

THE ANTI-DUMPING & SUBSIDIES COMMISSION

JAMPRO TRADE & INVEST BUILDING
18 TRAFALGAR ROAD
KINGSTON 10

SUPPLEMENT FOR APPLICATION KIT FOR PREPARING AN APPLICATION FOR A DUMPING /SUBSIDIES / SAFEGUARDS INVESTIGATION

RECORDING AND PRESENTING INJURY DATA

The Anti-dumping and Subsidies Commission reserves the right to amend this document from time to time. Interested parties are advised to contact the Commission for updated versions of this material in advance of filing an action with the Commission.

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This Supplement regarding the presentation of Domestic Industry injury data is designed to assist Jamaican producers in preparing a properly documented complaint for dumping, subsidy, and safeguards investigations, as applicable. It is to be used in conjunction with the applicable legislation, Application Kit, Handbook for the Filing of Submissions, and Trade Remedies Guide which is provided by the Commission upon request.

PRESENTING YOUR DOMESTIC INDUSTRY INJURY DATA

One of the main criteria to be met for the initiation and subsequent application of an antidumping, a countervailing or a safeguard measure is injury to the domestic industry. Injury, practically defined, is the way in which the subject imports exert an impact on the domestic industry, as evidenced in certain specific criteria which are listed at Section 8 of the Application Kit. These can be referred to as evidence of the **economic impact** on the firm or industry. The Commission also looks at the **volume and price effects** of the imports (Section 8 of the Application Kit). Injury can be analysed prospectively i.e. to determine what the future impact on the firm and industry is likely to be (i.e. threat of injury).

An industry filing with the Commission will collect and collate raw data to analyse these various factors. This Supplement is intended to help to guide domestic producers in compiling this information to perform their analysis, the findings of which will be presented to the Commission in the industry's submissions. The injury data excel spreadsheet template provided electronically may be used as a starting point for data entry. Tables are provided to assist in the organising and presenting of data.

As noted in the Application Kit, the Commission requires information on all calculations, including workbooks, when used, to be submitted as supporting evidence for the application. Instructions for data submissions outlined in the Application Kit and further detailed in this supplement should be adhered to.



It is essential that supporting evidence be provided.



Note that preparation, designation and disclosure of business confidential information are addressed in "Guidelines for the Filing of Submissions."

Questions should be directed to:

THE ANTI-DUMPING & SUBSIDIES COMMISSION

ATTENTION: THE GENERAL MANAGER

18 Trafalgar Road, Kingston 10

Telephone: (876) 927-8665 / 978-1800; 978-3755 Fax: (876) 978-1093

E-Mail: antidump@jadsc.gov.jm



1. FURTHER INSTRUCTIONS FOR DATA SUBMISSION

The following are topics covered below:

- *Data recording and presentation*
- *Excel Tables and Notes,*
- *Computer media specifications, and*
- *Packaging.*



Names of officers who compiled data, prepared worksheets, and performed data analysis must be clearly identified. Names and complete contact details must be included on the relevant submissions.



Please Remember to Clearly Mark Business Confidential Information.

- Data on volumes should be provided in the units requested. If volumes are reported using different units or specific units were not requested, clearly identify the unit used and provide reasons therefor.
- Values should be given in the currency in which they were earned or incurred. Where this is not possible, please indicate clearly that this has not been done and identify the currency in which values have been reported. Please observe note on exchange rates below.
- Data provided to the Commission should be provided in the format that is requested (time series, tabular, etc).
- The Commission prefers (unless otherwise specified) that data be presented in a time series format, that is with the data recorded in a single column according to the date in the row, sequentially, as in the example below.

	Sales	Production	Production capacity in the country of export
January 1999			
February 1999			

- Please provide the Commission with the details of the applicable exchange rate for all relevant dates in respect of currency in which the transaction took place and that in which it is reported. Be sure to include the source of exchange rate data. Exchange rates should be obtained from an official source such as a Central Bank. For example, if the transaction took place in US\$ and was converted to J\$ for reporting, provide the applicable exchange rate. The exchange rate used should be that obtaining on the transaction date. Where average exchange rates have been used, clearly indicate this and provide calculations and rationale in submissions.



