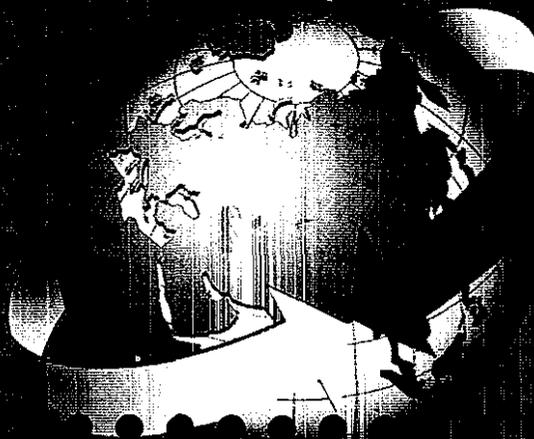


Export Programs Guide

A Business Guide
to Federal
Export Assistance



U.S. TRADE INFORMATION CENTER



PN-ACU-488

Dear Business Executive:

This Export Programs Guide is an excellent resource for American businesspeople. It includes basic information about federal government programs that help U.S. companies export their goods and services around the world. Led by President Clinton's National Export Strategy, and through the Trade Promotion Coordinating Committee (TPCC), these offices throughout Government have united to provide answers to exporting questions, as well as assistance to help American firms succeed in the global market.

This year's National Export Strategy focuses on the opportunities for American export expansion, despite the challenges posed by financial and economic crises in many overseas markets. Maintaining U.S. leadership as the world's largest exporter will help America's strong economy continue to grow. In turn, steady American economic growth will serve as an important engine of global economic prosperity that will help other economies recover from the past year's market downturns.

American companies and workers stand to benefit greatly from export expansion. According to recent studies, U.S. businesses that engage in exporting reap higher profits, are less likely to fail, and create jobs at a faster pace than non-exporting firms. Export-related jobs pay 15-17 percent higher wages on average than other jobs and provide better benefits.

In our Sixth Annual Report to Congress in October 1998, the Federal agencies of the TPCC reported on their development of a Government-wide commercial strategy for maintaining U.S. exports to the markets hardest hit by the Asian financial crisis. The Administration has already begun to implement this strategy. At the same time, we will help exporters take advantage of new opportunities created by Western Europe's movement toward a single currency (the "euro"), Latin America's pursuit of regional market integration, and Africa's emergence as a "new frontier" for American exports. In addition, the agencies will focus on improving the delivery of our services to small businesses, including greater use of the Internet and intensified state and local partnerships.

Two key components of our National Export Strategy are the Commerce Department's Washington, D.C.-based Trade Information Center (TIC) and the U.S. & Foreign Commercial Service's (US&FCS) worldwide network of domestic export assistance centers and overseas commercial offices. The TIC, a comprehensive clearinghouse for information on Federal export assistance programs, can be reached at 1-800-USA-TRAD(E), or on the Internet at <http://www.ita.doc.gov/tic>. The TIC can also provide additional information about the listings in this guide. Working in concert with other TPCC agencies, US&FCS Export Assistance Centers and Commercial Centers overseas assist companies with export counseling, in-depth market research, finding sales leads, and even direct advocacy with foreign governments. Locations for domestic centers are listed in this guide; overseas offices can be accessed by contacting the U.S. embassy or consulate in the country desired.

I encourage you to use this guide and make full use of Federal export entities such as the Trade Information Center and the US&FCS to enhance your company's ability to compete more effectively in global markets and ensure a better economic future for America.

Sincerely,

William M. Daley
Secretary of Commerce
Chairman, Trade Promotion Coordinating Committee



1 -



The Trade Promotion Coordinating Committee

Chaired by
Secretary of Commerce
William M. Daley

Member Agencies

Department of Commerce
Department of State
Department of the Treasury
Department of Defense
Department of the Interior
Department of Agriculture
Department of Labor
Department of Transportation
Department of Energy
Office of Management and Budget
Office of the U.S. Trade Representative
Council of Economic Advisers
Environmental Protection Agency
Small Business Administration
Agency for International Development
Export-Import Bank of the United States
Overseas Private Investment Corporation
U.S. Trade and Development Agency
U.S. Information Agency
National Economic Council

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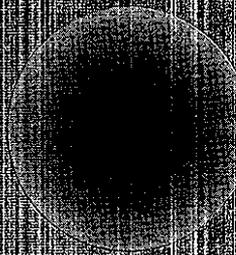
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You May Also Want to Purchase...*A Basic Guide to Exporting*

A Basic Guide to Exporting, published by the International Trade Administration, U.S. Department of Commerce, helps businesses develop an export strategy, locate economic market research, ship overseas, complete export documentation, respond to overseas inquiries and take advantage of U.S. Government export assistance programs.

A Basic Guide to Exporting is available through Uniz and Company at 1-800-631-3098. For a listing of trade-related publications, contact the U.S. Government Printing Office, Washington, D.C. 20102, tel. (202) 512-1800.



GENERAL COUNSELING AND ASSISTANCE

International Trade Administration (ITA)/U.S. Department of Commerce

The International Trade Administration is dedicated to opening markets for U.S. products and providing assistance and information to exporters. ITA units include: 1) 104 domestic Export Assistance Centers and 141 overseas commercial export-focused offices in the U.S. and Foreign Commercial Service network, 2) industry experts and market and economic analysts in its Trade Development unit, and 3) trade compliance and market access experts in its Market Access and Compliance offices. The units perform analyses, promote products, and offer services and programs for the U.S. exporting community, including export promotion, counseling, and information programs listed elsewhere in this booklet.



Contact: 1-800-USA-TRADE (1-800-872-8723); Internet home page: <http://www.ita.doc.gov>

Trade Information Center (TIC)/ITA/U.S. Department of Commerce

The Trade Information Center is the first stop for companies seeking export assistance from the federal government. TIC trade specialists: 1) advise exporters on how to find and use government programs; 2) guide businesses through the export process; 3) provide country and regional business counseling on standards and trade regulations, distribution channels, opportunities and best prospects for U.S. companies, import tariffs/taxes and customs procedures, and common commercial difficulties; 4) direct businesses to market research and trade leads; 5) provide information on overseas and domestic trade events and activities; and 6) supply sources of public and private export financing. The TIC trade specialists also inform callers on how to access reports and statistics from the computerized National Trade Data Bank (NTDB) and direct businesses to state and local trade organizations that provide additional assistance. Country information is available on Western Europe, Asia, the Western Hemisphere, Africa, and the Near East.



The Trade Information Center website provides a variety of information, including the most frequently asked questions and answers on exporting, the National Export Directory of international trade contacts for each state, a directory of foreign trade offices in the United States, an alternative finance guide, an Internet guide to export trade leads, and the most up-to-date *Export Programs Guide*. Extensive country and regional market and regulatory information is also available. In addition, the Trade Information Center runs TRADEBASE, a nationwide export education event database, displayed on the TIC website, to make U.S. companies aware of export seminars and workshops throughout the country.

The Trade Information Center's Fax Retrieval System, an automated fax information delivery system, also provides documents to U.S. businesses 24 hours a day.

Contact: TIC staff, 1-800-USA-TRADE (1-800-872-8723); fax (202) 482-4473; a special line is available for those who are deaf or hearing impaired using a TDD machine, 1-800-TDD-TRADE (1-800-833-8723); e-mail: tic@ita.doc.gov; Internet home page: <http://www.ita.doc.gov/tc>





The U.S. and Foreign Commercial Service/TTA/US. Department of Commerce

The mission of the U.S. and Foreign Commercial Service is to assist U.S. firms in realizing their export potential by providing expert counseling and advice, information on markets abroad, assistance in locating international contacts, support of trade events, and advocacy services. The 1,800 trade experts in the Commercial Service are conveniently located where you are and where you want to be—in more than 100 Export Assistance Centers throughout the United States and in more than 70 countries abroad.

Contact: For information on the U.S. and Foreign Commercial Service and its programs, contact the Export Assistance Center nearest you. For the address and phone number of the USEAC/EAC nearest you call, 1-800-USA-TRAD(E) (1-800-872-8723), or consult the website at <http://www.ita.doc.gov/uscs/>

The Export Assistance Center Network (USEACs/EACs)



The U.S. Department of Commerce, the U.S. Small Business Administration (SBA), the Export-Import Bank (Ex-Im), the U.S. Agency for International Development (AID), and the U.S. Department of Agriculture have formed a unique partnership to establish U.S. Export Assistance Centers (USEACs). USEACs, located in major metropolitan areas throughout the United States, are one-stop shops that provide small- and medium-sized businesses with hands-on export marketing and trade finance support. Additional Commerce Department Export Assistance Centers (EACs) throughout the United States provide small- and medium-sized businesses with local export promotion assistance. The USEACs and EACs work closely with federal, state, and local public and private organizations to provide the highest level of service possible to help American businesses compete in the global marketplace. The centers are responsible for providing in-depth, value-added counseling to U.S. firms seeking to expand their international activities, as well as to companies that are just beginning to venture overseas. Export Assistance Center Trade Specialists: 1) identify the best markets for their products; 2) develop an effective market entry strategy based on information generated from overseas commercial offices; 3) facilitate the implementation of these strategies by advising clients on distribution channels, key factors to consider in pricing, and relevant trade shows and missions; and 4) provide assistance in obtaining trade finance available through federal government programs, as well as access to state and local public and private sector entities.

Contact: For the address and phone number of the USEAC/EAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723) or consult the website at <http://www.ita.doc.gov/uscs/>

USA Trade Center/Department of Commerce

Emphasizing customer service and seamless assistance, the USA Trade Center will bring together key components of the Department of Commerce to serve as a single source for a complete range of export related products and information. The USA Trade Center, located in the Ronald Reagan Building and International Trade Center in our nation's capitol, will offer general export counseling, country-specific information and counseling covering the globe, access to extensive market research and on-line trade leads, in-depth counseling for local businesses, and export reference center, and an export focused bookstore.

Contact: 1-800-USA-TRAD(E) (1-800-872-8723); a special line is available for those who are deaf or hearing impaired using a TDD machine, 1-800-TDD-TRAD(E) (1-800-833-8723); e-mail: tic@ita.doc.gov; Internet home page: <http://www.ita.doc.gov/tic>



District Export Councils (DECs)/ITA/U.S. Department of Commerce

DECs are organizations of leaders from local business communities whose knowledge of international business provides a source of professional advice for local firms. Closely affiliated with the Export Assistance Centers, the 55 DECs nationwide combine the energies of over 1,500 volunteers to supply specialized expertise to small- and medium-sized businesses in their local community who are interested in exporting. For example, DECs organize seminars that make trade finance both understandable and accessible to small exporters, host international buyer delegations, design guides to help firms export, put exporters on the Internet, and help build export assistance partnerships to strengthen the support given to local businesses interested in exporting.

Contact: Please contact your local Export Assistance Center for more information about DECs. For the address and phone number of the Export Assistance Center nearest you, see the appendix, call 1-800-USA-TRADE (1-800-872-8723), or consult the DEC website at: <http://www.ita.doc.gov/dec/>

Export Legal Assistance Network (ELAN) - Small Business Administration (SBA)

The Export Legal Assistance Network is a nationwide group of attorneys experienced in international trade that provides free initial consultations to new- to-export businesses on export-related matters.

Contact: The ELAN service is available through SBA district offices, Service Corps of Retired Executives (SCORE) offices, and Small Business Development Centers (SBDCs). For the address and phone number of your nearest SBA office call, 1-800-U-ASK-SBA; or Judd Kessler, National Coordinator, ELAN, (202) 778-3080; fax (202) 778-3063; e-mail: jkessler@porterwright.com; Internet home page: <http://www.ita.org/elan/>

Office of International Trade (OIT)/Small Business Administration (SBA)

The Office of International Trade works in coordination with other federal agencies and public and private sector organizations to encourage small businesses to expand their export activities and to assist small businesses seeking to export. OIT directs and coordinates the SBA's export finance and export development assistance. OIT's outreach efforts include regional initiatives with Russia, Ireland, Argentina, Mexico, and Egypt. In addition, OIT develops how-to and market-specific publications for exporters. OIT oversees the SBA's loan guarantee programs to small business exporters, including the Export Working Capital Program, which is available to exporters through the U.S. Export Assistance Centers (USEACs) and SBA field offices across the country. The office also spearheads a program, through the USEAC network, called E-TAP (Export Trade Assistance Partnership), which focuses on a small group of export-ready companies and gives them the assistance they need to develop export markets, acquire orders or contracts, and use export financing in preparation for a trade mission or show overseas.

Contact: Office of International Trade, (202) 205-6720; fax (202) 205-7272; Internet home page: <http://www.sba.gov/oit>

SBA





Small Business Development Centers (SBDC)/Small Business Administration

The Small Business Development Centers, located throughout the United States, provide a range of export assistance, particularly to new-to-export companies. SBDCs offer assistance services to small businesses, including counseling, training, and managerial assistance. They provide counseling services at no cost to the small business exporter, but they generally charge fees for export training seminars and other SBDC-sponsored export events. Many SBDCs are involved in the Export Trade Assistance Partnership (E-TAP) program.

Contact: Jorge F. Cardona, Office of Small Business Development Centers,
(202) 205-7303; fax (202) 205-7727; Internet home page: <http://www.sba.gov/SBDC/>
For the location of the SBDC nearest you, please contact the Trade Information Center at 1-800-USA-TRAD(E) (1-800-872-8723).

Service Corps of Retired Executives (SCORE)

Members of the SCORE program, many of whom have years of practical experience in international trade, provide one-on-one counseling and training seminars. Specialists assist small firms in evaluating export potential and in strengthening domestic operations by identifying financial, managerial, or technical problems.

Contact: National SCORE office, 1-800-634-0245; fax (202) 205-7636; Internet home page: <http://www.score.org>

Minority Business Development Agency/ITA/US Department of Commerce

The Minority Business Development Agency (MBDA) provides management and technical assistance, as well as access to domestic and international markets. MBDA's mission is to promote the establishment and growth of minority-owned business enterprises in the United States; consequently, it is constantly seeking to create new and innovative ways to engage U.S. minority firms in the international business arena. MBDA assists minority firms in gaining international access in many ways, including: trade missions, matchmaker programs, one-on-one client counseling, seminars, and special international program events.

