



3 October 2023

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Council for Trade in Goods

**IMPROVING THE FUNCTIONING OF THE
COUNCIL FOR TRADE IN GOODS**

**DECISIONS ADOPTED THROUGH WRITTEN PROCEDURES
ON 2 OCTOBER 2023**

1. Annotated agenda: The Council for Trade in Goods agrees to introduce the use of an annotated agenda for its formal meetings on a trial basis. To this end, the Secretariat is instructed to prepare an annotated agenda for the formal meeting of 30 November 2023, based on the template contained in document [JOB/CTG/34](#). At this formal meeting, the Council will consider whether to adopt the annotated agenda on a permanent basis, and on the understanding that the template will be periodically updated to take account of comments from Members.
2. Changing the default option for statements in the eAgenda: Unless the Member opts out, statements that Members upload to the CTG eAgenda will be automatically made available to all Members after the meeting (i.e. when the submission period for statements closes).
3. Online availability of all documents in all three WTO languages for consideration during a meeting: With a view to allowing delegations adequate time to prepare for the Council's meetings, documents with a document symbol should be submitted and circulated sufficiently in advance of the date of an upcoming meeting so that they can be translated and made available through Documents Online.
4. Online availability of presentations in all three WTO languages for consideration during a meeting: With a view to allowing delegations adequate time to prepare for the Council's meetings, Members and the Secretariat are encouraged to ensure that all presentations are circulated and made available online (i.e. under the RD/CTG/- document series) in advance.
5. WTO Digital Tools Overview Session: The Council for Trade in Goods shall periodically hold an informal session with a view to allowing the Secretariat to provide an overview of the WTO Digital Tools that are relevant to the work of the CTG and its subsidiary bodies, as well as affording Members an additional opportunity to provide feedback and suggestions for the possible improvement of such tools. These informal sessions shall take place annually and, to the extent possible, be organized back-to-back with the first formal CTG meeting of the year.