



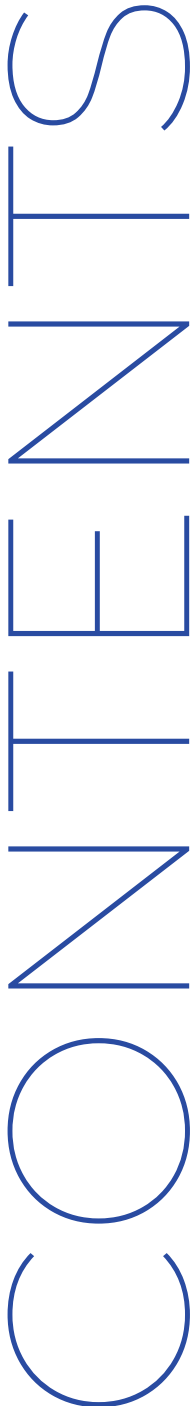
**Asia-Pacific  
Economic Cooperation**

## GENERAL INFORMATION CIRCULAR

Workshop on Strengthening  
Internal Coordination to  
Facilitate the Effective  
Implementation of the  
Technical Barriers to Trade (TBT)  
Agreement among APEC  
Economies  
(SCSC 01 2023T)

July 23 - 25, 2024  
BALI, INDONESIA

# Table of Contents



- 01.  
Overview
- 02.  
Event Details
- 03.  
Nominations
- 04.  
Attendance
- 05.  
APEC Funding
- 06.  
Event Logistics
- 07.  
APEC Guidelines
- 08.  
Contacts
- ANNEX A**  
Agenda

# 01. OVERVIEW

## Background

Internal coordination between stakeholders, including regulators, standardization bodies, industry association, and others, is the key element in terms of monitoring and reviewing other Members' notifications, besides responding to enquiries from other WTO members on economies' own measures. Some economies might have taken strategic approaches to deal with TBT issues at internal level. However, effectiveness of internal coordination and how far it can solve the technical barrier and further contribute to ease the trade flows among APEC Economies need to be further discussed.

This project consists of questionnaire and workshop activities to obtain information from APEC Economies related to domestic coordination, especially in handling technical trade barriers. Each APEC Economy has methods and mechanisms for implementing domestic coordination. In this workshop, APEC Economies will have a session to share knowledge and discuss the best approaches for effective strategic coordination between stakeholders.

## Objectives

The key objectives of this event are to:

- explore how strategic approaches that deal with TBT issues are implemented at internal level of APEC Economies,
- enhance the capacity of APEC economies' Enquiry Points in developing and implementing an effective internal coordination strategy to overcome technical barriers to trade issues and strengthen the implementation of the TBT Agreement.
- enables representative of APEC economies to share perspectives on best practices on enquiry point knowledge among APEC Economies that could promote transparency principle complement the WTO TBT Enquiry Point Guide

## Project Details

**APEC Project:** SCSC 01 2023T – Workshop on Sharing Best Practices on Strengthening Internal Coordination to Facilitate the Effective Implementation of the Technical Barriers to Trade (TBT) Agreement among APEC Economies

**Proposing Economy:** Indonesia

**Co-Sponsoring Economies:** Australia; Canada; Philippines; Chinese Taipei; Thailand; USA

**Fund Source:** Trade and Investment Liberalization and Facilitation Special Account (TILF)

## Agenda

The agenda is attached at **Annex A**.

## 02. EVENT DETAILS

Date	WEDNESDAY - FRIDAY, JULY 23 - 25, 2024
Venue and Location	Padma Resort Legian Jl. Padma No.1. Legian, Kec. Kuta, Kabupaten Badung, Bali, INDONESIA <a href="https://padmaresortlegian.com/">https://padmaresortlegian.com/</a>
Format	Three-day in person event
Language	The event will be conducted in English.

# 03. NOMINATIONS

## Targeted Participants

All 21 APEC member economies are welcome and invited to attend and actively participate in the workshop.

The targeted participants of this projects are government representatives from APEC economies with relevant experience in policy making processes, academics, and notification body and enquiry point of TBT WTO in each APEC economies. Other targeted participants are related industry and associations as those are also affected by international trade. Their engagement will be in the form of completing a questionnaire and workshop attendance. The project will promote equal opportunities for all genders.

## Expert Speakers

Members are invited to nominate qualified expert speakers to attend and present at the event for consideration by the Project Overseer.