Contact: MBDA International Trade Office, (202) 482-5061; fax (202) 501-4698; Internet home page: <http://www.mbda.gov/>



INDUSTRY-SPECIFIC COUNSELING AND ASSISTANCE

Trade Development (TD) Industry Officers/ITA/U.S. Department of Commerce

Trade Development's mission is to deliver industry analysis and trade policy support to promote the interests of U.S. exporters, especially small- to medium-sized enterprises (SMEs); to provide advocacy support on behalf of U.S. businesses to win foreign competitions; to forge public-private partnerships to enhance the international competitiveness of U.S. industries; and to initiate industry specific trade events. TD industry and international trade specialists work directly with individual U.S. firms and industry associations to identify overseas trade opportunities and obstacles by product or service, industry sector, and market. TD analysts participate in trade policy development and negotiations, identify market barriers, and provide advocacy on behalf of U.S. companies. TD's statistical data and analyses are useful in export development and policy formulation. TD staff also develop export marketing programs and obtain industry advice on trade matters. To assist U.S. businesses in their export efforts, TD's industry and international trade experts conduct executive trade missions, trade fairs, product literature centers, reverse trade missions, marketing seminars, and business counseling. Experts are organized in the following sectors:



- Aerospace
- Computers and Business Equipment
- Microelectronics, Medical Equipment, and Instrumentation
- Telecommunications
- Textiles and Apparel
- Consumer Goods
- Automotive Affairs
- Materials, Metals, and Chemicals
- Energy, Infrastructure, and Machinery
- Financial Services
- Other Service Industries
- Environmental Technologies
- Tourism Industries

Trade Development's trade statistics are available by industry on TD's Office of Trade and Economic Analysis website at: <http://www.ita.doc.gov/tradestats/> and on the Tourism Industries website at: <http://tinet.ita.doc.gov> (for international travel and tourism statistics).

Contact: For TD industry and international trade officers, call 1-800-USA-TRAD(E) (1-800-872-8723). To access industry office websites go to the Trade Development home page at: http://www.ita.doc.gov/ita_home/itaidthom.html or select the "Industry" button on the main ITA website at: <http://www.ita.doc.gov>



Major Projects Assistance/ITA/U.S. Department of Commerce

Project managers for major transportation, power, industrial, and other infrastructure projects coordinate government assistance and help U.S. firms to compete for major overseas infrastructure contracts; identify upcoming projects and develop specific information about them; monitor worldwide infrastructure developments; provide one-on-one business counseling to contractors, engineers, constructors, and engineered systems providers; offer guidance on appropriate market business contacts, contract bidding procedures, and strategies; and maintain the *Global Infrastructure Projects Database*, available on the web.

Contact: Project managers, Infrastructure Division (202) 482-4436; fax (202) 482-3954; Internet home page with links to the Global Infrastructure Projects Database: <http://www.ita.doc.gov/infrastructure>; Telecommunications Office, (202) 482-4466; fax (202) 482-5834; Internet home page: <http://infoserve2.ita.doc.gov/ot/home.nsf>

Export Advantage for Textiles and Apparel/ITA - U.S. Department of Commerce

The *Export Advantage* database, on the Office of Textiles and Apparel (OTEXA) home page, provides information on regulations, policy, and trade statistics specific to exporting textile and apparel products. *Export Advantage* also has directories listing more than 4,000 overseas buyers and more than 1,500 U.S. suppliers.

Contact: OTEXA home page: <http://otexa.ita.doc.gov> For information on international trade shows and events, call (202) 482-5153. For information on foreign regulations affecting U.S. textile and apparel exports, call (202) 482-3400.

Tourism Industries/ITA - Department of Commerce

The Tourism Industries office collects, analyzes, and distributes market research data on international travel to and from the United States. Arrivals to the United States are tracked for over 200 countries, market profiles are maintained for 20 countries and nine world regions, and in-depth research is conducted on the largest inbound and outbound travel markets. In addition, sector-specific information on international travelers is available, such as use of rental cars, mode of transportation, and type of lodging. This information is maintained as a database. Nonresident arrivals data, air traffic data, and survey data on international travel to and from the United States are available and sold through the Tourism Industries office. Customs reports, data tapes, or data files may be purchased as well. Information on the data available can be found on the Tourism Industries website.

Contact: Tourism Industries staff (202) 482-4029; Internet home page: <http://tinet.ita.doc.gov>

National Marine Fisheries Service (NMFS)/National Oceanic and Atmospheric Administration/U.S. Department of Commerce

The NMFS Inspection Services Division (ISD) consumer safety officers and trade specialists offer a range of services to assist U.S. fishing industry businesses engaged in the exports of fish and fishery products. Besides inspecting and certifying products for export, NMFS advises seafood marketers about foreign regulations and maintains contacts with foreign government regulatory agencies to resolve sanitary-hygienic issues. ISD is an active participant in international activities that promote and facilitate the trade of fishery products.

Contact: Inspection Services Division, Richard V. Cano, (301) 713-2355; fax (301) 713-1081; Internet home page: <http://kingfish.ssp.nmfs.gov/>



[REDACTED]

United States Agency for International Development (USAID)/Environmental Technology Network for Asia and the Americas (ETNA)

Operated by USAID's Global Technology Network (GTN), ETNA matches environmental technology opportunity notices sent from U.S.-Asia Environmental Partnership (US-AEP) technology representatives from regions around the world with appropriate U.S. environmental product manufacturers, service firms, and trade associations that are registered with ETNA's environmental trade opportunity database. The technology representatives are located in ten Latin American countries, five Sub-Saharan African countries, and ten Asian countries. U.S. environmental firms receive trade leads via a broadcast fax system within 48 hours of leads being identified and entered electronically from these regions.



Contact: USAID/ETNA, 1-800-818-9911; Latin America region, 1-800-872-4348, (619) 543-9300; fax (202) 216-3526; Asia region, (202) 835-8358; fax (202) 835-8353; Internet home page: <http://www.usgtn.org>

Export Assistance Initiative/US Department of Energy

The Department of Energy supports U.S. energy and energy-related environmental sector exporters in foreign markets.



Contact: Kay Thompson, Office of International Policy Analysis, Trade and Investment, (202) 586-7997; fax (202) 586-0823

Committee on Energy Efficiency Commerce and Trade (COEECT)/U.S. Department of Energy

COEECT is an interagency working group of 15 federal agencies that: 1) coordinates federal programs supporting and affecting the export of energy efficiency products and services; 2) works with international banks to increase lending for energy efficiency and facilitate project loans; and 3) works with the energy efficiency industry on project endorsement, trade missions, and market assessments.

Contact: Roger Meyer, Office of Energy Efficiency and Renewable Energy, (202) 586-9346; fax (202) 586-1605

Office of Fossil Energy/International Programs/U.S. Department of Energy

This program enhances the competitiveness of U.S. industry by support of domestic fossil energy (coal, oil, and gas) project developers and exporters trying to expand the international sales of fossil energy technology, resources, and services.

Contact: Coal Technologies: Barbara McKee, Director—Coal & Power Export & Import, (301) 903-3820; fax (301) 903-1591; e-mail: barbara.mckee@hq.doe.gov; Oil & Gas Technologies: Donald Juckett, Director—Oil & Gas Import & Export, (202) 586-8830; fax (202) 586-6050; e-mail: donald.juckett@hq.doe.gov; Internet home page: <http://www.fe.doe.gov>



COUNTRY-SPECIFIC COUNSELING AND ASSISTANCE

Trade Information Center/ITA/Department of Commerce

The Trade Information Center specialists provide counseling and assistance on Asia, Western Europe, Latin America, NAFTA, Africa, and the Near East. Country-specific counseling is available on: standards, intellectual property protection, government procurement, and other commercial laws, regulations, and practices; distribution channels, business travel, and other market information; opportunities and best prospects for U.S. companies in individual markets; import tariffs/taxes and customs procedures; and commercial difficulties encountered in doing business abroad. The TIC website has extensive country and regional information on Asia, Western Europe, Latin America, NAFTA, Africa, and the Near East.

Contact: Trade Information Center staff, 1-800-USA-TRAD(E) (800-872-8723); a special line is available for those who are deaf or hearing impaired using a TDD machine, 1-800-TDD-TRAD(E) (1-800-833-8723); fax (202) 482-4473; fax retrieval system, 1-800-USA-TRAD(E) (800-872-8723); e-mail: tic@ita.doc.gov; Internet home page: <http://www.ita.doc.gov>

Business Information Service for the Newly Independent States (BISNIS)/ITA/ U.S. Department of Commerce



BISNIS is the U.S. Government clearinghouse for business information on the Newly Independent States (NIS) of the former Soviet Union. BISNIS taps the extensive information resources of the U.S. Government, private sector, and other sources to keep U.S. companies up-to-date on NIS commercial developments. BISNIS provides trade leads, market data, information on commercial law and regulation, finance, transportation, promotional events, and other practical information. BISNIS trade specialists are also available by phone and appointment to assist U.S. companies.

BISNIS publishes the monthly *BISNIS Bulletin*, which informs readers about finance, transportation, legal issues, and major product markets. *Search for Partners*, which appears both in print and electronic form, publicizes NIS companies interested in long-term cooperation with U.S. companies, and *Trades and Tenders*, a biweekly electronic publication, lists sales and procurement opportunities.

BISNIS makes thousands of documents available via BISNIS On-line, an Internet home page, while e-mail subscription service from BISNIS trade specialists provides the most time-sensitive trade leads in specific industries and countries. The BISNIS Fax Retrieval System, an automated fax information delivery system, provides hundreds of documents available to U.S.-based businesses 24 hours a day.

Contact: BISNIS staff, 1-800-USA-TRAD(E) (1-800-872-8723); (202) 482-4655; fax (202) 482-2293; e-mail: bisnis@usita.gov; fax retrieval: 1-800-USA-TRAD(E) (1-800-872-8723); Internet home page: <http://www.mac.doc.gov/bisnis/bisnis.html>

Central and Eastern Europe Business Information Center (CEEIBIC)/ITA/ U.S. Department of Commerce



CEEIBIC is a business facilitation program for U.S. firms interested in expanding into the Central and Eastern European markets. CEEIBIC combines high-technology information dissemination and individualized business counseling. CEEIBIC's extensive Internet home page and automated fax-on-demand systems provide the most recent economic and commercial information, including cables from U.S. embassies in the region, trade leads, and contacts. CEEIBIC also publishes the monthly *Central and Eastern*



Europe Commercial Update and bimonthly *Poland Looks for Partners*. Responding to political changes in Bosnia and the Balkans, CEEBIC has developed its Bosnia/Balkan Reconstruction Initiative, which includes a hotline staffed by CEEBIC's Bosnia trade specialists, new overseas employees in Bosnia and Croatia, and a weekly e-mail service, *Southeastern Europe Business Brief*.

Contact: CEEBIC staff, 1-800-USA-TRAD(E) (1-800-872-8723); (202) 482-2645; fax (202) 501-0787; CEEBIC Bosnia/Balkan Reconstruction Hotline, (202) 482-5418; fax (202) 501-0787; e-mail: ceebic@usita.gov; CEEBIC fax retrieval: 1-800-USA-TRAD(E) (1-800-872-8723); Internet home page: <http://www.mac.doc.gov/eebic/ceebic.html>

U.S. Embassies and Consulates/U.S. and Foreign Commercial Service (Department of Commerce)/Department of State, Foreign Agricultural Service (Department of Agriculture)/U.S. Information Service (USIS)

The Commerce Department's U.S. and Foreign Commercial Service officers support U.S. business interests in U.S. embassies, consulates, and trade centers in 70 leading export markets. They collect information about trends and barriers to trade in their representative countries. Commercial Service officers also identify trade and investment opportunities, which are then transmitted to U.S. businesses, and assist U.S. firms with a variety of commercial events and programs.

Department of State commercial and economic staffs provide political and economic briefings and advice on the business culture and practices of the host country to U.S. firms. Their Foreign Service officers are responsible for commercial work in 96 embassies and 36 consulates not covered by the Commercial Service, and they work closely with their Commercial Service colleagues worldwide.

The Foreign Agricultural Service (FAS) maintains more than 60 overseas offices to represent the interests of U.S. agriculture, carry out market promotion, and collect information pertaining to agricultural trade. Most of these offices are located in U.S. embassies. In addition, the Foreign Agricultural Service maintains 20 overseas agricultural trade offices to assist exporters of U.S. farm and forest products in key overseas markets. The offices' facilities vary, depending on local conditions, but may include a trade library, conference rooms, office space, and kitchens for preparing product samples.

The U.S. Information Service (USIS) is the overseas arm of the U.S. Information Agency (USIA). USIS posts overseas work closely with their colleagues in other mission elements to provide business assistance through policy advocacy, trade fairs, trade missions, and business information centers. The USIA's Foreign Press Centers in Washington, New York, and Los Angeles provide frequent briefings for resident foreign journalists with U.S. officials on trade policy and trade promotion. USIA has also sent out over 100 U.S. speakers on trade and business in the last two years to lecture and give seminars abroad under U.S. embassy auspices. USIS-organized press events abroad result in frequent coverage in major foreign media of U.S. positions on trade. USIS officers in embassies generally initiate programs.

Contact: For assistance in accessing overseas programs, call 1-800-USA-TRAD(E) (1-800-872-8723); State Department operator, (202) 647-4000; AgExport Services Division, (202) 720-7420. Internet sites: U.S. and Foreign Commercial Service: <http://www.ita.doc.gov/uscs/>; Department of State: <http://www.state.gov>; Foreign Agricultural Service: <http://www.fas.usda.gov>; U.S. Information Agency: <http://www.usia.gov>





American Business Centers (ABCs) in the Newly Independent States (NIS)

ABCs in the states of the former Soviet Union provide American companies with a professional office and support services essential to doing business in these markets. Five ABCs are at Commercial Service posts in Vladivostok, St. Petersburg, Tashkent, Almaty, and Kiev. Eight solo ABCs are established and operated by nonfederal entities through cooperative agreements with the Department of Commerce. Centers provide services, including short-term office and exhibit space, market research and counseling, interpretation and translation services, telecommunications and computer equipment, and assistance in making NIS contacts.

