New Zealand Procedural Manual for the operation of the National Notification Authority & National Enquiry Point System (New Zealand's SPS Contact Point) Ministry of Agriculture and Forestry (MAF) Biosecurity New Zealand

Version 1 - 2008

For the purposes of this operational manual, the term "SPS Contact Point" (CP) is used to describe the designated individual or team who undertakes or facilitates the roles and responsibilities of the National Notification Authority (NNA) and the National Enquiry Point (NEP).

TABLE OF CONTENTS

BACKGROUND TO THE WTO NOTIFICATION SYSTEM	5
RESOURCES	7
Personnel	7
Computer and Communication Hardware	7
Computer software	
Operational manual	7
	•
DEVELOPMENT OF A FILING STRUCTURE File Structure	
Notifications	
Full text documents	
Comments	
Database	9
SPS Contact Point Email Management	
Establish or Obtain access to the SPS Contact Point email box	
Establish SPS Contact Point email signatures in Outlook	
Email Filing	9
WTO'S SPS IMS BASED SYSTEM	12
Accessing SPS IMS website and generating excel summary sheets	
Downloading notifications	
STAKEHOLDER DISTRIBUTION LISTS	
Sending notifications to the distribution list using Outlook	
Initiating a request for further information	
Filing	21
IS A NOTIFICATION NECESSARY?	23
SPS regulations	
International standard, guideline or recommendation	
Significant effect on trade	
WHEN SHOULD A NOTIFICATION BE MADE?	
Routine notifications	
Emergency measures	25
WRITING AN SPS NOTIFICATION	26
Routine notifications	
Emergency notifications	
Addendum, Corrigendum & Revision	
Allocation of WTO Number	
When a draft notification is completed	
Sending notifications	
Website Filing	
F III 19	30
HANDLING COMMENTS ON NOTIFIED DOCUMENTS	39
Method of delivery	
Which documents to send	39
Filing	
General Operation	
	3

Receipt of requests	41
Acknowledging, recording and filing	42
Which documents to send	
Method of delivery	

BACKGROUND TO THE WTO NOTIFICATION SYSTEM

One of the principal innovations of the WTO SPS agreement (the agreement on the application of sanitary and phytosanitary measures) is a requirement for prior notification of SPS measures.

The main advantage of the notification system is to undertake consultation at an international level, by allowing other WTO members to comment on proposed measures. Any WTO member country proposing to introduce new SPS measures is, in most circumstances, required to:

- ✓ notify other WTO members of their intention;
- ✓ provide copies of the draft measure on request;
- ✓ allow reasonable time for other WTO members to make comments in writing;
- ✓ discuss these comments on request;
- ✓ take the comments and the results of the discussions into account;
- explain to the submitting country how it plans to take their comments into account;
- ✓ where appropriate, provide additional relevant information on the proposed SPS measures concerned;
- ✓ provide the submitting country with a copy of the corresponding SPS measures as adopted, or information that no corresponding SPS measures will be adopted for the time being.

The SPS notification system also facilitates trade by providing advance notice before new measures must be complied with (a 'no surprises' approach).

Whenever an SPS measure is raised in the SPS committee, the first question usually asked of the member imposing the measure is whether it was notified to the WTO. It is important that members comply with the SPS transparency obligations.

Each WTO member is required to designate a single central government authority as responsible for implementing, on a national level, the notification requirements of the SPS agreement. In addition, each Member is required to establish an Enquiry Point, which is responsible for the provision of answers to all reasonable questions as well as the provision of relevant documents.

RESPONSIBILITIES OF THE SPS CONTACT POINT



RESOURCES

Personnel

It is recommended that at least one person be designated with the role that has primary responsibility for managing the duties of the CP.

It's recommended that at least two personnel are trained in CP operations as this allows for absences and commitments of staff to other duties. New Zealand operates using an efficient computer/electronic based CP, the roles and responsibilities of the CP would, on average, take one person approximately four (4) hours per day.

Computer and Communication Hardware

The CP operates most efficiently if there is reliable / regular computer access to internet and email facilities. However SPS notifications, requests for full texts, comments, and draft member notifications can be managed using either hard copy (paper copies) or electronically.

A book containing the contact details for all Members' Enquiry Points and National Notification Authorities should be available and kept up to date. (The most recent information on these contact details are available through the SPS Information Management System). All materials need to be accessible to all officers involved in operating the CP. Telephones, fax machines, photocopiers and printers also need to be available for use.

The whole notification process associated with CP's relies heavily on efficient communication between domestic stakeholders, and internationally with the SPS Secretariat and other WTO Members. Given that full text documents requested by other Members should be provided within 5 working days and *"that delivery of documents should be by the fastest means possible"* (Para 5 (c) of Annex B), a system without email, internet and fax machine facilities does present additional challenges to meet the recommended procedures.

Computer software

This Operational Manual is based on the MS operating system with MS Excel for spreadsheet and database work, MS Word for basic word processing, Internet Explorer as the internet application and MS Outlook as the email application. Internet Explorer browser is used to access WTO documents and full texts which are available on the internet.

Operational manual

The manual is a living document and should be updated whenever there is a change in the Members operational arrangements or governance structure.

DEVELOPMENT OF A FILING STRUCTURE

File Structure

Below is the file structure used for electronic or hardcopy storage.



For each person responsible for processing incoming notifications it is recommended that a "SPS working file" is created, this provides a place to store email attachments etc while you are processing them.

Notifications

SPS notifications can be either saved electronically or hardcopy in folders, and it is recommended that they are sorted by country and stored in alphabetical order for easy reference. However, with the IMS WTO online system there is now less need to save notifications, only save those notifications that have been requested.

Full text documents

Full text documents are stored electronically, grouped by the Member producing the document (i.e. sorted by country and stored in alphabetical order for easy reference). . It is recommended that they are stored electronically, and not stored in hardcopy as many are quite large which would require significant storage space (computer memory). It is recommended that all correspondence relating to full texts, including requests and receipts are also filed electronically.

Comments

It is recommended that comments on any notifications be stored electronically.

Database

Excel database has been established to record the movements of notifications and full text, these are stored and accessed electronically, and that back up copies of the file are made on an ad hoc basis.

SPS Contact Point Email Management

Establish or Obtain access to the SPS Contact Point email box

To establish access to the CP request through your appropriate IT provider. A separate dedicated email address is established called "SPS Contact Point".

Note, when using outlook, always remember to check that you are sending on behalf of the SPS Contact Point (this can be determined by viewing the "From" field and inserting SPS Contact Point and use Ctrl K to find the correct address - try sending an email to yourself to see if it works. Be aware that if you do not actively insert SPS Contact Point, the program will default send from your usual email address.

Establish SPS Contact Point email signatures in Outlook

It is recommended that each person responsible for the CP set-up a SPS Contact Point signature to be used when sending out material, such as notifications. The email signatures have standard body text. These texts will need to be modified to include relevant contact details (such as name and phone number). Eg:

New Zealand SPS Sally Jennings SPS Coordinator / Adviser International, Policy Biosecurity New Zealand Ministry of Agriculture & Forestry 25 The Terrace PO Box 2526 Wellington Ph: +64 4 894 0431 Fax: +64 4 894 0731 Mobil: +64 298940431 Email: SPS@maf.govt.nz

To add signatures in Outlook, go to **Tools\Options\Mail** format tab and select the signatures button. Select **New** then choose a title for the signature, click **next**, copy and paste the template signature across from the Word document. Edit it for your personal details.

Check what it looks like on emails by opening a new email and choosing Insert\Signature\{new signature name}

Email Filing

It is recommended that all relevant emails coming into and being sent from the SPS mailbox be categorised and saved into appropriate email folders, and then archived when appropriate (such as when memory space becomes limited). Descriptions of folders/categories of emails are outlined below

Important documents should by filed separately in the appropriate place eg: any full-text documents requested that are attached to an email should be filed in the countries file with the original notification.

All emails need to be moved from the Inbox to the appropriate folder/category once they have been opened and read.

The suggested folders are shown in the next image:

<u>File Edit View Go Tools Actions H</u> elp			Type a question for help
🖻 New 🔹 📑 📴 🗙 🙈 Reply 🙈 Reply to All 🙈 Forward 📑 Send/Re	e <u>c</u> eive 👻 😰 Find 🖄 🔯 Ty	pe a contact to find 🛛 🚽 🔞 💕 Classif	y 📑 Show 🔣 🥊
ail	Look for:	✓ Search In ✓ Mailbox - New	
avorite Folders	Mailbox	- New Zealand SPS	
🣴 Inbox	⊠₁! D 0		Received S. 🕅
Mail Folders			1 1 1 1
 Malbox - New Zealand SPS Cabinet Checkist Decled Items Documents Administration Comments Drafts Full text received from O/S Full text received from O/S Full text sent Member Countries Full text requests from O/S Member Countries Notifications Other message requests Receipts Requests for O/S full texts Sent Notifications SPS meetings Drafts GroupWise Archive Inbox Junk E-mail Outbox Search Folders 			
III Calendar			
Contacts			
1	ž 📃 🗀 🗷 棠		

Below is a brief description of what to move to each folder.

Administration folder - emails from Irma Bracco or the SPS Secretariat, which relate to adding or removing people from the email contact lists, emails about processes of the Contact Point.

Comments folder - Emails that contain comments on other Members' notifications, forwarded comments emails, comments received on your notifications from other Members, responses, etc.

Drafts folder – Draft emails (such as those containing a notification, or advice to domestic stakeholders) can be used for preparing a notification that is to be emailed out. They can be saved to this box and sent when you are happy that the e-mail is correct. After a message has been moved to this folder, it is saved.

[Member] Full Text Requests from O/S folder - All emails relating to requests for full texts of your notifications.

