

IF KH 1143: “Strengthening Cambodia’s Export Services”

Train-the-Trainer (ToT) programme

TRAINING ON EXPORT DOCUMENTATION GUIDANCE FOR EXPORT PROMOTION

Phnom Penh, 29.6. – 3.7.2026

PROPOSED ROUGH AGENDA

Day	Format	Main focus	Key sessions
1	Group training	Export pathways to ASEAN and the EU	Programme opening, free trade agreements, tariff and non-tariff barriers to trade, stakeholders in export process, export process map, roles of customs/freight forwarders/brokers; EU market access overview, requirements and responsibilities of importers/representatives/e-commerce, import controls and customs clearance ASEAN market access overview, comparing ASEAN vs EU requirements
2	Group training	Export documentation fundamentals	Overview of trading documentation: commercial invoices, packing lists, certificates of origin, bill of lading/air waybill, supporting documents by product type, EU specific documents ASEAN ATIGA specific documents
3	Group training	Shipment, packaging, and samples	Incoterms, transport modes, logistics coordination, export-ready packaging, labelling, traceability, sample shipments and conformity declarations
4	Group training	Risk management and trainer/service design	Best practices, frequent errors, management of delays/non-compliance, work on export cases, documentation accuracy exercises Acquiring customers and showcasing them export readiness Cost-efficiency in international trade
5	Coaching	Participant-specific support in service refinement	Individual coaching, reviewing participant’s service concept, feedback on delivery style, action plans.

Invited participants: Cambodian freelance consultants and BSO representatives