



Council for Trade in Goods

**GUIDELINES ON HOW TO USE E-AGENDA FOR THE
COUNCIL FOR TRADE IN GOODS**

NOTE BY THE SECRETARIAT¹

1 BACKGROUND

1.1. On 10 February 2023, the Council for Trade in Goods (CTG, or the Council) adopted a "Decision concerning the Introduction of the eAgenda in the Work of the CTG on a Trial Basis", as contained in document [G/L/1481](#). The practical steps for the launch and testing of the eAgenda for the CTG's work were described by the Secretariat in document [JOB/CTG/30](#), including a "mock" meeting to test it. Members were also invited to provide their feedback and suggestions, which the Secretariat reported on at the informal CTG meeting held on 31 May ([JOB/CTG/32](#)). The eAgenda was considered ready for a trial run and used for the first time in the preparation of the agenda of the CTG's formal meeting of 6-7 July 2023.

1.2. This document describes the operation of the CTG's eAgenda following improvements introduced prior to the CTG's formal meeting of 30 April-1 May 2024.

2 E-AGENDA

2.1. The eAgenda is an online platform used by an increasing number of WTO bodies to develop a meeting's agenda. While the system is based on a common interface and includes many common features, the specific version used for each committee or Council also incorporates *ad hoc* features in response to the specific needs and working procedures of each body. Users with access to the eAgenda of more than one WTO body are able to switch between them using the menu bar.

2.2. The eAgenda for the CTG is intended to assist Members and the Secretariat to do the following:

- i. Collectively draft the agenda for a meeting in a collaborative way and facilitate the exchange of information before a formal CTG meeting, thereby enabling users to get acquainted with the issues that will be discussed and to begin preparations before the final Convening Notice with the meeting's agenda is issued;
- ii. Facilitate the provision of statements for interpreters during the meeting;
- iii. Facilitate the collection and, eventually, dissemination of information and statements (on a voluntary basis) after the meeting has taken place; and
- iv. Facilitate the research and analysis of issues discussed in past CTG meetings, particularly trade concerns.

3 MAIN FUNCTIONS OF E-AGENDA FOR THE CTG

3.1. The eAgenda for the CTG is available at the following URL: <https://agenda.wto.org/en/CTG>.

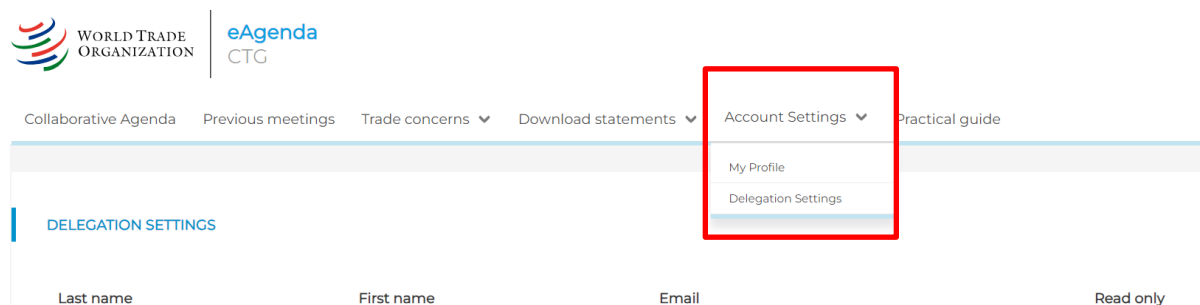
3.2. Users must be registered in order to access the system. Geneva-based delegates wishing to request access to the eAgenda platform should send an email to the CTG team

¹ This document is without prejudice to Members' rights and obligations under the WTO Agreement.

(Roy.Santana@wto.org, Arti.Daswani@wto.org and Craig.James@wto.org). Capital-based officials can submit a request through their Permanent Mission to the WTO. Delegations can also request that certain users are granted "read-only" access.

3.3. It is the responsibility of each delegation to inform the CTG team in case a delegate's access to the eAgenda should be removed. The full list of users from each Member is available to the corresponding Member's user by selecting "Account Settings" and then "Delegation Settings" (see figure 1).

