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ANALYSIS OF UNITED STATES TARIFF-RATE QUOTAS ON EGYPTIAN AGRICULTURAL EXPORTS

Explanatory Note

August 2006

This publication was produced for review by the United States Agency for International Development. It was prepared by Stephen Magiera

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EXPLANATORY NOTE

ASSISTANCE FOR TRADE REFORM

CONTRACT NUMBER: PCE-100-98-00016-00, TASK ORDER 827

NATHAN ASSOCIATS

USAID/EGYPT POLICY AND PRIVATE SECTOR OFFICE

AUGUST 2006

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Summary

The purpose of this exercise was to assist the Central Department for the WTO at Egypt's Ministry of Trade and Industry (CD/WTO) to clarify its negotiating objectives in regards to tariff-rate quotas (TRQs) in the World Trade Organization's Doha Round agriculture negotiations. At the outset of the assignment, our client emphasized that two outcomes were equally important: the findings from the analysis and the CD/WTO staff's ability to produce similar analyses on their own in the future. With these objectives in mind, we developed an analytical method that was intended to be straightforward and easy to replicate. We prepared a step-by-step guide on how to conduct the analysis (attached as **Appendix Three**) that we presented to CD/WTO staff prior to our departure from Egypt.

We present the full results of our analysis in the SUMMARY worksheet of the Microsoft Excel file that accompanies this Note (*TRQ Analysis.xls*). The analysis yielded the following key findings:

- *Egypt's key agricultural exports are affected by only a few U.S. TRQs.* Our analysis focused on 57 product groups (defined at the HS6 level) that account for the vast majority of Egypt's agricultural exports. **Appendix One** lists these product groups. Only eight of these product groups are affected by U.S. TRQs:
 - Cotton (520100)
 - Peanuts (120210)
 - Confectionary products (170490)
 - Margarine (151790)
 - Cheese (040690)
 - Milk (040120)
 - Food Preparations Not Elsewhere Specified (210690)
 - Extracts (210120)
- *Long-staple cotton is the most important Egyptian agricultural export to the United States that is affected by U.S. TRQs.* Long-staple cotton is Egypt's most important agricultural export to the United States. It accounted for 38.1% of all Egyptian agricultural exports to the United States in 2002, and 98.7% of the value of exports affected by TRQs. Other Egyptian exports affected by U.S. TRQs include cheese, butter, and dried milk, but exports to the U.S. of these goods are dwarfed by cotton exports.

- *U.S. TRQs for long-staple cotton are chronically underfilled.* Egypt is a leading exporter of long-staple cotton to the United States, but the U.S. does not come close to filling its quotas for long-staple cotton. Underfill of the quota is due to one of two constraints (or some combination of them): either the in-quota tariff rates restrict demand for imports or the quotas' administration methods are so complex that they act as non-tariff barriers. One must examine the in-quota tariffs and quota administration methods, as well as the U.S. market conditions for long-staple cotton, in greater detail in order to positively identify the cause of the underfill.
- *Egypt's negotiating priorities in regards to U.S. should vary by quota.* For Egypt to expand exports to U.S. under each quota, Egypt needs the U.S to relax each quota's "binding instrument." The "binding instrument" is the policy measure that determines the domestic price and volume of imports. When quotas are underfilled, the binding instrument is either the in-quota tariff rate or the quota administration method; when quotas fill and no out-of-quota imports occur, the binding instrument is the volume of the quota; and when quotas fill and out-of-quota imports occur, the binding instrument is the out-of-quota tariff. The binding instrument varies from quota to quota.

We emphasize that Egyptian agricultural exports under U.S. TRQs are currently dominated by a single product – long-staple cotton – that is covered by two chronically underfilled TRQs. Before the CD/WTO makes other, non-cotton TRQs a negotiating priority, it may first wish to investigate why Egyptian exports under non-cotton TRQs are currently minimal or nil. Factors besides TRQs may constrain Egypt's production of these products and/or foreign demand for them.

Analytical Framework and Methodology

When negotiating TRQs, the essential question Egypt ought to consider is: *which policy options will maximize Egypt's welfare?* The proper execution of such an analysis is a complex task. It requires construction of a model that defines various liberalization scenarios, then models effects on world prices under the different scenarios. Such a model would show changes in Egypt's exports *vis-à-vis* other exporters. This type of analysis requires specialized analytical skills, massive amounts of data, and large investments of time.¹

The exercise performed here answer a narrower question: “which policy options are likely to increase a country's imports from Egypt?” We assume *a priori* that increased exports are the preferred outcome.

We do not consider price elasticities of supply and demand, for Egypt or for other exporters and importers. In addition, we do not factor into our analysis the role of bilateral or other preferential TRQs – our focus is on multilateral TRQs only. These assumptions and omissions are limiting but useful: they permit a simplified analysis that yields important lessons, yet is feasible despite time, data and other constraints.

We examined 57 commodities (identified at the six digit level) that account for the vast majority of Egypt's agricultural exports. We call these products Egypt's “key agricultural exports” (see **Appendix One** for the list of commodities).

FINDING THE BINDING INSTRUMENT

Our central analytical task was to identify the *binding instrument* for each U.S. TRQ that targets a key agricultural export of Egypt. The binding instrument is the policy measure that determines the domestic price and the volume of imports.² We suggest that, in order to increase exports,

¹ One example of such an analysis is OECD, *Tariff-Rate Quotas and Tariffs in OECD Agricultural Markets: a Forward-looking Analysis*. 2002.

² This definition and the scenarios that follows are based on OECD, *Alternative Liberalisation Scenarios and Their Impacts on Quota Rents and Tariff Revenues in Selected OECD Agricultural Markets*, 19 November 2002, 8-10. COM/AGR/TD/WP(2002)23/FINAL.

Egypt's negotiating priority should be *to relax the binding instrument for each TRQ*. The binding instrument varies in each of three possible scenarios:

- *Scenario 1: Imports are less than the quota volume (i.e. the quota is "underfilled").* In this case, the binding instrument is the **in-quota tariff rate**. Alternatively, the binding instrument could be **complex or opaque quota administration methods** that act as non-tariff barriers.
- *Scenario 2: Imports equal, but do not exceed the quota volume (i.e., the quota is "filled" and there are no additional imports).* In this case, imports are competitive on the domestic market at the in-quota tariff rate, but not at the out-of-quota rate. The **quota volume** is the binding instrument.
- *Scenario 3: Imports exceed the quota volume.* In this case, the quota is filled, yet imports continue to enter at the out-of-quota tariff rate. Demand is sufficiently high that imports occur even after the addition of the out-of-quota tariff. The out-of-quota tariff rate conditions domestic demand: if it were lowered and all other conditions were held equal, domestic demand for the product would increase. In this case, the **out-of-quota tariff rate** is the binding instrument.