[Member] Notifications folder - All emails that relate to new notifications you submit to the WTO. This will include drafts, sent emails that relate to when, what and to whom emails and documents were sent.

Full Text Sent folder - All emails where full texts have been sent to the requesting person, to document that the request has been fulfilled. Outlook will automatically put these in your personal 'sent mail' file, so you'll need to move them to this folder.

Full Text Received from O/S folder - All emails of full texts have been received from overseas.

Other messages requests folder - All emails that request assistance or other nonnotification requests.

Receipts folder - Any emails where people have acknowledged receipt of emails/documents etc.

Requests for extension of comment period - Any messages that relate to requests for extensions of the comment period for any notification.

Requests for O/S Full Texts folder - All emails requesting full texts of overseas notifications.

Sent notifications folder - After you have sent an SPS notification, the email will be automatically saved in your personal 'Sent items' folder. Move the message to this folder so that you have a record of all sent SPS notifications in one folder.

SPS Meetings - Any email regarding the quarterly SPS meetings, or related Panel meetings.

WTO's SPS IMS BASED SYSTEM

New Zealand uses the WTO's SPS Information Management System (SPS IMS), which is accessible to Members and other interested parties since October 2007, is a more specialized and detailed information source on SPS notifications and other SPS documents. It allows for more advanced searches on SPS notifications and also facilitates creation of custom reports.

Accessing SPS IMS website and generating excel summary sheets

SPS-IMS - Microsoft Internet Explorer	🗾 🗖 📃
<u>File Edit View Favorites Iools H</u> elp	
🚱 Back 🔹 💿 🐇 😰 🏠 🔎 Search 🤺 Favorites	🤣 🙈 · 😹 🔟 · 除 🛍
Address 🙆 http://spsims.wto.org/Default.aspx	💌 🄁 Go 🛛 Links 🎽
Address Report VORLD TRADE VOR	SPS Information Management System SPS Gateway Help Contact Us Sign out English Spanish French WORLD TRADE
-General settings	、 、
<u>e</u>	Internet

Log on to the SPS IMS site http://spsims.wto.org

Select from the left hand menu under **Reports.** Select **custom reporting**. Select **regular notifications** from the drop down menu:

SPS-IMS - Custom reporting -	Microsoft Internet Explorer			
Eile Edit View Favorites Lois				
😋 Back 👻 🐑 - 💌 😰 🔇	🗙 🔎 Search 🛛 🛧 Favorit	es 🧭 🔗 🍓 💷	- 🖹 🛍	
Address 🍓 http://spsims.wto.org/web/	/pages/report/custom/Report.aspx			Go Links 🎽
WORLD TRADE ORGANIZATION	X	SP	SPS Information Management Syste S Gateway Help Contact U	Spanish French
Home	Custom reporting			
Creation	a. b. c. d.	е.		<< Previous Next >>
Specific trade concerns				
Other SPS documents	Document type	Regular notification	~	
Search		Regular notification		
Notifications		Emergency notification		
Regular notifications		Addenda / Corrigenda		
Emergency notifications		Supplement		
Addenda / Corrigenda		Recognition of Equivalence		
Supplements		Other SPS documents		
Recognition of equivalence		u da		
Specific trade concerns Members involved in STCs				
Other SPS documents				
Report				
Custom reporting				
Predefined reports				
STC report				
Notification Authority List				
Enquiry Point List				
Membership in WTO and ISSBs				
Transparency table				
Notifications summary				
Settings				
Country information				
Definitions of Groups				
Notification keywords				
Subject keywords				
- General settings				
				~
@				Internet
· • • • • • • • • • • • • • • • • • • •				

Then click **next** in the top right hand corner.

Enter the date range from which you wish to receive a summary report. The recommended process is for the NNA to complete and send the' WTO summary sheet' once a week (select preferred day and always use that day) eg: Wednesday - if for some reason this can't be achieved weekly on a Wednesday, ensure that the reports are still run from Wednesday to Wednesday (or on your preferred days). You can do this in the **Date of Distribution** tab - enter the date the last report was run in the **From** box and the next Wednesdays date in the **To** box. This ensures that notifications don't get missed. For example if the last report was run on 16/1/08, put this in the **From** box. Then put the date 7 days from that eg: 23/1/08 in the **To** box. In this way, if a couple of weeks were missed it is a reasonably simple process to ensure that the IMS generated excel sheet picks up all the notifications during that time.

			_
SPS-IMS - Custom reporting - M	icrosoft Internet Explorer		×
File Edit View Favorites Tools	Help		7
🕝 Back 🝷 🕥 🕤 💌 😰 🎸	Search Favorites		
Address 🚳 http://spsims.wto.org/web/pa	ages/report/custom/Report.asp×		>>
Creation Notification Specific trade concerns	a. b. c. d.	C. ((Previous) Next >>	^
Other SPS documents Search	Document Symbol		
Notifications Regular notifications Emergency notifications	Date of communication to CRN	From [Rect]* (dd/mm/yyyy)	
Addenda / Corrigenda Supplements	Date of reception at CRN		
Recognition of equivalence Specific trade concerns Members involved in STCs	Date of distribution		
Other SPS documents	Development status		
Report Custom reporting Predefined reports	Geographic/economic groups		
STC report	Products covered		
Netification Authority List Enquiry Point List Membership in WTO and 1958s Transparency table Netifications summary Setting	L	Available products OI - LIVE ANIMALS O2 - MEAT AND EDIBLE MEAT OFFAL O3 - FISH AND CRUSTACEANS, MOLLUSCS A Add O4 - DAIRY PRODUCE; BIDS'EGGS; NATR	
Country Information Definitions of Groups Notification keywords Subject keywords General settings	Product (HS codes)	05 - PRODUCTS OF ANIMAL ORIGIN,NOT EL 06 - LIVET TREES AND OTHER PLANTS, BULB 07 - EDIBLE VEGETABLES AND CERTAIN RO 08 - EDIBLE FRUIT AND NUTS; PEEL OF CIT 09 - COFFEE, TEA, MATE AND SPICES	
		Available notification keywords Searched notification keywords	
	Notification keyword	Aflatoxins Allergens Animal fiseases Animal feed	~
E Done		Thternet	
🏄 start 🔵 🞯 😂 🖾 🖻	C:\Documen	🔯 2 Microsoft 🔹 🗿 Inbox - Micr 🛛 🗮 Microsoft Ex 🦉 SPS-IMS - C 🛛 EN 🔦 🎯 💕 🦻 9:41 a.m.	

Then click next again.

On this screen tick the boxes for the information you wish for your report to contain and order the fields by using the **First**, **Up**, **Down**, **Last** tabs under the field order box:

SPS-IMS - Custom reporting - M	Aicrosoft Internet Explorer		💶 🗖 🔼
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help		and the second
🌀 Back 👻 🕥 🕤 💌 🛃	🏠 🔎 Search 🤺 Favorites 🧔 👔	≥- 🌉 💌 - 陸 🛍	
Address 🕘 http://spsims.wto.org/webj	pages/report/custom/Report.aspx	\backslash	💙 ラ Go 🛛 Links 🌺
WORLD TRADE		SPS Information Management System SPS Gategray Help, Contact Us	Sign out English Spanish French
	Custom reporting		
Creation Notification Specific trade concerns	a. b. c. d. e.		<< Previous Next >>
Other SPS documents	Fields available	\backslash	Fields order
Notifications	Document Symbol	Description of content	Document Symbol
Regular notifications	Date of communication to CRN	Objective and rationale	Notifying Member Products covered
Emergency notifications Addenda / Corrigenda Supplements	Date of reception at CRN	International standard, guideline ar recommendation	Regions or countries likely to be affected Notified document title
Recognition of equivalence Specific trade concerns	Date of distribution	Identified deviations	Description of content Final date for comments
Members involved in STCs	Notifying Member	Proposed date of adoption	Date of distribution
Other SPS documents	Products covered	Adoption Date - Free text	
Report Custom reporting	Product (HS codes)	Date of entry into force	
Predefined reports	Notification keyword	Date of entry into force - Free text	
Notification Authority List	Subjects	Effect of measure on trade	
Enquiry Point List Membership in WTO and ISSBs Transparency table	Regions or countries likely to be affected	Final date for comments	First Up Down Last
Notifications summary	Notified document title	Final date for comments - Free text	
Settings Country information	Select all Select none		
Definitions of Groups			
Notification keywords			
Subject Keywords General settings			
Done			🥥 Internet

Remember for ease when making your summary sheets use the same order each time so you are able to copy and paste the excel report that IMS generates straight into your own

WTO summary sheet template. Order is as they appear in the "Fields available" section and are as follows:

Regular

Document symbol
Date of distribution
Notifying member
Products covered
Region or countries likely to be affected
Notified document title
Description of content
Final date for comment
Final date for comment – free text

Emergency

Document symbol
Date of distribution
Notifying member
Products covered
Region or countries likely to be affected
Description of content
Nature of problem
Notified document title

Ongoing

Document symbol
Date of distribution
Notifying member
Products covered
Notified document title
Description of content
Region or countries likely to be affected
Final date for comment
Final date for comment – free text

General Documents

Document symbol
Date of distribution
Author
Document title

The template uses this order, if you do not follow it the headings in the template will not align properly with the information.

Handy hints

If you tick the boxes in the order they are stated then the software will put them in that order in the 'field order', which means you don't have to use the 'First', 'Up', 'Down' and 'Last' buttons at the bottom of the 'Field order' box..

Once you have finished click next.

