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IDB USER REFERENCE MANUAL

PART III

**REFERENCE MANUAL FOR THE PREPARATION OF
IDB SUBMISSIONS**

Note by the Secretariat

This paper replaces the "Reference Manual for the Preparation of data" reproduced in document IDB/W/4.

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A. GENERAL NOTE

1. Contents of IDB submissions

IDB submissions can be furnished to the WTO Secretariat using either the "full" IDB submission formats which are described in this document or using "simplified" formats which are described in PART III - Addendum 1 - "Reference Manual for the Preparation of IDB "Simplified" Submissions". Only the minimum data required for an IDB submission are contained in the "simplified formats". The Secretariat has developed computer programs which reformat submissions using the "simplified" formats to the "full" IDB formats.

IDB submissions should be recorded at the detail of the national customs tariff nomenclature, in separate files - an import statistics file, a coded tariff file, a textual tariff file, a tariff footnote file (where applicable), a coded non-tariff file and a textual non-tariff file. The reporting country code, the reference year and the tariff item number are the common elements in each file which allow for the integration of all information recorded in the various IDB files.

Documentation on the national codes used for recording countries, quantity units, etc. should be furnished to the Secretariat by IDB participants. It would be preferable to provide this documentation on PC diskettes or magnetic tapes, although documentation in print form would be acceptable.

IDB tariff submissions should contain the most-favoured-nation (MFN) GATT bound duties, the legal and applied duties, the pre-Uruguay and post-Uruguay duties, GSP and Least Developed Countries' (LDC) duties and any other preferential duties accorded by the reporting country. In addition, for MFN duties, the tariff bindings must be provided.

Submissions should be made on computer tapes or PC diskettes and should adhere to the formats described in this document. For submissions provided on PC diskettes, it is imperative that ASCII files be provided rather than text processing files or spreadsheet files.

2. Documentation to be supplied with IDB submissions

The three forms contained in the annex of this document should be completed and forwarded with IDB submissions.

- Form 1, entitled "Media characteristics", contains information on the recording and labelling characteristics of magnetic tapes or PC diskettes.
- Form 2, entitled "File characteristics", contains information concerning the characteristics of the various files recorded on a magnetic tape. These forms must be filled out completely and precisely in order for the Secretariat to be able to process the submissions.
- Form 3, entitled "Supplementary information", contains information on the national nomenclature and other essential information used in the coding of IDB submissions. This is essential for the Secretariat to establish the IDB reference files.

3. Notations used in the files' formats

In the descriptions of the various files to be submitted, each individual data element is followed by a series of symbols:

Data type: A numeric data element can only contain decimal numbers. Alphanumeric data element can contain letters, numbers, blanks or other characters. "N" is used for numeric data and "A" for alphanumeric data.

Element length: (n) refers to the number of characters. For numeric fields containing decimal places, the format (nVm) has been used, with "n" giving the number of integer digits, "V" showing the place of the implied decimal point and "m" giving the number of decimal places. For variable length data elements, the symbol "VL" is used.

Field justification: shows if the value of a data element should be aligned on the left or the right. "RJ" indicates right justification and "LJ" left justification.

Padding character: The padding character is the value which should be used to fill unused characters in the field. "0" indicates zero digit padding and "b" indicates blank character padding. The "b" character has also been used in the formats to denote a physical blank character.

The following example shows how the physical recording of a number is affected by its data type, length, justification and padding.

Number	Format	Position in field				
		1	2	3	4	5
789	A(5)/LJ/b	7	8	9		
789	N(5)/RJ/0	0	0	7	8	9
789	N(4V1)/RJ/0	0	7	8	9	0
78.9	N(4V1)/RJ/0	0	0	7 ¹	8	9

¹ The implied decimal place is between positions 4 and 5.

B. INFORMATION TO BE PREPARED IN CAPITALS

1. IMPORT STATISTICS FILE

1.1 FORMAT

Year	N(2) Reference year of the import statistics.
Reporting country	A(5)/LJ/b Country (or Customs Union) submitting the information.
Filler	A(5) Not used.
Direction of trade	N(1) "1" for imports.
Tariff item number	A(21)/LJ/b National tariff item number.
Partner country	A(5)/LJ/b National code for the trading partner. The trading partner country should be provided at the most detailed geographic level available, i.e. at the level of country of origin; aggregated trade records (such as country groups or regional totals) are not required.
Tariff treatment	N(1) Identifies the tariff treatment applicable to each tariff item for each trading partner (see following pages for details).
Type of relation	N(1) Identifies type of tariff relation between the reporter and each trading partner (see following pages for details).
Data	A(79) Varies according to the record type - see next page for layouts
PC Delimiter	A(1) Carriage return character (), PC diskettes only

Format of data of the import statistics file

C.i.f. import value	N(13)/RJ/0 (unsigned ²) C.i.f. import value in national currency.
Customs import value	N(13)/RJ/0 (unsigned ²) Customs value if not c.i.f. in national currency.
Quantity unit code	A(5)/LJ/b National code for unit of quantity
Import quantity	N(13)/RJ/0 (unsigned ²) Import volume.
Supplementary quantity unit code	A(5)/LJ/b National code for supplementary unit of quantity.
Supplementary import quantity	N(13)/RJ/0 (unsigned ²) Supplementary import volume.
Duty Collected	N(13)/RJ/0 (unsigned ²) Duty Collected.
Filler	A(4) Not used

NOTES:

- 1) The currency unit used for recording import values and duty collected should be indicated in Form 3 (see annex). Where the national currency was converted to another unit, the exchange rate used should also be specified in Form 3.
- 2) A list of national codes used for countries and quantity units, together with the corresponding names, should be indicated in Form 3.

² All values should be positive. Therefore, a sign is not necessary.

Coding of tariff treatment and type of relation

Nine provenances are used:

- 0 = Most-favoured-nation (MFN),
- 1 = Free-trade area (FTA),
- 2 = Zone-zone (trade between preferential areas),
- 3 = Other preferential agreements,
- 4 = GSP (most-favoured-nation),
- 5 = GSP (other preferences),
- 6 = GSP (general),
- 8 = General,
- 9 = Unspecified.

The logic applied for the coding of the tariff treatment codes and type of relation codes is explained in the following pages as part of the data inventory of the import statistics file.

Example of an import statistics file ("b" represents a blank character):

Yr	Rep- orter	Not Used	I	Tariff item number	Part- ner	T	R	Import value C.i.f.	Import Value Customs	
00	0	0	0	1	1	3	3	4	4	4
12	3	7	8	2	3	4	5	9	0	1
94	CAN	bb	bbbbb	1	01011100	bbbbb	ARG	bb	0	4
94	CAN	bb	bbbbb	1	01011100	bbbbb	AUS	bb	0	0
94	CAN	bb	bbbbb	1	01011100	bbbbb	NZL	bb	0	0

PQty Unit	PImp.Quantity	SQty Unit	SImp.Quantity	Duty Collected	Not Used	R
0	0	0	0	0	1	1
6	7	7	8	9	0	0
8	2	3	5	6	0	1
KILOb	000000000456	HEADb	0000000001234	0000000001234	bbbb	
KILOb	0000000007856	HEADb	0000000123456	0000000010234	bbbb	
KILOb	0000000009956	HEADb	0000004567890	0000000450234	bbbb	

Dataset characteristics for magnetic tapes:

- Record format: fixed block.
- Record length: 120 characters.
- Block length: 23400 characters.

1.2 DATA INVENTORY

The trade file contains import statistics by country of origin for each national tariff item. At present, export statistics are not recorded but the format of the file is designed to allow the submission of export statistics.

Import statistics are recorded in value and volume and codes are attached to each country of origin to identify the tariff treatment applicable to each product it exports. Values are recorded in the currency used by the national authorities in the collection of their import statistics for customs purposes. Volumes are reported in one or, where applicable, in two units of quantity.

Import values and duties collected should be expressed in the same currency unit. Values, duties collected and quantities should be positive numbers and therefore should be unsigned.

Entities	Definitions
----------	-------------

Import statistics file key

The import statistics file key comprises the reference year, the country submitting the trade statistics, the direction of trade, the national tariff item number, the trading partner country, the type of tariff treatment and the type of relation.

Year of the import statistics file

IDB submissions are made on an annual basis. The year to which the submission refers is the reference year.

Reporter of the import statistics file

This element contains the code identifying the country submitting the information. It may be a national code or the WTO country code and should be unique throughout the submission.

Direction of trade

Import statistics are identified by the code "1". At present, only the code "1" is used since only import statistics are required in the submissions for the IDB. If in the future, it is decided to record export statistics and / or re-export statistics in the IDB, they would be identified respectively by codes "2" and "3".

Tariff item number

The tariff item number is a field of twenty-one characters identifying the tariff item. This element should be coded in the detail of the national customs tariff nomenclature. It must be the same tariff item number as is used in the tariff and non-tariff files of an IDB submission.

The reporting country code, the reference year and the tariff item number are the common elements in each file which allow for the integration of all information recorded in the various IDB files.

Trading partner country

This element is a field of five characters identifying the trading partner country code. The "partner code" recorded by national authorities can be alphabetic or numeric. It will be converted to the WTO standard three-digit code, before the file is loaded into the data base. The list of national partner codes used in the submission should be provided on computer media or on paper (see Form 3 at the end of this document).

Type of tariff treatment

This element is a one-character code identifying the type of tariff treatment to which imports from the trading partner country are entitled for the tariff item concerned. If, for a given item, the product benefits from MFN treatment, the code takes the value "0". If, for another item, the product benefits from GSP treatment, the code takes the value "4", etc.

This code is necessary to identify the product coverage of preferential arrangements or of GSP schemes. The tariff treatment code also serves as a link between each "country of origin" and the corresponding tariff duty rate applicable, as recorded in the coded tariff file. In effect, the first digit of the code of the duty type applicable is equal to the tariff treatment code.

Type of tariff relation

The type of tariff relation contains a one-digit code attached to each country of origin to identify whether the country is signatory to a preferential arrangement or, is listed in the GSP scheme as a GSP beneficiary, etc. For a given trading partner, the relation code is the same throughout the file, irrespective of the tariff item. This code allows, for example, the identification of total imports from GSP beneficiary countries, from MFN origins, etc.

To identify GSP beneficiaries, three different relation codes are used. Relation code "4" is attached to GSP countries which, in the absence of GSP preferences (i.e. the product is excluded from the GSP scheme), are entitled to MFN tariffs. Relation code "5" is attached to GSP countries which, in the absence of GSP preferences, could either be entitled to preferential tariffs under special arrangements (i.e. FTA, Zone or other preferential arrangements) or to MFN tariffs. Finally, relation code "6" is attached to GSP countries which, in the absence of GSP preferences, are entitled to general tariffs (i.e. tariffs higher than MFN tariffs).