## APEC-Funded Participants

Up to **two** active expert participants from each APEC travel-eligible economy will be funded by APEC. The APEC travel-eligible economies are Chile; the People's Republic of China; Indonesia; Malaysia; Mexico; Papua New Guinea; the Philippines; Peru; the Russian Federation; Thailand; and Viet Nam.

Representatives from non-travel-eligible economies are encouraged to attend the workshop on a self-funded basis. Appropriate expert speakers may be nominated by SCSC members for the Project Overseer's consideration.

## Submission of Nominations

Nominations for APEC-funded participants and speakers must be coordinated and submitted online by the economy's SCSC focal point of the travel-eligible economy only.

Nominations for self-funded participants and speakers may be submitted directly online using the Nomination Form (see below).

## Nomination Form

The nomination form is available [here](#).

## Due Date for Nominations

The nomination form must be submitted by no later than **June 7, 2024**.

Late nominations may not be accepted.

## Review of Nominations

Nominations will be reviewed by the Project Overseer:

- Expert speaker nominations: the Project Overseer will consider nominations for speakers in light of the agenda and budget and will contact the nominating economy directly.
- APEC-funded participant nominations: the Project Overseer will send the details to the APEC Secretariat who will contact the nominees directly regarding next steps.
- Self-funded participant nominations: once confirmed by the Project Overseer, self-funded participants (other than Non-Member Participants (NMPs)) may move ahead with booking flights and accommodation for in-person events.

# 04. ATTENDANCE

## In-Person Participants

Registration will be available on July 23-25, 2024 in advance of each daily session. All participants are expected to complete the registration form to assist with APEC's data requirements.

## Evaluation

All participants are required to complete an evaluation form that will be provided by the Project Overseer.

In this form, each participant is encouraged to share their views and advice on the event's impact and efficiency as well as possible suggestions and policy implications for future APEC-related cooperation initiatives and activities.

# 05. APEC FUNDING

## Funding Principles

APEC will provide funding for approved speakers and up to two nominated participants from each travel-eligible APEC economy to attend (flights and per diem). Funding is provided subject to the project budget and in accordance with the [Guidebook on APEC Projects](#).

## Airfares

Expert speakers: Approved speakers will be provided with round-trip airfares of restricted economy class and via the most direct route. Subject to budget availability, speakers may be eligible for restricted business class airfare if the flight time exceeds 12 hours.

Participants: Approved APEC-funded participants will be provided with round-trip airfares of restricted economy class and via the most direct route.

## Per Diem

Approved expert speakers and APEC-funded participants will be entitled to a per diem allowance to cover costs such as accommodation, meals, transportation, transfers, travel insurance, visas, departure taxes, transaction and reimbursement costs (such as bank charges, and goods and services tax).

For this event, the per diem amount will be **USD 124 per person per day for a maximum of 4.75 days (per diem of 4 days plus 75% of one day's per diem allowance to cover miscellaneous expenses)**. The actual amount to be paid will depend on the traveler's itinerary.



## Approval Process

The APEC Secretariat will contact each approved APEC-funded participant and expert speaker and will request a travel quote. Once the travel quote has been accepted, the Secretariat will issue a Travel Undertaking which will set out the terms and conditions that will apply. The Travel Undertaking must be signed by each APEC-funded traveler before bookings are made and must be returned to the Secretariat by the requested date and no later than eight working days before the event.

## Payment

Airfare and per diem allowances will be paid in accordance with the Guidebook on APEC Projects. Payments are normally provided on a reimbursement basis which will take up to 20 working days after the APEC Secretariat receives the required documents from the APEC-funded traveler following the event.

Requests for advance payment will be considered on a case-by-case basis and any requests must be sent by the due date for nominations.

# 06. EVENT LOGISTICS

## Accommodation

Participants are expected to book their own accommodation. It will take place in the Padma Bali Resort. The recommended hotels around the venue are :

- Four Points by Sheraton Bali (1,1 km)
- Fairfield by Marriot Bali Legian (1,3 km)
- Pullman Bali Legian Beach (800 m)
- Mercure Bali Legian (800 m)
- Bali Mandira Beach Resort & Spa (97 m)
- Ibis Style Bali Legian (400 m)

## Entering Indonesia

Foreign nationals are required to have a valid passport and visa to enter Indonesia. Citizens of certain countries, governments of a special administrative region of a country, and certain entities are subject to visa exemption and visa-on-arrival facilities. The updated information and policy to enter Indonesia, including the list of economies that are eligible for visa exemption, VoA, as well as prescribed document to apply visa, is available on the following website: <https://www.imigrasi.go.id/en/>.