Figure 1: eAgenda homepage: Delegation settings

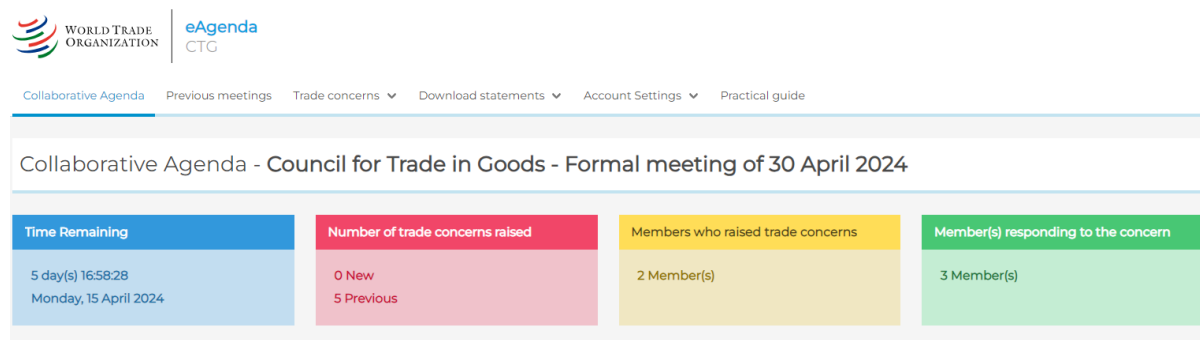


3.1 Collaborative Agenda

3.4. The eAgenda homepage is called the "Collaborative Agenda" (see figure 2). It shows summary information with respect to an upcoming meeting of the CTG (formal meetings only), such as the remaining duration for the submission of agenda items, the number of trade concerns raised (whether new or previously raised concerns), and the number of Members concerned. It also shows the preliminary agenda for the meeting and allows authorized users to add, modify, and delete their agenda items in full autonomy.

3.5. From the top menu, users can also access other sections of the eAgenda, namely: "Previous Meetings", "Trade concerns", "Download statements", and "Account settings".

Figure 2: eAgenda homepage: summary information



3.6. The Collaborative Agenda section is updated in real time, which means that it always shows the most recent and complete version of the agenda for a formal meeting of the CTG. Authorized users can access the system at any time before the meeting to consult the full list of items raised and their corresponding background documents. This increases the efficiency and expediency of meeting preparations, as users do not need to wait for the final Convening Notice to be circulated to know which items will be discussed and which items they wish to co-sponsor. Users also have immediate and direct access to documents and reports as soon as they become available.

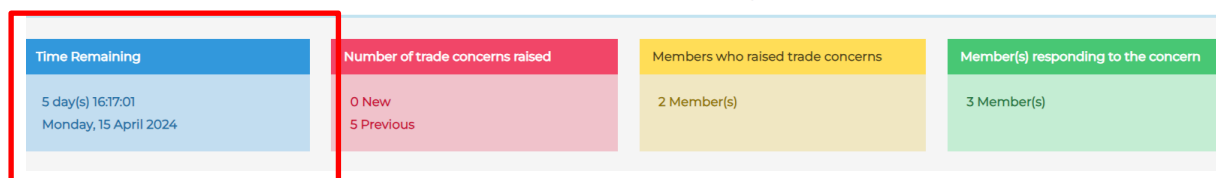
3.2 When does the eAgenda open and close?

3.7. The eAgenda for the CTG becomes active approximately *one month* before the date of each of its formal meetings. In addition, the opening of the eAgenda coincides with the circulation of the draft Convening Notice² (previously under an Airgram format) convening the meeting. Once the eAgenda opens, the Collaborative Agenda section shows the preliminary list of items as described in the Convening Notice, including the CTG's standing items. Once open, Members can add one or more agenda items through the Collaborative Agenda section. In addition, the Secretariat regularly adds documents, reports, and other information, as they become available.

3.8. The field "Time Remaining" (see figure 3) shows a countdown clock, which is set to end on the date on which the agenda closes. Once the information in the eAgenda has been processed and edited, the Secretariat proceeds to circulate the final version, which is typically done one working day following the closing of the agenda. At its formal meeting of 3-4 April 2023, the Council agreed the following: "Members wishing to propose the inclusion of an agenda item for a formal meeting of the Council for Trade in Goods should, no less than 15 calendar days prior to the date of the meeting, either include it in the eAgenda or inform the Secretariat in writing of their intention. If the deadline falls on a non-working day, it will be moved to the previous business day." See document [JOB/CTG/28](#).