Recording of tariff treatment and tariff relation codes

The following table shows the possible values which the treatment code can take according to each type of relation:

RELATION		TREATMENT						
		0	1	2	3	4	8	9
MFN	0	Y						
FTA	1	Y	Y	Y	Y			
ZONE	2	Y		Y	Y			
OTHER PREF	3	Y			Y			
GSP/MFN	4	Y				Y		
GSP/PREF	5	Y	Y	Y	Y	Y		
GSP/GENERAL	6	Y				Y	Y	
GENERAL	8	Y					Y	
UNSPECIFIED	9							Y

The following examples illustrate how the tariff treatment and the tariff relation codes are recorded in the import statistics file.

A given market imports shoes, gloves, handbags, socks and shirts from trading partner countries one, two, three, four and five.

Partner countries one, two, three, four and five are listed in the customs tariff of the import market as benefiting from the following tariff relationship:

- Partner country one is a WTO Member not benefiting from preferences (type of relation "0").
- Partner country two is a country entitled to free-trade area preferences only (type of relation "1")
- Partner country three is a GSP beneficiary not benefiting from any other preferential trade regime (type of relation "4").
- Partner country four is a GSP beneficiary also entitled to "other" preferences (type of relation "5").
- Partner country five is a country entitled to "other" preferences only (type of relation "3").

The product coverage of the import market's preferential schemes is as follows:

- Imports of shoes are excluded from all preferences (tariff treatment "0")
- Imports of gloves are entitled to GSP preference only (tariff treatment "4")
- Imports of handbags are entitled to either GSP preference (tariff treatment "4" or to "other" preferences (tariff treatment "3") depending on the relationship of the exporter
- Imports of socks are entitled to FTA preference only (tariff treatment "1")
- Imports of shirts are entitled to "other" preference only (tariff treatment "3")

Assuming that all imports entitled to preferences effectively benefit from the preference, the tariff treatment code and the type of relation code that would be recorded in the import statistics file of the import market are as follows:

Part- ner	Relation	Treatment				
		Shoes (No pref.)	Gloves (GSP Pref.)	Handbags (GSP Pref. or Oth.Pref.)	Socks (FTA pref.)	Shirts (Oth. Pref.)
One	0 (MFN)	0	0	0	0	0
Two	1 (FTA)	0	0	0	1	0
Three	4 (GSP/MFN)	0	4	4	0	0
Four	5 (GSP/PREF)	0	4	3	0	3
Five	3 (OTH.PREF)	0	0	3	0	3

If all imports entitled to preferences do not effectively benefit from the preference for a given product, an import statistics record should be recorded for each tariff treatment accorded.

Using the example above for handbags, if handbags made from leather were excluded from the GSP scheme, the tariff treatment on imports of handbags would be recorded as follows:

Part- ner	Relation	Treatment
		Handbags (GSP.Pref or Other Pref.)
One	0 (MFN)	0
Two	1 (FTA)	0
Three	4 (GSP/MFN)	0 - Imports of leather handbags excluded from GSP preference
Three	4 (GSP/MFN)	4 - Imports of other handbags included in GSP preference
Four	5 (GSP/PREF)	3 - Imports of all handbags are included in the other preference
Five	3 (OTH.PREF)	3 - Imports of all handbags are included in the other preference

If an IDB participant does not provide the tariff treatment in its import statistics submission, the conversion computer programs make the value of the tariff treatment code equal to that of the type of relation. For this reason, although treatment codes "5" and "6" do not exist in theory (there are no duty types in the coded tariff file starting with these digits), they will be recorded in the IDB import statistics files for those participants not providing the tariff treatment.

Import Partner data

The import partner data contain information in value and volume by partner. The import data are recorded in the following fields:

Value of imports in national currency (c.i.f value and customs value)

The import statistics format contains two elements for recording import values in national currency. This is because countries use different bases in determining the value of imported goods for customs purposes. Some countries use the cost, insurance and freight (c.i.f) valuation basis whereas others use free on board (f.o.b) valuation basis, which excludes the costs of insurance and freight. Some countries use other methods.

If the c.i.f valuation basis is used, the element "c.i.f value" should be used for recording import values and the element "customs value" should contain zeros. Otherwise, the import value should be recorded in the element "customs value" and the element "c.i.f. value" should contain zeros unless the c.i.f. value is also available, in which case it should be recorded in the element "c.i.f. value".

The value of imports should be recorded in national currency or in US dollars, for those countries using the US dollar for recording customs statistics. If the import value is recorded in US dollars and the national currency is not the US dollar, the exchange rate used should be indicated in Form 3.

The import values can be submitted in units of currency, in thousands of units, etc. The unit selected should permit the recording of total imports for the market in a thirteen-digit field.

Primary unit of quantity

This element contains the primary quantity unit used for recording import volumes. If the duty(ies) attached to the item is (are) specific, mixed or compound, the unit of quantity to be recorded in this element should, if possible, correspond to the unit used to collect customs duties. If, for a given item, there is no quantity data recorded, this element should be left blank. The quantity unit codes which are recorded in the IDB are listed in PART IV - 'Lists of WTO Codes Used in the IDB Files'.

Import volume in the primary unit of quantity

This field contains the import volume expressed in the unit recorded in the primary unit code. If, for a given item, there is no quantity data available, this field should contain zeros.

Supplementary unit of quantity

This element contains, where applicable, a supplementary unit of quantity in which import volumes are recorded. Where the duty(ies) attached to the item is (are) expressed in a form using two units of quantity (e.g. 1 \$ per KG plus 2 \$ each) the supplementary unit recorded should, as far as possible, correspond to the second unit used for the collection of customs duties. If there is no supplementary quantity available, this element should be left blank. In the example above, if quantities are available in kilograms only (primary unit of quantity) this would mean that the duty collected cannot be calculated.

Import volume in the supplementary unit of quantity

This element contains the import volume expressed in the unit recorded in the supplementary unit of quantity code. If, for a given item, there is no supplementary quantity data available, this element should contain zeros.

Customs duty collected value

This element contains the value of the customs duty collected, expressed in national currency or in US dollars, if the US dollar is used for the purpose of customs collection. If this information is not available, this element should contain zeros.

2. CODED TARIFF FILE

2.1 FORMAT

Year	N(2) reference year of the tariff.
Reporting country	A(5)/LJ/b country (or Customs Union) submitting the information.
Filler	A(5) (not used)
Tariff line number	A(25)/LJ/b includes the tariff item two-character suffix in positions 24-25. Positions 22-23 should be left blank.
Validity period	A(16) start-date and end-date of duty applicability; the date format is "yyyymmdd"; if undetermined, the start-date and/or end-date should be left blank.
Type of measure	N(2)/RJ "10" for customs tariffs data; other codes are used for the non-tariff file.
Partner country	A(5)/LJ/b the partner country to which a particular duty type applies; when the duty applies to all countries, this field should be left blank; partner codes representing individual countries should be the same as those used in the import statistics file.
Duty type	A(3)/LJ/b identifies the duties by tariff treatment; see following pages for details.
Record number	comprises three fields which indicate the type of duty information recorded; see following pages for details.
Record type	N(1)/RJ "1" for the duty rate and its various codes, "2" for the normalized coding of specific duties, "3" for textual information concerning the duty, "4" for footnotes.
Language code	A(1)/LJ/b language in which the text of record types "3" and "4" is recorded ("1" for English, "2" for French, "3" for Spanish, blank for not applicable).
Sequence number	A(1)/LJ/b sequence of lines in which the text of record types "3" and "4" is ordered ("0" through "9" for the sequence, blank for not applicable).
Data	A(78) varies according to the record type - see next page for layouts
PC Delimiter	A(1) Carriage return character (), PC diskettes only

Format of data of the coded tariff file

Partner code	Duty type	Rec. type	Lang code	Seq. no.	Element name and definition	Format
ppppp	XXX	1	b	b	Record type "1" includes the following elements for duty rates given in percentage terms. See following pages for the definitions of the data elements; XXX indicates the duty type code	
					- The ad valorem duty rate or ad valorem equivalent (AVE)	N(3V3)/RJ/0
					- Nature of the duty	A(1)
					- Estimation code	A(1)
					- AVE calculation method	A(1)
					- Sub-items' duties averaging method	A(1)
					- Binding status	A(1)
					- Partial binding coverage	A(1)
					- Limitation status	A(1)
					- Partial duty coverage	A(1)
ppppp	XXX	2	b	b	Record type "2" for specific, mixed and compound duties : - Normalized coding of the duty	A(78)/LJ/b
ppppp	XXX	3	L	0-9	Record type "3" for specific, mixed and compound duties which cannot be normalized : - text (ten lines maximum per language using sequence numbers for each line, from "0" to "9")	A(70)/LJ/b
ppppp	XXX	4	L	0-9	Record type "4" for footnotes : - text (ten lines maximum per language using sequence numbers for each line, from "0" to "9")	A(70)/LJ/b

Coding of the duty type

Duty type code (XXX):

The first digit of the duty type is directly related to the tariff treatment code recorded in the import statistics file (see format for import statistics).

MFN duties (01-09)

- 01 = MFN GATT bound duty
- 02 = MFN statutory (legal/autonomous) duty
- 03 = MFN effectively applied (temporary) duty
- .. =
- 09B = base duty for the latest multilateral negotiations
- 09F = duty offered in the latest multilateral negotiations

Preferential duties: Free-trade area (10-19)

- 10 =
- .. = -
- 19 = -

Preferential duties: Zone-zone duties (20-29)

- 20 =
- .. = -
- 29 = -

Preferential duties: Other preferences (30-39)

- 30 =
- .. = -
- 39 = -

Preferential duties: GSP duties (40-49)

- 40 = GSP
- 40F = GSP duty in relation to concession 09F (above)
- 41 = LDC
- 41F = LDC duty in relation to concession 09F (above)
- .. = -
- 49 = -

General tariff duties (80-89)

- 80 = General duty (higher than MFN duty)
- .. = -
- 89 = -

Unspecified duties (90-99)

- 90 = Other duty
 - .. = -
 - 99 = -
-

Coding of the various data elements by record type

1) Record type "1" format - duty rate and codes:

Duty rate given in percentage terms (ad valorem duty rate or AVE):

10% should be coded as "010000" and 7.5% as "007500";
FREE duties should be recorded as "000000"
Duties higher than 999.997 % should be recorded as "999998"
Duties not available in percentage should be recorded as "999999"

Nature of the duty:

A	Ad valorem duty
S	Specific duty
C	Compound duty
M	Mixed duty
T	Tariffed measure
V	Variable duty
O	Other duty

Estimation of the ad valorem equivalent (AVE) of specific duties:

Blank Not applicable
E Estimation supplied by the reporting country
C Estimated by the WTO Secretariat

Calculation method for AVEs:

Blank Not applicable
1 Calculation based on imports from WTO Members
2 Calculation based on MFN imports
3 Calculation based on total imports
9 Calculation based on other methods

Sub-items' duties averaging method:

Blank Not applicable
S Simple average
W Weighted average

Binding status:

B	Bound at prevailing duty rate	->	
C	Bound at a ceiling duty rate	->	(<u>valid only for MFN duties</u>)
D	Bound at different duty levels	->	
U	Unbound duty	->	
Blank	Not applicable	->	(<u>valid only for preferential or general duties</u>)

Partial binding coverage: Blank Not applicable

X Binding covering part of the tariff line -> (valid only for MFN duties)

Limitation status:

Blank	Not applicable	
C	Ceiling or other limitation	
E	Country exclusion	
Q	Quota or other quantitative limitation	
S	Safeguard measure	-> (<u>valid only for MFN duties</u>)

Partial duty coverage: Blank Not applicable

X Duty applicable to part of the tariff line

2) Record type "2" format - Normalized coding of specific duties:

The format of the normalized coding is designed to allow computer processing of specific, mixed or compound duties.

