



A GUIDE TO DOING BUSINESS WITH THE EU

Guide for business support organisations and enterprises seeking targeted info about doing business with the European Union.

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Introduction

Small and medium-sized enterprises as well as large companies in and outside the European Union regularly need to collect specific relevant information for their business operations in or with companies in the EU.

Companies importing goods in the EU must know the product code numbers for their products and the list of import documents to be presented at the customs authorities. It can be useful for them to verify whether preferential import duty tariffs apply and to find out which rules of origin are in force. Local taxes in EU Member States as VAT and excise duties are useful to know as well. Before importing goods in the EU, importers also need to know technical, labelling and packaging rules, hygienic requirements or environmental rules for goods which will be sold on the internal market of the European Union.

Companies or Chambers of Commerce that assist them might be interested in checking some market information, e.g. statistics about exports and imports of certain goods or practical data about international trade fairs in their sector. They might be looking for business partners and ways to promote their trade and cooperation proposals in different EU Member States or searching for model texts for contracts in international trade.

This guide tries to lead the user to relevant information sources where concrete answers can be found in the areas described above.

Users can select from the contents those topics which are important to them. The guide explains briefly which information sources offer information in a certain field and gives practical hints about the consultation of many interesting websites.

This Guide is realised with the support of the European Commission. The aim is to create for business support organisations and individual enterprises in Albania a sustainable way for identifying and consulting EU – related business information.

All users are welcome to send their suggestions for improving this Guide.

Meanwhile, we wish all users an efficient use of this “Guide”.

1. GENERAL INFORMATION ABOUT THE EUROPEAN UNION

- 1.1. European institutions and policies
- 1.2. Information and advice for businesses – Enterprise Europe Network (EEN)

1.1. EUROPEAN INSTITUTIONS AND POLICIES

The **European Union** (EU) represents a majority of European countries and citizens. It is a state-like political organisation, since it accepted to take on quite some sovereignty of its member states.

Its reason of existence – **making Europeans prosperous and peaceful** – led it to freeing trade within its borders. With products circulating wider and wider, Europeans appeared to grow mutually more curious, open and friendly. The confidence drawn from this experience inspired the EU actors to extend and intensify European cooperation and to speak with one strong voice for freeing trade worldwide.

The **main EU institutions** can be categorised as:

- governmental: the [European Commission](#)
- representative: the [European Parliament](#) (the citizens) and the [Council of the European Union](#) (the member states)
- judicial / audit: the [Court of Justice of the European Communities](#)
the [European Court of Auditors](#)

Also highly visible is the [European Council](#), a quarterly Member State meeting bringing together national presidents, prime ministers and the Commission president. It patronizes overall European policy and progress.

Other EU bodies with a specialised role are:

- the [European Economic and Social Committee](#)
- the [Committee of the Regions](#)
- the [European Central Bank](#)
- the [European Ombudsman](#)

The staff of Commission, Parliament and Council are organized into **Directorates General** (DGs). Each DG is headed by a Director General, reporting to a supervising member of the Commission. Together they are active in more than 30 **areas of policy**. Most relevant policy areas for this guide are: external trade, customs, taxation, internal market, consumer protection and environment.

[EUROPA](#), the portal website of the EU invites you to meet all EU players and activities. For your convenience, we present an **easy-reference manual**.

Information source 1: The EU at a glance

Website: http://europa.eu/abc/index_en.htm



Jump from stone to stone in this '**ABC of Europe**' to discover a [panorama](#), the [symbols](#), [countries](#), and [key facts](#). Don't skip the [guide to Eurojargon](#). It sheds light on darker EU terms as 'Council', 'third country' and 'subsidiarity'.

How to find info in this 'ABC of Europe'?

Step 1: login to the 'ABC' (click on the [link](#) above)

Step 2: move your mouse to an [icon](#) to produce a brief explanation of the topic ... and click

Information source 2: Overview of the policies

Website: http://europa.eu/pol/index_en.htm

If you want a **quick insight into** one of the 32 areas of **EU activity**, follow the steps.

Step 1: login to the 'overview' (click on the link above)

Step 2: select your policy of interest and click

For **legislation** or the **home page of a DG** concerned with the policy of your interest, follow the examples.

Example 1: 'I'm looking for the latest actions of DG External Trade.'

Step 1: login to the 'overview' (click on the link above) and click on 'External relations'

Step 2: click on 'More information'

Step 3: click on 'Commission – External Trade'

Now you have reached the [home page of DG external trade](#). The latest news is displayed at its focal point.

Example 2: 'I'm looking for information on anti-dumping rights on lamps in external trade between the EU and China.'

Step 1: follow step 1 till 3 of example 1

Step 2: click on 'Documents and publications'

Step 3: insert 'Anti-dumping measures list' in the box 'Document search – Keyword(s) optional'

Now you can open the Excel-document '[Anti-dumping and anti-subsidy measures list](#)' and verify in the alphabetic list of products which information is still valid regarding anti-dumping duties for lamps from China.

Information source 3: Channels for general questions

Website: http://europa.eu/geninfo/mailbox/index_en.htm

Receive a **personally assisted discovery** tour by phone, directly online, or by e-mail. Follow the steps.

Step 1: login (click on the link above)

Step 2: choose your most appropriate channel

Possibility 1: click on '[Europe Direct](#)' if you have a general question on the EU

Possibility 2: click on '[web assistance](#)' If you need help navigating through EUROPA

Possibility 3: click on a '[Contact Guide by European institution, Body and Agency](#)' to send an e-mail to a European institution or body

Step 3: phone, or mail to a selected contact address.

A. Note on languages

The EU likes to provide you with information in a familiar language. The EU now counts 23 official languages. The three current internal working languages of the EU are English, French and German.

1.2. INFORMATION AND ADVICE FOR BUSINESSES – ENTERPRISE EUROPE NETWORK (EEN)

The **Enterprise Europe Network**, launched in February 2008, is intended to help SMEs to develop their innovative potential and to raise their awareness on Commission policies.

Building on the strengths and achievements of the Euro Info Centres and the Innovation Relay Centres, this European Commission initiative offers entrepreneurs a one stop shop where they can seek advice and benefit from a wide range of easily accessible business support services in order to boost knowledge economy.

Small businesses, especially in their early stages, often do not have the resources to closely monitor the many different kinds of assistance EU programmes can provide. Nor are they always able to fully assess the innovative and market potential of their products or explore new business opportunities, particularly outside the areas they know well.

The Enterprise Europe Network bridges this gap. With more than 600 contact points in 52 countries, the network is the largest in Europe providing expertise and services for business. These are available to companies of all sizes irrespective of whether they are in manufacturing or services, although they are primarily directed at SMEs, research institutes, universities, technology centres and business and innovation development agencies.

Browse the Enterprise Europe Network website at:

http://www.enterprise-europe-network.ec.europa.eu/index_en.htm

Watch [videoclip](#)



'What can EEN members do for me?'

EEN members generally can support you in different ways. Example questions clarify each field of activity.

Field 1: Inform you on EU matters

- Examples*
- 'What is the latest legislation on maximum noise levels for manufacturing?'
 - 'Do I need to put CE marking on my products?'
 - 'Is there any financial aid available to support buying of new machinery or to produce a feasibility study for a joint venture?' How can the EU support my innovation and R&D investments?
 - 'Which safety standards exist for my machinery?'
 - 'When can I put the 'ECO label' on my products?'
 - 'How much import duty is there to be paid on wine imported into the EU from Chile?'

Field 2: Advise and assist you

- Examples*
- 'I need advice on public procurement, business co-operation, financing, market research and European legislation, ...'

- 'I need assistance to apply for Commission projects and to fulfil administrative formalities, ...'
- 'I need support in identifying potential business partners in other European countries, interesting trade fairs in my branch,...

HOW IS THE NETWORK STRUCTURED?

The Enterprise Europe Network is made up of around 70 consortia, each comprising a number of partner organisations. Each consortium delivers services within a specific geographic region. In a few regions, there is just one partner but most have several and some have over 20.

The Network is represented in over 40 countries. In addition to the EU Member States, candidate countries, potential candidate countries and EEA members, have signed cooperation agreements to participate in the CIP.

Who are Albanian EEN members?

Since 2012 a consortium composed of 4 Albanian organisations is official member of EEN. These organisations are:

Union of Chambers of Commerce and Industry of Albania – uccial.al

AIDA – aida.gov.al

AKTI – akti.gov.al

RBA - <http://www.rdatirana.al/>

Website of the Albanian Consortium: <http://een.al>

WHAT SERVICES DOES THE NETWORK OFFER?

The Enterprise Europe Network offers a comprehensive range of services for European SMEs and entrepreneurs, providing tailor-made solutions at any stage of a company's life cycle.

Typically, these services include:

- Providing information and practical advice on market opportunities, European legislation and policies relevant to a company or sector. This might be in direct response to an enquiry from a company or pro-actively via websites, newsletters, workshops or other information products;
- Helping SMEs to find suitable business partners using the business and technology cooperation databases available via the EACI;
- Providing information on tender opportunities and helping companies to bid for contracts, for example via workshops or seminars;
- Developing the research and innovation capacities of SMEs by helping to create links with universities and research institutes, foster technological cooperation, holding brokerage events and providing innovation support services;
- Helping SMEs to share research results, participate in research programmes and apply for funding, particularly from the EU's Seventh Framework Programme for Research & Development (FP7);
- Involving SMEs and other business organisations in the policy-making process, in particular by providing feedback to the Commission on problems encountered with existing rules and encouraging companies to give input on forthcoming legislation.

2. Importing goods into / from the European Union

- 2.1. Product code numbers and import duties
- 2.2. Customs documents
- 2.3. Import tariff quotas
- 2.4. Anti-dumping measures
- 2.5. Rules of origin
- 2.6. Import licences for textile and steel
- 2.7. Customs and security
- 2.8. Sustainable International Trade

2.1. PRODUCT CODE NUMBERS AND IMPORT DUTIES

'As an exporter from outside the EU, I want to export goods to the EU.'

'As an importer, established in a Member State, I want to import goods into the EU.'

'Where can I find information about customs code numbers for products and corresponding import duty tariffs?'

For an answer to these questions, look into the two websites presented below.

Information source 1: TARIC database of the European Commission

Website: http://ec.europa.eu/taxation_customs/dds/tarhome_en.htm

To **find info** in the TARIC database, follow the example.

Example: What is **the customs code** for *wooden kitchen furniture*?
What is **the import duty** to be paid for imports in the EU for such goods produced in Moldova?

Step 1: login to [TARIC Home Page](#)

Step 2: search the relevant customs code (= Taric code) via one of the two ways

1. via the browse function (= a search through a hierarchical list) or
2. via the advanced search function (= a search via a description of the product)

Possibility 1: searching a product code from the hierarchical list

- click on 'browse' in order to arrive at the Taric table of Contents
- select 'section XX Miscellaneous manufactured articles'
- select 'chapter 94 Furniture ...'
- select '9403 Other furniture and parts thereof'
- select '9403 40 Wooden furniture of a kind used in the kitchen'
- select '9403 40 10 Fitted kitchen units'
- select '9403 40 10 90'
- consult import tariff information for this product with Albania as country of origin

Possibility 2: searching a product code via a description of a product

- click on 'advanced search'
- enter a relevant description of your product (e.g. 'kitchen' or 'furniture')
- enter 'kitchen' under 'Search text' and 'Albania' under 'Country of origin' and click on 'Retrieve measures'
- select '9403 40 10 90' from the displayed list
- consult import tariff information for this product with Albania as country of origin

Information source 2: Export Helpdesk for developing countries (Import tariffs)

Website: <http://exporthelp.europa.eu/>



To **find info** in the Export Helpdesk follow the steps.

Step 1: login to the helpdesk (click on the link above)

Step 2: go to the *Import Tariffs Input Form* by clicking on '[Import Tariffs](#)'

Step 3: In this form, enter:

- a) a product code (or find it via 'browse' or 'search')
- b) a country of origin (needed for preferential tariffs)
- c) a simulation date (you can go back as far as 1 January 2002)

Step 4: click 'view'

Here you find the appropriate import duty rate and comments.

Optional step: read the detailed [Helpdesk's User Guide](#), section 'import tariffs'

Additional information source: 'Binding Tariff Information' (BTI) service

Website: http://ec.europa.eu/taxation_customs/common/databases/ebti/index_en.htm

If you are **still in doubt** about the correct tariff classification, customs authorities of the Member States can provide you with one that is legally binding. It is generally free of charge, but must comply with certain conditions.

Step 1: read the [General Information](#) (click)

Step 2: fill out the [application form](#) (click)

Step 3: send it to one of the competent [customs authorities](#) (click)

2.2. CUSTOMS DOCUMENTS

'I have made the decision to import certain goods in the EU. Which import documents do I have to use?'

For an answer to this question, look into the web pages presented below.

Information source 1: Export Helpdesk for developing countries (Requirements and Taxes)

Website: <http://exporthelp.europa.eu/>



To **find info** in the Export Helpdesk for developing countries follow the steps.

Example: Which **documents** are required **for importing** *toffees and caramels* produced in Serbia?

Step 1: login to the helpdesk (click on the link above)

Step 2: go to the *Requirements and Taxes Input Form* by clicking on '[Requirements and Taxes](#)'

Step 3: in this Input Form complete three fields

1. the product code (e.g. '17049075' to be found via 'browse' or via 'search')
2. the country of origin (e.g. 'Serbia' to be selected from the drop down menu)
3. the country of destination ('e.g. Luxembourg' to be selected from the drop down menu)

Step 4: click 'view' to see the Requirement List

Step 5: click at the end of each requirement line to learn more about it

Example: This product being a foodstuff, it needs *Labelling for foodstuffs*. In this line click on 'EU/LU' to open a new window listing the relevant labelling requirements.

Optional step: read the detailed Helpdesk's [User Guide](#) (click), section 'requirements and taxes'.

Information source 2: Export Helpdesk for developing countries (Preferential Arrangements)

Website: <http://exporthelp.europa.eu/>

The logo for the Export Helpdesk for developing countries. It features the words "EXPORT" and "HELPDESK" in large, bold, white capital letters on a dark blue background. Below "HELPDESK" is the phrase "for developing countries" in a smaller, white, lowercase font.

'I want to know more about the different **trade regimes** available **for developing countries**. What **documents** do these regimes require for preferential duty treatment?'

Step 1: login to the Export helpdesk (click on the link above)

Step 2: click on "[Preferential Arrangements](#)"

Step 3: find out for which of the preferential regimes a non-EU country qualifies:

Possibility 1: for GSP, click on "[Generalised system of preferences \(GSP\)](#)"

Possibility 2: for ACP countries, click on "[Preferential duty regime for African, Caribbean and Pacific States \(ACP\)](#)"

Possibility 3: for FTA, click on "[Free Trade Agreements](#)" and find a list of relevant countries

This list includes: Albania, Bosnia and Herzegovina, Montenegro, the Former Yugoslav Republic of Macedonia and Serbia

Possibility 4: for ATP, click on "[Autonomous Trade Preferences](#)" (covers currently only Kosovo and Moldova)

Step 4: find out the documentary requirements under your preferential regime:
Click on "[Documents you need to qualify for preferential agreements](#)".

See example on the next page.

Example

Preferential arrangements

Documentary requirements under the Association and Stabilisation Agreement between the European Community, of the one part, and Montenegro, of the other part

According to [Protocol 3](#) of the Agreement concerning the Definition of the Concept of "originating products" and method of administrative cooperation, products originating in Montenegro shall benefit from the preferential duty rates foreseen upon submission of either a movement certificate EUR.1 or an invoice declaration

Click the link below to see a specimen of the documents.

1. [Movement certificate EUR.1](#)

A movement certificate EUR.1 is issued by the customs authorities of the exporting country. The exporter applying for the issue of this document shall be prepared to submit, at the request of the customs authorities of the exporting country, all appropriate documents proving the originating status of the products concerned.

2. [Declaration by the Exporter](#)

An invoice declaration may be made out:

- a) by any exporter for any consignment consisting of one or more packages containing originating products total value of which does not exceed € 6 000,
- or
- b) by an approved exporter specifically authorized by the customs authorities of the exporting country irrespective of the value of the products concerned.

Approved exporter

An approved exporter is an exporter who has met certain conditions stipulated in article 23 of Protocol 3 and imposed by the customs authorities and who is allowed to make out invoice declarations. Just as the customs authorities can grant that status, they can also withdraw it if the exporter misuses or abuses the authorisation. The procedures attached to granting "approved exporter" status depend on national provisions.

The exporter making out an invoice declaration shall be prepared to submit, at the request of the customs authorities of the exporting country, all appropriate documents proving the originating status of the products concerned.

An invoice declaration shall be made out by the exporter by typing, stamping or printing on the invoice, the delivery note or another commercial document, the declaration, the text of which appears in Annex IV to Protocol 3 using one of the linguistic versions set out in that Annex and in accordance with the provisions of the domestic law of the exporting country.

Invoice declarations shall bear the original signature of the exporter in manuscript. However, an approved exporter may be exempted from this rule, provided that he gives the customs authorities of the exporting country a written undertaking that he accepts full responsibility for any declaration identifying him.

3. Period of validity of proof of origin

The period of validity is four months.

Exemptions from the requirement to present proof of origin

The submission of a proof of origin is not required when the total value of the imported products does not exceed € 500 in case of small packages or € 1 200 in case of products forming part of travellers' personal luggage.

2.3. IMPORT TARIFF QUOTAS

'Goods imported in the EU can benefit sometimes from a lower import tariff but this advantage is limited to a certain quantity of a product. How to find info about such tariff quotas?'

For an answer to this question, look into the website presented below.

Information source : AUTONOMOUS TARIFF QUOTAS - database of the European Commission

Web address http://ec.europa.eu/taxation_customs/dds/qothome_en.htm

Introduction

Tariff quotas

Tariff quotas approved on the basis of Article 26 of the EC Treaty constitute an exception to the normal state of affairs since they permit, during the period of validity of the measure and for a limited quantity, the total (total suspension) or partial waiver (partial suspension) of the normal duties applicable to imported goods (antidumping duties are not affected by these suspensions).

