

This ePing step-by-step manual consists of three parts. In the first part, the ePing SPS&TBT notification alert system is introduced. The second part is a practical guide explaining how you can register on ePing to receive ePing alerts and how you can search and discuss SPS&TBT notifications. The final part discusses the role of enquiry points in the ePing project and the implementation of ePing in Bangladesh in general. Parts one and two are relevant for all (potential) users from the public and private sector. The third

I. INTRODUCING EPING

In this part, the ePing SPS&TBT notification alert system is introduced briefly. First, the rationale behind the ePing

Another

1. The notifying member; the WTO member that is planning on revising its product requirements. Here it is Argentina.
4. The products covered; a list of products that will be affected by the new regulation. This notification deals with rice.
6. The description of content; a brief summary of the new regulation. This measure

2.3 THE EPING INFORMATION FLOW

How does ePing work? Let us have a look at the information flow of a notification.

Figure 4: Illustration of ePing flow

4. Through the ePing communication platform, communication among the different national and international stakeholders on the notification is facilitated. The platform also provides updated contact details of SPS and TBT enquiry points, who users can contact when they have questions about the notification, or would like to receive more information (see also box 'SPS and TBT enquiry points'). Users can contact the enquiry point of their country/territory or the enquiry point of the notifying country/territory. If Bangladeshi footwear producers or exporters believe that this measure is too stringent and are of the opinion that labelling might suffice, it can discuss this with other stakeholders and the government.

5. The enquiry point will monitor the discussion on the notification and it or the designated agency will, if deemed necessary, raise an

issue on the notification either bilaterally, discussing it with the notifying member possibly through an official comment or multilaterally, at the WTO during an SPS or TBT Committee meeting. The enquiry point or designated government agency can share a comment with Canada, or raise the issue at the TBT Committee when Special Trade Concerns are being discussed.

SPS and TBT enquiry points

Each WTO member has established an SPS and/or TBT enquiry point. This is an agency connecting all national stakeholders in relation to transparency matters. For example, they handle incoming comments on notified regulations and provide information and documents upon request. It is thus not surprising that this agency also plays a key role in the ePing project. More precisely, they manage national users and national features, and particularly important for the private sector,

Bangladeshi SPS and TBT enquiry point contact details:

Name/Agency: Mr. Nesar Ahmed, Director, WTO Cell, Ministry of Commerce, Government of the People's Republic of Bangladesh

Address: Bangladesh Secretariat, Dhaka

Phone: +880-2-9549195; +880-1758638749

Email: ahmed.nesar@gmail.com

Fax: +880-2-9545741

Name/Agency: Bangladesh WTO-TBT National Enquiry Point

Address: Maan Bhaban, 116/A Tejgaon Industrial Area, Dhaka

Phone: +88-02 8870278

Email: bsti_std@bangla.net; bsti_ad@bangla.net

Fax: +(88) 02 913 15 81

Website: <http://bsti.gov.bd/wto.html>

3. MAIN BENEFITS

ePing helps you to keep track of product requirements in foreign markets. This is most useful for businesses, traders, exporters and government officials dealing with trade-related issues. However, also other government agencies might be interested in this service, as it gives insights on upcoming revisions of product requirements which might be relevant for your country/territory as well.

ePing avoids an information overflow. Indeed, you will only be alerted about those notifications that are relevant for you, not all 5,000 notifications per year. ePing covers both SPS and TBT notifications, so you do not need to access or subscribe to two systems.

A communication platform is included in the ePing tool, facilitating dialogue among public and private sector stakeholders.

II. USING EPING

In this section, we discuss how you can use ePing to stay up to date on product requirements in markets of interest to you, and how to discuss notifications with other stakeholders to avoid potential trade problems invoked by a new regulation. For detailed technical instructions on how to navigate the ePing website, please consult the user manual which you can find on the [ePing site](#) (menu option: reference material).

1. CHALLENGE 1: S

filter preferences and email alert preferences. (there will be changes to the registration form so I will update the screen shot).

PERSONAL INFORMATION

In the first part, you provide personal information; your name, email, country/territory, etc. For what concerns country/territory, it is important that you select the country/territory you are working or living in, not your nationality or place of birth which might be different. For most of you that will be Bangladesh. Note that you also have to choose a password that can be used to log in later on.

Figure 6

FILTER PREFERENCES

In the second part, the filter preferences, you can indicate in which products and markets you are interested. You will receive notifications matching both the selected products and markets. For example, if you indicate to be interested in notifications dealing with textile products and in export markets Germany, the European Union (EU) and the US, you will receive notifications on textile products submitted by Germany, the EU and the US. You will not receive notifications on other products submitted by Germany, the EU or the US, or notifications on textile products submitted by other WTO members. If one or more of the export markets you are interested in are a member of the EU it is important to indicate that you are also interested in notifications submitted by the EU as measures notified by the EU apply to all EU member states. If you want to receive all notifications (about 5,000 a year), leave all boxes under the heading 'filter preferences' blank. This does not mean that you will receive 5,000 emails; rather, you will receive a daily or weekly email listing all notifications of the previous day or week.