On this screen, highlight all the field items in the left hand box:

SPS-IMS - Custom reporting -	Microsoft Internet Explorer			
File Edit View Favorites Tools				
				~
🌀 Back 🝷 🐑 🕤 📕 🛃 🚺	🎧 🔎 Search 🤺 Favoriti	es 🤣 🔗 - 🌺 🔟 - 除 🛍		
Address 🙋 http://spsims.wto.org/web/	/pages/report/custom/Report.asp×			🖌 🄁 Go 🛛 Links 🂙
WORLD TRADE		SPS Information SPS Gateway 1	i Management System Telp Contact Us Sign out E	nglish Spanish French
Home	Custom reporting			
Creation Notification Specific trade concerns	a. b. c. d.	е.		<pre></pre>
Other SPS documents		Fields available	Fields used	
Search			l leids dsed	
Notifications		Document Symbol Notifying Member		
Regular notifications		Products covered		
Emergency notifications	-	Regions or countries likely to be affected		
Addenda / Corrigenda Supplements		Notified document title		
Recognition of equivalence		Description of content		
Specific trade concerns	0	Final date for comments	Add	
Members involved in STCs	Sort order fields	Date of distribution		
Other SPS documents			Remove	
Report				
Custom reporting Predefined reports	4			
STC report				
Notification Authority List	-			
Enquiry Point List				
Membership in WTO and ISSBs			1	
Transparency table Notifications summary	Sort direction	Ascending 💙		
Settings		Ascending		
Country information		Descending		
Definitions of Groups				
Notification keywords				
Subject keywords General settings				
denotal settings				
				×
Cone				🔮 Internet

Then click the **Add** button it will then transfer into the 'Field Used' box on the right in the same order you chose on the previous screen. Ensure you have chosen **ascending**.

SPS-IMS - Custom reporting -	Microsoft Internet Explorer		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help		AL
🌀 Back 🝷 🐑 💌 😰 (🏠 🔎 Search 📩 Favorite	॰ 🥝 🔗 - 🌺 🔟 - 除 🛍	
Address 🕘 http://spsims.wto.org/web,	/pages/report/custom/Report.aspx		Go Links
WORLD TRADE	A	SPS Informatio	n Management System Help Contact Us Sign out <u>English</u> Spanish French
Home	Custom reporting		
Creation Notification Specific trade concerns	a. b. c. d.	е.	<pre></pre>
Other SPS documents		Fields available	Fields used
Search Notifications Regular notifications Emergency notifications Addenda / Corrigenda Supplements Recognition of equivalence Specific trade concerns Members involved in STCs Other SPS documents Report Custom reporting Predefined reports STC report Notification Authority List Enquiry Point List Membership in WTO and 1558s	Sort order fields	Document Symbol Notifying Member Products covered Regions or countries likely to be affected Notified document title Description of content Final date for comments Date of distribution	Add Determine of distribution Determined Symbol Notifying Member Products covered Regions or countries likely to be affected Notified document title Description of content Final date for comments Date of distribution Determined Symbol Determined Symbol S
Transparency table Notifications summary	Sort direction	Ascending	
Settings Country information Definitions of Groups Notification keywords Subject keywords General settings			
E Done			Internet

Click next.

This screen shows you all the information you requested in a webpage format.

<u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> o	ools <u>H</u> elp					4
Back 🔹 🕥 🕤 🔀	👔 🎾 Search	h 🤺 Favorites	😔 🖂 🍓	- 💽 🔹		
ss 🕘 http://spsims.wto.org/v	web/pages/report/cust	:om/Report.aspx	1			Go Links
BANIZATION				SPS Information Management Sy SPS Gateway Help Contac		French
•	Custom reporting					
ition	a. b.	с.	d. e.			
ific trade concerns						
er SPS documents	Number of docum	nents: 28 Cur	rent page on total: '	1/2		
ich fications	Document Symbol	l Notifying Memb	er Products covere	d Regions or countries likely to be affec	ted Notified document title	Descript
Notifications Regular notifications Emergency notifications Addenda / Corrigenda Supplements Recognition of equivalence Specific trade concerns Members involved in STCs Other SPS documents Report Custom reporting Predefined reports STC report Notification Authority List Endury Point List Membership in WTO and ISSBS Transparency table Notifications summary Settings Country information Definitions of Groups Notification keywords Subject keywords General settings	G/SPS/N/AUS/219	Australia	Foods in general	All countries. Imported (as well as domestically produced) foods sold in Australia.	Assessment Report for Application A607 - Maximum Residue Limits (April, May, June 2007)	This Appli to amend New Zeak Standard Code) to residue li various a veterinan with othe regulatio the safe d use of ag veterinan This Appli
	G/SPS/N/AUS/220	Australia	Foods in general	All countries. Imported (as well as domestically produced) foods sold in Australia.	Assessment Report for Application A610 - Maximum Residue Limits (July, August 2007)	to amend New Zeak Standard Code) to residue li various a veterinar with othe regulatio the safe a use of ag

Scroll to the bottom right hand corner on the webpage and click **Export to Excel**. Wait for a moment and the following message will appear.

File Dov	vnload 🛛 🔀
Do you	u want to open or save this file?
	Name: Report.xls Type: Microsoft Excel Worksheet, 21.3 KB From: spsims.wto.org
	Open Save Cancel
١	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Click **open**. Microsoft Excel will automatically open the file. Notifications that are not in english will appear with just the Members name and the document symbol number, it will have no other information in the spreadsheet, delete from the IMS generated excel spreadsheet. Also note that 'Final date for comment – free text' will give information that is in text from box 12 eg: if it has written 'Not Applicable' or '60 days from date of distribution', then that is what will appear in the IMS excel generate report.

Open WTO summary sheet template (either from your own "SPS working file' or from FCS under <u>INTERNATIONAL RELATIONSHIPS/Multilateral/WTO/SPS/General and Policy/NA & NEP</u>). Now go back into the IMS generated Excel report and highlight all the information (but not the headings) but do include the 'Final date for comment – free text' column, cut and paste that information into the WTO summary sheet template'.

The 'Final date for comment – free text' column will have no heading in the 'WTO summary sheet template'. Note the row doesn't have an actual date in the 'Final Date for Comment' column; it has text comments in the 'Final date for comment – free text' column instead. Cut & paste the information from the 'Final Date for Comment – free text' column into the 'Final Date for Comment' column into the 'Final Date for Comment' column.

	Aicrosoft Excel - WTO	summary sheet	28-01-09	.xls				
:2)		ert Format <u>T</u> oo				Т	ype a question for	
			_					
: 🗳	💕 🛃 💪 🖂 🛍	B • 9 • €	- Σ -	🛓 100% 📼 🕜 🔡 🗒 Aria	al • 10 • B		% 11 .	• 🔗 • 🗛 •
1	1 1 1 2 🗠 🖄 🗋	🌫 🏷 🛛 🛃 🔤	line ₩√ Rej	oly with Changes End Review				
	A15 👻	🖌 G/SPS/N/TPI	KM/151					
	А	В	С	D	E	F	G	н
		Date of	Notifying		Regions or countries likely		Description	Final date fo
	Document Symbol			Products covered	to be affected	Notified document title	of content	comments
	G/SPS/N/AUS/229	23/01/2009		Fresh apple fruit	China	Draft Import Risk Analysis (Pest Risk Ana	23/03/200
	G/SPS/N/BRA/512	20/01/2009		Plants	All Trading Partners	Normative Instruction Nº 40,		N/
	G/SPS/N/BRA/513	20/01/2009		Cotton seed (HS Code: 1207		Normative Instruction Nº 41,		N/
	G/SPS/N/BRA/514	20/01/2009		Plant products	All Trading Partners	Normative Instruction Nº 42,		N/
	G/SPS/N/BRA/515	20/01/2009		Carrot HS Code: 070610 (Dai		Normative Instruction Nº 65,		
	G/SPS/N/BRA/516	20/01/2009		Apple (HS Code: 080810) ani		Normative Instruction Nº 38,		
	G/SPS/N/BRA/517	27/01/2009			All Trading Partners	Normative Instruction Nº 02,		
	G/SPS/N/BRA/518	27/01/2009		Coconut water	All Trading Partners	"Portaria" Nº 02, issued on		
	G/SPS/N/CAN/375	20/01/2009		Pesticide sulfuryl fluoride in o		Proposed Maximum Residu		
	G/SPS/N/CAN/376	20/01/2009		Pesticide desmedipham in or		Proposed Maximum Residu		
	G/SPS/N/IND/59	27/01/2009			All Trading Partners, Those exp			
	G/SPS/N/JPN/223	19/01/2009				Revision of Abattoir Law En		
	G/SPS/N/TPKM/150				Countries exporting the product			
	G/SPS/N/TPKM/151	26/01/2009	Taipei, Chi	Horses	All Trading Partners	"Quarantine Requirements f	(1) The highligh	6/02/200
16								
17								
18								
19								
20								
21								
22								
23								
24 25								
25 26								
26 27								
27								
28 29								
29 30								
30								
31								
J∠ 4 4	A AND BARNARY (Franc		- / Others	SPS Documents / Equivalence	- /			
	· · · · ·	ergency i Ungoir	ig i Other	SPS Documents - X Equivalence	≥∕ <			
Read	ly						n 1	JUM

Format the spreadsheet so that it is easy to read for recipients and consistent with previous reports. Rename the spreadsheet with your preferred reference eg: 2008 - WTO summary sheet 09-01-08 and save in the appropriate place in FCS filing system.

Repeat the whole process for Emergency notifications, Addendum / Corrigenda, Other SPS Documents and Equivalence. Once you have completed this process log off the IMS site, email the WTO summary sheet to appropriate stakeholders and save in the appropriate place in your filing system.