Preferential

In the framework of several agreements that the European Community has concluded with third countries, as well as in the framework of autonomous preferential arrangements for some beneficiary countries, tariff concessions are provided for a pre-determined volume of goods. These tariff concessions are called "preferential tariff quotas".

Within these preferential tariff quotas, a predetermined volume of goods originating in a specified country can benefit at import into the Community from a more favourable rate of duty than the normal third countries duty mentioned in the combined nomenclature. Entitlement to benefit from preferential tariff quotas is of course subject to presentation of the necessary evidence of origin.

Autonomous

As stated already for suspensions, for some economic sectors, it is necessary to stimulate competition by low tariffs, as we find in numerous industrial sectors.

Their role is to stimulate economic activity of Community industries, improving competitive capacity, creating employment, modernising structures etc.

They are normally granted to raw materials, semi-finished goods or components not available in the EU (suspensions) or which are available but in insufficient quantities (tariff quotas), **but no tariff quotas are granted for finished products**.


A request to open an autonomous tariff quota may be presented as such or result from the examination of a suspension request. In this connection, account will be taken, where appropriate, of consequential damage to any new production and of any manufacturing capacity, which could be made available in the Community or in a third country with preferential tariff arrangements.

When identical, equivalent or substitute products are manufactured in sufficient quantities within the EU or by producers in a third country with preferential tariff arrangements, the granting of a quota is normally excluded. The same applies where the measure could result in a distortion of competition in respect of the final products.

Council Regulation 2505/96 (tariff quotas) establishes the list of goods subject to these measures. It is regularly amended (in January and July each year) to take into consideration new requests presented by the Member States.

More information and forms can be found in the Commission Communication concerning autonomous tariff suspensions and quotas (Official Journal C 128 of 25/04/1998, p. 2) and in Council Regulation 2505/96 and its last amendment (Official Journal L 003 of 07/01/2010, p. 1).

Management

Most tariff quotas are managed by the Commission's Directorate-General responsible for Taxation and Customs Union on a 'first-come first-served' basis irrespective of where the goods are imported into the EU. The legal provisions governing the management of these tariff quotas are contained in Articles 308a to 308c of Regulation (EEC) No 2454/93  laying down provisions for the implementation of the Community Customs Code.

Information about the current balances of those tariff quotas which are managed on a first-come first-served basis is available on-line.

Agricultural

Some tariff quotas are managed by the Commission's Directorate-General responsible for Agriculture and Rural Development through a system of import licences. Various Council and Commission Regulations contain the specific provisions for the management of these tariff quotas.

Database

For up to date information on tariff quotas and ceilings in force, the Commission developed a database. You can find in it the current situation of:

- Community tariff quotas, managed on a first-come first-served basis
- Community tariff ceilings, related to imports from certain origins

Each tariff quota or tariff ceiling is identified by a six-figure order number

To **find info** in the TARIFF QUOTAS – database follow the next steps.

Example: import of sardines in olive oil from Albania.

Search the tariff quotas in force via one of the following two ways:

If you know the Order Number, you can find this info directly in the [AUTONOMOUS TARIFF QUOTAS - database](#)

If you don't know the Order Number, search first the customs code no. in the [TARIC - database](#)

Possibility 1: open the tariff quotas - database via the web page '[Tariff quota consultation](#)'

- select the country of origin (e.g. Albania) from the drop-down menu
- complete the order number box (e.g. type '091504')
- click on 'search' and consult the tariff quota details for this specific case

Possibility 2: open the customs tariff database ([TARIC](#))

- search the customs code no. via the 'browse' or 'advanced search' functions and find then product code no. 1604131100
- select the country of origin (e.g. Albania) from the drop-down menu
- click on 'Retrieve measures'
- click on the Order number 091504
- consult on this page the information about the current tariff quota balance.

For more detailed information on tariff quotas and tariff ceilings:

- contact the Commission's tariff quota service (TAXUD-B-5) at fax No (32 2) 296 33 06
- contact customs authorities of the Member States.

A number of Community tariff quotas, in particular for certain agricultural products, are managed on another basis than first-come first-served. Information about the current situation of these tariff quotas can be obtained from the Commission services responsible.

2.4. ANTI-DUMPING MEASURES

'What are anti-dumping measures?'

'Which anti-dumping measures does the EU consider against aluminium foil from Brazil?'

'How high are the rates of these anti-dumping measures? How are they calculated?'

For an answer to anti-dumping questions, look into the websites presented below.

Information source 1: European Commission – Summaries of EU legislation
(summary of anti-dumping rules)

Web address: http://europa.eu/legislation_summaries/alphabetical_index/index_a_en.htm

To find a summary of the anti-dumping legislation, follow the steps.

Step 1: login to the database on Summaries of EU legislation (click on the link above)

Step 2: select '[anti-dumping measures](#)' from the Alphabetical Index

Step 3: consult here an outline of the procedures, applied by the DG External Trade, to identify cases where it will apply anti-dumping duties

To structure your reading, get a first idea of the EU-approach of anti-dumping measures below. The EU-measures will not be applied unless three main application-conditions have been tested.

Condition 1: Dumping must be assessed (and)

Condition 2: Injury to the Community industry must be proven (and)

Condition 3: The injury must be the result of that particular dumping practice.

Test 1: A product is being dumped when its price within the country of export is higher than its export price.

Test 2: Injury is measured by (sudden) fluctuations in volume, price, market share, ...

Test 3: The injury must be assessed for the like product of the community industry. Known factors other than the dumped imports which at the same time are injuring the Community industry must also be examined.

Legal framework

Council Regulation (EC) No 384/96 of 22 December 1995 on protection against dumped imports from countries not members of the European Community [Official Journal L 56, 06.03.1996].

Amended by the following acts:

Council Regulation (EC) No 2331/96 of 2 December 1996 (Official Journal L 317, 06.12.1996);

Council Regulation (EC) No 905/98 of 27 April 1998 (Official Journal L 128, 30.04.1998);

Council Regulation (EC) No 2238/2000 of 9 October 2000 (Official Journal L 257, 11.10.2000);

Council Regulation (EC) No 1972/2002 of 5 November 2002 (Official Journal L 305 of 07.11.2002);

Council Regulation (EC) No 461/2004 of 8 March 2004 (Official Journal L 77 of 13.03.2004).

Council Regulation (EC) No 2117/2005 of 21 December 2005 (Official Journal L 340 of 23.12.2005).

Information source 2: European Commission – DG Trade

Web address: <http://ec.europa.eu/trade/tackling-unfair-trade/trade-defence/>

To **find general info** about anti-dumping measures, follow the steps.

Step 1: login to the web page on 'Tackling Unfair Trade - Trade Defense' (click on the link above)

Step 2: click on '[Anti-Dumping](#)' and find information about

- anti-dumping legislation
- conditions
- complaints
- investigations
- measures
- monitoring
- reviews
- refunds

To **find info about anti-dumping measures for specific products**, follow the steps.

Step 1: login to the web page on '[Anti-Dumping](#)'

Step 2: click on '[Documents and publications on this subject](#)' and then on '[Anti-dumping and anti-subsidy measures list](#)'

Step 3: select from the list the appropriate product (e.g. aluminium foil from Brazil) and click on the hyperlinks in columns "Provisional measures", "Definitive measures" and "Termination" for further info.

2.5. RULES OF ORIGIN

'Which countries have preferential trade arrangements with the EU?

'How can an exporter/importer give a proof of the country of origin in order to benefit of a preferential import tariff when goods are imported in the EU ?'

'Where can he find info about the rules for determining the country of origin?

For an answer to these questions, look into the websites presented below.

Information source 1: European Commission – Taxation and Customs union – Rules of Origin

Web address: http://ec.europa.eu/taxation_customs/customs/customs_duties/rules_origin/index_en.htm

For goods imported into one of the EU countries (*Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Greece, Spain, France, Ireland, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, The Netherlands, Austria, Poland, Portugal, Slovenia, Slovakia, Finland, Romania, Sweden and the United Kingdom*), the country of origin will determine the preferential trade arrangement(s) that might apply to them.

Besides bilateral trade agreements with [others](#) these arrangements concern:

the Countries of [Africa, the Caribbean and the Pacific \(ACP\)](#), customs unions with [Andorra](#), [Turkey](#) and [San Marino](#), [European Economic Area \(EEA\)](#), [System of Pan-Euro-Mediterranean cumulation](#), [Generalised System of Preferences](#), [Latin America](#), [The Overseas Countries and territories\(OCT\)](#), [South Africa](#) and [Western Balkans](#). Click on these regimes for a legible clarification.

Example

Western Balkans

- [General introduction](#)
- [Albania, Bosnia and Herzegovina, Serbia and Montenegro](#)
- [Croatia](#)
- [Former Yugoslav Republic of Macedonia](#)

General introduction

Albania, Bosnia and Herzegovina (BiH), Croatia, the former Yugoslav Republic of Macedonia(fYRoM) and Serbia and Montenegro (S&M) are the five countries commonly referred to by the term 'western Balkans'. These countries are all part of the Stabilisation and Association process, which offers the prospect of membership of the European Union once conditions have been met.

At present, there are two distinct types of arrangements with the countries in the western Balkans, which all benefit from exceptional trade measures granting them free access to the Community market for almost all products, with only a few exceptions. In the case of Albania , Bosnia and Herzegovina and Serbia and Montenegro , this very favourable treatment results from the application of regulations introducing autonomous trade measures (ATMs). As for Croatia and the former Yugoslav Republic of Macedonia , it results from the implementation of Stabilisation and Association Agreements.

Albania, Bosnia and Herzegovina, Serbia and Montenegro

Legal framework

The autonomous trade measures (ATMs) currently applied to Albania, Bosnia and Herzegovina and Serbia and Montenegro were initially introduced by [Council Reg. \(EC\) No. 2007/2000](#) of 18.9.2000 (OJ L 240, 23.9.2000). This was last amended by Commission Reg. (EC) No. 607/2003 of 2.4.2003 (OJ L86, 3.4.2003).

The applicable rules of origin are contained in Articles 66 and 98 to 123, and in Annexes 14, 15, 21 and 22, of [Commission](#)

[Reg. \(EC\) No. 2454/93](#) (CCIP), as amended by Regulations (EC) No 1602/2000, No 444/2002 and No 881/2003. The list rules are contained in Annex 15 CCIP, as amended by Regulation (EC) No 881/2003.

Specific provisions

NOTICE: These specific provisions only contain information on cases where the rules of the particular arrangement differ from the common provisions, or where these common provisions need to be complemented. Therefore, always check the [common provisions](#) too.

Cumulation

Bilateral cumulation is applied in one direction only, i.e. Albania, BiH or S&M can further process products originating in the EC just as if they had originated in their own country (Article 98). The same is not possible for the Community.

Minimal operations

The list of minimal operations is contained in Article 101, as amended by Regulation (EC) No 881/2003.

General tolerance rule

The level of the general tolerance for non-textile products is set at 10% (Article 102).

No drawback rule

There is no prohibition of drawback.

Proof of origin

The proof of originating status can be made by presentation of either a movement certificate EUR.1 or an invoice declaration (Article 109).

The normal proof of origin is the movement certificate EUR.1 (Articles 110 to 115). The invoice declaration can be made out by any exporter for goods whose total value does not exceed € 6 000, but only by an approved Community exporter if that value is exceeded (Articles 116 and 117).

The period of validity of any proof of origin is 4 months.

Approved exporter

Only the customs authorities in the Community can grant "approved exporter" status (Article 117). This is not possible for Albania, BiH or S&M.

Croatia

Legal framework

The [Stabilisation and Association Agreement](#) (SAA - OJ L 26, 28/1/2005, p. 3) between the EU and Croatia entered into force on 1 February 2005. An Interim Agreement on trade and trade-related matters applied from 1 January 2002.

The applicable rules of origin are contained in [Protocol 4 to the SAA](#) (p. 124 in the same OJ), as amended by the [Protocol to the SAA](#) (OJ L 26, 28/1/2005, p. 222) concluded between the EU and Croatia to take account of the accession of 10 new EU Member States from 1 May 2004. The list rules are contained in Annex II to Protocol 4.

Specific provisions

NOTICE: These specific provisions only contain information on cases where the rules of the particular arrangement differ from the common provisions, or where these common provisions need to be complemented. Therefore, always check the [common provisions](#) too.

Cumulation

Bilateral cumulation applies to materials originating in each of the parties (Articles 3 and 4).

General tolerance rule

The level of the general tolerance for non-textile products is set at 10% (Article 6).

Minimal operations

The list of minimal operations is contained in Article 7.

Principle of territoriality

Derogation from the principle of territoriality applies to all products except textiles (Article 12), but is limited to 10% total added value acquired outside the territories of the parties.

No drawback rule

A general prohibition of drawback applies (Article 15). However, Croatia is allowed to apply a partial drawback with flat rates

(5% for products of HS Chapters 25 to 49 and 64 to 97, and 10% for products of HS Chapters 50 to 63, i.e. textiles) until 31/12/2005 .

Proof of origin

Originating products can benefit from preferential treatment at import into the Community or in Croatia upon submission of either a movement certificate EUR.1 or an invoice declaration (Article 16).

The normal proof of origin is the movement certificate EUR.1 (Articles 17 to 20). The invoice declaration can be made out by any exporter for goods whose total value does not exceed € 6 000 or by an approved exporter if that value is exceeded (Articles 21 and 22).

The period of validity of any proof of origin is 4 months (Article 23).

Former Yugoslav Republic of Macedonia

Legal framework

The [Stabilisation and Association Agreement](#) (SAA - OJ L 84, 20/3/2004, p. 13) between the European Community and fYRoM entered into force on 1 April 2004. An Interim Agreement on trade and trade-related matters applied from 1 June 2001.

The applicable rules of origin are contained in [Protocol 4 to the SAA](#) (p. 108 in the same OJ), as amended by the [Protocol to the SAA](#) (OJ L 388, 29/12/2004, p. 3) concluded between the EU and fYRoM to take account of the accession of 10 new EU Member States from 1 May 2004. The list rules are contained in Annex II to Protocol 4.

Specific provisions

NOTICE: These specific provisions only contain information on cases where the rules of the particular arrangement differ from the common provisions, or where these common provisions need to be complemented. Therefore, always check the [common provisions](#) too.

Cumulation

Bilateral cumulation applies to materials originating in each of the parties (Articles 3 and 4).

General tolerance rule

The level of the general tolerance for non-textile products is set at 10% (Article 6).

Minimal operations

The list of minimal operations is contained in Article 7.

No drawback rule

A general prohibition of drawback applies (Article 15). However, fYRoM is allowed to apply a partial drawback with flat rates (5% for products of HS Chapters 25 to 49 and 64 to 97, and 10% for products of HS Chapters 50 to 63, i.e. textiles) until 31/12/2005 .

Proof of origin

Originating products can benefit from preferential treatment at import into the Community or in fYRoM upon submission of either a movement certificate EUR.1 or an invoice declaration (Article 16).

The normal proof of origin is the movement certificate EUR.1 (Articles 17 to 20). The invoice declaration can be made out by any exporter for goods whose total value does not exceed € 6 000 or by an approved exporter if that value is exceeded (Articles 21 and 22).

The period of validity of any proof of origin is 4 months (Article 23).

Some countries benefit from more than one arrangement. This simply means that the most beneficial arrangement can be applied.

This web page on rules of origin is divided into four main parts:

- [Introduction](#)
- [Non-preferential origin](#)
- [Preferential origin](#)
- [Customs Unions](#) (with Turkey, Andorra and San Marino)

Non-Preferential Origin

Introduction

Non-preferential rules are used for all kinds of commercial policy measures, like, for instance, anti-dumping duties and countervailing duties, trade embargoes, safeguard and retaliation measures, quantitative restrictions, but also for some tariff quotas, for trade statistics, for public tenders, for origin marking, and so on. In addition, the EU's export refunds in the framework of the Common Agricultural Policy are often based on non-preferential origin.

WTO Harmonisation

WTO members have agreed to harmonise the non-preferential rules of origin. For that purpose the Agreement on Rules of Origin of Marrakesh (1994) established a work programme (HWP).

General aspects of preferential origin

Introduction

Preferential origin is conferred on goods from particular countries, which have fulfilled certain criteria allowing preferential rates of duty to be claimed.

Common provisions

While the provisions of the individual arrangements may vary in certain details, most preferential origin arrangements have a number of common provisions.

Legal framework(s) for preferential origin

Each individual arrangement has its own legal base.

List Rules

List of working or processing required to be carried out on non-originating materials in order that the product manufactured can obtain originating status.

List of preferential arrangements

1) Generalised System of Preferences

Facility granted unilaterally to developing countries including the 'Everything but arms initiative' for Least Developed Countries.

2) European Economic Area

The EEA (EC, Iceland, Norway and Liechtenstein) is considered as a single territory with a common EEA originating status.

3) System of Pan-Euro-Mediterranean cumulation

A system of Pan-Euro-Med cumulation of origin is an extension of a previous system of Pan-European cumulation. It therefore operates between the EC and the Member States of the European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland) and Turkey and countries which signed the Barcelona Declaration, namely Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia and the Palestinian Authority of the West Bank and Gaza Strip. Faroe Islands have been added to the system as well.

4) Western Balkans

Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia and Serbia and Montenegro.

These countries are all part of the Stabilisation and Association process.

5) The Countries of Africa, the Caribbean and the Pacific (ACP)

The trade preferences available to the 77 African, Caribbean and Pacific States.

6) The Overseas Countries and Territories (OCT)

The EC grants unilateral trade preferences to the OCTs. These are constitutionally linked to four of the Member States (Denmark, France, the Netherlands and the United Kingdom).

7) South Africa

The bilateral Trade Development and Co-operation Agreement establishes a free trade area between the EC and South Africa.

8) Latin America

Agreements with Mexico and Chile.

9) Others

Faroe Islands, Ceuta and Melilla.

It also contains: [Frequently Asked Questions](#)

To **find info about rules of origin**, follow the steps.

Step 1: click on '[List of non-EU countries](#)' in order to find out which preferential arrangement(s) appl(y)ies to trade with a certain country.

Step 2: read in the [Introduction](#) the info about the meaning of origin and how [Binding Origin Information](#) (BOI) can help you.

Step 3: consult a '[checklist](#)' in order to determine which section of the website is relevant to your problem or question.