Element definition	Format
First ad valorem part of the duty, where applicable	N(3V3)/RJ/0
Operator: R, P, M (see note below)	A(1)
First specific part of the duty:	
- Value (amount of national currency to be charged per quantity unit).	N(8V5)/RJ/0
- Quantity unit code specified in the duty	A(5)/LJ/b
Operator: R, P, M, H, L	A(1)
Second ad valorem part of the duty, where applicable	N(3V3)/RJ/0
Operator: R, P, M, H, L	A(1)
Second specific part of the duty, where applicable	
- Value	N(8V5)/RJ/0
- Quantity unit code specified in the duty	A(5)/LJ/b
Operator: R, P, M, H, L	A(1)
Third ad valorem part of the duty, where applicable	N(3V3)/RJ/0
Operator: R, P, M, H, L	A(1)
Third specific part of the duty, where applicable	
- Value	N(8V5)/RJ/0
- Quantity unit code specified in the duty	A(5)/LJ/b
Operator: H, L	A(1)

Total length: 78 characters

Operator VALUES:

- R for "or"
- P for "plus"
- M for "minus"
- H for "whichever is higher"
- L for "whichever is lower"

Examples of normalized coding:

The following examples illustrate the coding system for selected specific, mixed or compound duties.

- a) Duty = 1\$ per kg (specific duty):

.....0000000100000KG.....//.....

- b) Duty = 1\$ per kg plus 10% (compound duty):

010000P0000000100000KG.....//.....

- c) Duty = 10% or 1\$ per kg whichever is higher (mixed duty):

010000R0000000100000KG...H.....//.....

- d) Duty = 10% plus 1\$ per kg or 3\$ per kg whichever is lower (mixed):

010000P0000000100000KG...R.....0000000300000KG...L.....//...

- e) Duty = 1\$ per kg plus 2\$ each (specific duty):

.....0000000100000KG...P.....0000000200000EA.....//...

- f) Duty = 30% subject to a minimum of 29\$ and a maximum of 70\$ per 100 kg (CKG) (mixed duty):

030000R00000002900000CKG..H.....R00000007000000CKG..L.....//...

NOTES:

- a) Elements not used should be left blank.
- b) The unit of currency should be indicated on the form accompanying the tape (see annex, Form 3) and should be the same throughout the file. The quantity unit codes used should also be the same as those used in the import statistics file.
- c) Duties which cannot be coded in this format (e.g. duty rates related to the unit value of imports, etc.) should be recorded in record type "3" below.
- 3) Record types "3" and "4" information:

These records contain respectively texts and footnotes relating to the duty. They can complement record types "1" and "2" where necessary or provide information on duties which cannot be coded (record type "1") or normalized (record type "2"). This textual information can be recorded in three languages. Ten lines of text can be recorded using a sequence number for each line. All texts submitted in French or Spanish should be recorded using upper case characters, since there is no standard code used to represent accented characters.

Example of a coded tariff file ("b" represents a blank character):

Coded tariff file key															
Yr	Rep- orter	Not Used	Tariff line number			SU FX	Validity period Start end		MT	Part- ner	Dut typ	RLS	.		
00	0	0	0	1	1	3	3	5	55	5	6	6	6		
12	3	7	8	2	3	7	8	3	45	6	0	1	3	4	6
94	CANbb	bbbbbb	01011100bbbbbbbbbbbbbbbb00				19940101bbbbbbbbbb		10	bbbbbb	01b	1bb			
94	CANbb	bbbbbb	01011100bbbbbbbbbbbbbbbb00				19940101bbbbbbbbbb		10	bbbbbb	01b	2bb			
94	CANbb	bbbbbb	01011100bbbbbbbbbbbbbbbb00				19940101bbbbbbbbbb		10	bbbbbb	01b	310			
94	CANbb	bbbbbb	01011100bbbbbbbbbbbbbbbb00				19940101bbbbbbbbbb		10	bbbbbb	01b	311			
94	CANbb	bbbbbb	01011100bbbbbbbbbbbbbbbb00				19940101bbbbbbbbbb		10	bbbbbb	01b	410			

[illegible]

Non-key data for record type 2 - normalized coding																				R
Part 1										Part 2					Part 3....				
Rate	1	O	Spec.Val1				Unit1	O	Rate	2	O	Spec.Val2			Unit2	O				
0	0	0	0				0	0	0	0	0	1		1	1	1	1		1	
6	7	7	7				8	8	9	9	9	0		1	1	1	1		4	
7	2	3	4				6	7	1	2	3	8	9	0	2	3	7	8	9	
010000	P	0000000200000				KILOb	R	015000	H	bbbbbbbbbbbbbb				bbbbbb	...etc.....					

Non-key data for record types 3 and 4 - textual information and footnotes				
	Text	Not Used		
6		3	3	4
7		6	7	4
	Thefirstblineofbtextbrelatingbtobthebdtutybisbrecordedbusingbsequencebnumberb0.bbThebsecondblinebisbrecordedbusingbsequencebnumberb1.bb			bbbbbbbbb
	Footnotebtextbisbrecordedbusingbrecordbtypeb4.bb			bbbbbbbbb

Dataset characteristics for magnetic tapes:

- Record format: fixed block.
- Record length: 144 characters.
- Block length: 23472 characters.

2.2 DATA INVENTORY

The coded part of the tariff file contains customs tariff duties for all (bound and unbound) tariff lines. Duties are broken down according to the type of tariff treatment (MFN, free-trade area, GSP, etc.) and, where applicable, by individual partner if a particular duty applies to a given country or to a group of countries.

Duties are recorded in percentages and, for specific, mixed or compound duties, in a normalized form or in text form. Various codes are attached to the duty to identify its nature (ad valorem, specific, etc.), the GATT binding status of the duty, etc.

Entities	Definitions
----------	-------------

Coded Tariff File Key

The coded tariff file key comprises the reference year, the country submitting the data, the tariff line number, the type of measure (tariff measure in this file), the country to which the duty applies, the type of duty (MFN, GSP, etc.), the period during which the duty is in force and the record number.

Reference year

Submissions are made on an annual basis. The year to which the submission refers is the reference year.

Reporter

This element contains the code identifying the country submitting the information. It may be a national code or the WTO country code and should be unique throughout the submission.

Tariff line number

The tariff line number is an element of 25 characters used to record the tariff item number (positions 1-21) and the tariff item suffix (positions 24-25). Positions 22-23 of the tariff line number should be left blank. This element must be the same tariff line number as is used in the textual tariff file.

Tariff item number

The tariff item number is the same tariff item number as is used in the import statistics file and the non-tariff files.

Tariff item suffix

The tariff item suffix is recorded in positions 24-25 of the tariff line number. The suffix is used in cases where the customs tariff is more detailed than the statistical nomenclature, i.e. statistics are not always collected in the detail of the customs tariff. In the example below, import statistics contain only one item for "lentils" while the customs tariff contains two items for lentils to which are attached different duties. To calculate the duties collected on "lentils", it is therefore necessary to record a duty which would be an average of the duties of the two tariff sub-items (duty-free for lentils imported in packs over 5 kilograms and 20 % for lentils imported in packs of 5 kg or less). The tariff item number (positions 1-21 of the tariff line number, "07134000" in the example below) would be used to link the two tariff sub-items to the corresponding principal item in the import statistics. In the coded tariff file, the principal item would be recorded with suffix "00" in positions 24-25 and the two sub-items would be recorded respectively with suffixes "01" and "02". The tariff average recorded

under the principal item could be a trade-weighted average or an arithmetic average of the duties recorded under the sub-items.

The following example illustrates the manner in which the tariff item suffix could be used:

IMPORT STATISTICS		CUSTOMS TARIFF	
Tariff item number		Tariff item number	Suffix
07134000_____	-Lentils	07134000_____	00
		Average rate:	10 %
	--In packages over 5 KG	07134000_____	01
		rate:	FREE
	--Other	07134000_____	02
		rate:	20 %

Partner country

This data element is linked to the duty type. For MFN duties, it should be coded as blank, unless it is used for recording bilateral ad valorem equivalents (AVEs) of specific duties.

For preferential duties, if this code is left blank, the duty applies to all countries recorded in the import statistics file, for the corresponding tariff item, which have the tariff treatment code equal to the first digit of the duty type. For example, if for duty type "40", the partner code is blank, duty "40" applies to all countries recorded in the import statistics file having a tariff treatment code equal to "4" (GSP treatment) for the corresponding tariff item. Therefore, it is not necessary to record duties for each beneficiary individually.

This code can be used to record exceptions to a given preferential duty type or to define the country coverage of preferential arrangements. The code used can be for an individual country of origin or a code representing a group of countries (e.g. ACP, NAFTA). Refer to the examples under "Duty type" below.

Validity period of the duty

This element is used to record the start date and the end date of the period during which the duty is in force. The duty is considered as in force if the start date either is blank or is less than or equal to the reference year, and, the end year either is blank or is greater than or equal to the reference year.

Start date of the validity period

This element of eight characters contains the date of entry into force of the duty. The date recorded shows the year (four digits), the month (01-12) and the day (01-31). If left blank, the start date is considered as undetermined.

End date of the validity period

This element of eight characters contains the date at which the duty ceases to be in force. The end date is normally left blank, unless the rate ceases to be in force during, or at the end of the reference year. The end date is recorded in the same manner as the start date.

Type of measure

The type of measure is a two-digit code used to distinguish a tariff measure from a non-tariff measure. The code "10" identifies a tariff measure and should be attached to all elements recorded in the coded tariff file.