Contact: For an information packet on the ABCs, contact the Business Information Service for the Newly Independent States, (202) 482-4655 option 2; fax (202) 482-2293; Internet home page: <http://www.ita.doc.gov/abcnis>

U.S. Commercial Centers/ITA/US Department of Commerce



A model of public-private partnerships, overseas Commercial Centers house state export development agencies, industry associations, government agencies, and other strategic partners. The U.S. Commercial Centers represent highly integrated business networks that leverage resources and extend the range of public-private support available in one location.

Commercial Centers provide an ideal base for U.S. companies to track down business leads, close deals with the full support of hands-on U.S. Government advocacy, gain a firsthand perspective on market conditions and local business practices, find and assess reliable business partners, host a reception of potential business partners, stage technical seminars, launch new products/services, or even set up a permanent office. The direct access to both Commercial Service trade promotion staff and programs as well as business facilities (including fully-equipped offices, meeting rooms, exhibit space, etc.) in one location makes the Commercial Centers particularly useful to small- and medium-sized companies, for whom cost constraints or availability of export counseling pose the biggest hurdles to exporting.

To maximize their ability to help U.S. exporters, Commercial Centers are located in big emerging markets that offer the most promising business opportunities, and in cities that represent an existing or emerging commercial hub for the entire economic region. They are strategically found outside U.S. chanceries or consulates in the heart of primary business districts, where U.S. companies need to be, closer to prospective business partners.

U.S. Commercial Center/Sao Paulo, Brazil—The first U.S. Commercial Center, Sao Paulo has built a strong base for expanding public-private partnerships and fostering interagency cooperation.

Contact: Alan Long, Director, U.S. Commercial Center, Sao Paulo, Brazil, (011) 55-11-853-2811; fax (011) 55-11-853-9626; e-mail: ALong@cs.doc.gov; Internet homepage: <http://www.ita.doc.gov/uscs/ccsnpaul.html>

U.S. Commercial Center/Jakarta, Indonesia—The Jakarta Commercial Center houses the California Trade and Commerce Agency, the Foreign Agricultural Service's Agricultural Trade Office, and the U.S.-Asia Environmental Partnership.

Contact: Laron Jensen, Director, U.S. Commercial Center, Jakarta, Indonesia, (011) 62-21-526-2850; fax (011) 62-21-526-2855; e-mail: LJensen1@cs.doc.gov; Internet homepage: <http://www.ita.doc.gov/uscs/ccjakra.html>



[REDACTED]

U.S. Commercial Center/Shanghai, China—Placing the Commercial Center in Shanghai, the financial hub of China, positions U.S. companies to compete in the entire Chinese economic area. The U.S. Commercial Center in Shanghai houses state development economic offices from Maryland, Michigan, and Washington.

Contact: Will Center, Director, U.S. Commercial Center, Portman Shanghai Centre, Suite 631, 1369 Nanjing Road West, Shanghai 200040, China, 86-21-6279-7630; fax 86-21-6279-7639; Internet home page: <http://www.ita.doc.gov/uscs/ccshngh.html>

Ronald H. Brown Commercial Center/Johannesburg, South Africa—President Clinton opened this center during his April 1998 visit to South Africa to promote U.S. commercial ties. The Ronald H. Brown Commercial Center houses the Michigan state trade office.

Contact: Oon Nay, Director, Ronald H. Brown Commercial Center, 15 Chaplain Road, Illovo 2196, Johannesburg, South Africa, 27-11-442-3571; fax 27-11-442-3761

Regional Bureaus/U.S. Department of State

Country desk officers in regional bureaus maintain regular contact with overseas diplomatic missions and provide country specific economic and political analysis for U.S. companies. There are the bureaus of African, Inter-American, European, Near East, South Asian, and East Asian and Pacific Affairs. Each bureau has a commercial coordinator to assist U.S. businesses.



Contact: Africa (202) 647-3502; East Asia and Pacific (202) 647-6594; Europe (202) 647-3207; Russia and New Independent States (202) 647-6747; Inter-America (202) 647-2079; Near East (202) 647-1552; South Asia (202) 736-4328; Internet home page: <http://www.state.gov>

Country and Export Information Available by Fax/U.S. Department of Commerce

Several Commerce Department offices offer documents on demand, delivered directly to your fax machine 24 hours a day. These automated systems each have a menu of available documents which can be sent to a fax machine by dialing from a touch-tone phone and following the instructions.

Contact: The fax-on-demand system is accessible by calling 1-800-USA-TRAD(E) (1-800-872-8723)

SPECIAL MARKET ACCESS AND TECHNICAL ASSISTANCE

Advocacy Center/ITA/US Department of Commerce



For a U.S. company bidding for a foreign government procurement contract, exporting today can mean more than just selling a good product at a competitive price. It can also mean dealing with foreign governments and complex rules. If you think the bidding process is not open and transparent, or may be tilted in favor of your foreign competition, then you need to contact the Advocacy Center. The Advocacy Center coordinates the actions of 20 U.S. Government agencies involved in international trade, to level the playing field overseas for U.S. exporters and ensure that sales of U.S. products and services have the best possible chance abroad. Advocacy assistance can include a visit to a key foreign official by a high-ranking U.S. Government official, direct support by U.S. officials stationed overseas, letters to foreign decision-makers, and coordinated action by U.S. Government agencies for businesses of all types and sizes.

Contact: For more information, call (202) 482-3896; fax (202) 482-3508; Internet home page: <http://www.ita.doc.gov/advocacy>

Market Access and Compliance (MAC) Officers/ITA/US Department of Commerce

Market Access and Compliance (MAC) works to open foreign markets for American goods and services, country by country and region by region, by concentrating on market access issues and developing strategies to overcome obstacles faced by U.S. business. MAC specialists maintain in-depth knowledge of trade policies and practices of our trading partners. Working hand in hand with U.S. business, trade associations, Trade Development's industry and technical specialists, and U.S. and Foreign Commercial Service offices, MAC country and regional experts develop information needed to conduct trade negotiations, monitor foreign country compliance with trade agreements, and ensure that U.S. firms know how to use market opening agreements.

Contact: For appropriate contacts in MAC offices, call 1-800-USA-TRAD(E) (1-800-872-8723); Internet home page: <http://www.mac.doc.gov>

Trade Compliance Center (TCC)/ITA/US Department of Commerce

The TCC ensures vigorous enforcement of existing U.S. international agreements. The TCC serves as a one-stop shop for U.S. business and industry concerned with foreign compliance with their trade obligations and standards of behavior or problems in exporting to overseas markets. The TCC monitors, investigates, and evaluates foreign compliance with multilateral and bilateral trade agreements.

The TCC has developed the U.S. Government's only comprehensive, free, and searchable Internet-based database of trade agreements and market-specific export information. This website is a useful tool to assist new and experienced exporters with understanding their rights, and their trading partner's obligations, as found in over 300 trade agreements (including World Trade Organization agreements and the North American Free Trade Agreement). The website also provides direct access to the TCC through its "Trade Complaint Hotline." Companies and individuals may use this hotline to request federal government assistance in resolving market access and agreement-related difficulties that they have experienced. Small- and medium-sized companies find the TCC particularly useful. One e-mail message or fax to the TCC provides one-stop access to the full range of U.S. Government trade policy assistance.

Contact: Trade Compliance Center fax (202) 482-6097; Internet home page: <http://www.mac.doc.gov/tcc>



ATA Carnet/U.S. Customs Service/U.S. Department of the Treasury

The ATA Carnet is a special international customs document which may be used for temporary imports/exports, particularly professional equipment and commercial samples that are out of the country for less than one year. The carnet is issued in lieu of the usual customs documents and eliminates value-added taxes, duties, and temporary import bonds. Forty-eight participating countries accept the carnet as a guarantee against the payment of customs duties that may become due on goods temporarily imported under a carnet and not re-exported.



Contact: 1-800-5DUTYFREE; Jerald Worley, Office of International Programs, (202) 927-0440; fax (202) 927-6892; e-mail: atacarnet@uscib.org; Internet home page: <http://www.uscib.org>

Export Trading Companies/ITA/U.S. Department of Commerce

The Office of Export Trading Company Affairs (OETCA) works with individual companies, trade associations, U.S. joint venture partners, and business consortia to promote the use of export trading companies and export management companies (ETCs and EMCs). OETCA encourages the formation of ETCs (including the formation of U.S. export joint ventures and U.S. export consortia) through Commerce's Export Trade Certificate of Review program. This program provides significant antitrust protection to U.S. firms interested in conducting joint export activities so that they can coordinate their export activities and achieve economies of scale with virtual immunity from antitrust liability at the state and federal levels. Such export activities might include: allocation of export markets and sales to avoid rivalry; joint bidding to obtain large volume and long-term contracts; coordination of export prices; cost sharing on developing distribution networks, marketing, and promotion; consolidation of export shipments to reduce transportation costs; sharing commercial intelligence; and other joint activities. Approximately 5,000 firms are operating under the program's antitrust protection.

Contact: Office of Export Trading Company Affairs, call (202) 482-5131 or fax (202) 482-1790 to receive an information kit; Internet home page: http://www.ita.doc.gov/export_admin/sox3.html

Office of Multilateral Affairs (OMA)/ITA/U.S. Department of Commerce

OMA serves as a contact point for nonsectoral international trade and investment policy issues related to the World Trade Organization (WTO), the Organization for Economic Cooperation and Development (OECD), and other international organizations. OMA is involved in the following trade policy areas: accessions to the WTO and WTO negotiations, concessions, and rules; OECD investment negotiations, bilateral investment treaties, expropriation; the Generalized System of Preferences; trade and environment; and related trade policy initiatives.

Contact: Office of Multilateral Affairs, (202) 482-0603; fax (202) 482-5939

Office of the U.S. Trade Representative (USTR)

USTR staff can provide information to exporters confronted with problems involved with the implementation of international trade agreements. Offices are organized according to sectoral, functional, and geographic responsibilities.

Contact: James Murphy, Agricultural Affairs, (202) 395-6127; Don Eiss, Office of Industry, (202) 395-5656; Joseph Papovich, Investment, Services and Intellectual Property Rights, and Technology, (202) 395-4510; Don Johnson, Office of Textiles, (202) 395-3026; Jane Bradley, Monitoring and Enforcement, (202) 395-3582; fax for all offices (202) 395-3911; Internet home page: <http://www.ustr.gov>



Office of the General Counsel/Office of the U.S. Trade Representative

USTR is responsible for administering trade cases that provide relief from unfair trade practices under Section 301 of the Trade Act of 1974. Individual exporters should contact USTR concerning procedures for filing a complaint.

Contact: Irving Williamson, Deputy General Counsel, (202) 395-3432; Joanna McIntosh, Associate General Counsel, (202) 395-7203; fax (202) 395-3639

WTO/GATT Hotline and EU Hotline/National Institute of Standards and Technology (NIST)/Technology Administration/U.S. Department of Commerce

NIST

NIST provides information about foreign standards, technical regulations, and certification requirements. In addition, NIST maintains a World Trade Organization hotline with the latest notifications of proposed foreign technical regulations that may affect trade. NIST also assists U.S. exporters in identifying European Union (EU) standards and directives for products to be marketed to the EU. An EU hotline provides information on draft standards of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC).

Contact: National Center for Standards and Certification Information, (301) 975-4040; fax (301) 926-1559; WTO/GATT hotline, (301) 975-4041; EU hotline, (301) 921-4164; Internet home page: <http://ts.nist.gov/ts/htdocs/210/217/217.htm>

Metric Program/National Institute of Standards and Technology/Technology Administration/U.S. Department of Commerce

The Metric Program seeks to accelerate the national transition to the metric system of measurement, the preferred system of weights and measures for U.S. trade and commerce. Implementing the 1988 amendments to the Metric Conversion Act of 1975, the Metric Program coordinates the metric transition activities of all federal agencies. The program provides leadership and assistance on metric usage and conversion to businesses, state and local governments, standards organizations, trade associations, and the educational community. Current initiatives focus on small and mid-sized businesses, education, and public awareness to gain broad-based support for national metrication from industry and the general public.

Contact: Gerard C. Iannelli, Director, Metric Program, (301) 975-3690; fax (301) 948-1416; e-mail: metric_prg@nist.gov; Internet home page: <http://www.nist.gov/metric>



Inspection and Certification Services for Seafood Exports/National Oceanic and Atmospheric Administration/U.S. Department of Commerce

The National Marine Fisheries Service (NMFS), Inspection Services Division (ISD) is the primary U.S. federal agency that inspects and certifies fish and fishery products for export and issues official U.S. Government certificates attesting to the findings. These official sanitary certificates are recognized worldwide. In addition to inspection and certification of products, NMFS also provides consultative, laboratory, analytical, and training services, sanitation assessments of establishments, product grading, and a voluntary HACCP-based inspection program. The HACCP-based system has been recognized as equivalent to European Union requirements, and ISD also attempts to maintain the current hygienic-sanitary regulatory requirements of importing countries, thereby facilitating the importing country clearance of the exported shipments. The service also maintains liaison with the federal inspection counterparts in the foreign country to resolve sanitary-hygienic product issues that may occur. Additionally, ISD is an active participant in international agencies, such as Codex Alimentarius, that promote trade of foodstuffs and harmonization of international standards.



Contact: Richard V. Cano, National Seafood Inspection Program, (301) 713-2355; fax (301) 713-1081; Internet home page: <http://www.nmfs.gov/iss/services.html>

Technical and Trade Assistance/U.S. Department of Transportation (DOT)

The Department has an active program to promote U.S. transportation technology, products, and services abroad. At various multilateral fora, DOT vigorously pursues harmonization of safety and construction standards to ensure that U.S. companies are not put at a competitive disadvantage. Under bilateral and multilateral agreements, the Department's operating administration participates in cooperative programs and technology sharing initiatives with partners worldwide. They also promote policies that enhance U.S. industry access to foreign markets.