First, you can identify your products of interest. If you want to identify products, you get the best filter results if you fill out all three boxes: "product names", "ICS codes" and "HS codes". For what concerns product names, you can enter multiple designations; synonyms but also other types of products. For example, if you are interested in textile products you can type 'textile OR knit OR t-shirts OR garment'. If you do not know the ICS or HS code of your product, just start typing the name of the product category and the corresponding code(s) will pop up. If the code does not appear, try a synonym or wider category. You will see that when typing textile in the ICS codes and HS codes boxes, a lot of options pop up. Scroll through the results and select all relevant codes.

It is also possible to only receive SPS or TBT notifications, by selecting either SPS or TBT under the heading 'notification type'.

The last filter criterion is 'notifying member', here you can select all markets you are interested in. If you, for example, want to stay informed about upcoming changes in product requirements in Germany, the EU and the US, you select these countries/regions. To select a country/territory, start typing the name of the country/territory and the name will pop up. Click on it to select the country/territory.

EMAIL ALERT PREFERENCES

In the last part of the registration form, you can indicate how often you would like to receive an ePing email alert; weekly, daily or not at all. You can also indicate that you want to receive an email when additional information is added to a notification that matches your filter preferences defined in the registration form.

To submit the form and register, click on '

Figure 7: Example of an ePing e-mail alert

1.3 SEARCH NOTIFICATIONS

- *you can* *by clicking on the save button. A new tab will appear above the search table. Give the query a name, e.g. 'Japan, China hides', and click on enter.*
- o *Next time visiting the ePing site it will be possible to consult this filter by clicking on the tab 'Japan, China hides'. Notifications matching the filter*

point can monitor the discussion and address questions asked. Important: the fora have to be activated by national enquiry points, for SPS and TBT separately. By default, these national fora are inactive.

- When you have indicated in the registration form that you would like to receive an e-mail alert when additional information is added to a notification matching your filters, you will receive an email when there is activity on a forum linked to such a notification.

contact details of all enquiry points can be found on the ePing website. These are stored in a table you can access by clicking on 'enquiry points' in the main menu.

- You can find contact details of the SPS enquiry points, the TBT enquiry points and the SPS notification authorities.
- When logged in, the enquiry point of your country/territory will be listed first.
- You can export each list to excel by clicking on the button 'Export to Excel'.

2.2 QUIZ (II)

Below a number of quiz questions are listed, related to the enquiry point search function. The answers can be

III. A KEY ROLE FOR SPS AND TBT ENQUIRY POINTS

This part is targeted at SPS and TBT enquiry points, as enquiry points can play a crucial role in the implementation of ePing at national level. We discuss the ePing admin tool as well as what needs to be done beyond strictly managing the tool to maximize the benefits ePing has to offer. In what follows, we elaborate on the role of the enquiry point. Subsequently, the admin tool included in the ePing system is explained. Finally, we look into the question on how to promote ePing in Bangladesh.

The enquiry points play a key

is requesting admin rights, the rights will be granted and an email confirming this will be sent to the requesting party.

- *National features are by default inactive. You can activate the SPS and/or TBT fora and SPS and/or TBT file sharing.*
- *You can also see how many contributions have been made both for SPS and for TBT.*
- *: an email alert will inform enquiry points about activity on a forum, including a link to the particular forum. Enquiry points can contribute to the fora and delete messages.*

1.3 INTERNATIONAL FORA

associations as well as chambers of commerce can serve as ePing ambassadors. A training does not have to be an elaborate event, for example, the basics can be explained to colleagues during a

In both cases, a good way to start is by bringing together all relevant agencies and initiate the discussion on how ePing can be implemented in the country/territory. The list of questions below can help. As the enquiry point is the national ePing administrator, they can serve as project owners, informing agencies, setting up the meeting (or add ePing as an agenda point during a coordination meeting), etc.

List of guiding questions to initiate discussion on ePing implementation:

1. How is your government organized to comply with and use the WTO transparency rights and obligations and rights?
 - a. Are there gaps in the institutional setup?
 - b. Is there a coordination mechanism in place? How do you reach out to private sector stakeholder?
 - c. Is there an agency in place to formulate comments on notified SPS or TBT regulations?
 - d. What needs to happen to address the gaps? Who can help?
2. How could ePing help?
 - a. Can ePing help fill information/coordination gaps? How?
 - b. Can ePing facilitate sharing info, reaching out to private sector...
3. Who should be involved to implement ePing at national level?
 - a.

ANNEX 1: ANSWERS TO QUIZ QUESTIONS

Quiz 1

1. Which country submitted a notification dealing with the labelling of textiles, distributed by the WTO on 28 July 2020?

[Answer: United States]

2. How many notifications have been issued by Bangladesh?

[Answer: 4]

3. What was the Bangladeshi notification distributed on 20 February 2020