Figure 3: Countdown clock for submission of items to the agenda

Collaborative Agenda - Council for Trade in Goods - Formal meeting of 30 April 2024



3.9. The use of eAgenda on a trial basis remains voluntary and delegations may continue to request the inclusion of agenda items by sending an email communication directly to the CTG team (Roy.Santana@wto.org, Arti.Daswani@wto.org and Craig.James@wto.org). For transparency, the Secretariat will also include any such request in the eAgenda.

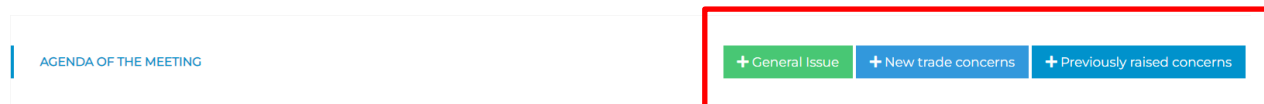
3.10. The eAgenda remains active for a longer period of time with respect to statements only. Members have the possibility to upload or modify the status of their own statements during an additional period of time lasting approximately *one week after* the meeting takes place.

3.3 Which items can be added to the agenda?

3.11. From the Collaborative Agenda section, any Member can add any one of the following three different types of agenda item by clicking on the relevant button in the "Agenda of the Meeting" section (see figure 4):

- i. General issues, such as waiver requests, etc.;
- ii. New trade concerns (that is, concerns that have not been previously raised at any previous CTG meeting); and
- iii. Previously raised concerns (that is, concerns that were raised at any previous CTG meeting and are already included in the system).

² At its meeting of 30 November 2023, the Council for Trade in Goods agreed to change, on a trial basis, the Airgram format and to convert it into a "Convening Notice" using the same format as other WTO documents, including additional information. The document symbol WTO/AIR/CTG was retained for continuity. See document [G/L/1522](#).

Figure 4: Items that can be added to the agenda

3.12. The Member requesting the inclusion of an agenda item must provide some basic information, including the proposed title of the agenda item, whether other Member(s) are concerned, and, if applicable, any reference or relevant document symbol.

3.13. There is no limitation to the number of agenda items that can be added by a Member, and these items can be modified or deleted for as long as the submission period remains open. In other words, Members that have included a specific item can edit or delete it at any time within the active period.

3.14. The Secretariat may be required to take action with respect to certain agenda items. For example, if it is necessary to adjust the name or title of an agenda item, to merge agenda items, or to change the order and sequence of agenda items. The Secretariat will contact the Member(s) concerned prior to introducing any change, as appropriate.

3.4 What other actions can be taken?

3.15. In addition to adding general agenda items and trade concerns, Members can also:

- i. Add a statement in relation to any agenda item (including items raised by any other Members, or by the Secretariat). This is done by clicking the "+" button next to each agenda item;
- ii. Join a trade concern raised by any other Member(s) as a co-sponsor. This is done by clicking on the "flag" icon next to each trade concern. Members joining as co-sponsors will appear in the title of the agenda item of the final Convening Notice;
- iii. Express interest in a specific trade concern raised by any other Member(s). This is done by clicking on the "thumbs up" icon next to each trade concern. Interested Members will appear below the title of the trade concern as "other interested" Members. Those expressing interest prior to the meeting are expected to take the floor at the meeting; and
- iv. Modify the title of a previously raised agenda item (for example, to reflect a change in the composition of the responding Members).

Figure 5: Possible actions and associated icons

3.5 How are statements handled in eAgenda?

3.16. Users that upload statements to eAgenda retain full control at all times, including who has access to their statements, and when. Before the meeting, the user can choose whether the statement is made available to the interpreters only (the default option) or to all other Members in addition to the interpreters. During and after the meeting, the system further allows Members to indicate if the statement is final and can be used "*For incorporation in the minutes*" of the meeting (see figure 6).