Duty type

The duty type is a three-character field. The first digit of the duty type corresponds to the "tariff treatment" code recorded in the import statistics file for all types of duties.

Duty types starting with "0" are used to record MFN duties. Duty type "01" is used for recording, where relevant, the MFN GATT bound duty; duty type "02" is used for recording the legal or statutory duty; and duty type "03" is used for recording the duty effectively applied (e.g. under temporary legislation). Duty type "01" or duty type "02" must be recorded for each tariff line since this is an essential requirement for processing the coded tariff file.

If a tariff item is bound, the bound duty should be recorded under duty type "01". If a tariff item is unbound, the unbound duty should be recorded under duty type "02" and there should be no duty recorded under duty type "01". For bound items, duty type "02" should be recorded only if the legal rate is different from the bound rate recorded under duty type "01". Duty type "03" should be recorded only if the effectively applied rate is different from the rate(s) under duty type "01" and/or duty type "02".

To keep a picture of the tariff situation before and after multilateral negotiations, e.g. the Uruguay Round, the duty which was used as the base (Pre-Uruguay) rate for the negotiations should be recorded under duty type "09B" and, where relevant, the concession (Post-Uruguay) offered during the Round under duty type "09F". The field "period of validity" of the duty can be used to record the reference date of the "base" duty and the date at which the concession offered comes into force. If the duty offered as a concession is to be reduced by stages over a number of years, the intermediary stage of reduction for the reference year in question should be recorded under duty type "01".

Except for duty types "09B" and "09F", the third digit of the duty type should be left blank for MFN duties.

If the MFN GATT bound duty (duty type "01") or the MFN applied duty (duty type "02" or "03") is duty-free, it is not necessary to record any preferential duties (duty types "10" through "49") for the tariff line.

With regard to GSP duties, duty type "40" is used for recording the GSP duty applicable to GSP beneficiaries in general and duty type "41" is used for recording the GSP duty applicable to the least developed countries. In certain product sectors of some customs tariffs, the GSP duty is not zero but developing countries benefit from a preferential margin defined as a percentage of the MFN duty (e.g. GSP rate equals half the MFN rate). In such sectors, if offers are recorded under duty type "09F", it is possible to record the GSP duty related to the MFN offer, under duty type "40F" and / or duty type "41F".

With regard to FTA duties, duty types "10" through "19" can be used. If a reporting country is signatory to more than one FTA agreement, different duty types (e.g. "10", "11") can be used to identify the different agreements. The same remark is valid for Zone agreements (duty types "20-29") and other preferential agreements (duty types "30-39"). In addition, an individual country or an aggregate code representing a group of countries (e.g. NAFTA, EFTA) can be coded in

the partner country field to identify the countries in the agreement. However, import statistics for the countries in the group would be recorded individually.

For all non-MFN duties, the first digit of the duty type should correspond to the "tariff treatment" code recorded in the import statistics file. The second and third digits of the duty type can be used by national authorities according to their needs (except for duty types 40 and 41). As in the case of GSP above, if a preferential duty is defined as a percentage of the MFN duty, it is possible to record it with "F" in the third digit of the duty type to indicate its level when the MFN offer comes into force.

Examples of coding the duty type and partner to which the duty applies:

Reporting country 1:

<u>Tariff line</u>	<u>Duty</u>	<u>Partner</u>	<u>Duty Rate</u>	<u>Duty applies to:</u>
010111	01	Blank	6.0	All MFN Tmt. 0 partners
010111	02	Blank	5.0	All MFN Tmt. 0 partners
010111	09B	Blank	6.0	All MFN Tmt. 0 partners
010111	09F	Blank	5.0	All MFN Tmt. 0 partners
010111	10	Israel	0.0	One FTA Tmt. 1 partner
010111	11	Nafta	0.0	FTA Tmt. 1 partner group
010111	30	Blank	0.0	CBERA pref. Tmt. 3 partners
010111	31	Blank	0.0	APTA pref. Tmt. 3 partners
010111	40	Blank	3.0	GSP Tmt. 4 partners
010111	40	Brazil	5.0	GSP Tmt. 4, partner exception

Reporting country 2:

<u>Tariff line</u>	<u>Duty</u>	<u>Partner</u>	<u>Duty Rate</u>	<u>Duty applies to:</u>
010111	01	Blank	7.0	All MFN Tmt. 0 partners
010111	02	Blank	6.0	All MFN Tmt. 0 partners
010111	03	Blank	5.0	All MFN Tmt. 0 partner
010111	09B	Blank	7.0	All MFN Tmt. 0 partners
010111	09F	Blank	5.0	All MFN Tmt. 0 partners
010111	20	EFTA	0.0	Zone Tmt. 2 partner group
010111	21	EastEur	0.0	FTA Tmt. 2 partner group
010111	30	Lome	0.0	GSP/PREF Tmt. 3 partner group
010111	40	Blank	3.0	GSP Tmt. 4 partners
010111	41	Blank	0.0	LDC Tmt. 4 partners

Record number

The record number comprises three data elements: record type, language code and sequence number. There are four record types:

- Record type "1": duty rate and associated codes
- Record type "2": normalized coding of specific duties
- Record type "3": textual information on the duty
- Record type "4": footnote element

The language code indicates the language in which the text is recorded and is applicable for record types "3" and "4" only. It should be left blank for other record types.

The sequence number indicates the order in which the text lines are recorded and is applicable for record types "3" and "4" only. It should be left blank for the other record types. Values of the sequence number are "0" through "9".

RECORD TYPE "1": Duty rate and relevant codes

The record type "1" should always be recorded for each combination of tariff line, validity period, partner and type of duty.

The record type "1" contains the duty rate in percentage and various codes to show: the nature of the duty (ad valorem, specific...), whether or not the duty rate is estimated, whether or not the duty is bound, and, for preferential duties, whether or not there are limitations. The information is recorded in the following elements:

Duty rate in percentage

This six-digit element contains the percentage rate of the duty with three decimal places. Zero duty rates are recorded as "000000" and percentage rates which are not available are recorded as "999999". Duties above 999.997 % are recorded as "999998".

An ad valorem duty is a customs tariff duty expressed as a percentage of the value of the imported goods (e.g. 10% of value). In the case of specific duties (i.e. \$2.00 per KG) it is necessary to calculate an ad valorem equivalent (AVE) which gives the equivalent level of the duty in percentage terms. An ad valorem equivalent is calculated for each customs duty that is not ad valorem. The AVE is calculated from the actual duty collected or from the unit value of imports. For example, the AVE of a specific duty of \$1.00 per KG levied on a product with a unit value of \$10.00 per KG is equal to 10% (\$1.00/\$10.00).

Nature of the duty

This one-character code indicates that the duty is: ad valorem ("A"), specific ("S"), compound ("C"), mixed ("M"), tariffied (T), variable ("V") or unclassified ("O").

EXAMPLES OF VARIOUS NATURES OF DUTIES:

- Ad valorem duty: 10 % of the value of the goods
 - Specific duty : 1.00 \$ per KG
1.00 \$ per KG plus 2.00 \$ each
 - Compound duty : 1.00 \$ per KG plus 10 % ad valorem
2.00 \$ per KG plus 5 % ad valorem
 - Mixed duty : 1.00 \$ per KG or 10 % ad valorem, whichever is lower
2.00 \$ per KG or 5 % ad valorem, whichever is higher
 - Tariffied duty: duty subject to the tariffication of border measures under the Agreement on Agriculture to the Marrakesh Protocol
 - Variable duty : comprising a variable element, e.g. 10% plus a variable levy
-

Estimation of the ad valorem equivalent

This code indicates if the duty rate is: estimated by the national authorities (code "E"), estimated by the WTO Secretariat (code "C"). If the duty rate is not estimated, the code is left blank.

Method used in the calculation of the AVE of a specific duty

This code indicates on which basis the AVE of a specific duty has been calculated. Code "1" indicates that the AVE was calculated on the basis of imports from WTO Members, code "2" on the basis of MFN imports, code "3" on the basis of total imports and code "9" on another basis. If the duty rate is not an AVE, the code is left blank.

Averaging method used to calculate an average of sub-item duties

This code is recorded in cases where tariff sub-items are recorded, using the tariff suffix. An average of the sub-items' duties would be recorded under the principal item (tariff suffix "00"). Code "S" would indicate that the average is a simple arithmetic average and code "W" would indicate a trade-weighted average. The averaging method should be recorded only for tariff items with tariff suffix "00" (principal items). If the duty rate is not an average, the code is left blank. The logic of recording tariff sub-items is explained above under "Tariff item suffix".

Binding status of the duty

This code indicates whether the duty is bound at the prevailing rate (code "B"), at a ceiling rate (code "C") or at different levels (code "D"). Code "U" indicates that the duty is unbound.

A duty rate is bound at the prevailing rate if the applied duty rate is not lower.

A duty rate is bound at a ceiling rate if the applied duty rate is lower.

A duty rate can be bound at different levels in cases where sub-items are recorded using the tariff suffix. For example, the first sub-item could be bound at a ceiling rate and the second sub-item could be bound at the prevailing rate. The average rate recorded under the principal item (tariff suffix "00") would be shown as bound at different levels.

For preferential duties which, in principle, are not bound, the binding code should be blank (not applicable).

Partial binding coverage

If the binding does not apply to all products within the tariff line, this code contains the letter "X". Otherwise the code is left blank.

Duty limitation status

For agricultural products, PART III of the Agreement on Agriculture specifies that any participant may take recourse to Article 5 of the Agreement (Special Safeguard Provisions), in respect of a product subject to a concession. For these products subject to safeguard provisions, the duty limitation status is coded "S".

In some instances the preference under GSP or other preferential arrangements is granted within value or quantitative limitations. If the limitation is a ceiling or equivalent limitation, this code contains the letter "C". A "ceiling" is usually a limitation allowing a limited increase in the preferential trade from one year to the other (e.g., imports during the previous year plus 10%). If the limitation is a quota or equivalent limitation, this code

contains the letter "Q". If one country or more is excluded from the preference for a given product (e.g. on competitive-need criteria), this code contains the letter "E". If there is no limitation, the code is left blank.

Partial duty coverage

If the duty does not apply to all products within the tariff line, this code contains the letter "X". Otherwise, the code is left blank.

RECORD TYPE "2": Normalized Coding of specific and other duties

Specific, compound and mixed duties are recorded as percentage ad valorem equivalents in record type "1". In record type "2", these duties are recorded in a normalized format which allows for the computer-programmed calculation of bilateral AVEs or of AVEs by groups of countries. The normalized coding format also allows for the printing of these duties in analytical reports, in a standard format.

