

Manual for PACER Plus Contact Points

TRADE IN SERVICES

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).

Table of Contents

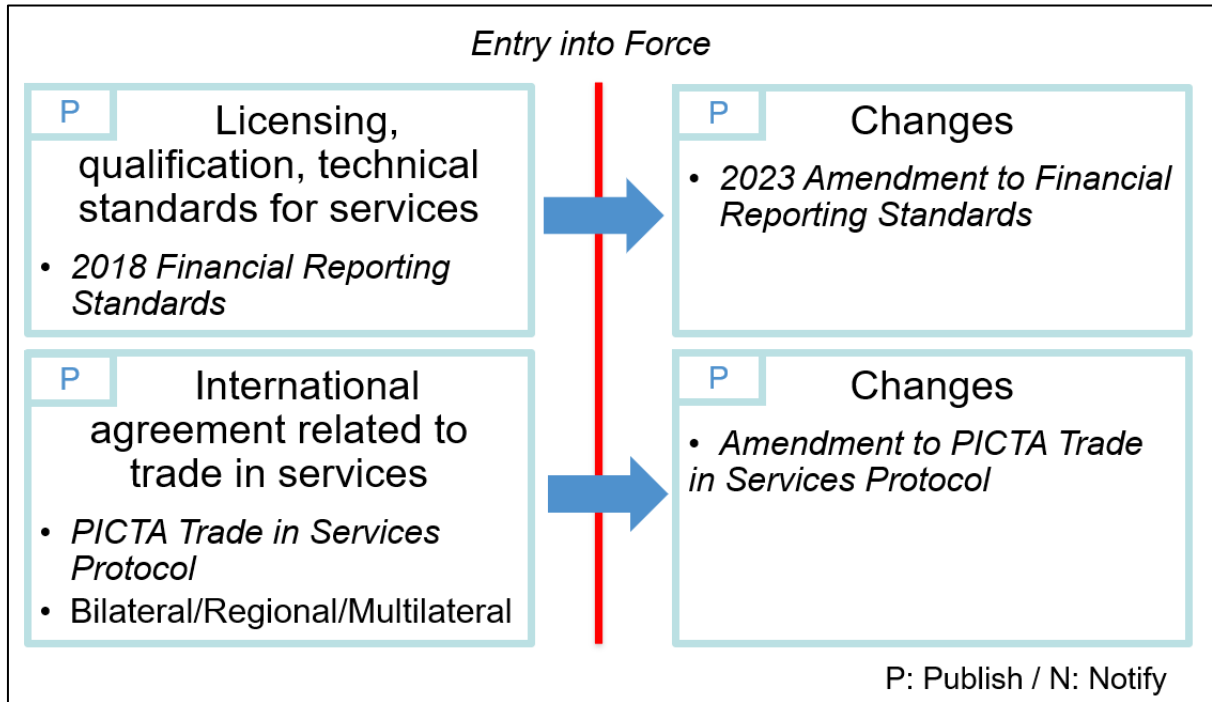
1. What are the transparency obligations concerning Trade in Services?	2
2. How can a Contact Point of Trade in Services be chosen?	3
3. I am a Contact Point of Trade in Services. What should I do?	4
Suggestion 1: Check if published legislation and international agreements related to trade in services are correct.	4
Suggestion 2: Publish any changes in legislation and international agreements related to trade in services.....	7
(a) Legislation	7
(b) International agreements	9
Suggestion 3: Update information on a Contact Point of Trade in Services.....	11
4. What else should I do?.....	14
Annex 1. Compliance Table 2 Pagers.....	15
Annex 2. How to log-in to the TIP.....	17

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

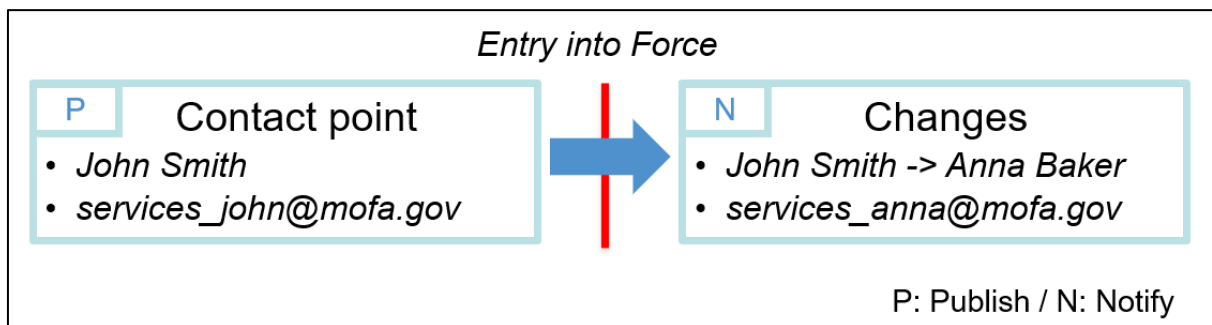
A Contact Point of Trade in Services covers [PACER Plus Chapter 7 Trade in Services](#). The Chapter’s transparency obligations are summarized in *Annex 1. Compliance Table 2 Pagers*.