Information source 2: European Commission – Export Helpdesk for developing countries

Web address: <http://exporthelp.europa.eu/>

The logo for the Export Helpdesk for developing countries. It features the words "EXPORT" and "HELPDESK" in large, bold, white capital letters on a dark blue background. Below "HELPDESK", the words "for developing countries" are written in a smaller, white, lowercase font.

To **find info about rules of origin**, follow the steps.

Step 1: login to website of Export Helpdesk (click on the link above)

Step 2: click on '[Preferential arrangements](#)'.

Step 3: select a **preferential trade regime** and enter a **product code**.

Step 4: click on "view" and find info about working or processing, carried out on non-originating materials, which confers originating status.

Information source 3: European Commission - DG Taxation and Customs Union (DG TAXUD)

Companies can also contact the European Commission's services on matters relating to the interpretation of rules of origin in international trade.

Contact address: European Commission
Directorate General Taxation and Customs Union (DG TAXUD).
Unit B4 – Rules of origin
B – 1049 Brussels
E-mail: consult the [organisation chart](#)

2.6. IMPORT LICENCES FOR TEXTILES AND STEEL

'Which quota and licences concern the import of textiles, footwear and steel in the EU?'

For an answer to this question, look into the website presented below.

Information source: European Commission – Trade Issues - SIGL

Website: <http://trade.ec.europa.eu/sigl/>

The SIGL website provides information on quota levels for imports of clothing, footwear and steel products applied in the European Community.

1. Textile products

Step 1: login to the [SIGL](#) web page of DG Trade (click on the link above)

Step 2: click on '[Textiles search](#)' for figures – per product category and country of origin - on quota levels, licensed quota at Member State level and % of quota levels used

2. Steel products

Step 1: login to the [SIGL](#) web page of DG Trade (click on the link above)

Step 2: click on '[Steel search](#)' for figures – per product category and country of origin - on quota levels, licensed quota at Member State level and % of quota levels used

3. Footwear

Step 1: login to the [SIGL](#) web page of DG Trade (click on the link above)

Step 2: click on '[Footwear](#)' for figures – per product category and country of origin - on quota levels, licensed quota at Member State level and % of quota levels used

2.7. Customs and security

2.7.1. AEO – Authorized Economic Operator

2.7.2. EORI – Economic Operators Registration and Identification Number

2.7.3. Transfers of dual-use goods between EU countries

2.7.1. AEO – Authorized Economic Operator

'How can economic operators apply for an AEO status with the aim either to have easier access to customs simplifications or to be in a more favourable position to comply with security requirements?'

For an answer to this question, look into the website presented below.

Information source: European Commission – DG Taxation and Customs Union

Website: http://ec.europa.eu/taxation_customs/customs/policy_issues/customs_security/aeo/index_en.htm



Authorised Economic Operator (AEO) status is granted by Member States to economic operators. AEO status can be granted to any economic operator established in the EU that meets the following common criteria stipulated in customs law.

- An appropriate record of compliance with customs requirements;
- A satisfactory system of managing commercial and, where appropriate, transport records, which allows appropriate customs controls;
- Proven financial solvency;
- Where applicable, appropriate security and safety standards.

The security type of AEO certificate will allow their holders to benefit from facilitations with regard to customs controls relating to security.

Economic operators who wish to apply for AEO status should apply to an [AEO competent customs authority](#). The competent customs authority informs all Member States by uploading the application in the AEO system. This computerised system allows customs authorities to upload AEO applications and certificates, to exchange information and to consult another Member State when required by legislation.

Contact points:

For further information related to specific EU Member States please contact the appointed [contact points in the Member States' customs authorities \(pdf 51.0 KB\)](#) .

A list with AEO can be consulted at an [electronic database](#).

2.7.2. EORI – Economic Operators Registration and Identification Number

'Where can we obtain our EORI number which we need for fulfilling our obligations towards customs authorities?'

For an answer to this question, look into the website presented below.

Information source: European Commission – DG Taxation and Customs Union

Website: http://ec.europa.eu/ecip/security_amendment/who_is_concerned/index_en.htm



As part of the '**Safety and Security Amendment**' to the Community Customs Code a single registration number for economic operators that engage in customs activities has been mandatory since 1 July 2009. The number is called '**Economic Operators Registration and Identification number**' (**EORI**). See also [EORI database web page](#).

For economic operators EORI should reduce the administrative burden and simplify procedures, and for customs officers it should facilitate the identification of security risks and streamline procedures.

A list with valid EORI nos. can be consulted at an [electronic database](#).

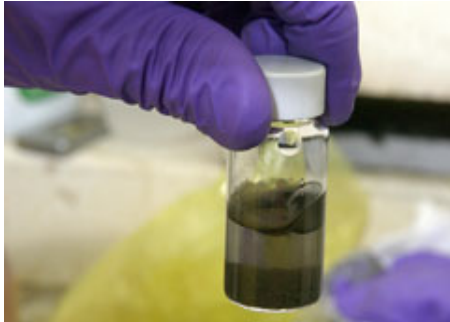
2.7.3. Transfers of dual-use goods between EU countries

'Which rules do we have to apply in case of sending dual-use goods to other EU Member States?'

For an answer to this question, look into the website presented below.

Information source: European Commission – DG Trade

Website: <http://ec.europa.eu/trade/creating-opportunities/trade-topics/dual-use/>



Dual use goods are products and technologies normally used for civilian purposes but which may have military applications

Export controls on dual-use goods

Goods and technologies are considered to be dual-use when they can be used for both civil and military purposes.

Dual-use export controls in the EU

The EU export control regime is governed by [Regulation 428/2009](#). The list of controlled dual-use items is set out in Annex I to Regulation 428/2009. Items not listed in Annex I may also be subject to export controls under certain conditions specified in the Regulation.

Under the EU regime, *controlled items may not leave the EU customs territory without an export authorisation*. Additional restrictions are also in place concerning the provision of brokering services with regard to dual-use items and concerning the transit of such items through the EU.

There are four types of export authorisations:

- 1) **Community General Export Authorisations (CGEAs)** – cover exports of most controlled items to USA, Canada, Japan, Australia, New Zealand, Switzerland, Norway. There is a proposal to create [new CGEAs](#) to simplify the current system with regard to exports of certain items to low-risk destinations.
- 2) **National general export authorisations (NGAs)** – may be issued by individual EU countries, provided that they:
 - do not conflict with existing CGEAs
 - do not cover any of the items listed in part 2 of Annex II to Regulation 428/2009

France, Germany, Greece, Italy, Sweden, the Netherlands, and the UK currently have these authorisations. NGAs are published in the official journal of the issuing country.

- 3) **Global authorisations** – are granted by individual EU countries to one exporter and cover one or more items to one or more countries/end users.
- 4) **Individual licenses** – are granted by individual EU countries to one exporter and cover exports to one end user.

Transfers of dual-use goods between EU countries

Dual-use items may be traded freely within the EU except for those listed in Annex IV to Regulation 428/2009, which are subject to prior authorisation. Suppliers wishing to apply for authorisation should contact the [competent national authorities](#) for details of what information must be supplied.

Additional items may be subject to export controls

National authorities may require export controls on unlisted dual-use items (see Articles 4 & 8 of Regulation 428/2009). Exporters should therefore refer to their relevant national rules and check the situation with regard to their specific transactions. Such ad-hoc controls may apply where there is a risk that an export to a specific end-user might be diverted for use in a weapon of mass destruction, in violation of an embargo or in certain other situations specified in the Regulation.

Specific national rules

Individual EU countries may keep in place certain specific national rules. Such rules can apply to additional items to be controlled (Articles 4 & 8). They can require goods to be checked at specific border points (Article 17). They can introduce additional checks inside the EU (Article 11).

International export control regimes






The EU list of controlled items is based on control lists adopted by international export control regimes – the Australia Group (AG), the Nuclear Suppliers Group (NSG), the Wassenaar Arrangement and the Missile Technology Control Regime (MTCR). The European Commission is a member of the Australia Group and of the Nuclear Suppliers Group.

Situation in candidate countries for EU membership

Turkey, Croatia and the Former Yugoslav Republic of Macedonia are required to apply the EU regime, and the EU is actively promoting Croatia's membership in all the regimes to which it is applying (Croatia is already member of Wassenaar and Nuclear Supplier's Group).

EU restrictive measures to third countries

Further to the adoption by the UN of the Resolution 1929 (2010), the Council has adopted on 26 July 2010 a common position repealing CP 2007/140/ CFSP. The European Commission services are currently working on a proposal for a Council Regulation based on Article 215 in order to implement this new Common Position.

- [Adoption by the UN of the Resolution 1929 \(2010\)](#) 
- [Council common position 2007/140/CFSP](#) 
- [COUNCIL REGULATION \(EU\) No 567/2010 of 29 June 2010 amending Regulation \(EC\) No 329/2007 concerning restrictive measures against the Democratic People's Republic of Korea](#) 
- [COUNCIL REGULATION \(EC\) No 423/2007 of 19 April 2007 concerning restrictive measures against Iran](#) 
- [COUNCIL DECISION of 26 July 2010 concerning restrictive measures against Iran and repealing Common Position 2007/140/CFSP](#) 

Links

From the European Union

- [Enlargement](#)
- [Taxation and Customs Union](#)
 - [Custom controls and security](#)
 - [Correlation list between TARIC and the Dual use Annex of the Regulation 428/2009](#)
 - [Combined nomenclature, TARIC information, TARIC 2007](#)
 - [Database to facilitate the classification of chemicals, ECICS](#)
 - [TARIC 2 Information Report - Footnotes as of 04/09/2009](#)
- [Euratom](#)
- [Secretariat of the Council of the European Union](#)




Websites of Member States:

- [Austria](#)
- Belgium: the [Brussels Capital Region](#), the [Flanders Region](#) and the [Walloon Region](#)
- [Bulgaria](#)
- [Cyprus](#)
- [Czech Republic](#)
- Denmark: [Ministry of Economic and Business Affairs](#) and [National Agency for Enterprise and Construction](#)
- Estonia : [eten](#)
- [Finland](#)
- [France](#)
- [Germany](#)
- [Greece](#)
- [Hungary](#)
- [Ireland](#)
- [Italy](#)
- [Latvia](#)
- [Lithuania](#)
- [Luxemburg](#)
- [Malta](#)
- [Netherlands](#)
- [Poland](#)
- [Portugal](#)
- [Romania](#)
- [Slovakia](#)
- Slovenia: [Ministry of the Economy](#) and [National Chemicals Bureau](#)
- [Spain](#)
- Sweden: [Swedish Inspectorate of Strategic Products](#) and [Swedish Nuclear Power Inspectorate](#)
- [United Kingdom](#)

International export control fora :

- [Wassenaar Arrangement](#) (export control regime relevant for conventional weapons and dual use items)

related to conventional weapons)

- [Australia group](#)  (export control regime relevant for dual use biological and chemical items)
- [Missile Technology Control Regime \(MTCR\)](#) 
- [Nuclear Suppliers Group \(NSG\)](#) 

International organisations in charge of disarmament and non proliferation

- [International Atomic Energy Agency \(IAEA\)](#) 
- [Organisation for the Prohibition of Chemical Weapons \(OPCW\)](#) 

Organisations on researches on security related issues including export control:

- [Institute for Security Studies](#) 

2.8. SUSTAINABLE INTERNATIONAL TRADE

'How can we recognize that a jeans trousers is not painted with harmful chemical substances and is produced in a factory with sound labour conditions and where a fair salary is paid to the workers?'

'How can we be sure that the wooden products that we import are not originating from illegal forest exploitation?'

The organization FAIRTRADE INTERNATIONAL represents 24 organizations working to secure a better deal for producers. From its headquarters in Bonn, Germany, it sets international Fairtrade standards and supports Fairtrade producers.



FAIRTRADE
INTERNATIONAL

Website: <http://www.fairtrade.net/>

Following examples of labels refer to products meeting widely recognized criteria in the field of fairtrade and/or sustainable trade.

Fair Trade

MAX HAVELAAR is an independent fair trade mark. Products with the fair trade mark are produced and traded following fair conditions. The Max Havelaar Foundation is not by itself producing or selling any goods. Max Havelaar is a quality mark which allows consumers and companies the possibility to help small producers in developing countries to gain a better place in the trading chain, allowing them to earn a living from their work.



Website: <http://www.maxhavelaar.nl/>

FAIR WEAR FOUNDATION (FWF) is an international verification initiative dedicated to enhancing workers' lives all over the world. It works closely with a growing number of companies that produce clothing and other sewn products and that take responsibility for their supply chain.

FWF keeps track of the improvements made by the companies it works with. And through sharing expertise, social dialogue and strengthening industrial relations, FWF increases the effectiveness of the efforts made by companies.



Website: <http://fairwear.org/>

Eco-friendly products

FOREST STEWARDSHIP COUNCIL

FSC is an independent, non-governmental, not-for-profit organization established to promote the responsible management of the world's forests. Established in 1993 as a response to concerns over global deforestation, FSC is widely regarded as one of the most important initiatives of the last decade to promote responsible forest management worldwide.



FSC provides [internationally recognized standard-setting](#), [trademark assurance](#) and [accreditation](#) services to companies, organizations, and communities interested in [responsible forestry](#).

The **FSC** label provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value. FSC is nationally represented [in more than 50 countries](#) around the world.



Website: <http://www.fsc.org/>

MARINE STEWARDSHIP COUNCIL



Marine Stewardship Council

Certified sustainable seafood

The **Marine Stewardship Council** is the world's leading certification and ecolabelling program for sustainable seafood. **MSC** developed standards for sustainable fishing and seafood traceability. They ensure that **MSC**-labelled seafood comes from, and can be traced back to a sustainable fishery.

The **MSC** meets the highest benchmarks for credible certification and ecolabelling programs, including the UN Food and Agriculture Organization guidelines and the ISEAL Code of Good Practice.

Website: <http://www.msc.org/>



EKO SUSTAINABLE TEXTILE

EKO Sustainable Textile guarantees or limits the use of certain harmful substances and compliance with standards for waste water and air pollution. The use of this label is controlled by a national institution in every Member State of the EU. EKO SUSTAINABLE TEXTILE certification is using GOTS (Global Organic Textile Standard) which is explained below.



Website: <http://www.controlunion.com/certification/default.htm>

GLOBAL ORGANIC TEXTILE STANDARD (GOTS)



The aim of the standard is to define requirements to ensure organic status of textiles, from harvesting of the raw materials, through environmentally and socially responsible manufacturing up to labelling in order to provide a credible assurance to the end consumer.

This standard for organic textiles covers the production, processing, manufacturing, packaging, labelling, exportation, importation and distribution of all natural fibres. The final products may include, but are not limited to fibre products, yarns, fabrics and clothes. The standards focus on compulsory criteria only.

First of all, the fibres should be natural and have to be grown in an organic way, based on the production standards such as those laid down in the EEC-Regulation 2092/91, or NOP regulations.

Second, the entire production process should be taken into account. This means that every processing step must meet certain criteria. The criteria for the production process are laid down in the Global Organic Textile Standards (GOTS). They encompass every process-step of textile production (spinning, weaving, washing, etc) and for every step it is laid down which processing aids may (not) be used, in order to gain as much environmental profit as possible.

The "International Working Group on Global Organic Textile Standard" was founded with the aim to work on harmonisation of the various regional approaches and to develop a Global Organic Textile Standard.

Website: <http://certification.controlunion.com/>

Oeko-Tex® Standard 100



The Oeko-Tex® Standard 100 is a globally uniform testing and certification system for textile raw materials, intermediate and end products at all stages of production.

The [tests for harmful substances](#) comprise substances which are prohibited or regulated by law, chemicals which are known to be harmful to health, and parameters which are included as a precautionary measure to safeguard health. A tested textile product is allocated to one of the four [Oeko-Tex® product classes](#) based on its intended use. The more intensively a product comes into contact with the skin, the stricter the human ecological requirements it must fulfill.

Manufacturers are entitled to mark successfully tested products or article groups with the [Oeko-Tex® label](#) and to advertise in other forms as long as it has been proven within the extensive laboratory tests that all components, including accessories, comply with the specified [test criteria](#) without exception. A [certificate](#) which is issued applies for one year and can be renewed as often as required.

Oeko-Tex® Standard 1000



To complement the product-related [Oeko-Tex® Standard 100](#), the Oeko-Tex® Standard 1000 is a testing, auditing and certification system for environmentally-friendly production sites throughout the textile processing chain.

To qualify for certification according to the Oeko-Tex® Standard 1000, companies must meet stipulated criteria in terms of their environmentally-friendly manufacturing processes and provide evidence that at least 30% of total production is already certified under [Oeko-Tex® Standard 100](#).

The required criteria include:

- use of environmentally-damaging auxiliaries and dyestuffs prohibited
- compliance with standard values for waste water and exhaust air treatment
- optimisation of energy consumption
- avoidance of noise and dust pollution
- defined measures to ensure safety at the workplace
- use of child labour prohibited
- introduction of basic elements of an environmental management system

The company is monitored by an independent auditor from one of the member institutes of the "Oeko-Tex® International - Association for the Assessment of Environmentally Friendly Textiles". The certificate is valid for three years.

Website: <http://www.oeko-tex.com>

3. Taxation of goods in the European Union

3.1. Value Added Tax (VAT)

3.2. Excise duties

3.1. VAT (Value Added Tax)

'What are the VAT tariffs in the 25 Member States?'

'How can a company invoice VAT on services or works which are executed in another Member State?'

'How can a company control the validity of a VAT identification code of a client based in one of the Member States?'

For an answer to these questions, look into the website presented below.

Information source: European Commission – DG Taxation and Customs Union

Website: http://ec.europa.eu/taxation_customs/taxation/vat/index_en.htm

To **find info** about VAT follow the steps.

Step 1: login to the website (click on the link above), followed by one or more of following steps, depending of the kind of information needed.