3.17. Only the authorized users of any given Member can change the default option for the availability of their statement. Before and during the meeting, no statement will be automatically distributed to other Members unless the relevant Member has expressly selected this option. After the meeting, unless the Member opts out, statements uploaded to the CTG eAgenda will be automatically made available to all Members (i.e. when the submission period for statements closes).

3.18. The options for the availability of the statements can be changed at any time before, during, or after the meeting. The eAgenda remains open for one week after the meeting to allow for the submission or modification of statements, so that these can be aligned to the content of the statements as actually delivered at the meeting. Members can therefore choose whether the uploaded statements are made available to other Members and/or used in the preparation of the minutes, thereby facilitating the reporting of meetings both for delegations and the Secretariat.

Figure 6: Options for statements

Add Statement

Statement

B *I* @ :: $\frac{1}{2}$ = ← →

For incorporation in the minutes

Make my statement available to:

WTO Secretariat (including interpreters) immediately and automatically to all Members at the end of the submission period

WTO Secretariat (including interpreters) and all Members immediately

WTO Secretariat (including interpreters) only (not available to Members at the end of the submission period)

Save Cancel

3.6 How do I know when a new item has been added?

3.19. Items added to the eAgenda will immediately appear in the Collaborative Agenda section. Users and the Secretariat receive an email alert that a new item has been added. Users can define the actions that trigger email alerts by modifying the setting under "Account Settings" → "My profile" section and select their preferred notification options. (See figures 7 and 8).

Figure 7: Individual profile

WORLD TRADE ORGANIZATION | eAgenda CTG

Collaborative Agenda Previous meetings Trade concerns Download statements Account Settings Practical guide

My Profile

Collaborative Agenda - Council for Trade in Goods - F Delegation Settings g of 30 April 2024



Figure 8: Options for email alerts

- Receive email when I raise an STC
- Receive email when an STC is raised against me
- Receive email when I join an STC
- Receive email when someone joins an STC against me
- Receive email when I leave an STC
- Receive email when someone leaves an STC against me
- Receive email when a statement is uploaded/updated for an STC I am involved in
- Receive email when someone raises an STC
- Receive email when someone joins an STC
- Receive email when someone leaves an STC
- Receive email when someone uploads/updates a statement

3.7 Previous Meetings section

3.20. The section "Previous Meetings" provides a list of all CTG formal meetings since 1995. For each meeting, users have direct access to the main documents and resources relating to that meeting, such as the dates of the meeting, the Airgram/Convening Notice, and the minutes. The column "All meeting documents" provides a direct link to the relevant section in WTO Documents Online (<https://docs.wto.org/>), which lists all documents associated with a specific meeting (currently, links are available beginning from the year 2010).

Figure 9: Previous Meetings section

Collaborative Agenda
Previous meetings
Trade concerns ▾
Download statements ▾
Account Settings ▾
Practical guide

Meeting Name	Meeting Start Date	Meeting End Date	Minutes	Airgram	All meeting documents
Council for Trade in Goods - Formal meeting of 30 November 2023	30/11/2023	01/12/2023		WTO/AIR/CTG/26 WTO/AIR/CTG/26/Rev.1	
Council for Trade in Goods - Formal meeting of 6 July 2023	06/07/2023	07/07/2023	G/C/M/146	WTO/AIR/CTG/25 WTO/AIR/CTG/25/Rev.1	Link
Council for Trade in Goods - Formal meeting of 03 April 2023	03/04/2023	04/04/2023	G/C/M/145	WTO/AIR/CTG/24 WTO/AIR/CTG/24/Corr.1 WTO/AIR/CTG/24/Rev.1	Link

3.8 Trade Concerns section

3.21. The "Trade Concerns" section has two sub-sections: (i) "Previously raised trade concerns"; and (ii) "My trade concerns".

3.22. The "Previously raised trade concerns" sub-section shows the list of all trade concerns that have been raised in the CTG since 1995. This section allows users to: (i) search and explore trade concerns that have been raised in the CTG; and (ii) to raise again at an upcoming meeting a trade concern that had already been raised at a previous meeting.