Downloading notifications

Rather than downloading all the notifications, you can download just those that are specifically requested from stakeholders. To access the documents, log on to the IMS site http://spsims.wto.org. Select from the left hand menu under **notifications** the type of notification it is eg: regular, addendum etc. The screen below will appear:

SPS-IMS - Search all notificatio	ns - Microsoft Internet Expl	orer	
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help		🦧
🔇 Back 🔹 🌍 🔹 🗾 🥑	🏠 🔎 Search 📩 Favorites	🚱 🔗 · 🌺 📨 · 除 🏭	
Address 🕘 http://spsims.wto.org/web/p	ages/search/notification/Search.as	х	🗸 🄁 Go 🛛 Links 🎽
WORLD TRADE		SPS Information Management System SPS Gateway Help Contact Us	Sign out English Spanish French
	Search all notifications		
Creation			Reset Search
Specific trade concerns			
Other SPS documents	Search criteria Results		
Search Notifications	Document Symbol		
Regular notifications			
Emergency notifications	Document title		
Addenda / Corrigenda	Document type	~	
Supplements	Notifying Member	~	
Recognition of equivalence Specific trade concerns	HOCH YING HEILDEI		
Members involved in STCs	Development status	~	
Other SPS documents	Geographic/economic	~	
Report	groups		
Custom reporting		Available products	Searched products
Predefined reports STC report		01 - LIVE ANIMALS	
Notification Authority List		02 - MEAT AND EDIBLE MEAT OFFAL	
Enquiry Point List		03 - FISH AND CRUSTACEANS, MOLLUSCS A Add	
Membership in WTO and ISSBs	Product (HS codes)	04 - DAIRY PRODUCE; BIRDS' EGGS; NATUR 05 - PRODUCTS OF ANIMAL ORIGIN,NOT E	TI III
Transparency table Notifications summary	1100000 (110 00003)	06 - LIVE TREES AND OTHER PLANTS; BULE More details	
Settings		07 - EDIBLE VEGETABLES AND CERTAIN RO	
Country information		08 - EDIBLE FRUIT AND NUTS; PEEL OF CI1	
Definitions of Groups		09 - COFFEE, TEA, MATE AND SPICES 10 - CEREALS	
Notification keywords		10 - CEREALS	
Subject keywords General settings		Available notification keywords	Searched notification keywords
		Aflatoxins	
	Notification keyword	Allergens Add	
é	•		🔮 Internet

Complete the **Document Symbol** box with the WTO number for document you wish to download. All notifications are identified by a number, beginning with G/SPS/N where the N denotes a notification. The full name will include the country and the number of notification for that country; eg. G/SPS/N/CHL/34 for notification number 34 from Chile.

This number is termed a 'Document symbol', so when searching for a specific notification, you will need to enter its number in the document symbol box. Other documents are stored differently. For example, general notices from the WTO are found under G/SPS/GEN.

Click Search.

SPS-IMS - All notifications searched	rch results - Microso	ft Internet	Explorer					
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help							
	🍐 🔎 Search 👷	Favorites	🛛 🔗 - 🌺	W •	<u>ک</u>			
Address 🗃 http://spsims.wto.org/web/j							✓ →	Go Links
WORLD TRADE		X			formation Management Sys		Spanish	French
Home Creation	All notifications search	results						
Notification	<mark>Search criteria</mark> Result	s						
Specific trade concerns Other SPS documents	Number of document	s: 1 Curr	ent page on total:	и				
Search	Document Symbol	Туре	Date of distributio	n Members	Products	Notification keyv	vords Subjec	ts Links
Notifications Regular notifications Emergency notifications Addenda / Corrigenda Supplements Recognition of equivalence	G/SPS/N/AUS/219	Regular notificatior	21/12/2007	Australia	Foods in general	Maximum residue li (MRLs) Pesticides Veterinary drugs Food safety	mits	EN ES FR
Specific trade concerns						New search	Export	to Excel
Members involved in STCs Other SPS documents								
Report Custom reporting Predefined reports STC report Natification Authority List Enquiry Point List Wemberstrip in WTO and ISSBs Transparency table Notifications summary Settings Country information Definitions of Groups Notification keywords Subject keywords General settings								
))								
							🥝 Internet	

To the right hand side there is a column for Links with <u>EN</u>, <u>ES</u>, <u>FR</u>. Chose your language by placing the curser over it and left click your mouse. A message will appear asking if you wish to open or save the document, select save. Save it into your 'SPS working' folder. Once downloaded repeat the process for any other documents you have received requests for. Log off the IMS website. Email downloaded document to the requesting stakeholder as described below.

STAKEHOLDER DISTRIBUTION LISTS

Determining stakeholder lists

The CP is responsible for distributing the notification and/or summary sheets to the stakeholder' list. The categories under "Objective" in box 7 of the notification form can be used to ensure efficient distribution of the summary sheets. However, with using a summery sheet based system it is not necessary to separate out the various objectives/categories.

Sending notifications to the distribution list using Outlook

- Open Outlook and select 'new message'.
- Click on 'To' on the right hand side under 'show names from the', select SPS.
- Now on the left hand side in the box under 'Type in name or select from list' type in SPS and 'SPS NZL info service' will be highlighted. Select.
- In the From field, type 'SPS Contact Point' or enough so that Outlook recognises the address. This will mean that the email will be sent from the SPS contact point email address. If you forget to enter this, Outlook will send the email from your personal address.
- Complete the subject line with: WTO notifications
- Attach the 'WTO Summary sheet' you have just created.
- Ensure that in the body of the email you include the following statement:

Please note the SPS Notification Authority provides a summary of notifications received from WTO to you in a timely and efficient manner, so that you have the opportunity to respond as necessary to the proposed changes cited in those notifications. You are responsible for ensuring that NZ is in a position to either accept the proposed changes or advise the appropriate directorate of BNZ of the negative impacts that may result from these notifications and take appropriate action in this regard.

- Click on the **Insert** button and select **Signature**, select the appropriate signature template. Make sure you delete/replace any personal signature.
- The email is now ready to send, recheck then send.
- The sent message will automatically be stored in your personal 'Sent Mail' folder. Move it to the SPS mailbox folder 'Sent notifications' under the SPS Inbox.

FOLLOWING UP NOTIFICATIONS MADE BY OTHER MEMBERS

Initiating a request for further information

A Member notifying an SPS regulation is obliged to supply, on request, copies of the proposed regulation. All requests from a Member should be made through the CP to avoid duplication.

All requests for notified documents will be made to the CP, unless it is specified otherwise or an alternative address is listed in the final box 12 of the notification.

Current NNA and NEP addresses are listed in 'other SPS documents' in the G/SPS/NNA and G/SPS/ENQ series which are held on the WTO site. It is also a good idea to input the official addresses in the New Zealand SPS Contact Point email address book (see below). On the SPS IMS website, the most up-to-date contact information submitted to the WTO can be found on the menu bar under "Country Information. Just type in G/SPS/ENQ in the **document symbol** tab and click search. Select the latest one available for the most current addresses.

■New + 🗃 📴 × * 🐴 ⊗ +	2 Find	Type a contact to find	🔹 🛛 🕜 💕 Classif	y 💷 Show 🔀 💂			
ontacts	Look	for:	🝷 Search In 👻	SPS Find Now Clear	ar	Options 🕶	£ [
y Contacts	SPS						
S Contacts	DAV	7 Full Name	Company	File As 🔨	Business Phone	Business Fax	
S AHTEG		Click here to add a new C	No.			-	
See SPS		Alan Randell		Alan Bandell	+3906 5705 4390	+3906 5705 4593	
Contacts in Mailbox - New Zealand SPS	8	Algeria - SPS Inquiry Point	Ministry of Assistant	Algeria - SPS Inquiry Point	+3906 5705 4390	+3906 5705 4593	
	8	Antonieta Urrutia	Servicio Agricola		+562 672 36 35	+562 671 74 19	
	8	AOSIO	AOSIO	AOSIO	+562 672 56 55	+362 671 74 19	
Address Cards	8	Argentina SPS National E		aciones Internacionales e Institucionales	+5411 4331 604		
Detailed Address Cards	S		and the second s	Argentina SPS National Notification Authority	+541 349 22 42/		
Phone List	<u>s</u>			Australia SPS National Enquiry Point	+612 62725242	+612 6272 3678	
By Category	S			Australia SPS National English Point	+612 6272 4146	+612 6272 3678	
By Company	8		-	Austria SPS National Enguiry Point	+431 711 00 5774		
By Location	S			Barbados SPS National Enguiry Point	+246 429 4150	+246 420 8444	
By Follow-up Flag	8			Barbados SPS National Engliny Point	+1 246 430 1200	+1 246 228 7840	
Open Shared Contacts	8	Barbara Bridge	Ministry of Foreig		+64 4 494 8257	+1 240 220 7040	
Share My Contacts	8			Belarus SPS National Enguiry Point	+375 17262 1250	+375 17262 1520	
Customize Current View	8			Belarus SPS Notification Authority	+375 17262 1250	+375 17262 1520	
	8			Beligium SPS National Enguiry Point	+322 734 92 05	+322 733 42 64	
	8=	2	-	Benin SPS Notification Authority	+229 21 32 90	+229 21 44 13	
	8	-BIO Executive Manag	Ministere du Dev	-BIO Executive Management Team	+229 21 32 90	722921 99 13	
			Administration and the second	Brazil SPS National Enguiry Point (Biosecurity)	+5561 218 2314	+5561 224 3995	
	8	Brazil SPS National Enquir			+5561 216 2314	+5561 224 3995	
		Brazil SPS Notification Aut		Brazil SPS National Enquiry Point (Food Safety) Brazil SPS Notification Authority	+5561 441 6369	+5561 226 3255	
	8	Bulgaria SPS National Eng		Bulgaria SPS National Enguiry Point (food safety			
Mail	<u>s</u> =			Bulgaria SPS National Enquiry Point (rood sarety Bulgaria SPS National Enquiry Point (phytosanit-			
Calendar		Bulgaria SPS National Eng		Bulgaria SPS National Enquiry Point (phytosanic Bulgaria SPS National Enquiry Point (sanitary)	+359 2 953 4116 +359 2 525 298	+359 2 525 450	
	<u>s</u>	Bulgaria SPS National Eng Bulgaria SPS Notification		Bulgaria SPS National Enquiry Point (sanicary)	+359 2 930 1250	+359 2 954 9593	
Contacts		Burkina Easo SPS National		Burkina Faso SPS National Enguiry Point	+336 31 13 00/3		
	8			Canada SPS National Engurity Point	+1613 238 32 22	+1613 569 03 78	
] Tasks	8	Canada SPS National Eng Carvll Shailer	Stanuarus Counti		+1613 236 32 22	+1013 209 03 70	
s 🗖 🔁 🗧	8	Caryli Shaller		Caryll Shailer			
s 🖬 🖬 🔹 🖡	<		100				-

Any requests for the documents notified should give the notification number and specify which documents are needed. If the notifying Member does not speak the same official WTO language, you can ask for translation of the document notified or at least a summary in the appropriate WTO language in accordance with paragraph 8 of Annex B.