The normalized coding comprises three parts. Each part offers the possibility of recording one ad valorem duty and one specific duty. The two types of duties are linked by a plus or minus sign (for recording compound duties) or by an operator "or" (for recording mixed duties).

Detailed examples illustrating the method of recording the various duties in the normalized code are shown above in the format of record type "2".

The data elements of the first part of the normalized code are recorded in the following elements:

Normalized code ad valorem rate

This six-digit element contains the ad valorem part of a compound duty or of a mixed duty. The duty rate is recorded with three decimal places (as in record type "1"). For specific duties, which do not comprise an ad valorem part, this element is left blank.

Normalized code first operator

This one-character element contains the letter "R" for "or", the letter "P" for "plus" or the letter "M" for "minus". This operator links the ad valorem part of the compound or mixed duty, to the specific part of the duty. If the ad valorem part of the duty is blank, this operator should be blank; otherwise, it should be filled in with one of the letters mentioned above.

Normalized code amount of currency units

This thirteen-digit element contains the amount of currency units to be collected per unit of quantity imported. The amount to be collected is recorded as an eight-digit integer number and five decimal places. The currency unit used in the normalized code should be the same throughout the file. The currency should be the same as the currency used for recording import statistics but the unit could be different (e.g. the unit could be cents in the normalized code and dollars in the import statistics).

Normalized code unit of quantity

This five-character element contains the code of the unit of quantity used in the duty for collecting duties. The quantity unit code used in the normalized coding should be the same as the code used in import statistics. This code is converted to the WTO standard quantity unit code (see PART IV - "List of WTO Codes Used in the IDB Files" for a list of code values).

Normalized code second operator

This one-character element contains the letter "R" for "or", "P" for "plus", "M" for "minus", "H" for "whichever is higher" or "L" for "whichever is lower".

If this operator contains the letter "O", "P" or "M", the second part of the normalized code should contain the other part of the duty, which is implied by the operator.

The second and third parts of the normalized code have the same format as the first part, but the logic to determine the possible values of the operators in the last two parts of the code is of course different from that of the first part (see examples above in the format for record type "2").

RECORD TYPE "3": Textual information on the duty

These records contain any textual information on a duty which, for example was coded under record type "1" or record type "2", or for duties which could not be coded in the format of the normalized code. Each record is identified by a three-digit number where the second digit identifies the language in which the text is recorded and the third digit identifies the sequence of the lines of text. Each line contains seventy characters.

RECORD TYPE "4": Footnote to the duty

These records contain any footnote information on a duty. As in the case of record type "3" above, each record is identified by a three-digit number where the second digit identifies the language in which the text is recorded and the third digit identifies the sequence of the lines of text. Each line contains seventy characters.

3. TEXTUAL TARIFF FILE

The format of the textual tariff file has been designed to allow for the recording of GATT consolidated schedules (loose-leaf schedules). The information reported in the loose-leaf schedules is presented in seven columns. In the textual tariff file the information in each column of the loose-leaf schedules is recorded in separate elements. The file is organized to enable the printing of the tariff data in loose-leaf form, in order to satisfy WTO's notification requirement for bound tariffs.

3.1 FORMAT

Filler	A(5) Not used.				
Tariff line number	A(25)/LJ/b Includes the tariff item two-character suffix in positions 24-25; positions 22-23 should be left blank.				
Element number	N(2)/RJ/0 Code to identify the type of information recorded; see following pages for details.				
Sub-element number	Comprises two fields: <table><tr><td>Language code</td><td>A(1)/LJ/b Language in which the texts of elements "02" and "09" are recorded ("1" for English, "2" for French, "3" for Spanish, blank for not applicable).</td></tr><tr><td>Sequence number</td><td>A(2)/LJ/b Code to record either the sequence of lines for elements "02" and "09", the number of records related to element "07" or the element number to which a footnote refers, in element "11" ("01" through "99" or blank if not applicable).</td></tr></table>	Language code	A(1)/LJ/b Language in which the texts of elements "02" and "09" are recorded ("1" for English, "2" for French, "3" for Spanish, blank for not applicable).	Sequence number	A(2)/LJ/b Code to record either the sequence of lines for elements "02" and "09", the number of records related to element "07" or the element number to which a footnote refers, in element "11" ("01" through "99" or blank if not applicable).
Language code	A(1)/LJ/b Language in which the texts of elements "02" and "09" are recorded ("1" for English, "2" for French, "3" for Spanish, blank for not applicable).				
Sequence number	A(2)/LJ/b Code to record either the sequence of lines for elements "02" and "09", the number of records related to element "07" or the element number to which a footnote refers, in element "11" ("01" through "99" or blank if not applicable).				
Data	A(VL). Individual field characteristics vary according to the list given in the following pages;				
PC Delimiter	A(1) Carriage return character (), PC diskettes only				

Data part of the textual tariff file

Element number	Sub-element Lang. code	Sequence number	Element definition	Format
02	L	XX	Full legal product description: -Language code, L= 1, 2 or 3, -Sequence number, XX= 01-99 1. Level of HS nomenclature 2. Number of blanks for indentation 3. Text	N(2)/RJ/0 N(2)/RJ/0 A(70)/LJ/b
03	b	bb	Information on present concession: 1. Text as printed under "rate of duty" in column "3" of the loose-leaf schedule	A(VL)/LJ/b
04	b	bb	Present concession established: Abbreviation(s) of WTO legal instru- ment(s) containing the concession: 1. Number of occurrences, that is, instruments 2. WTO legal instrument	N(2)/RJ/0 A(10)/LJ/b
05	b	bb	Initial Negotiating Right on present concession: 1. Number of occurrences, that is, countries 2. Country abbreviation	N(2)/RJ/0 A(5)/LJ/b
06	b	bb	Legal instrument(s) through which the first concession was established: 1. Number of occurrences, that is, instruments 2. WTO legal instrument	N(2)/RJ/0 A(10)/LJ/b

Data part of the textual tariff file (continued)

Element number	Sub-element Lang. code	Sequence number	Element definition	Format
07	b	XX	Initial Negotiating Rights on previous concessions; one record for each concession identified by a sequence number, (XX= 01-99), each record contains up to three data fields:	
			1. Legal instrument	A(10)/LJ/b
			2. Initial Negotiating Rights:	
			-Number of occurrences	N(2)/RJ/0
			-Country abbreviation	A(5)/LJ/b
			- "X" to indicate that the INR is held on part of the tariff line	A(1)/LJ/b
			3. Duty	
			-Field length	N(4)/RJ/0
			-Duty in text form	A(VL)/LJ/b
08	b	bb	Reference to INR(s) on previous concession(s):	
			1. Reference (text)	A(VL)/LJ/b
09	L	XX	Abbreviated product description: - Language code, L= 1, 2 or 3 - Sequence number XX= 01-04 lines	
			1. Filler	A(4)/RJ/b
			2. Text	A(70)/LJ/b
11	b	XX	Footnote referring to any element of the file, XX contains the element number (02-09) to which the footnote refers:	
			1. Footnote reference number	N(4)/RJ/0
			2. Sequence number of element 07 (concession duty) to which the footnote refers; if the footnote does not refer to element 07, this field should be left blank.	A(2)/LJ/b
			(Note that the text of the footnote is recorded in a separate file described in the format for the footnote text file.)	

NOTE:

All texts submitted in French and Spanish should be recorded using upper case characters, since there is no standard code used to represent accented characters.

Example of a textual tariff file ("b" represents a blank character):

Textual tariff elements 02 and 09 (Product descriptions)													
Not Used	Tariff line number		SU	EL	SBEL	LV	In	Text					r
			FX	NO	L	SQ							
0	0	0	0	00	0	00	00	00	0			1	1
0	0	0		3	33	3	33	33	4			0	1
1	5	6		0	12	3	45	67	89	0		9	0
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	02	1	01	99	bbbb	Productbdescriptions...	bbbbbb			
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	02	1	02	99	bbbb	Productbdescriptions...	bbbbbb			
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	09	1	01	bb	bbbb	Productbdescriptions...	bbbbbb			
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	09	1	02	bb	bbbb	Productbdescriptions...	bbbbbb			

Textual tariff element 03 (Present concession "rate of duty")										E
Not		Tariff line number	SU	EL	SBEL	Variable information....				
Used			FX	NO	L	SO	(text)			
0	0	0		3	33	3	33	3	.	
1	5	6		0	12	3	45	6	.	
bbbbbb01011100bbbbbbbbbbbbbb00										03
bbbbb										Textprintedbinbcolumnb3

Textual tariff elements 04 and 06 (Legal instruments, present and previous)										
Not Used	Tariff line number		SU	EL	SBEL	OC	Variable information...			R
			FX	NO	L	SO	UR	(Instruments)		
0	0	0	3	33	3	33	3	3	3	.
1	5	6	0	12	3	45	67	8		.
bbbbbb	010111100	bbbbbbbbbbbbbbbbbb	00	04	b	bb	01	G/94	bbbbbb	b
bbbbbb	010111100	bbbbbbbbbbbbbbbbbb	00	06	b	bb	02	G/79	bbbbbb	G/94

Textual tariff element 05 (Present INRs)										
Not Used		Tariff line number		SU	EL	SBEL	OC	Variable Information...		
				FX	NO	L	SO	UR	(INRs)	
0	0	0			3	33	3	33	33	3
1	5	6			0	12	3	45	67	8
bbbbbb		01011100bbbbbbbbbbbbbb		00	05	b	bb	03	USbbbbCE12bCHbbb	

Textual tariff element 07 (Previous INRs)													
Not Used		Tariff line number		SU	EL	SBEL	Instrument	OC	Variable information...				
				FX	NO	L	SO	UR	(INRs/x/Text length/Text)				
0	0	0		3	33	3	33	3	4	44	5		
1	5	6		0	12	3	45	8	7	89	0		
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	07	b	01	G/49	bbbbbb	01	USbbb	X 0004	20b%	
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	07	b	02	G/79	bbbbbb	01	USbbb	X 0004	15b%	
bbbbbb	01011100	bbbbbbbbbbbbbbbbbb	00	07	b	03	G/94	bbbbbb	02	USbbb	b CHbbb	b 0003	5b%

Textual tariff file element 11 (Footnote reference)												
Not Used		Tariff line number		SU	EL	SBEL	Fnot	SQ	R			
				FX	NO	L	SQ	Nb.	NO			
0	0	0			3	33	3	33	3	3	44	4
1	5	6			0	12	3	45	6	9	01	2
bbbbbb		01011100	bbbbbbbbbbbbbbbbbb	00	11	b	02	0001	bb			
bbbbbb		01011100	bbbbbbbbbbbbbbbbbb	00	11	b	07	0002	02			

Dataset characteristics for magnetic tapes:

Record format:	variable block (fixed block may also be used)
Record length:	5000 characters maximum, including the variable length record count (four bytes) if IBM equipment is used.
Block length:	10004 characters, including the variable length block count (four bytes) if IBM equipment is used.

