

Manual for PACER Plus Contact Points

TRADE IN GOODS

UNCTAD

DISCLAIMER | This manual includes suggestions on roles of PACER Plus Contact Points and their use of the Trade Information Portal (TIP) to implement transparency obligations under PACER Plus. As this manual simplifies contents to help readers' understanding, terms and details may not match PACER Plus. For precise contents, please refer to the text of PACER Plus. If you have any question, please contact Seul Lee (seul.lee@un.org) or Julian Fraga-Campos (julian.fraga-campos@un.org).

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1. What are the transparency obligations concerning Trade in Goods?

A Contact Point of Trade in Goods covers [PACER Plus Chapter 2 Trade in Goods](#). The Chapter's transparency obligations are summarized in *Annex 1. Compliance Table 2 Pagers*.

To simplify, there are three main transparency obligations.

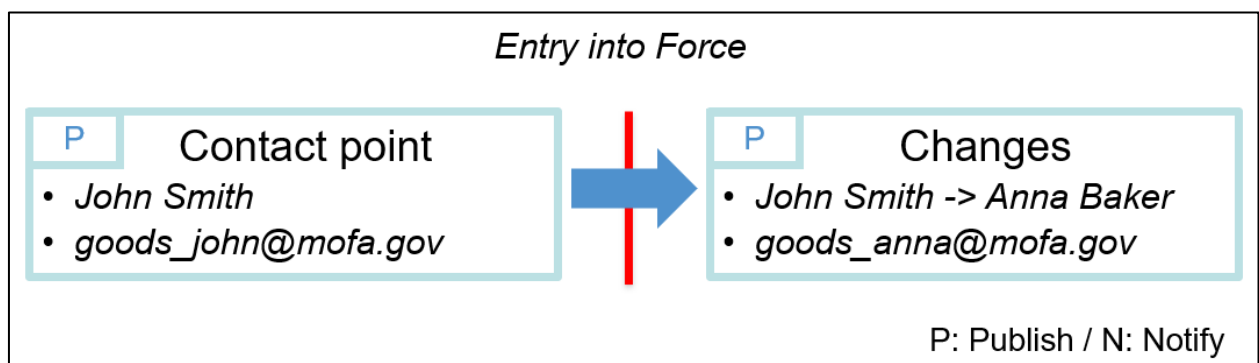
1. Publish

- (a) Legislation, etc. related to trade in goods, including
 - i. Trade remedy (or if it doesn't exist, the lack of legislation)
 - ii. Import licensing procedure
 - iii. Quantitative restriction
 - iv. Other matters (e.g., fees and charges)
- (b) International agreements affecting international trade policy, including trade in goods

2. Notify

- (a) Legislation, etc. related to trade in goods, including
 - i. Trade remedy (or if it doesn't exist, the lack of legislation)
 - ii. Import licensing procedure
 - iii. Quantitative restriction

- 3. Provide a **Contact Point** for communication including notifications, covered by the Chapter 2.

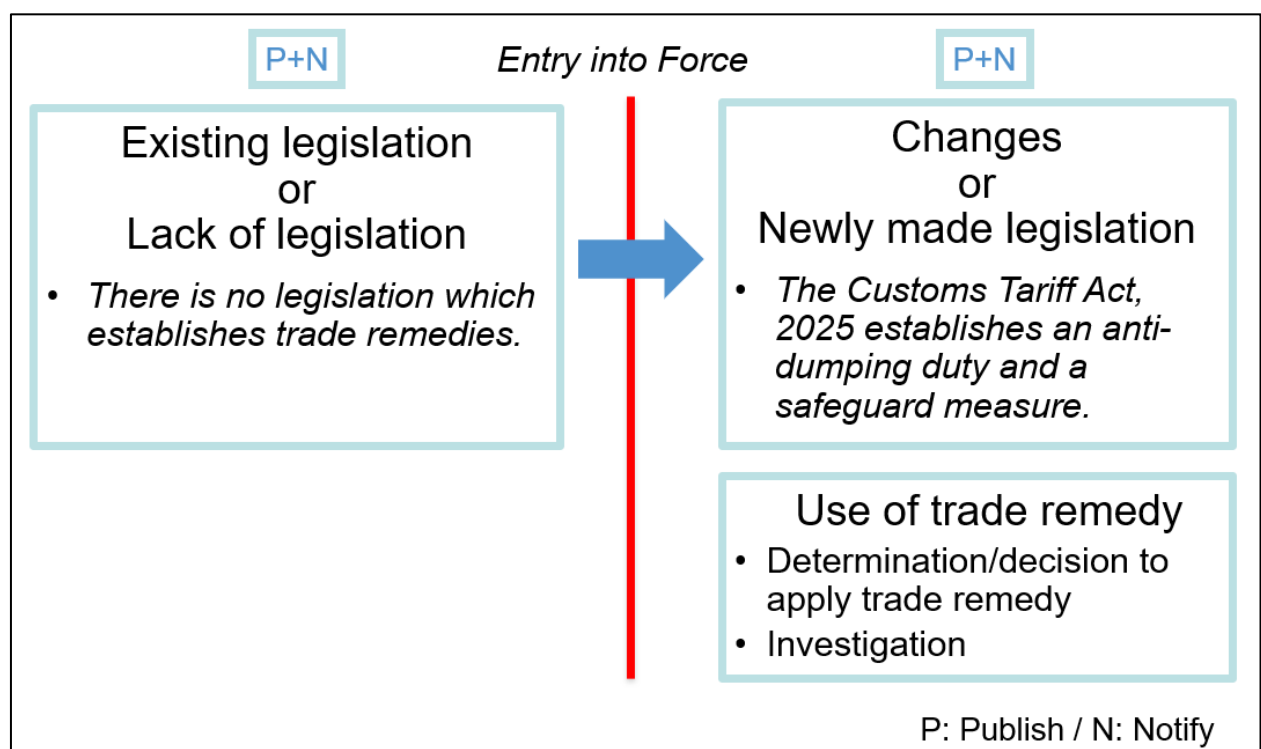


(a) i. Trade remedy

Legislation, etc. related to trade remedy are covered by the **“Trade remedy”** category in the “Legislation” tab in the TIP.

There are following trade remedy measures.

- **Anti-dumping measures:** measures against an imported product on which lower price than its home market price is charged and which is found to be hurting domestic producers
- **Countervailing measures:** measures against a subsidized imported product that is found to be hurting domestic producers
- **Global safeguard measures:** Import restriction of a product from all the countries up to 4 years and cumulatively up to 8 years, if domestic industry is injured or threatened with injury caused by a surge in imports
- **Provisional global safeguard measures:** Provisional import restriction of a product from all the countries up to 200 days, if domestic industry is injured or threatened with injury caused by a surge in imports
- **Transitional safeguard measures:** Import restriction of a product from a particular country up to 2 years and cumulatively up to 5 years, if domestic industry is injured or threatened with injury caused by a surge in imports
- **Provisional transitional safeguard measures:** Provisional import restriction of a product from a particular country up to 200 days, if domestic industry is injured or threatened with injury caused by a surge in imports.

