

ePing系統通知文件製作教學

2023.11.6

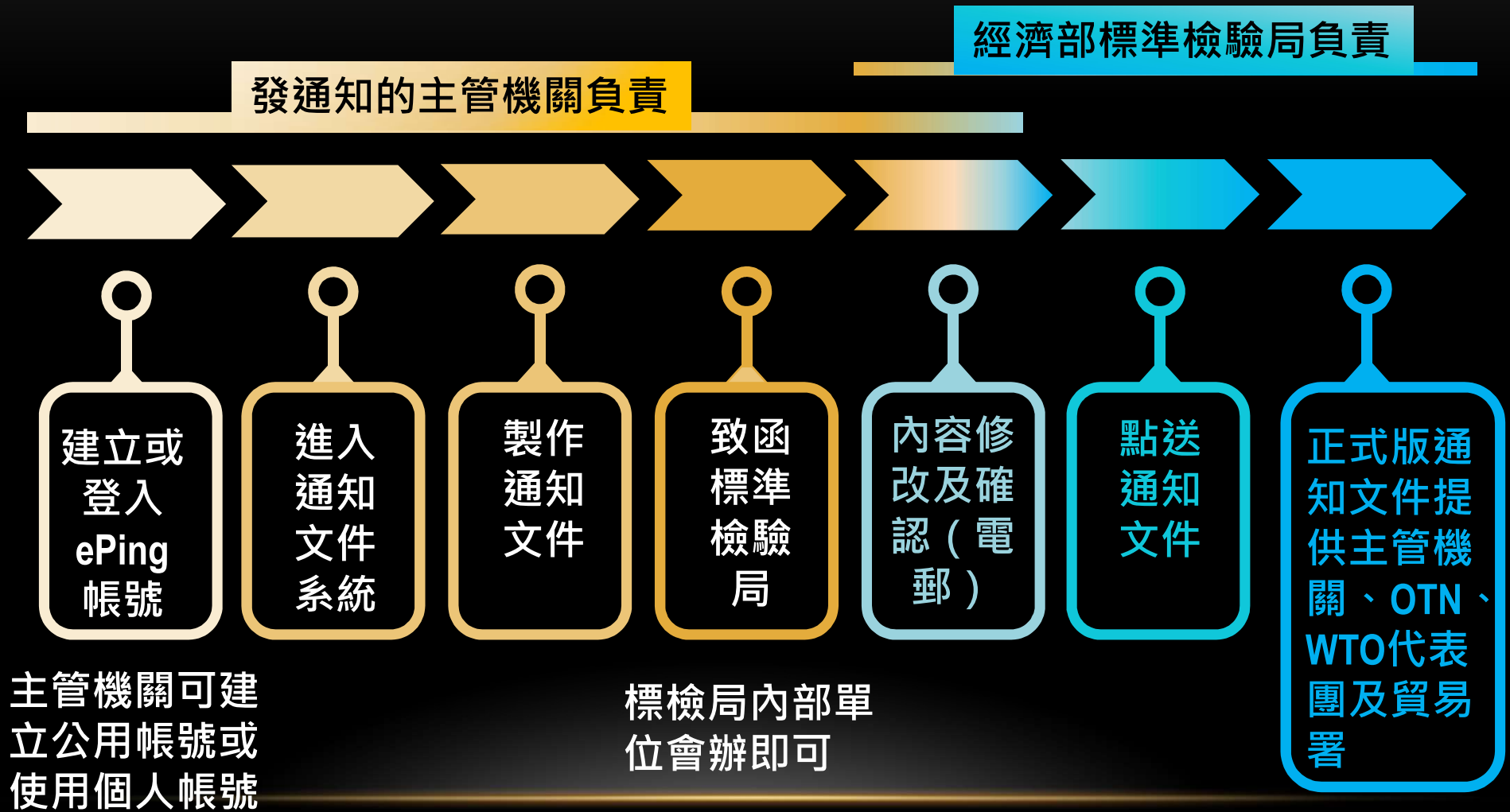
TBT查詢單位

經濟部標準檢驗局

目錄

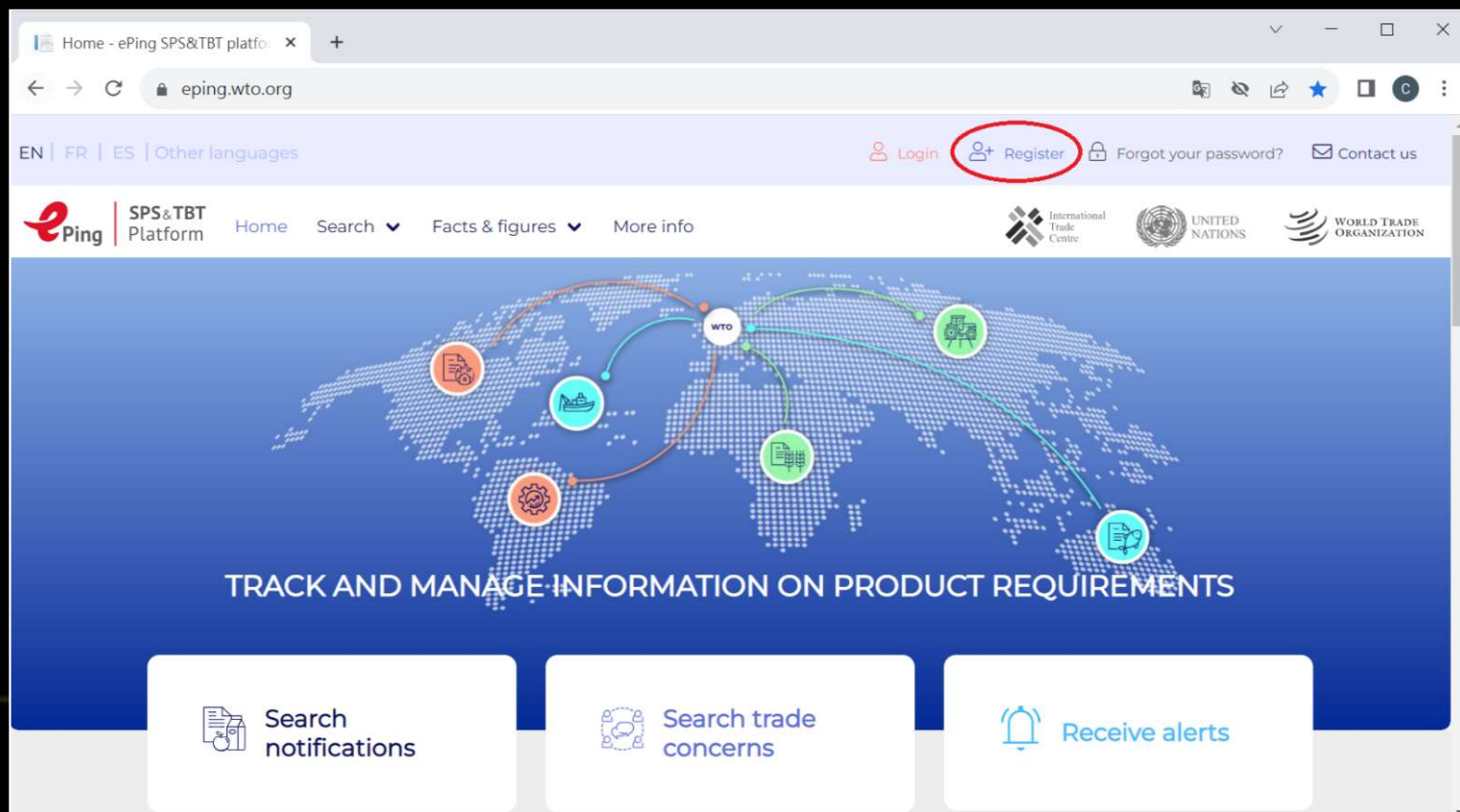
一. 通知作業的流程-----	p.3
二. 如何建立ePing帳號-----	p.4-p.6
三. 如何製作通知文件	
★ 如何進入通知文件系統-----	p.7-p.8
★ 我該使用哪種通知格式-----	p.9
★ Regular Notification教學-----	p.10-p.25
★ Addenda教學-----	p.26-p.33

一. 通知作業的流程



二. 如何建立ePing帳號(1/3)

- 1 前往ePing網站 (<https://eping.wto.org/>)
- 2 點選右上角 **Register**



二. 如何建立ePing帳號(2/3)

3 填寫基本個人資料

Personal information

If you have a WTO account, please use the same email address when filling out this form to facilitate navigating between different websites (e.g. eAgenda, Interprefy, Docs Online).

