

GUIDELINES FOR PREPARATION OF COUNTRY BRIEF ON TRADE FACILITATION

Please kindly send the completed brief in electronic MS Word format to Ms. Tavitra Ruyaphorn, <ruyaphorn@un.org>, cc'ed to ylduval@un.org no later than 11 May 2009.

In preparation for the event, you are kindly requested to prepare a **brief written note (3 pages or about 1500 words) on trade facilitation and SMEs in your country**. These notes will be posted as received on the forum website, in an effort to facilitate sharing of information among countries and participants. While you will in principle not be asked to present/read your note during the meeting as time will be limited, preparation of the note is expected to facilitate your participation in floor discussions following each session, as well as during the Roundtable on the WTO Trade Facilitation Negotiations and Related Aid for Trade initiatives on the last day.

The following outline is suggested:

1- Title

2- Introduction (1/4 page)

[you may discuss importance / prioritization of trade facilitation in the country's development strategy]

3- Major Trade Facilitation Initiatives and Projects, and implementation status (1 page)

[you may provide a comprehensive list, but discuss only one particularly relevant one - e.g., targeted at SMEs -]

4- In Focus: Trade Facilitation Needs and Priorities of SMEs OR Inter-Agency Coordination and Public-Private Sector Cooperation for Trade Facilitation OR Trade Finance Facilitation OR Computerization and Automation of Trade Procedures OR Aid for Trade Facilitation (1 page)

[In this section, you may focus on one (1) of the 5 areas proposed, providing the experience and/or initiatives of your country in this area.]

5- Conclusion (1/4 page)

6- References