CP should operate a bring-up system to ensure that requests not fulfiled are made again. If there is no response from two requests, the best course of action is to ask for assistance from the accredited Member country's embassy or high commission (if there is one).

Filing

When documents requested have been received by the your CP then acknowledge receipt of the documents by email, distribute them to the originator of the request, file email

request in your email file structure in the SPS Contact Point inbox, thereby removing it from your inbox to indicate that task is completed.

IS A NOTIFICATION NECESSARY?

The SPS agreement requires WTO Members to notify to the WTO proposed sanitary and phytosanitary regulations whenever:

- either an international standard, guideline or recommendation does not exist, or;
- the content of a proposed SPS regulation is not substantially the same as the content of an international standard, guideline or recommendation, **and**, **in both cases**, **if**;
- the regulation may have a significant effect on trade of other WTO Members.

Members are encouraged to notify all regulations, that are based on, conform to, or are substantially the same as an international standard, guideline or recommendation, if they are expected to have an effect on trade of other member.

SPS regulations

The scope of what constitutes a 'regulation' is quite broad. SPS regulations are defined as "sanitary and phytosanitary measures such as laws, decrees or ordinances that are applicable generally" (SPS agreement annex B, footnote 5).

That part of the agreement goes on to say that:

Sanitary or phytosanitary measures include all relevant laws, decrees, regulations, requirements and procedures including, inter alia, end product criteria; processes and production methods; testing, inspection, certification and approval procedures; quarantine treatments including relevant requirements associated with the transport of animals or plants, or with the materials necessary for their survival during transport; provisions on relevant statistical methods, sampling procedures and methods of risk assessment; and packaging and labelling requirements directly related to food safety.

The subject areas covered by the term 'SPS measure' are defined quite specifically.

- to protect animal or plant life or health within the Member country from risks arising from the entry, establishment or spread of pests, diseases, disease-carrying organisms or disease-causing organisms;
- to protect human or animal life or health within the Member country from risks arising from additives, contaminants, toxins or disease-causing organisms in foods, beverages or feedstuffs;
- to protect human life or health within the Member country from risks arising from diseases carried by animals, plants or products thereof, or from the entry, establishment or spread of pests; or
- to prevent or limit other damage within the Member country from the entry, establishment or spread of pests.

All SPS measures, which fit these criteria, including generic standards and import health standards, and which apply to bilateral or plurilateral measures, should be notified to the WTO.

International standard, guideline or recommendation

What constitutes an 'international standard, guideline and recommendation' is also quite specifically defined:

For food safety:

 the standards, guidelines and recommendations established by the Codex Alimentarius Commission relating to food additives, veterinary drug and pesticide residues, contaminants, methods of analysis and sampling, and codes and guidelines of hygienic practice;

For animal health and zoonoses:

• the standards, guidelines and recommendations developed under the auspices of the World Organisation for Animal Health (OIE);

For plant health:

 the international standards, guidelines and recommendations developed under the auspices of the Secretariat of the International Plant Protection Convention (IPPC) in cooperation with regional organisations operating within the framework of IPPC.

No other standard-setting bodies have yet been recognised by the SPS Committee for matters not covered by the above organisations, although this possibility is allowed for under the agreement.

Note that this criterion for notification is whether the **content**, not the intent, of a proposed SPS regulation is substantially the same as the content of an international standard, guideline or recommendation. So even if the health objective of, or level of protection achieved by, the measure is the same as that delivered by the standard, if the measures required are not substantially the same as those in required in the international standard, then the measure needs to be notified.

Significant effect on trade

When assessing whether the SPS regulation may have a significant effect on trade, the WTO requires Members to take into account, using relevant information which is available, such elements as:

- the value or other importance of imports in respect of the importing and/or exporting WTO Member countries concerned, whether from other WTO Members individually or collectively;
- the potential development of such imports, and;
- difficulties for producers in other Member countries to comply with the proposed SPS regulations.

The concept of a significant effect on trade of other WTO Members should include both import-enhancing and import-reducing effects on the trade of other Members, as long as such effects are significant.

This definition of 'significant effect on trade' is quite broad so if there is any chance the measure could have a significant effect on trade, such as more tests, more clearances, new inspection criteria etc, then notify.

WHEN SHOULD A NOTIFICATION BE MADE?

Routine notifications

Except in emergencies, a notification should be made when a **draft** with the **complete text of a proposed regulation** is available, and when amendments can still be introduced and comments taken into account.

The WTO SPS notification procedures require that measures are to be notified "well before the entry into force of the relevant measure". The procedures recommend that a normal time limit for comments on notifications of at least 60 days is allowed before a measure is finalized for adoption. Members should notify proposed or revised measures as soon as domestic legislation allows.

For proposed SPS measures which facilitate trade, WTO Members may reduce or eliminate the period for receiving comments. Though it is important to note that what might be trade facilitating for one WTO Member might still be of concern to, and warrant comment from, other Members, so they should still be notified with this in mind.

Emergency measures

The routine consultation process can be restricted or eliminated in genuine emergencies, which the SPS agreement defines as cases "where urgent problems of health protection arise or threaten to arise" for the WTO Member implementing the measure.

Emergency measures may be notified either before or immediately after they come into effect, with an explanation of the reasons for resorting to emergency action. Members however are still expected to provide a comment period even if the emergency measure has already gone into effect.

WRITING AN SPS NOTIFICATION

Notifications should be written, or at least scrutinised, by someone (such as the author of the document being notified) who has a good knowledge of the measure being notified.

All notifications must be made on an official WTO notification forms. Templates are on FCS:

Templates <u>http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b38009170c</u> FCS Folder Location: <u>http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3800916bd</u>

Information contained in the notifications should be as complete as possible and no section should be left blank. Where necessary, 'none' or 'not applicable' should be indicated.

Routine notifications

Box 1: WTO Member

The name of the WTO Member making the notification.

Box 2: Agency responsible

The name of the agency responsible for developing the draft SPS measure being notified under the notification. eg:

- ✓ Health
- ✓ Fisheries
- ✓ Agriculture
- ✓ Forestry
- ✓ Environment
- ✓ Trade
- ✓ Commerce

Writing a SPS notification - ROUTINE NOTIFICATION Point A -
FORMAT: POINTS 1-3
Body elaborating a proposal Government
Member to Agreement notifying: If applicable, name of local government involved: Agency responsible:
 Products covered (provide tariff item number(s) as specified in national schedules deposited with the WTO; ICS numbers may be provided in addition, where applicable). Regions or countries likely to be affected, to the extent relevant or practicable:
Tariff item number(s), Clear description is important for understanding of the notification Geographical regions or countries likely to be affected

Box 3: Products covered

Use clear descriptions to aid understanding of the notification by Member officials and translators. Avoid abbreviations. Identify the geographical regions or Members likely to be affected, to the extent relevant or practicable. Where possible (and not too cumbersome), list the Members affected. Otherwise use suitable wording such as "any Member's exporting the commodities to Blogvilli", or "all countries susceptible to bluetongue". It is recommended that tariff item numbers should be provided where possible, at least to chapter level.



Box 4: Region or Member's likely to be affected, to the extent relevant or practicable

This must contain the regions that are likely to be affected.

Box 5: Title and number of the notified document

This must contain the exact title and number of pages in the notified document; usually a standard.

Box 6: Description of content

Summarise the SPS measure clearly, indicating its health protection objective and content. The summary should be as complete and accurate as possible to allow full understanding of the proposed regulation. Write clearly and without abbreviations.

For this box you should:

- ✓ describe the species or products and Member's affected, the status quo and significance of the proposed changes
- ✓ where practicable include an outline of the specific sanitary or phytosanitary measures the regulation will impose
- ✓ to the extent possible, describe the likely effects on trade (which procedures, standards, and/or commodities will be impacted).

However, when completing the box you should

- avoid using abbreviations
- * use acronyms only where absolutely necessary







Box 7: Objective and rationale

Put a cross in the relevant box. SPS measures must belong to one of these categories (and can fit into more than one). Apart from marking one of the boxes, you could also specify the exact risks, e.g. "to protect New Zealand horses from the entry, establishment or spread of equine influenza".



SPS measures will belong to:

- ✓ food safety
- ✓ animal health
- ✓ plant protection
- ✓ protect humans from animal/plant pest or disease
- $\checkmark~$ prevent territory from other damage from pests

Food safety

Put a cross in this box if the measure relates to foods, beverages or feedstuffs and is to protect human life or health within the Member country from risks arising from:

- ✓ additives, or
- ✓ contaminants, or
- ✓ toxins, or
- ✓ disease-causing organisms.