First name* 輸入英文名	Last name* 輸入英文姓
Email* 輸入電郵信箱	Gender 選擇性別
Sector* 主管機關選擇Public	Organization type* 主管機關選擇Government
Country/territory* 選擇Chinese Taipei	Organization name* 輸入機關名稱

*位於選單後段，以T排列的位置

4 選擇有興趣訂閱之通知文件(非必要)

5 點選 **Register**

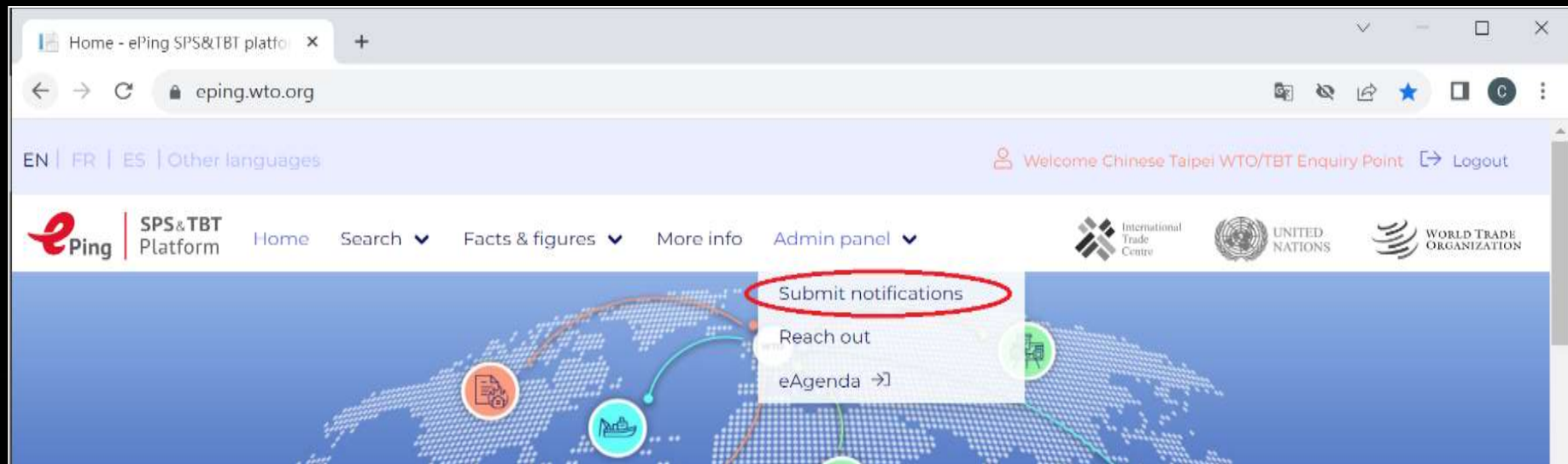
二. 如何建立ePing帳號(3/3)

- 6 打開電郵信箱，點選確認信之連結，設定密碼。
- 7 通知經濟部標準檢驗局TBT查詢單位 (tbtenq@bsmi.gov.tw) 開通製作通知文件之權限，電郵中請提供您申請ePing的英文姓名及電郵信箱。
- 8 TBT查詢單位會於開通權限後告知。

三. 如何製作通知文件 (1/27)

✦ 如何進入通知文件系統

- 1 進入ePing網站(<https://eping.wto.org/>)
- 2 點選右上角Admin panel>>Submit notifications
(需開通權限才有上述選項)



三. 如何製作通知文件 (2/27)

3 通知文件系統首頁

The screenshot displays the 'SUBMIT NOTIFICATIONS (TBT)' dashboard. It features a 'Manage users' button in the top right. The dashboard is organized into four main sections, each with a table of notification statistics:

- REGULAR NOTIFICATIONS 一般通知**
 - Notifications in progress (drafts): 10
 - Completed notifications: 0
 - Submitted notifications: 0
 - Approved notifications: 0
 - Issued notifications: 488
 - Templates: 49
- REVISION NOTIFICATIONS 修正通知**
 - Notifications in progress (drafts): 7
 - Completed notifications: 0
 - Submitted notifications: 0
 - Approved notifications: 0
 - Issued notifications: 13
 - Templates: 1
- ADDENDA 追加通知**
 - Notifications in progress (drafts): 13
 - Completed notifications: 1
 - Submitted notifications: 0
 - Approved notifications: 0
 - Issued notifications: 298
 - Templates: 50
- CORRIGENDA 更正通知**
 - Notifications in progress (drafts): 0
 - Completed notifications: 0
 - Submitted notifications: 0
 - Approved notifications: 0
 - Issued notifications: 20
 - Templates: 0

三. 如何製作通知文件 (3/27)

✦ 我該使用哪種通知文件？

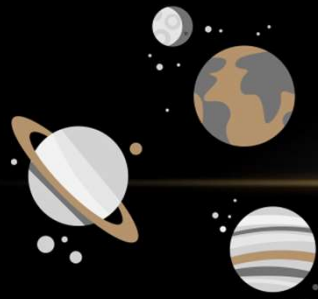
通知文件的起點


<p>Regular Notification (一般通知)</p> <p>首次預告法規制訂/修訂時使用，目的是提供WTO會員評論機會。</p>	<p>Revision Notification (修正通知)</p> <p>倘法規草案與之前提出之一般通知版本有重大改變，需再次供會員評論，或國內再次預告時使用。</p>
<p>Addenda (追加通知)</p> <p>法規公告後使用，目的是告知WTO會員法規施行日期及法規內容。或是延長評論期、補充法規英譯版。</p>	<p>Corrigenda (更正通知)</p> <p>當通知文件或是法規草案中有誤繕情形須修正時使用。</p>

通知文件的終點

三. 如何製作通知文件 (4/27)

Regular Notification 教學



 **WORLD TRADE ORGANIZATION** G/TBT/N/XXX/XXX

Date _____
Page: _____

(00-0000)

Committee on Technical Barriers to Trade

NOTIFICATION⁷

The following notification is being circulated in accordance with Article 10.6.

1.	Notifying Member: If applicable, name of local government involved (Articles 3.2 and 7.2):
2.	Agency responsible: Name and address (including telephone and fax numbers, e-mail and web-site addresses, if available) of agency or authority designated to handle comments regarding the notification shall be indicated if different from above:
3.	Notified under Article 2.9.2 [], 2.10.1 [], 5.6.2 [], 5.7.1 [], other:
4.	Products covered (HS or CCCN where applicable, otherwise national tariff heading. ICS numbers may be provided in addition, where applicable):
5.	Title, number of pages and language(s) of the notified document:
6.	Description of content:
7.	Objective and rationale, including the nature of urgent problems where applicable:
8.	Relevant documents:
9.	Proposed date of adoption: Proposed date of entry into force:
10.	Final date for comments:
11.	Texts available from: National enquiry point [] or address, telephone and fax numbers, e-mail and web-site addresses, if available of the other body:

⁷ Where boxes appear under Items 3 and 11 of the format, notifiers are requested to check the relevant box or indicate relevant information under "other".

三. 如何製作通知文件 (5/27)

Regular Notification

點選REGULAR NOTIFICATIONS 右側「+」

SUBMIT NOTIFICATIONS (TBT) Manage users

REGULAR NOTIFICATIONS		REVISION NOTIFICATIONS	
Notifications in progress (drafts)	10	Notifications in progress (drafts)	7
Completed notifications	0	Completed notifications	0
Submitted notifications	0	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	488	Issued notifications	13
Templates	49	Templates	1

ADDENDA		CORRIGENDA	
Notifications in progress (drafts)	13	Notifications in progress (drafts)	0
Completed notifications	1	Completed notifications	0
Submitted notifications	0	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	298	Issued notifications	20
Templates	50	Templates	0