3.2 DATA INVENTORY

The textual tariff file contains product descriptions for each tariff line recorded in the coded tariff file and, for GATT bound tariff lines, all information submitted in the loose-leaf schedule of concessions. Product descriptions are recorded in two different sets of records. One set contains the full legal text of the product description and the other set contains an abbreviated text of the product description. Submissions may contain one or both types of product descriptions. Descriptions can be recorded in the three official languages of WTO.

Entities	Definitions
----------	-------------

Textual Tariff File Key

The key of the textual tariff file comprises the following elements: the tariff line number, the element number, and the sub-element number.

Tariff line number

The tariff line number is an element of twenty-five characters used to record the tariff item number (positions 1-21), the non-tariff item suffix (positions 22-23) and the tariff item suffix (positions 24-25). In this file, the non-tariff item suffix is always blank.

Tariff item number

The tariff item number is the same as the tariff item number used in the import statistics file, in the coded tariff file and in the non-tariff files.

Tariff item suffix

The tariff item suffix is recorded in positions 24-25 of the tariff line number. The suffix is used in cases where the customs tariff is more detailed than the statistical nomenclature, i.e. statistics are not available for some tariff subheadings. The tariff item suffix recorded in this file is the same as the tariff item suffix recorded in the coded tariff file (see above explanation on the use of the tariff item suffix, in the coded tariff file).

Element number

The element number is a two-digit number identifying the different types of information recorded in the textual tariff file. Elements "02" through "07" correspond to the column numbers of the loose-leaf schedule of concessions and contain the same information as reported in the respective columns of the loose-leaf schedule.

Sub-element number

The sub-element number is a three-character field identifying, for some elements, the language code (position 1) and the sequence number (positions 2-3). The sub-element number is required for elements "02", "07", "09" and "11". The language code is recorded in elements "02" and "09", and is left blank in elements "07" and "11". For the other elements, the three-character sub-element number is left blank.

Full Legal Description (ELEMENT 02)

The full legal description is recorded in element "02". The code recorded in the first digit of the sub-element number identifies the language in which the text is recorded. The sequence number (01-99) gives the sequence of the lines of text recorded in this element. Each line of text contains seventy characters.

Element "02" of the Textual Tariff file contains a two-digit field to record the level of the product description.

- The level of tariff headings for HS 2-digit, HS 4-digit, HS 5-digit and HS 6-digit should be equal to the number of digits recorded in the tariff heading - "02" for chapter headings, "04" for 4-digit headings, etc.
- The level of any other tariff headings can be recorded using the values "07" through "98" at the discretion of the country concerned.
- The level for the descriptions of tariff lines should be recorded as "99".

Computer programs developed by the Secretariat incorporate the level into the key of the textual tariff file. The IDB standard format which is used for data dissemination has the level recorded in the sub-element of element "02" as follows:

Submission format			IDB standard format				
Element	Sub-element Lang- uage	Seq. No	Level	Element	Sub- element	Lang- uage	Seq. No.
Length: (2)	(1)	(2)	(2)	(2)	(2)	(1)	(2)
02	L	XX	LV	02	LV	L	XX

where "L" is the language code, "XX" is the sequence number of the text lines and "LV" is the level of element "02".

It is thus possible to use the same tariff line number for a heading and for a tariff line as shown in the following example:

TARIFF NUMBER	LEVEL	DESCRIPTION	DUTY
8481	04	Taps, cocks, valves ...	
84811000	99	- Pressure-reducing	10%
84812000	99	- Valves for ...	10%
84813000	99	- Check valves	10%
84814000	99	- Safety or ...	10%
848180	06	- Other appliances:	
84818010	99	-- Inner tubes valves ...	10%
84818021	08	-- Other	
84818021	09	--- Taps and valves for kitchens:	
84818021	99	---- Mixing taps	10%
84818022	99	---- Other	10%
84818023	09	--- Taps and valves for central heating:	
84818023	99	---- Thermostatic	10%
84818024	99	---- Other	10%
84818025	09	--- Regulators:	
84818025	99	---- Heating ...	10%
84818026	99	---- Level ...	10%
84818027	99	---- Other	10%
84818028	09	--- Wedge-gate valves:	

It should be borne in mind that the logic of the numbering system used should allow for the possible inclusion of additional levels in the future. For example, should it be required to insert an additional heading between 84818021 "-- Other" (level "08") and "Taps and valves for kitchens" (level "09"), it would be necessary to change the existing level "09" headings to level "10", and to record the new heading as level "09". Therefore, it might be preferable to leave some gaps in the values assigned to the level to be able to accommodate future requirements.

Each text line of the description can be indented by indicating in the two-digit "indent" element, the number of blank characters to be left between the left margin and the text. Indentation can also be recorded with blanks in the text itself.

Information on Present Concession (ELEMENT 03)

Element "03" contains textual information on the present bound duty, as reported under "Rate of duty" in column "3" of the loose-leaf schedule. This textual information would be used if the loose-leaf schedule was to be printed from the textual tariff file. If this element was not recorded, the duty recorded in the coded tariff file would be used.

For element "03", the sub-element number should be blank. The textual information is recorded in a variable length field.

Legal Instrument(s) Containing the Present Concession (ELEMENT 04).

Element "04" contains the abbreviation(s) of WTO instrument(s) as reported under "Present concession established" in column "4" of the loose-leaf schedule. The list of abbreviations to be used for coding the WTO instruments is shown in PART IV - "Lists of WTO Codes Used in the IDB".

Each instrument is recorded using ten characters. Up to ninety-nine different instruments can be coded. The number of instruments recorded is indicated in the two-digit field "number of occurrences". The sub-element number of this element should be left blank.

Initial Negotiating Right (INR) on Present Concession (ELEMENT 05)

Element "05" identifies the country(ies) holding an INR on the present concession, as reported under "Initial negotiating right on the concession" in column "5" of the loose-leaf schedule. Countries can be identified by the country codes used in the import statistics file or by abbreviations as shown in PART IV.

Each country is recorded using five characters. Up to ninety-nine different countries can be coded. The number of countries recorded is indicated in the two-digit field "number of occurrences". The sub-element number of this element should be left blank.

Legal Instrument(s) Containing the First Concession (ELEMENT 06)

Element "06" contains the abbreviation(s) of WTO instrument(s) through which a concession was first established, as reported under "Concession first incorporated in a GATT schedule" in column "6" of the loose-leaf schedule. The list of abbreviations for WTO instruments is shown in PART IV.

Each instrument is recorded using ten characters. Up to ninety-nine different instruments can be coded. The number of instruments recorded is indicated in the two-digit field "number of occurrences". The sub-element number of this element should be left blank.

Initial Negotiating Right(s) on Previous Concessions (ELEMENT 07)

Element "07" contains the abbreviations of WTO legal instruments and country(ies) holding an INR on previous concession(s), as reported under "INRs on earlier concessions" in column "7" of the loose-leaf schedule. If the previous concession is the first concession on the item, it is not necessary to record the legal instrument through which it was established since it is already recorded under element "06" above.

The country holding the INR is recorded using five characters. A sixth character is provided to indicate that the INR does not cover all products within the tariff item. Previous concessions are recorded in text form at the end of each record in a variable length field of which the first four digits are used to indicate the length of the field. The first character of the sub-element number (language code) should be left blank. Each record is identified by the sub-element number as follows:

Sub-element number	WTO Instrument	Number of occurrences	INR	Field length	Duty rate
01	A/49	03	CA X GB JP	0003	10%
02		01	BR	0002	5%
..					
99					

In the above example, the first record (sub-element "01") shows an earlier concession of 10% on which three countries hold an INR. The concession was established through the WTO instrument "A/49". Country "CA" holds an INR on part of the tariff item. The second record (sub-element "02") shows an earlier concession of 5% on which country "BR" holds an INR. Since the instrument is not coded in this second record, it means that the concession was established through the "first instrument" coded in element "06". Physically, the above two sub-elements would be recorded as follows:

TARIFF LINE NUMBER.....07b01A/49bbbbbb03CAbbbXGBbbbJPbbb000310%
TARIFF LINE NUMBER.....07b02bbbbbbbbb01BRbbb00025%

NOTE: "b" represents a blank character.

Reference to INR(s) on Previous Concessions (ELEMENT 08)

Element "08" contains a textual reference to the existence of INR(s) on previous concessions. This element was used in the past, in cases where INR(s) could not be precisely identified. The reference indicates that INR(s) on previous concessions existed and it is recorded in a variable length field. The sub-element number of this element should be left blank.

Abbreviated Product Description (ELEMENT 09)

Element "09" contains a maximum of four sub-elements per language, corresponding to four lines of text of seventy characters each, for recording the abbreviated product description. The layout of this element is the same as the layout of the full product description (see element "02" description). The "level" of the description and the "indent" should be left blank in this element.

Footnote Referring to any Element of the File (ELEMENT 11)

This element contains footnotes which can refer to any element of the textual tariff file. The element number to which the footnote refers is recorded in the two-digit sequence number which is followed by the footnote reference number (four digits) and, if the footnote refers to element "07", by the sequence number of the element "07" to which the footnote refers. In this element, the first character of the sub-element number (language code) should be left blank. Several elements and/or several tariff lines can reference a single footnote (i.e. the same footnote reference number can be recorded in several element "11" records). The corresponding text is recorded in the footnote text file.

The example below illustrates the coding of footnotes in element "11":

Element number	Sub-element Language	Sequence	Footnote number	Sequence number
11	b	03	0001	bb
11	b	07	0002	02

In the above example, the first record identifies a footnote referring to element "03" (present concession). The second record identifies a footnote referring to the second record of element "07" (INRs on previous concessions). The two footnotes are recorded in the footnote text file (see following pages), under footnote numbers "0001" and "0002".

4. FOOTNOTE TEXT FILE

This file contains the texts of footnotes referring to the textual tariff information.

