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**Council for Trade in Goods
Committee on Trade-Related Investment Measures**

**CURRENT FUNCTIONING OF THE
COMMITTEE ON TRADE-RELATED INVESTMENT MEASURES**

**REPORT TO THE COUNCIL FOR TRADE IN GOODS
BY THE CHAIRPERSON OF THE COMMITTEE ON TRADE-RELATED INVESTMENT MEASURES**

The following report has been prepared under the responsibility of Mrs Debora PONCE as Chairperson of the Committee on Trade-Related Investment Measures, with the assistance of the Secretariat, at the request of the Chairperson of the Council for Trade in Goods.¹

1 PAST EFFORTS TO IMPROVE THE WORK OF THE COMMITTEE

The past efforts to improve the work of the Committee are referred to in detail under part 2 below. However, the following are the highlights of these past efforts which resulted in the current status of the Committee's practices:

- A compilation of all notifications under article 6.2 of the Agreement is prepared and circulated by the Secretariat as the need arises, pursuant to a decision of the Committee dated 30 October 1996 and reflected in document G/TRIMS/5.
- A call for notification under Article 6.2 of the Agreement is issued twice a year ahead of each meeting (pursuant to the Chairperson's report on ways to improve timeliness and completeness of notifications, which is reflected in the minutes of the meeting held on 20 May 2009²).
- An annotated draft agenda is circulated at least three weeks prior to the meetings, pursuant to the Rules of Procedure of the Committee.
- Members are reminded and encouraged by the Chair, at every meeting, to provide their missing notification under Article 6.2.
- Courtesy copies of all room documents issued prior to the meetings and placed online are also sent to a regularly updated contact list of delegations.

2 CURRENT STATUS OF COMMITTEE PRACTICES

2.1 Assistance to delegates

- The Committee does not regularly organize training activities for Geneva-based delegates on the practical aspects of its functioning and has never been requested by Members to provide such activities. The Secretariat systematically provides assistance to all delegations involved in the meetings before and after such meetings.
- Ahead of each meeting of the Committee, the Secretariat circulates a "reminder" recalling the dates of the next meeting as well as deadlines to request that items be placed on the agenda of the meeting. It also contacts delegations (by phone/email/in person) to remind them of the upcoming

¹ See document JOB/CTG/18.

² See document G/TRIMS/M/28.

meeting, the issues raised and whether there are any outstanding questions to answer before or at the meeting.

- The Committee has not undertaken specific initiatives to increase the participation of capital-based officials *per se*, as the Committee is regularly attended by capital-based delegations. The Secretariat conducts training activities for capital-based delegates on a regular basis, either in the context of trade policy courses or in the context of national workshops.

- The fact that the dates of upcoming meetings are proposed at the end of each meeting makes it easy for capital-based officials to plan their travel and organize their meeting dates with certainty and predictability. The only exception was during the COVID-19 pandemic when capital-based officials and in a couple of meetings Geneva-based delegates, were unable to attend in person. However, despite time zone differences capital-based officials attended online meetings via Interprefy and interacted effectively.

2.2 Organization of Committee work

2.2.1 Digital tools used for Committee work

- All correspondence between the Secretariat and delegates involved in the activities of the Committee takes place by email.
- Interprefy is now offered at each meeting, along with the physical presence of delegates in the room.

2.2.2 Planning and organization of meetings

- The proposed dates for upcoming meetings, as well as proposed deadlines for the submission of items to be placed on the agenda, are announced by the Chair at the end of each meeting so that delegations can plan their work accordingly.
- An annotated draft agenda is circulated at least three weeks prior to the meetings of the Committee.
- Written questions and answers received from Members are circulated by the Secretariat upon receipt.

2.2.3 Regular meetings and meetings of informal subsidiary bodies

Table 1: Number of formal and informal meetings

Year	Formal meeting (number and duration)	Informal meetings (number and duration)	Other (e.g. workshops, symposia, etc.)
2019	Twice (half day each)	n.a	n.a
2020	Once (half day in autumn) (No Spring meeting due to COVID)	n.a.	n.a.
2021	Twice (half day each)	n.a.	n.a.
2022	Twice (half day each)	n.a.	n.a.