三. 如何製作通知文件 (6/27)

Regular Notification

第1欄「發通知會員」

1. NOTIFYING MEMBER (CHINESE TAIPEI)

Internal Id

內部代號(選填，僅為內部辨識使用)

If applicable, name of local government involved (Articles 3.2 and 7.2)

無須填寫

三. 如何製作通知文件 (7/27)

Regular Notification

第2欄「負責機關」

2. AGENCY RESPONSIBLE

Agency responsible

填入權責機關名稱，例如Bureau of Standards, Metrology and Inspection

Name and address (including telephone and fax numbers and email and website addresses, if available) of agency or authority designated to handle comments regarding the notification shall be indicated if different from above

請填: Please submit comments to: WTO TBT Enquiry Point, Email: tbtenq@bsmi.gov.tw

三. 如何製作通知文件 (8/27)

Regular Notification

第3欄「通知依據」

3. NOTIFIED UNDER ARTICLE

通常勾選1、3項

- Technical Regulation (Article 2.9.2) 技術性法規(規範特定產品特性或產製方法之強制性規定)
- Technical Regulation - urgent (Article 2.10.1) 技術性法規(因應緊急情況須立刻生效)
- Conformity Assessment Procedure (Article 5.6.2) 符合性評鑑程序(用來確認產品符合強制性規定的程序)
- Conformity Assessment Procedure - urgent (Article 5.7.1) 符合性評鑑程序(因應緊急情況須立刻生效)
- Technical Regulation - local government (Article 3.2)
- Conformity Assessment Procedure - local government (Article 7.2)
- Other

Other

三. 如何製作通知文件 (9/27)

Regular Notification

第4欄 「受影響產品範圍」

4. PRODUCTS COVERED (USERS ARE ENCOURAGED TO CHOOSE PRODUCTS FROM THE HS AND ICS DROPDOWN LISTS. FREE TEXT SHOULD BE USED FOR OTHER INFORMATION)

HS code(s)

HS 2017

受影響產品的HS code (可以用關鍵字搜尋，例如coffee maker)

Hide description in circulated notification

ICS code(s)

受影響產品的ICS code (可與HS code擇一使用)

Hide description in circulated notification

Free text

If you want the HS and ICS codes added above to appear in the circulated notification, please click on the "Add selected HS and ICS codes to free text field".

Add selected HS and ICS codes to free text field

B *I* @ := := ≡ ≡ ↶ ↷

如果無法使用上述分類碼，則可在此直接寫上產品名稱

三. 如何製作通知文件 (10/27)

Regular Notification

第5欄「法規名稱、頁數及語言」

5. TITLE, NUMBER OF PAGES AND LANGUAGE(S) OF THE NOTIFIED DOCUMENT

Title

B *I* @ := := ≡ ≡ ↶ ↷

請填入法規草案名稱

Number of pages and languages

Language	Number of pages

Add new

點選Add new後，選擇法規草案的語言及頁數

*建議上傳英文及中文版，倘無英文版，其他會員後續亦會索取







三. 如何製作通知文件 (11/27)

Regular Notification

第6欄「內容描述」

6. DESCRIPTION OF CONTENT

Description of content

B *I*      

簡要說明法規內容，或是修訂方向，讓WTO會員可以快速了解。

三. 如何製作通知文件 (12/27)








Regular Notification

第7欄「法規目的及原因」

7. OBJECTIVE AND RATIONALE, INCLUDING THE NATURE OF URGENT PROBLEMS WHERE APPLICABLE

- National security requirements 國安要求
- Consumer information, labelling 消費者資訊(標示)
- Prevention of deceptive practices and consumer protection 預防欺騙行為及消費者保護
- Protection of human health or safety 保護人類健康或安全
- Protection of animal or plant life or health 保護動物生命或健康
- Protection of the environment 環境保護
- Quality requirements 品質要求
- Harmonization 調和(法規或標準等)
- Reducing trade barriers and facilitating trade 降低貿易障礙及促進貿易
- Cost saving and productivity enhancement 節省開支及強化生產力
- Not specified 未明訂
- Other 其他