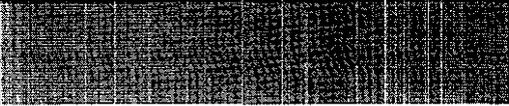
Contact: Tami Fields, International Transportation and Trade, (202) 366-4398; fax (202) 366-7417; Dawn Flanagan, Federal Aviation Administration, (202) 267-3213; fax (202) 267-5032; King Gee, Federal Highway Administration, (202) 366-0111; fax (202) 366-9626; Ted Krohn, Federal Railroad Administration, (202) 632-3133; fax (202) 632-3705; and James Treichel, Maritime Administration, (202) 366-5773; fax (202) 366-3746

Coordinator for Business Affairs/U.S. Department of State

The Office of the Coordinator for Business Affairs, an ombudsman for business in the State Department, was created as part of the "America Desk" commitment. The coordinator reports to the Under Secretary for Economic, Business, and Agricultural Affairs. The office works closely with U.S. embassies abroad and with State Department bureau coordinators in Washington to promote U.S. economic and commercial interests and to ensure that the Department provides consistent and effective support to U.S. businesses. The coordinator is the primary point of contact for business concerns within the State Department.

Contact: Sandra Willett Jackson, Senior Coordinator, (202) 647-1625; fax (202) 647-3953; Internet home page: <http://www.state.gov>





Bureau of Economic and Business Affairs/US. Department of State

The bureau formulates and carries out U.S. foreign economic policy in cooperation with other U.S. Government agencies in Washington and with U.S. embassies abroad. The bureau is divided into five units along functional lines: communications, energy-resources-sanctions, finance and investment, trade, and transportation (aviation and maritime).

Contact: William McGlynn, (202) 647-5991; Internet home page: <http://www.state.gov>

Office of Small and Disadvantaged Business Utilization/Minority Resource Center (OSDBU/MRC)/Agency for International Development (USAID)

An advocate for U.S. small businesses and disadvantaged enterprises (including women-owned small businesses), OSDBU/MRC ensures their consideration as sources for the procurement of goods and services financed through USAID sustainable development activities. The office maintains the USAID Consultant Registry Information System (ACRIS) and publishes *The Guide to Doing Business with the Agency for International Development*.

Contact: Ivan R. Ashley, Office of Small and Disadvantaged Business, (202) 712-1500; fax (202) 216-3056; Internet home page: http://www.info.usaid.gov/procurement_bus_opp/osbdu/index.html

Office of Minority Enterprise Development/Small Business Administration (SBA)

Through this office's 7(j) Management and Technical Assistance Program, SBA contracts for the services of professional management firms and others, as appropriate, to provide management and technical assistance to 8(a) and other eligible firms in the areas of accounting, marketing, proposal preparation, and industry-specific issues.

Contact: Additional information may be obtained from a business opportunity specialist in SBA's district offices. For the telephone and fax numbers of your nearest SBA district office, call 1-800-U-ASK-SBA (1-800-872-5722); Internet home page: <http://www.sba.gov/med/>





MAKING CONTACTS THROUGH TRADE PROMOTION EVENTS

DOMESTIC TRADE PROMOTION EVENTS

International Buyer Program (IBP)/ITA/U.S. Department of Commerce

The International Buyer Program is designed to help U.S. companies achieve their international marketing goals through their participation in domestic trade shows that feature industries with high export potential. Qualified buyers and prospective representatives and distributors are recruited from all over the world to travel to the show and see the U.S. companies and their products firsthand. An international business center at each show provides export counseling, interpreters, and business meeting facilities. Each year the U.S. Department of Commerce selects more than 20 leading U.S. trade shows.

Contact: Jim Boney, Export Promotion Services, (202) 482-0146; fax (202) 482-0872; Internet home page: <http://www.ita.doc.gov/ibp>

Trade Show Outreach Program/ITA/U.S. Department of Commerce

Trade Development's Office of Export Promotion Coordination (OEPCC) provides on-the-spot export assistance to attendees and exhibitors at 10 to 20 domestic industry exhibitions and conferences per year. This assistance is provided through OEPCC's traveling Trade Information Center exhibit. The mix of industry exhibitions covered varies from year to year.

Contact: Trade Information Center, 1-800-USA-TRAD(E) (1-800-872-8723); fax (202) 482-4473; e-mail: tic@ita.doc.gov; Internet home page: <http://www.ita.doc.gov/tic>

Domestic Trade Fair Certification/ITA/U.S. Department of Commerce

The Tourism Industries office in Trade Development is responsible for certification and promotion of domestic trade fairs. The Trade Fairs Act of 1959 permits the Secretary of Commerce to extend the privileges provided in the act to any trade fair held in the United States that serves the public interest in promoting trade. Items to be exhibited at these domestic shows are allowed into the United States duty free.

Contact: Linda Harbaugh, Tourism Industries, (202) 482-2404; fax (202) 482-2887; Internet: <http://tinet.ita.doc.gov>

Business Briefings and Technical Symposia/U.S. Trade and Development Agency (TDA)

The U.S. Trade and Development Agency sponsors a variety of business briefings and conferences designed to give U.S. firms the opportunity to learn about sales opportunities related to major projects in developing and middle-income countries. TDA identifies a group of projects in specific countries and sectors and brings the foreign project sponsors to a location to conduct briefings on the projects and to meet privately in one-on-one meetings with U.S. companies.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; Internet home page: <http://www.tda.gov>





Business Opportunities Conferences/U.S. Trade and Development Agency

The U.S. Trade and Development Agency sponsors about 20 business opportunities conferences per year. About 50 of the best projects in the sector or sectors in which the conference is focusing are selected. Foreign project sponsors for the selected projects are hosted by TDA at the conference, and U.S. businesses are invited to attend. At the conference, U.S. companies have opportunities to meet in private, one-on-one meetings with foreign project sponsors to discuss their expertise and to generate sales. An international finance panel is included at most of these events. Each participant receives a project resource guide, detailing each of the selected projects complete with contact information, timelines for project implementation, and procurement lists.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; Internet home page: <http://www.tda.gov>

Reverse Trade Missions/U.S. Trade and Development Agency

The U.S. Trade and Development Agency funds visits to the United States by high-level foreign government officials to meet with U.S. industry and government representatives. These foreign officials represent procurement authorities of specific projects interested in purchasing U.S. equipment and services. U.S. industry will sometimes share in the cost of these missions.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: info@tda.gov; Internet home page: <http://www.tda.gov>

Visitors Program/U.S. Department of Transportation

The Department maintains a visitors program for foreign officials interested in U.S. transportation policy and facilities.

Contact: Phyllis Gales, International Transportation Specialist, (202) 366-9514; fax (202) 366-7417; e-mail: phyllis.gales@oft.dot.gov; Internet home page: <http://www.usia.gov/education/ivp/usintiv.htm>

FOREIGN TRADE PROMOTION EVENTS

Trade Fairs and Exhibitions/ITA/U.S. Department of Commerce

The Department of Commerce selects between 80 and 100 worldwide trade fairs each year for recruitment of a U.S. pavilion. They give selection priority to events in good markets that are suitable for new-to-export or new-to-market, "export ready" firms. Fees depend upon the country, and exhibitors receive pre- and post-event logistical and transportation support, design and management of the U.S. pavilion, and extensive overseas market promotional campaigns to attract appropriate business audiences. In addition, each firm is asked to identify its goals in participating in the event, and the U.S. Embassy makes every effort to assure that these goals are met.

Contact: For information on Department of Commerce recruited trade shows and a listing of trade events, call the Trade Information Center at 1-800-USA-TRAD(E) (1-800-872-8723) or view the Trade Events Calendar home page: <http://infoserv2.ita.doc.gov/epc.nsf>



Overseas Trade Fair Certification/ITA/U.S. Department of Commerce

Each year the Commerce Department certifies a variety of trade show organizers to recruit and manage U.S. pavilions at approximately 90 fairs worldwide. These private-public cooperative arrangements allow the organizer and the Department of Commerce to combine and focus their resources and expertise for each event. Certification ensures participation standards, provides a high visibility U.S. pavilion at each exhibit, signals U.S. firms that the event is a carefully developed opportunity to promote their export sales, provides exhibitors with complete Commercial Service support from U.S. embassies, and encourages new-to-export and new-to-market participation.

Contact: Don Huber, Export Promotion Services, (202) 482-2525; fax (202) 482-0115; Internet home page: <http://infoserv2.ita.doc.gov/csd/tfcds.nsf>

Trade Missions/ITA/U.S. Department of Commerce

Trade missions are an essential element of a broad-based public policy designed to increase job opportunities for all Americans. Trade missions may be undertaken for a variety of purposes:

Commercial missions seek to produce near-term export sales of U.S. goods and services. These missions may include a broad range of U.S. companies or be focused on assisting small and mid-sized businesses, minority businesses, or women-owned or managed businesses, which may be less familiar with exporting. The U.S. National Export Strategy focuses trade promotion resources on big emerging markets, or high-potential trading partners, and particular sectors that hold the greatest promise of increased exports. Commercial missions focus on these targets.

Market access missions seek to create market opportunities through the removal of barriers to trade. Market entry for U.S. businesses that have been closed out of such opportunities is another goal of these missions.

Policy missions seek to advance the U.S. bilateral or multilateral objectives across a range of issues with the objective of enhancing overall bilateral or multilateral economic and political relations. This category includes missions designed to promote political stability in a foreign country or region by fostering U.S. investment and trade.

Combined missions embody aspects of two or more of the above types.

Certified Trade Missions, organized by state and private-sector trade promotion agencies and supported by the Commercial Service, are among the most effective public-private cooperative initiatives. While states and industry associations apply directly to the overseas posts to certify most missions, requests for Congressional and Governor-led missions are initially handled by the Export Promotion Services unit of Commercial Service headquarters.

Contact: Geraldine Whitley, Export Promotion Services, (202) 482-0111; fax (202) 482-0115; or call 1-800-USA-TRAD(E) (1-800-872-8723). Every Department of Commerce trade mission has a mission statement describing the mission, its goals, contact person, etc., on the following website: <http://www.ita.doc.gov/doctm/tmcal.html>

Women-in-Trade Business Development Missions/ITA/U.S. Department of Commerce

Organized by Trade Development, Office of Export Promotion Coordination, Women-in-Trade Business Development Missions fall into the category of commercial missions. These missions, which emphasize small- to medium-sized women-owned or managed firms, typically comprise 10 to 12 companies representing a mixture of product and service industries. These missions follow the same format as those described on the previous page in trade missions.

Contact: Loretta Allison, Project Manager, Office of Export Promotion Coordination, (202) 482-5479; fax (202) 482-1999; e-mail: loretta_allison@ita.doc.gov; Internet site: <http://www.ita.doc.gov/doctm/tmcal.html>

Multi-State/Catalog Exhibitions Program/ITA/U.S. Department of Commerce

This program showcases U.S. company product literature in fast-growing markets within a geographic region. The U.S. Department of Commerce and representatives from state development agencies present product literature to hundreds of interested business prospects abroad and send the trade leads directly to U.S. participants.

Contact: Nancy Hesser, Export Promotion Services, (202) 482-4663; fax (202) 482-2718; Internet home page: <http://www.ita.doc.gov/uscs/uscsmsc.html>

Matchmaker Trade Delegations/ITA/U.S. Department of Commerce

The Matchmaker Trade Delegation Program, a variant of commercial missions, is designed to match small- to medium-sized new-to-market or new-to-export U.S. firms with qualified business contacts abroad. Each mission targets major markets in two or three countries that have strong potential for U.S. goods and services. Delegation members travel to each country and benefit from export counseling, interpreter service and logistics support, market research, in-depth market briefings, and a personalized itinerary of business appointments screened by commercial specialists at U.S. embassies and consulates.

Contact: Molly Costa, Export Promotion Services, (202) 482-0692; fax (202) 482-0178; Internet home page: <http://www.ita.doc.gov/exportmatch/>

Product Literature Centers/ITA/U.S. Department of Commerce

This program showcases U.S. company product literature through exhibits in international trade shows held in both mature and emerging markets. The Product Literature Center is a low-cost, efficient way for small and medium-sized firms to get worldwide sales leads in their particular industry. A Commerce Department industry/international specialist or U.S. embassy official operates Product Literature Centers. Visitors to Product Literature Centers are required to register and may take company literature with them. All sales leads are sent directly to the Product Literature Center participant.

Contact: For more information on product literature centers, contact the Trade Information Center at 1-800-USA-TRAD(E) (1-800-872-8723), which will refer you to the appropriate industry or trade specialist or U.S. embassy officer.



OTHER TRADE CONTACT AND MARKET INFORMATION PROGRAMS

CUSTOMIZED TRADING PARTNER PROGRAMS

Agent/Distributor Service (ADS)/ITA/U.S. Department of Commerce

This service provides a customized search that helps identify agents, distributors, and foreign representatives for U.S. firms based on the foreign companies' examination of U.S. product literature. A fee of \$250 per country is charged.

Contact: For more information on the ADS, contact your local Department of Commerce Export Assistance Center (EAC). For the address and phone number of the EAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723) or visit the Internet website: <http://www.ita.doc.gov/uscs/uscshep.html>

Gold Key Service/ITA/U.S. Department of Commerce

Offered by many Commercial Service overseas posts, the Gold Key Service is a custom-tailored service for U.S. firms planning to visit a country. It provides assistance in developing a sound market strategy, orientation briefings, introductions to potential partners, interpreters for meetings, and effective follow-up planning. The fees range from \$150 to \$1,300 (for the first day) per country.

Contact: For more information on the Gold Key Service, contact your local Department of Commerce Export Assistance Center (EAC). For the address and phone number of the EAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723) or visit the Internet website: <http://www.ita.doc.gov/uscs/uscshep.html>

Customized Market Analysis (CMA)/ITA/Department of Commerce

A custom-tailored research service that provides firms with specific information on marketing and foreign representation for their individual products in one overseas market. Foreign commercial posts conduct interviews or surveys to determine overall marketability of the product, key competitors, price of comparable products, customary distribution and promotion practices, trade barriers, possible business partners, and applicable trade events. Fees for the CMA vary from \$1,000 to \$5,100 per country.

Contact: For more information on the CMA, contact your local Department of Commerce Export Assistance Center (EAC). For the address and phone number of the EAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723) or visit the Internet website: <http://www.ita.doc.gov/uscs/uscshep.html>

International Company Profile (ICP)/ITA/U.S. Department of Commerce

A service for checking the reputation, reliability, and financial status of a prospective trading partner. An exporter can obtain this information in a confidential report, along with a recommendation from commercial officers at the U.S. Embassy as to the suitability of the company as a trading partner. A fee of \$100 per company is charged. This service is offered in approximately 40 countries, where reliable, private sector providers are not available.