- The Commission has provided a template spreadsheet for the organization and recording of data pertaining to injury factors. Sheets can be inserted to cover additional factors such as threat of injury. Data may be entered in the format illustrated in the spreadsheet. All applicable notes and sources should be identified.
- Where data is used to compile charts, graphs or other analysis, such analysis must also be submitted to the Commission, electronically, for example, the calculation of market share from sales and other data, and the representation of this as a table with the applicable percentage or as a chart showing the trend over time.
- Electronic versions of Tables may be provided to facilitate the data entry process. You may use or add additional tables and adjust rows and columns of existing tables, as necessary. Any additional tables, graphs or charts used by you in your submission, should be provided to the Commission electronically in Excel.
- Ensure that all worksheets, tables, graphs or charts are accompanied by notes which contain the information specifically requested, information necessary or useful to analyse (See Template Injury Data Spreadsheet), and the following:
 1. Title - Notes to Table (**insert table number or other title**)
 2. Name, job title, email, telephone number, of Individual that compiled the information.
 3. Currency in which values are recorded (where applicable)
 4. Period covered by data. Data must be presented in the frequency requested (daily, monthly, annually) and for the period of time indicated in the instructions. If this is not possible then an explanation must be provided.
 5. Underlying assumptions and projections (where applicable).
 6. Sources of data.
 7. Units in which volumes have been reported.
 8. All other relevant information.
- All confidential information that is submitted during a proceeding **must be** summarized in a non-confidential version. The Commission will not release customer names or any information that would lead to their identity.
- Pack separately and label electronic media, and present with them printouts (hard copies).



- Label the package with the name of the representative filing, name of the industry and firm(s) filing, address, email address, telephone number, the product and country concerned – (for example “Doorknobs from Kiribati”) and date of submission. Include a summary page indicating the contents of electronic media, and hard copies.
- **All quantitative data provided in tables, charts or graphs must be submitted in electronic format to the Commission** via e-mail or using a suitable external storage device. The raw data from which these were prepared in spreadsheets, with samples of the source documents, should also be submitted. Where submissions are sent by e-mail, hard copies along with soft copies on a suitable external storage device must follow. If there are discrepancies between the earlier versions sent by email and the hard and soft copies that follow, you must bring this to the Commission’s attention, clearly stating the reasons for the discrepancies.
- The Commission requires the use of a current version of Microsoft Excel and Word (i.e. Office 2016 or later versions)
- Where other statistical applications are used to perform data analysis the Commission must be advised, and a description of the computer package, the nature of the analysis, as well as the results presented. The data and the results must be provided electronically to the Commission in a form that can be viewed electronically, such as in pdf format if necessary.
- If econometric analysis is used, the Commission requires the use of E-Views Version 5.
- If you are not able to prepare computer files or if you have any questions concerning the submission of electronic media, contact the Commission.

SUMMARY:

- **INJURY DATA TEMPLATE SPREADSHEETS ARE PROVIDED TO FACILITATE DATA ENTRY AND ILLUSTRATE PRESENTATION OF DATA IN SPREADSHEETS (See Section 8, APPLICATION KIT).**
- **DATA ANALYSIS SHOULD NOT BE LIMITED TO TABLES PROVIDED OR RATIOS REQUESTED. PARTIES MUST PERFORM ALL DATA ANALYSIS REQUIRED TO SUPPORT THEIR ARGUMENTS. THE COMMISSION REQUIRES SUPPORTING EVIDENCE AND SUFFICIENTLY ARTICULATED WRITTEN ANALYSIS TO PERMIT IT TO REASONABLY UNDERSTAND THE ANALYSIS OFFERED, METHODOLOGY AND HOW ANY ESTIMATES GIVEN IN THE NARRATIVE SUBMISSION WERE ARRIVED AT.**
- **THE NARRATIVE MUST CLEARLY INDICATE THE SOURCE OF THE DATA, AND THE LOCATION OF CALCULATIONS INCLUDED IN THE SUBMISSIONS.**
- **ALL SUBMISSIONS (NARRATIVE, DATA AND ANALYSIS) MUST BE PROVIDED ELECTRONICALLY.**

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