Step 2a: click on '[How VAT works – Rates](#)' for info about the **VAT rates** applied in the Member States of the European Union

Step 2b: click on '[Traders – VAT in the EU](#)' for info on the **application of VAT** in the Member States

Step 2c: click on '[Traders – VAT Invoicing rules](#)' for info on correct **VAT invoicing** for transactions with Member States in the EU

Step 2d: click on '[Traders – Checking a VAT number – database](#)' for info on **VAT identification codes** of EU companies via the VIES (VAT Information Exchnage System)

Step 2e: click on '[Traders – VAT refunds](#)' for info on the right to deduct input VAT and VAT refunds

Shifting VAT for imports to the periodical VAT declaration

'Shifting VAT' or 'transferring VAT' means that a company does not have to pay VAT at the moment when imports take place. The importer 'shifts' the payment of VAT to the periodical VAT declaration.

When the importer has the right to deduct VAT paid on goods and services that he bought from his suppliers, then this VAT can be deducted from VAT to be paid.

Companies have to mention on this declaration the code no. under which an authorisation was given for shifting VAT.

Example

An enterprise has to pay EUR 10,000 VAT as a result of sales in his own country. His suppliers calculated an amount of EUR 5,000 VAT on their invoices. The company imported goods for which an amount of EUR 6,300 on VAT is due.

On his periodical VAT declaration, this company needs to mention:

<u>VAT to be paid (in EUR)</u>		<u>VAT to be deducted (in EUR)</u>	
Sales in the own country	10,000	VAT on invoices of suppliers	5,000
VAT on imports	6,300	VAT on imports	6,300
Total for VAT to be paid	16,300	Total for VAT to be deducted	11,300
Balance of VAT to be paid = EUR 5,000			

3.2. EXCISE DUTIES

'Which excise duties have to be paid in each Member State of the European Union for alcohol, tobacco products and energy products?'

'Which formalities have to be fulfilled for movements of excise goods under suspension of excise duty within the EU?'

For an answer to these questions, look into the websites presented below.

EXCISE DUTIES

Information source: European Commission – DG Taxation and Customs Union

Web address: http://ec.europa.eu/taxation_customs/taxation/excise_duties/index_en.htm

To **find info** about Excise duties follow the steps.

Step 1: login to the website (click on the link above)

Step 2: click on '[Alcoholic beverages – rates](#)' for info on **excise duties (rates)** for alcoholic beverages in the Member States of the European Union.

Similarly, click on

- '[Tobacco products – rates](#)'
- '[Energy products and electricity – rates](#)'

for info on excise duties for tobacco products and energy products and electricity.

EMCS

Information source: European Commission – DG Taxation and Customs Union

Web address: http://ec.europa.eu/taxation_customs/taxation/excise_duties/circulation_control/index_en.htm

EMCS Overview

EMCS (Excise Movement and Control System) is a computerised system for monitoring movements of excise goods under suspension of excise duty within the EU, i.e. for which no excise duties have yet been paid. Since **1 April 2010**, it replaced the paper document that was accompanying such movements (the Administrative Accompanying Document or AAD) with electronic messages from the consignor to the consignee via Member State administrations. Since **1 January 2011** the paper AAD **is no longer valid for new excise movements under duty suspension**: all such movements must be initiated using EMCS (electronic Administrative Document or e-AD).

For further details see the [EMCS Roadmap](#).

EMCS means:

- Simplification of procedures;
- Paperless administration;
- Secure movement of goods (Traders' data will be checked before the goods are dispatched);
- Quicker release of the guarantee for traders (Evidence that the goods arrived at their destination will come faster in a safer way);
- and effective monitoring with real time information and checks during movements.

This amounts to a major development for those who trade in alcohol and alcoholic beverages, tobacco or energy products.

Further information

- [EMCS roadmap](#)
- [EMCS info services](#) (latest information about development and deployment in Member States, communication policy, links to EMCS websites of the Member States)
- [EMCS in practice](#) (e-AD workflow, Business Prototype, SEED on Europa)
- [Legislation](#) (legal basis of EMCS, implementation of optional provisions by Member States)
- [EMCS Computerisation Project](#) (Business Specifications, Phased implementation and functionalities covered by EMCS) including EMCS for developers
- [EMCS History](#)

List of [frequently asked questions](#)

Producing and/or selling goods and services in the European Union

4.1. Internal market rules regarding the free movement of goods

4.2. Environmental rules for commercialising goods in the European Union

4.3. Environmental issues in SME management, design and production of goods

4.4. Internal market rules regarding the freedom to provide services in the European union

4.1. Internal market rules regarding the free movement of goods

4.1.1. Industrial products covered by the new approach (CE-marking) in technical harmonisation

4.1.2. Foodstuffs

4.1.3. Chemical products

4.1.4. Other products

4.1.1. INTERNAL MARKET RULES – TECHNICAL HARMONISATION

(sectors harmonised according to the “New Approach” – CE-marking)

‘What is CE-marking?’

‘Which European product laws and standards, e.g. technical requirements, labelling and packaging rules, environmental rules, have to be applied for selling products in the European Union that are covered by the so-called new approach in technical harmonisation?’

‘Where can we buy harmonised standards which we need for complying with the requirements of new approach directives?’

‘What is the meaning of general product safety and product liability in the EU?’



For an answer to these questions, look into the websites and publications presented below.

A/ Web pages with general information on European technical harmonisation and standardisation principles

Information source 1: European Commission – Summaries of EU legislation

Website: http://europa.eu/legislation_summaries/internal_market/index_en.htm

To **find info** in this website, follow the example.

Example: Which harmonised technical requirements applies to machinery in the EU?

Step 1: login to the website ‘[Summaries of EU legislation](http://europa.eu/legislation_summaries/internal_market/index_en.htm)’ and click on ‘[Internal market](#)’

Step 2: select at the Alphabetical index ‘[T – Technical harmonisation – Sectors harmonised in line with the new approach – Machines - Machinery](#)’ and find the title and summary of a relevant EU law (e.g. Dir. 2006/42/EC)

For consultation of full texts of EU laws: consult Eur-Lex (see below)

Information source 2: European Commission – EUR-Lex database (= full texts of EU legislation)

Website: <http://eur-lex.europa.eu/en/index.htm>



To **find info** in this website, follow the example.

Example: How to find the text of the Machine Directive (= Dir. 2006/42/EC)?

Step 1: login to the website of Eur-Lex (click on the link above) and click on '[Simple search](#)'

Step 2: click on '[Search by document number - natural number](#)'

Step 3: Enter the year '2006' and the number '42', select 'Directive' and click on 'search'

Step 4: Click on 'Bibliographic notice'

Step 5: Click on the most recent document under 'Consolidated versions'

Information source 3: New Approach website (= references to laws and harmonised standards)

Website: <http://www.newapproach.org>



To **find info** in this website, follow the example.

Example: How to find the list of Harmonised Standards that are available for compliance with the Machine Directive (= Dir. 2006/42/EC)?

Step 1: login to the New Approach website (click on the link above)

Step 2: click on '[Directives and Standards](#)'

Step 3: move to the line with info about Directive 2006/42/EC on Machinery safety

Step 4: click on '[References Harmonised Standards](#)'

Step 5: select from the list relevant standards

Step 6: go to '[Standards sales points](#)' and order the texts of harmonised standards from a national standardisation institute near to your location.

Contact a National Member of CEN for General standards
Contact a National Member of CENELEC for Electrotechnical standards
Contact a National Member of ETSI for Telecommunication standards

Information source 4: European Commission – DG Enterprise and Industry
(= EU policy on new approach in technical harmonisation)

Website: http://ec.europa.eu/enterprise/index_en.htm

To **find info** in this website, follow the example.

Example: How to find a practical guide on the implementation of the Machine Directive

(= Dir. 2006/42/EC)?

Step 1: login to the website of DG Enterprise and Industry (click on the link above)

Step 2: select under 'Industry sectors' the item 'Mechanical engineering' followed by '[Machinery](#)'

Step 3.: click on 'Guide to application of the Machinery Directive 2006/42/EC'

This same website contains also a broader guidance on CE marking at following web page:

http://ec.europa.eu/enterprise/policies/single-market-goods/cemarking/professionals/index_en.htm

B/ General guide / publication

'Guide to the Implementation of Directives Bases on New Approach and Global Approach'

<http://ec.europa.eu/enterprise/newapproach/legislation/guide/index.htm>

C/ 'New Approach' directives and related European harmonised standards

*The "New/Global Approach" directives only contain essential health and safety requirements for product design and usage. The detailed technical specifications are established in the **harmonised standards** developed by the European standardisation bodies CEN, CENELEC or ETSI.*

To become a harmonised standard, it must be accepted by the European Commission. The Commission harmonises the standard by publishing the title together with the directive in the Official Journal. Once adopted, European Harmonised standards must be published by national members of CEN, CENELEC and ETSI and national standards must be withdrawn.

Whereas essential requirements are binding, standards are, as a rule, voluntary. Manufacturers do not have to follow harmonised standards to comply with product directives. They are free to choose any technical solution that will meet the essential requirements. However, products in conformity with harmonised standards are considered to fulfil the essential requirements in the directive (presumption of conformity).

Following websites list harmonised standards for each sector covered by the new approach in technical harmonisation:

<http://ec.europa.eu/enterprise/newapproach/standardization/harmstds/reflist.html>

<http://www.newapproach.org>

Texts of European harmonised standards may be ordered from National Standardisation bodies which can be identified via following websites:

1) CEN (European Committee for Standardisation)



European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung

Rue de Stassart, 36
B-1050 Brussels
Tel.: 32 2 550 08 11

Fax: 32 2 550 08 19
E-mail: infodesk@cenorm.be
<http://www.cen.eu/cen/Pages/default.aspx>

CEN national members
<http://www.cen.eu/cen/Members/Pages/default.aspx>

2) CENELEC (European Committee for Electrotechnical Standardisation)



Rue de Stassart, 35
B-1050 Brussels
Tel.: 32 2 519 68 71
Fax: 32 2 519 69 19
E-mail: general@cenelec.be
<http://www.cenelec.eu>

CENELEC national members
<http://www.cenelec.eu/Cenelec/CENELEC+in+action/Web+Store/Standards/default.htm>

3) ETSI (European Telecommunications Standards Institute)



650, route des Lucioles
F-06921 Sophia Antipolis Cedex
Tel.: 33 4 92 94 42 00
Fax: 33 4 93 65 47 16
E-mail: infocentre@etsi.org
<http://www.etsi.org>

ETSI national members
http://portal.etsi.org/Portal_Common/home.asp

D/ Notified bodies

Lists of notified bodies, including the identification number of a notified body as well as the tasks for which it has been notified, can be found in following website:

Nando (New Approach Notified and Designated Organisations) Information System
<http://ec.europa.eu/enterprise/newapproach/nando/>

E/ Product liability and general product safety



Consumer Affairs

The EU's Directive on product liability can be consulted at:

<http://eur-lex.europa.eu/Notice.do?val=115911:cs&lang=en&list=115911:cs,&pos=1&page=1&nbl=1&pgs=10&hwords=>

The EU's General product safety directive can be found at:

<http://eur-lex.europa.eu/Notice.do?val=272287:cs&lang=en&list=272287:cs,258366:cs,258142:cs,&pos=1&page=1&nbl=3&pgs=10&hwords=>

More info can be consulted at:

http://ec.europa.eu/consumers/safety/prod_legis/index_en.htm

Specific info on RAPEX (Rapid Alert System for non-food consumer products) can be consulted at:

http://ec.europa.eu/consumers/safety/rapex/index_en.htm



F/ Agreements with third countries

A list of Mutual Recognition Agreements (MRA) can be found at:

http://ec.europa.eu/enterprise/sectors/mechanical/international-competitiveness/agreements/index_en.htm

G/ Quality Management: standards and organizations

ISO 9001:2008 (International Organisation for Standardization)



1, ch. de la Voie-Creuse

Case postale 56

CH – 1211 Geneva 20

Tel.: 41 22 749 01 11

Fax: 41 22 733 34 30

E-mail: central@iso.ch

[http:// www.iso.ch](http://www.iso.ch)

EOQ (European Organisation for Quality)



36-38 rue Joseph II
B-1000 Brussels
Tel.: 32 474 240 800
E-Mail: eoq@eoq-org.eu
<http://www.eoq.org>

EFQM (Euoepan Foundation for Quality Management)

EFQM  [®]
Shares what works.

Avenue des Olympiades, 2
B-1140 Brussels
Tel.: 32 2 775 35 11
Fax: 32 2 775 35 96
E-mail: info@efqm.org
<http://www.efqm.org>

H) Accreditation of certification institutions

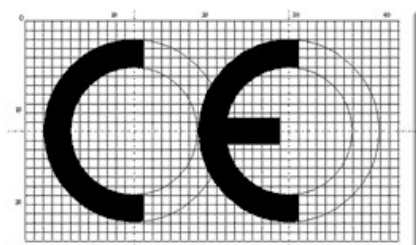
Following institutions operate in this field:

- European Co-operation for Accreditation
http://www.european-accreditation.org/default_flash.htm
- International Accrediation Forum, Inc.
<http://www.iaf.nu>
- International Laboratory Accreditation Cooperation (ILAC)
<http://www.ilac.org>

J) CE mark

The CE mark may be downloaded in different electronic formats from the following site:

<http://ec.europa.eu/enterprise/faq/ce-mark.htm>



PRODUCTS REQUIRING CE MARKING

Websites with practical info

Cableways: http://ec.europa.eu/enterprise/sectors/mechanical/cableways/index_en.htm



Construction products: http://ec.europa.eu/enterprise/sectors/construction/construction-products/index_en.htm



Electrical safety: Low Voltage Directive (LVD): http://ec.europa.eu/enterprise/sectors/electrical/lvd/index_en.htm



Electromagnetic Compatibility (EMC): http://ec.europa.eu/enterprise/sectors/electrical/emc/index_en.htm



Explosives for civil uses:

http://ec.europa.eu/enterprise/sectors/chemicals/specific-chemicals/explosives/index_en.htm



Gas appliances:

http://ec.europa.eu/enterprise/sectors/pressure-and-gas/gas_appliances/index_en.htm



Lifts: http://ec.europa.eu/enterprise/sectors/mechanical/lifts/index_en.htm

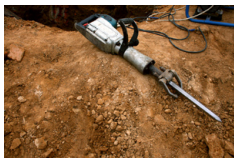


Machinery: http://ec.europa.eu/enterprise/sectors/mechanical/machinery/index_en.htm



Noise emissions for outdoor equipment:

http://ec.europa.eu/enterprise/sectors/mechanical/noise-outdoor-equipment/index_en.htm

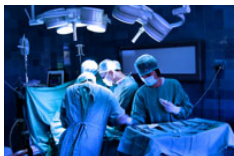


Equipment and protective systems for potentially explosive atmospheres (ATEX):

http://ec.europa.eu/enterprise/sectors/mechanical/atex/index_en.htm



Medical devices: http://ec.europa.eu/enterprise/sectors/medical-devices/regulatory-framework/index_en.htm



Personal Protective Equipment (PPE):

http://ec.europa.eu/enterprise/sectors/mechanical/personal-protective-equipment/index_en.htm



Pressure equipment:

http://ec.europa.eu/enterprise/sectors/pressure-and-gas/pressure-equipment/index_en.htm



Pyrotechnic articles

http://ec.europa.eu/enterprise/sectors/chemicals/specific-chemicals/pyrotechnic-articles/index_en.htm



Radio and telecommunications terminal equipment (R&TTE)

http://ec.europa.eu/enterprise/sectors/rtte/index_en.htm



Recreational craft

http://ec.europa.eu/enterprise/sectors/maritime/recreational-craft/index_en.htm



Toys

http://ec.europa.eu/enterprise/sectors/toys/index_en.htm



4.1.2. INTERNAL MARKET RULES - FOODSTUFFS

'Which European rules on foodstuffs relate to technical, labelling and packaging issues?

'Where can companies consult guidance documents on HACCP?

'Which labels are officially approved regarding organic production, traditional specialties, protected geographical indications, etc.?

For an answer to these questions, look into the websites and publications presented below.



I. EUROPEAN FOODSTUFFS LEGISLATION

Following web pages allow to identify laws in the field of foodstuffs legislation:

I.1. Summaries of EU foodstuff laws

Information source: European Commission – Summaries of EU legislation

Website: http://europa.eu/legislation_summaries/internal_market/index_en.htm

How to use this website?

Select 'F' and then 'Foodstuffs' or 'Food safety' from the Alphabetical index

Result: the user will find titles and brief summaries of EU foodstuff laws

I.2. Full texts of EU foodstuff laws

Information source: European Commission - EUR-LEX

Website: <http://eur-lex.europa.eu/en/index.htm>



How to use this website?

Step 1: Try to find titles and reference numbers of EU Directives, Regulations, Decisions, etc. via the 'Summaries of EU legislation' website (see I.1.)

Example: search Directive 2000/13/EC

Step 2: Login to the website of Eur-Lex (click on the link above) and click on 'Simple search'

Step 3: Click on 'Search by natural number'

Step 4: Enter the year ('2000') and the number ('13'), select 'Directive' and click on 'search'

Step 5: Click on "Bibliographic notice"

Step 6: Click on the most recent consolidated version of the Directive

1.3. EU policy in the field of food and feed safety

Information source: European Commission – DG Health and Consumer Protection

Website: http://ec.europa.eu/food/food/index_en.htm



This website contains a detailed description of topics regulated under EU foodstuffs and animal feed laws (e.g. comments, guidelines, information about new legislation under preparation, contact points, etc).