Contact: For more information on the ICP, contact your local Department of Commerce Export Assistance Center (EAC). For the address and phone number of the EAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723) or visit the Internet website: <http://www.ita.doc.gov/uscs/uscshep.html>



Commercial News USA/ITA/U.S. Department of Commerce

Commercial News USA, a catalog-magazine containing advertisements of U.S. products, is published 12 times per year by the Commercial Service through its private sector partner, ABP International, to promote U.S. products and services to overseas markets.

Contact: For information and costs on advertising in *Commercial News USA*, call 1-800-USA-TRAD(E) (1-800-872-8723), or call ABP International at (212) 490-3999, fax (212) 822-2028; Internet home page: <http://www.cnewsusa.com>

Doing Business Television Program/U.S. Information Agency

The half-hour long monthly televised business program is sent by satellite in several languages to more than 100 countries, highlighting innovation and excellence in U.S. business. The program consists of segments on small business development, products, services, and processes of interest to overseas buyers.

Contact: Patrick Hayden, Worldnet Television, (202) 401-8173; fax (202) 401-8270

COMPUTERIZED AND PUBLISHED TRADE CONTACTS

Trade Opportunity Program (TOP)/ITA/U.S. Department of Commerce

TOP provides companies with current sales leads from international firms seeking to buy or represent their products or services. TOP leads are distributed electronically via the Department of Commerce's Economic Bulletin Board (EBB), STAT-USA/Fax, and STAT-USA/Internet. There is a nominal annual fee to access these services. TOP leads are also printed daily in leading commercial newspapers.

Contact: To subscribe to the Department of Commerce Economic Bulletin Board, STAT-USA/Fax, or STAT-USA/Internet, call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; Internet website: <http://www.stat-usa.gov>

Country Directories of International Contacts (CDIC)/ITA/U.S. Department of Commerce

CDIC provides the names and contact information for directories of importers, agents, trade associations, government agencies, etc., on a country-by-country basis. It is available on the National Trade Data Bank (NTDB) and STAT-USA/Internet.

Contact: For information on accessing the National Trade Data Bank contact STAT-USA. Call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; Internet website: <http://www.stat-usa.gov>



The U.S. Exporters' Yellow Pages (USEYP)/ITA/U.S. Department of Commerce

Coordinated by the Office of Export Trading Company Affairs, the *USEYP* is a free directory that includes information on more than 17,000 U.S. companies interested in exporting. This popular directory includes trade contact data on U.S. manufacturers, export trading companies, and business service providers. The *USEYP* directory is distributed nationwide through U.S. Department of Commerce Export Assistance Centers and worldwide through U.S. embassies and consulates. The directory is also available on the Internet at: <http://www.docexport.com>. A company's basic listing in both the print and electronic directories is free. Display advertising is available for a small fee.

Contact: To register your company for a free listing in the print and electronic directories, call 1-877-390-2629, toll free, or go on-line at: <http://www.docexport.com>. To receive a free copy of the *USEYP* publication and information on other export programs, contact your local U.S. Department of Commerce Export Assistance Center; for the center closest to you, call 1-800-USA-TRAD(E), or visit <http://www.ita.doc.gov/uscs>. To learn more about the activities of the Office of Export Trading Company Affairs and receive a free information kit, call 202-482-5131

Global Technology Network (GTN)/U.S. Agency for International Development (USAID)

Operated by USAID's Business Development office, the Global Technology Network receives technology requests from Asia, Latin America, Sub-Saharan Africa, Central and Eastern Europe, the Newly Independent States, and the Near East in areas of agriculture, communications and information, environment, and health technologies. GTN distributes these trade leads, via fax and e-mail, to appropriate U.S. businesses, service firms, and trade associations that are registered with GTN. GTN representatives are located in ten Latin American countries, five Sub-Saharan countries, and ten Asian nations. GTN transmits these leads to U.S. firms within 48 hours of receipt from GTN offices.

Contact: U.S. Agency for International Development/ Global Technology Network (GTN), 1-800-872-4348, (202) 712-1624; fax (202) 216-3526; Internet home page: <http://www.usgtn.org>

COMPUTERIZED AND PUBLISHED MARKET INFORMATION

Trade and Economic Analysis/ITA/U.S. Department of Commerce

The Office of Trade and Economic Analysis provides a broad range of U.S. foreign trade data useful in evaluating trends in U.S. export performance by major export categories and foreign markets. Its major publication is *U.S. Industry and Trade Outlook*. The Office of Trade and Economic Analysis website includes state and metropolitan area trade data, national trade and industry statistics, and links to key foreign country data sources.

Contact: Jeffrey Lins at (202) 482-5145; fax (202) 482-4614; e-mail jeffrey_lins@ita.doc.gov; Internet home page: <http://www.ita.doc.gov/tradestats>





STAT-USA Electronic Information Products/U.S. Department of Commerce

STAT-USA, a primary federal government publisher of market information, trade leads, and other trade-related data, offers information through the following electronic products:

National Trade Data Bank (NTDB)—The NTDB is a one-stop source for export promotion and international trade data collected by more than 40 U.S. Government agencies. The NTDB is accessible on the Internet or on two CD-ROM discs (see ordering information below) and enables the user to view more than 200,000 trade-related documents. The NTDB contains: 1) the latest Census data on U.S. imports and exports by commodity and country, 2) the complete set of Country Commercial Guides, 3) current market research reports compiled by the Commercial Service, 4) the complete Country Directory of International Contacts (CDICs), which contains hundreds of names and addresses of primary sources that each U.S. Commercial Service post has identified as useful, 5) State Department country reports on economic policy and trade practices, 6) the publication: *U.S. Exporter's Yellow Pages, A Basic Guide to Exporting*, and the *National Trade Estimates Report on Foreign Trade Barriers*, 7) the Export Promotion Calendar and many other data series.

The NTDB is available as part of STAT-USA/Internet. The cost is \$50 for three months and \$150 for one year. The Internet address is <http://www.STAT-USA.gov>.

The NTDB can be purchased in the form of CD-ROM discs for \$59 per monthly issue or \$575 for a 12-month subscription. Non-U.S. shipments will be charged \$75 monthly or \$775 for an annual subscription. Additional charges apply for network or redistribution use. For ordering and other specific information, call (202) 482-1986 or 1-800-STAT-USA (1-800-782-8872), fax (202) 482-2164.

The NTDB is also available at over 1,100 federal depository libraries nationwide. Call 1-800-USA-TRAD(E) (1-800-872-8723) for a list of these libraries.

The Economic Bulletin Board (EBB)—The EBB system comprises two personal computer-based, electronic bulletin boards, which are updated daily:

GLOBUS provides businesses with agricultural and nonagricultural sales opportunities in foreign markets, and U.S. Government procurement opportunities, as well as late-breaking international news and in-depth market studies produced by the Commercial Service of the Department of Commerce.

State of the Nation provides businesses with the economic news, statistics, and indicators necessary to gauge the direction of the American economy.

Subscribers to each individual system may obtain 24-hour access or may choose to have only off-peak hour access (before 8:00 a.m. and after 12:00 noon EST) for a reduced fee. Subscriptions to both systems are also available. Subscription rates range from \$65 to \$850 depending on peak/off-peak use and the amount of daily access time purchased. The EBB systems are available as a part of STAT-USA/Internet; access is included in the STAT-USA/Internet fee.

Try the EBB as a guest user by dialing (202) 482-3870 with your personal computer and modem (8 bit words, no parity, 1 stop bit).

STAT-USA/Internet—Trade, economic, and business information is available on the Internet at one worldwide web address, containing the National Trade Data Bank (NTDB) CD-ROM and the best of the Economic Bulletin Board (EBB). Subscriptions are \$50 for three months or \$150 a year for unlimited access.



Newsstand/STAT-USA/Internet—Newsstand is a new "point, click, and purchase" product available on STAT-USA/Internet. Newsstand contains many of STAT-USA/Internet's most popular reports, including daily Trade Opportunities and Country Commercial Guides, as well as top economic press releases like Gross Domestic Product and daily Foreign Exchange Rates. This option is ideal for the periodic export market researcher and those who would benefit from the pay-by-document option. Newsstand allows nonsubscribing customers to purchase single documents at any time with prices ranging from \$1 to \$20 per document.

Contact: STAT-USA HelpLine, (202) 482-1986 or 800-STAT-USA (800-782-8872); fax (202) 482-2164; Internet website: <http://www.stat-usa.gov>

National Technical Information Service (NTIS)/U.S. Department of Commerce

NTIS is the official source for government-sponsored U.S. and worldwide scientific, technical, engineering, and business-related information for the benefit of U.S. industry. NTIS offers a wide variety of export promotion and international trade resources, including Country Commercial Guides.

Contact: NTIS Sales Desk, 1-800-553-NTIS (1-800-553-6847) or (703) 605-6000; Internet home page: <http://www.ntis.gov>

International Data Base/Bureau of the Census/U.S. Department of Commerce

The International Programs Center compiles and maintains up-to-date global demographic and social information for all countries in its International Data Base (IDB), which is available to U.S. companies seeking to identify potential markets overseas.

Contact: Peter Johnson or Pat Dickerson, Information Resources Branch, (301) 457-1403; fax (301) 457-1539; e-mail: ; information about the IDB, including online access and free download, is available on the Internet at: <http://www.census.gov/ipc/www/idbnew.html>

Export and Import Trade Data Base/Bureau of the Census/ U.S. Department of Commerce

This database contains U.S. export and import statistics tracked by mode of transportation and port of entry or exit. Various levels of classification, including the Harmonized System of Commodity Classification, Standard International Trade Classification (SITC), Standard Industrial Classification (SIC) based codes, and End-Use Classification are available. Customized tabulations and reports can be prepared to user specifications. Prices begin at \$25 and vary depending upon user requirements and job size. Export and import data bases can also be purchased on CD-ROM at \$1,200 a year, \$500 a quarter, or \$150 a month.

Contact: Trade Data Services Branch, (301) 457-2311; fax (301) 457-4615 for reports, (301) 457-4100 for CD-ROM; Internet home page: <http://www.census.gov/foreign-trade/www>



SBA Online BBS/Small Business Administration (SBA)

SBA Online is an electronic bulletin board developed to expedite dissemination of information to the small business community on starting, expanding, and financing a business. The system operates 23 hours a day and 365 days a year. All that is needed is a computer, modem, phone line, and communications software. Data parameters are 14,4, N, 8, 1. Access different SBA Online services by calling the following numbers on a modem:

Contact: 1-800-697-4636 (This line provides SBA and other government agency information and some downloadable text files.); 1-900-463-4636 (This number allows access, for \$0.14 a minute, to SBA and other government information, a wide range of downloadable files, including application and software files, the gateway, mail, Internet mail, news groups, and on-line searchable data banks.) While information can also be obtained by calling (202) 401-9600, technical support for SBA Online BBS is available by calling (202) 205-6400.

SBA Internet Home Page/Small Business Administration (SBA)

The SBA Home Page provides SBA services, downloadable files, plus services from agency resource partners, links to other federal and state governments, and direct connections to additional outside resources. Special areas of interest focus on assisting U.S. companies that are setting up an operation, seeking financing, looking to expand, and beginning to engage in exporting. There are special features that include Year 2000 (Y2K) help for small businesses and current SBA outreach initiatives. SBA's home page also contains information on SBA programs that assist minority- and women-owned businesses. In addition, large libraries of business-focused shareware, downloadable SBA loan forms, and agency publications are available. A wide variety of services listed by state are provided, including calendars of local training courses sponsored by SBA. On-line workshops are offered for individuals to work through self-paced activities that help them start and expand their businesses. In addition, the home page links directly to the White House home page and the U.S. Business Advisor, which houses a large volume of regulatory information for small businesses. SBA provides full text search capabilities as well as an area for user comments and suggestions.

Contact: SBA Help Desk (202) 205-6400; Internet home page: <http://www.sba.gov>

Overseas Security Advisory Council (OSAC)/U.S. Department of State

OSAC is the point of contact between the Department of State and the U.S. private sector on all overseas security-related matters such as political unrest, terrorism, and the protection of information. OSAC manages an on-line bulletin board system available to U.S. businesses with overseas interests. The bulletin board provides comprehensive, timely security-related and country specific information. OSAC also works closely with U.S. embassies and consulates worldwide to expedite contacts between U.S. business representatives and State Department security officers.

Contact: Nickolas W. Proctor, Executive Director, OSAC, (202) 663-0533; fax (202) 663-0868





Foreign Labor Trends/U.S. Department of Labor

Foreign Labor Trends is a series of annual reports that describe and analyze labor trends in some 75 foreign countries. The reports cover labor-management relations, labor and government, international labor activities, and other significant developments. A list of key labor indicators is also included. The U.S. Department of Labor's Office of Foreign Relations publishes additional reports on four foreign countries each year.



Contact: Sudha Haley, Office of Foreign Relations, (202) 219-6234 ext. 168; fax (202) 219-5613.

Top Targets for Trade Promotion/OEPC/TTA/Department of Commerce

Top Targets for Trade Promotion highlights outstanding markets for American industries—ranked by potential gain in export sales over the next two years. Among 40 key countries with strong sales potential for U.S. goods and services, there are some 400 individual market sectors judged as "top targets" for increasing U.S. exports through the coming year. Top targets were initially identified by Foreign Commercial Service staff overseas—and then analyzed by Trade Development's Export Promotion Office according to a common set of market factors, which gauge both potential demand for the individual product and expected overall economic growth of the countries. Market factors include measures of the size and projected growth of the total market, imports, and U.S. exports—as well as judgments on local and third-country competition.

Contact: Alan O. Maurer (202) 482-3486 or the Trade Information Center at 1-800-USA-TRAD(E) (1-800-872-8723); Internet website: <http://www.ita.doc.gov/tic>

EXPORT FINANCING, INSURANCE, GRANTS, AND TAX INCENTIVES (NONAGRICULTURAL)

EXPORT FINANCING

Export Financing Hotline/Export-Import Bank of the United States (Ex-Im Bank)



Through its special toll-free number, the Export-Import Bank provides information on programs listed below, including its export credit insurance, preexport financing through working capital guaranteed loans to exporters, and medium- and long-term loans and guarantees to overseas buyers. Information is accessible through e-mail, from a fax system, and on the Ex-Im Bank Internet home page. Ex-Im Bank offers briefing programs to the business community, including regular seminars and group briefings offered both at Ex-Im Bank and at locations around the country.