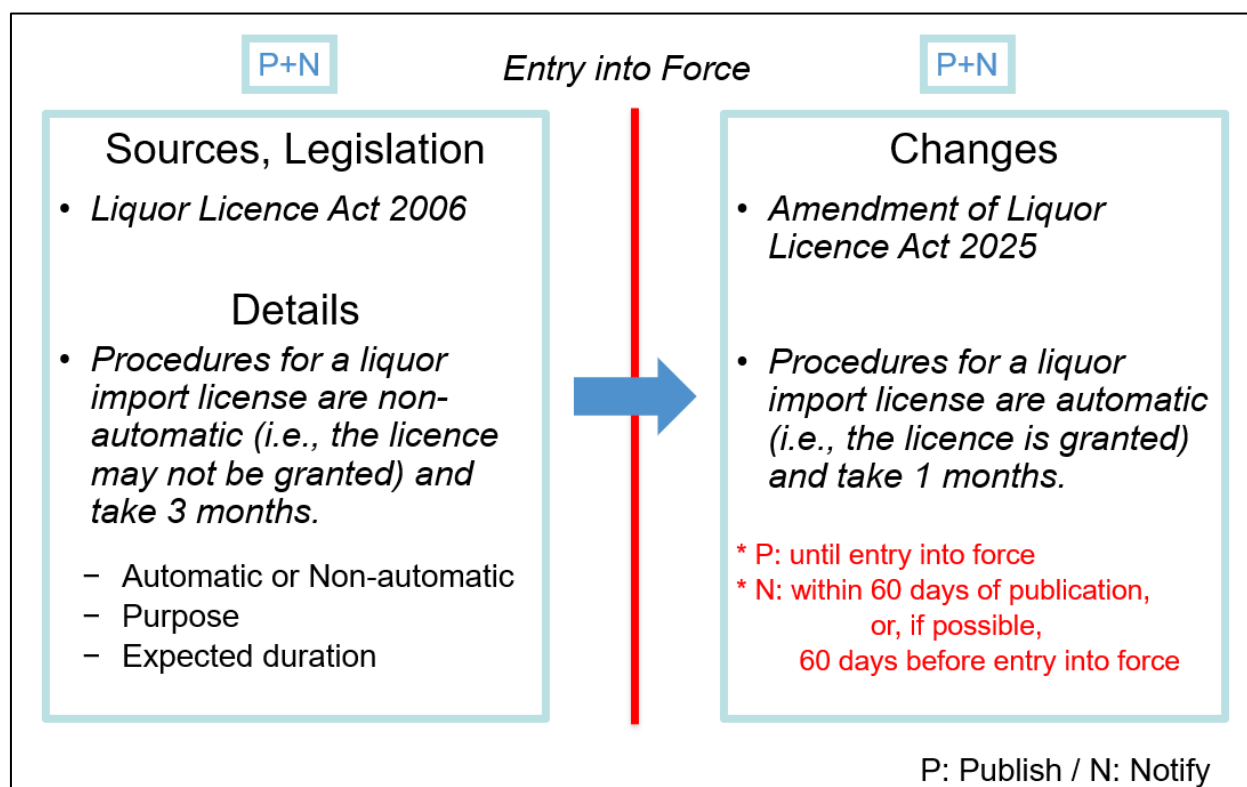


(a) ii. Import licensing procedure

Legislation, etc. related to import licensing procedure are covered by the **“Import licence” category** in the “Legislation” tab in the TIP.

There are following automatic or non-automatic import licensing procedures.

- **Automatic import licensing:** Import licensing where the approval of the application is granted in all cases. Automatic import licensing is used for administrative reasons such as trade statistics collection or market surveillance.
- **Non-automatic import licensing:** Import licensing where the approval of the application may not be granted in some cases. Non-automatic licensing is used for
 - Protection of public morals
 - Protection of human, animal or plant life and health; Protection of environment
 - Protection of patents, trademarks and copyrights; Prevention of deceptive practices
 - Pursuit of obligations under the UN Charter and other international treaties (e.g., CITES, Montreal Protocol)
 - Administration of quota including tariff-rate quota (TRQ)
 - Regulation of imports of arms, ammunition or fissionable materials and safeguard of national security
 - Other reasons




(a) iii. Quantitative restriction

Legislation, etc. related to quantitative restriction are covered by the “**Quota / Prohibition / Export licence**” category in the “Legislation” tab in the TIP.

There are following quantitative restriction measures.

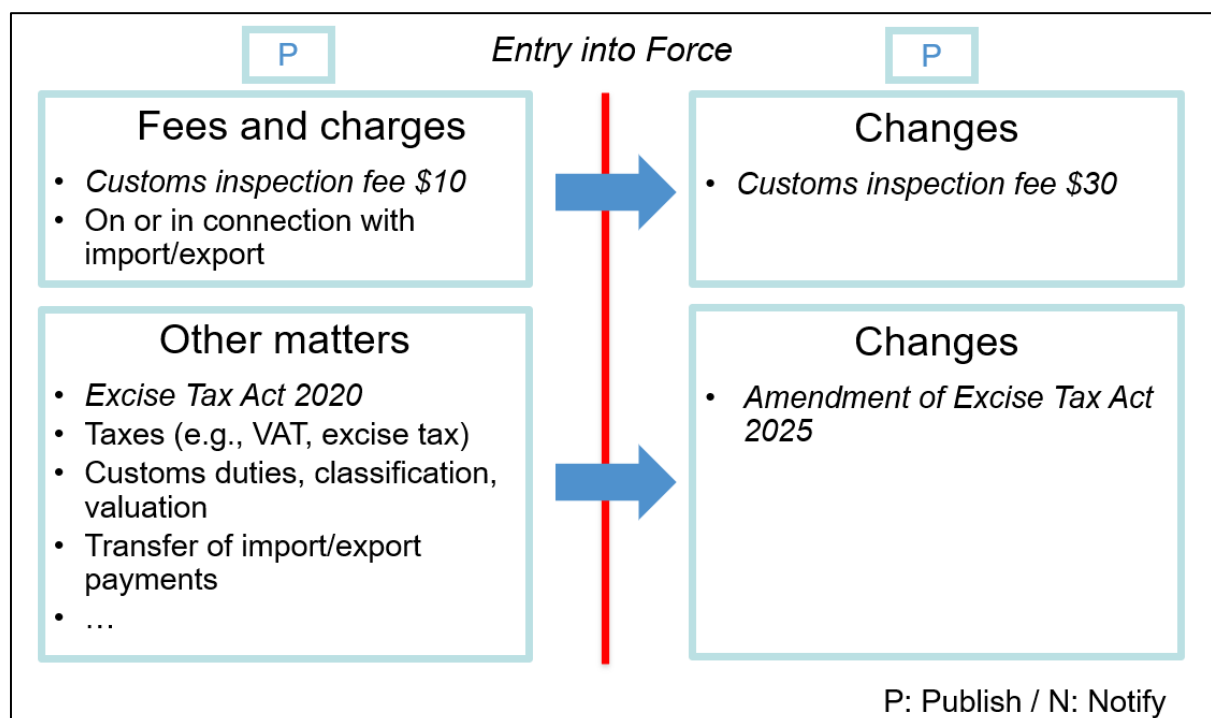
- **Export licence:** Export is allowed upon the obtaining of a (non-automatic) licence, permit or authorization. e.g., Exports of diamond ores are subject to licensing by the Ministry.
 - If import is allowed upon the obtaining of a licence, permit or authorization, it is import licence in the “Import licence” category.
- **Prohibition:** Import/export is fully prohibited in all cases. e.g., Biochemical weapons shall not be imported under any circumstances.
- **Prohibition except under conditions (License X):** Import/export is allowed only in a special case, other than the obtaining of a licence. e.g., Imports of arms are generally prohibited unless these are done by the Ministry of Defence. In this case, import is allowed only for the Ministry of Defence. There is no import licence, permit or authorization to obtain.
 - If import is allowed upon the obtaining of a licence, permit or authorization, it is import licence in the “Import licence” category.
 - If export is allowed upon the obtaining of a licence, permit or authorization, it is export licence.
- **Quota with global allocation:** Import/export quota has no conditions attached to the country of origin/destination of the product. e.g., Up to 100 tons of coconuts can be exported to the world. In this case, there is no restriction on destination countries.
- **Quota with country allocation:** Import/export quota has conditions that the product must originate in/destine to one or more countries. e.g., Flour can be exported up to 100 tons to Country A, 50 tons to Country B and 40 tons to Country C.

<i>Entry into Force</i>	<input type="checkbox"/> N
	Import restrictions on agricultural and fishery products <ul style="list-style-type: none">• To restrict the quantities/surplus in the domestic market• ref. GATT XI:2
	Export restrictions on foodstuffs or other products <ul style="list-style-type: none">• To prevent or relieve shortages of essential food or other products• <u>Temporary</u> prohibition/restriction• ref. GATT XI:2, WTO Agriculture Agreement
	...
P: Publish / N: Notify	

(a) iv. Other matters

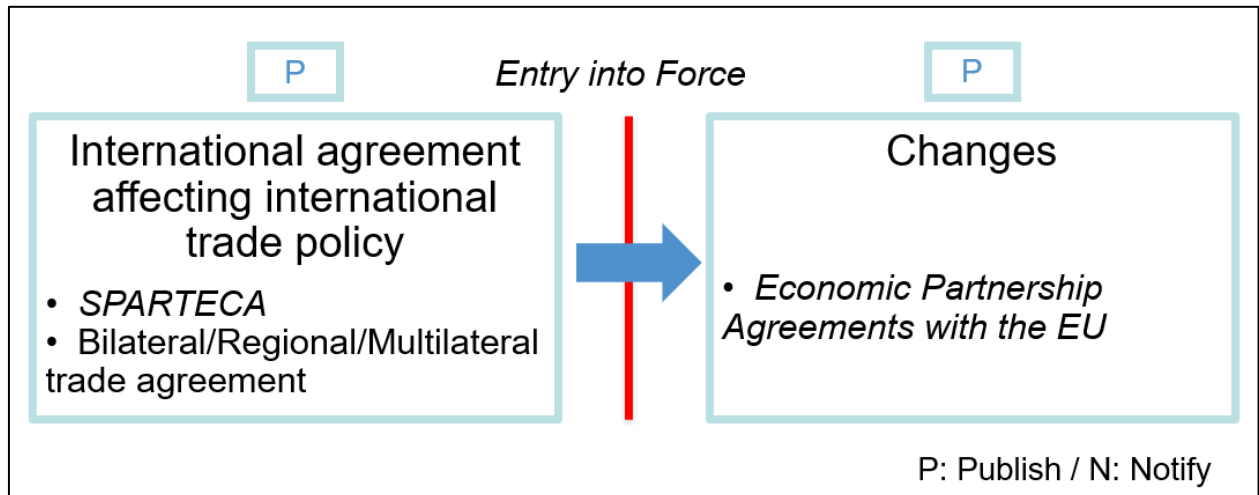
According to PACER Plus, “laws, regulations, judicial decisions and administrative rulings of general application, made effective by any Party, pertaining to the classification or the valuation of products for customs purposes, or to rates of duty, taxes or other charges, or to requirements, restrictions or prohibitions on imports or exports or on the transfer of payments therefor, or affecting their sale, distribution, transportation, insurance, warehousing, inspection, exhibition, processing, mixing or other use” should be published.