More specific, information on following topics can be consulted:

- General Food Law
 - [Principles](#)
 - [Implementation guidelines](#)
 - [Precautionary principle](#)
 - [Traceability](#)
 - [Responsibilities](#)
 - [Procedures](#)
 - [Rapid Alert System](#)
- Animal nutrition
 - [Labelling of Feed Materials](#)
 - [Feed Hygiene](#)
 - [Feed Additives](#)
 - [Approval & Registration of Establishments](#)
 - [Undesirable Substances](#)
 - [Sampling and Analysis Methods](#)
 - [Official Controls](#)
 - [Legislation List](#)
- Labelling and nutrition
 - [Food Labelling](#)
 - [Health and Nutrition Claims](#)
 - [Nutrition Labelling](#)
 - [Mineral Waters](#)
 - [Food Supplements](#)
 - [Addition of Vitamins & Minerals](#)
 - [Dietetic Foods](#)
 - [Foods for Infants & Young Children](#)
 - [Foods for Weight Reduction](#)
 - [Foods for Special Medical Purposes](#)

- [Foods for Sports People](#)
 - [Foods for diabetics](#)
- Biotechnology
 - [GM food & feed](#)
 - [Evaluation of the EU legislation on GMOs](#)
 - [Strategy for Europe](#)
- Novel Food
 - [Novel Food](#)
- Chemical safety
 - [Additives](#)
 - [Flavourings](#)
 - [Contaminants](#)
 - [Residues of Veterinary Medicinal Products](#)
 - [Pesticide Residues](#)
 - [Food Contact Materials](#)
 - [Hormones in meat](#)
 - [Fraudulent practices](#)
- Biological safety
 - [Food Hygiene](#)
 - [TSEs / BSE](#)
 - [Animal By-Products](#)
 - [Salmonella / Food-borne Diseases](#)
 - [Trichinella](#)
 - [Microbiological criteria](#)
 - [Community Reference Laboratories](#)
 - [Irradiation](#)
 - [Approved Establishments](#)
 - [Third Country Establishments List](#)
 - [Establishments List according to 2007/330/EC](#)
- Official Controls
 - [Inspection fees \(Regulation \(EC\) 882/2004\)](#)
 - [Approval of pre-export checks carried out by third countries](#)
 - [Increased checks on import of food of non-animal origin](#)
 - [Reference Laboratories](#)
 - [TRACES](#)
 - [RASFF](#)

TR@CES



Other topics on this website:

- [Animal health and welfare](#)
- [Plant health](#)
- [FVO \(Food and Veterinary Office\) Inspections](#)

II. HACCP AND FAO / WHO FOOD STANDARDS

Foodstuff producers are legally obliged to apply the HACCP principles. HACCP is a method that companies must apply in order to safeguard the quality of food products, based on two pillars: analysis of the dangers (HA =

Hazard Analysis) and determination of points in the production process where these dangers are being controlled (Critical Control Points). HACCP knows 7 principles.

1. The <u>possible dangers</u> which can occur are determined. This means that as well the microbial dangers (decay of products) as well as pollution (chemical pollution, strange objects) are taken into consideration.
2. The points in the production process where the dangers can be managed / controlled efficiently, have to be laid down as <u>critical control points (CCPs)</u> . Example: a sterilisation process.
3. For these critical points <u>border limits</u> (critical limits) are determined which need to be respected. Example: the minimum and maximum temperature and the period of the sterilisation process.
4. On these CCPs, the danger is managed by measurements of the functioning of the installation (= a system to monitor control of the CCPs).
5. On beforehand, <u>corrective measures</u> are laid down, which need to be applied if measurements / monitoring show derogations.
6. The complete system needs to be <u>controlled regularly</u> for its efficiency and needs to be adapted regularly in order to follow the changes of the process or the product.
7. All actions in the company need to be registered (= a <u>documentation</u> concerning all procedures and records appropriate to these principles and their application).

Information source: Codex Alimentarius

Website: <http://www.codexalimentarius.net>



How to use this website?

1) Information about food hygiene, incl. HACCP

Select '[Official Standards – Special Publications](#)'

Select 'Food Hygiene – Basic Texts (4th edition)'

Result: document "Recommended International Code of Practice - General Principles of Food Hygiene"

2) Information about standards for producing certain foodstuffs

Select '[Official Standards – Official Codex Standards – List](#)'

III. SCIENTIFIC ADVICE ON FOOD SAFETY

Information source: The European Food Safety Authority

Website: <http://www.efsa.europa.eu/>

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

The European Food Safety Authority (EFSA) was set up in January 2002, following a series of food crises in the late 1990s, as an independent source of scientific advice and communication on risks associated with the food chain. EFSA was created as part of a comprehensive programme to improve EU food safety, ensure a high level of consumer protection and restore and maintain confidence in the EU food supply.

In the European food safety system, risk assessment is done independently from risk management. As the risk assessor, EFSA produces scientific opinions and advice to provide a sound foundation for European policies and legislation and to support the European Commission, European Parliament and EU Member States in taking effective and timely risk management decisions.

EFSA's remit covers food and feed safety, nutrition, animal health and welfare, plant protection and plant health. In all these fields, EFSA's most critical commitment is to provide objective and independent science-based advice and clear communication grounded in the most up-to-date scientific information and knowledge. EFSA's goal is to become globally recognized as the European reference body for risk assessment on food and feed safety, animal health and welfare, nutrition, plant protection and plant health. EFSA's independent scientific advice underpins the European food safety system. Thanks to this system, European consumers are among the best protected and best informed in the world as regards risks in the food chain.

IV. SPECIFIC LABELS FOR FOODSTUFFS

IV.1. Geographical indications & designations of origin, certificates of specific character of foodstuffs

The following EU schemes encourage diverse agricultural production, protect product names from misuse and imitation and help consumers by giving them information concerning the specific character of the products:

- **PDO** - covers agricultural products and foodstuffs which are produced, processed and prepared in a given geographical area using recognised know-how.
- **PGI** – covers agricultural products and foodstuffs closely linked to the geographical area. At least one of the stages of production, processing or preparation takes place in the area.
- **TSG** - highlights traditional character, either in the composition or means of production

Products which correspond with certain requirements can receive following kinds of labels:



1

2

3

1) PROTECTED GEOGRAPHICAL INDICATION (PGI)

2) PROTECTED DESIGNATION OF ORIGIN (PDO)

3) TRADITIONAL SPECIALTY GUARANTEED (TSG)

These logo's can be downloaded from following website:
http://ec.europa.eu/agriculture/quality/schemes/logos/index_en.htm

Information source:	European Commission – DG Agriculture
Website:	http://ec.europa.eu/agriculture/quality/index_en.htm

GEOGRAPHICAL INDICATIONS AND DESIGNATIONS OF ORIGIN

The following legislation deals with this matter.

Council Regulation (EEC) No 510/2006 of 20 March 2006 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs
This Regulation does not apply to wine products or spirit drinks.

TRADITIONAL SPECIALTY

The following legislation deals with this matter:

Council Regulation (EEC) No 509/2006 of 20 March 2006 on agricultural products and foodstuffs as traditional specialties guaranteed

The [DOOR](#) database includes product names registered as PDO, PGI or TSG as well as names for which registration has been applied.

[E-BACCHUS](#) is the database on geographical indications protected in the European Community for wines originating in Member States and third countries.

Examples

1) Champagne (France)

Champagne is a sparkling wine produced by inducing the in-bottle secondary fermentation of wine to effect carbonation. It is produced exclusively within the Champagne region of France, from which it takes its name. While the term "champagne" is used by some makers of sparkling wine in other parts of the world, numerous countries limit the use of the term to only those wines that come from the Champagne appellation. In Europe, this principle is enshrined in the European Union by Protected Designation of Origin (PDO) status. Other countries, such as the United States, have recognized the exclusive nature of this name, yet maintain a legal structure that allows longtime domestic producers of sparkling wine to continue to use the term "Champagne" under specific circumstances.



2) Feta-cheese (Greece)

There are seven "Protected Designation of Origin" regions for feta production: the Peloponnese, Thessaly, Epirus, mainland Greece, Macedonia, Thrace and the island of Lesbos.



3) Parma ham (Italy)

Prosciutto di Parma (Parma ham) was awarded PDO status (Protected Designation of Origin) in 1996.



4) Tarta de Santiago (Spain)

Tarta de Santiago is a traditional cake from northern Spain. The tarta is dense and rich in flavor and is well-known in Santiago, Spain as a delectable treat used to lure passers-by into restaurants or cafés.



5) Pizza Napoletana

The EU's member states, on 9 December 2009, backed a proposal to register 'Pizza Napoletana' as a 'traditional speciality guaranteed', under the Union's quality labelling scheme.



IV.2. "BIO" Label for organic farming

The EU organic farming logo offers consumers' confidence about the origins and qualities of their food and drink and its presence on any product ensures compliance with the EU organic farming Regulation.

Since July 2010, the EU organic logo is obligatory for all organic pre-packaged food products within the European Union. It is also possible to use the logo on a voluntary basis for non pre-packaged organic goods produced within the EU or any organic products imported from third countries.

Products which correspond with certain requirements can receive following label:



Information source: European Commission – DG Agriculture

Website: http://ec.europa.eu/agriculture/organic/splash_en



The following legislation deals with this matter.

Council Regulation (EC) No 834/2007 of 28 June 2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91.

Commission Regulation (EU) No 271/2010 of 24 March 2010 amending Regulation (EC) No 889/2008 laying down detailed rules for the implementation of Council Regulation (EC) No 834/2007, as regards the organic production logo of the European Union.

The full texts of these EU-Regulations can be consulted at following information source:

<http://eur-lex.europa.eu/en/index.htm>



4.1.3. INTERNAL MARKET RULES - CHEMICAL PRODUCTS

'Where can our company find an overview of safety pictograms and risk and safety phrases that need to be put on the label of chemical products?

'What are the requirements for packaging materials used for the packing of chemical products?'

'Which ingredients are allowed in cosmetic products?'

For an answer to these questions, look into the websites and publications presented below.

1. Summaries of EU laws in the field of chemical products

Information source: European Commission – Summaries of EU legislation

Website: http://europa.eu/legislation_summaries/internal_market/index_en.htm

How to use this website?

Select 'D' and then 'Dangerous substances' from the Alphabetical index

Result: the user will find titles and brief summaries of EU laws for various groups of chemical products

2. Full texts of EU laws

Information source: European Commission - EUR-LEX

Website: <http://eur-lex.europa.eu/en/index.htm>



How to use this website?

Step 1: Try to find titles and reference numbers of EU Directives, Regulations, Decisions, etc. via the 'Summaries of EU legislation' website (see I.1.)

Example: search Regulation 1907/2006

Step 2: Login to the website of Eur-Lex (click on the link above) and click on 'Simple search'

Step 3: Click on 'Search by natural number'

Step 4: Enter the year ('2006') and the number ('1907'), select Regulation and click on 'search'

3. EU policy in the field of chemical products

Information source: European Commission – DG Enterprise and Industry

Website: http://ec.europa.eu/enterprise/index_en.htm

How to use this website?

Step 1: login to the website of DG Enterprise and Industry (click on the link above)

Step 2: select at the 'Index A to Z' under 'Industry sectors' the item 'Chemicals'

Companies can consult following web pages in order to find guidance documents on EU laws for specific chemical products, cosmetics and pharmaceuticals.

SPECIFIC CHEMICAL PRODUCTS

1. Dangerous substances and preparations



Specific information about **REACH** (Registration, Evaluation, Authorisation and Restriction of Chemicals) and **GHS** (Globally Harmonised System of Classification and Labelling of Chemicals).

http://ec.europa.eu/enterprise/reach/index_en.htm

http://ec.europa.eu/enterprise/sectors/chemicals/documents/reach/index_en.htm

More specific, Guidance Documents about REACH can be consulted at:

http://guidance.echa.europa.eu/guidance_en.htm

EU policy in the field of dangerous preparations:

http://ec.europa.eu/enterprise/chemicals/legislation/dangerous/index_en.htm

ESIS – European chemical Substances Information System

<http://ecb.jrc.ec.europa.eu/esis/>

2. Plant protection products

Information about EU legislation on plant protection products:

http://ec.europa.eu/food/plant/protection/index_en.htm



3. Biocides

The European Biocides Directive (BPD):

<http://ec.europa.eu/environment/biocides/>

The **BPD Information System**:

<http://ecb.jrc.ec.europa.eu/esis/index.php?PGM=bpd>

This on line BPD Information System provides a list of active substances which are listed onto Annex I or IA of Directive 98/8/EC concerning the placing of biocidal products on the EU market (Biocidal Products Directive) called 'list of Annex I / IA inclusions' and a list called the 'list of non-inclusions'.

[Community Register for Biocidal Products](#)



4. Fertilizers



Information about EU Legislation on fertilizers:

http://ec.europa.eu/enterprise/chemicals/legislation/fertilizers/index_en.htm

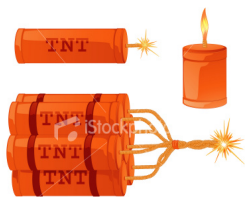
5. Detergents



Information about EU Legislation on detergents:

http://ec.europa.eu/enterprise/chemicals/legislation/detergents/index_en.htm

6. Explosives



Information about EU Legislation on explosives:

http://ec.europa.eu/enterprise/chemicals/legislation/explosives/index_en.htm

7. Pyrotechnic Articles



Information about EU Legislation on pyrotechnic articles:

http://ec.europa.eu/enterprise/chemicals/legislation/pyrotechnic/index_en.htm

8. Drug precursors

Information about EU Legislation on drug precursors:

http://ec.europa.eu/enterprise/chemicals/legislation/precursors/index_en.htm

COSMETICS



EU policy in the field of cosmetics:

<http://ec.europa.eu/consumers/sectors/cosmetics/documents/>

Cosing is a specific database with information on cosmetic ingredients contained in the Cosmetics Directive 76/768/EEC, the Inventory of Cosmetic Ingredients and Opinions on cosmetic ingredients of the Scientific Committee on Consumer Safety:

<http://ec.europa.eu/consumers/cosmetics/cosing/>



Guidelines for the interpretation of the Cosmetics Directive:

http://ec.europa.eu/consumers/sectors/cosmetics/documents/guidelines/index_en.htm

Borderline products:

http://ec.europa.eu/consumers/sectors/cosmetics/cosmetic-products/borderline-products/index_en.htm

Sunscreen products:

http://ec.europa.eu/consumers/sectors/cosmetics/cosmetic-products/sunscreen-products/index_en.htm

Hair dyes safety:

http://ec.europa.eu/consumers/sectors/cosmetics/cosmetic-products/hair-dye-products/safety-strategy/index_en.htm

PHARMACEUTICALS



- 1) EU policy in the field of pharmaceuticals
http://ec.europa.eu/health/index_en.htm

More specific information:

- I) Medicinal products for human use

[General info](#)



[Legal framework](#)



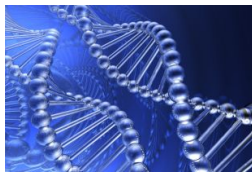
Medicines for children



Orphan medicinal products



Advanced therapies



Herbal medicinal products



II) Medicinal products for veterinary use



- 2) EMEA – European Medicines Agency
<http://www.ema.europa.eu>

The European Medicines Agency is a decentralised agency of the European Union, located in London. The Agency is responsible for the scientific evaluation of medicines developed by pharmaceutical companies for use in the European Union.

Reference documents

1) EU Legislation – Eudralex

The body of European Union legislation in the pharmaceutical sector is compiled in Volume 1 and Volume 5 of the publication "The rules governing medicinal products in the European Union".

- [Volume 1 - EU pharmaceutical legislation for medicinal products for human use](#)
- [Volume 5 - EU pharmaceutical legislation for medicinal products for veterinary use](#)

The basic legislation is supported by a series of guidelines that are also published in the following volumes of "The rules governing medicinal products in the European Union":

- [Volume 2 - Notice to applicants and regulatory guidelines for medicinal products for human use](#)
- [Volume 3 - Scientific guidelines for medicinal products for human use](#)
- [Volume 4 - Guidelines for good manufacturing practices for medicinal products for human and veterinary use](#)
- [Volume 6 - Notice to applicants and regulatory guidelines for medicinal products for veterinary use](#)
- [Volume 7 - Scientific guidelines for medicinal products for veterinary use](#)
- [Volume 8 - Maximum residue limits](#)
- [Volume 9 - Guidelines for pharmacovigilance for medicinal products for human and veterinary use](#)
- [Volume 10 - Guidelines for clinical trial](#)

Medicinal products for [paediatric use](#), [orphan](#), [herbal medicinal products](#) and [advanced therapies](#) are governed by specific rules.

2) Community Register

The Community Register lists all medicinal products for human and veterinary use as well as orphan medicinal products that have received a marketing authorisation through the [centralised procedure](#).

[Access to the Community Register](#)



4. Classification and labelling of chemical products

Information source: EUROPEAN COMMISSION – DG ENTERPRISE AND INDUSTRY
CLP / GHS Web page

Website: http://ec.europa.eu/enterprise/sectors/chemicals/classification/index_en.htm

CLP/GHS - Classification, labelling and packaging of substances and mixtures



CLP is the Regulation on classification, labelling and packaging of substances and mixtures. This Regulation aligns previous EU legislation on classification, labelling and packaging of chemicals to the GHS (Globally Harmonised System of Classification and Labelling of Chemicals).

Information source: EUROPEAN COMMISSION - JOINT RESEARCH CENTRE

Website: <http://ecb.jrc.ec.europa.eu/classification-labelling/>

Manufacturers and wholesalers can consult this website in order to find out all following information about chemical products:

- **classification nrs. (EC or EINECS No., CAS No.);**
- **indication of danger and symbol(s);**
- **Risk phrases (R-phrases);**
- **Safety phrases (S-phrases);**
- **specific concentration limits;**
- **Seveso Data.**

How to use this website?

Step 1: Select “ESIS” from the menu (ESIS = European Chemical Substances Information System)

Step 2: Select a chemical substance via its EINECS, ELINCS, NLP or CAS no.
or via its molecular formula or its substance name (e.g. “benzene”)

Step 3: consult the list of classification and labelling information that relates to this substance

This search results for the product “BENZENE” in following information.

Classification nrs. (EC or EINECS No., CAS No.)

EC no.: 200-753-7

CAS no.: 71-43-2

Substance name: Benzene

Indication of danger and symbol(s)



F: Highly flammable



T: Toxic

Risk phrases (R-phrases)

R45: May cause cancer

R46: May cause heritable genetic damage

R11: Highly flammable

R36/38: Irritating to eyes and skin

R48/23/24/25: Toxic - danger of serious damage to health by prolonged exposure through inhalation, in contact with skin and if swallowed

R65: Harmful – may cause lung damage if swallowed

Safety phrases (S-phrases)

S53: Avoid exposure – obtain special instructions before use

S45: In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)

Information source: Ellis Publications BV

CD-ROMs : Dangerous substances / Cosmetics / Euro Transport

Website : http://www.ellispub.com/index.php?page_id=15



Ellis Publications updates regularly following CDs :

- 1) Dangerous Substances CD
- 2) Cosmetics CD
- 3) Euro Transport CD

1) DANGEROUS SUBSTANCES CD

EU legislation requires that chemicals and dangerous preparations manufactured in or imported into the European Union meet the appropriate classification, packaging and labelling requirements as laid down in Directive 67/548/EEC, its many amendments and Annexes.