Take particular care that food safety measures fit these very specific criteria. They must be to protect against health risks, and not merely set compositional standards. They must also deal with one of the four categories of health risk covered by the SPS agreement (additives, contaminants, toxins or disease-causing organisms). Food safety measures involving labelling or nutrition might also (or alternatively) require notification under the TBT agreement.

Animal health

Put a cross in this box if the measure is to protect animal life or health within the Member country from risks arising from the entry, establishment or spread of:

- ✓ pests, or
- ✓ diseases, or
- ✓ disease-carrying organisms, or
- ✓ disease-causing organisms.

You should put a cross in this box if alternatively; the measure relates to foods, beverages or feedstuffs and is to protect animal life or health within the Member country, from risks arising from:

- $\checkmark~$ additives, or
- ✓ contaminants, or
- \checkmark toxins, or
- ✓ disease-causing organisms.

Plant protection

Put a cross in this box if the measure is to protect plant life or health within the Member, from risks arising from the entry, establishment or spread of:

- ✓ pests, or
- ✓ diseases, or
- ✓ disease-carrying organisms, or
- ✓ disease-causing organisms.

Protect humans from animal/plant pest or disease

Tick this box if the measure is to protect human life or health within the Member, from risks arising from:

- ✓ diseases carried by animals or products thereof, or
- ✓ plants or products thereof, or
- ✓ from the entry, establishment or spread of pests.

Prevent territory from other damage from pests

This category is for damage that does not fit into one of the above categories, but should be used sparingly and only after careful thought. Put a cross in this box if the measure is to protect the Member from:

✓ other damage from pests.

Box 8: International standard, guideline or recommendation

Put a cross in the box provided if a relevant international standard, guideline or recommendation (from OIE, Codex Alimentarius or IPPC) does not exist.

Otherwise give the appropriate reference of the existing standard, guideline or recommendation, and briefly describe how the proposed regulation deviates from it. It can be helpful to notify even when an international standard, guideline or recommendation exists, and the measure is based on it. Indicate if the proposed regulation conforms to the relevant international standard, if it doesn't describe how and why it deviates from it.





Box 9: Relevant documents and language

Several different types of publications can be referenced here, but for most import health standards, it is appropriate to state 'None'.

Publications which you should reference are:

- Publication where notice of the proposed regulation appears, including date and reference numbers.
- Proposal and basic document to which proposal refers (e.g. the principal act, for amendments to legislation), with specific reference number or other identification. Give also the language(s) in which the notified documents and any summary of these are available.
- ✓ Publication in which the proposed regulation will appear when adopted (e.g. *New Zealand Gazette* for regulations).



Box 10: Proposed date of adoption

The date when the sanitary or phytosanitary regulation is expected to be adopted (or approved); when no more changes will be made to the text of the measure.

Box 11: Proposed date of entry into force

The date from which the requirements in the regulation will, or are expected to, enter into force.

Writing a SPS notification - ROUTINE NOTIFICATION Po	
FORMAT: POINTS 10-11	
10. Proposed date of adoption <u>/ publication (dd/mm/yy):</u> 11. Proposed date of entry into force (dd/mm/yy): <u>] Six months from date of publication</u> or [DATE: dd/mm/yy] [] Trade facilitating measure	
 Proposed date of adoption & of publication (dd/mm/yy) Proposed date of entry into force 	
•Proposed date of entry into force —longer time-frames for compliance on products interest for developing countries, where appropri normally a period of not less than six months	
•Is it a trade facilitating measure, ie: will it p trade ?	

Box 12: Final date for comments

The date by which other WTO Members may submit comments should normally be at least 60 days after the notification is distributed by the WTO. Give a specific date. Give a specific contact for receipt of comments. This should be the person actually considering submissions (usually the author of the regulation or standard), and not the Notification Authority. Give the full address, including fax number in international format, and email address.



		Writing a New Zealand SPS notification - ROUTINE NOTIFICATION Point G -
		EXAMPLE - specified date
Pro	oduct	Covered: Foods for infants and young children
	10.	Proposed date of adoption / publication (13/06/01: Recommendation to Government in first half 2008
	11.	Proposed date of entry into force (17/11/08): []Six months from date of publication or (DATE: 17/8/08] [] Trade facilitating measure
	12.	Final date for comments: [] Sixty days from the date of circulation of the notification or [DATE: 17/07/08] Agenc or authority designated to handle comments: [] National Notification Authority, [] National Enquiry Point, or address, fax number and E-mail address (if available) of other body:
	/SPS/N/N 22 May 2(

Box 13: Texts available from

SPS measures should always be available from the NNA, so put a cross in the box provided. For measures notified on behalf of other agencies, give the name, address, fax number and email address for the appropriate contact for that agency; this might be the designated SPS contact or the author of a standard. If the document is available on the internet give the precise URL (world wide web address). Ask your IT support for advice on how to find the URL of a specific document on your web site.

Where possible, provide the WTO Secretariat with the pdf files of full texts of notified measures as attachments to the corresponding notifications. When circulating notifications, the WTO creates hyperlinks to these in the notification format.



Emergency notifications

Much of the detail required for an emergency notification is the same as that required for a routine notification. There are however, three key boxes that require specific important information.

Box 6: Description of content

Summarise the SPS measure clearly, indicating its health protection objective and content. Describe the species or products and Members affected; and the status quo and significance of the proposed changes. Where practicable also include an outline of the specific sanitary measures the regulation will impose. To the extent possible, describe the likely effects on trade.

The summary should be as complete and accurate as possible to allow full understanding of the proposed regulation. Write clearly and without abbreviations.



Box 8: Nature of the urgent problem(s)

Indicate the reason(s) for resorting to emergency action (e.g. outbreak of a particular disease in a particular country).



Box 11: Date of entry into force/period of application

The date from which the requirements in the measure entered into force, and the period of time during which they will apply. For example: immediate entry into force on [date], duration [of two months] or [to be decided].

Addendum, Corrigendum & Revision

- An Addendum is used when there are changes to the regulatory document that has previously been notified, eg: A new plant to be included in the Import Health Standard for nursery stock.
- A Corrigendum is used when there was an error made in the original notification.
- A Revision is when a particular regulation has had a major review. In this case the form is very much like that of a routine notification.

All of these will be notified under either routine or emergency depending on how they were notified in the first place (WTO forms are available on the WTO document site).

Allocation of WTO Number

Once a notification has been written, it requires a sequential number to be applied to it - the official WTO SPS number. This is at the top right hand corner of the WTO notification template:

WORLD TRADE	
	G/SPS/N/NZL <mark>/???</mark>
ORGANIZATION	14 Oct 2007
	(04-2153)
Committee on Sanitary and Phytosanitary Measures	Original: English

A spreadsheet using MS Excel is the effective method of allocating the numbers that New Zealand uses.

	<u>E</u> ile <u>E</u> dit ⊻iew			ta <u>W</u> indow	Help		pe a questior		
			🖹 - 🤊 - Σ	- 2↓ 🛄	100% 🔹 🛞 🦉 🗛 Arial 🔹 10 🔹 🖪 🗾 🗉	a ∎ \$	%	🖽 🕶 🛥 🕶	<u>A</u> -
	D155 -	f≽ R B	С	D	E	F	G	н	1
-	A	Number	Comments	0	E	F	Sent to	Send to	
8	Date	Allocated	deadline	Туре	Description	Checked	WTO	Website	
9	Duto	Allocatoa	uouumo	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	boomprin	oneoneu			
Ď	Mar-06	347	12-May-06	R	FSANZ - Draft Assessment for Application A564 – Food derived from in	sect-protei	cted com li	ne L Y038	
1	Apr-06	348	19-May-06	R	Proposal to Amend the BSE Measures Applying to Imported Food for				
2	Apr-06	349	N/A	R	Dairy Products for Human Consumption				
3	Apr-06	350	21-Jun-06	R	Proposed amendments to MRL's				
i	May-06	351	12-May-06	R	IHS - Soil, rock, gravel, sand, clay, peat and water from any country				
5	Jun-06	352	N/A	R	IHS - Papaya, Carica papaya from Vanuatu				
5	Jun-06	353	N/A	R	IHS - Banana's from Aus				
	Jun-06	354	N/A	R	BNZ Risk Anavisis Procedures				
3	Jul-06	355	N/A	R	IHS - Dogs & Čats - amended				
3	Jul-06	356	29-Sep-06	R	Food derived from glyphosate-tolerant lucerne J101 and J163				
	Jul-06	357	9-Oct-06	R	Processed Animal Feeds of Plant Origin				
t	Aug-06	358	N/A	R	Dairy products for human consumption				
	Aug-06	359	N/A	R	IHS - Squash & Butternut from Tonga				
	Oct-06	360	6-Sep-06	R	Maximum Residue Limits of Agricultural Compounds				
I.	Nov-06	361	10-Jan-07	R	Proposal to Amend Prescribed Food Standard and Import Requiremen	ts for Bivalv	e Mollusca	n Shellfis	
5	Dec-06	362	12-Jan-07	R	Freshwater Prawns from Hawaii				
5	Dec-06	363	22-Mar-06	R	Turkey meat and turkey meat products				
1	Jan-07	364	N/A	R	Ornamental fish and maring invertibrates				
3	Mar-07	365	N/A	R	Import health standard for Allium cepa produce from Australia				
3	Apr-07	366	8-Jun-07	R	Copper citrate as a processing aid for wine				
t.	May-07	367	12-Jun-07	R	MRL for food commoditiies				
	May-07	368	26-Jul-07	R	Consultation doc on Roquefort cheese hard cheeses				
2	May-07	369	26-Jul-07	R	IHS Roquefort cheese from EU				
	May-07	370	27-Jul-07	R	Draft Assessment for Application A540 - Steviol Glycosides as Inter	se Sweeter	ners		
	May-07		27-Jul-07	R	Food derived from amylase modified corn line 3272	2			
5	Maγ-07	372	27-Jul-07	R	Review of Cyclamate Permissions in All Foods				
5	Jun-07	373	31-Aug-07	R	Wollemia nobilis nursery stock				
	Jul-07	374	15-Sep-07	R	Draft IHS for Lychee fruit from Taiwan				
3	Aug-07	374	5-Oct-07	R	Draft Assessment for Application A592 – Food derived from glyphos	oto tolorou	t aorrhoan		
-						ale-toleran	i soydean		
1	Aug-07	376	10-Oct	R	Maximum Residue Limits of Agricultural Compounds				
ı∟ ∢	Aug-07	377	N/A Id-Corr-Rev Numb	F ers / Sheet:	Tempoary Ban on the importation of horses from Australia				>
۹ dy		IDELS AU	a-con-key numbe	ers Kioneer	J J J J J J J J J J J J J J J J J J J			NUM	

The first 5 columns are to record important information that relates to the specific notifications: Date sent to WTO; WTO number; type of notification, eg: regular or emergency and description of the notification (it is helpful if the description is the same as the [file?] name of the notification for easy tracking). The final three columns are to ensure that each notification has been checked, posted on your website (if applicable) and sent to WTO. Each Member might require additional information which can easily be added to the spreadsheet or table.