Legislation, etc. related to trade in goods that are not covered by the “Trade remedy”, “Import licence” and “Quota / Prohibition / Export licence” categories (e.g., fees and charges) are covered by **the “Other” category** in the “Legislation” tab in the TIP.



(b) International agreement

International agreements affecting international trade policy, including trade in goods, which are in force are covered by **the “International agreement” category** in the “Legislation” tab in the TIP.



2. How can a Contact Point of Trade in Goods be chosen?

PACER Plus does not specify who should be a Contact Point of Trade in Goods, so it is up to a country.

UNCTAD suggests:

- Designate **one high-level officer** (e.g., CEO, Head, Minister) as a Contact Point; and
- Designate **several operation-level officers** who support day-to-day work of the Contact Point such as
 - Publish legislation and international agreements
 - Receive in cc, emails that are sent to the Contact Point and, when needed, draft a reply
 - Flag important issues to the Contact Point
 - Coordinate with other ministries

The Contact Point must cover every issue related to trade in goods, not just the issue related to his/her ministry. For example, a trade minister or a head of customs department became a Contact Point of Trade in Goods. As a Contact Point, he/she must take care of all the issues related to trade in goods vis à vis other countries, even though the issues are regulated by ministries of police, finance, agriculture, fisheries, environment, etc.

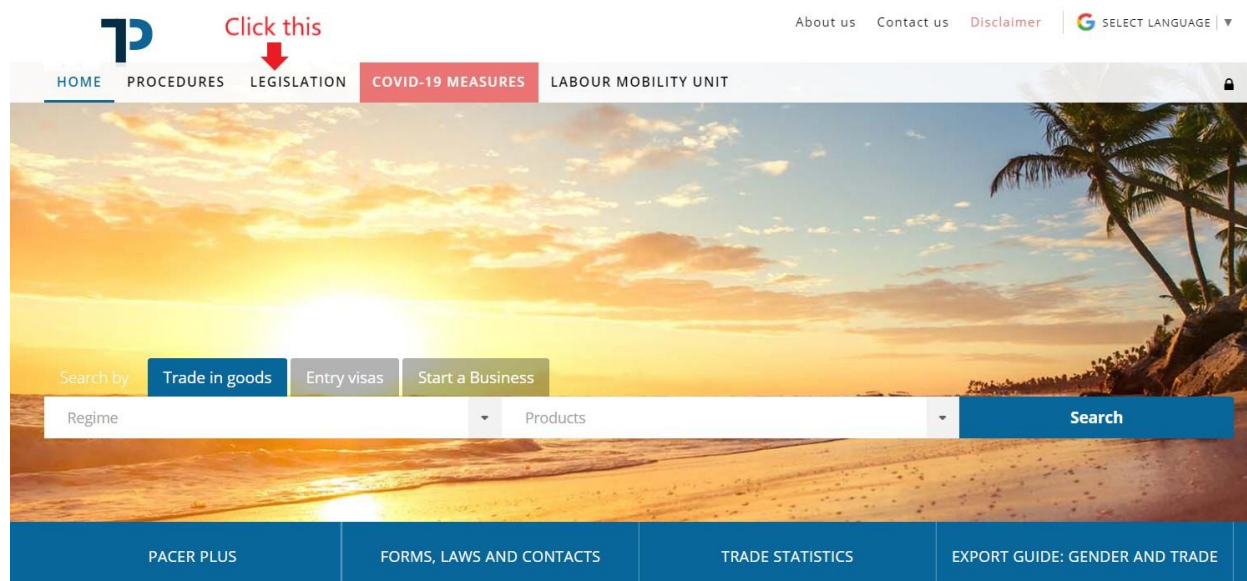
3. I am a Contact Point of Trade in Goods. What should I do?

Suggestion 1: Check if published legislation and international agreements related to trade in goods are correct.

- (a) Legislation related to trade in goods is published in the **“Trade remedy”, “Import licence”, “Quota / Prohibition / Export licence” and “Other” categories** in the “Legislation” tab in the TIP.
- (b) International agreements affecting international trade policy, including trade in goods are published in the **“International agreement” category** in the “Legislation” tab in the TIP.

How to check:

1. Go to the Trade Information Portal (<https://country.tradeportal.org>, <- substitute **country** with the name of your country, e.g., <https://nauru.tradeportal.org>).
2. Click “Legislation”.



- Click "Category" and then, click one of the 5 categories related to trade in goods, namely, "Trade remedy", "Import licence", "Quota / Prohibition / Export licence", "Other" or "International agreement".

LEGISLATION (116)

Click this

Click one of the 5 categories related to trade in goods

CATEGORY	PRODUCT	COUNTRY	INSTITUTION(S)	ENTRYINTOFORCE
All	Search legislation	Search Product	Search Country	All
All				
SPS (Sanitary and Phytosanitary measure)				
TBT (Technical Barriers to Trade)	Goods: Motor vehicles, which ...	All countries	Registrar of Motor Vehicles an...	10/09/2014
Import Licence	(Anim...	es	Department of Justice and Bor...	07/01/2009
Quota / Prohibition / Export Licence				
Service				
Trade remedy				
Other				
International agreement				
SPS; OTH...	Agricultural Quarantine Act, 1...	All plants, plant materials, live ...	All countries	Department of Justice and Bor...
OTHER; S...	Animals (Amendment) Regula...	All types of live animals.	All countries	Department of Justice and Bor...

- Now, the list is filtered to show only the legislation (or international agreements) falling under the selected category. From the list, click the legislation (or the international agreements) to see its details.

LEGISLATION (9) From the list of legislation...

... that is filtered to show only the legislation falling under the selected category...

... Click the legislation to check its details

CATEGORY	PRODUCT	COUNTRY	INSTITUTION(S)	ENTRYINTOFORCE
Import Lic...	Search legislation	Search Product	Search Country	All
OTHER; I...	Agricultural Quarantine (Anim...	All types of live animals listed i...	All countries	Department of Justice and Bor...
SPS; QUO...	Animals Act, 1982	Male and female dogs. Male a...	All countries	Department of Justice and Bor...
SERVICE; ...	Counter Terrorism and Trans...	Nuclear materials. Goods: Nu...	All countries	Department of Justice and Bor...
IMPORT L...	Customs (Extension of Import ...		of Nauru Customs O...	09/10/2014
IMPORT L...	Customs (Prohibition of Impor...	A- All types of goods. All types ...	All countries	Republic of Nauru Customs O...

5. Check details of the legislation (or the international agreement).

[← BACK TO LIST](#) **CUSTOMS (EXTENSION OF IMPORT LICENCE DUE DATE) ORDER, 2014**

STATUS

IN FORCE PROPOSED REPEALED

CATEGORY

Which one is this document?
 DOMESTIC LEGISLATION INTERNATIONAL AGREEMENT

Which one does this apply to? If both, click both.
 SERVICE GOODS

What is the objective of this? If both, click both. If neither, don't click.
 SPS (SANITARY AND PHYTOSANITARY MEASURE) TBT (TECHNICAL BARRIERS TO TRADE)

What requirement does this have?
 IMPORT LICENCE QUOTA / PROHIBITION / EXPORT LICENCE TRADE REMEDY OTHER

APPLICABILITY

This legislation regulates
 IMPORT EXPORT

LEGISLATION

Name	Commencement date	Expiry date
Customs (Extension of Import Licence Due Date) Order, 2014	09/10/2014	

Check the details
(e.g., is it still in force?
does it affect only import?
Is the name correct?)

6. If a detail on the legislation or the international agreement is wrong/missing,

- Provide information (what should be corrected how) to the TIP team; or
- Correct by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP.*

If a whole regulation or international agreement is missing,

- See *Suggestion 2.*

Suggestion 2: Publish any changes in legislation and international agreements related to trade in goods.


(a) i. Trade remedy

In the **“Trade remedy”** category in the “Legislation” tab in the TIP,

- 1) When there is no legislation which establishes trade remedy, the lack of legislation should be published.
- 2) When legislation which establishes trade remedy is newly made or amended, the legislation should be published.
- 3) When a country uses a trade remedy measure, the initiation and findings of trade remedy investigation and the decision to use the measure should be published.