METHODOLOGY

We completed our analysis using 2002 United States trade data. We also examined 2003 and 2004 data, but used 2002 data for the primary analytical tasks.³ For each of Egypt's key agricultural exports, we completed the following steps:

1. *Identify all U.S. TRQs that affect key agricultural exports.* Our source was a May 2005 report and accompanying spreadsheet prepared by the WTO Secretariat (JOB(05)/74). This document lists every TRQ notified by every WTO Member. Each TRQ is assigned a "TRQID" that corresponds to the ID number for that TRQ in each Member's WTO Consolidated Tariff Schedule (CTS) file.

In the United States' case, some quotas are actually aggregates of other quotas. For example, TRQ 48 covers HS codes for cotton products that are also contained in TRQs 49-54. We define such aggregate quotas as "Quota Groups." All but one of the TRQs that affects key Egyptian agricultural exports falls within a Quota Group. We noted the Quota IDs and Quota Groups for every TRQ that affects a key Egyptian agricultural export.

2. *Calculate in-quota and out-of-quota imports for each quota.* This step required us to compile U.S. trade data for each quota by searching for and grouping together the trade data for the eight-digit HS codes covered by each quota. A single quota often covers a number of HS

³ We used 2002 data for our analysis because this is the latest year for which the United States has submitted (nearly) complete quota fill rate information to the WTO. By comparing our calculated fill rates (see below) to fill rates reported by the United States, we were able to make a valuable check on the accuracy of our calculations.

codes: for example, the table below shows the HS Codes for US TRQ 14 (butter).⁴ Note that TRQ 14 falls within a Quota Group, US TRQ 15, which also covers a number of other dairy products.

HS Codes in US TRQ 14

HS Codes – In quota	HS Codes – Out-of-Quota
04052020	04052030
04059010	04059020
21069024	21069026
21069034	21069036

One can use Microsoft Excel to sort the trade data and calculate in-quota and out-of-quota imports, but a database program such as SAS allows for quicker calculation. We used SAS to sort the data. Once the data was sorted, we calculated the following for each quota:

- a. **Fill rate.** The fill rate equals in-quota imports divided by the total quota volume. To verify that our calculations were correct, we compared our calculated fill rates to fill rates reported to the WTO by the United States.⁵
 - b. **Global Out/In Ratio.** The Global Out/In Ratio is the quantity of global out-of-quota imports divided by global in-quota imports, expressed as a percentage. For example, a quota with an out-in ratio of 15% has out-of-quota imports equal to 15% of in-quota imports.
3. *Determine the binding instrument for each TRQ.* We identified the binding instruments for each quota by using the following rules of thumb:

Binding Instrument “Rules of Thumb”

Binding Instrument	Criteria
In-Quota Tariff <i>and/or</i> Quota Administration Method	Fill Rate less than 85%
Quota volume	Fill Rate \geq 85% and Global Out/In Ratio \leq 15%
Out-of-quota tariff	Fill Rate \geq 85% and Global Out/In Ratio $>$ 15%

Strictly interpreted, the quota volume is the binding instrument only when the quota is fully filled and there no out-of-quota imports. We relax this definition slightly: we say that the quota volume is the binding instrument when the quota is *mostly* filled (more than 85%), and when out-of-quota exports are *relatively small compared to in-quota imports* (15% or less of in-quota imports). In

⁴ Note that the United States’ tariff schedule lists separate HS codes for out-of-quota imports, which makes it simple to calculate out-of-quota vs. in-quota imports. Most other countries use the same HS codes for in and out-of-quota imports.

⁵ The WTO prepared a spreadsheet that lists Fill Rates and Quota Administration methods for Members’ TRQs. It is document TN/AG/S/22, June 2006.

other words, we count quotas that are “virtually filled” as filled, and those where out-of-quota imports are not significant compared to in-quota imports as being bound by the quota volumes.

4. *Determine the “negotiating priority” for each quota.* We define the “negotiating priority” as the objective Egypt should pursue in order to expand trade under each quota. The negotiating We define the following options for Egypt’s negotiating priorities vis-à-vis U.S. TRQs:
 - a. *Expand the quota’s volume.* We recommend that Egypt focus on expanding a quota’s volume when the quota volume is the binding instrument.
 - b. *Reduce in-quota tariffs AND/OR demand clearer administration methods.* When quotas are underfilled, we recommend that Egypt focus on reductions in in-quota tariffs and/or greater transparency in quota administration methods. It is impossible to know which of these two possible barriers is the primary one – or whether some combination of both is at play - without deeper investigation of each case.
 - c. *Reduce out-of-quota tariffs:* Egypt should focus on reducing out-of-quota tariffs when quotas are filled, yet out-of-quota imports are large in comparison to in-quota imports. In such circumstances, imports from Egypt are likely to increase the most from reductions in out-of-quota tariff rates. This recommendation assumes that one is not comparing enormous quota expansions with modest out-of-quota tariff cuts.
 - d. *Reduce out-of-quota tariffs AND/OR expand the quota’s volume.* When quotas are filled and out-of-quota imports are important, but not overwhelming compared to in-quota imports, the most effective way to increase Egyptian exports is not clear without further investigation. Some mix of quota expansion *and* reduction of out-of-quota tariffs might maximal reduce of tariffs paid by Egypt, and therefore maximize Egyptian exports - or one or the other option may do so. One must examine defined liberalization scenarios to answer this question with precision.

Findings

The findings from our analysis are presented in the SUMMARY worksheet of the *TRQ Analysis* Excel file that accompanies this report. **Appendix Two** to this Note is a legend that describes each item that appears in the SUMMARY worksheet.

In the table below, we present a greatly abridged version of the table in Appendix Three. This abridged table presents information on the TRQs under which the United States *actually imported* Egyptian key agricultural exports in 2002.⁶ The paragraphs below the table discuss the findings in more detail.