勾選適當選項
即可(可複選)

B *I*       

如選擇「其他」或無適當選項可勾選，可在此自行輸入適當文字








三. 如何製作通知文件 (13/27)

Regular Notification

第8欄「相關文件」

8. RELEVANT DOCUMENTS

Relevant Documents

B *I*       

通常填入相關法規(如母法)或標準的名稱或編號

三. 如何製作通知文件 (14/27)

Regular Notification

第9欄 「預計公告/實施日」

9. PROPOSED DATES OF ADOPTION AND ENTRY INTO FORCE

Proposed date of adoption

點擊選擇預擬之公告日期，倘未確定可勾選To be determined

To be determined

Free text

Proposed date of entry into force

點擊選擇預擬之實施日期，倘未確定可勾選To be determined

6 months from adoption To be determined

Free text

三. 如何製作通知文件 (15/27)

Regular Notification

第10欄「評論截止日」

10. FINAL DATE FOR COMMENTS

Number of days from notification

60 days 評論期長度，原則勾選60 days

Final date for comments

Not applicable

Free text

例外情形: (以下擇一)
(1)可填入其他天數
(2)選擇特定評論截止日
(3)無評論期，勾選Not applicable
(4)於Free text填寫

三. 如何製作通知文件 (16/27)

Regular Notification

第11欄「可取得文件之位置」

11. TEXT AVAILABLE FROM

National enquiry point, or address, telephone and fax numbers, email and website addresses, if available of the other body:

[+ Retrieve NEP](#) 原則勾選上方選項、點選左方藍色按鈕，自動帶出TBT查詢單位聯繫方式後，將多餘空格刪除

Free text

Link to full text of notified document

倘法規草案已上傳其他網站，可將網址貼在這，亦可留空。

File attachments

Language Attachments

[Upload file](#) 請上傳法規草案或說明文件之中文版及英文版pdf檔

三. 如何製作通知文件 (17/27)

Regular Notification

最後一步「存檔」

Save as template

將本通知文件
存成範本，有
大量通知需求
時才需使用。

Save & Continue

將本通知文件
存檔，未來還
可再次打開修
改。

Save & Complete

將本通知文件送
出給查詢單位。
(內容奉核後、
發文前點選)

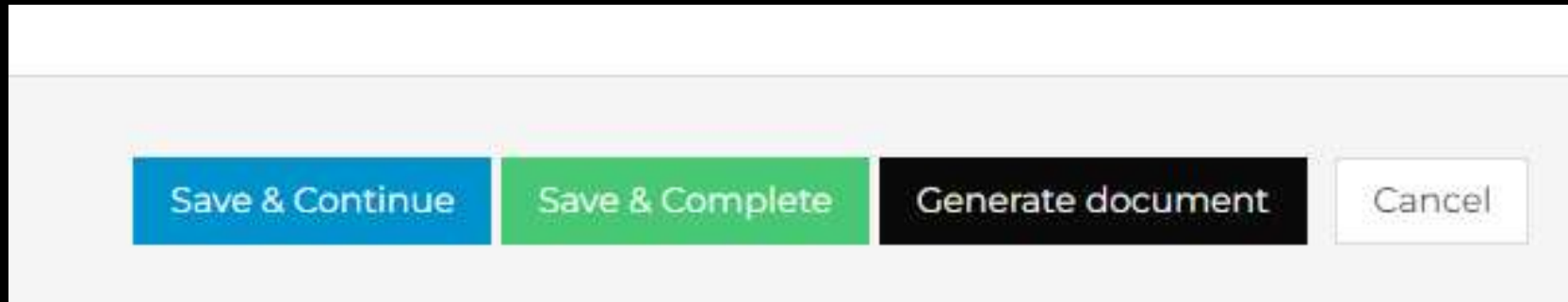
Cancel

不存檔

三. 如何製作通知文件 (18/27)

Regular Notification

匯出一般通知文件草稿



通知文件儲存後，即可使用黑色按鈕產出Word檔草稿供下載。

三. 如何製作通知文件 (19/27)