Contact: 1-800-565-3946 (EXIM), (202) 565-3946 (Alaska, Hawaii, and District of Columbia); fax retrieval: 1-800-565-EXIM, press 1, press 2; e-mail: bdd@exim.gov; internet: <http://www.exim.gov>

City-State Program/Export-Import Bank

Ex-Im Bank works with state and local government agencies to offer export counseling and financial assistance to businesses in their jurisdictions. Cooperative programs currently operate in more than 35 states and regions and in Puerto Rico.

Contact: Gus Grace, Business Development Officer, (202) 565-3910; fax (202) 565-3932

Regional Offices/Export-Import Bank

Ex-Im Bank's regional offices provide services to businesses interested in Ex-Im Bank programs. Regional offices are in New York, Washington, D.C., Miami, Chicago, Houston, and Long Beach. Ex-Im Bank is also represented at most of the U.S. Export Assistance Centers (USEACs).

Contact: *New York:* 6 World Trade Center, Suite 635, New York, NY 10048, tel (212) 466-2950, fax (212) 466-2959;
Washington, D.C.: 811 Vermont Ave. Room 909, Washington, DC 20571, tel (202) 565-3940, fax (202) 565-3932;
Miami: 5600 NW 36th St., Suite 617, Miami, FL 33166, tel (305) 526-7425, fax (305) 526-7435;
Chicago: 55 W. Monroe Street, Suite 2440, Chicago, IL 60603, tel (312) 353-8081, fax (312) 353-8098;
Houston: 1880 South Dairy Ashford, Suite 585, Houston, TX 77077, tel (281) 721-0465, fax (281) 679-0156;
Long Beach: 1 World Trade Center, Suite 1670, Long Beach, CA 90831, tel (562) 980-4580, fax (562) 980-4590.
For the addresses and telephone numbers of the USEACs, call 1-800-USA-TRAD(E) (1-800-872-8723).

Working Capital Guarantee Program/Export-Import Bank

The Working Capital Guarantee Program helps small- and medium-sized businesses obtain critical preexport financing from commercial lenders. Ex-Im Bank will guarantee 90 percent of the principal and interest on transaction-specific loans or revolving lines of credit that are extended to eligible exporters. The funds may be used for preexport activities, which include the purchase of raw materials, labor, overhead, performance bonds, retainages, and warranties. Loan amounts of over \$833,333 are processed by Ex-Im Bank. (Lower amounts go to the Small Business Administration (SBA); see next page.)

Contact: Business Development, (202) 565-3900; fax (202) 565-3931; or regional offices; Internet home page: <http://www.exim.gov>



Export Credit Insurance/Export-Import Bank

Ex-Im Bank offers insurance that covers political and commercial risks on export receivables:

The Small Business Policy is available to firms just beginning to export or with average annual export credit sales of less than \$3 million for the past two years. These businesses must also meet SBA guidelines for the definition of a small business. The policy offers enhanced coverage, a lower premium than usually found in other insurance policies, and an enhanced assignment used to discount receivables with a bank. Special features are also available for exporters of environmental goods and services.

The Umbrella Policy is available to commercial lenders, state agencies, export trading companies, and similar organizations to insure export receivables of their small business clients.

The Bank Letter of Credit Policy insures commercial banks against loss on irrevocable letters of credit issued by foreign banks for U.S. exporters.

The Multi-Buyer Policy insures all or a reasonable spread of an exporter's short-term export credit sales.

The Financial Institution Buyer Credit Policy insures individual short-term export credits extended by financial institutions to foreign buyers.

The Short-Term Single-Buyer Policy and the **Medium-Term Single-Buyer Policy** allow exporters to insure their receivables against loss due to commercial and specified political risks on a selective basis.

Lease Insurance Policies offer a lessor the opportunity to expand its overseas leasing program by providing comprehensive insurance for both the stream of lease payments and the fair market value of the leased products.

Contact: Business Development, (202) 565-3900; fax (202) 565-3931; or regional offices; Internet home page: <http://www.exim.gov>

Direct Loans and Guarantees/Export-Import Bank

This program extends direct loans to foreign buyers or guarantees to financing intermediaries for creditworthy entities who purchase U.S. capital goods or services. The loans and guarantees offered are for 85 percent of the U.S. export value. Direct loans provide competitive fixed-rate financing to the foreign buyer. The guarantee coverage provides protection to the finance source against payment default for either political or commercial reasons. Interest rates for the guarantees are negotiated between the finance source and the seller and are typically floating rates. Guarantee coverage for political risk only is available. In addition, Ex-Im Bank is willing to provide support for a broad range of environmental exports. There are specialized transaction structures for certain lease transactions, industrial design, architectural or engineering services, and overseas operations and maintenance contracts.

Contact: Business Development, (202) 565-3900; fax (202) 565-3931; or regional offices; Internet home page: <http://www.exim.gov>

Limited Recourse Project Finance Program/Export-Import Bank

The Limited Recourse Project Finance Program provides financing for projects that are dependent on the cash flows of the project for repayment, not on recourse to a foreign government, financial institution, or established corporation. Combinations of direct loans, political risk only coverage, or comprehensive guarantees for commercial bank loans are available. While traditionally Ex-Im Bank limited its construction period coverage to Political Risk Only guarantees, precompletion comprehensive coverage is now available for select projects. Ex-Im Bank offerings include: financing up to 85 percent of the U.S. export value, financing of interest during construction, and financing of host country local costs of up to 15 percent of the U.S. contract value and up to the maximum repayment terms consistent with OECD guidelines.

Contact: Steven Howlett, (202) 565-3916; fax (202) 565-3931; Internet home page: <http://www.exim.gov>

7(a) Business Loan Guarantee Program/Small Business Administration (SBA)

SBA's 7(a) Program assists qualified small businesses to obtain financial assistance from banks. The Business Loan Guarantee Program provides the lender with a guarantee that if the borrower cannot repay the loan, the federal government will repay the loan up to the percentage of the SBA guarantee. Therefore, when a business applies for an SBA loan, it is applying for a commercial loan with an SBA guarantee.

SBA can make 7(a) loans to businesses engaged in manufacturing, construction, wholesale, retail, or service industries, and the proceeds may be used to acquire equipment, facilities, machinery, supplies or materials; to obtain working capital; to finance construction, conversion, or expansion; and to refinance existing debt.

The maximum dollar amount that SBA will guarantee is \$750,000. The maximum maturity is 25 years; however, SBA expects all loans to be repaid as soon as possible. Therefore, maturity is based on the ability of the business to pay without hardship. Interest rates on SBA guarantee loans are negotiated between the applicant and the lender based on the credit merits of the request, subject to a maximum of prime plus 2.75 percent.

Contact: 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center for application and processing, or access the SBA home page on the Internet: <http://www.sba.gov/financing>

Export Working Capital Program (EWCP)/Small Business Administration (SBA)

The Export Working Capital Program provides short-term, transaction-specific financing for small business exporters. Exporters may use this program for preexport financing of labor and materials, financing receivables generated from these sales, and standby letters of credit used as performance bonds or payment guarantees to foreign buyers. The EWCP provides 90 percent guarantees up to \$750,000 to commercial lenders and offers exporters preliminary commitments (PCs) that encourage lenders to provide credit to small business exporters. The small business must be established for at least one year, though not necessarily engaged in exporting, to qualify for the EWCP. Interest rates and fees are negotiable between the lender and the small business exporter.

Contact: 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center, or access the SBA home page on the Internet: <http://www.sba.gov/oit>



International Trade Loan Guarantee Program/Small Business Administration (SBA)

The International Trade Loan Guarantee Program helps small businesses that are either new-to-export, already engaged in exporting and seeking to expand their operation, or adversely affected by competition from imports. SBA guarantees up to \$125 million, less the amount of SBA's guaranteed portion of other loans outstanding, to the borrower under SBA's regular lending program. Loans are made by lending institutions with the SBA guaranteeing a portion of the loan. Proceeds may be used for working capital and facilities or equipment. Maturities of loans for facilities or equipment may extend to the 25-year maximum.

Contact: 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center, or access the SBA Home Page on the Internet: <http://www.sba.gov/it>

Small Business Investment Companies/Small Business Administration (SBA)

Licensed by SBA, firms whose investment strategies include export activities may receive equity capital or term working capital in excess of SBA's \$750,000 statutory limit.

Contact: Investment Division, (202) 205-6510; Internet home page: <http://www.sba.gov/inv/>

Export Finance Matchmaker/ITA/US Department of Commerce

The Export Finance Matchmaker is designed to match over the Internet U.S. exporters with sources of export financing or risk mitigation. Matching will be done by the software built into the program by comparing information collected from the exporter to corresponding offerings of the export finance/risk mitigation firms. This product should be available in the summer of 1999.

Contact: John R. Shuman, Office of Finance, (202) 482-3050; fax (202) 482-5702; e-mail: John_Shuman@ita.doc.gov; Internet home page: <http://www.ita.doc.gov>

Untied Aid Initiative/ITA/US Department of Commerce

This program is a central source for information on how to access Japan's foreign aid program to finance U.S. export sales in infrastructure and other sectors. In 1995, developing countries benefited from approximately \$16 billion in Japanese Official Development Assistance, which includes grant aid, "soft loans," and technical cooperation. According to Organization for Economic Cooperation and Development (OECD) data, approximately \$13 billion of these funds were "untied" (i.e., not contingent upon the purchase of goods and services from the donor country) and therefore potentially available to finance procurement from U.S. and other non-Japanese suppliers and consultants. Information is provided via the ITA Internet home page.

Contact: Denise Carpenter, Office of Finance, (202) 482-4002; fax (202) 482-5702; e-mail: Denise_Carpenter@ita.doc.gov; Jay Biggs, Office of Japan Trade Policy, (202) 482-2176; fax (202) 482-0469; e-mail: biggsj@usita.gov; Internet home page: <http://www.ita.doc.gov/untied2id>



Multilateral Development Bank Operations (MDBO)/ITA/US. Department of Commerce

MDBO counsels U.S. firms about opportunities associated with funding by the World Bank; Asian, African, and Inter-American Development Banks; and the European Bank for Reconstruction and Development. MBDO ensures project information is available on a timely basis. The office also organizes and develops outreach programs throughout the United States. The development banks assist in financing social and economic infrastructure and privatization projects in developing countries. The liaison officers in each of these institutions are dedicated to the identification of these projects at the earliest possible stage. They provide in-depth counseling to U.S. firms on bank opportunities and advocate on behalf of U.S. firms.

Contact: MDBO (ITA), Janet Thomas, (202) 482-3399, fax (202) 273-0927; World Bank, Charles Kestenbaum, (202) 458-0120, fax (202) 477-2967; Inter-American Development Bank (IADB), Eric Weaver, (202) 623-3821, fax (202) 623-2039; African Development Bank, Angela Chatman-Williams, (225)-21-46-16, fax (225)-22-24-37 (Cote D'Ivoire); Asian Development Bank, Denny Barnes, (632)-890-9364, fax (632)-890-9713 (Philippines); European Bank for Reconstruction and Development, Gene Harris, (44)-171-338-6569, fax (44)-171-338-6487 (United Kingdom)

The Facility Guarantee Program (FGP)/US. Department of Agriculture

The Facility Guarantee Program provides credit guarantees for the sale of manufactured goods and services to enhance and establish agribusiness-related facilities overseas that primarily handle, store, distribute, or process U.S. agricultural products and commodities. The FGP assists foreign importers in acquiring needed manufactured goods and services while protecting U.S. exporters from most of the risk of nonpayment by the foreign bank.

Contact: William Hawkins, (202) 720-3241; fax (202) 720-0938; e-mail: HawkinsW@fas.usda.gov; internet home page <http://www.fas.usda.gov>

INVESTMENT FINANCING

Automated Information Line/Overseas Private Investment Corporation (OPIC)



OPIC supports U.S. businesses that invest in developing countries and emerging market economies, thus creating U.S. jobs, increasing U.S. exports and promoting economic growth at home and abroad. In addition to fostering American global competitiveness, OPIC considers an investment's impact on the U.S. economy, the environment, and rights of workers in the host country. The OPIC hotline responds to all preliminary inquiries or initial requests for information regarding OPIC programs and services. OPIC maintains a fax retrieval system with information on OPIC programs, project finance, and political risk insurance.

Contact: Information officer, (202) 336-8799; fax (202) 408-5155; fax retrieval (202) 336-8700; Internet home page: <http://www.opic.gov>





Investment Insurance/Overseas Private Investment Corporation

OPIC offers several programs to insure U.S. investments in emerging markets and developing countries against the risks of: 1) currency inconvertibility—the inability to convert profits, debt service, and other investment remittances from local currency into U.S. dollars or the inability to transfer funds; 2) expropriation—loss of an investment due to expropriation, nationalization, or confiscation by a foreign government; and 3) political violence—loss of assets or income due to war, revolution, insurrection, or civil strife. Coverage is available for new investments, privatizations, and investments to expand or modernize existing operations. Equity, debt, loan guarantees, leases, and most other forms of long-term investment can be insured. Special programs or contracts are also available for contractors, exporters, oil and gas projects, and small businesses.

Contact: Information officer, (202) 336-8799; fax (202) 408-5155; fax retrieval (202) 336-8700; Internet home page: <http://www.opic.gov>

Finance Programs/Overseas Private Investment Corporation

Medium- to long-term financing for sound overseas investment projects is made available through loan guarantees and direct loans. Direct loans generally range from \$2 million to \$30 million and are reserved exclusively for projects significantly involving U.S. small businesses or cooperatives. Loan guarantees generally range from \$10 million to \$200 million. OPIC's financing commitment may range from 50 percent of total project costs for new ventures up to 75 percent for expansion of existing successful operations, with final maturities of five to 12 years or more. Additionally, OPIC supports a family of privately managed direct investment funds in various regions and business sectors.