How to publish:

- Fill in the form and provide it with a pdf file of the legislation to the TIP team; or
- Publish the form by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP.*

The form is in the next page. Click a question mark  to see explanation.

[← BACK TO LIST](#)

CREATE LEGISLATION

 PUBLISH IN THE PUBLIC SITE

STATUS

 IN FORCE
 PROPOSED
 REPEALED

CATEGORY

Which one is this document?

 DOMESTIC LEGISLATION
 INTERNATIONAL AGREEMENT

Which one does this apply to? If both, click both.

 SERVICE
 GOODS

What is the objective of this? If both, click both. If neither, don't click.

 SPS (SANITARY AND PHYTOSANITARY MEASURE)
 TBT (TECHNICAL BARRIERS TO TRADE)

What requirement does this have?

 IMPORT LICENCE
 QUOTA / PROHIBITION / EXPORT LICENCE
 TRADE REMEDY
 OTHER

APPLICABILITY

This legislation regulates

 This is a provisional measure (due to emergency).

LEGISLATION

Name

Commencement date

Expiry date

Description

Institution(s) in charge

Document

 Document from URL?

Related legislation

PRODUCTS AND COUNTRIES AFFECTED

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin)

Countries description (optional)

OTHER THAN SPS OR IMPORT LICENCE

OBJECTIVE AND JUSTIFICATION


Describe a reason of imposing measures other than SPS and Import Licence through this legislation

(a) ii. Import licensing procedure

- 1) When import licensing procedures are newly made or amended, the import licensing procedures should be published in **the “Import licence” category** in the “Legislation” tab in the TIP *until the entry into force of the procedures*.

How to publish:

- Fill in the form and provide it with a pdf file of the legislation to the TIP team; or
- Publish the form by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP*.

The form is in the next page. Click a question mark  to see explanation.

[← BACK TO LIST](#) **CREATE LEGISLATION**

PUBLISH IN THE PUBLIC SITE

STATUS

IN FORCE PROPOSED REPEALED

CATEGORY

Which one is this document?

DOMESTIC LEGISLATION INTERNATIONAL AGREEMENT

Which one does this apply to? If both, click both.

SERVICE GOODS

What is the objective of this? If both, click both. If neither, don't click.

SPS (SANITARY AND PHYTOSANITARY MEASURE) TBT (TECHNICAL BARRIERS TO TRADE)

What requirement does this have?

IMPORT LICENCE QUOTA / PROHIBITION / EXPORT LICENCE TRADE REMEDY OTHER

APPLICABILITY

This legislation regulates

IMPORT EXPORT

LEGISLATION

Name Commencement date Expiry date

* If possible, 60 days interval between publication and entry into force

Description

Institution(s) in charge Document Document from URL?

[Browse file](#)

Related legislation

PRODUCTS AND COUNTRIES AFFECTED

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin) Countries description (optional)

IMPORT LICENCE OF GOODS

PRODUCTS AND COUNTRIES AFFECTED

Type of product
 GOODS SERVICES

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin) ?

Countries description (optional) ?

MEASURE DETAILS

Administrative body (bodies) for submission of applications: ?

Indication of whether the licensing procedure is automatic or nonautomatic according to definitions contained in Articles 2 and 3 of the Agreement on Import Licensing Procedures:

- Automatic ?
 Non-automatic

Expected duration of the licensing procedure, if this can be estimated with some probability, and if not, reason why this information cannot be provided ?

Date and name of publication where licensing procedures are published ?

OBJECTIVE AND JUSTIFICATION ?

If automatic licensing procedures, their administrative purposes (e.g. collection of trade statistics). If non-automatic licensing procedures, their details and purposes (e.g. non-automatic licence to comply with CITES)




(a) iii. Quantitative restriction

- 1) When quantitative restrictions are newly made or amended, the quantitative restrictions should be published in **the “Quote / Prohibition / Export licence” category** in the “Legislation” tab in the TIP.

How to publish:

- Fill in the form and provide it with a pdf file of the legislation to the TIP team; or
- Publish the form by yourself in the TIP admin page. See Annex 2. How to log-in to the TIP.

The form is in the next page. Click a question mark  to see explanation.

[← BACK TO LIST](#) **CREATE LEGISLATION**

PUBLISH IN THE PUBLIC SITE

STATUS

IN FORCE PROPOSED REPEALED

CATEGORY

Which one is this document?

DOMESTIC LEGISLATION INTERNATIONAL AGREEMENT

Which one does this apply to? If both, click both.

SERVICE GOODS

What is the objective of this? If both, click both. If neither, don't click.

SPS (SANITARY AND PHYTOSANITARY MEASURE) TBT (TECHNICAL BARRIERS TO TRADE)

What requirement does this have?

IMPORT LICENCE QUOTA / PROHIBITION / EXPORT LICENCE TRADE REMEDY OTHER

APPLICABILITY

This legislation regulates

IMPORT EXPORT

LEGISLATION

Name Commencement date Expiry date

Description

Institution(s) in charge Document Document from URL?

Related legislation

PRODUCTS AND COUNTRIES AFFECTED

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin) Countries description (optional)

QUOTA / PROHIBITION / EXPORT LICENCE

MEASURE DETAILS

Measure type	Import	Export	Seasonal	Product, Quantity, Quota value and/or share (per country), etc.	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
add new					

*Please enter all types of measures contained in the legislation.

*Prohibition: Import/Export is fully prohibited in all cases. For example, "biochemical weapons shall not be imported under any circumstances."

*Prohibition except under conditions (Licence X): Import/Export depends on a very specific condition, beside the obtaining of a licence. For example, "imports of arms are generally prohibited unless these are done by the Ministry of Defence." In this case, there is no licence involved and only the Ministry of Defence can import these products, otherwise they are fully prohibited. If Import/Export is allowed upon the obtaining of a licence, permit or authorization, please enter it under the "Import Licence" category or choose "Export Licence".

*Quota with global allocation: Quota has no conditions attached to the country of origin/destination of the product. For example, "Up to 100 tons of coconuts can be exported to the world.". In this case, there is no restriction on destination countries.

*Quota with country allocation: Quota has conditions that the product must originate in/destine to one or more countries. For example, "Flour can be exported up to 100 tons to Country A, 50 tons to Country B and 40 tons to Country C."

*Export licence: Export is allowed upon the obtaining of a licence, permit or authorization. For example, "Exports of diamond ores are subject to licensing by the Ministry."

OTHER THAN SPS OR IMPORT LICENCE

OBJECTIVE AND JUSTIFICATION



Describe a reason of imposing measures other than SPS and Import Licence through this legislation




(a) iv. Other matters

- 1) When legislation, etc. related to trade in goods are newly made or amended and they are not covered by the “Trade remedy”, “Import licence” and “Quota / Prohibition / Export licence” categories (e.g., fees and charges), the legislation, etc. related to trade in goods should be published in **the “Other” category** in the “Legislation” tab in the TIP.
- 2) When legislation, etc. related to import are newly made or amended in a more burdensome way, the legislation, etc. related to import should be published *before the entry into force*.

How to publish:

- Fill in the form and provide it with a pdf file of the legislation to the TIP team; or
- Publish the form by yourself in the TIP admin page. See Annex 2. How to log-in to the TIP.

The form is in the next page. Click a question mark  to see explanation.

[← BACK TO LIST](#) **CREATE LEGISLATION**

PUBLISH IN THE PUBLIC SITE

STATUS

IN FORCE PROPOSED REPEALED

CATEGORY

Which one is this document?

DOMESTIC LEGISLATION INTERNATIONAL AGREEMENT

Which one does this apply to? If both, click both.

SERVICE GOODS

What is the objective of this? If both, click both. If neither, don't click.

SPS (SANITARY AND PHYTOSANITARY MEASURE) TBT (TECHNICAL BARRIERS TO TRADE)

What requirement does this have?

IMPORT LICENCE QUOTA / PROHIBITION / EXPORT LICENCE TRADE REMEDY OTHER

APPLICABILITY

This legislation regulates

IMPORT EXPORT

LEGISLATION

Name Commencement date Expiry date

Description

Institution(s) in charge Document Document from URL?

Related legislation

PRODUCTS AND COUNTRIES AFFECTED

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin) Countries description (optional)

OTHER THAN SPS OR IMPORT LICENCE

OBJECTIVE AND JUSTIFICATION


Describe a reason of imposing measures other than SPS and Import Licence through this legislation

(b) International agreement

- 1) When international agreements affecting international trade policy, including trade in goods, which are in force are newly made or amended, the international agreements should be published in the **“International agreement” category** in the “Legislation” tab in the TIP.