2.2.4 Annotated draft agendas and airgrams

- The Committee issues detailed annotated draft agendas³ at least three weeks before the meeting, where different items are listed along with the relevant information and deadlines. It also informs Members of the date by which they can submit any comments or add any items to the agenda, prior to the issuance of the formal airgram convening the meeting.

³ Table 2.

- The formal airgram is issued at a minimum 10 days prior to the meeting. The airgram contains the proposed agenda which has already been circulated in detailed form in the annotated draft agenda document along with any items requested to be placed by the set deadline on the agenda by any Member. The order of the agenda is fixed, whereby items requested by Members are listed first, followed by notifications under Article 6.2, followed by Other Business, date of the next meeting, election of officers (Spring meeting) and adoption of the Committee's Annual Report to the Council for Trade in Goods (Autumn meeting).

Table 2: Preparation of annotated draft agendas and airgrams

Year	Date of formal meeting	Date of circulation of airgram	No. of days before the meeting
2019	6 June 2019	27 May 2019	10
	13 November 2019	1 November 2019	
2020	15 September 2020	4 September 2020	12
2021	23 March 2021	12 March 2021	11
	12 October 2021	1 October 2021	11
2022	23 March 2022	11 March 2022	12
	12 October 2022	30 September 2022	12

2.2.5 Other documents circulated before and after the meetings

- Prior to each meeting, the Secretariat circulates a list reflecting the status of notifications under Article 6.2 as well as a call for such notifications which are still pending.
- Prior to each meeting, the Secretariat circulates an updated list of contact details of delegations for Members' review and submission of further updates, if any.
- Prior to the October meeting, the Secretariat circulates the draft annual report for Members' review and written comments.
- The Secretariat receives answers and questions from Members as well as notifications under Article 6.2. These are formatted and circulated upon receipt, and they are automatically placed on the agenda of the next meeting.

2.2.6 Preparation of the minutes

- Minutes produced are those for the regular meetings of the Committee.
- The Secretariat starts drafting the minutes of the meetings immediately after the Regular meeting but can only finalize the first draft when it receives all the written versions of the statements or after the recording of the meeting is transcribed to make sure that the minutes are comprehensive, accurate and complete. The minutes are basically a detailed summary of what Members said at the meeting. The draft minutes are then sent to Members that took the floor at the meeting to comment on whether the summary reflects their interventions or not. The draft minutes are also sent to Members regarding which item was raised, even if they did not take the floor, to alert them that there was an issue raised. Members who took the floor at the meeting are given 10 calendar days to comment on their own interventions. The minutes are immediately circulated past that deadline after introducing the necessary changes, if any.

Table 3: Preparation of the minutes/summary reports

Year	Last date of the formal meeting	Date of circulation of the minutes	No. of pages	No. of days
2019	6 June 2019	20 September 2019	13	106
	13 November 2019	14 January 2020	10	62
2020	15 September 2020	30 October 2020	8	45
2021	23 March 2021	25 May 2021	9	63
	12 October 2021	2 December 2021	8	51
2022	23 March 2022	25 April 2022	8	33
	12 October 2022	To be circulated		

2.2.7 Informal meetings

- The Committee does not hold informal meetings.

Table 4: Convening of informal meetings

Year	Date of informal meeting	Date of communication convening the informal meeting	No. of days
2019			
2020		NONE	
2021			
2022			

2.3 Substantive work**2.3.1 Notifications**

- The only notification obligation currently in force is the obligation to notify publications in which TRIMs may be found, pursuant to Article 6.2 of the Agreement.
- A call for notification under Article 6.2 (provided for in the minutes of the meeting held on 20 May 2009) is issued twice a year ahead of each meeting.
- A compilation of all notifications under article 6.2 of the TRIMs Agreement is prepared and circulated by the Secretariat as the need arises.
- The Committee's annual report includes several tables reflecting the status of all types of notifications submitted by Members and those that are missing.
- At every Committee meeting, the Chair raises the issue of missing notifications and strongly urges Members to fulfil their notification obligations. This is reflected in the minutes of all Committee meetings and in the Committee's annual reports.

2.3.2 Reports prepared by the Secretariat

- Prior to the last meeting of the year, the Secretariat issues a draft annual report to Members for comments. These reports are adopted by the Committee at the end of the last meeting of the year.

2.3.3 Participation by external stakeholders

NONE

2.3.4 Work with other Committees or WTO bodies

NONE
