

Regional Organizations Cooperation Mechanism for Trade Facilitation (ROC-TF) Annual Meeting

Royal Ambarrukmo Yogyakarta Hotel

Yogyakarta, Indonesia

4 September 2017

Guidelines for participants

Dear ROC-TF 2017 meeting participants,

Thank you for your interest in the Regional Organizations Cooperation Mechanism for Trade Facilitation (ROC-TF).

The following guidelines have been developed to facilitate your preparation for the meeting as well as to maximize interactions and information exchange in the limited time we will have:

- Each organization will be initially given 8-10 minutes. You may wish to cover the following topics.
 - ✓ On-going trade facilitation programmes/activities in the Asian-Pacific region
 - ✓ Forthcoming projects and activities for the next one or two years
 - ✓ Recommendations and suggestions for possible joint activities
- PowerPoint presentations may be used during the meeting and should consist not more than 4-6 slides (all inclusive). Please note this will be a 'paperless' meeting. Kindly submit the PowerPoint presentations before **30 August 2017** for circulation among the participants.
- If you are not using PowerPoint presentation, you may wish to send a written note for circulation among the participants **before 30 August 2017**. All material received will be distributed in electronic form. Speakers who wish to circulate material in paper form to participants need to bring your own copies.
- To facilitate discussions during the session on "Opportunities and modalities for improving inter-regional/sub regional cooperation on trade facilitation", participating organizations are encouraged to review and develop suggestions in advance, including on how to improve coordination, information exchange and synergies of ROC-TF participating organizations.
- Any materials can be sent to wangt@un.org, and copy aptff@un.org

For any questions and queries, please contact Mr. Tengfei Wang (wangt@un.org), Tel. +66 2288 1658.