How to publish:

- Fill in the form and provide it with a pdf file of the agreement to the TIP team; or
- Publish the form by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP*.

The form is in the next page. Click a question mark  to see explanation.

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CREATE LEGISLATION

PUBLISH IN THE PUBLIC SITE

STATUS

IN FORCE PROPOSED REPEALED

CATEGORY

Which one is this document?

DOMESTIC LEGISLATION INTERNATIONAL AGREEMENT

APPLICABILITY

Date of signature

This agreement is only with developing countries so exempted from PACER Plus obligations (Article 3.2(c), Chapter 2 of PACER Plus)

This agreement includes differential and more favourable treatments granted by developed countries.

This agreement is neither.

INTERNATIONAL AGREEMENT

Name

Commencement date

Expiry date

Description

Institution(s) in charge

Document

Document from URL?

Related legislation

PRODUCTS AND COUNTRIES AFFECTED

HS codes of "GOODS"

Products description

Partner countries (Export destination, Import origin)

Countries description (optional)

OTHER THAN SPS OR IMPORT LICENCE

OBJECTIVE AND JUSTIFICATION

Describe a reason of signing this international agreement

Suggestion 3: Notify legislation related to trade in goods.

(a) i. Trade remedy

- 1) Upon the entry into force of PACER Plus, existing legislation which establishes trade remedy or the lack of existing legislation should be notified.
- 2) When legislation which establishes trade remedy is newly made or amended, the legislation should be notified.
- 3) When a country uses a trade remedy measure, the initiation and findings of trade remedy investigation and the decision to use the measure should be notified.

(a) ii. Import licensing procedure

- 1) Upon the entry into force of PACER Plus, existing import licensing procedures should be notified.
- 2) When import licensing procedures are newly made or amended, the import licensing procedures should be notified.

(a) iii. Quantitative restriction

- 1) When quantitative restrictions are newly made or amended, the quantitative restrictions should be notified.

A notification email containing details on trade remedy, import licencing procedure and quantitative restriction should be sent through the “Legislation” tab in the admin page in the TIP.

A notification email is automatically generated based on the details published in **the “Trade remedy”, “Import licence” or “Quota / Prohibition / Export licence” categories** in the “Legislation” tab in the TIP, as well as the information additionally entered for the email.

A notification email is sent from an email address of your country’s Contact Point of Trade in Goods to

- The email address of your country’s Contact Point of Trade in Goods;
- The email addresses of receiving countries’ Contact Points of Trade in Goods; and
- The email addresses of operational-level officers that are registered in the CC List of receiving countries’ Contact Points of Trade in Goods

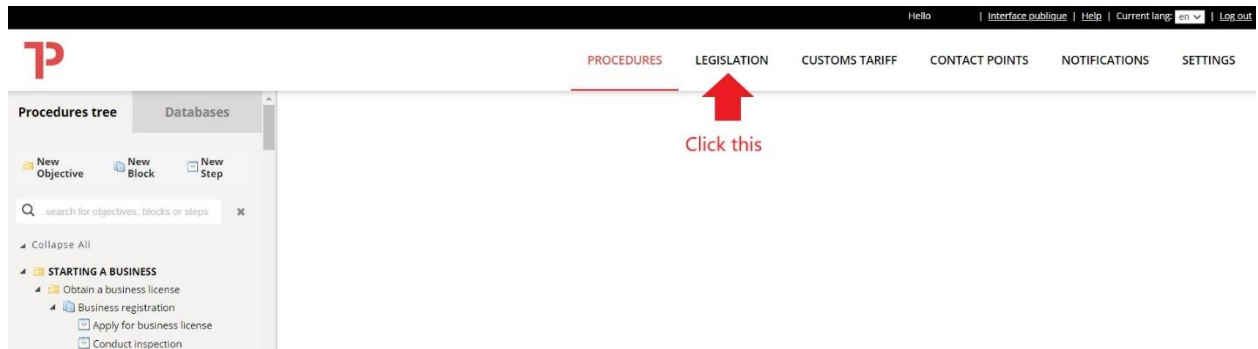
How to send a notification email:

- Confirm that all the details in the form are correct and provide information needed in Step 6 and Step 7 below to the TIP team; or
- Confirm that all the details in the form are correct and notify by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP.*

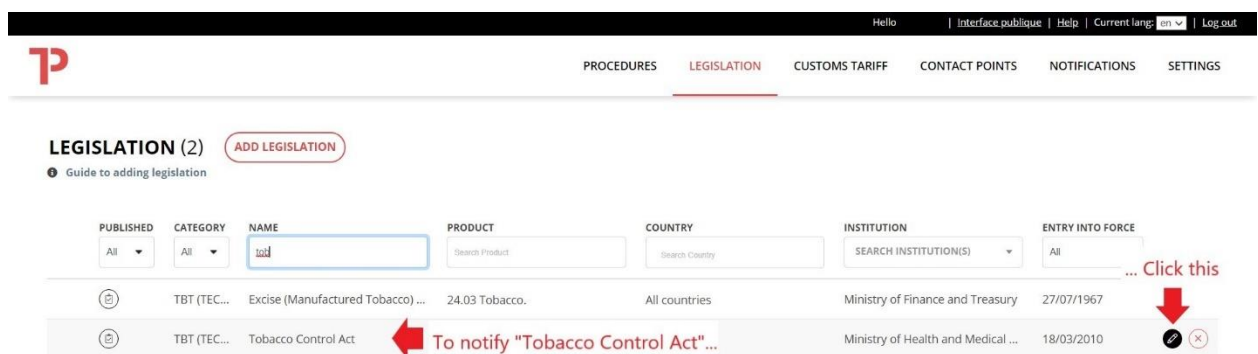
The steps to send a notification email are explained in the next pages.

How to send a notification email?

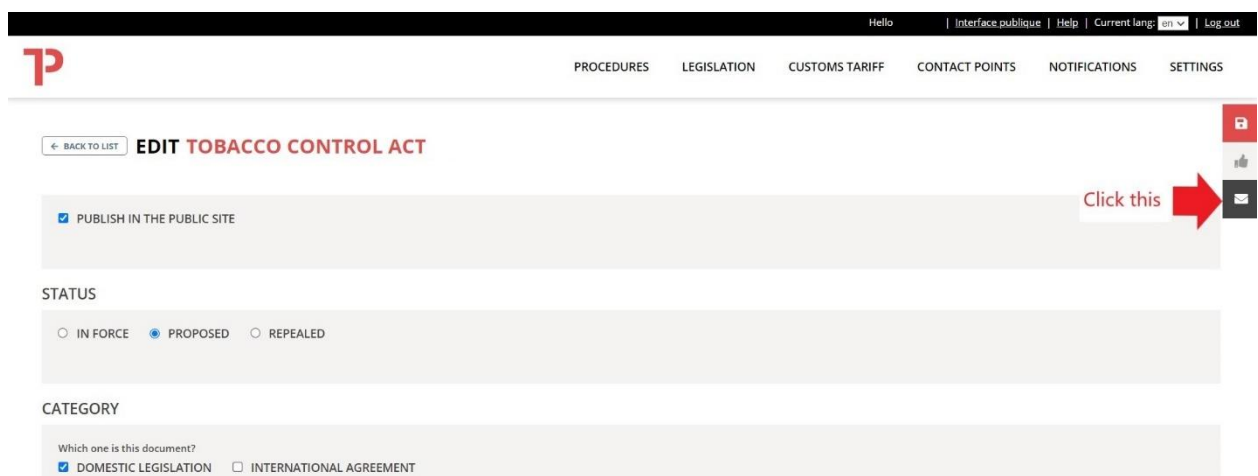
1. Log in to the TIP. See *Annex 2. How to log-in to the TIP*.
2. Click "Legislation".



3. Click the pen button of the legislation to notify.



4. Click the envelope button.



5. Click “Subject” and then, click “Trade in goods”.

The screenshot shows the 'Send Notification' dialog box for the 'EDIT TOBACCO CONTROL ACT'. The 'Subject' dropdown menu is open, displaying a list of categories. 'Trade in goods' is highlighted in blue. Two red arrows point to the 'Subject' label and the selected option. The background shows the 'EDIT TOBACCO CONTROL ACT' form with fields for 'PUBLISH IN THE PUBLIC SITE', 'STATUS' (IN FORCE, PROPOSED, REPEALED), and 'CATEGORY' (DOMESTIC LEGISLATION, INTERNATIONAL AGREEMENT).

6. If any, enter additional information in “Additional information”.

* e.g., “As per Article 11 and Annex 2-C of Chapter 2 Trade in Goods of PACER Plus, **your country** notifies information on import licensing procedures.”