If it is an addendum, corrigendum or revision then you use the original WTO notification number allocated to it and then add the suffix of Add, Corr or Rev with the appropriate number eg: if it is the first addition to a previously notified regulation then it would be G/SPS/N/NZL/199/Add 1.

When a draft notification is completed

The author of a draft notification should send it to the CP who will check the notification is completed correctly, allocated a WTO number and then forward it to the WTO in Geneva.

It is recommended all the documents that are being notified (ie: full-text regulations being notified) should be sent to the CP at the same time (preferably in both hard copy and electronic format).

Sending notifications

The completed notification can be sent as:

• E-mail attachment to the WTO secretariat (<u>crn@wto.org</u>). It can also be good to cc. the author of the notification into the email to ensure they are aware it has been sent.

- Fax to WTO secretariat 0041 022 739 5760.
- Post to WTO secretariat, SPS, World trade Organisation, Centre William Rappard, rue de Lausanne 154, CH-1211 Geneve 21, Switzerland.

New Zealand SPS Contact Point uses email.

Website

Where applicable, send both the notification and the full text regulation to your website IT personnel for placing on the web site. It is helpful to include the Title of the regulation and the comments deadline date.

Filing

Once you have allocated the number, file all associated documents in appropriate filing structure eg NZL 352 – SPS notification – IHS Bananas from Australia (this is the notification) and NZL 352 – SPS regulation notified (this is the regulation that the notification refers to).



HANDLING COMMENTS ON NOTIFIED DOCUMENTS

When other WTO Members make comments on a notified SPS measure, the CP is responsible for overseeing this process. If the submission is only sent to the CP then it is the CP's responsibility to forward it to the author of the regulation. If the CP has only been cc'd then ensure that the author of the original WTO notification is included and any other recipients are the correct and appropriate contacts.

It is the responsibility of the agency or group receiving submissions on notified documents to:

- acknowledge receipt of comments;
- discuss comments if requested to;
- explain to all submitting comments how their comments are (or are not) being taken into account in the final SPS measure;
- provide extra information on the measure if requested;
- and, in all cases, send to all those providing comments a copy of the final SPS measure when it is adopted, or (if applicable) advice that no measure is being adopted for the time being. (The world wide web reference of the final standard would be an acceptable alternative for most countries).

Method of delivery

Where possible, documents should be sent as an email attachment. The second preference is fax. Use postal options only if the document is too large to fax or the CP doesn't have the other facilities.

Which documents to send

Documents to be sent may include the following:

- A cover fax responding to the request;
- The document to be notified (as specified in section 4 of the routine or emergency notification form);
- An explanatory note (if one has been prepared).

Any documents which are still at a draft stage should be clearly stamped DRAFT on each page. Each document sent should be marked with the relevant WTO notification number.

Members who do not use your WTO working language may ask for a list of other members who have previously requested a notified document; this is to assist them to share the costs of translation. If asked, add this information to the email or fax.

Filing

File all the notification faxes and supporting documents in the appropriate file eg: NNA & NEP/ Info requests/International/ *Member country*/ *Notification number of request* (see below)

🛯 NZ SPS handbook.doc - Microsoft Wo	rd				
[‡] Eile Edit <u>V</u> iew Insert Format <u>T</u> ools	T <u>a</u> ble <u>W</u> indow <u>H</u> elp MAF ECMS			Type a question for help 🛛 🗸	
0 🗃 🖌 🔓 🖨 🗛 💖 🖏 🗴	🗈 🖪 🟈 🔊 • 🤷 🔍 🎭 🖟	📰 ¶ 100% 🔹 🦉 Times	New Roman 🔹 12 🔹 🖪 🖌	≣ ≣ ≡ ⊟ - <u>*</u> - 	
Final Showing Markup 💿 Show 🔹 🥎 🥎 🤇	🖉 • 🗞 • 🐚 💇 • 🦻 🖬 🔒				
1 · · · A · · · · · · · · · · · · · · ·	1 • 3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 8 •	1 • 9 • 1 • 10 • 1 • 11 • 1 • 12 • 1 • 13	14 15 16 17	18	
😂 C:\Documents and Settings\griffins\	Ny Documents\Admin general\NNA &	NEP\Info Requests\Internati			
File Edit View Favorites Tools Help				1	
🎯 Back 🔹 🕥 🕤 🏂 🔎 Search	Polders 🛄 🕇				
Address 違 C:\Documents and Settings\griffins\	My Documents\Admin general\NNA & NEP\Info I	Requests\International\CAN (Canad	a)	💙 🄁 Go	
Folders	×	🚞 NZL 378 - IHS for Milk and Milk P	roducts - Associated Documents of F	Request	
🖃 🚞 NNA & NEP	^				
🖃 🚞 Info Requests					
🚞 External					
🚞 Internal					
🖬 🚞 International					
CAN (Canada) CAN (Canada) CAN (Canada) CAN (Canada)					
🚞 NZL 378 - IHS for Milk and Milk Products - Associated Documen 🥃 Korea)					
	»				

General Operation

The CP is responsible for providing answers to all reasonable questions from interested WTO Members as well as for the provision of relevant documents regarding:

- (a) any sanitary or phytosanitary regulations adopted or proposed within its territory;
- (b) any control and inspection procedures, production and quarantine treatment, pesticide tolerance and food additive approval procedures, which are operated within its territory;
- (c) risk assessment procedures, factors taken into consideration, as well as the determination of the appropriate level of sanitary or phytosanitary protection;
- (d) the membership and participation of the Member, or of relevant bodies within its territory, in international and regional sanitary and phytosanitary organisations and systems, as well as in bilateral and multilateral agreements and arrangements within the scope of this Agreement, and the texts of such agreements and arrangements."

Receipt of requests

Requests to the CP for information should come from other WTO Members' enquiry points. These can also be found online in both the SPS IMS and Documents Online sites. Just type in G/SPS/ENQ in the **document symbol** tab and click search. Select the latest one available for the most current addresses. On the SPS IMS website, the most up-to-date contact information submitted to the WTO can be found on the menu bar under "Country Information".

Webtop - Microsoft Internet Explore	r									
File Edit View Favorites Tools Help										
🌀 Back 🝷 🕥 🕤 🔀 🛃 🌽	C Search	☆ Favorites 🛛 🧭) 🗟 • 🍓 I	• 🖹 🖏						
Address 🚳 http://fcs.maf.govt.nz/webtop/com	ponent/main	?dmf⊂lientId=11917	97628092						💌 🔁 G	50 Links ²
Search: Go	Quick Se	arch Advanced						Prefer	ences Logou	t Help
				Check In	- 📢 Chei	ck Out 🛛	⇒Edit 🕒 A	dd To Clipboar	rd Cancel Che	eckout
	File	Edit View 1	ools			Ľ				
🖻 📁 SPS	Cabinets.	FCS/ INTERNATIONAL	RELATIONSHIPS/M	ultilateral/ <u>WTO</u> / <u>SP</u> S	/ <u>General</u>	and Polic;	y/ <u>NA & NEP</u>			
Cases Inscribed General and Policy	WTO Me	nos 🔳						Show Fi	iles and Folders	~
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Show Fi	ter							Items per page:	50 💌
⊡- 📁 NA & NEP ↓ ⊕- 📁 Info requests	🔲 🔭	Name	Ver	sion Modified	<u>Creator</u>	<u>Owner</u>	Lock Owner	Format Size	<u>≥</u> Ⅲ►	
Here Memo info sheets		General	(1)	2/02/07 17:07	MillsB	MillsB				
POINT P		G-SPS-ENQ		2/02/07 17:08	MillsB	MillsB				
		G-SPS-GEN		2/02/07 17:08	MillsB	MillsB				
Templates WTO Memos		G-SPS-NNA		2/02/07 17:09	MillsB	MillsB				
ting General		G-SPS-R	()	2/02/07 17:09	MillsB	MillsB				
⊕- C G-SPS-ENQ ⊕- C G-SPS-GEN		G-SPS-W	()	2/02/07 17:09	MillsB	MillsB				
G-SPS-GEN										
G-SPS-R										
⊕-© G-SPS-W ⊕-© NZSPS Contact Point										
Governing Body										
Informal Groups Internal Groups										
🕂 💋 Issues										
F SPS Workshops Souther State Stress Subsidiary Groups										
🗄 📁 Travel Reports										
– 56 more folders Plurilateral										
EGISLATIVE DEVELOPMENT and LEGAL ADVI										
				Currence	v Filter: A	l <i>ctive</i> . Sh	nwing nhysig	cal records: f	alse. Showing e	mails: <i>false</i> .
	/iew Messa;	ges Job Status								
Done									Trusted site	35

In practice requests for information will also originate from other interested parties (such as government departments or industry groups) and from non-member countries. Members should treat all such enquiries equally, and respond to all reasonable requests for information about SPS measures.