Additionally, new substances, those not included in the European Inventory of Existing Chemical Substances (EINECS) are subject to a notification procedure. Dangerous Substances CD brings all this regulatory information into one fully searchable CD-ROM.

Contents

- The consolidated text of Directive 67/548/EEC including all the Annexes, merged with the EINECS and ELINCS inventories
- All legislation and proposed legislation on the classification, packaging and labelling of dangerous preparations
- The list of dangerous substances in 8 EU official languages
- Legislation covering the restrictions on the marketing and use of certain dangerous substances and preparations, major accident hazards of industrial activities (SEVESO) and the COMAH directive, the protection of workers from dangerous substances, the import and export of certain chemical products
- A module on the [transport](#) of dangerous goods and packing and labelling of [cosmetic](#) products
- A separate Risk Assessment database covering the Technical Guidance document in support of Directive 93/67 on the risk assessment for new notified substances

Features

- All listed chemical substances, in 8 languages, retrievable by name, classification, CAS, EC or Index number
- Easy access to details of a substance, as published, showing its classification, risk and safety phrases, appropriate warning symbol and its chemical structure
- Full text searching

2) [COSMETICS CD](#)

This is the complete reference tool for manufacturers, packaging companies, regulatory bodies and research laboratories - in fact anyone involved in the production and packaging of cosmetic products. A module of [Dangerous Substances CD](#), it provides full coverage of EU rules governing cosmetic products.

Coverage

- The common ingredients nomenclature
- All EU legislation on cosmetic products plus a consolidated version of Directive 76/768/EEC and its Annexes
- Legislation on the testing of animals plus information on the Scientific Committee

Features

- Desktop access to an ingredient's functions, any mandatory restrictions, conditions of use and warnings
- Guided tick boxes, menus and search templates for easy searching

3) [EURO TRANSPORT CD](#)

A module of [Dangerous Substances CD](#), this CD-ROM provides full coverage of the safety regulations for the transport of dangerous goods by road, rail, inland waterway and sea.

Coverage

- Current and proposed legislation on the transport of dangerous substances
- Legislation on safety advisers and safety checks, Multilateral Agreements and details on Competent Authorities for the application of ADR

Features

- Menu access per section for easy navigation
- Fully searchable annexes and tables for direct access to information
- Full text searching

4.1.4. INTERNAL MARKET RULES - OTHER PRODUCTS

'Where can our company find an overview of product laws for goods not belonging to the sectors mentioned in previous sections?

For an answer to these questions, look into the websites and publications presented below.

Such goods concern:

- motor vehicles
- textile products and footwear
- furniture
- ...

1. Summaries of EU laws

Information source: European Commission – Summaries of EU legislation

Website: http://europa.eu/legislation_summaries/internal_market/index_en.htm

How to use this website?

Example 1: EU laws on textile products and shoes

Step 1: Select 'L' and then 'Labelling – non- food products' from the Alphabetical index

Step 2: Select 'Naming and labelling of textile products' or 'Labelling of footwear'

Result: the user will find titles and brief summaries of EU laws on labelling of textiles and shoes

2. Full texts of EU laws

Information source: European Commission - EUR-LEX

Website: <http://eur-lex.europa.eu/en/index.htm>



How to use this website?

Step 1: Try to find titles and reference numbers of EU Directives, Regulations, Decisions, etc. via the 'Summaries of EU legislation' website (see I.1.)

Example: search Directive 2008/121/EC

Step 2: Login to the website of Eur-Lex (click on the link above) and click on 'Simple search'

Step 3: Click on 'Search by natural number'

Step 4: Enter the year ('2008') and the number ('121'), select 'Directive' and click on 'search'

Step 4: Click on 'Bibliographic notice'

Step 5: Click on the most recent consolidated version of the Directive

3. EU policy in the field of various industrial products

Information source: European Commission – DG Enterprise and Industry

Website: http://ec.europa.eu/enterprise/index_en.htm

Select «Industry sectors ».

Companies can consult different web pages of DG Enterprise and Industry at the European Commission in order to find here references to EU laws and related guidance documents for specific products.

1) Textile products

Following websites include information on EU laws related to production and selling of textile products in the European Union.

- General info http://ec.europa.eu/enterprise/textile/index_en.htm
- Environmental issues: http://ec.europa.eu/enterprise/sectors/textiles/environment/index_en.htm



Subjects:

- [IPPC \(Integrated Pollution Prevention & Control\)](#)
- [Emission Trading System \(EU ETS\)](#)
- [Regulation on Registration, Evaluation, Authorization and Restriction of Chemicals \(REACH\)](#)

2) Footwear



Following website includes information on EU legislation related to production and selling of footwear in the European Union: http://ec.europa.eu/enterprise/footwear/index_en.htm

3) Leather



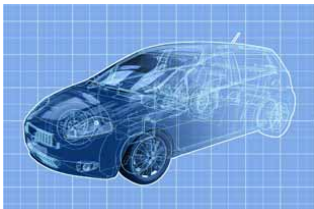
Following website includes information on EU legislation related to production and selling of leather in the European Union: http://ec.europa.eu/enterprise/sectors/leather/index_en.htm

4) Furniture



Following website includes information on EU legislation related to production and selling of furniture in the European Union: http://ec.europa.eu/enterprise/furniture/index_en.htm

5) Motor Vehicles



Following website includes information on EU legislation related to production and selling of motor vehicles in the European Union: http://ec.europa.eu/enterprise/automotive/index_en.htm



Information on clean and energy-efficient road transport vehicles can be consulted at following website: <http://www.cleanvehicle.eu/>

The Clean Vehicle Portal as a web-database aims to ensure a level of demand for clean and energy-efficient road transport vehicles and encourage manufacturers to invest in development of vehicles with low energy consumption, CO₂ emissions and pollutant emissions. The Clean Vehicle Portal offers access to a large and innovative database system of vehicle data.

The Features

- Access to Europe's largest vehicle database
- Lifetime-cost-calculation, following the „Clean Vehicle Directive“ (2009/33/EC)
- Interactive joint-procurement features to increase dynamic market development
- EU-wide information about existing procurement rules and incentive schemes for clean vehicles
- EU-wide information about market-shares of clean vehicles
- Powerful and easy-to-use web-application
- Following the „Clean Vehicle Directive“ (2009/33/EC)
- Individual data-output and calculations for each country in the EU

4.2. Environmental rules for commercialising goods in the European Union

4.2.1. Packaging and packaging waste obligations

4.2.2. Electrical and electronic equipment: WEEE and ROHS

4.2.1. ENVIRONMENTAL ASPECTS – PACKAGING AND PACKAGING WASTE OBLIGATIONS

'Why is it obligatory to pay a contribution for each packaging that a company is using when bringing a product on the market in the EU?'

'Which organisations in each of the Member States are responsible for collecting contributions from all companies that bring products with a packaging on the market and how can a company register with them?'

For an answer to these questions, look into the websites and publications presented below.

1. Legal framework for packaging waste in the EU

Information source:	European Commission - DG Environment
Website:	http://ec.europa.eu/environment/waste/packaging_index.htm

Directive 94/62/EC aims to harmonise national measures in order to prevent or reduce the impact of packaging and packaging waste on the environment and to ensure the functioning of the Internal Market. It contains provisions on the prevention of packaging waste, on the re-use of packaging and on the recovery and recycling of packaging waste.

2. Packaging waste recovery organisations in the EU

Information source:	Packaging Recovery Organisation Europe
Website:	http://www.pro-e.org



This site leads to the national sites in the EU Member States who are using the 'green dot' logo. Producers and importers can register via these sites in order to fulfil their obligations and get the right to use the green dot on their packaging.

4.2.2. ENVIRONMENTAL ASPECTS – ELECTRICAL AND ELECTRONIC EQUIPMENT: WEEE and ROHS

'Why is it obligatory to pay a contribution for waste collection and recycling for electrical and electronic equipment which is brought on the market in the EU?'

'Which organisations in each of the Member States are responsible for collecting contributions from all companies that bring such equipment on the market and how can a company register with them?'

'Which hazardous substances are not allowed to be used in electrical and electronic equipment?'

For an answer to these questions, look into the websites and publications presented below.

1. Legal framework for Waste Electrical and Electronic Equipment (WEEE) and Restriction of the use of Hazardous Substances (ROHS) in electrical and electronic equipment in the EU

Directives **2002/95/EC** on the restriction of the use of certain hazardous substances (ROHS) in electrical and electronic equipment and **2002/96/EC** on waste electrical and electronic equipment (WEEE) are designed to tackle the fast increasing waste stream of electrical and electronic equipment and complements European Union measures on landfill and incineration of waste. Increased recycling of electrical and electronic equipment will limit the total quantity of waste going to final disposal. Producers are responsible for taking back and recycling electrical and electronic equipment. This provides incentives to design electrical and electronic equipment in an environmentally more efficient way, which takes waste management aspects fully into account. Consumers are able to return their equipment free of charge. In order to prevent the generation of hazardous waste, Directive 2002/95/EC required the substitution of various heavy metals (lead, mercury, cadmium, and hexavalent chromium) and brominated flame retardants (polybrominated biphenyls (PBB) or polybrominated diphenyl ethers (PBDE) in new electrical and electronic equipment put on the market after 1 July 2006.

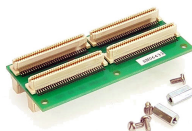
Information source: European Commission - DG Environment

Website: http://ec.europa.eu/environment/waste/weee_index.htm



Illustration of a ROHS-compliant products

Socket Saver (Lead-free)



2. WEEE recovery organisations in the EU

Information source: WEEE Forum

Website: <http://www.weee-forum.org/>



This site leads to the national sites in the EU Member States of organisations involved in WEEE. Producers and importers can register via these sites in order to fulfil their obligations.

4.3. Environmental issues in SME management, design and production of goods

4.3.1. EMAS – Eco-Management and Audit Scheme

4.3.2. Eco-label schemes for industrial products

4.3.3. Eco-design for energy-using products

4.3.1. EMAS – ECO-MANAGEMENT AND AUDIT SCHEME



The **Eco-Management and Audit Scheme (EMAS)** is the EU voluntary scheme for organisations willing to commit themselves to evaluate, improve and report on their environmental performances. The Commission has developed an **EMAS SME toolkit** to provide SMEs with an easy step-by-step explanation to reach registration with the EU **Eco-Management and Audit Scheme**.

Information source:	European Commission - DG Environment
Website :	http://ec.europa.eu/environment/emas/index_en.htm

Enterprises can contact in the Member States [national bodies](#) which are responsible for the registration of EMAS organizations.

4.3.2. ECO-LABEL SCHEMES FOR INDUSTRIAL PRODUCTS



The EU awards a Community eco-label to products and services with a reduced environmental impact. When can a company put an eco-label on its products? What are the conditions? An answer can be found at following web page.

Information source: European Commission - DG Environment

Website : http://ec.europa.eu/environment/ecolabel/index_en.htm

How to use this website?

to find info, choose one of the following items.

- Step 1: Select '[Ecolabelled products - Product categories](#)' and select then a specific product group, e.g. 'Laundry detergents' if you want to see the list with **eco-label criteria** for this group.
- Step 2: Select '[Ecolabelled products – Finding products](#)' in order to find in the [Eco-label catalogue](#) a list with **companies and their products** which received already the European eco-label.
- Step 3: Select '[Contacts - Competent Bodies](#)' if you want to see a list with names and addresses of competent authorities in a certain country.

4.3.3. ECO-DESIGN FOR ENERGY-USING PRODUCTS

The European Commission is promoting EcoDesign of Energy-Using products (EuP)

Information source: European Commission - DG Enterprise and Industry

Website : http://ec.europa.eu/enterprise/policies/sustainable-business/sustainable-product-policy/ecodesign/index_en.htm

The [Ecodesign Directive](#) provides with consistent **EU-wide rules for improving the environmental performance** of energy related products (ERPs) through [ecodesign](#). It therefore prevents disparate national legislations on the environmental performance of these products from becoming obstacles to the intra-EU trade. This should benefit both businesses and consumers, by enhancing **product quality** and **environmental protection** and by facilitating **free movement of goods** across the EU. Please see our [brochure](#).

Energy related products (*the use of which has an impact on energy consumption*) account for a large proportion of the energy consumption in the EU and include:

- **energy-using products (EUPs)**, which use, generate, transfer or measure energy (e.g. electricity, gas, fossil fuel), including consumer goods such as boilers, water heaters, computers, televisions, and industrial products such as transformers, industrial fans and industrial furnaces.
- **other energy related products (ERPs)** which do not necessarily use energy but have an impact on energy and can therefore contribute to saving energy, such as windows, insulation material or bathroom devices (e.g. shower heads, taps).



4.4. Internal market rules regarding the freedom to provide services in the European union

4.4.1. The European Services Directive

4.4.2. The Posting of workers Directive

4.4.1. THE EUROPEAN SERVICES DIRECTIVE

'Where can I find information about the implementation of the Services Directive in the Member States in the EU? More specific, where can I consult a list with 'points of single contact'?

Consult the website mentioned below to get an answer to this question.

Information source: European Commission - DG Internal Market

Website : http://ec.europa.eu/internal_market/services/services-dir/index_en.htm



How to use this website?

Click on '[points of single contact](#)' at the home page of the above mentioned website or go directly to

http://ec.europa.eu/internal_market/eu-go/

if you are interested in the national implementation of the Services Directive in the Member States. Click on the country of your choice and find all available information from the competent national authorities.

4.4.2. THE POSTING OF WORKERS DIRECTIVE

'I want to send some employees to another EU Member State on a temporary basis to carry out some work for a client in that country. Which rules apply to this posting of workers and which formalities does my company have to fulfill?

Consult the website mentioned below to get an answer to this question.

Information source: European Commission - DG Employment, Social Affairs and Equal Opportunities

Website : <http://ec.europa.eu/social/main.jsp?catId=471&langId=en>

How to use this website?

Click on '[National information and contacts](#)' to find information on this matter.

What is posting?

The free movement of workers is one of the fundamental freedoms guaranteed by the Treaty of the European Union.

We say a worker is "a posted worker" when he is employed in one EU Member State but sent by his employer on a temporary basis to carry out his work in another Member State. For example, a service provider may win a contract in another country and send his employees there to carry out the contract. This trans-national provision of services, where employees are sent to work in a Member State other than the one they usually work in, gives rise to a distinctive category, namely that of "posted workers". This category does not include migrant workers to go to another Member State to seek work and are employed there.

To guarantee that the rights and working conditions of a posted worker are protected throughout the European Union, and to avoid "social dumping" where foreign service providers can undercut local service providers because their labour standards are lower, the European Community law has established a core of mandatory rules regarding the terms and conditions of employment to be applied to an employee posted to work in another Member State. These rules will reflect the standards of local workers in the host Member State (that is, where the employee is sent to work).

The idea is that where a Member State has certain *minimum* terms and conditions of employment, these must also apply to workers posted to that State. However, there is nothing to stop the employer applying working conditions which are more favourable to workers such as, for instance, those of the sending member State (that is, where the employee usually works).

5. Intellectual property rights in the European Union

- 5.1. Protection of patents in the EU
- 5.2. Protection of trademarks in the EU
- 5.3. Protection of models and designs in the EU

5.1. PROTECTION OF PATENTS IN THE EU

Information source: European Patent Office

Website: <http://www.epo.org/index.html>



A European patent can be obtained by filing a single application in one of the official languages of the European Patent Office (English, French or German) in a unitary procedure before the EPO and is valid in as many of the 20 contracting states as the applicant cares to designate.

A European patent affords the same rights in the designated contracting states as a national patent granted in any of these states.

How to find info on the website of the EPO?

1) Select at the website of EPO 'Grant procedure – How to apply for a patent: a simple guide to the grant procedure' for information about applying for a European patent.

2) Select "About us - publications" in order to view a list with useful publications.

Ex.: various user guides

3) Find info about online filing of a patent application (epoline) via: <http://www.epoline.org>

EPO Online Services have been designed to allow applicants, attorneys and other users to conduct their business with the European Patent Office electronically in a state-of-the-art secure environment, protected by smart card or username/password access.

With Online Services you can

- prepare patent applications on your PC and submit them online using PatXML and the Online Filing software
- search in the European Patent Register, monitor Register data and look into files using Register Plus, WebRegMT and Online Secure File Inspection
- organise your files, receive communications from the EPO and pay fees using My Files, Mailbox and Online Fee Payment

4) Find info about patent applications at Register Plus: <https://register.epoline.org/espacenet/regviewer>

What is Register Plus?

Register Plus is the direct access to all the publicly available information on European patent applications as they pass through the grant procedure. It provides procedural and legal data on EP, Euro-PCT and PCT-filings. Register Plus is free of charge and available 24/7.

What can you use Register Plus for?

- to find out what stage in the procedure a European patent application has reached
- to see if a European patent application has been granted, or will be granted soon
- to check whether any oppositions to a European patent have been filed
- to read the correspondence between the EPO and the patent applicant/attorney
- to batch process and store these documents and correspondence offline for later study

The **Community patent**, also known as the **European Community Patent** or **EC patent** and sometimes abbreviated as **COMPAT**, is a patent law measure being debated within the European Union, which would allow individuals and companies to obtain a unitary patent throughout the European Union. The Community patent should not be confused with European patents which are granted under the European Patent Convention. European patents, once granted, become a bundle of nationally enforceable patents, in the designated states. This can be expensive for the patentee in that enforcement must be carried out through national courts in individual countries, and for a third party in that revocation cannot be accomplished centrally once the nine-month opposition period has expired.

The Community patent is intended to solve both of these problems, and also to provide a patent right that is consistent across Europe, thus fulfilling one of the key principles of the Internal Market in that the same market conditions should exist wherever in Europe trade is carried out - different patent rights in different countries presents a distortion of this principle.