Should you need an official invitation letter from the host, please send your inquiry by sending the completed Form for Invitation Letter Request and email with subject "Invitation letter request" to: Dewi Komalasari (mail to: [tbt.indonesia@bsn.go.id](mailto:tbt.indonesia@bsn.go.id)). Please ensure you have already submitted the nomination form to the Organizing Committee.

## Dress code

The dress code will be business casual

## Airport transfers

The closest airport to the Venue is I Gusti Ngurah Rai International Airport. Airport transfers will be provided to your hotel. Please ensure you have already inform your arrival time to Organizing Committee.

## Climate

Indonesia is known as the “belt of emeralds across the equator”. Located in the tropical zone, Bali’s climate is hot and humid. The average temperatures range from 22 °C at night and early morning to up to 33°C at noon. During December, it will be rainy season in Bali.

## Currency and Exchange

Banks are usually open on Monday through Friday from 08.30 am - 02.30 pm. Money changers are available at most major shopping centers, the airport, and major banks. Hotels and Shopping Centers normally accept major Credit Cards, such as Visa Card, American Express, Master Card, Diners Club etc. As for exchange services are available for cash and traveler's cheques in Banks, Hotels and Foreign Exchange Places.

## Language

The native language of Bali is Indonesia (bahasa) but many people in Bali are fluent in English, particularly in the interesting area/tourism destination.

# 07. APEC GUIDELINES

All APEC event organisers, speakers and participants are expected to comply with APEC's guidelines and policies.

Topic	Description	Link
Non-Member Participants	APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC's Guidelines for Managing Co-operation with Non-members. Attendance of non-member nominees at this event (for example, individuals who are not government officials (or part of a government delegation) from APEC economies such as representatives from the private or academic sectors) may be subject to approval in accordance with the Guidelines.	<a href="#"><u>Guidelines for Managing Co-operation with Non-members</u></a>
Publications	<p>All presentations for the workshop must be sent to the Project Overseers. All workshop materials must comply with APEC Publication Guidelines.</p> <p>Presentations and other documents from the workshop may be made available on the APEC Meeting Document Database. Please inform the Project Overseer if you do not want your presentation materials to be made available to the public (in this case the material may be 'restricted' and made available to APEC members only). All materials will be made available to the public unless otherwise advised.</p>	<a href="#"><u>APEC Publication Guidelines</u></a>
Data Privacy	The APEC Secretariat collects, uses and stores personal data from participants in APEC-funded projects to support our project administration and evaluation processes. APEC Project Overseers transfer participant personal data to the APEC Secretariat for these purposes. APEC Secretariat has in place a Personal Data Protection Policy and collects, uses, stores and disposes of personal data in accordance with Singapore's Personal Data Privacy Act 2012.	<a href="#"><u>APEC Privacy Policy</u></a>

Hosting Guidelines

The event must comply with the [APEC Hosting Guidelines](#). In particular, all participants must follow APEC nomenclature in any workshop documents or powerpoint presentations and during any oral presentations. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.

Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.

[APEC  
Guidelines for  
Hosting APEC  
Meetings](#)

# 08. CONTACTS

## Project Overseer

For all substantive and logistics matters regarding the event, please contact the Project Overseers:

Name: Dewi Komalasari

Title: Coordinator of Standardization Analyst

Organisation: National Standardization Agency of Indonesia

Economy: Indonesia

Email: dewi.komalasari@bsn.go.id

## Points of Contact

Name: Tyas Kurniasih

Tel: +62 21 38250007

E-mail: tbt.indonesia@bsn.go.id ; tbt.indonesia@gmail.com

## APEC Secretariat

For all financial and travel-related arrangements for APEC-funded participants, matters, please contact the APEC Secretariat:

### Primary Contact

Name: Marianne Gail Luna Bernardes

Title: Program Executive

Organisation: APEC Secretariat

Email: mgb@apec.org

Name: Piang-or Wacharaprapapong

Title: Program Director

Organisation: APEC Secretariat

Email: pw@apec.org

# ANNEX A - DRAFT AGENDA

Workshop on Strengthening Internal Coordination to Facilitate the Effective Implementation of the Technical Barriers to Trade (TBT) Agreement among APEC Economies