4.1 FORMAT

Footnote reference no.	N(4)/RJ/0. Contains the footnote reference number recorded in element "11" of the textual tariff file.
Language code	N(1)/RJ/0 Identifies the language in which the footnote text is recorded ("1" for English, "2" for French and "3" for Spanish).
Line number	N(2)/RJ/0 Identifies the sequence of the lines of footnote text ("01" through "99").
Footnote text	A(70)/LJ/b All texts submitted in French and Spanish should be recorded using upper case characters, since there is no standard code used to represent accented characters.
PC Delimiter	A(1) Carriage return character (), PC diskettes only

Example of a footnote text file ("b" represents a blank character):

Footnote text file									
Fnot	L	SQ	Footnote text						CR
Nb.		Nb	(text)						
0	0	0	00	0					7
1	4	5	67	8					7
0001	1	01	Footnoteb1.bbb						8
0002	1	01	Footnoteb2.bbb						

Dataset characteristics for magnetic tapes:

Record format:	fixed block
Record length:	77 characters
Block length:	23408 characters

4.2 DATA INVENTORY

The key of the footnote file contains the following elements: the footnote reference number, the language code, and the line number. The footnote reference number is the four-digit number recorded in element "11" of the textual tariff file. Each footnote can be recorded in the three WTO official languages using up to ninety-nine lines of text of seventy characters in each language.

5. CODED NON-TARIFF FILE

5.1 FORMAT

Year	N(2) Reference year.
Reporting country	A(5)/LJ/b Country (or Customs Union) maintaining the measure.
Customs Union member country	A(5)/LJ/b when applicable, contains the code of a Customs Union member country maintaining the measure.
Tariff line number	A(25)/LJ/b Includes the non-tariff item two-character suffix in positions 22-23. Positions 24-25 should be left blank.
Validity period	A(16) Contains the start-date and end-date of the measure applicability; the date format is "yyyymmdd"; if undetermined, the start-date and/or end-date are left blank.
Type of measure	N(2) Used to group the various types of measures; see following pages for details.
Country affected	A(5)/LJ/b Identifies the country (or group of countries) to which the measure applies; when the measure applies to all countries, this field should be left blank; codes representing individual countries should be the same as those used in the import statistics file.
Measure code	N(3) Identifies the various measures; see the list of codes in PART IV.
Record number	Comprises three fields which indicate the type of QR information recorded.
Record type	N(1) "1" for WTO bodies to which the measure was notified, "2" for references to WTO documents, "3" for references to GATT Articles, "4" for textual information concerning the measure and "5" for footnotes.
Language code	A(1) language in which the text of record types "4" and "5" is recorded ("1" for English, "2" for French, "3" for Spanish, blank for not applicable).
Sequence number	A(1) "0" through "9" for the sequence of text lines of record types "2", "3", "4" and "5", blank for not applicable.
Data	A(70) Varies according to the record type - see next page for layouts
PC Delimiter	A(1) Carriage return character (), PC diskettes only

Format of data of the coded non-tariff file

Record number			Element name and definition	Format
Type	Lang.	Seq.		
1	b	b	Record type "1" contains the WTO body(ies) to which the measure was notified: - WTO body - five occurrences of 2 characters - Filler (future use)	A(2)/LJ/B - A(10) A(60)
2	b	0-9	Record type "2" contains references to WTO document(s): - WTO document number: - seven occurrences of 10 characters	A(10)/LJ/b - A(70)
3	b	0-9	Record type "3" contains references to GATT Article(s): - GATT Article number: - seven occurrences of 10 characters	A(10)/LJ/b - A(70)
4	L	0-9	Record type "4" contains textual information relating to the measure: (ten lines of text per language) - Text	A(70)/LJ/b
5	L	0-9	Record type "5" contains footnotes information relating to the measure: (ten lines of text per language) - Text	A(70)/LJ/b

Coding of the measure type and measure code

The identification of a measure is made through the association of the two following codes:

Type of measure:

11 - Quantitative import restrictions

the code values from "12" to "59" could eventually be used to record import measures other than QRs

61 - Quantitative export restrictions

the code values from "62" to "99" could eventually be used to record export measures other than QRs

NOTE: Type of measure "10" is used in the coded tariff file to identify customs tariff measures.

Measure code

The measure is recorded using a three-digit code, the first digit defining the type of quantitative restriction:

- 1 - Licensing
- 2 - Quota
- 3 - Prohibition
- 9 - Other QR

The codes used for measures applicable to exports can have the same values as the ones used for imports, but the type of measure is "61" instead of "11". See PART IV for the list of measure codes.

Coding of the various data elements by record type

Record type "1"

WTO body to which the quantitative restriction was notified:

- AG Trade in Agricultural products
- QR Notification to the Market Access Committee
- NT Non-tariff measures inventory or reverse notifications

Record type "2"

WTO document numbers: document symbols and corresponding document numbers are listed in PART IV.

Record type "3"

GATT Article numbers: Article numbers and corresponding Article codes are listed in PART IV.

Records types "4" and "5"

These records contain respectively texts and footnotes relating to the measure. This textual information can be recorded in three languages.

All texts submitted in French and Spanish should be recorded using upper case characters, since there is no standard code to represent accented characters.

Example of a coded non-tariff file ("b" represents a blank character):

Coded non-tariff file key												
Yr	Rep-	CU	Tariff line number				Validity period		MT	Ctry.	Mea	RLS
order	Memb.						Start	end		Afftd	sur	
00	0	0	0	1	1	SU	3	3	5	55	5	6
12	3	7	8	2	3	FX	7	8	3	45	6	0
94	CAN	bb	bbbbb	01011100	bbbbbbbbbbbbbb01bb		19940101	bbbbbbbbbb	11	bbbbb	211	1bb
94	CAN	bb	bbbbb	01011100	bbbbbbbbbbbbbb01bb		19940101	bbbbbbbbbb	11	bbbbb	211	2b0
94	CAN	bb	bbbbb	01011100	bbbbbbbbbbbbbb01bb		19940101	bbbbbbbbbb	11	bbbbb	211	3b0
94	CAN	bb	bbbbb	01011100	bbbbbbbbbbbbbb01bb		19940101	bbbbbbbbbb	11	bbbbb	211	410
94	CAN	bb	bbbbb	01011100	bbbbbbbbbbbbbb01bb		19940101	bbbbbbbbbb	11	bbbbb	211	510

Non-key data for record type 1 - WTO bodies												
B1	B2	B3	B4	B5	Not used							F _R
00	00	00	00	00	0							1
66	67	77	77	77	7							3
78	90	12	34	56	7							6
AG	QR	bb	bb	bb	bb							

Non-key data for record type 2- WTO documents									
Document 1	Document 2	Document 3	Document 4	Document 5	...	Document 7	F _R		
	0	0	0	0	1	1	1	1	1
6	7	7	8	9	0	0	1	2	3
7	6	7	6	7	6	7	6	7	6
94ID0501bb	94ID0623bb	bbbbbbbbbb	bbbbbbbbbb	bbbbbbbbbb	...	bbbbbbbbbb			

Non-key data for record type 3 GATT Articles									
Article 1	Article 2	Article 3	Article 4	Article 5	...	Article 7	F _R		
0	0	0	0	1	1	1	1	1	1
6	7	8	9	0	1	...	2	3	3
7	6	7	6	7	6	...	7	6	7
06b06Abbbb	07b02Cbbbb	bbbbbbbbbbb	bbbbbbbbbbb	bbbbbbbbbbb	...	bbbbbbbbbbb			

Non-key data for record types 4 and 5 - text and footnotes												
Text												F _R
0												1
6												3
7												6
Thefirstblinebof	ftextbis	bre	corded	busing	bsequence	bnumber	b0.	bbbbbbbbbb				
Footnotetextbis	bre	corded	busing	brecor	btype	b5.	bbbbbbbbbb	bbbbbbbbbb				

Dataset characteristics for magnetic tapes:

Record format: fixed block.
Record length: 136 characters.
Block length: 23528 characters.

5.2 DATA INVENTORY

The coded non-tariff file contains, at this stage, information on quantitative restrictions only. The nomenclature used in this file is the same as the nomenclature used in the import statistics file and in the tariff files.

For each quantitative restriction, the file contains codes identifying the WTO body to which the measure was notified, the WTO document number(s) relevant to the measure, and the GATT Article(s) relevant to the measure, as well as textual information concerning the measure.

Entities	Definitions
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Coded Non-Tariff File Key

The key of the coded non-tariff file comprises the following elements: the year of reference, the code of the country or Customs Union (C.U.) maintaining the measure, the code of the member country of a C.U. maintaining the measure, the tariff line number, the type of measure, the measure code, the code of the country or group of countries affected by the measure, the period of validity of the measure and the record number.

Year of the QR file

The year to which the submission refers is the reference year.

Country or C.U. maintaining the measure

This element contains the code identifying the country or the C.U. maintaining the measure. The code will be converted to the three-digit WTO country code used in the IDB (see PART IV).

C.U. member country maintaining the measure

This element contains, if applicable, the code identifying a C.U. member country maintaining the measure. The code will be converted to the three-digit WTO country code used in the IDB.

Tariff line number

The tariff line number is an element of twenty-five characters used to record the tariff item number (positions 1-21), the non-tariff suffix (positions 22-23 of the tariff line number) and the tariff item suffix (positions 24-25 of the tariff line number). In this file, the tariff item suffix should be left blank.

Tariff item number

The tariff item number is the same as the tariff item number used in the import statistics file and in the tariff files.

Non-tariff item suffix

The non-tariff item suffix is recorded in positions 22-23 of the tariff line number. The suffix is used in cases where the measure covers part of a tariff item. Values of the suffix are blank for not applicable, or "01" through "99".

Period of validity of the measure

This element is used to record the starting date and the end date of the period during which the measure is in force. The measure is considered as being in force if the start date either is blank or is less than or equal to the reference year, and, the end date is either blank or is greater than or equal to the reference year.

Start date of the validity period

This element of eight characters contains the date of entry into force of the measure. The date recorded shows the year (four digits), the month (01-12) and the day (01-31). If left blank, the start date is considered as undetermined.

End date of the validity period

This element of eight characters contains the date on which the measure ceases to be in force. The end date is normally left blank, unless the measure ceases to be in force during, or at the end of the reference year. The end date is recorded in the same manner as the start date.

Type of measure

At this stage, the non-tariff file contains only quantitative restrictions. As shown in PART IV, QRs on imports are identified by measure type "11" and QRs on exports are identified by measure type "61".

Country or country group affected

This element contains the code identifying the country or the group of countries affected by the measure. This code will be converted to the three-digit WTO country code which is used in the IDB.

Measure code

The measure codes is recorded using a three-digit element where the first digit identifies the type of QR: "1" for licenses, "2" for quotas, "3" for prohibitions, etc. The second and third digits identify the QR within each type. A complete list of QRs to be notified, as agreed by the WTO Members, is shown in PART IV.

Record number

The record number identifies five types of information attached to the measure. The record number comprises three digits: the first digit identifies the type of record, the second digit contains a language code (only used with record types "4" and "5") and the third digit contains a sequence number (for record types "2" to "5").

Record type "1": WTO body to which the QR was notified

Record type "1" contains up to five two-character codes identifying the WTO body(ies) to which the restriction was notified.

