(b) *ad hoc* technical working groups under the auspices of the Committee on Technical Barriers to Trade;

(c) *ad hoc* working groups under the auspices of the Committee on Regulatory Cooperation; and

(d) an Animal Welfare Technical Working Group under the auspices of the Joint Committee.

4. Unless otherwise provided for in this Agreement or unless otherwise agreed by the representatives of the Parties to the working groups, the working groups shall:

(a) meet once a year, or on request of a Party or of the Joint Committee;

(b) be co-chaired by the representatives of the Parties at an appropriate level;

(c) hold their meetings alternately in the United Kingdom or Japan, or by any other appropriate means of communication as agreed between the representatives of the Parties to the working groups;

(d) agree on their meeting schedules and set their agenda by consensus; and

(e) take all decisions and make recommendations by consensus by meeting in person, in writing or by other means.

5. The working groups may adopt their rules of procedure. As long as they do not adopt their rules of procedure, the rules of procedure of the Joint Committee apply *mutatis mutandis*.

6. Each working group shall inform the relevant specialised committees or the Joint Committee, as appropriate, of the schedules and agenda of its meetings sufficiently in advance and shall report on its activities at each meeting of the relevant specialised committees or the Joint Committee, as appropriate.

7. The existence of a working group shall not prevent a Party from bringing any matter directly to the Joint Committee or the relevant specialised committees.

ARTICLE 23.5

Work of specialised committees, working groups and other bodies

In carrying out their functions, the specialised committees, working groups and other bodies established under this Agreement shall avoid duplication of their work.

ARTICLE 23.6

Contact points

1. Each Party shall, upon the entry into force of this Agreement, designate a contact point for the implementation of this Agreement and notify the other Party of the contact details including information regarding the relevant officials. The Parties shall promptly notify each other of any change of those contact details.

2. The contact points shall:

(a) deliver and receive, unless otherwise provided for in this Agreement, all notifications and information to be provided between the Parties pursuant to this Agreement;

(b) facilitate any other communications between the Parties on any matter relating to this Agreement; and

(c) coordinate preparations for the meetings of the Joint Committee.