The screenshot shows the 'Send Notification' dialog box for the 'EDIT TOBACCO CONTROL ACT'. The 'Additional Information' text area is highlighted with a red arrow and the text 'Enter additional information, if any'. The background shows the 'EDIT TOBACCO CONTROL ACT' form with fields for 'PUBLISH IN THE PUBLIC SITE', 'STATUS' (IN FORCE, PROPOSED, REPEALED), and 'CATEGORY' (DOMESTIC LEGISLATION, INTERNATIONAL AGREEMENT).

7. Tick "Contact points" and then, click the blank box and one or multiples countries, Trade in Goods Contact Points of which will receive a notification email.
* "All countries" mean all 11 signatory countries, not ratifying countries.

The screenshot shows the 'Send Notification' interface for the 'TOBACCO CONTROL ACT'. The form includes sections for 'STATUS' (with 'IN FORCE' selected), 'CATEGORY' (with 'DOMESTIC LEGISLATION' and 'GOODS' selected), and 'Send to' (with 'Contact points' checked). A dropdown menu is open under 'Contact points', showing a search bar with 'I' and a list of countries including Samoa, which is highlighted. Red arrows and text annotations point to the 'Contact points' checkbox, the dropdown menu, and the 'SAMOIA' option.

Annotations:

- "Tick this" points to the Contact points checkbox.
- "Click this" points to the dropdown menu.
- "Click one or multiple countries to send a notification email" points to the 'SAMOIA' option in the dropdown list.

8. Click "SEND AND NOTIFY"

The screenshot shows the 'Send Notification' interface with the 'Contact points' dropdown closed. The 'Send to' section now displays a list of selected countries: Cook Islands, Kiribati, Samoa, Tonga, Niue, Australia, and New Zealand. The 'National Task Force' checkbox is unchecked. A red arrow points to the 'SAVE AND NOTIFY' button.

Annotation:

- "Click this" points to the **SAVE AND NOTIFY** button.

Congratulation! You sent a notification email.

For example, the notification email sent through Step 1 to 8 looks like the following.

Dear PACER Plus Contact Point for Trade in goods,

On 5/19/2021, PACER Plus Contact Point(s) for Trade in goods in **your country** notifies through this email, Tobacco Control Act as below:

- **Title:** Tobacco Control Act

- **Description:** This legislation states that no person shall manufacture, sell, distribute, import or export any tobacco product except with a licence issued under this section (Clause 15). Any tobacco product should be correctly labelled and fulfil hygiene requirements.

- **Institution:** Ministry of Health and Medical Services

- **Affected Product:** Goods: Tobacco and tobacco products; Toxic constituent 'Toxic constituent' means any substance prescribed by regulations to be a toxic constituent, and includes any substance found in a tobacco product or in its smoke.

- **HS code of Affected product:** 2401, 2402, 2403

- **Additional Information:** As per Article 11 and Annex 2-C of Chapter 2 Trade in Goods of PACER Plus, **your country** notifies information on import licensing procedures.

Tobacco Control Act is also published in

<http://your.country.tradeportal.org/Regulations/Details/?lawId=40> with more details.

For any enquiries please contact:

Contact Point's name **Contact Point's email address**


Best regards,

Suggestion 4: Update information on a Contact Point of Trade in Goods

Information on a Contact Point of Trade in Goods should be always up-to-date because communication will be made through the Contact Point.

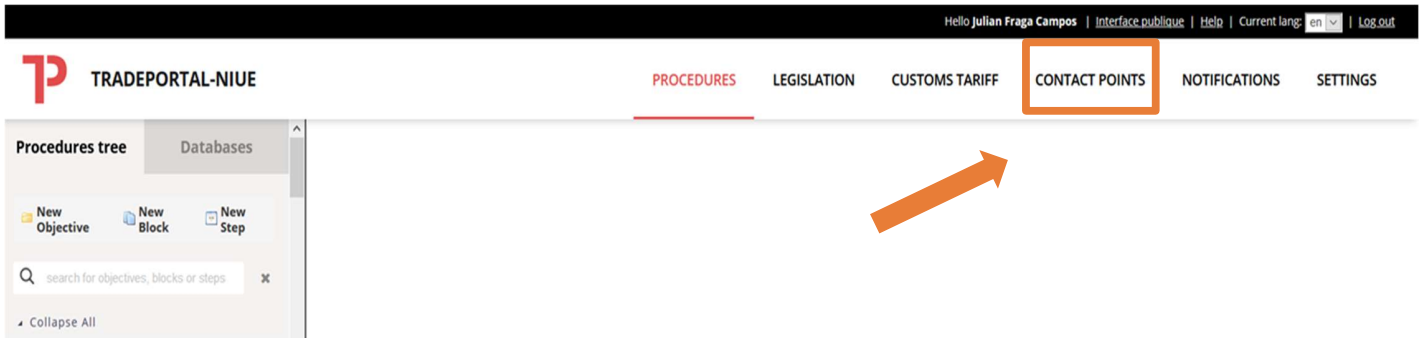
How to update:

- Provide information (what should be updated how) to the TIP team; or
- Update by yourself in the TIP admin page. See *Annex 2. How to log-in to the TIP*.

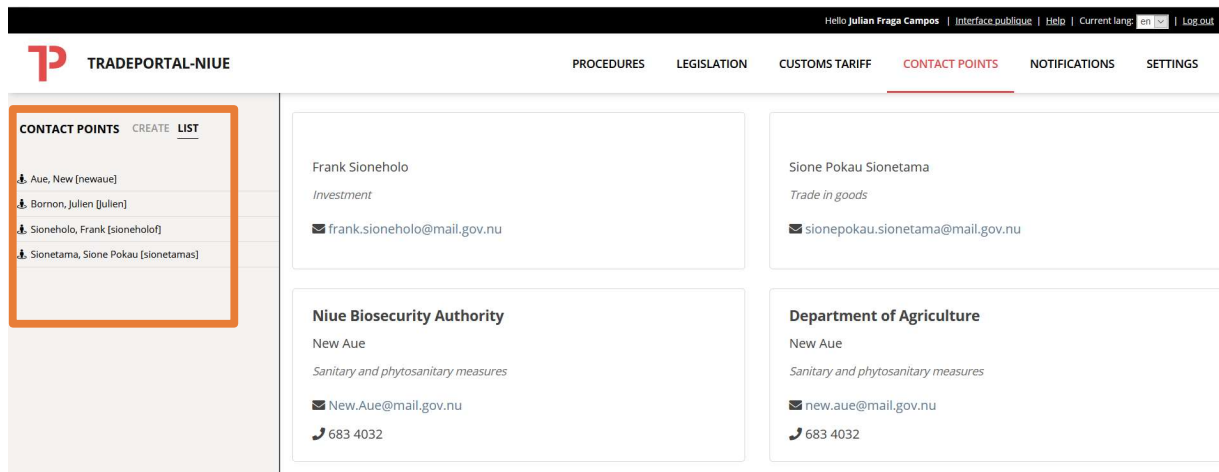
Creation/modification of a Contact Point is in the next page. Click a question mark  to see explanation. A Contact Point can register email addresses of operation-level officers to a “CC List” so that the operation-level officers can receive emails in cc.


How to create/modify a Contact Point?

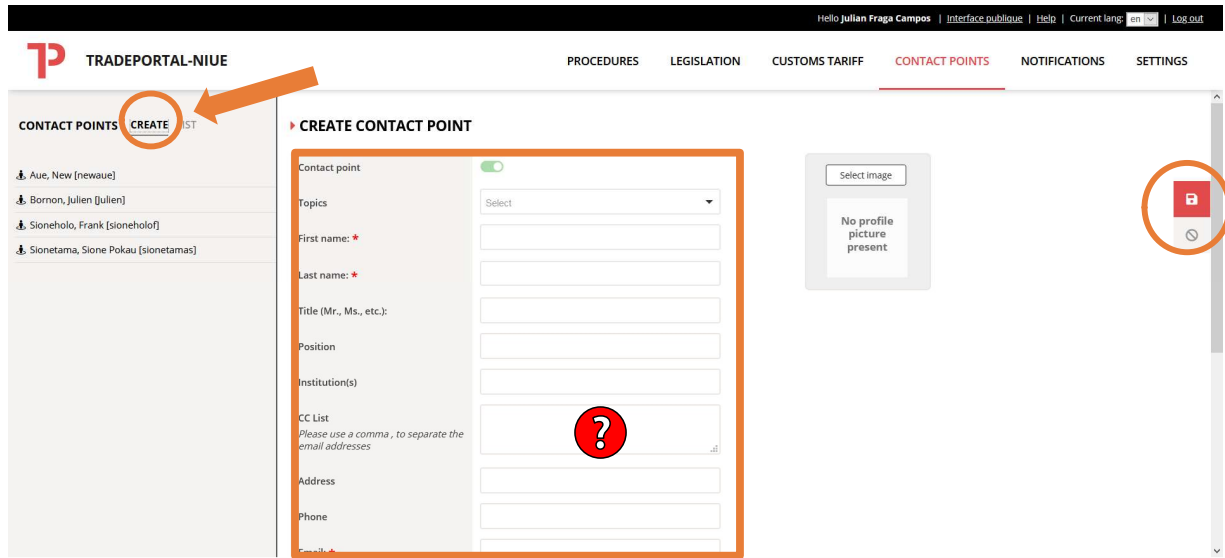
- 1) On the Admin main site, click on “**Contact Points**”, to access the contact points management section page.