Regular Notification

發函內容範例

主旨：檢送預告[訂定/修正]「0000(法規名稱)」草案之WTO/TBT通知文件，請惠予協助辦理後續通知事宜，請查照。

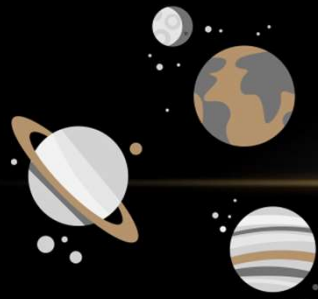
說明：依據WTO技術性貿易障礙協定辦理。


附件：

- (1)通知文件草稿。
- (2)通知文件所繫之法規草案中英文版。

三. 如何製作通知文件 (20/27)

Addenda 教學



 WORLD TRADE ORGANIZATION

G/TBT/N/TPKM/526/Add.1

11 October 2023

(23-6825) Page: 1/1

Committee on Technical Barriers to Trade Original: English, French, Spanish

NOTIFICATION
Addendum

The following communication, dated 11 October 2023, is being circulated at the request of the delegation of The Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu.

Title: Use Restrictions and Labeling Requirements of Liquid Mycelia Culture Powder of Morel Mushroom (*Morchella esculenta*) as a Food Ingredient

Reason for Addendum:	
<input type="checkbox"/>	Comment period changed - date:
<input checked="" type="checkbox"/>	Notified measure adopted - date: 5 October 2023
<input checked="" type="checkbox"/>	Notified measure published - date: 5 October 2023
<input checked="" type="checkbox"/>	Notified measure enters into force - date: 5 October 2023
<input checked="" type="checkbox"/>	Text of final measure available from ¹ : https://members.wto.org/crattachments/2023/TBT/TPKM/final_measure/23_12946_0_q_s.pdf https://members.wto.org/crattachments/2023/TBT/TPKM/final_measure/23_12946_0_q_x.pdf
<input type="checkbox"/>	Notified measure withdrawn or revoked - date: Relevant symbol if measure re-notified:
<input type="checkbox"/>	Content or scope of notified measure changed and text available from ¹ : New deadline for comments (if applicable):
<input type="checkbox"/>	Interpretive guidance issued and text available from ¹ :
<input type="checkbox"/>	Other:

Description: The purpose of this notification is to provide the final texts of "Use Restrictions and Labeling Requirements of Liquid Mycelia Culture Powder of Morel Mushroom (*Morchella esculenta*) as a Food Ingredient" and relevant dates of its implementation.
The draft texts notified in "G/TBT/N/TPKM/526" were adopted without changes.

¹ This information can be provided by including a website address, a pdf attachment, or other information on where the text of the final/modified measure and/or interpretive guidance can be obtained.

三. 如何製作通知文件 (21/27)

Addenda

點選ADDENDA
右側「+」

SUBMIT NOTIFICATIONS (TBT) Manage users

REGULAR NOTIFICATIONS		REVISION NOTIFICATIONS	
Notifications in progress (drafts)	9	Notifications in progress (drafts)	7
Completed notifications	0	Completed notifications	0
Submitted notifications	1	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	488	Issued notifications	13
Templates	49	Templates	1

ADDENDA		CORRIGENDA	
Notifications in progress (drafts)	13	Notifications in progress (drafts)	0
Completed notifications	2	Completed notifications	0
Submitted notifications	0	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	298	Issued notifications	20
Templates	50	Templates	0

三. 如何製作通知文件 (22/27)

Addenda

第1欄「一般資訊」

1. GENERAL INFORMATION (CHINESE TAIPEI)

Symbol of the original notification	Internal Id
<input type="text"/>	<input type="text"/>
<input type="button" value="Retrieve title of the original notification"/>	
Title of the original notification	
<p>B <i>I</i> @ := !:= ≡ ≡ ↶ ↷</p> <div style="border: 1px solid #ccc; height: 150px;"></div>	

1. 在此填入原始通知文件編號(例如: G/TBT/N/TPKM/400)

2. 點選左方按鈕，於下方帶出原始通知文件標題，因法規已經公告，需刪除標題中的Proposal。

三. 如何製作通知文件 (23/27)