Tariff Quotas on Egypt's Key Agricultural Exports to the United States, 2002

Quota ID	Description (Abridged)	In-Quota Imports from Egypt (US\$)	Out-of-Quota Imports from Egypt (US\$)	WTO Reported Fill (%)	Global Out/In Ratio (%)	Binding Instrument	Negotiating Priority
USAQ016	Cheeses and substitutes for cheese	26,125	93,419	99	3	Quota volume	Quota volume
USAQ022	Swiss or Emmentaler cheese other than with eye formation, Gruyere-process cheese	68,585	2,160	86	1	Quota volume	Quota volume
USAQ051	Cotton, staple length of 28.575 mm (1-1/8 inches) or more but under 34.925 mm (1-3/8 inches)	4,951,551	0	7	0	In-Quota Tariff and/or Admin Method	In-Quota Tariff and/or Admin Method
USAQ052	Cotton, staple length of 34.925 mm (1-3/8 inches) or more	13,602,844	0	13	0	In-Quota Tariff	In-Quota Tariff

⁶ The United States did not import any key Egyptian agricultural exports under any TRQs except those listed here in 2002, 2003 and 2004.

						and/or Admin Method	and/or Admin Method
USAQ014	Butter substitutes	0	56,169	100	12	Quota volume	Quota volume
USAQ006	Dried milk	0	3,430	98	24	Out-of- Quota Tariff	Out-of- quota Tariff and/or Quota
USAQ008	Dried milk and dried cream	0	2,800	96	29	Out-of- Quota Tariff	Out-of- quota Tariff and/or Quota

Source: WTO (Quota IDs and reported fill rates); U.S trade data (raw trade values and quantities); and author (out-of-quota exports, out/in ratio, and negotiating priorities)

Long-Staple Cotton: Underfilled Quotas

As the table above shows, Egypt's most important agricultural export affected by TRQs is long-staple cotton. US imports of cotton under TRQs 51 and 52 accounted for 99% of the value of key Egyptian agricultural exports covered by TRQs. Quotas 51 and 52 were underfilled in 2002 (and indeed in prior years and in 2003, as well). Because these quotas are underfilled, the binding instrument on both quotas is the in-quota tariff rate *and/or* the methods by which the quotas are administered. One must investigate each quota in greater detail to determine whether the tariff rate or the administration method is the greatest constraint. However, it is worth noting that the Ad-valorem equivalents for the specific tariffs that apply to the long-staple cotton quotas are quite low (1.49% for HS Code 52010034, which is sole product covered by Quota 51, and 0.66% for HS Code 52010060, which is the sole product covered by Quota 52).⁷ Thus, one might hypothesize that the administration method is the primary barrier to additional trade.

Butter and Cheese: Quotas volumes are the binding instrument

The cheese quotas under which the United States imports from Egypt – and the butter quota associated with out-of-quota imports from Egypt – were all filled in 2002. Global out-of-quota trade was very small for these quotas in comparison to in-quota trade. Thus, Egypt should focus on expansion of quota volumes for these products.

⁷ United States AVE submissions, as posted on the WTO Members' website.

Dried Milk: Out-of-quota tariffs are binding, but the negotiating priority is not clear

The United States' quotas on dried milk filled in 2002. Out-of-quota imports were equal to 29% of in-quota imports – an important amount, but not so much that one can say without further investigation whether expanded quota volumes, out-of-quota tariff cuts, or some combination of the two will maximize Egyptian exports.

See the SUMMARY sheet in the *TRQ Analysis* Excel file for data and recommended negotiating priorities for all other U.S. TRQs that affect key Egyptian agricultural products.

Next Steps

1. *Replication of this analysis for other countries.* The CD/WTO can replicate this analysis for any country, provided that the CD/WTO has trade data disaggregated at the level used in the country's TRQ schedule. For example, in the United States, the tariff lines covered by each TRQ are enumerated at the HS-8 level, while in India, they are enumerated at HS-6, and in Korea, at HS-10.

In most countries, out-of-quota tariffs do not have separate HS numbers from in-quota tariffs. The simple solution for this problem is to follow the following steps for each quota:

- a. Find total imports for each tariff line covered by the quota.
- b. Find the quota volume for each quota (listed in the country's WTO CTS database file).
- c. Subtract quota volume from total imports. The difference will be out-of-quota trade (or in the case of underfill, the gap between in-quota trade and the quota volume).

This analytical method is complicated by some countries' use of preferential quotas. For the somewhat rough analytical purposes of this exercise, one may ignore the existence of the preferential quotas, but one will not know the extent of out-of-quota trade that is entering on an MFN or preferential basis.

The most important barrier to replication of this analysis for other countries is the limited availability of sufficiently disaggregated trade data. The EU makes disaggregated trade data available via the Eurostat website. Egypt may be able to find this data for other countries via the WTO Integrated Database or via TradeMap.

2. *Welfare analysis of specific liberalization scenarios.* The CD/WTO may wish to commission a study of the likely impact of various TRQ liberalization options on Egypt. As discussed in the previous section, such an analysis requires significant investments of time and deep analytical expertise, and thus may be costly.
3. *Other "back of the envelope" analyses.* In light of data limitations which may limit replication of this analysis and the costliness of a welfare analysis, the CD/WTO may wish to conduct less complicated, "back of the envelope" analyses. A few examples are suggested below:
 - *Fill Rate Review.* Fill rates for all WTO Members' TRQs are listed in the Secretariat's JOB(05)/74 report. A simple review of these fill rates will quickly yield valuable information: for example, a single glance at the sheet would show whether quotas Egypt cares about in a given market are chronically underfilled or always nearly filled.

- *Prioritized, product-by-product analyses.* Rather than try to tackle all quotas for all countries, the CD/WTO might choose to examine a few TRQs maintained by a few key trading partners. For example, if Egypt were interested in examining long-staple cotton quotas, it might select for analysis the top five long-staple cotton importers in the world. For each partner, one could compare total long-staple cotton imports to the volumes provided for in the partners' quotas. One will be able to quickly get a sense in each country of whether imports greatly exceed quota volumes or seem to be limited by them.

The conclusions one reaches through these methods may yield valuable information without great investments of time. However, results from such "quick and dirty" analyses should be interpreted and used with appropriate caution.

Appendix One: Egypt's "Key Agricultural Exports"

The products in this list are Egypt's most important agricultural exports. We identified all U.S. TRQs that applied to these products.

COTTON	520100
RICE	100630
VEGETABLES	
Potatoes	070190
Onions	070310
Dried Veg	071220
Frozen Veg	071080
Dried Veg	071333
Fresh Veg Nes	070990
Fresh Legumes	070820
Cassava/Tubers	071420
Tomatoes	070200
FRUITS	
Citrus Fruits	080510
Grapes	080610
Fruits Other	081010
Fruits/Nuts Proc	081110
Dates, Figs	080410
Melons, Papaya	080711
FLAX	530110

OILSEEDS	
Medicine Plants	121190
Peanuts	120210
Seeds	120922
Sunflower Seeds	120600
Locust beans	121299
Oilseeds Other	120740
LIVE ANIMALS	
Animals Nes	010600/1
Live Poultry	010511
LIVE PLANTS	060220
SUGAR/MOLASSES	
Molasses	170310
Sugar	170111
Confectionary	170490
PROCESSED FRUITS/VEG	
Fruit Juice	200980
Veg Nes	200520
Prep Fruit/Veg	200190
Prep Veg Nes	200410
Jams	200799
ANIMAL/VEGETABLE OILS	
Animal/Veg Fat	151620
Other Veg Oils	151590
Soybean Oil	150790
Olive Oil	150910
Margarine	151790
Sunflower Seeds	151211
DAIRY, EGGS, HONEY	
Cheese	040690