Requests for information which are best filled (completely or in part) by other departments or agencies should be forward appropriately. That department or agency should be asked to advise the CP when the request is fulfilled; if this is not done within a reasonable time a reminder should be sent.

Acknowledging, recording and filing

Requests should be responded to within five working days. If the request cannot be filled, then an acknowledgment estimating the envisioned delay for a full reply should be sent.



All relevant emails coming into and being sent from the SPS mailbox are categorised and saved into email folders, and then archived when memory space becomes limited. As an alternative to using the email system to record requests a excel file can be created, this should be filed in NNA & NEP/ Info requests and it is helpful (if you choose this method, to have it saved on your desktop for easy access).

Image: Control of the second secon		Eile Edit View			elp % 👻 🕢 🎽 : CG Omega			question for help 🖌 .
ABCDEFGDateInformation requestedDepartment RespondingDate ForwardedAcknowledgement letter sent (date)Request fulfilled by 				-/ + Z + Z + 🛄 100				-≓ I 🗆 · 💥 · 🗳
requestedRespondingletter sent (date)NEP (date)20/01/2007Copies of all standardsMAF Plantsn/a20/01/200724/02/2007Regulations on specified tropical fruitMAF Plantsn/a26/02/200726/02/2007MIR & Milk productsNZFSA26/02/200726/02/200728/02/2007Copies of all standardsMAF Plantsn/a28/02/200728/02/2007Copies of all standardsMAF Plantsn/a28/02/200728/02/2007Copies of all standardsMAF Plantsn/a28/02/200719/03/2007Regulations on responseMAF Plantsn/a28/02/200726/03/2007Copies of all standardsMAF Plantsn/a28/03/200726/03/2007Copies of all standardsMAF Plantsn/a19/03/200726/03/2007Copies of all standardsMAF Plantsn/a20/04/200726/03/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Regulations on seeds for sowingMAF Plantsn/a24/04/200728/04/2007Regulations on seeds for sowingMAF Plantsn/a24/04/200728/05/2007Copies of all standardsMAF Plantsn/a28/05/200728/05/2007Regulations on seeds for sowingMAF Plantsn/a28/05/200728/05/2007Regulations on via seeds for stan		A		C				G
standardsMAF PlantsN/a28/02/20078/03/2007Fulfilled24/02/2007Regulations on specified tropical fruitMAF Plants26/02/200728/02/20078/03/2007Fulfilled28/02/2007Mik & Milk & Milk productsMAF Plants1/a26/02/20078/03/2007Pending MoH response28/02/2007Copies of all standardsMAF Plantsn/a28/02/200728/02/2007Fulfilled1/a19/03/2007Regulations on fresh flowersMAF Plantsn/a19/03/200728/04/2007Fulfilled1/a26/03/2007Food quality and safety (fish and fish products)MOH26/03/200727/03/200728/03/2007Pending MoH responsePending MoH response20/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled20/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled24/04/2007Regulations on seeds for sowingMAF Plantsn/a20/04/200724/04/2007Fulfilled28/05/2007Regulations on seeds for sowingMAF Plantsn/a28/05/200728/04/2007Pending MoH response28/05/2007Regulations on fresh flowersMAF Plantsn/a28/05/200728/04/2007Fulfilled28/05/2007Regulations on fresh flowersMAF Plantsn/a28/05/200728/05/2007Pending NZFSA response28/05/2007Regulations on		Date			Date Forwarded			Status
specified tropical fruit tropical fruit tr	ľ	20/01/2007		MAF Plants	n/a	n/a	20/01/2007	Fulfilled
26/02/2007Milk & Milk productsNZFSA26/02/200726/02/20078/03/2007Pending MoH response28/02/2007Copies of all standardsMAF Plantsn/a28/02/200728/02/2007Fulfilled19/03/2007Regulations on fresh flowersMAF Plantsn/a19/03/200726/04/2007Fulfilled26/03/2007Food quality and safety (fish and fish products)MoH28/03/200727/03/200728/03/2007Pending MoH response20/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled24/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled24/04/2007Regulations on seeds for sowingMAF Plantsn/a21/04/200728/04/2007Fulfilled26/04/2007Regulations of beefMAF Plantsn/a28/05/200728/04/2007Fulfilled28/05/2007Regulations on beefMAF Plantsn/a28/05/200728/05/2007Pending NZFSA response28/05/2007Copies of all standardsMAF Plantsn/a28/05/200728/05/2007Pending NZFSA response28/05/2007Regulations on fresh flowersMAF Plantsn/a28/05/200728/05/2007Fulfilled19/05/2007Regulations on fresh flowersMAF Plantsn/a28/05/200728/05/2007Fulfilled	2		specified	MAF Plants	n/a	26/02/2007	8/03/2007	Fulfilled
standardsMAF Plantsn/a19/03/200726/04/2007Fulfilled19/03/2007Food quality and sfety (fish and fish products)MOH26/03/200727/03/200728/03/2007Pending MOH response20/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled24/04/2007Copies of all standardsMAF Plantsn/a24/04/200720/04/2007Fulfilled26/04/2007Regulations on seeds for sowingMAF Plantsn/a24/04/200728/05/2007Fulfilled26/04/2007Regulations on seeds for sowingNZFSA26/04/200727/04/200728/04/2007Fulfilled26/05/2007Copies of all standardsMAF Plantsn/a28/05/200728/05/2007Fulfilled26/04/2007Regulations on standardsNZFSA26/04/200728/05/2007Pending NZFSA response19/05/2007Regulations on fresh flowersMAF Plantsn/a28/05/200728/05/2007Fulfilled19/05/2007Regulations on fresh flowersMAF Plantsn/a19/05/200728/05/2007Fulfilled		26/02/2007		NZFSA	26/02/2007	26/02/2007	8/03/2007	
fresh flowersMoH28/03/2007Ford quality and safety (fish and fish products)MoH28/03/200727/03/200728/03/2007Pending MoH responsePending MoH response	;	28/02/2007		MAF Plants	n/a	28/02/2007	28/02/2007	Fulfilled
and safety (fish and fish products)MAF Plantsn/a20/04/200720/04/2007Fulfilled20/04/2007Copies of all standardsMAF Plantsn/a20/04/200720/04/2007Fulfilled24/04/2007Regulations on seeds for sowingMAF Plantsn/a24/04/200724/04/2007Fulfilled26/04/2007Regulations for beefNZFSA28/04/200727/04/200728/04/2007Pending NZFSA response28/05/2007Copies of all standardsMAF Plantsn/a28/05/200728/05/2007Fulfilled19/05/2007Regulations on fresh flowersMAF Plantsn/a19/05/200728/05/2007Fulfilled	5			MAF Plants	n/a	19/03/2007	26/04/2007	Fulfilled
20/04/2007 Copies of all standards MAF Plants n/a 20/04/2007 20/04/2007 Fulfilled 24/04/2007 Regulations on seeds for sowing MAF Plants n/a 24/04/2007 24/04/2007 Fulfilled Image: Comparison of the compa		26/03/2007	and safety (fish and fish	MoH	26/03/2007	27/03/2007	28/03/2007	
seeds for sowing Seeds for sowing 26/04/2007 Regulations for beef NZFSA 28/05/2007 Copies of all standards MAF Plants n/a 19/05/2007 Regulations on fresh flowers MAF Plants n/a	3	20/04/2007	Copies of all	MAF Plants	n/a	20/04/2007	20/04/2007	Fulfilled
beef NZFSA response 28/05/2007 Copies of all standards MAF Plants n/a 28/05/2007 28/05/2007 Fulfilled Plants 19/05/2007 Fulfilled Plants Fulfilled Plants		24/04/2007	seeds for	MAF Plants	n/a	24/04/2007	24/04/2007	Fulfilled
28/05/2007 Copies of all standards MAF Plants n/a 28/05/2007 28/05/2007 Fulfilled 19/05/2007 Regulations on fresh flowers MAF Plants n/a 19/05/2007 26/05/2007 Fulfilled	0	26/04/2007		NZFSA	26/04/2007	27/04/2007	28/04/2007	NZFSA
fresh flowers	1	28/05/2007		MAF Plants	n/a	28/05/2007	28/05/2007	
	2			MAF Plants	n/a	19/05/2007	26/05/2007	Fulfilled

Which documents to send

Requests will often be very general, e.g. "Send me all your regulations for plant health". In such cases, the best course of action may be to respond with a request for more detail or to send a list of available information.

Method of delivery

In the interests of speed and economy, the following delivery methods (in priority order) should be used.

E-mail	If the request came by e-mail or the request letter or fax contained an e-mail address.
	Try sending the documents as attachments. It is recommended that an acknowledgment of receipt be provided, as there is often incompatibility in handling attachments between different mail software packages.
Diplomatic mission	For large consignments, first make contact with the appropriate diplomatic mission, explaining the government-to-government nature of the request, and seek agreement from the mission to pass on the information. When the material is ready, provide it to the relevant embassy or high commission with a covering letter of explanation.
Airmail	If only small amounts of information are to be sent, material can be despatched by airmail.

In all cases of enquiries that have not come from a CP, send to that Member's CP (if there is one) a copy of the information requested (or, in the case of bulky material, a list of items sent).