Contact: Information officer, (202) 336-8799; fax (202) 408-5155; fax retrieval (202) 336-8700; Internet home page: <http://www.opic.gov>

GRANTS FOR FEASIBILITY STUDIES AND OTHER EXPORT-RELATED NEEDS

Feasibility Studies/U.S. Trade and Development Agency (TDA)

A primary activity of TDA is the grant funding of feasibility studies and other project planning activities for major projects in developing and middle-income countries. The studies are conducted by U.S. private sector firms and represent a wide range of host government high priority sectors, including: energy, transportation, telecommunications, information technology, manufacturing, minerals development, and the environment. Feasibility studies assess the economic, financial, and technical viability of a potential project. Applications for feasibility studies are accepted with host country endorsement.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; Internet home page: <http://www.tda.gov>

Technical Assistance Grants/U.S. Trade and Development Agency

The agency funds activities designed to bring U.S. technical assistance to bear on a variety of projects.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; Internet home page: <http://www.tda.gov>



Definitional Missions (DM)/U.S. Trade and Development Agency

After receiving a request to fund a major study for a new project, the agency hires a technically qualified U.S. consultant to visit the country and discuss the plan with the project sponsors. In addition to making recommendations as to whether the project should be funded, the definitional missions consultant works with the project sponsor to define the work program for the proposed feasibility study.

Contact: For a listing of current opportunities, contact the TDA Definitional Mission hotline, (703) 875-7447. To be included in TDA's DM consultant list, contact Della Glenn, (703) 875-4357; fax (703) 875-4009. TDA's e-mail address: info@tda.gov; Internet home page: <http://www.tda.gov>

Trust Funds for U.S. Firms at the Multilateral Development Banks/ U.S. Trade and Development Agency

The U.S. Trade and Development Agency maintains trust funds at five multilateral development banks (MDBs): the World Bank, the International Finance Corporation, the European Bank for Reconstruction and Development, the Inter-American Development Bank, and its private sector arm, the Inter-American Investment Corporation. These funds can be used for technical assistance and for feasibility studies. Most are known as Evergreen Funds. TDA maintains a minimum balance that is readily available to fund project opportunities for U.S. firms or to help U.S. businesses take advantage of time-sensitive projects.

Since MDBs finance many of the capital projects in the developing world, TDA's close relationship with them is advantageous for the U.S. business community. In addition to the valuable project information gained through the MDBs, which TDA passes on to American firms, working with bank projects ensures that a potential funding source has been identified—a plus toward successful implementation.

Contact: For inquiries about the use of funds, call the TDA Information Resource Center and ask for the regional director for the country where your project is located, (703) 875-4357; or send a fax to Barbara Bradford, Director of Special Projects, at (703) 875-4009; Internet home page: <http://www.tda.gov>

Training Grants/U.S. Trade and Development Agency

The U.S. Trade and Development Agency has authority to offer training grants in support of short-listed companies on a transaction-specific basis. These grants frequently enable a company to cover the cost of training local personnel on the installation, operation, and maintenance of equipment specific to its bid proposal.

Contact: TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; Internet home page: <http://www.tda.gov>

Special American Business Internship Training Program (SABIT)/ITA/ U.S. Department of Commerce

The SABIT program exposes business executives and scientists from the New Independent States of the former Soviet Union (NIS) to American ways of innovation and management and supports the development of commercial relationships between U.S. and NIS companies.

The SABIT Program offers two types of training programs for managers and scientists from the NIS: 1) the SABIT grant program and 2) the specialized training programs. The SABIT grant program provides grants to U.S. companies to help defray the costs of hosting managers or scientists from Russia or the NIS. The following costs are reimbursed to grant recipients: round trip airfare, \$30 per diem to cover food and incidentals, and up to \$500 per month for housing. The specialized training programs bring groups of 15 to



25 specialists to the United States for six weeks of industry-specific training at a variety of U.S. companies. Previous specialized programs have included: renewable energy, oil and gas technology, environmental technology, financial services, standards, certification and accreditation, port development, and retail management. For a list of current offerings, please contact the SABIT program staff.

Contact: SABIT staff, (202) 482-0073; fax (202) 482-2443; Internet home page: <http://www.mac.doc.gov/sabit/sabit.html>

Office of Citizen Exchanges/US Information Agency (USIA)

The U.S. Information Agency designs and develops exchange programs to encourage market-based economic development. It funds programs conducted by U.S. nonprofit organizations that work with international leaders, including young professionals. All grants are made to American nonprofit organizations. One program, Community Connections, brings young entrepreneurs, local government officials, and legal professionals from Russia, Ukraine, Moldova, Belarus, and Georgia to the United States for practical internships.

Contact: Office of Citizen Exchange, (202) 401-6884; fax (202) 619-4350; e-mail: Internet home page: <http://www.usia.gov/education/citizens/citizens.htm>

Market Development Cooperator Program (MDCP) Grants/ITA/US Department of Commerce

The Market Development Cooperator Program (MDCP) is a competitive matching grants program that builds public-private partnerships by providing federal assistance to nonprofit multipliers such as states, trade associations, chambers of commerce, world trade centers, etc. MDCP awards help underwrite the start-up costs of exciting new export marketing ventures which these groups would not undertake without federal government support.

ITA is especially interested in receiving proposals that focus on the following priorities: 1) monitoring foreign compliance with multilateral or bilateral trade agreements; 2) identifying and working to eliminate tariff and nontariff barriers to market access for U.S. goods or services, including working with organizations in the foreign marketplace responsible for setting standards and for product testing; 3) understanding the export aversion of small- to medium-sized companies (SMEs) and offering export assistance services designed to meet the special needs of SMEs; and 4) improving communication with and outreach to old and new private-sector international trade constituencies and initiating or enhancing public/private export partnerships. Examples of activities that applicants might propose include: 1) opening an overseas representative office; 2) commissioning overseas market research, participating in overseas trade exhibitions and trade missions, and hosting reverse trade missions; 3) overseas U.S. product demonstrations; 4) export seminars; 5) technical trade servicing; 6) joint promotions of U.S. goods or services with foreign partners; 7) training of foreign nationals; 8) working with organizations in the foreign marketplace responsible for setting standards and for product testing; 9) publishing an export resource guide or an export product directory; and 10) establishing an electronic information system to identify overseas trade leads and facilitate matches with foreign partners.

Contact: For information on the MDCP awards competition, contact the MDCP program manager at (202) 482-3197; Internet home page: <http://www.ita.doc.gov/industry/opcrm/mdcp.html>

TAX PROGRAMS

Foreign Sales Corporation (FSC)/U.S. Department of the Treasury

The Foreign Sales Corporation (FSC) rules of the Internal Revenue Code (26 U.S.C. 921-927) exempt from federal income taxes a portion of the export income channeled through corporations that qualify as FSCs. To satisfy these rules, U.S. tax law provides that a FSC must be a foreign corporation that has a foreign presence and meets foreign management requirements. Also, a FSC must satisfy certain foreign economic process requirements in order to earn the type of foreign income that is eligible for a partial tax exemption. If a U.S. corporation uses a FSC in selling products abroad, a portion of the foreign trade income of the FSC will be exempt from U.S. tax. The FSC program is generally available only for income from the sale or lease outside of the United States of goods manufactured in the United States.

Contact: Jack Feldman, Office of the Associate Chief Counsel (International), Internal Revenue Service, (202) 622-3830; fax (202) 622-4408; Ann Fisher, Office of Tax Policy, (202) 622-1755; fax (202) 622-8784



AGRICULTURE EXPORT AND FINANCING PROGRAMS

AGRICULTURE EXPORT PROGRAMS

U.S. Trade Assistance and Promotion Office (TAPO)/FAS/ U.S. Department of Agriculture (USDA)

The Trade Assistance and Promotion Office of the Foreign Agricultural Service (FAS) serves as the first point of contact for businesses which need information on foreign markets for agricultural products. The TAPO staff provides basic export counseling and directs you to the appropriate USDA offices to answer export-related questions. In addition, the staff supplies country and commodity specific Foreign Market Information Reports, which focus on best market prospects and contain contact information on distributors and importers. Extensive information on the Foreign Agricultural Service is also available through the FAS home page on the Internet.



Contact: Trade Assistance and Promotion Office, (202) 720-7420; fax (202) 205-9728; e-mail: tapo@fas.usda.gov; Internet home page: <http://www.fas.usda.gov>

AgExport Connections/FAS/U.S. Department of Agriculture

The AgExport Action Kit provides information to U.S. businesses on the export programs available from AgExport Connections. The information is designed to put exporters of food, farm, forest, and seafood products in contact with foreign buyers. To receive a free copy of the Action Kit, call (202) 720-7103 or (202) 720-7420.

AgExport Connections manages four basic services that are available to exporters of U.S. food, farm, forest, and seafood products:

Trade Leads are foreign trade inquiries that the overseas offices of the Foreign Agricultural Service transmit electronically to the USDA. They are made available to U.S. exporters on a daily basis through the FAS Internet home page and the Department of Commerce's Electronic Bulletin Board. Trade Leads are also available through a Trade Leads Fax Polling System, various trade publications, and the various state departments of agriculture and trade development centers.

Contact: Sharon Clagget, (202) 720-8557

Buyer Alert is a biweekly newsletter which can introduce your food, farm, forest, and seafood products to foreign buyers at only \$15 per announcement. Advertisements for up to five products may be submitted for each announcement. Buyer Alert announcements are transmitted electronically to overseas offices of the Foreign Agricultural Service, which distribute the newsletter to more than 18,000 potential buyers in 65 countries.

Contact: Linda Conrad, (202) 690-3421; fax (202) 690-4374; e-mail: conrad@fas.usda.gov

Foreign Buyer Lists contain detailed contact information on more than 20,000 importers of food, farm, forest, and seafood products in 85 countries. Lists may be ordered by product or country at a cost of \$15 each.

Contact: Sharon Clagget, (202) 720-8557



U.S. Supplier Lists may be used to source U.S. food, farm, forest, and seafood products for export. Nearly 4,000 firms are included in this data base, which is also made available to foreign buyers through the overseas offices of the Foreign Agricultural Service. Lists may be ordered by product at a cost of \$15 each.

Contact: Linda Conrad, (202) 690-3421; fax (202) 690-4374; e-mail: conrad@fas.usda.gov

Contact: AgExport Connections, (202) 720-7103; fax (202) 690-4374; Internet home page: <http://www.fas.usda.gov>

Agriculture Trade and Marketing Information Center (ATMIC)/ U.S. Department of Agriculture

The Agriculture Trade and Marketing Information Center, part of the National Agricultural Library (NAL) of the Agricultural Research Service, serves as a clearinghouse of informational resources on agricultural marketing and trade. The staff responds to inquiries with customized assistance by combining subject expertise, state-of-the-art technology, and networking. The National Agricultural Library staff also assists users in accessing the library's on-line systems and web sites: ISIS (Integrated System for Information Services) and AGRICOLA (Agricultural On-line Access data base). To access ISIS via the Internet: telnet to: opac.nal.usda.gov. Enter ISIS (all caps) at the OPAC log-in prompt. National Agricultural Library website: <http://www.nal.usda.gov>

ATMIC's newsletter *Vignettes* and other publications are retrievable electronically via the center's home page at <http://www.usda.gov/atmic/>

Contact: Mary Lassanyi, Coordinator, Agricultural Trade and Marketing Information Center, (301) 504-5509; fax (301) 504-6409; e-mail: mlassany@nal.usda.gov; or Reference Branch, 301-504-5204; Reference Desk, 301-504-5479; e-mail: agref@nal.usda.gov

Economic Research Service (ERS)/U.S. Department of Agriculture

The Economic Research Service provides in-depth economic analysis on agricultural economies, trade policies of foreign countries, world agricultural trade and development issues, and their linkages with the U.S. food and fiber economy. ERS analyzes how factors influencing demand (population, income, and tastes), production variables (inputs and technology), foreign governments' domestic and trade policies and programs (price controls, environmental and food safety laws, and tariffs), macroeconomic conditions (exchange rates and debt), and major events (breakup of the former Soviet Union), affect countries' agricultural production, consumption, and trade; international food and fiber prices; and U.S. food and fiber competitiveness. ERS widely disseminates information and analyses on international agricultural trade and food aid and development through regional and commodity reports, bulletins and updates, periodicals, and electronic data bases.

Contact: John Dunmore, Deputy Director, Commercial Agriculture Division, (202) 219-0700; fax (202) 219-0759; Internet home page: <http://www.econ.ag.gov/>



Trade Shows/FAS/U.S. Department of Agriculture

The USDA Trade Show Office offers U.S. food and beverage exporters a choice of programs to satisfy their marketing needs. Programs include fully sponsored trade shows, sales missions, and endorsed shows in both leading markets and emerging markets worldwide. Fully sponsored trade shows consist of a package of services, which include a fully appointed booth, shipping of product samples, and educational programs. Sales missions include guaranteed appointments with interested buyers, orientation to the market, and translation services. In addition, the USDA Trade Show Office provides information on the promoters of other international food and beverage shows.

Contact: USDA Trade Show Office, (202) 690-1182; fax (202) 690-4374; Internet home page: <http://www.fas.usda.gov>

Rural Business-Cooperative Service/U.S. Department of Agriculture

This service researches cooperative involvement in international trade and provides trade-related technical assistance to U.S. farmer-owned cooperatives.

Contact: Tracey Kennedy, International Trade Program, (202) 690-1428; fax (202) 690-2723; e-mail: tkennedy@rdasun2.rurdev.usda.gov

AGRICULTURE TECHNICAL ASSISTANCE

Food Safety and Technical Services/FAS/U.S. Department of Agriculture

Food Safety and Technical Services coordinates the Department of Agriculture activities that focus on food safety regulations and other technical issues which may serve as barriers to international trade of U.S. agricultural products and commodities. The office also serves as the U.S. Sanitary and Phytosanitary Agreement (SPS) enquiry point for the World Trade Organization (WTO).

Contact: Office of Food Safety and Technical Services, (202) 720-1301; fax (202) 690-0677; e-mail: ofsts@fas.usda.gov; Internet home page: <http://www.fas.usda.gov>

Transportation Publications and Resource Guidance/U.S. Department of Agriculture

The Transportation Publications and Resource Guidance Center provides publications and guidance to help agricultural exporters efficiently use transportation resources and maintain product quality in transit. A weekly grain transportation newsletter, monthly ocean container freight rate bulletin, a ten year data base of ocean freight costs for international grain shipments, and special reports are also available.

