>7.3 Compile and present "docket" to SAPS</p> <p>7.4 Communicate with the I/O regularly</p>	Every <b>3 months</b> as from date in step 1		
	<p><b>8) Regular tracking and reporting of progress</b></p> <p>8.1 All communication with other role players must be recorded in the file</p> <p>8.2 Written communication electronic(e-mails) and hard copy(Letters) must be filled</p> <p>8.3 Ensure that the matter is handed over to the NPA for a decision</p> <p>8.4 Where possible request a meeting Prosecutor for legal briefing</p> <p>8.5 Regular enquiry as to the progress made in the matter and reporting in the Investigators meeting</p>	<b>14 days</b> from step 6 to complete affidavit		
	<p><b>9) Case presented in court:</b></p>			

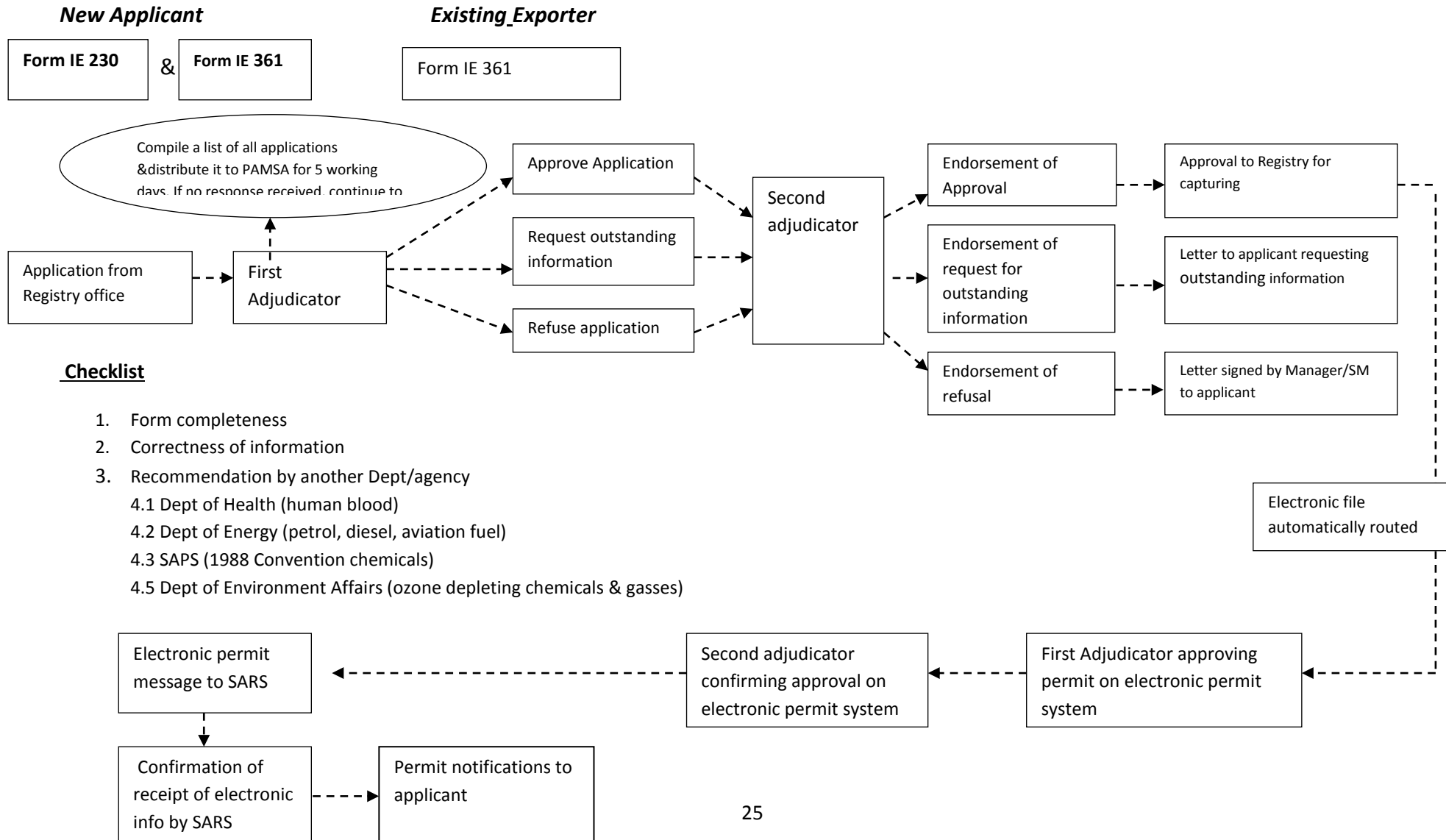
	<p>9.1 Investigator to testify in court if necessary</p> <p>9.2 Assist NPA prosecutor in court</p>	<b>Ongoing</b>		
	<p><b>10) Disposal of goods as per court order</b></p> <p>10.1 Goods forfeited to the state must be dealt with in the following manner:</p> <p><b>10.1.1</b> During the Investigators meeting and with the involvement of Legal Services a decision must be reached to</p> <p><b>10.1.1.1</b> Destroy goods</p> <p><b>10.1.1.2</b> Donate to charity</p> <p><b>10.1.1.3</b> Sale to the holder of a valid import permit</p>	<p>Within</p> <p><b>1 month</b> of court order</p>		