In view of the difficulties in reaching an agreement on the community patent, other legal agreements have been proposed outside the European Union legal framework to reduce the cost of translation (of patents when granted) and litigation, namely the London Agreement, which entered into force on May 1, 2008, and the European Patent Litigation Agreement (EPLA), which is as of 2008 only a proposal.

5.2. PROTECTION OF TRADEMARKS IN THE EU

Information source 1:	Office for Harmonisation in the Internal Market (OHIM)
Website:	http://oami.europa.eu/en/mark/default.htm
	
Information source 2:	World Intellectual Property organization: Madrid System for the International Registration of Marks
Website:	http://www.wipo.org/madrid/en/index.html
	

The **Community trade mark** offers the advantage of uniform protection in all countries of the European Union on the strength of a single registration procedure with the Office for Harmonization.

Prior to the introduction of the Community trade mark, companies could protect their trade marks throughout the European Union in two ways: nationally and internationally. Registration at national level involves registering identical trade marks in each Member State of the European Union. Registration at international level makes it possible to obtain a number of trade marks the effects of which, in each of the countries party to the Madrid Agreement or the [Madrid Protocol](#) designated by the applicant, are the same as national registration. This involves applying to the World Intellectual Property Organization in Geneva on the basis of a trade mark already applied for and registered in a country party to the Agreement or the Protocol. This route is available only to companies having their headquarters or a real and effective establishment in those countries.

The Community trade mark is both an alternative to, and complementary to, the two previous procedures: each of the three types of trade mark offers a level of protection adapted to specific business needs. The national trade mark offers protection limited to the market of a single country. The Community trade mark offers protection for the entire market within the European Union. The international trade mark meets the particular needs of those who wish to obtain protection also in the countries outside the European Community.



The Madrid system for the international registration of marks (the Madrid system) established in 1891 functions under the Madrid Agreement (1891), and the Madrid Protocol (1989). It is administered by the International Bureau of WIPO located in Geneva, Switzerland.

Thanks to the international procedural mechanism, the Madrid system offers a trademark owner the possibility to have his trademark protected in several countries by simply filing one application directly with his own national or regional trademark office (members of the Madrid Union available in [PDF](#)). An international mark so registered is equivalent to an application or a registration of the same mark effected directly in each of the countries designated by the applicant. If the trademark office of a designated country does not refuse protection within a specified period, the protection of the mark is the same as if it had been registered by that Office. The Madrid system also simplifies greatly the subsequent management of the mark, since it is possible to record subsequent changes or to renew the registration through a single procedural step. Further countries may be designated subsequently.

5.3. PROTECTION OF MODELS AND DESIGNS IN THE EU

Information source: Office for Harmonisation in the Internal Market (OHIM)

Website: <http://oami.europa.eu/en/design/default.htm>



The registered community design:

- gives the exclusive right to use the design in commerce and take legal action against infringers and to claim damages,
- serves as a deterrent against infringement,
- is a rapidly obtained right with few formalities,
- is a right valid throughout the EU market,
- is a protection that allows you to forbid unauthorized production of your design in all the EU countries and stop imports into the EU at all possible entry points.



6. Finding business partners in the European Union

6.1. Publication of trade and cooperation proposals in the EU

6.2. Finding R&D partners in Europe

6.1. PUBLICATION OF TRADE AND COOPERATION PROPOSALS IN THE EU

'Which database / website operated by the EU allows a publication of trade and cooperation proposals with the aim to find potential business partners in various countries?'

For an answer to this question, look into the websites presented below.

Information source 1: European Commission – DG Enterprise and Industry
Enterprise Europe Network

Website: http://www.enterprise-europe-network.ec.europa.eu/index_en.htm



How to use this network?

One of the services which the Enterprise Europe Network (see also I.2) is offering consists of helping SMEs to **find suitable business partners** by using its **business and technology cooperation database**, providing information on tender opportunities and international networking.

Interested companies should contact a member of the EEN network in their region via:
http://www.enterprise-europe-network.ec.europa.eu/info/network_en.htm

6.2. FINDING R&D PARTNERS IN EUROPE

'Which databases / websites operated by the EU allow to search for European enterprises, research institutes, universities, etc. who want to cooperate in various R&D – fields, in market-oriented R&D with licensing or manufacturing agreements, joint ventures, etc. ?'

For an answer to this question, look into the website presented below.

Information source 1: Community Research & Development Information Service (CORDIS)

Website: <http://cordis.europa.eu/>



CORDIS, the COmmunity Research and Development Information Service, is an interactive information platform that keeps you up-to-date with the latest news, progress and initiatives in European innovation, research and development.

How to use this website for finding partners?

Step 1: login to the CORDIS PARTNERS SERVICE web page
<http://cordis.europa.eu/partners-service/>

Step 2: select '[Search for Partners](#)'

Option 1: select a partner for EU-funded research

Step 3: In case of interest for finding a partner for a cooperation in EU-funded R&D, enter a search term (e.g. 'renewable energy') in the upper box

Step 4: choose 'project proposal' if you want to search for organisations with R&D proposals in your sphere of interest which they would like to realize with EU-funds in the near future and in a cooperation with other European partners

and/or

'company expertise' if you want to find organisations who demonstrate in their profile a certain skill in specific R&D fields, e.g. thanks to previously realized EU-funded projects

Step 5: select a program which seems to fit with your interests (e.g. 'CIP, a program that supports projects in the fields of competitiveness and innovation).

Step 6: click on 'search' and view the profiles of listed companies, research institutes, universities, etc.

More information on EU-funded R&D programs is available at
http://cordis.europa.eu/fp7/home_en.html

Option 2: select a partner for a private collaboration

Step 3bis: select one or more types of cooperation

- financial support
- further R&D support
- joint venture agreement
- licence agreement
- manufacturing agreement
- marketing agreement

Step 4bis: select one or more SME support networks in case you prefer profiles of potential partners which were introduced by professional intermediary organisations as National Contact Points, Innovation Relay Centres (IRCs) or Euro Info Centres (EICs).

Step 5bis: select one or more countries of interest where you would like to find potential partners

Step 6bis: click on 'search' and view the profiles of listed companies, research institutes, universities, etc.

Information source 2: EUREKA (Network for Market Oriented R&D)

Website: <http://www.eureka.be/home.do>



EUREKA is a pan-European network for market-oriented, industrial R&D.

Founded in 1985, to challenge the increasing migration of R&D and industrial innovation to Asian and North-American countries, EUREKA now unites 38 member countries. Together, they promote international, market-oriented research and innovation through the support they offer to small and medium-sized enterprises, large industry, universities and research institutes. Through EUREKA, these organisations are introducing new products, processes and services to market, helping make Europe economically strong and socially sound.

Results stemming from EUREKA projects are everywhere: gsm mobile phone technology; navigation systems; smartcards to support mobile and electronic commerce; film special effects software for cinema; state-of-the-art medical devices and technologies to monitor and limit environmental pollution.

EUREKA Clusters are long-term, strategically significant public-private partnerships. Most of Europe's leading companies participate in EUREKA Clusters, developing generic technologies of key importance to European competitiveness. EUREKA Umbrellas are thematic networks that focus on a particular technology or business sector. Their goal is to generate and support R&D projects in their specific field of operation.



EUREKA's Eurostars Programme is the first European funding and support programme to be specifically dedicated to research-performing SMEs. Eurostars stimulates them to lead international collaborative research and innovation projects. The Eurostars mission is "To support R&D-performing entrepreneurs, by funding their research activities, enabling them to compete internationally and become leaders in their sector."

How to use this website?

I. STARTING A PROJECT

I.1. Finding partners

Step 1: login to the [EUREKA website](#)

Step 2: select 'Projects' and then 'Participate'

Step 3: select 'How to start a project', 'Propose a project idea' or 'Download project application form'

I.2. Finding funding

Step 1: login to the [EUREKA website](#)

Step 2: select 'Activities' and then 'Eurostars'

Step 3: consult [here](#) info about 'Registration', 'Guidelines for applicants', 'Submit an application', etc.

II. SEARCHING EUREKA PROJECTS

Step 1: login to the [EUREKA website](#)

Step 2: select 'Projects' and then 'Project search'

Step 3: select 'Projects looking for partners', 'Finished projects', 'Running projects', or 'Eurostars projects'

Step 4: enter a keyword in the search box (e.g. 'satellite communication')

Step 5: consult a summary or outline of the project or info about participants

7. Starting a business in the European Union

- 7.1. Legal requirements and incentives for creating a company in the EU
- 7.2. Social security systems in the EU
- 7.3. Taxation in the EU Member States

7.1. LEGAL REQUIREMENTS AND INCENTIVES FOR CREATING A COMPANY IN THE EU

'Where can I find information about legal forms, required licences, taxes, labour laws, etc. for starting and running a company in another European country?'

'Where can I find information about national or regional financial and fiscal incentives for starting or expanding a company in other European countries?'

For an answer to these questions, look into the websites presented below.

Information source 1: European Commission
Your Europe - Business

Website: http://ec.europa.eu/youreurope/business/index_en.htm

How to use this website?

Step 1: login to the [Your Europe – Business website](http://ec.europa.eu/youreurope/business/index_en.htm)

Step 2: click on 'Starting-up' and then on 'Start-ups'

Step 3: click on the flag of the country of your choice

Step 4: consult here info on legal requirements, administrative procedures, etc.

Information source 2: European Commission – DG Enterprise and Industry
Enterprise Europe Network (EEN)

Website: http://www.enterprise-europe-network.ec.europa.eu/index_en.htm

Country guides and references to useful websites are also available at the members of the Enterprise Europe Network (EEN). These documents and web pages usually contain a brief presentation about following topics:

- economic indicators
- formalities for starting a business
- inward investment incentives
- labour law
- social security
- direct and indirect taxes
- agreements on prevention of double taxation
- useful contacts

7.2. SOCIAL SECURITY SYSTEMS IN THE EU

'Our company wants to employ somebody in another Member State of the EU in order to represent our company here. Which employers' and employees' contributions do we have to pay?'

For an answer to this question, look into the website presented below.

Information source: European Commission – DG Employment, Social Affairs & Equal Opportunities
MISSOC – Mutual Information System on Social Protection in the EU Member States and the EEA

Website: <http://ec.europa.eu/social/main.jsp?catId=815&langId=en>

MISSOC produces regularly updated comparative tables covering all areas of social protection and MISSOC Info Bulletins on specific topics and on the main changes in the social protection systems.

How to use this website?

Step 1: login to the [MISSOC Database](#)

Step 2: prepare a query by selecting relevant countries and the type of social security contributions you are interested in

Step 3: click on 'search' and consult the information on the screen

Companies who need more detailed info about social security obligations can consult a member of the [Europe Enterprise Network](#) near to the place where they want to start a business activity.



7.3. TAXATION IN THE EU MEMBER STATES

'Where can I find an overview of corporate taxes in different EU Member States?'

For an answer to this question, look into the website presented below.

Information source: European Commission – DG Taxation and Customs Union

Website: http://ec.europa.eu/taxation_customs/taxation/gen_info/info_docs/tax_inventory/index_en.htm

The 'Taxes in Europe' database is an on-line information tool covering the main taxes in force in the EU Member States.

The "Taxes in Europe" database contains, for each individual tax, information on its legal basis, assessment base, main exemptions, applicable rate(s), economic and statistical classification, as well as the revenue generated by it.

The 'Taxes in Europe' database covers following types of taxes:

- all main taxes in revenue terms (personal income taxes, corporate income taxes, value added taxes, excise duties);
- the main social security contributions;
- list of minor taxes yielding less than 0.1 % of GDP.

8. Market information

8.1. Statistical info about external trade of the EU

8.2. Trade fairs in the EU (and worldwide)

8.1. STATISTICAL INFO ABOUT EXTERNAL TRADE OF THE EU

'Where is statistical info available about import and export of goods in the European Union?'
For an answer to this question, look into the websites presented below.

Information source 1: European Commission – DG Trade – Exports Helpdesk for developing countries

Website: <http://exporthelp.europa.eu/thdapp/comext/ComextServlet?languageId=EN>

The logo for the Export Helpdesk for developing countries. It features the words "EXPORT" and "HELPDESK" in large, bold, white capital letters on a dark blue background. Below "HELPDESK" is the phrase "for developing countries" in a smaller, white, lowercase font.

The section 'Trade Statistics' at the Export Helpdesk provides trade data (exports and imports) for the EU and its individual Member States.

How to find statistics?

Step 1: Enter a product code (e.g. '7402') or search a relevant code

Step 2: Select a reporting country (e.g. 'EUR 27' = all EU States)

Step 3: Select a partner country (e.g. 'All partners')

Step 4: Select a year (e.g. '2010')

Step 5: Select indicators, e.g.

- Import value
- Import quantity
- Export value
- Export quantity

Step 6: Click on 'View' and consult the table

Information source 2: Eurostat – Statistical Office of the European Communities

Website: <http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/themes>

Eurostat offers statistics on various issues as:

- General and regional statistics
- Economy and finance
- Population and social conditions
- Industry, trade and services
- Agriculture and fisheries
- External trade
- Transport
- Environment and energy
- Science and technology

How to use this website?

Select a subject via 'Statistics by theme', the alphabetic list 'Statistics A-Z' or consult 'Browse / search database'.

8.2. TRADE FAIRS IN EUROPE (AND WORLDWIDE)

'Where can we find information about international trade fairs which will take place in other countries in or outside Europe?'

For an answer to these questions, look into the website presented below.

Information source: M+A Expo Database

Website: <http://www.expodatabase.com/>



To **find info** in the M+A Expo Database, follow the example.

Example: When will the next food fair take place in Köln, Germany?

Step 1: login to the website of M+A Expo Database (click on the link above)

Step 2: insert a word, e.g. 'food Germany' in the search box

Step 3: select a time frame ('date from' + 'date to') within which the trade fair should take place

Step 4: click on 'GO'

Step 5: view the list with results and find the date of the next edition of the Anuga trade fair (see hereunder)

08Oct-12Oct2011

Cologne, Germany

Anuga-The Leading Trade Fair for the Global Food Industry

9. Legal (contractual) aspects of doing business with the EU

- 9.1. Contracts with EU enterprises
- 9.2. Incoterms
- 9.3. Documentary credits
- 9.4. Electronic invoicing

9.1. LEGAL (CONTRACTUAL) ASPECTS – CONTRACTS WITH EU ENTERPRISES

'Where can a company find a model contract for a distributorship or agency agreement or for an international sales transaction?'

For an answer to this question, consult the websites which are presented below.

Information source 1: ICC - International Chamber of Commerce

Website: <http://www.iccwbo.org>



The International Chamber of Commerce publishes (ICC) model contracts and guides regarding agreements and contracts in international business relations and transactions.

To **find info** about available publications follow the steps.

Step 1: login to the website (click on the link above)

Step 2: click on '[Bookstore](#)'

Step 3: select 'International Business & Trade Terms' and 'Model Commercial Contracts'

Step 4: view the list with following publications.

- ICC Model International Trademark License
- ICC Model International Transfer of Technology Contract
- ICC Model Turnkey Contract for Major Projects
- Drafting and negotiating International Commercial contracts
- ICC Legal Handbook on Global Sourcing Contracts
- ICC Model International Sale Contract
- ICC Model Occasional Intermediary Contract
- ICC Model Confidentiality Agreement
- ICC Model Commercial Agency Contract – 2nd edition
- ICC Model Distributorship Contract
- ICC Short Form Model Contracts
- ICC Model Contract for the Turnkey Supply of an Industrial Plant
- ICC Model International Franchising Contract
- ICC Model Selective Distributorship Contract
- ICC Model Mergers & Acquisitions Contract 1 – Share Purchase Agreement
- ICC Force Majeure Clause 2003 – ICC Hardship Clause 2003

Step 5: click on 'Buy now' for ordering these publications

Although these model contracts are very useful, companies are strongly recommended to ask a specialised legal advisor to complete the contracts according to their wishes.

Information source 2: Juris International (International Trade Centre – UNCTAD / WTO)

Website: <http://www.jurisint.org/en/con/index.html>



Juris International •

Consult here a wide list of model contracts for following topics:

- [Agency](#) (4)
- [Audiovisual](#) (13)
- [Buy Back - Countertrade transactions](#) (2)
- [Confidentiality and not-to-compete agreement](#) (13)
- [Construction, installation of plant, engineering](#) (3)
- [Data transfer](#) (1)
- [Distribution](#) (3)
- [E-Commerce, Internet and multimedia](#) (28)
- [Franchising](#) (2)
- [ITC model contracts](#) (38)
- [Joint ventures, consortium and cooperation agreements](#) (8)
- [Letter of intent / Memorandum of understanding](#) (8)
- [Licensing \(patent, trademark and know-how\)](#) (24)
- [Machinery \(supply, etc.\)](#) (4)
- [Music](#) (4)
- [Procurement](#) (12)
- [Publishing](#) (18)
- [Research](#) (6)
- [Sale of manufactured and semi-manufactured goods](#) (1)
- [Sale of perishable goods, commodities and raw materials - Cocoa](#) (4)
- [Sale of perishable goods, commodities and raw materials - General](#) (5)
- [Sale of perishable goods, commodities and raw materials - Grains, oil seeds and feeding meals](#) (35)
- [Sale of perishable goods, commodities and raw materials - Others](#) (1)
- [Services](#) (7)
- [Subcontracting](#) (1)
- [Technical assistance](#) (2)

9.2. LEGAL (CONTRACTUAL) ASPECTS - INCOTERMS

'Where can a company find a presentation and clarification of incoterms which are used in international trade?'

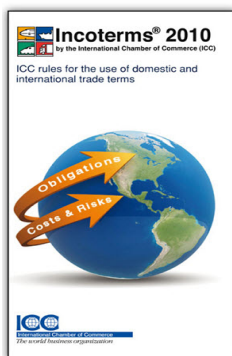
For an answer to this question, consult the websites which are presented below.

Information source 1: ICC - International Chamber of Commerce

Website: <http://www.iccwbo.org>



Incoterms define the responsibilities of buyer and seller for delivery of goods under sales contracts. *Incoterms 2010* is the authoritative text for determining how costs and risks are allocated to the parties. These terms are regularly incorporated into sales contracts worldwide and have become part of the daily language of trade.