To simplify, there are two main transparency obligations.

- 1. Publish** (a) Legislation on licensing, qualification and technical standards for services and (b) International agreements pertaining to or affecting trade in services.



- 2. Provide a Contact Point** for communication on any matters covered by the Chapter 7.



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

PACER Plus does not specify who should be a Contact Point of Trade in Services, 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 services, not just the issue related to his/her ministry. For example, a trade minister became a Contact Point of Trade in Services. As a Contact Point, he/she must take care of all the issues related to trade in services vis à vis other countries, even though the issues are regulated by ministries of investment, business, finance, etc.

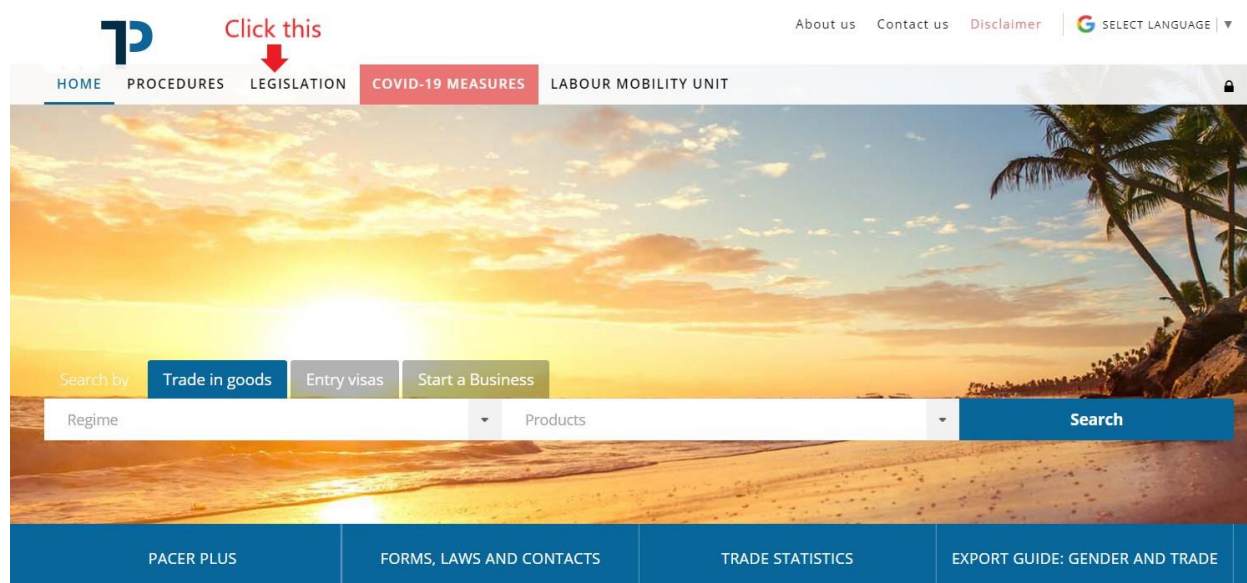
3. I am a Contact Point of Trade in Services. What should I do?

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

- (a) Legislation on licensing, qualification and technical standards for services is published in **the “Services” category** in the “Legislation” tab in the TIP.
- (b) International agreements pertaining to or affecting trade in services 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”.



3. Click “Category” and then, click “Services” or “International agreement”.

LEGISLATION (116)

CATEGORY	PRODUCT	COUNTRY	INSTITUTION(S)	ENTRYINTOFORCE
All	Search legislation	Search Product	Search Country	All
All	Goods: Motor vehicles, which ...	All countries	Registrar of Motor Vehicles an...	10/09/2014
Service	... listed i...	All countries	Department of Justice and Bor...	07/01/2009
Trade remedy		All countries	Department of Justice and Bor...	31/07/2015
SPS; OTH...	Agricultural Quarantine Act, 1...	All plants, plant materials, live ...	Department of Justice and Bor...	18/10/1999
OTHER; S...	Animals (Amendment) Regula...	All types of live animals.	Department of Justice and Bor...	07/01/2009

4. Now, the list is filtered to show only the legislation (or international agreements) related to trade in services. From the list, click the legislation (or the international agreements) to see its details.