## 8.2 Exportation of Ferrous and Non Ferrous Steel WASTE & SCRAP

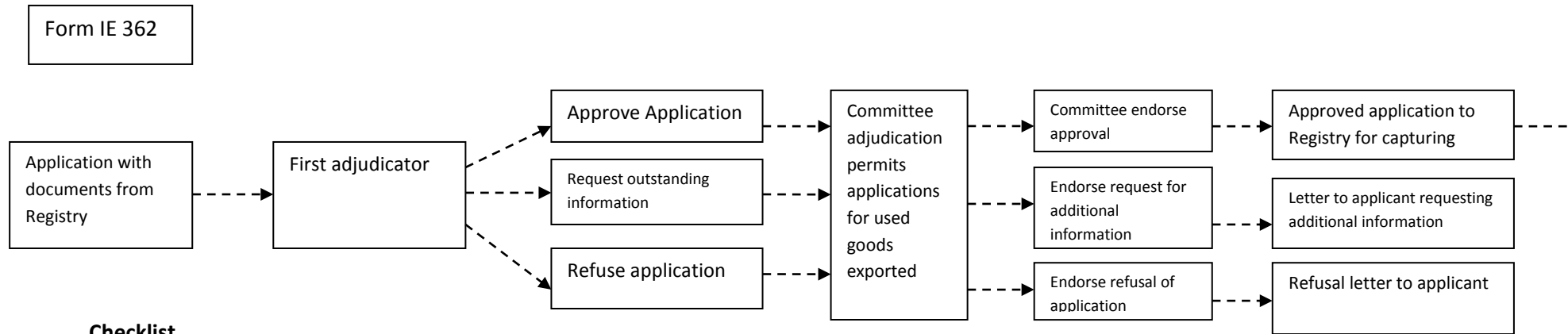




8.3 Exportation of GENERAL GOODS (chemicals, petroleum products, waste paper, human blood, etc.)