Eggs	040700
Milk	040120
Honey	040900
Concentrated Milk	040210
TEA, SPICES	
Tea	090240
Seeds Anise, etc	090950
ESSENTIAL OILS	
330129	
WHEAT FLOUR	
110100	
PREPARED FOODS	
Soups	210410
Food Preps. Nes	210690
Extracts	210120
PREPARED LIQUIDS	
Sweetened Bev	220210
Ethyl Alcohol	220720
Water	220110
BREAD	
190530/1	

Appendix Two: Legend for Columns in SUMMARY Table of *TRQ Analysis.xls*

Name	Definition	Source
Quota Group	Aggregate quota under which the quota falls (if the quota is contained within a larger quota)	CTS Database, TQ1 Table
Quota ID	Tariff quota identifier	CTS Database, TQ1 Table
Description	Description of products covered by the quota	CTS Database, TQ1 Table
Egypt In Quota Value (\$)	Value, in US\$, of U.S. imports from Egypt within the quota in 2002	U.S. Department of Commerce (DOC), sorted by author
Egypt Over Quota Value (\$)	Value, in US\$ of U.S. out-of-quota imports from Egypt of products covered by the quota (2002)	U.S. Department of Commerce (DOC), sorted by author
Egypt In Quota Quantity (kg)	Quantity, in kilograms, of U.S. in-quota imports from Egypt of products covered by the quota (2002)	U.S. Department of Commerce (DOC), sorted by author
World In Quota Quantity (kg)	Quantity, in kilograms, of U.S. in-quota imports from all countries of products covered by the quota (2002)	U.S. Department of Commerce (DOC), sorted by author

Egypt Over Quota Quantity (kg)	Quantity, in kilograms, of U.S. out-of-quota imports from Egypt of products covered by the quota (2002)	U.S. Department of Commerce (DOC), sorted by author
World Over Quota Quantity (kg)	Quantity, in kilograms, of U.S. out-of-quota imports from the world of all products covered by the quota (2002)	U.S. Department of Commerce (DOC), sorted by author
Global Bound Quantity	The "Quota volume" - the total quantity of goods covered by the quota that are permitted to enter the U.S. at the in-quota rate per annum	CTS Database, TQ1 Table
Global Bound Unit	Unit of measure for the Global Bound Quantity	CTS Database, TQ1 Table
Calculated Global Fill Rate (%)	World In-Quota Quantity/Global Bound Quantity	Author's calculation
WTO Reported Fill (%)	2002 Fill Rates for each quota, reported by the United States	TN/AG/S/22
Global Out/In Ratio (%)	World Out-of-Quota Quantity/World In-Quota Quantity	Author's calculation
Allocated Quota?	Indicates whether the quota is allocated among specifically-named countries	CTS Database, TQ3 Table
Egypt Specific Allocation	Indicates whether portions of the quota are specifically allocated to Egypt.	CTS Database, TQ3 Table
Any Country Allocation	Indicates whether portions of the quota are allocated to "any country."	CTS Database, TQ3 Table
Other Country Allocation	Indicates whether portions of the quota are allocated to "other countries."	CTS Database, TQ3 Table
Binding Instrument	The policy measure that determines the domestic price and imports of goods covered by the quota (see Explanatory Note for further details)	Author

Negotiating Priority	The author's recommendation of the policy measures that Egypt should seek to liberalize (see Explanatory Note for further details)	Author
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Appendix Three: Step-by-Step Guide to TRQ Analysis

Note: readers may wish to refer to the TRQ Analysis Excel file when reading this guide. All steps described below are modeled in the TRQ Analysis file.

1. **Create a new file in Excel.** This will be the master document for your analysis. You can give it any title you like. We call it *TRQ Analysis.xls*.
2. **Collect the data you will need for the analysis.** Download to your computer the following documents:
 - **“Key Products” list.** Appendix One contains a list of 57 agricultural products at the HS6 level. These products account for the vast majority of Egypt’s agricultural exports.
 - **JOB(05)/74 (list of all TRQs reported by WTO Members as of May 2005).** You must use the “documents online” portal on the WTO Members-only website (<http://members.wto.org>) to access this document. Download Part 3, which is an Excel file.
 - **TN/AG/S/22.** This document lists administration methods and fill rates for each WTO Member’s TRQs. The document is available on the WTO Public site. Download Part 2, which is an Excel file.
 - The Microsoft Access file in the WTO Consolidated Tariff Schedules (CTS) database for the country you are investigating. CTS country files are available on the WTO Members-only site. They are also available on a CD that the CD/WTO owns. There are two folders for each country. For example, for the USA, the two folders are “CTSUSA200m7.zip” and “CTSUSA200t7.zip.” Open the folder that ends in “m7.zip.” You will find a Microsoft Access database in the folder. Its name will be “USA00Rev7_ToExport.mdb” (for USA), “ECRev7_ToExport.mdb” (for the EU), etc. Copy that file to your computer.
 - **Detailed trade data for the country you are investigating.** You will need trade data for the country you are investigating. The data should include the following:
 - Coverage for at least one year. You could also compare data over several years in order to observe trends or exceptional changes in the data from year-to-year.

- Data on both the *value* of trade and the *quantities* of trade. Be sure to note the *units* in which the trade is listed – is it actual dollars or thousands of dollars? Kilograms or metric tons? In the U.S. case, note that two quantities are often provided for each HS line. Quantity 1 is the unit of measure used for the purposes of U.S. trade statistics, while Quantity 2 is listed in whatever measure is used for reporting to international institutions. It appears that Quantity 2 is only provided when Quantity 1 is different from the international standard.

Important Note 1: *The data must be disaggregated at the level of detail at which the country specifies tariff lines under each TRQ.* For example, the United States lists the tariff lines under each TRQ at the eight-digit level. Thus, to do the analysis of in and out-of-quota trade, you need the U.S. data at the eight digit level. If you do not have trade data at the level of detail at which the country specifies tariff lines under its TRQs, you cannot determine out-of-quota imports, and you thus cannot compare out-of-quota imports to in-quota imports.

Important Note 2: Special note on U.S. data: detailed U.S. trade data is available from the U.S. International Trade Commission (USITC) at the following website: <http://dataweb.usitc.gov>. You must register for a password, but registration is free and anyone may request a password. You can download all the data trade you need in a single text (.txt) file that you may open in an Excel spreadsheet. However, sorting this data by quota is an extremely tedious process in Microsoft Excel. The data may be sorted far more easily in the database management program SAS. [Note: We provided the sorted data to the CD/WTO during our consultancy.]