LEGISLATION (72)

From the list of legislation...

CATEGORY	PRODUCT	COUNTRY	INSTITUTION(S)	ENTRYINTOFORCE
Service	... that is filtered to show only the legislation related to trade in services ...			All
TBT; OTH...	Motor Traffic Act, 2014	Goods: Motor vehicles, which ...	Registrar of Motor Vehicles an...	10/09/2014
SERVICE;	Banking (Application for Licen...	Banking services by banks, co...	Department of Finance	12/05/1977
SERVICE;	Banking Act, 1975		Department of Finance	01/07/1975
SERVICE;	Barristers and Solicitors (Rem...	Legal services by legal practiti...	Department of Justice and Bor...	11/02/1974
SERVICE; ...	Business Licences (Amendme...	A- All types of businesses and ...	Department of Justice and Bor...	15/01/2019

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

[← BACK TO LIST](#) **BANKING ACT, 1975**

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

APPLICABILITY

This legislation regulates

IMPORT EXPORT

LEGISLATION

Name	Commencement date	Expiry date
Banking Act, 1975	01/07/1975	

Description

This legislation establishes the Registrar of Banks and states that banking business shall not be carried on in Nauru except by banks; statutory corporations, body corporates or authorities incorporated or established by any written law of Nauru; a department of the public service of the Republic; or an eligible

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 services.

(a) Legislation

New and amended legislation on licensing, qualification and technical standards for services should be published in **the “Services” 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

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

(b) International agreements

Signed international agreements pertaining to or affecting trade in services 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.

[← 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

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

Suggestion 3: Update information on a Contact Point of Trade in Services

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

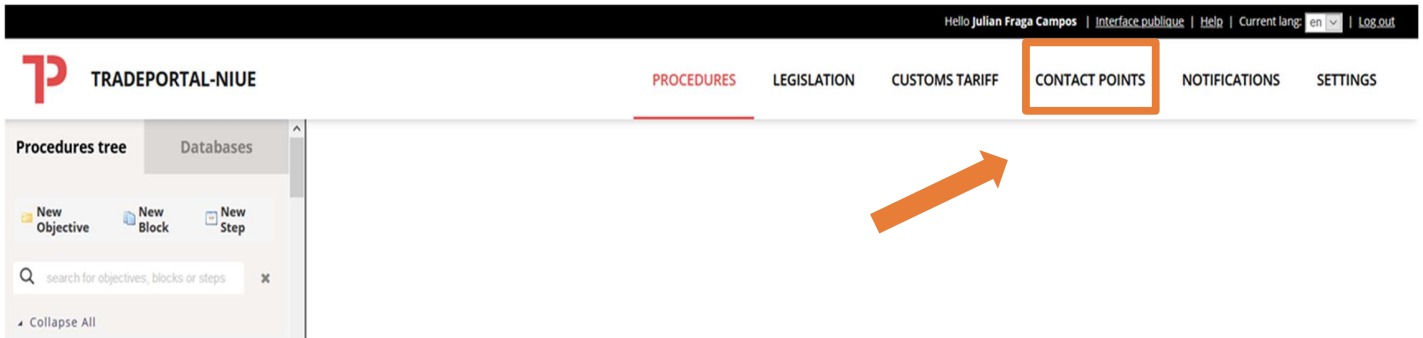
How to update:

- 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*.