Contact: Jim Caron or SEA staff, Shipper and Exporter Assistance Program, (202) 690-1304; fax (202) 690-1340; e-mail: jcaron@usda.gov; Internet home page: <http://www.usda.gov/ams/tit/epag.htm>



Inspection Certificates for Food and Agricultural Exports/ U.S. Department of Agriculture

Several agencies within the Agriculture Department provide inspection services when certificates are required to clear imported products through overseas customs:

The Animal and Plant Health Inspection Service (APHIS) offers exporters information concerning health and sanitation standards for animals, plants, and agricultural products both entering and exiting the United States.

Contact: Documents Management Branch, (301) 734-5524; fax (301) 734-8455

The Federal Grain Inspection Service (FGIS) provides inspections under the U.S. Grain Standards Act and the Agricultural Marketing Act. FGIS also conducts mandatory inspections for all exported grain. Products examined by FGIS include rice, peas, beans, lentils, all grains, and grain-based processed products.

Contact: John Giler, Standards and Procedures Branch, (202) 720-0252; fax (202) 720-1015; e-mail: jgiler@fgisdc.usda.gov; Internet home page: <http://www.usda.gov/glipsea>

The Food Safety and Inspection Service (FSIS) guarantees that meat and poultry products are properly labeled and U.S. inspected and approved.

Contact: Food Safety and Inspection Service, (202) 690-3752; fax (202) 690-4633

Voluntary Food Quality Certification Service—USDA's Agricultural Marketing Service, in cooperation with state agencies, offers official grading or inspection for quality of manufactured dairy products, poultry and eggs, meat, and fresh and processed fruits and vegetables. Grading is based on U.S. grade standards developed by the Department of Agriculture for these products.

Contact: Kenneth C. Clayton, Agricultural Marketing Service, (202) 720-4276; fax (202) 720-8477; e-mail: kyclayton@usda.gov; Internet home page: <http://www.ams.usda.gov/index.htm>

Food Quality Assurance Program—This program manages and approves federal food product descriptions and establishes quality assurance policies and procedures applicable to food procurement by the U.S. Government.

Contact: John W. Lund, Food Quality Assurance Staff, (202) 690-4938; fax (202) 690-0102; e-mail: John_W_Lund@usda.gov; Internet home page: <http://www.ams.usda.gov/index.htm>

Office of Shipper and Exporter Assistance (SEA)/FAS/U.S. Department of Agriculture

SEA provides new and experienced agricultural exporters with the information they need to get their products overseas, on time, in good condition, and at the lowest cost. The center conducts export transportation seminars to teach new or prospective agricultural exporters how to transport their high-value or value-added food products overseas. These seminars, held throughout the country, cover an array of transportation issues such as finding a freight forwarder, selecting transportation options, packaging, container loading, and temperature management.

Contact: Jim Caron or SEA staff, Shipper and Exporter Assistance Program, (202) 690-1304; fax (202) 690-1340; e-mail: jcaron@usda.gov; Internet home page: <http://www.ams.usda.gov/index.htm>





AGRICULTURE FINANCING AND GRANT PROGRAMS

Export Credit Guarantee Programs/U.S. Department of Agriculture

The Commodity Credit Corporation (CCC) administers a variety of export credit guarantee programs that provide U.S. exporters and bankers protection against default on repayment of a credit extended for an export sales transaction. The programs cover both political and commercial defaults. U.S. exporters benefit by being able to make a sale that might not be made without a payment guarantee. With a CCC guarantee, U.S. bankers can extend more attractive rates of interest for longer periods than commercial terms. Importers benefit by being able to negotiate better than commercial rates of interest and longer periods for repayment with their bank.

The Export Credit Guarantee Program (GSM-102) and the Intermediate Export Credit Guarantee Program (GSM-103) underwrite credit extended by the private banking sector in the United States (or, less commonly, by the U.S. exporter) to approved foreign banks using dollar-denominated, irrevocable letters of credit to pay for food and agricultural products sold to foreign buyers. GSM-102 covers credit terms up to three years. GSM-103 covers longer credit terms up to ten years. Under GSM-102/103, the CCC does not provide financing but guarantees payments due from foreign banks.

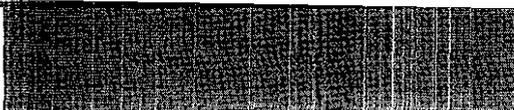
Fact: L.T. McElvain, (202) 720-6211; fax (202) 720-0938; e-mail: McElvain@usda.gov; Internet home page: <http://www.fas.usda.gov>

The Supplier Credit Guarantee Program (SCGP) provides a guarantee, in the event of an importer's default, on a portion of a U.S. exporter's open account receivable. U.S. exporters can purchase coverage for agricultural commodities or product sales where short-term credit has been extended directly to the importer. The payment obligation of the importer must be evidenced by a signed promissory note as prescribed by CCC. While the SCGP emphasizes high-value or value-added agricultural commodities, any agricultural product may be considered.

Fact: Penny Stevenson, 202-720-8639; fax (202) 720-0938; e-mail: StevensonP@fas.usda.gov; Internet home page: <http://www.fas.usda.gov>

The Facility Guarantee Program provides credit guarantees for the sale of manufactured goods and services to enhance and establish agribusiness-related facilities overseas that primarily handle, store, distribute, or process U.S. agricultural products and commodities. The FGP assists importers in acquiring needed manufactured goods and services while protecting exporters from most of the risk of nonpayment by the foreign bank.

Fact: William Hawkins, 202-720-3241; fax (202) 720-0938; e-mail: HawkinsW@fas.usda.gov; Internet homepage: <http://www.fas.usda.gov>



Market Access Program (MAP)/FAS/US Department of Agriculture

The MAP uses funds from USDA's Commodity Credit Corporation to help U.S. producers, exporters, private companies, and other trade organizations finance both brand and generic promotional activities for U.S. agricultural, fish, and forestry products. The MAP encourages the development, maintenance, and expansion of commercial export markets for these products. Activities financed include consumer promotions, market research, technical assistance, and trade servicing. Agricultural trade organizations, cooperatives, state departments of agriculture, and small businesses may submit applications for participation. The deadline date is published annually in the *Federal Register*.

 **Contact:** Marketing Operations Staff, (202) 720-4327; fax (202) 720-9361; Internet home page:
<http://fas.usda.gov/mos/programs/mapprog.html>



EXPORT LICENSES AND CONTROLS

Bureau of Export Administration (BXA)/U.S. Department of Commerce

The Bureau of Export Administration provides export assistance on export licensing requirements through its Office of Exporter Services (OEXS). OEXS interprets the Export Administration Regulations (EAR) and provides assistance such as: detailed and up-to-date status information on pending license applications; advice on a broad range of export issues, licensing requirements, required documentation for export transactions, special policy concerns for specific countries; assistance in selecting the appropriate license; and answers to inquiries regarding the Bureau of Export Administration policy issues and processing time frames.

OEXS counselors can be an intermediary and arrange meetings between the exporters and BXA licensing officials. OEXS also authorizes emergency processing on export license applications. Cases meeting specific criteria are expedited through the licensing system. These cases are often approved within a few days of receipt of the application. OEXS provides counseling and training to help defense-dependent firms, located throughout the western United States, to diversify into new commercial and international markets.

Throughout the year, BXA provides introductory and advanced seminars across the United States.

Contact: Export Counseling Division, (202) 482-4811; fax (202) 482-3617; Export Seminar Staff, (202) 482-6031; fax (202) 482-3322; BXA Western Regional Office, (949) 660-0144; fax (949) 660-9347; BXA Northern California Office, (408) 998-7402; fax (408) 998-7470; Internet home page: <http://www.bxa.doc.gov>

Office of Foreign Assets Control (OFAC)/U.S. Department of the Treasury

OFAC administers and enforces economic and trade sanctions against targeted foreign countries, designated terrorists and international narcotics traffickers, and foreign terrorist organizations based on U.S. foreign policy and national security goals. OFAC publishes an extensive list of "Specially Designated Nationals and Blocked Persons" with whom U.S. persons may not deal. Also available are fact sheets for each of the sanctions programs (*What You Need to Know About the U.S. Embargo*) a booklet called *Foreign Assets Control Regulations for Exporters and Importers*, and a fact sheet entitled *OFAC Sanctions: A Synopsis for Exporters and Importers*. OFAC publications are available through several programs of the U.S. Department of Commerce discussed elsewhere in this brochure, including the Economic Bulletin Board (EBB) and the National Trade Data Bank CD-ROM service. Exporters should contact OFAC's compliance staff to obtain hard copies of OFAC publications or get answers to specific questions about export restrictions.

Contact: Compliance Programs Division, 1-800-540-6322, (202) 622-2490, fax (202) 622-1657; 24 hour fax retrieval service, (202) 622-0077; Internet home page: <http://www.treas.gov/ofac>

Office of Defense Trade Controls/U.S. Department of State

The Office of Defense Trade Controls implements the International Traffic in Arms Regulations (ITAR) and the U.S. Munitions List (USML) regulating the export of U.S. defense articles, services, and related technical data. The Arms Licensing Division receives, evaluates, and adjudicates export license applications for items regulated under the ITAR and USML.

Contact: Arms Licensing Division, (703) 875-6644; fax (703) 875-6647; Internet home page: <http://www.pmdtc.org>



APPENDIX

EXPORT ASSISTANCE CENTER NETWORK

ALABAMA

Birmingham
Suite 700
960 22nd Street
35203
Phone: (205) 731-1331
Fax: (907) 271-0242
E-mail: office.birmingham@mail.doc.gov

ALASKA

Anchorage
550 West 7th Avenue
99501
Phone: (907) 271-6237
Fax: (907) 271-6242
E-mail: alaska.office.box@mail.doc.gov

ARIZONA

Phoenix
Suite 970
2901 North Central Avenue
85012
Phone: (602) 640-2513
Fax: (602) 640-2518
E-mail: phoenix.office.box@mail.doc.gov

Tucson
166 West Alameda
85726
Phone: (520) 670-5540
Fax: (520) 791-5413
E-mail: enielsen@mail.doc.gov

ARKANSAS

Little Rock
Suite 700
425 West Capitol Avenue
72201
Phone: (501) 324-5794
Fax: (501) 324-7380
E-mail: office.littlerock@mail.doc.gov

CALIFORNIA

Long Beach USEAC
Suite 1670
One World Trade Center
90831
Phone: (562) 980-4550
Fax: (562) 980-4561
E-mail: long.beach.office.box@mail.doc.gov

Fresno
Building B
390 West Fir Avenue
93611
Phone: (209) 325-1619
Fax: (209) 325-1647
E-mail: fresno.office.box@mail.doc.gov

Ontario (Inland Empire)
Suite 121
2940 Inland Empire Boulevard
91764
Phone: (909) 466-4134
Fax: (909) 466-4140
E-mail: ontario.office.box@mail.doc.gov

Downtown Los Angeles
Suite 172
350 South Figueroa Street
90071
Phone: (213) 894-8784
Fax: (213) 894-8790
E-mail: los.angeles.downtown.office.box@mail.doc.gov

West Los Angeles
Suite 975
1150 Olympic Boulevard
90064
Phone: (310) 235-7104
Fax: (310) 235-7220
E-mail: los.angeles.office.box@mail.doc.gov

Monterey
c/o Center for Trade & Commercial Diplomacy
Suite 200
411 Pacific Street
93940
Phone: (408) 641-9850
Fax: (408) 641-9849
E-mail: montereyca.office.box@mail.doc.gov

Novato
Suite 402
330 Ignacio Boulevard
94949
Phone: (415) 883-1966
Fax: (415) 883-2711
E-mail: novato.office.box@mail.doc.gov

Oakland
Suite 740
530 Water Street
94607
Phone: (510) 273-7350
Fax: (510) 251-7352
E-mail: oakland.office.box@mail.doc.gov

Orange County
Suite 305
3300 Irvine Avenue
Newport Beach
92660
Phone: (949) 660-1688
Fax: (949) 660-8039
E-mail: newport.beach.office.box@mail.doc.gov

Oxnard
Suite 2090
300 Esplanade Drive
93030
Phone: (805) 981-8150
Fax: (805) 981-8155
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917 7th Street
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Fax: (916) 498-5923
E-mail: sacramento.office.box@mail.doc.gov

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Suite 230
6363 Greenwich Drive
92122
Phone: (619) 557-5395
Fax: (619) 557-6176
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250 Montgomery Street
14th Floor
94104
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Fax: (415) 705-2297
E-mail: sanfrancisco.office.box@mail.doc.gov



San Jose USEAC
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101 Park Center Plaza
95113
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Fax: (408) 271-7307
E-mail: sanjoseca.office.box@mail.doc.gov

Santa Clara
5201 Great America Parkway, #456
95054
Phone: (408) 970-4610
Fax: (408) 970-4618
E-mail: santa.clara.office.box@mail.doc.gov

COLORADO

Denver USEAC
Suite 680
1625 Broadway
80202
Phone: (303) 844-6623
Fax: (303) 844-5651
E-mail: denver.office.box@mail.doc.gov

CONNECTICUT

Middletown
Suite 903
213 Court Street
06457-3346
Phone: (860) 638-6950
Fax: (860) 638-6970
E-mail: office.middletown@mail.doc.gov

DELAWARE

Served by the Philadelphia USEAC

FLORIDA

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33159 (or)
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Phone: (305) 526-7425
Fax: (305) 526-7434
E-mail: office.miami@mail.doc.gov

Clearwater
1130 Cleveland Street
34615
Phone: (813) 461-0011
Fax: (813) 449-2889
E-mail: office.clearwater@mail.doc.gov

Orlando
Suite 1270
200 E. Robinson Street
32801
Phone: (407) 648-6235
Fax: (407) 648-6736
E-mail: office.orlando@mail.doc.gov

Tallahassee
Suite 2001
The Capitol
32399-0001
Phone: (850) 488-6469
Fax: (850) 487-3014
E-mail: office.tallahassee@mail.doc.gov

GEORGIA

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Phone: (404) 657-1900
Fax: (404) 657-1970
E-mail: office.atlantic@mail.doc.gov

Savannah
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6001 Chatham Center Drive
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Fax: (912) 652-4241
E-mail: office.savanah@mail.doc.gov

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IDAHO

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