3.23. Each trade concern is identified by an ID number, which is assigned sequentially in the order that a concern is raised. By clicking on the trade concern title, the user can see how many times it has been raised, and at which meeting(s). The system also records which Member(s) raised the concern, the Member(s) that co-sponsored the agenda item, and other interested Members (namely, the other Members that took the floor on the issue). Statements that are uploaded to eAgenda, and made available to all Members, will also be visible and available for download. This allows users to keep track of trade concerns and how they have evolved over time. Any other documents relevant to a particular trade concern will be displayed in the final column, with a direct link to WTO Documents Online.

3.24. Data in the trade concerns table may be sorted using different criteria by clicking on each column header.

3.25. By clicking on the "flag" icon, Members can raise a concern that has already been discussed in a previous CTG meeting, directly from the Trade Concerns section. This simplifies the task of raising a trade concern, since the information does not need to be entered again; it is already stored in the system. Previously raised concerns can also be added to the agenda from the Collaborative Agenda section. (See figure 10).

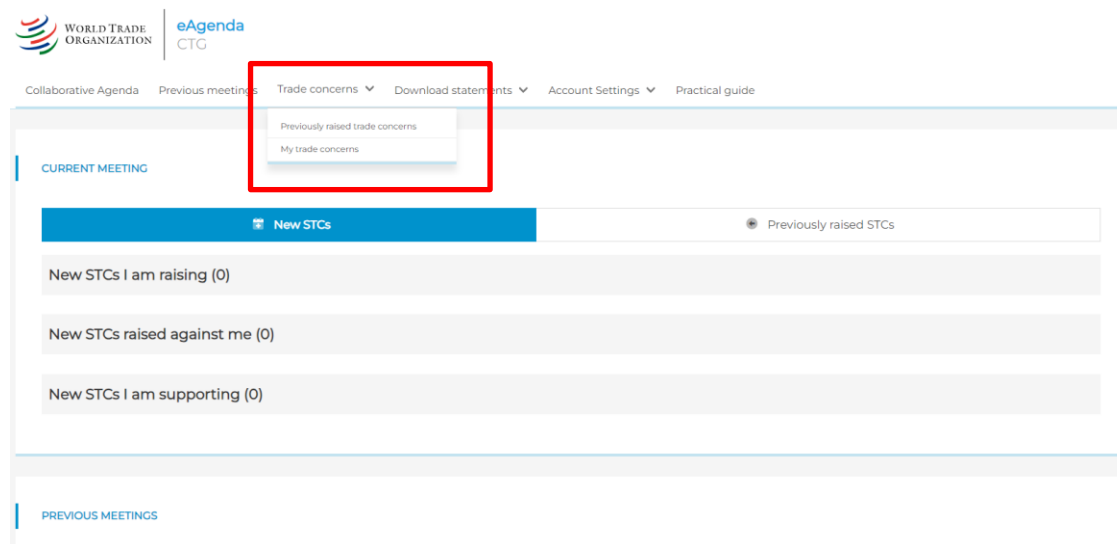
Figure 10: Previously raised trade concerns

CTG ID	Title	Member(s) responding to the concern	Member(s) raising the concern	Other Interested Member(s)	Relevant documents
214	European Union - Anti-Dumping on Fatty Acid	European Union	Indonesia		
213	India - Viscose Staple Fiber (VSF) Import	India	Indonesia		
212	CHINA; HONG KONG, CHINA; MACAO, CHINA; AND THE RUSSIAN FEDERATION - RESTRICTION ON IMPORTS OF AQUATIC PRODUCTS FROM JAPAN AFTER DISCHARGE OF ALPS TREATED WATER INTO THE SEA	China; Hong Kong, China; Macao, China; Russian Federation	Japan	Canada; United Kingdom; United States of America	
211	PERU - TAX TREATMENT OF PISCO	Peru	United Kingdom	European Union	
210	FRANCE - REVISED ELECTRIC VEHICLE (EV) SUBSIDY SCHEME	European Union; France	Korea, Republic of	China; Japan	
209	INDIA - QUALITY CONTROL ORDER FOR CHEMICAL AND PETROCHEMICAL SUBSTANCES	India	Thailand		
208	European Union - The Anti-Subsidy Investigation Against the	European Union	China		

3.26. "My trade concerns" section summarizes information concerning trade concerns that are directly or indirectly relevant for a specific delegation ("My delegation"). The section provides an overview of the trade concerns that: (i) have been raised by "My delegation"; (ii) have been raised by other Members with respect to "My delegation"; and (iii) concerns that "My delegation" is co-sponsoring. This information is available for both "new" trade concerns (that is, concerns that have been raised for the first time at the current meeting) or for "previously raised trade concerns" (concerns that have been raised in previous CTG meetings). Authorized users can access this

information for current and previous meetings, thereby having a full picture of all the trade concerns of interest to their delegation. (See figure 11.)