To **find info** about available publications follow the steps.

Step 1: login to the website (click on the link above)

Step 2: click on '[Bookstore](#)'

Step 3: select 'International Business / Trade terms' and 'Incoterms'

Step 4: view the list with following publications

Incoterms 2010 – paper version

Incoterms 2010 Wallchart

Incoterms 2000 (paper or eBook version)

Incoterms 2000 Wall Chart

ICC Guide to Incoterms 2000

(paper or eBook version)

Incoterms 2000: A Forum of Experts

Step 5: click on 'Buy now' for ordering these publications

The 2010 edition includes 11 terms instead of the 13 in the previous edition.

The following terms from Incoterms 2000 have been deleted from the list: DAF, DES, DEQ and DDU.

Two new terms have been added to the list: DAT and DAP.

DAT replaces Incoterms 2000 rule DEQ.

DAP replaces Incoterms 2000 rules DAF, DES and DDU.

Whilst Incoterms 2000 had four categories, Incoterms® 2010 only has two categories.

The Incoterms® 2010 are arranged in two categories as follows:

Rules for Any Mode of Transport

EXW - Ex Works

FCA - Free Carrier

CPT - Carriage Paid To

CIP - Carriage and Insurance Paid

DAT - Delivered At Terminal

DAP - Delivered At Place

DDP - Delivered Duty Paid

Rules for Sea and Inland Waterway Transport Only

FAS - Free Alongside Ship

FOB - Free On Board

CFR - Cost and Freight

CIF - Cost, Insurance and Freight

In addition to the 11 rules, Incoterms® 2010 includes:

- Extensive guidance notes and illustrative graphics to help users efficiently choose the right rule for each transaction;
- New classifications to help choosing the most suitable rule in relation to the mode of transport;
- Advice for the use of electronic procedures;
- Information on security-related clearances for shipments;
- Advice for the use of Incoterms® 2010 in domestic trade.

Used in international and domestic contracts for the sale of goods, Incoterms help parties avoid misunderstandings by clearly identifying the obligations of the buyer and seller.

Featuring the two new rules, the Incoterms® 2010 edition reflects advances in international trade over the last decade, and is an essential tool for trade. Used in both international and domestic contracts for the sale of goods, the rules simplify the drafting of such contracts and help avoid misunderstandings by clearly setting out certain obligations of buyers and sellers

The new Incoterms® 2010 are in use since 1st January 2011.

Information source 2: International Business Training

Website: <http://www.i-b-t.net/incoterms.html#FOB>

How to use this website?

Consult here a 'Chart of Responsibility' and/or order the publication 'The IBT Guide to Incoterms 2000'

9.3. LEGAL (CONTRACTUAL) ASPECTS – DOCUMENTARY CREDITS

'Where can a company find a description of the rights and obligations of parties involved in documentary credits?'

For an answer to this question, consult the organisation and website which is presented below.

Information source: ICC - International Chamber of Commerce

Website: <http://www.iccwbo.org>



Now universally used, the **Uniform Customs and Practice for Documentary Credit (UCP)** are the most successful private rules for commerce ever developed.

To **find info** about available publications follow the steps.

Step 1: login to the website (click on the link above)

Step 2: click on '[Bookstore](#)'

Step 3: select 'International Banking'

Step 4: view the list with publications, which includes:

- Users' Handbook for Documentary Credits under UCP 600 (2008)
- ICC Uniform Rules for Bank-to-Bank Reimbursements under Documentary Credits (2008)
- The Complete UCP Uniform Customs and Practice for Documentary Credits (2008)
- Insights into UCP 600 – Collected Articles from DCI 2003 to 2008
- Commentary on UCP 600 (2007)
- ICC Uniform Customs and Practice for Documentary Credits UCP 600 (2006)

Step 5: click on 'Buy now' for ordering these publications

9.4. LEGAL (CONTRACTUAL) ASPECTS – ELECTRONIC INVOICING

‘Where can I find information about standards for electronic invoicing in the EU?’

For an answer to this question, consult the organisation and website which is presented below.

Information source: CEN

Website: <http://www.e-invoice-gateway.net/>



CEN/ISSS E-INVOICE GATEWAY

The aim of the platform **E-Invoicing-Gateway** (EIG) is to identify the most appropriate national legal practices in the relevant fields of e-business, in order to contribute to the **simplification** and **improvement** of the administrative and regulatory framework for enterprises in e-business **in the field of e-Invoicing**.

On this platform you will find:

THE KNOWLEDGE BASE:

- [‘Good-Practice-Guidelines’](#) which support you in an **easy start up on e-Invoicing**;
- [Country related information about e-Invoicing](#) which gives an quick overview about **European e-Invoicing efforts**;
- A [list of issues](#) regarding e-Invoicing which shows **critical points as well as possible solutions**. Here you are invited to send an issue to the expert group (via mail form in this section):
- Text of the **new EU Directive on electronic invoicing**.
[Go to documents](#)

ORGANIZATIONS OPERATING IN THE FIELD OF e-INVOICING:

- In section [‘ORGANIZATIONS’](#) you will find **European companies and organizations operating in the field of e-Invoicing** ([certification authorities](#), [standardization authorities](#), [regulation authorities](#), [national initiatives](#), [general infoportals](#), [public authorities](#) and [solution providers](#)). They will help you in starting with e-Invoicing.

10. Opportunities of public markets in the European Union

10.1 European tenders and grants

10.2. Public procurement in the EU

10.1. OPPORTUNITIES OF PUBLIC MARKETS IN THE EU – EUROPEAN TENDERS AND GRANTS

'Where can companies find information about European tenders and grants through which the European institutions are financing the execution of works, supplies of goods and services and the realisation of projects of different kinds of organisations?'

For an answer to this question, consult the websites which are presented below.

Information source 1: European Commission – EuropeAid Co-Operation Office of the European Commission

Website: <http://ec.europa.eu/comm/europeaid/index.htm>

What is EuropeAid?

EuropeAid – Development through multi-stakeholder co-operation

The European Union, composed of the Member States and the European Commission, is the world's biggest aid donor. The Commission's EuropeAid co-operation office manages EU external aid programmes and ensures that development assistance is delivered worldwide.

EuropeAid's [main mission](#) is to implement the Commission's external aid instruments, both those funded by the Union's budget and the European Development Fund. The '[Who's who](#)' section explains how EuropeAid is organised.

To ensure coherence, complementarity and coordination in implementing external assistance programmes worldwide, EuropeAid works in close collaboration with [its various partners](#). The overall aim is to make external aid more effective. [Civil society](#), [international organisations](#) and [governments of EU Member States](#) are all important actors in this field.

Announcements of funding opportunities

EuropeAid implements programmes and projects around the world, wherever assistance is needed. It delivers support through regional and country-specific approaches across a variety of sectors. In addition, programmes with a global reach allow the European Commission to provide similar support to countries that have shared problems, even if they are thousands of kilometres apart.

EuropeAid draws on a range of EU financial instruments and programmes to collaborate with partners from the following regions:

- [Africa, Caribbean and the Pacific](#)
- [Asia](#)
- [Gulf region](#)
- [Latin America](#)
- [European Union's southern and eastern neighbours](#)

EC external aid is given by means of either contracts to provide services, supplies or works to beneficiary countries or grants (generally for projects proposed by non-profit making organisations).

a) Contracts to provide services, supplies or works (tenders)

Service, supplies and works contracts are awarded after a tendering process on the basis of projects identified by the EU in conjunction with beneficiary countries.

The search facility on this Web site allows you to see current and expected tender opportunities as well as those whose deadlines have now expired and information about contracts which have been awarded as a result (including the short-listed applicants in the case of a restricted tendering process).

b) Grants

Grants are awarded for projects proposed to the EU by (in general, non-profit-making) external organisations. The intention is that projects will be selected for grants on the basis of calls for proposals.

The publication of a call for proposals will indicate the relevant funding priorities of the EU, eligibility criteria and any other conditions for the award of a grant. The search facility on this Web site allows you to see current and expected calls for proposals (as well as those whose deadlines have now expired and information about grants which have been awarded as a result).

To **find info** about European tenders and grants follow the steps.

Step 1: login to the [EuropeAid - website](#) (click on the link above)

Step 2: select 'Funding' and then 'Call for proposals & Procurement notices'

Step 3: select 'Advanced Search'

Step 4: select a type of funding (e.g. a grant for a project or a supply (of goods), a service or works)
select also a region or a country

Step 5: click on 'search'

Step 4: Verify in the list of tenders and calls for proposals that will appear on the screen if some relevant announcements can be found.

Information source 2: European Commission – DG Enterprise and Industry – Access to finance

Website: http://ec.europa.eu/contracts_grants/grants_en.htm

How to use this website?

Consult the different grant schemes on this website and contact the appropriate organizations involved in receiving funding requests.

10.2. OPPORTUNITIES OF PUBLIC MARKETS IN THE EU – PUBLIC PROCUREMENT IN THE EU

'Which database contains public markets (tenders) of national, regional and local authorities in the different Member States of the EU?'

For an answer to this question, consult the website which is presented below.

Information source 1: TED (Tenders Electronic Daily)

Website: <http://ted.europa.eu/>

TED is the electronic version of the Supplement to the Official Journal of the European Union.

This site is updated daily. All tenders of public institutions in the EU with an estimated value which is higher than certain thresholds have to be communicated to the European institutions. These tenders are published in the Supplement to the Official Journal of the EU and appear also in the TED website.

To **find info** about public tenders follow the steps.

Step 1: select 'Search' or try the option 'Expert search'

Step 2:

- insert one or more countries (e.g. Germany)
- insert one or more types of contracts (e.g. works, supplies, service contracts)
- insert one or more types of procedures (e.g. open procedure, restricted procedure)
- insert one or more CPV-codes
- use the possibility to insert free key words in the box next to 'Full text'

Step 3: click on 'search'

Step 4: consult selected tenders

Information source 2: SIMAP

Website: <http://simap.europa.eu/>



SIMAP guides the user of this website to national databases in EU Member States with Information on public tenders, including those with lower thresholds than is needed for publication in TED.

To **find info** about public tenders follow the steps.

Step 1: login to the SIMAP - website (click on the link above)

Step 2: select 'Suppliers corner – National public procurement databases'

Step 3: consult public procurement databases in EU Member States

11. Euro

11.1. Euro foreign exchange rate

11.2. Cross-border payments in euro

11.1. EURO: FOREIGN EXCHANGE RATE

'Where can I find the exchange rate of the euro vs the US dollar or other currencies?'



For an answer to this question, consult the website which is presented below.

Information source: European Central Bank

Website: <http://www.ecb.eu/stats/exchange/eurofxref/html/index.en.html>

Euro foreign exchange references rates can be consulted at:

<http://www.ecb.eu/stats/exchange/eurofxref/html/index.en.html>

The reference rates published on this site are based on the regular daily concertation procedure between central banks within and outside the European System of Central Banks, which normally takes place at 2.15 p.m. ECB time (CET).

11.2. Cross-border payments in euro

'Is there any European legislation on charges for cross-border payments in euro?'

For an answer to this question, consult the website which is presented below.

Information source: European Commission – DG Internal Market

Website: http://ec.europa.eu/internal_market/payments/crossborder/index_en.htm

Regulation (EC) No 924/2009 on cross-border payments in the Community eliminates the differences in charges for cross-border and national payments in euro. It applies to payments in euro, up to the value of EUR 50 000, in all EU Member States. The basic principle is that the charges for payment transactions offered by a payment service provider (e.g. your bank) have to be the same whether the payment is national or cross-border.

The Regulation applies to all electronically processed payments, including credit transfers, direct debits, cash withdrawals at cash dispensers (ATMs), payments by means of debit and credit cards, and money remittance.

Some conditions may apply depending on the type of a payment transaction. For example, for credit transfers and direct debits, the use of IBAN and BIC when ordering the payment, is obligatory. All non-euro area Member States have the possibility to extend the application of this Regulation and to apply the same charges for payments in euro as for payments in their national currency.

12. Other information

12.1. Identification of bar codes in EU Member States

12.2. Identification of Global Location Numbers (GLN)

12.1. IDENTIFICATION OF BAR CODES IN EU MEMBER STATES

'Which standards are to be respected for the creation of bar codes?'

'Which organisation does our company need to contact for getting the permission to work out bar codes for putting on its products and packaging?'

For an answer to this question, look into the website presented below.

Information source: GS1

Website: <http://www.gs1.org/>



Before using GS1 identifiers and bar codes, it is important to understand the underlying basics of the technology. This website provides a starting point. It introduces **key concepts** and provides **key questions** that should be considered during implementation. GS1 Member Organizations in over 100 countries provide implementation tools and services in their area.

GS1 Global Office offers bar code and identification tools for global use, but it is important to note that GS1 Member Organisations are highly engaged in bar code and identification implementation in their local area. The Member Organisations provide a broad range of services from helpdesk support, training, standards publication/translation, guidelines, and data management systems. The services are customized for local needs so members should contact their local GS1 Member Organisation for ongoing support tools.

[Click here to find the GS1 Member Organisation nearest you.](#)

To **find info** on the structure and registration of bar codes follow the steps.

Step 1: login to the GS1 website (click on the link above)

Step 2: select '[Products & Solutions](#)'

Step 3: select '[BarCodes & Identification](#)'



Consult here information about 'Ten steps to Bar Code implementation' and related info.

12.2. IDENTIFICATION OF GLOBAL LOCATION NUMBERS (GLN)

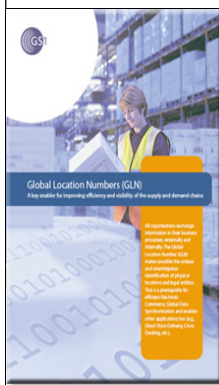
How can my company receive a Global Location Number (GLN) for its premises?

For an answer to this question, look into the website presented below.

Information source: GS1

Website: <http://www.gs1.org/glnrules/>

GLN Allocation Rules



GLN (Global Location Number) provides the global supply chain solution for the identification of physical locations and legal entities.

A real world [Story Board](#) has been developed for those who want a basic introduction to how Global Location Numbers are used.

For more information contact your local [GS1 Member Organisation](#).
[View the GLN Allocation Rules Overview](#)

GLN (Global Location Number)

As the name implies, the GLN is the GS1 Identification Key for Locations. The GLN can be used to identify physical locations and legal entities where is a need to retrieve pre-defined information to improve the efficiency of communication with the supply-chain. Global Location Numbers are a prerequisite for [GS1 eCom](#) message or to access information from the [Global Data Synchronisation Network](#).

For help implementing GLNs, visit the web page [GLN Allocation Rules](#).

The GLN is constructed as follows:

GS1 Company Prefix >					< Location Reference							Check Digit
N ₁	N ₂	N ₃	N ₄	N ₅	N ₆	N ₇	N ₈	N ₉	N ₁₀	N ₁₁	N ₁₂	N ₁₃

GLN Extensions

Global Location Numbers may also use an optional extension component using the Application Identifier (254) to support is restricted for internal purposes. Although optional, when used AI (254) must be in conjunction with AI (414) Identification of a physical location and can be encoded using an EPC tag, a GS1-128 symbol or a GS1 DataBar symbol.

The GLN Extension will not be communicated with trading partners except by mutual agreement and has been developed in expectation that it will be an important business requirement with the EPC Network. Locations that

currently have a GLN may also use an optional GLN Extension component to distinguish unique locations (storage slots, door locations, bin storage, shelves, peg holes, rack, cabinet, computer/communication bays, etc.). However, a company may choose to assign a unique GLN, without an Extension component, as a way to identify these locations.

For a more detailed overview on the benefits of GLN see [GLN Executive Summary](#).

13. Solving problems in doing business in the EU

13.1. SOLVIT: a solution-oriented service for businesses

13.1. SOLVIT: A SOLUTION-ORIENTED SERVICE FOR BUSINESSES

'Who can help a company who faces a problem with a local authority or enterprise in another EU Member State regarding the correct application of internal market rules?'

For an answer to this question, look into the website presented below.

Information source: SOLVIT

Website: <http://ec.europa.eu/solvit>



What is SOLVIT?

SOLVIT is an online problem solving network in which EU member states work together to solve problems caused by the misapplication of EU legislation by public authorities. There is a SOLVIT centre in every EU member state (as well as in Norway, Iceland and Liechtenstein). SOLVIT centres can help with handling complaints from both business and citizens. They are part of the national administrations and are committed to providing real solutions to problems within ten weeks. Using SOLVIT is free of charge.

For further information in all EU languages, please visit the SOLVIT website

Who has it helped already?

Some examples of how SOLVIT has helped businesses and citizens can be found on:
http://ec.europa.eu/solvit/site/success/index_en.htm.

National SOLVIT-centres can be contacted via following webpage:
http://ec.europa.eu/solvit/site/centres/index_en.htm

14. Useful addresses

More information about the topics presented in this guide can be obtained from following institutions.



Head Office - EU Relay Information for Businesses, TIRANE

Phone: ++355 422 47 105

E-mail: info@uccial.al

Address: by Union of Chambers of Commerce and Industry
Blv. Zhan D'Ark , 23
Tirana- Albania

EU Relay Information for Businesses, Fier

Tel&Fax: + 355 34 502 514

E-mail: cciqarkufier@yahoo.com

Address: by Chamber of Commerce and Industry Fier
Lagja: "Kastriot", Rruga: "Leon Rei"
Fier-Albania

EU Relay Information for Businesses, Gjirokaster

Tel :++355 08 426 8001

Mobile: ++355 68 40 58 777

E-mail: ccigjirokaster@gmail.com

Address: by Chamber of Commerce and Industry
Lagjia "18 Shtatori",
Gjirokaster-Albania

EU Relay Information for Businesses, Lezhe

Tel&Fax: 0215 22 332/0215 22 235

E-mail: dhti_lezhe@yahoo.com

Address: by Chamber of Commerce and Industry Lezhe
Sheshi "Gjergj Kastrioti"
Lezhe- Albania

EU Relay Information for Businesses, Durres

Tel: 052 222 199

Mobile: 068 20 88 566

E-mail: info@ccidr.al

Address: by Chamber of Commerce and Industry Durres
Lagjja 3, Rruga "Skenderbeg" ,
Durres - Albania