Addenda

第2欄「追加通知的原因」

一般情況勾選此4項

2. REASON FOR ADDENDUM

- The comment period has been changed (e.g. extended or re-opened) 調整評論期(展延或重新徵求評論)
- The notified measure is adopted 通知的措施已被採認(勾選後選擇日期)
- The notified measure is published 通知的措施已被公告(勾選後選擇日期)
- The notified measure entered/will enter into force 通知的措施將在[日期]實施(勾選後選擇日期)
- The text of the final measure is available from 提供措施最終版文字(勾選後上傳pdf檔)
- The notified measure is withdrawn or revoked 措施已被撤回
- The content or scope of the notified measure has changed and the text is available from 措施內容已被調整，提供新版文字
- Interpretive guidance has been issued and the text available from 提供解釋性文件供參
- Other 其他

Description

B I @ := 1= ≡ ≡ ↶ ↷

三. 如何製作通知文件 (24/27)

Addenda

Description

B *I* @ | := !: ≡ ≡ | ↶ ↷

建議寫法:

The purpose of this notification is to provide the final texts of “法規名稱” and relevant dates of its implementation.

[選項一:法規最終版與前次通知內容相同] The draft texts notified in “G/TBT/N/TPKM/xxx” were adopted without changes.

[選項二:法規最終版與前次通知內容不同] The draft texts notified in “G/TBT/N/TPKM/xxx” were adopted with minor changes.

三. 如何製作通知文件 (25/27)

Addenda

最後一步「存檔」

Save as template

將本通知文件存成範本，有大量通知需求時才需使用。

Save & Continue

將本通知文件存檔，未來還可再次打開修改。

Save & Complete

將本通知文件送出給查詢單位。(內容奉核後、發文前點選)

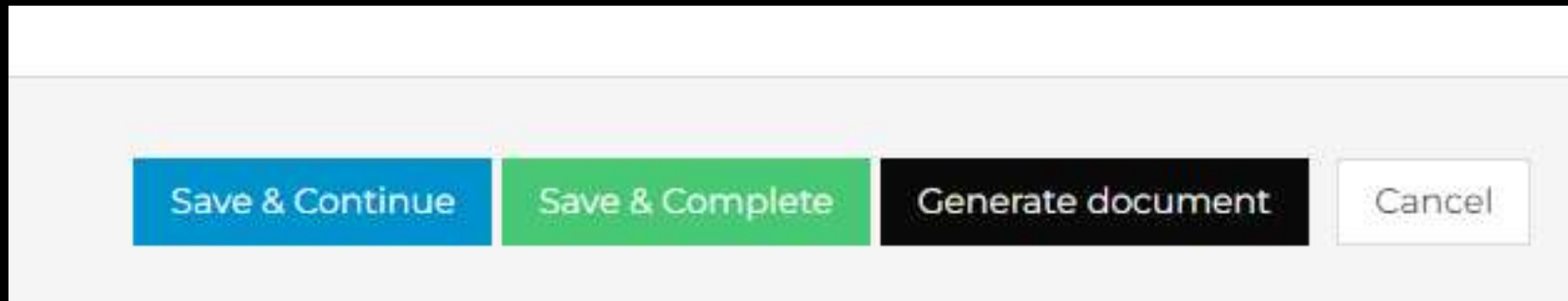
Cancel

不存檔

三. 如何製作通知文件 (26/27)

Addenda

匯出追加通知文件草稿



通知文件儲存後，即可使用黑色按鈕產出Word檔草稿供下載。

三. 如何製作通知文件 (27/27)

Addenda

發函內容範例

主旨：檢送公告[訂定/修正]「0000(法規名稱)」之
WTO/TBT通知文件，請惠予協助辦理後續通知
事宜，請查照。

說明：依據WTO技術性貿易障礙協定辦理。

附件：

- (1)通知文件草稿。
- (2)通知文件所繫之法規中英文版。

如有任何問題，歡迎與我們聯絡。

魏立宇

TBT查詢單位

經濟部標準檢驗局

電話：02-23431916

電郵：tbtenq@bsmi.gov.tw