3. Place the data for the analysis in the master file (“TRQ Analysis.xls”).

- Copy and paste the Key Products.
 - In the master file, create a blank worksheet and name it *Key products*. Copy the list of key products and paste it into the left-hand column of this worksheet.
- Copy and paste data on all TRQs from JOB(05)/74.
 - In the master file, create a blank worksheet and title it *AllUSATRQs*.
 - Open **JOB(05)/74.xls**, then select and copy the first row, which contains the column headings. Paste this row into the *AllUSATRQs* worksheet in the master file.
 - Next, select and copy all the rows that contain United States TRQs. Paste them into the same worksheet in the master file where you pasted the column headings.
- Copy and paste data on administration and fill methods from TN/AG/S/22.xls.
 - In the master file, create a blank worksheet and title it *AllUSAdmin&Fill*.
 - Open **TN/AG/S/22**, then select and copy the first two rows, which contain the column headings. Paste these two rows into the *AllUSAdmin&Fill* worksheet in the master file.

- Select and copy all the rows that list U.S. administration methods and fill rates. Paste these rows below the column headings in *AllUSAdmin&Fill*.
- Import information on quantities and allocations from the country’s CTS database.
- Create a new blank worksheet in the master file. Name it *Quantities*. Now go to “Data” at the top of the screen. In the dropdown menu, scroll over “Import External Data.” A second dropdown menu will appear. Click on “Import Data.”
- A new window will appear. It is entitled “Select Data Source.” Look at the box in the bottom of the window entitled “Files of type.” Select any one of the following three: “All files,” “All data sources,” or “Access databases.”
- Find the CTS Access database that you downloaded under Step 2 and select it.
- A new window will appear that says “Select Table.” Choose “TQ1_Quantities.” A new window entitled “Import Data” will appear. Make sure that the “Existing Worksheet” dial is selected, click on the cell in the upper left-hand corner of the worksheet (A1), then click “OK.”
- Open a new worksheet and entitle it *TRQAllocation*. Follow the actions as in step (iv) above, but select table “TQ3_OTC_Allocation.”
 - Once you have imported the data into *TRQAllocation*, Use the AutoFilter function to create “Any Country” and “Other Country” subgroups below the master list of allocations. To use AutoFilter, highlight column H (the column that lists the countries to which quotas are allocated), then go to the “Data” dropdown menu and choose “Filter/AutoFilter.” Now use the Autofilter arrow at the top of column H to select “Any Country.” The list will now be filtered to show only those allocations for “Any Country.” Copy and paste these rows below the master list of allocations. Repeat the same process for “Other Countries or areas.”
 - Now, assign a name to each of these two subgroups. For example, for the *Any Country* subgroup, highlight columns C through L,⁸ go to the “Insert” dropdown menu, choose “Name/Define,” type in the name “Any Country Allocate,” and select “OK.” Repeat this step for the *Other Countries or areas* rows.
 - Click “Data/Filter/Show All” once you have finished creating the subgroups.

4. Find all the TRQs that apply to the Key Products.

- If possible, print the list of key products on the *Key Products* worksheet. This is not essential but will make the next task below go faster.

⁸ Note that if you include columns A or B in the named group, the VLOOKUP function (which you will use later in the exercise) does not work correctly.

- Go to the *AllUSATRQs* worksheet. Highlight Column D (the “TQ_TL” column). Go to the “Edit” dropdown menu and select “Find.” A pop-up window will appear. In the “Find what” bar, type the first six-digit code from the key products list. Choose “Find all.” A list will appear that shows each occurrence of the six-digit code in the spreadsheet. The “cell” column indicates the cells where the code appears (“C3,” “B4,” etc.). Look at the number in each entry – this tells you the rows where the six-digit code appears in the table.⁹ Copy each row that contains the six-digit code, then paste it into the *Key Products* worksheet, starting in Column Three of that sheet. See the image below for an example:

The screenshot shows a Microsoft Excel spreadsheet titled "USA TRQ Analysis Final.xls". The spreadsheet is divided into sections for different product categories. The visible rows are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
58	PROCESSED FRUIT/VEG											
59	Fruit Juice	200980										
60	Veg Nes	200520										
61	Prep Fruit/Veg	200190										
62	Prep Veg Nes	200410										
63	Jams	200799										
64	ANIMAL/VEGETABLE OIL S											
65	Animal/Veg Fat	151620										
66	Other Veg Oils	151590										
67	Soybean Oil	150790										
68	Olive Oil	150910										
69	Margarine	151790										
70			USAQ010	Dairy products	15179050			\$0.11 per		2000	15179060	
71			USAQ011	Processed	15179050			\$0.11 per		2000	15179050	
72	Sunflower Seeds	151211										
73	DAIRY, EGGS, HONEY											
74	Cheese	040690										
75			USAQ015	Cheese	04069008			12		2000	04069008	
76			USAQ015	Cheese	04069016			15		2000	04069016	
77			USAQ015	Cheese	04069031			25		2000	04069031	
78			USAQ015	Cheese	04069036			19		2000	04069036	
79			USAQ015	Cheese	04069041			15		2000	04069041	
80			USAQ015	Cheese	04069052			20		2000	04069052	
81			USAQ015	Cheese	04069066			7.5		2000	04069066	
82			USAQ015	Cheese	04069072			10		2000	04069072	
83			USAQ015	Cheese	04069076			10		2000	04069076	
84			USAQ015	Cheese	04069082			10		2000	04069082	
85			USAQ015	Cheese	04069086			10		2000	04069086	
86			USAQ015	Cheese	04069090			10		2000	04069090	
87			USAQ015	Cheese	04069093			10		2000	04069093	

- Repeat the previous step for all the codes on the key products list.

5. Make a list of all the quotas that affect key products.

⁹ Note that the code usually appears two times in a single row (e.g. in cells D289 and J289). This is because the code appears in the “TQ_TL” (Tariff Quota Tariff Line) and “” (Concession Tariff Line) columns.

- Create a new worksheet and entitle it *QuotaGroups*. In this worksheet, list all the **QUOTA IDs** that appear in the key products sheet (“USAQ014,” “USAQ006,” etc.).
- Now look carefully at the *Quantities* worksheet. Look at the column entitled “OTC” (this is an abbreviation for “Other Terms and Conditions”). Create a column to the right of this column entitled “Aggregate Quota?” Here, you will mark an “A” next to every quota that is an aggregate of other quotas. Such quotas are clearly identified in the OTC column. See the example below:

	L	M	N	O	Q	R
1	Implementation To	Present INR Text	OTC	AggregateQuota?		
2	2000		See TQ3			
3	2000		See TQ3; See USAQ003			
4	2000		Aggregate for USAQ002 and USAQ045	A		
5	2000		See USAQ005			
6	2000		Aggregate for USAQ004, USAQ009, USAQ014	A		
7	2000		See USAQ007			
8	2000		Aggregate for USAQ006, USAQ008, and USAQ046	A		
9	2000		See USAQ007			
10	2000		See USAQ005			
11	2000		See TQ3; See USAQ011			
12	2000		Aggregate for USAQ035, and USAQ036	A		
13	2000		See TQ3; See USAQ011			
14	2000		See USAQ007			
15	2000		See USAQ005			
16	2000		Aggregate for USAQ016, USAQ017, USAQ018, USAQ019, USAQ020, USAQ021, A	A		
17	2000		See TQ3; See USAQ015			
18	2000		See TQ3; See USAQ015			
19	2000		See TQ3; See USAQ015			
20	2000		See TQ3; See USAQ015			
21	2000		See TQ3; See USAQ015			
22	2000		See TQ3; See USAQ015			
23	2000		See TQ3; See USAQ015			
24	2000		See TQ3; See USAQ015			
25	2000		See TQ3			
26	2000					
27	2000		See TQ3; Entered from April 1 to March 31, effective April 1, 1995. Entered in any 12-month period from April 1 in any year to t			
28	2000		See TQ3; Entered from April 1 to March 31, effective April 1, 1995. Entered in any 12-month period from April 1 in any year to t			
29	2000		Effective from October 1 in any year to the following September 30, inclusive.			
30	2000		Effective from October 1 in any year to the following September 30, inclusive.			

- Click on the letter at the top of the “Aggregate Quota” column in order to select the entire column. Now go to the “Data” dropdown menu, select “Filter” and then “AutoFilter.” An arrow will now appear at the top of the Aggregate Quota column. Filter for all columns marked “A.” Now, you will see a list of the quotas that group together other quotas. For future reference, copy into the *Quota Groups* sheet the ID of each aggregate quota and the OTC cell that names all the quotas that are aggregated within that quota. For example, you would copy:

USAQ048	Aggregate for USAQ049, USAQ050, USAQ051, USAQ052, USAQ053, USAQ054
---------	--

And so forth.

6. **Make a list of all the IN QUOTA tariff lines covered by the TRQs that affect key products.**

- Label the columns in the *Quota Groups* worksheet as follows:

Aggregate Quota	TRQID	IN/OV	HS
-----------------	-------	-------	----

- Now, Find the first quota listed on the “Quota Groups” worksheet that is *not* an aggregate quota. Return to the “AllUSTRQs” sheet. For that quota, list in the “Quota Groups” worksheet all the in-quota lines (listed in the “TQ_TL” column). Then, look at your reference list of aggregate quotas, and see if the quota is covered by an aggregate quota – for example, the TRQ identified as USAQ030 falls under USAQ031. List the tariff lines as follows:

Aggregate Quota	TRQID	IN/OV	HS
GROUP 31	USAQ030	IN	17019154
GROUP 31	USAQ030	IN	17049074
GROUP 31	USAQ030	IN	18062075
GROUP 31	USAQ030	IN	18062095
GROUP 31	USAQ030	IN	18069055
GROUP 31	USAQ030	IN	19019056
GROUP 31	USAQ030	IN	21011254
GROUP 31	USAQ030	IN	21012054
GROUP 31	USAQ030	IN	21069078
GROUP 31	USAQ030	IN	21069095

- The **HS** column lists each HS code in the quota.
- **In/Ov** indicates whether the HS line is in-quota or over-quota.
- **TRQID** tells the name of the quota.
- **Aggregate Quota** tells the name of the aggregate quota, if any, under which the quota falls. To avoid confusion, you might name the aggregate quotas “Groups” (for example, you might call TRQ031, which is an aggregate quota, “Group 31”). *Note that some quotas do not fall within larger, aggregate quotas, so the “Aggregate quota” column will be blank for all HS lines in the non-aggregated quotas.*
- Complete the steps above for all the quotas listed on the “quota groups” page, so that you have a list that looks like this:

	A	B	C	D	E	F	G
169	Aggregate Quota	TRQ ID	IN/OUT	HS			
170	GROUP 5	USA0004	IN	04013050			
171	GROUP 5	USA0004	IN	04039074			
172	GROUP 5	USA0004	IN	04051010			
173	GROUP 7	USA0006	IN	04021010			
174	GROUP 7	USA0006	IN	04022105			
175	GROUP 7	USA0008	IN	04022130			
176	GROUP 7	USA0008	IN	04039051			
177	GROUP 5	USA0009	IN	04022175			
178	GROUP 5	USA0009	IN	04039061			
179		USA0010	IN	04022910			
180		USA0010	IN	04029970			
181		USA0010	IN	04031010			
182		USA0010	IN	04039090			
183		USA0010	IN	04041011			
184		USA0010	IN	04049030			
185		USA0010	IN	04052060			
186		USA0010	IN	15179050			
187		USA0010	IN	17049054			
188		USA0010	IN	18062081			
189		USA0010	IN	18062081			
190		USA0010	IN	18063260			
191		USA0010	IN	18063260			
192		USA0010	IN	18069005			
193		USA0010	IN	18069005			
194		USA0010	IN	19011035			
195		USA0010	IN	19011080			
196		USA0010	IN	19012005			
197		USA0010	IN	19012045			
198		USA0010	IN	19019042			
199		USA0010	IN	19019046			

7. Make a list of all the OVER QUOTA tariff lines associated with the TRQs that affect key products.

- Each HS line covered by the TRQs has an associated over quota tariff line. *For quotas that are not aggregate quotas, the column “TL” lists the over quota HS line associated*

with each Quota and each In-quota HS Line.¹⁰ For example, the column TL lists the over quota HS code for this product...

	TQ_TL							TL	
USAQ016	Cheeses and substitutes for cheese (except (i) cheese not containing cow's milk; (ii) soft ripened cow's milk cheese; (iii) cheese (except cottage cheese) containing 0.5 percent or less by weight of butterfat; and, (iv) articles within the scope of other	04069095		----- Described in additional U.S. note 16 to this chapter and entered pursuant to its provisions.	10		2000	04069097	

... but NOT for the same product when listed for TRQ015, which is the aggregate quota that contains USAQ016:

	TQ_TL							TL	
USAQ015	Cheese	04069095		----- Described in additional U.S. note 16 to this chapter and	10		2000	04069095	

¹⁰ Note that this is true for the U.S., but not for all countries. For example, many countries use the same HS code to record in-quota *and* over-quota trade. You must consult the tariff schedules and Uruguay Round commitments of each country to see how they structure in-quota tariffs vs. over-quota tariffs.

				entered pursuant to its provisions.				
--	--	--	--	-------------------------------------	--	--	--	--

- Now, follow the steps listed in Step 6 above, but for OVER QUOTA tariffs. You can list these quotas directly under the in-quota tariffs, as follows:

GROUP 5	USAQ004	OV	04013075
GROUP 5	USAQ004	OV	04039078
GROUP 5	USAQ004	OV	04051020
GROUP 7	USAQ006	OV	04021050
GROUP 7	USAQ006	OV	04022125
GROUP 7	USAQ008	OV	04022150
GROUP 7	USAQ008	OV	04039055
GROUP 5	USAQ009	OV	04022190
GROUP 5	USAQ009	OV	04039065
	USAQ010	OV	04022950
	USAQ010	OV	04029990
	USAQ010	OV	04031050
	USAQ010	OV	04039095

Note: Your list of out-of-quota lines should contain exactly the same number of over-quota lines as in-quota lines, as there is an over-quota line corresponding to each in-quota line.