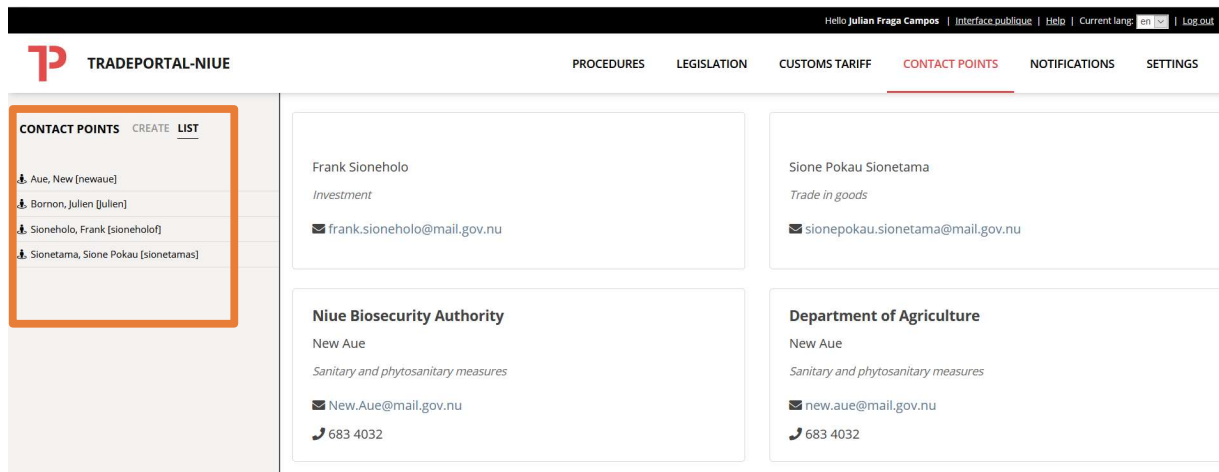
Creation/modification of a Contact Point is in the next page. Click a question mark  to see explanation. A Contact Point can register email addresses of operation-level officers to a “CC List” so that the operation-level officers can receive emails in cc.


How to create/modify a Contact Point?

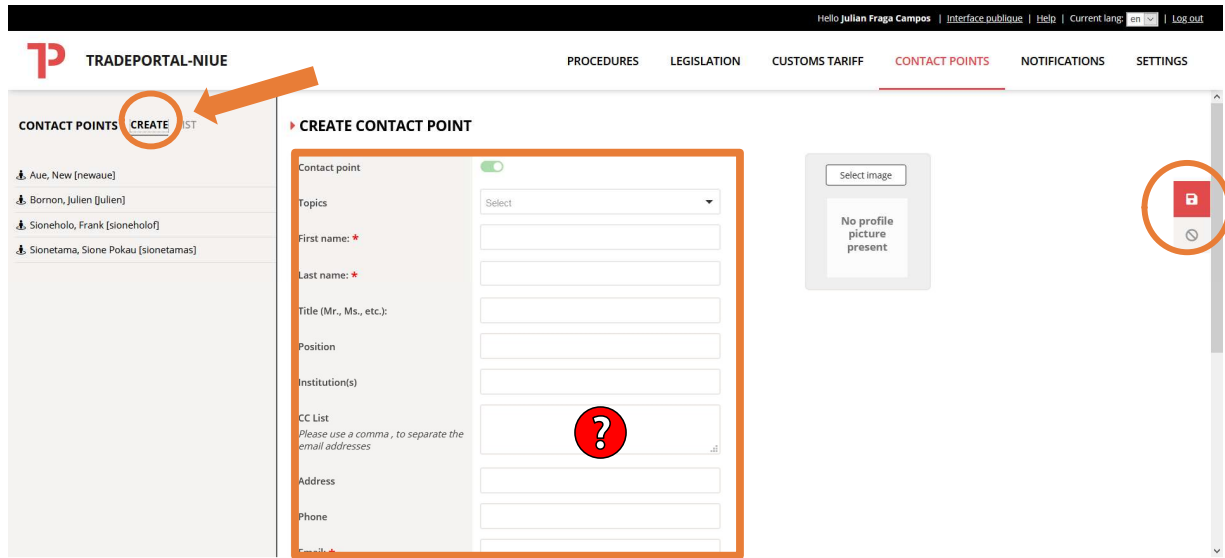
- 1) On the Admin main site, click on “**Contact Points**”, to access the contact points management section page.




