

**Implementation of the Action Plan to Improve the Effectiveness  
of the WTO TBT Enquiry Point and Notification Authority in Zambia  
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December 14-15, 2015  
Zambia Bureau of Standards, Lusaka, Zambia

Monday, December 14

- 9:00 Overview of the Action Plan
- 10:00 Break
- 10:20 Task 1: Improving the WTO TBT Enquiry Point and Notification Authority
- Review staffing
  - Discussion of capacity building
- 12:30 Lunch
- 13:30 Develop Operating Procedures
- 15:00 Break
- 15:20 Review reference materials used by the Enquiry Point and Notification Authority
- 16:00 Discussion of the alert service  
Discussion of training needs for Day 2

Tuesday, December 15

- 9:00 On-site training - TBT Enquiry Point and Notification Authority staff  
(focus will be based on discussion of needs on Day 1)
- 10:30 Break
- 10:50 Task 2: Communication with Stakeholders
- Zambia TBT Consultative Committee
- 12:30 Lunch
- 13:30 Task 3: Promotion
- 15:00 Break
- 15:20 Other business and wrap-up