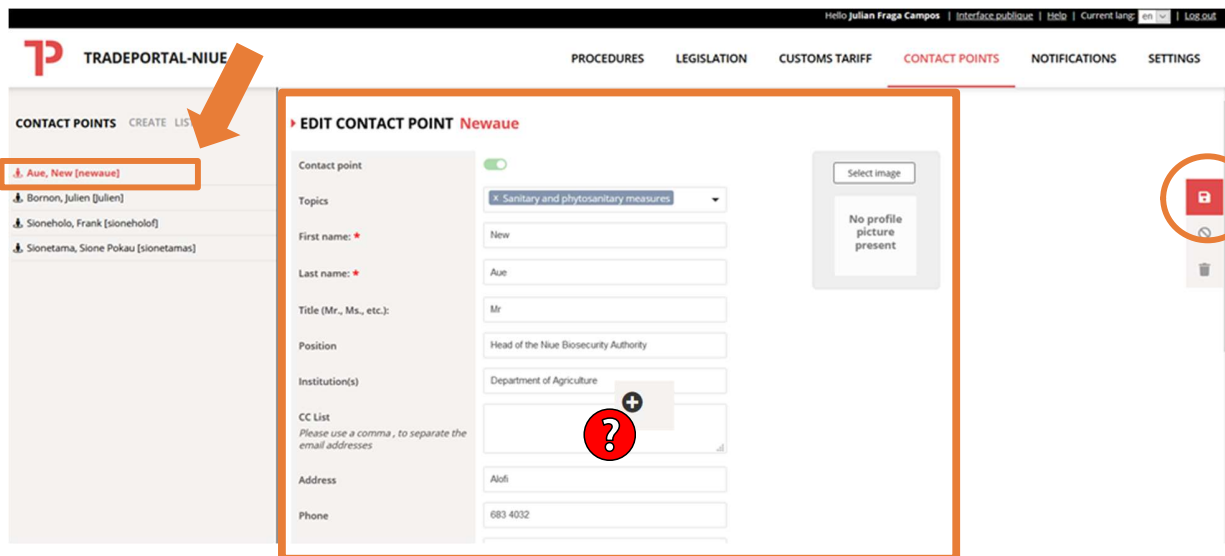
- 2) The following overview will show a database of existing contact points on the left-hand side.



- 3) To **create a new contact point**, click on “**create**” on the left-hand side. Then you simply need to fill in all the details of the contact point. Make sure to save your changes by clicking the red disk button  on the right of the screen.



- 4) If you want to **modify the details** (e-mail, topic, institution, etc.) of the respective contact point, click on the name of one of the contact points on the list on the left side of the screen. Then amend the information in the different boxes. To save your changes, click on the red disk button  on the right of the screen.



- 5) Enjoy your updated list of contact points.

4. What else should I do?

Below are the cases where a country should communicate with another.

- **Customs duties and fees and charges**
 - Upon the entry into force of PACER Plus, a country should provide information on existing schedules of applied rates of customs duty and all existing fees and charges that a country imposes on or in connection with importation or exportation.
 - After the entry into force of PACER Plus, a country should provide information on any changes in applied rates of customs duty and fees and charges *until the entry into force of the changes*.

- **International agreements affecting international trade policy**
 - When a country requests an exemption from the MFN obligation based on such agreements, the country should notify the Joint Committee.

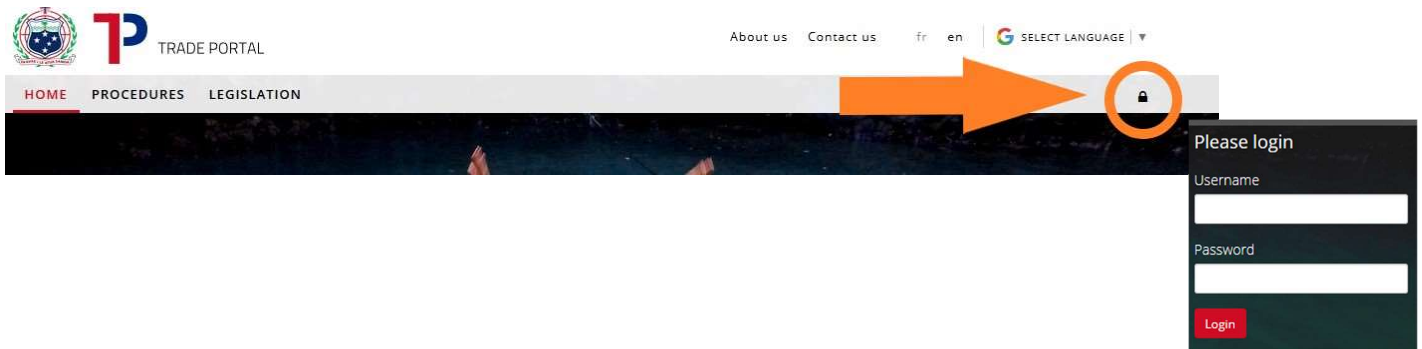
Compliance Table 2 Pagers

PACER Plus chapters - full text here	Topics (reference provisions of PACER Plus): definition and explanation	Compliance time <i>Before/Upon the entry into force</i>	Compliance time <i>After the entry into force</i>
2. Trade in goods	Import licensing procedures (11.2-4, 14.1c, 14.2b, 14.3, 14.4, 2-C): Procedures requiring the submission of an application or other documentation (other than those required for customs purposes) to the relevant body as a prior condition for importation of goods	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> sources and legislation containing import licensing procedures (11.3) • <u>Notify</u> and <u>publish</u> new or modified import licensing procedures (11.4, 14.1c, 14.4, 2-C) 	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> any changes (11.3) – <i>publish no later than the effective date</i> • <u>Notify</u> and <u>publish</u> any changes (11.4, 14.2b, 14.4, 2-C) – <i>notify no later than within 60 days of publication or, if possible, 60 days before effective date</i>
	Quantitative restrictions (12): Prohibitions or restrictions through quotas, import or export licences or other measures, on imports and exports of goods. E.g., import quota on agricultural and fishery products to restrict the quantities of a products in domestic market or export prohibition of foodstuffs and other products temporarily to prevent or relieve critical shortage of a product that is essential to the country		<ul style="list-style-type: none"> • <u>Notify</u> quantitative restrictions (12) E.g., notify import restrictions on agricultural or fisheries product, specifying total quantity or value of permitted import during a specified future period
	Customs duties, fees and charges (14.1.ab, 14.2.a, 14.4)	<ul style="list-style-type: none"> • <u>Provide information</u> on existing schedules of applied rates of customs duty and all existing fees and charges that a country imposes on or in connection with importation or exportation (14.1.ab) 	<ul style="list-style-type: none"> • <u>Provide information</u> on any changes (14.2a) – <i>no later than the effective date</i>
	Trade and tariff-related laws, regulations and rulings (13.1)	<ul style="list-style-type: none"> • <u>Publish</u> trade and tariff-related laws, regulations and rulings (13.1) 	<ul style="list-style-type: none"> • <u>Publish</u> any changes (13.1) – <i>(for more burdensome import measures) in advance</i>
	International agreements affecting international trade policy (13.2, 2-B)	<ul style="list-style-type: none"> • <u>Publish</u> agreements affecting international trade policy that is in force (13.2) 	<ul style="list-style-type: none"> • <u>Publish</u> any changes (13.2) * Also, <u>notify</u> if a country requests an exemption from the MFN obligation based on such agreement
	Anti-dumping measures (7.4-6): measures against an imported product on which lower price than its home market price is charged and which is found to be hurting domestic producers Countervailing measures (7.4-6): measures against a subsidized imported product that is found to be hurting domestic producers	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> that a country has or does not have legislation containing anti-dumping or countervailing measures and competent authorities (7.4-5) 	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> any changes or establishment of legislation and competent authorities (7.5, 7.6a) • <u>Notify</u> and <u>publish</u> determination, undertaking and termination of anti-dumping or countervailing measures (7.6b)
	Global safeguard measures (7.10-12, 7.14): Import restriction of a product from all the countries up to 4 years and cumulatively up to 8 years, if domestic industry is injured or threatened with injury caused by a surge in imports	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> that a country has or does not have legislation containing global SG measures and competent authorities (7.10-11) 	<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> any changes or establishment of legislation and competent authorities (7.10-11) • <u>Notify</u> and <u>publish</u>: <ul style="list-style-type: none"> ◦ Initiation of global SG investigation (7.12a) ◦ Finding of global SG investigation and detailed report (7.12b, 7.14) ◦ Decision to apply or extend a global SG measure and detailed (7.12c, 7.14)
	Provisional global safeguard measures (7.13-14): Provisional import restriction of a product from all the countries up to 200 days, if domestic industry is injured or threatened with injury caused by a surge in imports		<ul style="list-style-type: none"> • <u>Notify</u> and <u>publish</u> decision to apply a provisional global SG measures and detailed report (7.13-14) – <i>in advance</i>
	(Provisional) transitional safeguard measures (8.15-17): Import restriction of a product from a particular country up to 2 years and cumulatively up to 5 years (in case of provisional measures, up to 200 days), if domestic industry is injured or threatened with injury caused by a surge in imports.		<ul style="list-style-type: none"> • <u>Notify</u>: <ul style="list-style-type: none"> ◦ Initiation of (provisional) transitional SG investigation (8.15a) ◦ Finding of (provisional) transitional SG investigation and detailed report (8.15b, 8.16) ◦ Decision to apply or extend a (provisional) transitional SG measure and detailed report (8.15c, 8.16-7) ◦ Decision to modify a (provisional) transitional SG measure and detailed report (8.15d, 8.16)
Contact points (15)	<ul style="list-style-type: none"> • <u>Provide</u> a contact point (15) 	<ul style="list-style-type: none"> • <u>Provide information</u> on any changes (15) 	
5. Sanitary and phytosanitary measures (c.f., WTO SPS agreement)	Existing sanitary and phytosanitary measures (8): food safety, animal and plant health standards applied to protect human, animal, plant life, health	<ul style="list-style-type: none"> • <u>Publish</u> SPS measures such as laws, decrees or ordinances which are applicable generally (8) 	
	Proposed or adopted sanitary and phytosanitary measures (8, 10.1a-b, 10.5)		<ul style="list-style-type: none"> • <u>Publish</u> and <u>Notify</u> proposed SPS measures such as laws, decrees or ordinances (10.1a-b, 10.5) – <i>and allow other countries to comment on proposed SPS measures (especially if measure deviates from international standards)</i>