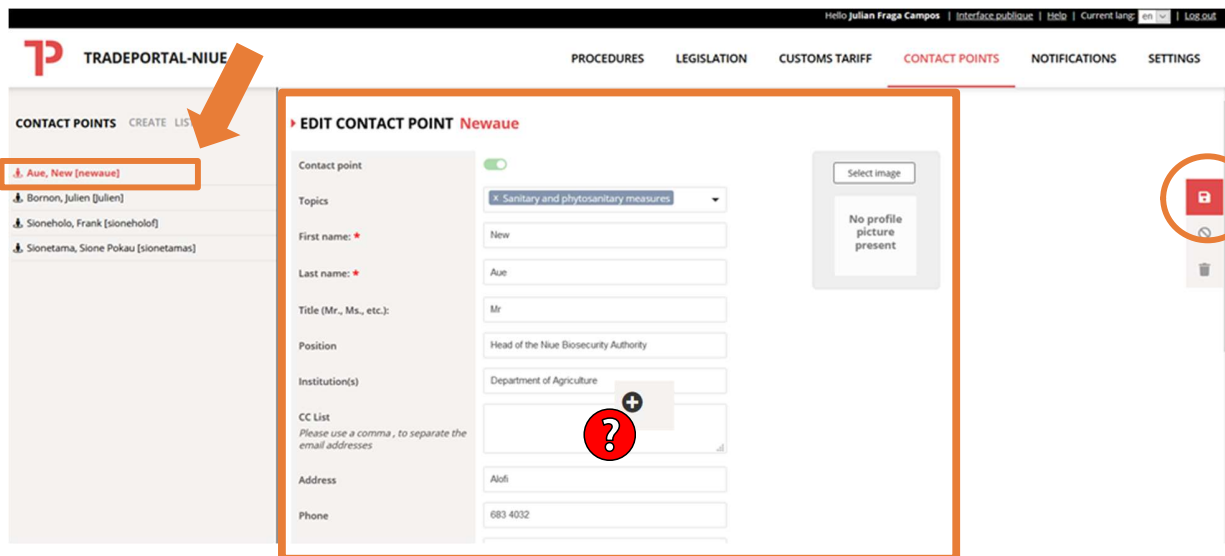
- 2) The following overview will show a database of existing contact points on the left-hand side.



- 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.

- **Emergency safeguard measures**
 - When PACER Plus causes substantial adverse impact to a service sector of one country, the country may request to hold consultations with other country or countries.
 - Then, the requested country or countries should respond in good faith.
 - When the countries agree on a solution, they should notify the agreed solution to all other countries.

- **Services measures**
 - A country may request specific information on any measures covered by the Chapter 7, including legislation and international agreements related to trade in services.
 - Then, the requested country should respond promptly.

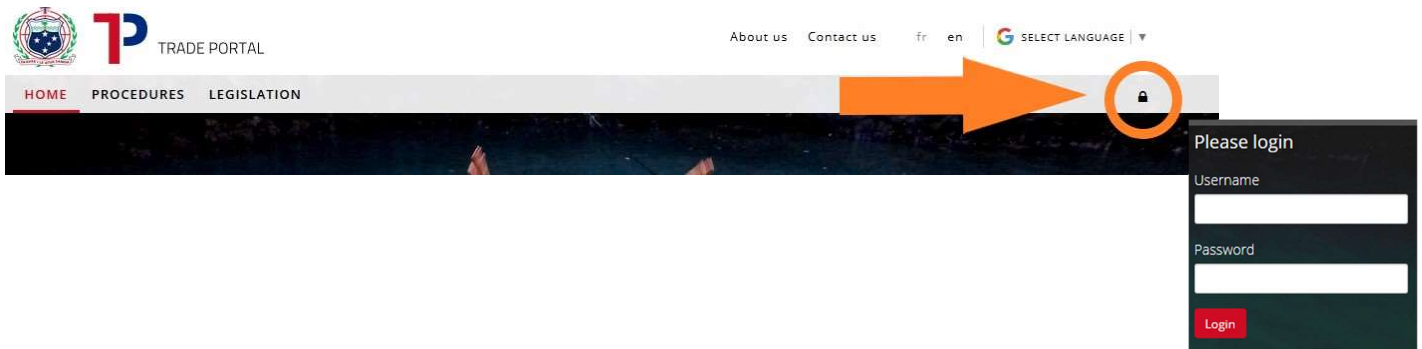
Compliance Table 2 Pagers

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>

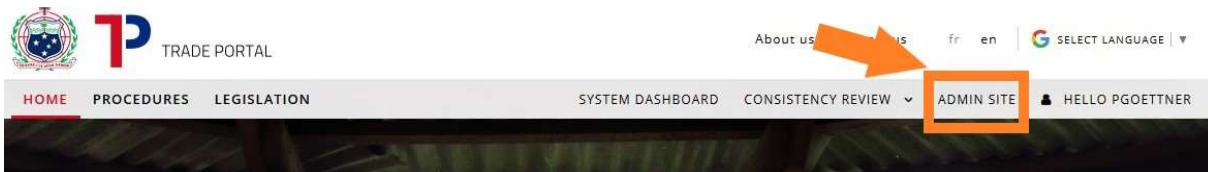
			<ul style="list-style-type: none"> • <u>Publish</u> adopted SPS measures such as laws, decrees or ordinances (8) - <i>six months before effective date</i>
	Change in animal or plant health status (10.1c): Outbreak and termination of diseases or pests		<ul style="list-style-type: none"> • <u>Provide information</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)

