1. The following agenda is proposed for the meeting on procedures for information exchange that will be held on Monday, 2 November 1992 at 10 A.M.

2.1 Activities and Facilities of Enquiry Points

(Developments since the last meeting), TBT/M/31/P.4,5
A. General
B. Electronic Capabilities
C. Publicity on Enquiry Points

2.2 Notification Procedures

A. Procedures at the national level for gathering information on proposed technical regulations and conformity assessment procedures
B. Problems related to notification content and processing
   - (i) Length of time allowed for comments, TBT/16/REV.4/P.5.6
   - (ii) Handling of comments
   - (iii) Information on notification form, TBT/16/REV.4/P.9
   - (iv) Problems of postage delays
C. Procedures of the GATT Secretariat

2.3 Access to Information

A. Procedures for responding to enquiries received, TBT/16/REV.4/P.8
B. Responsiveness of Enquiry point in different countries, TBT/34, Section 4.5
C. Processing of requests for documents relating to notifications,
D. Translation of documents relating to notifications, TBT/16/REV.4/P.7
E. Fees charged for services

2.4. Technical Assistance and Advice

A. To developing countries on overcoming technical problems at their enquiry points
B. To new signatories on setting up enquiry points

2.5 Potential Changes in Procedures Resulting from Uruguay Round Revisions

A. Implication of the increase in membership
B. Implication of the increase in enquiry point activities
C. Guidelines and principles for notifying sub-national regulations and standards
D. Code of good practice

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A. Dunkel