The code identifying the WTO body is a two-letter code: "AG" to identify the Committee on Trade in Agriculture, "QR" to identify notifications to the Market Access Committee and "NT" to identify the Non-Tariff Measures Inventory of Reverse Notifications.

Record type "2": WTO document(s) relevant to the QR

WTO document(s) relevant to the QR are coded in record type "2" (up to seven document numbers per record). Each record is identified by the record type ("2"), followed by a blank (language code is not used) and by a sequence number ("0" through "9").

The WTO document number is a ten-character field; in addition to the document symbol, each WTO document is assigned a document number identifying the year and the chronological sequence of its publication. This number is used in the WTO's computerized document index. The document symbols and corresponding document numbers recorded in the existing WTO QR files are listed in PART IV.

Record type "3": GATT Article(s) relevant to the QR

GATT Articles relevant to the QR are coded in record type "3" (up to seven GATT Articles per record). Each record is identified by record type ("3"), followed by a blank (language code is not used) and by a sequence number ("0" through "9").

The Secretariat has created a standard ten-character code to represent all GATT Articles without using Roman figures. The list of the GATT Articles and corresponding Article numbers is reproduced in PART IV.

Record type "4": Textual information on the measure

Textual information on the measure is coded in record type "4". The record type is followed by the language code and by the sequence number of each line of text. Each line of text contains seventy characters.

Record type "5": footnote text relating to the measure

These records have the same format as record type "4" and contain a footnote text of up to ten lines of seventy characters. The footnote text can be recorded in the three official languages of the WTO.

6. TEXTUAL NON-TARIFF FILE

This file contains descriptions of products whenever a quantitative restriction applies to part of a tariff line.

6.1 FORMAT

Year	N(2) Reference year.				
Reporting country	A(5)/LJ/b Country (or Customs Union) maintaining the measure.				
Customs Union member country	A(5)/LJ/b Contains, when applicable, the code of a Customs Union member country maintaining the restriction.				
Tariff line number	A(25)/LJ/b Including the two-character non-tariff suffix as recorded in the coded non-tariff file, in positions 22-23. Positions 24-25 should be blank.				
Element number	N(2)/RJ Code to identify the type of information recorded; should equal "02" for a full product description and "09" for an abbreviated description.				
Text line number	This information contains the language and the sequence of print lines for the descriptions. <table><tr><td>Language code</td><td>A(1)/LJ Language in which the text is recorded ("1" for English, "2" for French and "3" for Spanish)</td></tr><tr><td>Sequence number</td><td>N(2)/RJ/0 Sequence in which the text is ordered ("01" through "99").</td></tr></table>	Language code	A(1)/LJ Language in which the text is recorded ("1" for English, "2" for French and "3" for Spanish)	Sequence number	N(2)/RJ/0 Sequence in which the text is ordered ("01" through "99").
Language code	A(1)/LJ Language in which the text is recorded ("1" for English, "2" for French and "3" for Spanish)				
Sequence number	N(2)/RJ/0 Sequence in which the text is ordered ("01" through "99").				
Data	A(74)/LJ/b - see next page for details.				
PC Delimiter	A(1) Carriage return character (), PC diskettes only.				

Format of data of the textual non-tariff file

Element number	Text line no. Lang.	Seq.	Element definition	Format
02	L	XX	Full product description: - language code, L= 1,2 or 3, - sequence number, XX= 01-99 lines.	
			1. Filler (blank)	A(4)/LJ/b
			2. Text	A(70)/LJ/b
09	L	XX	Abbreviated product description: -language code, L= 1,2 or 3 -sequence number, XX= 01-04 lines.	
			1. Filler (blank)	A(4)/LJ/b
			2. Text	A(70)/LJ/b

NOTE:

The text consists of a four-character filler followed by a product description. The filler is used in these layouts to keep consistent the formats for product descriptions in the tariff file and in the non-tariff file. All texts submitted in French and Spanish should be recorded using upper case characters, since there is no standard code used to represent accented characters.

Example of a textual file ("b" represents a blank character):

Textual non-tariff file elements 02 and 09													
Yr	Rep-	CU	Tariff line number			SU	EL	SBEL	Not	Text			CR
	orter	Memb.				FX	NO	L	SQ	Used			
00	0	0	0	0	0		0	00	0	00	0	0	0
00	0	0	0	1	1		3	33	4	44	4	4	4
12	3	7	8	2	3		7	89	0	12	3	6	7
94	CANbb	bbbbb	01011100	bbbbbb	bbbbbb	01bb	02	1	01	bbbb	Productb	descriptions...	bbbbb
94	CANbb	bbbbb	01011100	bbbbbb	bbbbbb	01bb	02	1	02	bbbb	Productb	descriptions...	bbbbb
94	CANbb	bbbbb	01011100	bbbbbb	bbbbbb	01bb	09	1	01	bbbb	Productb	descriptions...	bbbbb
94	CANbb	bbbbb	01011100	bbbbbb	bbbbbb	01bb	09	1	02	bbbb	Productb	descriptions...	bbbbb

Dataset characteristics for magnetic tapes:

Record format: fixed block.
Record length: 116 characters.
Block length: 23432 characters.

6.2 DATA INVENTORY

The textual non-tariff file contains product descriptions for tariff items which are partially covered by a non-tariff measure. Thus, the tariff line numbers recorded in this file should all have a number recorded in the non-tariff suffix (positions 22-23 of the tariff line number). This suffix indicates that the non-tariff measure covers part of the products under the tariff line. If an item is fully covered by the measure, the product description of the item can be retrieved from the textual tariff file.

As in the textual tariff file, product descriptions can be recorded in two different sets of records. The first set of records (element "02") contains full product descriptions which can be recorded in ninety-nine lines of text. The second set of records (element "09") contains abbreviated product descriptions which can be recorded in four lines of text. As in the textual tariff file, descriptions can be recorded in the three official languages of the WTO.

Entities	Definitions
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Textual Non-Tariff File Key

The key of the textual non-tariff file comprises the following elements: the reference year, the code of the country or Customs Union (C.U.) maintaining the measure, the code of the member country of a C.U. maintaining the measure, the tariff line number, the element number, and the sub-element number (language code and sequence of the lines of text).

Year of the QR file

The year to which the submission refers is the reference year.

Country or C.U. maintaining the measure

This element contains the code identifying the country or the C.U. maintaining the measure. The code will be converted to the three-digit WTO country code used in the IDB (see PART IV).

C.U. member country maintaining the measure

This element contains, if applicable, the code identifying a C.U. member country maintaining the measure. The code will be converted to the three-digit WTO country code used in the IDB.

Tariff line number

The tariff line number is an element of twenty-five characters used to record the tariff item number (positions 1-21), the non-tariff item suffix (positions 22-23) and the tariff item suffix (positions 24-25). In this file the tariff item suffix is always blank.

Tariff item number

The tariff item number (positions 1-21 of the tariff line number) is the same as the tariff item number used in the import statistics file, in the tariff files and in the coded non-tariff file.

Non-Tariff item suffix

The non-tariff item suffix is recorded in positions 22-23 of the tariff line number. The suffix is used in cases where the measure covers part of a tariff item. Values of the suffix are "01" through "99".

Element number

The element number is a two-digit number identifying the type of description. Element "02" contains the full product description; element "09" contains the abbreviated product description.

Sub-element number

The sub-element number is a three-digit number identifying the language code and the sequence of the lines of text of the product description.

Full Product Description (ELEMENT 02)

The full product description is recorded in element "02". The first digit of the sub-element contains the language code and the last two digits contain the sequence numbers. Each line of text contains seventy characters.

Abbreviated Product Description (ELEMENT 09)

Element "09" contains a maximum of four records corresponding to four lines of text of seventy characters, for recording the abbreviated product description. The layout of this element is the same as the layout of the full product description (see element "02" description).

ANNEX

WTO INTEGRATED DATA BASE - FORM 1

Media characteristics

Technical information required when sending PC diskettes or magnetic tapes

PC diskettes:

High Density or Double Density _____

Compression program used, if applicable _____

Magnetic tapes:

External tape identification:

Reporting country name _____

Volume serial number _____
(6 characters, a "T" in position 1 should
not be used; See note below)

Number of tracks on tape:

Nine _____

Tape density:

6250/1600 bpi _____
Odd parity only

Recording mode:

EBCDIC character set, _____
possibly ASCII.

Tape internal volume label:

No label (state "none") _____
If the tape is labelled, the type of
standard should be specified:
e.g. IBM, ANSI, etc..

Computer used to create the tape:

Manufacturer and model _____

NOTE: For PC diskettes, neither spreadsheet (e.g. Lotus, Excel) files nor text processing files should be provided. Only ASCII files adhering to the formats described in this document can be processed.

NOTE: For labelled tapes, the volume serial number stored in the internal label of the tape must be precisely identified on the external label of the tape case. Labelled tapes with an unknown internal label cannot be processed because of control procedures.

WTO INTEGRATED DATA BASE - FORM 2

File characteristics

Technical information required when sending magnetic tapes

File number: _____

Data file (tariffs, imports...) _____

File name (recorded in Header
Label, if applicable) _____

Record format (fixed, variable): _____

Record length, including variable
length record count for variable records _____

Block length, including variable
length block count for variable blocks _____

Total number of records in the data set: _____

Printout of first and last blocks in hexadecimal
and character modes.

NOTE: **Please fill in one copy of this form for each file submitted.**

WTO INTEGRATED DATA BASE - FORM 3

Supplementary information

Information required to establish the IDB reference files for the reporting country

Nomenclature used in the submission:

- HS six-digit, HS four-digit, other nomenclature

Year to which refer:

- the tariff information: 19__ (fiscal / calendar)
- the import statistics: 19__ (fiscal / calendar)
- the quantitative restrictions: 19__ (fiscal / calendar)

Total import value(s):

Lists of codes used for:

- countries of origin (with country names) used in the import statistics file along with the tariff relation for each trading partner
- partner codes used in the tariff files (i.e. codes used to identify individual or groups of countries and the group composition)
- partner codes used in the QR files (i.e. codes used to identify individual or groups of countries and the group composition)
- currency units used in:
 - import statistics
 - normalized coding of specific, mixed or compound rates
- exchange rate used if national currency was converted to another unit
- quantity units used in:
 - import statistics
 - Are there any supplementary units recorded? Yes/No
 - normalized coding

Geographic coverage of preferential agreements, where applicable (GSP, LDC, Free-trade Areas, other preferential arrangements...)

Other information to be used in the interpretation of the submissions:

- system of trade (special, general ...):
- valuation basis (f.o.b., c.i.f. ...):
- Other:
 - for instance, description of special methods used in the calculation of AVE's of specific duties (i.e. AVE calculation method code "9" in the duty codes of the coded tariff file).