- Sort the trade data by quota in order to determine in and out-of-quota trade for each quota.** You will need to create a new worksheet where you will organize the trade data. Title it "InOverTrade." You will sort it to show the following:

- a) *In-quota Imports from Egypt* under each quota.
- b) *In-quota Imports from the World* under each quota.
- c) *Out-of-quota Imports from Egypt* for each quota.
- d) *Out-of-quota Imports from the World* for each quota.

You will want to calculate (a)-(d) for all the “regular” quotas (quotas that are not aggregates, or “Groups” of other quotas) that affect key products. If possible, you should also complete the analysis for all of the aggregate quotas (or “Quota Groups”). *We found that it is was difficult to calculate in and over-quota imports for the group quotas due to differences in quantity units within the groups. But it should be possible to do so.*

NOTE: As indicated in Step (2) above, you can download detailed U.S. trade data at the following website: <http://dataweb.usitc.gov>. This data may be sorted in Excel. [NOTE: to expedite the exercise, we provided the data, sorted in SAS, to the CD/WTO staff]

9. **Use AutoFilter to organize the data according to each of the four subgroups described above.**

- The data we provided you looked like this:

1	Group	Quota_cat	country	Fill	CON_VAL_YR	CON_QY1_YR	CON_QY2_YR	DUT_VAL_YR	CAL_DUT_YR
2	GROUP 11	USAQ035	World	IN	23222654	19849826	0	11981730	5990
3	GROUP 11	USAQ035	World	OV	338903	65878	0	338903	495
4	GROUP 11	USAQ036	World	IN	32882	1618	0	32882	11
5	GROUP 11	USAQ036	World	OV	412487	127294	0	412487	671
6	GROUP 15	USAQ016	Egypt	IN	26125	9500	0	26125	25
7	GROUP 15	USAQ016	Egypt	OV	93419	37475	0	93419	565
8	GROUP 15	USAQ016	World	IN	155963526	47101820	0	151669712	151572
9	GROUP 15	USAQ016	World	OV	7900749	1412365	0	7368407	18977
10	GROUP 15	USAQ017	World	IN	13980717	2650314	0	13980717	21636
11	GROUP 15	USAQ017	World	OV	3999842	740568	0	3999842	16803
12	GROUP 15	USAQ018	World	IN	32714717	12810518	0	27086957	32383
13	GROUP 15	USAQ018	World	OV	3232732	681945	0	3209509	8264
14	GROUP 15	USAQ019	World	IN	7810196	3470102	0	6913642	6913
15	GROUP 15	USAQ019	World	OV	39748444	21729791	0	39748444	229249
16	GROUP 15	USAQ020	World	IN	25924860	6615222	0	25924860	38951
17	GROUP 15	USAQ020	World	OV	280330	65600	0	280330	1188
18	GROUP 15	USAQ021	World	IN	59327439	13368526	0	59311734	86028
19	GROUP 15	USAQ021	World	OV	24243095	3060720	0	24243095	65682
20	GROUP 15	USAQ022	Egypt	IN	68585	18330	0	68585	63
21	GROUP 15	USAQ022	Egypt	OV	2160	756	0	2160	10
22	GROUP 15	USAQ022	World	IN	20174735	6787657	0	20078960	14581
23	GROUP 15	USAQ022	World	OV	118617	34619	0	118617	479
24	GROUP 15	USAQ023	World	IN	8822568	3478741	0	8822568	8822
25	GROUP 15	USAQ023	World	OV	283207	59048	0	0	0
26	GROUP 31	USAQ030	World	IN	67282590	66354854	0	3912905	3116
27	GROUP 31	USAQ030	World	OV	38041195	25043097	0	27006307	38069
28	GROUP 31	USAQ034	World	IN	1377858	1521079	0	91056	91
29	GROUP 31	USAQ034	World	OV	223997	202140	0	127218	264
30	GROUP 31	USAQ038	World	IN	4605354	5072586	0	9458	9
31	GROUP 31	USAQ038	World	OV	2596911	1729164	0	2596911	9521
32	GROUP 43	USAQ043	World	OV	2804	1200	0	2804	3

Use the AutoFilter function to organize it into the subgroups named in step (8) above. To use AutoFilter, highlight columns C and D, then go to the “Data” dropdown menu and choose “Filter/AutoFilter.” Now use the AutoFilter arrows at the top of column C and D to select the subgroups. Copy and paste each autofiltered group below the master list of data in *InOverTrade*, and type the name of each subgroup above each subgroup, as illustrated below:

Group	Country	Type	Value 1	Value 2	Value 3	Value 4	Value 5
World In Quota							
GROUP 11	USA0035	World	IN	23222454	19049926	0	11901730
GROUP 11	USA0036	World	IN	32832	1618	0	32832
GROUP 15	USA0016	World	IN	155963526	47101820	0	151569712
GROUP 15	USA0017	World	IN	12980717	2650314	0	12980717
GROUP 15	USA0018	World	IN	32747177	12810518	0	27084957
GROUP 15	USA0019	World	IN	2810196	3470102	0	6915142
GROUP 15	USA0020	World	IN	25924860	6415222	0	25924860
GROUP 15	USA0021	World	IN	59327439	12348526	0	59311734
GROUP 15	USA0022	World	IN	20174735	6787657	0	20079960
GROUP 15	USA0023	World	IN	8822568	3478741	0	8822568
GROUP 31	USA0030	World	IN	67202590	6639454	0	392905
GROUP 31	USA0034	World	IN	1377858	8521079	0	91056
GROUP 31	USA0038	World	IN	4605354	5072586	0	9458
GROUP 48	USA0051	World	IN	4951551	1626779	0	1525597
GROUP 48	USA0052	World	IN	14862822	7842138	0	14862822
GROUP 48	USA0054	World	IN	12268	9291	0	0
GROUP 5	USA0004	World	IN	11171925	6737425	57468	1131981
GROUP 5	USA0009	World	IN	6269	6956	0	6269
GROUP 5	USA0014	World	IN	3565264	6224009	0	3565264
GROUP 7	USA0006	World	IN	7881111	5267016	0	4109553
GROUP 7	USA0008	World	IN	5027140	3317024	0	2999264
GROUP 7	USA0046	World	IN	99223	100621	0	99223
Egypt In Quota							
GROUP 15	USA0016	Egypt	IN	26128	9500	0	26128
GROUP 15	USA0022	Egypt	IN	63585	19230	0	63585
GROUP 48	USA0051	Egypt	IN	4951551	1626779	0	1525597
GROUP 48	USA0052	Egypt	IN	12402844	1822379	0	12402844
World Over Quota							
GROUP 11	USA0035	World	OV	239903	1.46%	68878	239903
GROUP 11	USA0036	World	OV	410487	1254.45%	127294	410487
GROUP 15	USA0016	World	OV	7900749	5.07%	1415245	7345407
GROUP 15	USA0017	World	OV	3999342	28.81%	740953	3999342
GROUP 15	USA0018	World	OV	3232732	9.88%	681945	3209509
GROUP 15	USA0019	World	OV	39748444		21729791	39748444
GROUP 15	USA0020	World	OV	2803391		68400	2803391
GROUP 15	USA0021	World	OV	24249095		3068720	24249095
GROUP 15	USA0022	World	OV	119617		24619	119617
GROUP 15	USA0023	World	OV	282207		59048	0

