



**Administrative Circular**

**AC/122/2002**

**2002-11-22**

**TO ALL NATIONAL COMMITTEES  
TO THE CHAIRMEN AND SECRETARIES OF TECHNICAL COMMITTEES AND  
SUBCOMMITTEES**

Dear Sir/Madam,

**Enquiries on IEC publications received by Central Office**

The SMB has agreed (see Decision 115/9) to the recommendations made by the DMT concerning enquiries received by Central Office on IEC publications. The DMT concluded that enquiries could be classified into four categories which should be processed as follows:

<b>Type of enquiry</b>	<b>Response</b>
General or commercial	Central Office
Technical information	National Committee
Interpretation	National Committee
Conformity Assessment Issues	National Committee

Enquiries should not normally be passed directly either to TC/SC officers or to the technical officers of Central Office. It is emphasized that National Committees should be the primary point of contact for such enquiries and they should decide how the enquiries should be processed. Attention is also drawn to the procedure for the development of Interpretation Sheets, given in the IEC Directives Supplement, Clause 7.

National Committees may also decide to forward selected enquiries and the responses made to the Central Office, which will investigate methods of making such information available to other National Committees (for example, by using the IEC website).

For countries where there is no National Committee, the primary point of contact should be the WTO enquiry point, which all signatories to the WTO/TBT are required to have set up.

Yours faithfully,

**A. AMIT**  
**General Secretary**