Day 1 (Tuesday, July 23, 2024)

TIME	AGENDA ITEM
08.00 - 08.30	In person registration
08.30 - 09.30	Opening : Welcome remark from Deputy of Implementation for Standard and Conformity Assessment
09.30 - 10.00	Presentation and discussion regarding Questionnaires result from APEC Economies
10.00 - 11.00	Presentation regarding Understanding WTO TBT Agreement, Transparency Overview and TBT Notification Speaker : 1. WTO TBT Secretariat
11.00 - 12.00	Presentation regarding the Implementation of TBT Agreement Within Economies Speaker : 1. Representative from APEC Economies (Presenter 1) 2. Representative from APEC Economies (Presenter 2)
12.00 - 14.00	Lunch Break
14.00 - 15.30	Presentation regarding Raising Awareness Stakeholder of WTO TBT Obligation Speaker : 1. Representative from National Standardization Agency of Indonesia (Dr.Zakiyah) 2. Representative from APEC Economies (Presenter 2) 3. Representative from APEC Economies (Presenter 3)
14.00 - 15.30	Presentation regarding Enhancing Private Sector Engagement in TBT Notification Speaker : 1. Representative from Indonesia Industry Association (APKI) 2. APEC Economies WTO TBT Enquiry Point
15.30-15.45	Break
15.45 - 17.00	Presentation regarding Using Online tools to Facilitate The Transparency Provision Speaker : 1. Representative from APEC Economies (Presenter 1) 2. Representative from APEC Economies (Presenter 2)

# ANNEX A - DRAFT AGENDA

Workshop on Strengthening Internal Coordination to Facilitate the Effective Implementation of the Technical Barriers to Trade (TBT) Agreement among APEC Economies

Day 2 (Wednesday, July 24, 2024)

TIME	AGENDA ITEM
08.00 – 08.30	Recap Day 1
08.30 – 10.00	Presentation regarding Using ePing alert system to Enhance communication between stakeholder  Speaker : 1.Indonesia Chamber of Commerce and Industry (KADIN) 2. APEC Economies (Speaker 2) 3. APEC Economies (Speaker 3)
10.00 - 11.00	Presentation regarding Experiences with the Commenting Process of Notification and Enquiries  Speaker : 1.Indonesia Ministry of Industry 2. APEC Economies (Speaker 2) 3. APEC Economies (Speaker 3)
11.00 - 12.00	Presentation regarding How Enquiry Point facilitates the sharing comment from industry and government  Speaker : 1.Indonesia Food and Beverage Association (GAPPMI) 2. APEC Economies (Speaker 2) 3. APEC Economies (Speaker 3)
12.00 - 14.00	Lunch break
14.00 - 15.30	Presentation regarding Domestic Coordination and Engagement With Regulator  Speaker : 1.Indonesia WTO TBT Enquiry Point 2. APEC Economies (Speaker 2) 3. APEC Economies (Speaker 3)
15.30 - 17.00	Sharing on Indonesia National Committee on TBT and Sectoral Working Group  Speaker : National Standardization Agency of Indonesia  Discussion and Feedback from APEC Economies



# ANNEX A - DRAFT AGENDA

Workshop on Strengthening Internal Coordination to Facilitate the Effective Implementation of the Technical Barriers to Trade (TBT) Agreement among APEC Economies

Day 3 (Thursday, July 25, 2024)

TIME	AGENDA ITEM
08.00 – 08.30	Recap Day 2
08.30 – 10.30	Group Discussion regarding Best Practice on Strengthening Internal Coordination to Facilitate the Implementation of TBT Agreement  All participants of APEC Economies  Group 1 : Strategy to develop stakeholder awareness of WTO TBT Obligation Group 2 : Strategy to enhance private sector engagement of TBT Notification Group 3 : Strategy to improve the use of Eping to increase communication between stakeholder Group 4 : Strategy to improve the function of TBT enquiry point and notification body
10.30 - 12.30	Group presentation and discussion  30 minutes for each group
12.30 - 14.00	Lunch break
14.00 - 15.30	Develop Recommendation and Best Practice of How to Improve the Effective Internal Coordination for TBT Implementation  All participant of APEC Economies
15.30 - 16.00	Recap the key learning
16.00 - 16.30	Explanation on post workshop survey
16.30 - 17.00	Conclusion and closing statement



**Asia-Pacific  
Economic Cooperation**