- Now, assign a name to each subgroup. For example, for the *World In Quota* group, highlight the cell in columns B through J¹¹, go to the “Insert” dropdown menu, choose “Name/Define,” type in the name “World In Quota,” and select “OK.” Repeat this step for all of the groups, using the appropriate name for each group.

10. **Create a table to summarize important lessons from the data.** You will certainly have observed that your Excel file contains many worksheets! You will now create a final, single worksheet where you will perform your most important analysis and present your results. Entitle this worksheet SUMMARY.

- You will want to label the columns in the Summary table using the labels listed in the table below.

¹¹ You should omit column A – including it in the subgroups causes problems for VLOOKUP.

Label	What the Column Contains	How to get the data
Quota ID Group	The names of the Quota Groups under which “regular” quotas in your table are grouped (if applicable).	Copy and Paste from the InOverTrade worksheet
Quota ID	The TRQ ID for each “regular” quota in your table	Copy and Paste from the InOverTrade worksheet
Description	description of each TRQ	VLOOKUP from the Quantities worksheet
Egypt In Quota Value (\$)	Value, in US\$ of U.S. imports <i>from Egypt</i> within the quota in 2002	VLOOKUP from the “Egypt In Quota” subgroup in <i>InOverTrade</i>
Egypt Out-of-Quota Value (\$)	Value, in US\$ of U.S. out-of-quota imports <i>from Egypt</i> in 2002	VLOOKUP from the “Egypt-Out-of-Quota” subgroup in <i>InOverTrade</i>
Egypt In Quota Quantity (kg)	Quantity of In-quota imports from Egypt for each quota	VLOOKUP from the “Egypt In Quota” subgroup in InOverTrade
World In Quota Quantity (kg)	In-quota imports from the World for each quota	VLOOKUP from the “World In Quota” subgroup in InOverTrade
Egypt Out-of-Quota Quantity (kg)	Out-of-quota imports from Egypt for each quota	VLOOKUP from the “Egypt Out-of-Quota” subgroup in <i>InOverTrade</i>
World Out-of-Quota Quantity (kg)	Over-quota imports from the World for each quota	VLOOKUP from the “World Out-of-Quota” subgroup in <i>InOverTrade</i>
Global Bound Quantity	Total bound quantity for each quota	VLOOKUP from the Quantities worksheet
Global Bound Unit	The total bound quantity for each quota	VLOOKUP from the Quantities worksheet
Calculated Global Fill Rate	World In Quota Quantity/Global Bound Quantity	Calculate using an Excel division formula
Global Out/In Ratio (%)	World Out-of-Quota Quantity/World In Quota Quantity	Calculate using an Excel division formula
WTO Reported Fill	The fill rates for each quota as reported by the countries and listed in TN/AG/S/22	VLOOKUP from <i>AllUSAdmin&Fill</i>
Allocated Quota?	Indicates whether each quota is allocated by country.	IF/VLOOKUP from the <i>TRQ Allocation</i> (see special instructions below).
Egypt Specific Allocation	Indicates whether each quota is allocated by country	Use AutoFilter to search for Egypt in the “partner” column of <i>TRQAllocations</i> (Note that Egypt also appears as “Egypt & Sudan”). Type “Yes” or “No” in the “Allocation for Egypt” column to indicate whether the quota has a specific allocation for Egypt.
Any Country Allocation	Indicates whether each quota includes an allocation to “Any Country”	VLOOKUP from the “Any Country Allocate” subgroup in <i>TRQAllocation</i> .
Other Country Allocation	Indicates whether each quota includes an allocation to “Other Countries or Areas”	VLOOKUP from the “Other Country Allocate” subgroup in the <i>TRQAllocation</i> .
Binding Instrument	The policy measure that determines the domestic price and imports of goods covered by the quota (see Explanatory Note for further details)	IF logical statement that specifies the parameters of each binding instrument (see the formula in the “Binding Instrument” column of the SUMMARY spreadsheet in the <i>TRQAnalysis</i> Excel file).

Negotiating Priority	The policy measures that Egypt should seek to liberalize (see Explanatory Note for further details)	IF command that specifies the criteria for each negotiating priority (see the formula in the “Negotiating Priority” column of the SUMMARY spreadsheet in the <i>TRQAnalysis</i> Excel file)
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- Special VLOOKUP instructions for the *AllocatedQuota?* column:
 - Open the worksheet entitled *TRQ Allocation*. To the right of the column entitled “Aggregate Quota?” create a column entitled “Allocated by Country?”
 - Now, look at the “OTC” column. Each time that you see the words “See TQ3,” you know that the quota is allocated by country, because “TQ3” is the table in the CTS database that lists allocations by country (it is the “TRQAllocations” table in your Excel file).
 - In the “Allocated by Country?” file, place a “1” in each row where “See TQ3” appears in the OTC column. The “1” identifies those quotas that are allocated by country.
 - Select columns C through P of the “Quantities” table, and name this group of cells “Quantities.”
 - Return to the summary sheet. In the “Allocated Quota?” column, you will use an IF/VLOOKUP formula that follows this format:
=IF(VLOOKUP(B3,Quantities,14,FALSE)=0, “No”, “Yes”)

Use this command for each row in the Summary Table. “Yes” will appear for each quota that is allocated by country, and “No” will appear for non-allocated quotas.

11. Add in lines for the Quota Groups.

- It is important to show in your table all of the Quota Groups that affect the “regular” (non-aggregate) quotas in your table. As mentioned above, it is somewhat complicated to calculate the in- and over-quota trade for the group quotas. However, you can easily use VLOOKUP to fill in the following columns for the Aggregate Quotas:
 - Description
 - Global Bound Quantity
 - Global Bound Unit
 - WTO Reported Fill
 - Allocated Quota?
 - Allocation for Egypt?