

20/2. 4, 24 (=)

The basic structure and timeline of investigations in their systems

AD

Before initiation

After initiation

Before verification *a group of people.*

After verification

Decision making process

Involvement of other agencies

Comparison of legally prescribed timelines and practice

How the authorities interact with the domestic industry in the period prior to the filing of a complaint.

1. Who initiates the first contact
2. Representation: lawyers, consultants, associations or company employees
3. Representation: SMEs *Small & Medium Enterprise*
4. Assistance to possible complainants *是 否 已 提*
5. Special assistance to SMEs?
6. Information requested: substance and format (questionnaires?)
7. Written guidelines for petitioners
8. Working with draft complaints
9. Duration of interaction before complaint is lodged
10. Informal green light to lodge
11. Rejection of complaint
12. Deadline for initiation decision?

查證 : 準備 執行 報告
Verifications: preparation, conduct and reporting

不申/申遺/口

- 1 Does the authority check completeness of responses and send deficiency letters?
- 2 Who is verified: exporters, importers, domestic industry?
- 3 When is verification done? Before or after preliminary determination?
- 4 Is foreign verification always done?
- 5 Are exporters in all countries verified?
- 6 Are all exporters per country verified?
- 7 If not, what issues influence the decision not to verify all exports/countries?
- 8 Selection criteria when deciding which exporter/s to verify
- 9 Duration of verification visit – per company
- 10 Number of staff on verification team
- 11 Only staff working on investigation, or may others be included?
- 12 Accompanied by a lawyer?
- 13 Language in which verification is done
- 14 Use of interpreters – who provides them?
- 15 Letter informing company of issues to be verified, information to be provided and people to be available.
- 16 Agenda for verification?
- 17 Time-line and how deal with issue when team cannot keep to time-line
- 18 What type of personnel must be present/available during visit?
- 19 Documents to be available during visit.
- 20 Steps taken in the event of difficulties/non-co-operation.
- 21 Do the team do plant visits as a rule/exceptionally/never?
- 22 Do you accept logistical aid from exporters?
- 23 How do you "manage" hospitality extended by exporters to team?
- 24 Final step before leaving exporter: 認可
 - exporter to sign off on a document?
 - leave a record of verification?
- 25 Verification memorandum: available to interested parties? To public?
- 26 Treatment of confidential information/documents
- 27 Second visit/re-visit to party verified?