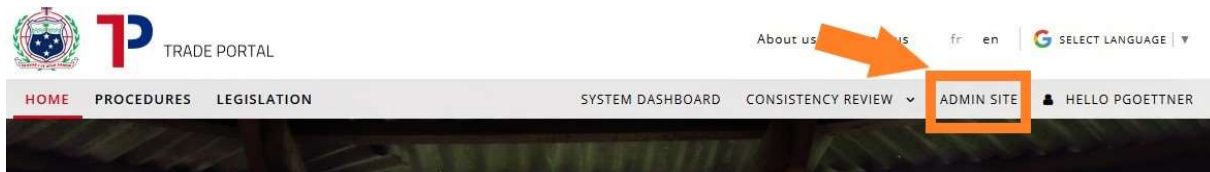
			<ul style="list-style-type: none"> • <u>Publish</u> adopted SPS measures such as laws, decrees or ordinances (8) - <i>six months before effective date</i>
	Change in animal or plant health status (10.1c): Outbreak and termination of diseases or pests		<ul style="list-style-type: none"> • <u>Provide information</u> on change in animal or plant health status (10.1c)
	Sanitary and phytosanitary risk or non-compliance of consignment (10.2-4)		<ul style="list-style-type: none"> • An exporting country <u>provides information</u> on SPS risk associated with its export consignments (10.2) • An importing country <u>notifies</u> its import consignments' non-compliance with SPS measures and if requested <u>provides information</u> (10.3-4)
	Explanations for the decline of pest-, disease-free areas, areas of low pest and disease prevalence (7.3): It takes place when countries mutually agree to adapt sanitary and phytosanitary measures to regional conditions		<ul style="list-style-type: none"> • An importing country <u>provides the rationale</u>, if it does not recognize the pest- and disease-free areas, or areas of low pest and disease prevalence of other countries (7.3)
	Contact points (9)	<ul style="list-style-type: none"> • <u>Provide</u> description and responsibilities of competent authorities, and contact point (9) 	<ul style="list-style-type: none"> • <u>Provide</u> any changes (9)
6. Technical regulations, standard and conformity assessment (a.k.a. Technical Barriers to Trade) (c.f., WTO TBT agreement)	Existing technical regulations and conformity assessment procedures (8.4): Mandatory technical requirements of a product for national security, health, safety, environment, etc. and procedures used to decide whether a product conforms with the requirements	<ul style="list-style-type: none"> • <u>Publish</u> technical regulations and conformity assessment procedures (8.4) 	
	Proposed or adopted technical regulations and conformity assessment (8.1-2, 8.4)		<ul style="list-style-type: none"> • <u>Publish</u> and <u>notify</u> proposed technical regulations and conformity assessment procedures (8.1-2) – <i>and allow other countries to comment on proposed ones (especially if measure deviates from international standards)</i> • <u>Publish</u> adopted technical regulations and conformity assessment (8.4) - <i>six months before effective date</i>
	Information exchange on technical regulations, standards and conformity assessment procedures (6)		<ul style="list-style-type: none"> • <u>Explain</u> a country's technical regulations, standards and conformity assessment procedures, if other countries request (6)
	Contact points (9)	<ul style="list-style-type: none"> • <u>Provide</u> name and contact details of contact point (9.3) 	<ul style="list-style-type: none"> • <u>Provide information</u> on any changes (9.3)
7. Trade in Services	Licensing, qualification, technical standards for services (17.3)	<ul style="list-style-type: none"> • <u>Publish</u> licensing, qualification, technical standards for services (17.3) 	<ul style="list-style-type: none"> • <u>Publish</u> any changes (17.3)
	International agreements affecting trade in services (17.2)	<ul style="list-style-type: none"> • <u>Publish</u> international agreements affecting trade in services to which a Party is a signatory (17.2) 	<ul style="list-style-type: none"> • <u>Publish</u> any changes (17.2)
	Emergency safeguard measures (14)		<ul style="list-style-type: none"> • <u>Hold consultation</u> on emergency SG measures, if other countries request, and <u>notify</u> agreed solutions (14)
	Specific information on services measures (17.4)		<ul style="list-style-type: none"> • <u>Respond</u>, if other countries request for specific information on services measures (17.4)
	Contact points (4.2, 17.1)	<ul style="list-style-type: none"> • <u>Provide</u> details of contact point (17.1) 	<ul style="list-style-type: none"> • <u>Notify</u> any changes (17.1) • <u>Facilitate</u> the access of service suppliers to information related to their respective markets (4.2) – <i>Within one year of the date of entry into force</i>
8. Movement of Natural Persons	Contact points (7)	<ul style="list-style-type: none"> • <u>Provide</u> details of contact point (7) 	<ul style="list-style-type: none"> • <u>Notify</u> any changes (7)
9. Investment	Contact points (21)	<ul style="list-style-type: none"> • <u>Provide</u> description and responsibilities of competent authorities, and contact point (9) 	<ul style="list-style-type: none"> • <u>Provide</u> any changes (9)
10. Development and Economic Cooperation	Focal points (5)	<ul style="list-style-type: none"> • <u>Keep</u> other countries <u>updated</u> on details of contact point (5) 	<ul style="list-style-type: none"> • <u>Keep</u> other countries <u>updated</u> on details of contact point (5)
11. Institutional Provisions	Contact points (5)	<ul style="list-style-type: none"> • <u>Designate</u> a contact point (5) 	<ul style="list-style-type: none"> • <u>Designate</u> a contact point (5)
13. Transparency	Actual laws, regulations, procedures and rulings (2.1-2, 3.1-2)	<ul style="list-style-type: none"> • <u>Publish</u> (online), <u>notify</u> and, if other countries request, <u>provide information</u> on actual laws, regulations, procedures and rulings (2.1-2, 3) 	
	Proposed laws, regulations, procedures and rulings (2.3, 3.1-2)		<ul style="list-style-type: none"> • <u>Publish</u> (online) <u>in advance</u>, <u>provide an opportunity to comment</u> on, and, if other countries request, <u>provide information</u> on proposed laws, regulations, procedures and rulings (2.3, 3.1-2)

How to log-in to the trade portal?

- 1) If you access the page of your national trade portal (<https://country.tradeportal.org>, <- substitute "country" with the name of your country, e.g. <https://nauru.tradeportal.org> or <https://kiribati.tradeportal.org>), **click on the lock symbol** in the upper right hand corner to enter your user name and password:



- 2) Once you clicked on "Login", you will see that different options appear on the top of the page. Click on "Admin Site", and the internal admin site will open up in a new tab of your web browser.



- 3) Once you're logged in you will see the following start screen with the **different options** that give you access to the different parts of the trade portal.
(e.g. "Contact Points" where you can create or modify contact contact points)

