

**Committee on Sanitary and Phytosanitary Measures**

**QUESTIONNAIRE ON THE OPERATION OF SPS ENQUIRY POINTS AND  
NATIONAL NOTIFICATION AUTHORITIES**

Note by the Secretariat<sup>1</sup>

Revision

1. This questionnaire was first submitted to Members during the Special Meeting of the SPS Committee on Transparency Provisions held in 1999. It has been revised by the Secretariat and is being circulated to collect updated information from Members on the operation of their Enquiry Points and National Notification Authorities.
2. Members are therefore requested to fill in the attached questionnaire. Any additional information relevant to the matter at issue is also welcome. To receive an electronic version of the questionnaire, please send an e-mail to [Irma.Bracco@wto.org](mailto:Irma.Bracco@wto.org) with the words "Enquiry Point Questionnaire" in the subject line.
3. Please return the completed questionnaire by **Monday, 20 October 2003** to Maria Perez-Esteve, Agriculture and Commodities Division, World Trade Organization, Centre William Rappard, Rue de Lausanne 154, 1211 Geneva 21; Fax: +41 22 739 5760; E-mail: [maria.perez-estevewto.org](mailto:maria.perez-estevewto.org)).

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<sup>1</sup> This document has been prepared under the Secretariat's own responsibility and is without prejudice to the positions of Members or to their rights or obligations under the WTO.

**QUESTIONNAIRE ON THE OPERATION OF SPS ENQUIRY POINTS AND  
NATIONAL NOTIFICATION AUTHORITIES**

*Contact Details*

Please provide the contact details of the **SPS Enquiry Point** in your country.

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-Mail</b>	
<b>Web-site</b>	

Please provide the contact details of the **National Notification Authority** in your country.

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-Mail</b>	
<b>Web-site</b>	

***Enquiry Point and National Notification Authority***

1. Are SPS Enquiry Point and National Notification Authority two separate agencies?

**Yes** [ ]      **No** [ ]

- If yes, how do they co-ordinate?

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***Staff and equipment – Enquiry Point***

2. Please indicate how many officials serve the Enquiry Point and describe their functions.

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3. What equipment does the Enquiry Point use?

**Telephone** [ ]      **Fax** [ ]      **Computer** [ ]

4. If the Enquiry Point has computer facilities, which of the following are used?

**Word processor** [ ]  
**Database** [ ]  
**Internet (www)** [ ]      **Address:**  
**e-mail** [ ]      **Address:**  
**Other** [ ]      **Please specify:**

***Staff and equipment –National Notification Authority***

5. Please indicate how many officials serve the National Notification Authority and describe their functions.

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6. What equipment does the National Notification Authority use?

**Telephone** [ ] **Fax** [ ] **Computer** [ ]

7. If the National Notification Authority has computer facilities, which of the following are used?

**Word processor** [ ]  
**Database** [ ] **Please specify:**  
**Internet (www)** [ ] **Address:**  
**e-mail** [ ] **Address:**  
**Other** [ ] **Please specify:**

***Handling requests for full text of proposed and adopted regulations***

8. Who handles requests for full texts of proposed regulations (draft regulations)?

**Enquiry Point** [ ] **Notification Authority** [ ]

9. Do you have a complete inventory of your country's proposed and adopted sanitary and phytosanitary regulations?

**Yes, at the Enquiry Point** [ ] **Yes, at the Notification Authority** [ ] **No** [ ]

10. Do you have copies of the full texts of your country's proposed and adopted sanitary and phytosanitary regulations?

**Yes, at the Enquiry Point** [ ]    **Yes, at the Notification Authority** [ ]    **No** [ ]

- If not, how do you obtain texts when they are requested? How long does it usually take?

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11. In case your country's language is not one of the WTO's working languages (English, French and Spanish), is the Enquiry Point/Notification Authority able to provide summaries of the sanitary and phytosanitary regulations in one of these languages?

**Yes, the Enquiry Point** [ ]    **Yes, the Notification Authority** [ ]    **No** [ ]

***Handling other requests for information***

12. Are questions addressed to the Enquiry Point (e.g. about control and inspection procedures, quarantine treatment, risk assessment, bilateral and multilateral agreements etc.) answered *directly* by the Enquiry Point?

**Yes** [ ]    **No** [ ]

- If yes, please give a brief explanation of the procedure followed by the Enquiry Point.

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- If not, please give a brief explanation of the procedure followed by the Enquiry Point and identify the authorities dealing with those questions.

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13. How long does it normally take to respond to questions? .....

***Inter-agency communication and co-ordination***

14. Does the Enquiry Point have regular contact with officials in the relevant ministries/agencies (for example agriculture, health and trade ministries, veterinary office, plant protection office, etc.)?

**Yes** [ ]                      **No** [ ]

- If yes, how often? With whom (at what level)? What type of information does the Enquiry Point provide/receive?

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15. Does the National Notification Authority have regular contact with officials in the relevant ministries/agencies (for example agriculture, health and trade ministries, veterinary office, plant protection office, etc.)?

**Yes** [ ]                      **No** [ ]

- If yes, how often? With whom (at what level)? What type of information does the National Notification Authority provide/receive?

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***SPS documents/committee meetings***

16. Does the Enquiry Point receive other Members' SPS notifications?

**Yes** [ ]                      **No** [ ]

- If yes, how (fax, email, etc.)?

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17. Does the Enquiry Point receive copies of other SPS Committee documents?

**Yes** [ ]                      **No** [ ]

- If yes, how?

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18. Does the Enquiry Point regularly follow the work of the SPS Committee?

**Yes** [ ]                      **No** [ ]

- If yes, how?

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19. Does the Enquiry Point have regular contact with other WTO Members' Enquiry Points?

**Yes** [ ]                      **No** [ ]

- For what purpose?

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20. Do the Enquiry Point and the National Notification Authority have a copy of the WTO Handbook on *How to Apply the Transparency Provisions of the SPS Agreement*?

**Yes** [ ]                      **No** [ ]

- If yes, has it been useful? For what purpose? Please specify.

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***Other services***

21. Does the Enquiry Point provide information about *other* countries' import requirements to interested domestic producers/exporters?

**Yes** [ ]                    **Yes, when requested** [ ]                    **No** [ ]

- If yes, please specify.

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22. Does the Enquiry Point provide information about *your national* import requirements to interested producers/importers/exporters?

**Yes** [ ]                    **Yes, when requested** [ ]                    **No** [ ]

- If yes, please specify.

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23. Does the Enquiry Point provide any other services? (For example serving as contact point for Codex, OIE, IPPC, etc.)

**Yes** [ ]                    **No** [ ]

- If yes, please explain.

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**Information exchange**

24. Is the Enquiry Point regularly informed of the development of international standards by Codex, OIE and IPPC?

**Yes** [ ]                      **No** [ ]

- If yes, how?

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**Comments/Suggestions**

25. Do you have any other comments about the operation of an Enquiry Point, or suggestions for those who are to establish an Enquiry Point?

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26. Do you have any other comments about the operation of a National Notification Authority, or suggestions for those who are to establish a National Notification Authority?

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***Technical assistance***

27. Would you be willing to provide technical assistance to Enquiry Points?

**Yes, to least-developed countries [ ]    Yes, to other developing countries [ ]    No [ ]**

- If yes, in what form?

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28. Would you be willing to provide technical assistance to National Notification Authorities?

**Yes, to least-developed countries [ ]    Yes, to other developing countries [ ]    No [ ]**

- If yes, in what form?

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