

**NIST and PTB-Germany  
Standards in Trade Workshop for the Caribbean on  
WTO TBT Enquiry Point Operations  
June 5 – 10, 2005**

All sessions are at NIST North, 820 West Diamond Avenue, Room 152,  
Gaithersburg, Maryland, unless indicated otherwise.

**Sunday, June 5, 2005**

**Holiday Inn, Gaithersburg**

- 9:00-10:30 AM      Workshop Orientation  
Goshen Room  
Holiday Inn Gaithersburg  
2 Montgomery Village Avenue  
Gaithersburg, Maryland  
301-948-8900
- 10:30 AM            Bus Departs for Guided Tour of Washington, D.C.
- 2:30 PM             Bus Departs Washington, D.C. to return to Hotel
- 3:30 PM             Bus Arrives at Hotel

**Monday, June 6, 2005**

**NIST North, Conference Room 152**

NIST North Conference Room 152 – x5097

8:45 AM            Bus pick-up from Hotel

9:00 AM            Administration

**OPENING SESSION**

- 9:15-10:00 AM      Welcome and Introductions  
Dr. Carmiña Londoño, Group Leader  
Global Standards and Information Group, NIST
- 10:00-10:45 AM     NIST Overview  
Dr. Claire M. Saundry, Chief, International Affairs  
Office of International and Academic Affairs (OIAA), NIST

10:30-11:00 AM	BREAK
11:00-12:00 PM	<u>International Trade Administration</u> Michelle Brooks; Scott Smith CARICOM Market Access and Compliance Desk Officers International Trade Administration U.S. Department of Commerce
12:00 PM	Bus departs for Main Campus
12:15-1:15 PM	LUNCH – NIST Cafeteria and Group Photo
1:15 PM	NIST Museum and Bus Tour of NIST Campus
2:00 PM	Bus returns to NIST North
2:15-3:00 PM	<u>The WTO Technical Barriers to Trade Agreement (TBT)</u> <u>Implementation and Administration</u> Edward Brzytwa, International Trade Specialist International Trade Administration U.S. Department of Commerce
3:00-3:15 PM	<u>The Technical Assistance Program at PTB</u> Stefanie Reichertz, Project Coordinator Physikalisch-Technische Bundesanstalt (PTB Germany)
3:15-3:30 PM	BREAK

### **ENQUIRY POINT OPERATIONS**

3:30-4:30 PM	<u>Module 1 – Overview of the WTO TBT Agreement</u> Anne Meininger, Technical Information Specialist Team Leader, National Center for Standards and Certification Information (NCSCI), NIST
4:45 PM	Bus departs for Hotel

8:45 AM	Bus pick-up from Hotel
9:00 AM	Administration
9:15-10:45 AM	<u>Module 2 – Roles and Responsibilities of the Enquiry Point</u> Brenda Umberger, Technical Information Specialist, NCSCI Ellen Emard, Technical Information Specialist, NCSCI
10:45-11:00 AM	BREAK
11:00 AM-12:00 PM	<u>The Function and Operation of the U.S. SPS National Notification Authority and SPS Enquiry Point</u> Lashonda McLeod WTO SPS and TBT Policy Coordination Branch Food Safety and Technical Services Division Foreign Agricultural Service, U.S. Department of Agriculture
12:15 PM	Bus departs for Main Campus
12:30-1:30 PM	LUNCH – NIST Cafeteria
1:30 PM	Bus returns to NIST North
1:45-2:45 PM	<u>Country Discussions</u> Antigua and Barbuda Trinidad and Tobago
2:45-3:15 PM	BREAK
3:15-4:15 PM	<u>Country Discussions</u> Dominica St. Lucia
4:30 PM	Bus departs for Hotel

8:45 AM	Bus pick-up from Hotel
9:00 AM	Administration
9:15-10:30 AM	<u>Module 3 - Operation of the Enquiry Point</u> Aubrey Covey, Computer Assistant, NCSCI Ellen Emar Anne Meininger Brenda Umberger
10:30-11:00 AM	BREAK
11:00 AM-12:00 PM	<u>Module 3 - Operation of the Enquiry Point - Continued</u>
12:15 PM	Bus departs for Main Campus
12:30-1:30 PM	LUNCH – NIST Cafeteria
1:30 PM	Bus returns to NIST North
1:45-3:15 PM	<u>Country Discussions</u> Barbados St. Vincent and the Grenadines Belize
3:15-3:45 PM	BREAK
3:45-4:45 PM	<u>Country Discussions</u> St. Kitts and Nevis Grenada
5:00 PM	Bus departs for Hotel

8:30 AM	Bus pick-up from Hotel
8:45 AM	Administration
9:00-10:30 AM	<u>Module 3 - Operation of the Enquiry Point - Completed</u>
10:30-11:00 AM	BREAK
11:00 AM-12:15 PM	<u>Module 4 - Tools and Resources in the Enquiry Point</u> Anne Meininger
12:20 PM	Bus departs for Main Campus
12:30-1:30 PM	LUNCH – NIST Cafeteria
1:30 PM	Bus returns to NIST North
1:45-2:45 PM	<u>Country Discussions</u> Montserrat Suriname
2:45-3:15 PM	BREAK
3:15-4:15 PM	<u>Country Discussions</u> Guyana Jamaica
4:30 PM	Bus departs for “American Summer Barbeque” Dinner Home of Ellen Emard 19904 Ivoryton Place Montgomery Village 301-869-1121
8:00 PM	Bus departs for Hotel

**Friday, June 10, 2005**

**NIST North, Conference Room 152**

8:45 AM	Bus pick-up from Hotel
9:00 AM	Administration
9:15-10:30 AM	<u>Module 4 – Tools and Resources in the Enquiry Point - Completed</u>
10:30-11:00 AM	BREAK
11:00 AM-12:30 PM	<u>U.S. Enquiry Point Visit – National Center for Standards and Certification Information (NCSCI), NIST</u> NIST North, Room 164  Knowledge Management Database NCSCI web site Notify U.S. Information Handling Services Reference Collection
<b>CLOSING SESSION</b>	
12:30-1:30 PM	Farewell LUNCH
1:30-2:30 PM	<u>Wrap-Up and Course Evaluation</u>
2:45 PM	Bus departs for Hotel