Figure 11: My trade concerns section



3.9 Download statements section

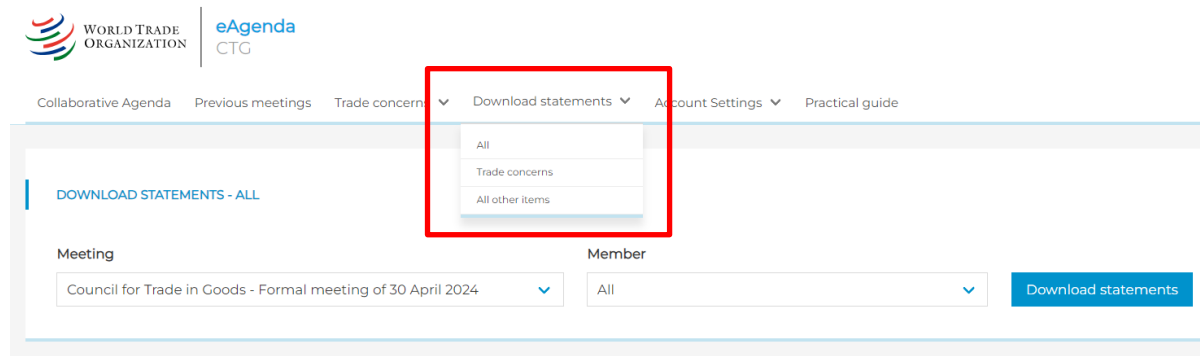
3.27. This section allows users to download, in an MS Word document, all the statements that have been shared by Members, as well as the Secretariat reports under the different agenda items. This function is particularly useful for delegates having to report back to their capitals on the Council's various discussions.

3.28. Members can choose to download statements for "all" agenda items, "trade concerns" only, or "all other items". It is also possible to download all the statements made by a particular Member.

3.29. As previously explained, statements uploaded to the CTG eAgenda are not shared automatically. Rather, it is incumbent upon each Member to decide whether its statements can be made available to other Members. If all Members were to upload and share their statements either before, during, or immediately after a given meeting, it would be possible to generate a comprehensive report of the meeting automatically. However, if no Member decides to make its statement available, or only some Members do so, the system will generate either a blank page or a partial report of what was discussed at the meeting. All statements made by the Chairperson and the WTO Secretariat are made available to all Members by default.

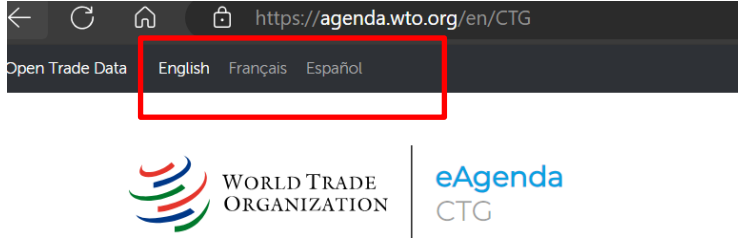
3.30. It is worth emphasizing that statements uploaded onto the eAgenda platform are *only* accessible to those users who have received authorization to use the eAgenda platform for the CTG, and that these statements should not be further disseminated.

Figure 12: Download statements – All



3.10 Languages

3.31. The eAgenda platform for the CTG is available in the three WTO official languages. Users can select their preferred language from the menu at the top of the page. (See figure 13.)



3.32. Members can add an agenda item, as well as upload their statements, while using the eAgenda platform in any of the three official languages of the WTO. While the titles of the agenda items will be translated and made available in the three languages, uploaded statements are only available in the language in which they were submitted.

4 CONTACT AND SUPPORT

4.1. For any question in relation to the eAgenda platform, please contact the CTG team: Roy.Santana@wto.org, Arti.Daswani@wto.org and Craig.James@wto.org.