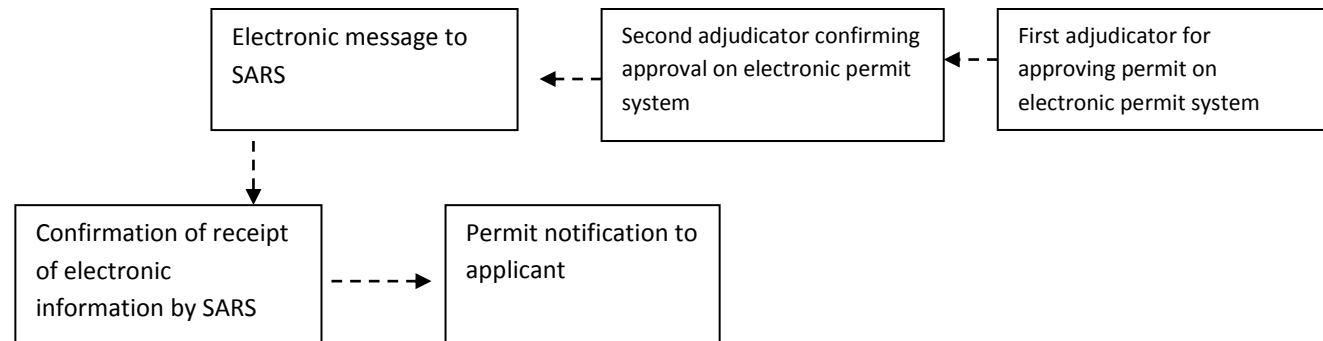


## 8.4 Exportation of Vehicles

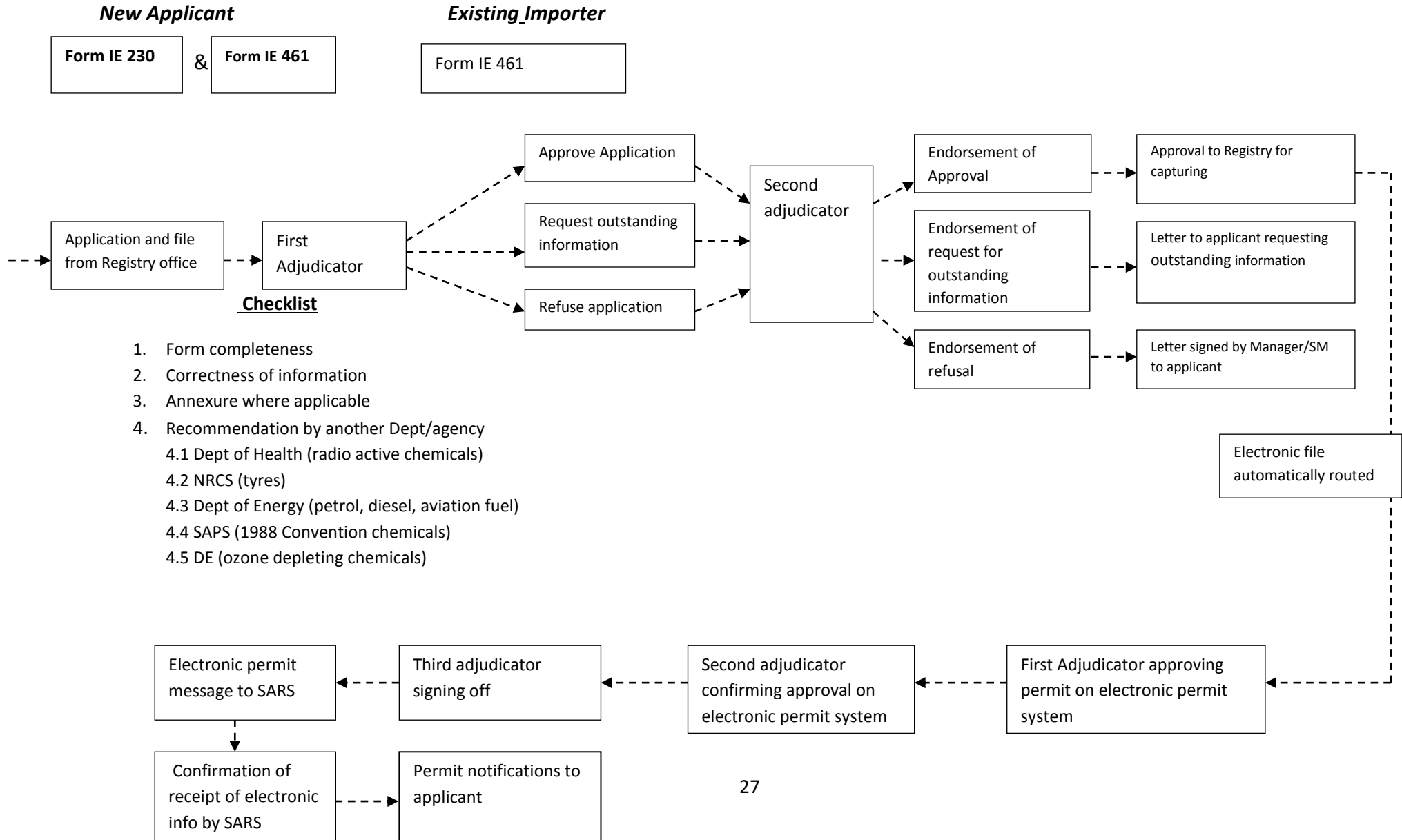


### Checklist

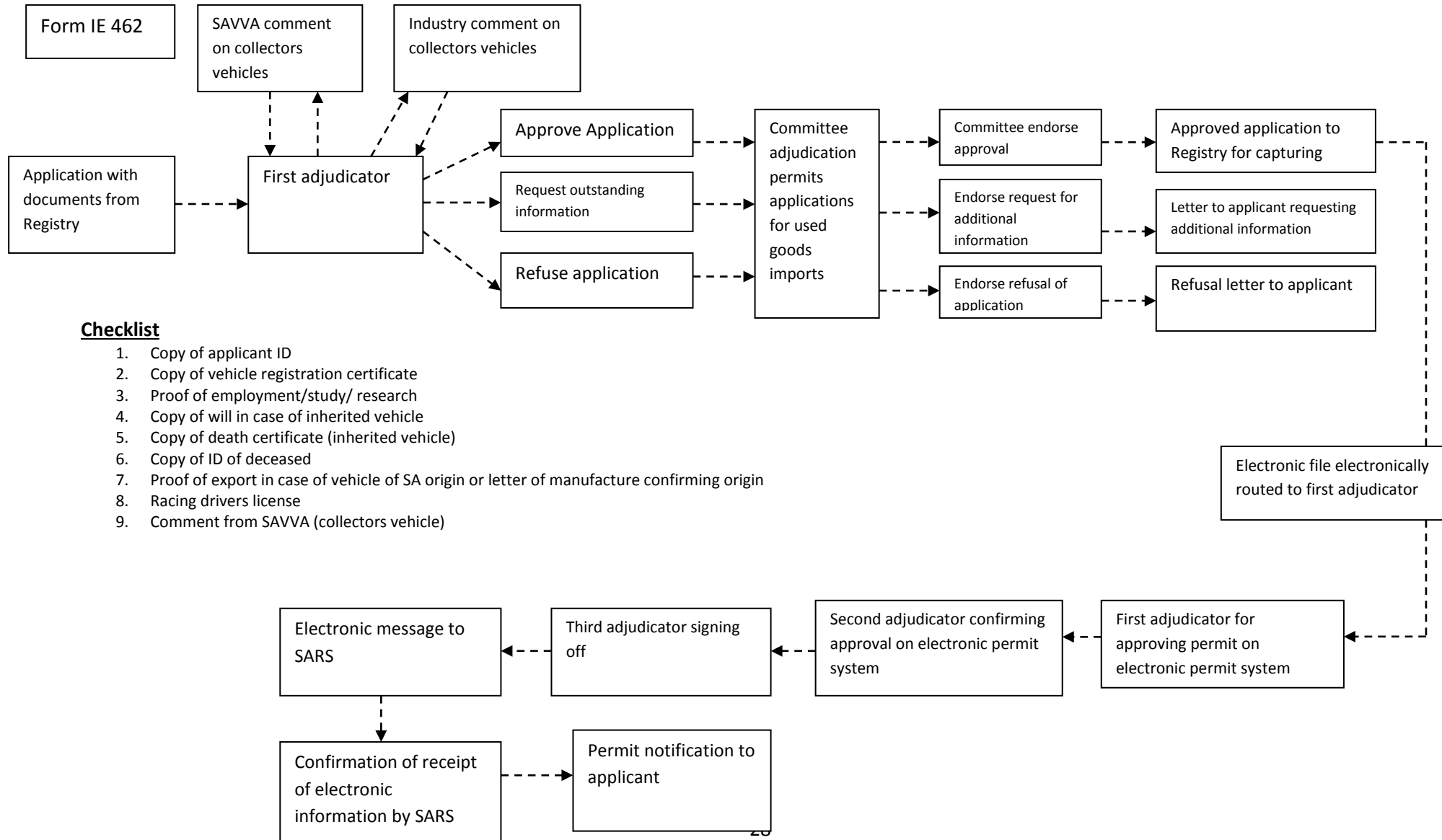
1. Copy of applicant **SA ID or copy of PASSPORT**
2. Copy of **vehicle registration certificate** (proof of purchase if not registered in applicant's name or sworn affidavit from seller)
3. Copy of **SAPS Clearance certificate**



8.5 Importation of Goods for commercial purposes: New Goods



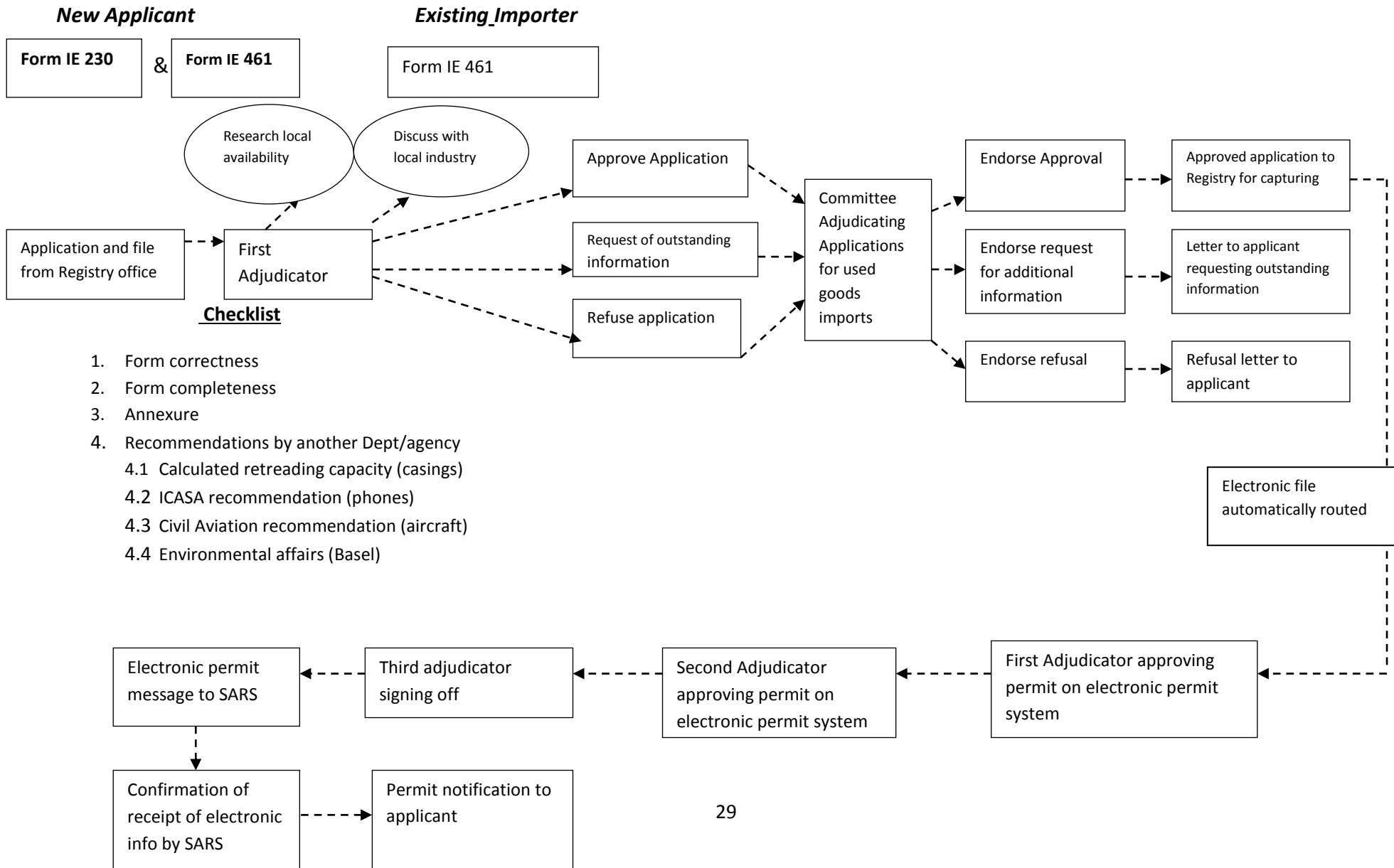
## 8.6 Importation of used vehicles



### Checklist

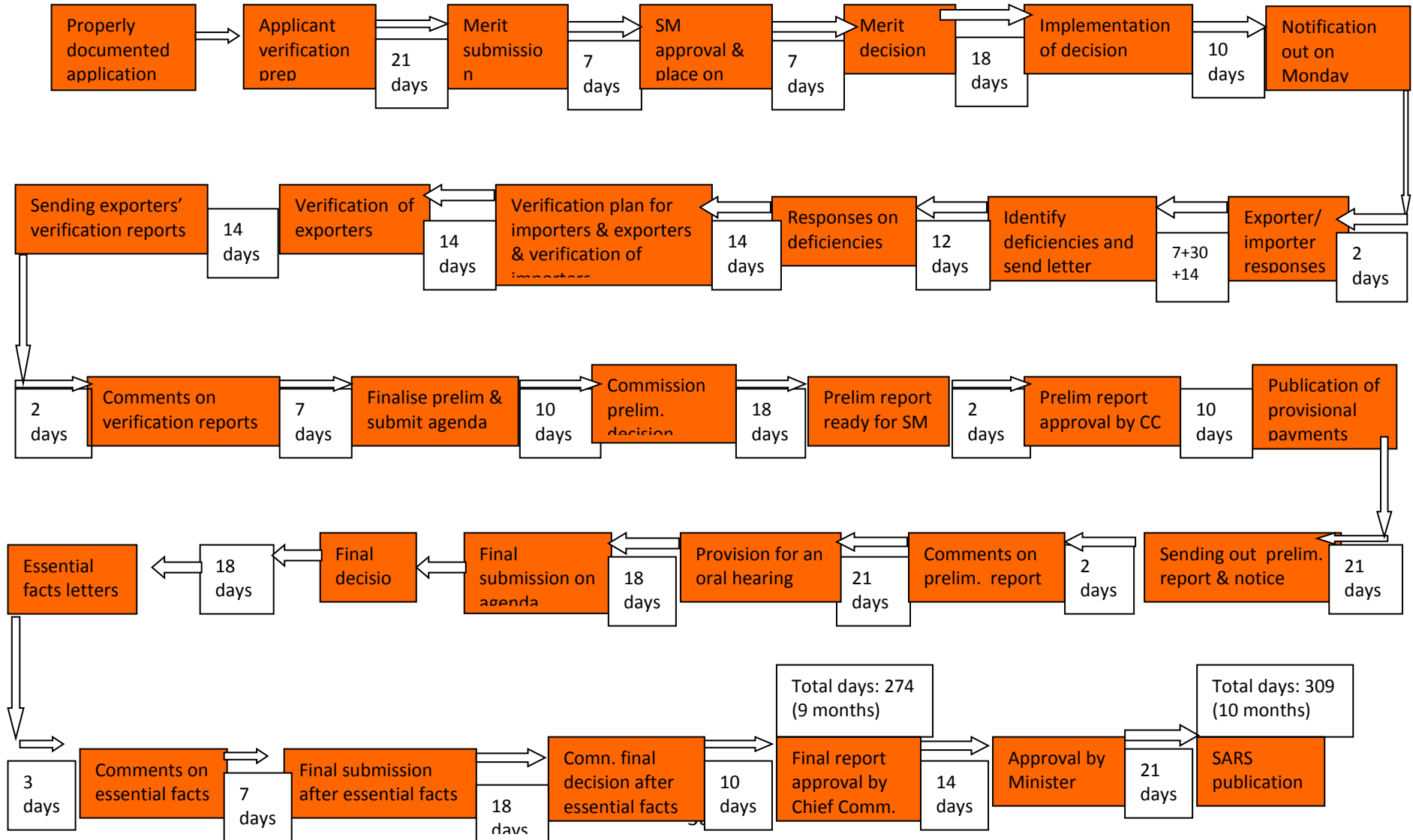
1. Copy of applicant ID
2. Copy of vehicle registration certificate
3. Proof of employment/study/ research
4. Copy of will in case of inherited vehicle
5. Copy of death certificate (inherited vehicle)
6. Copy of ID of deceased
7. Proof of export in case of vehicle of SA origin or letter of manufacture confirming origin
8. Racing drivers license
9. Comment from SAVVA (collectors vehicle)

8.7 Importation of Goods for commercial purposes: Used Goods



## 9. PROCESS FLOWS – TRADE REMEDIES

### 9.1 Anti-dumping\Countervailing Investigation procedure and time frames



## 9.2 Safeguard Investigation procedure and time frames

Merit decision by Commission	Once properly documented application is received and merit submission to Commission is finalised Verification of Applicant's information before merit submission to Commission
Initiation published in Government Gazette	7 days after merit decision by Commission
Notification to the WTO of initiation of investigation	Immediately upon initiation
Notification to countries significantly affected	7 days after initiation – 30 days allowed to comment
Preliminary determination by Commission	90 days after initiation of investigation
Imposition of provisional measures (can only be an ad valorem duty – no quota)	14 days after preliminary determination by Commission – dependant on SARS
Preliminary report to interested parties	7 days after publication of provisional measures – 30 days to comment
Notification to the WTO of imposition of provisional measures	Immediately upon publication of provisional measures
Invitation for consultations with countries significantly affected	14 days after impositions of provisional measures – finalisation within 30 days.
Applicant to submit business plan	60 days after initiation
Final determination by Commission	90 days after the imposition of provisional measures
Recommendation to the Minister	14 days after final determination by Commission
Imposition of definitive safeguard measures	Process to be completed within 200 days from imposition of provisional measures – dependant on approval by both Ministers of Finance and Trade and Industry and SARS to impose measures

## 10. PROCESS FLOWS – TARIFF INVESTIGATIONS

### 10.1 Procedure for conducting tariff investigations

