



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

Direct line: (+41 22) 739 6728 until 9 August  
(+41 22) 739 5849 from 12 August  
Direct fax: (+41 22) 561 5849  
Email: [tfaf@wto.org](mailto:tfaf@wto.org) / [deirdre.lynch@wto.org](mailto:deirdre.lynch@wto.org)

To:	Official letter sent by fax	Fax No:	See list
From:	Sheri Rosenow Counsellor Trade Facilitation Agreement Facility Market Access Division	Date:	24 July 2019
Number of pages (including this one):		Ref:	

Dear Ambassador,

The Trade Facilitation Agreement Facility (TFAF) is pleased to offer funding for one capital based government official to attend the formal session of the **Committee on Trade Facilitation and additional workshops to be held at the WTO in Geneva, Switzerland, the week of 14 to 18 October 2019**. In an effort to ensure more inclusive participation of Members in Committee work and Geneva activities, invitations have been extended to developing Members, however, priority will be given to LDCs and lower income countries.

The agenda of the Committee meeting will include notifications received since the last meeting and experience sharing on implementation of provisions of the TFA.

The Committee meeting is expected to last two days; the second day will be the dedicated session on TACB (as required by Article 21.4). We will organize an additional two days of workshops on TFA related topics. Some capital based officials could be asked to make a presentation or provide inputs at these events. Potential speakers will be contacted once the topics to be discussed have been determined. More information will be provided on the meeting and workshops closer to the event.

**Your Government is invited to submit the name of one official.** The nominee should explain in his/her registration form (attached) how he/she meets the following qualifications:

1. fluent in reading, speaking and working in one of the three WTO official languages;
2. is an active member of his/her national trade facilitation committee
3. has the approval of his/her government and is available **from 14 to 18 October** to participate in trade facilitation meetings;

Due to meeting room limitations, we cannot bring as many people as in the past so please respond promptly.

An economy-class round-trip air-ticket, daily subsistence allowance for the duration of the meetings, hotel accommodation and terminal expenses will be provided to the selected participant by the Trade Facilitation Agreement Facility. Other administrative arrangements shall be communicated directly to the participant, by email, in due course.

Please be advised that, due to the visa requirements for Switzerland, your nominee should enquire in advance about the Swiss-Schengen visa that is required to enter Switzerland. He/she must contact the Swiss Embassy/Consulate in their capital directly. Please note that the WTO is not authorized to intervene in visa matters and the WTO does not reimburse visa fees. We recommend that the nominee contact the Swiss Embassy immediately to enquire about visa requirements and obtain a visa application so they are ready to submit their visa application as soon as the selected candidate receives the confirmation and airline ticket from the WTO.

Your nominee is kindly requested to complete the attached registration form and include clearly in capital letters his or her full name, position, complete address, telephone and e-mail address. The completed registration forms should be returned **NO LATER THAN Wednesday 7 August 2019**. Completed forms should be sent through your Geneva mission or WTO designated office with cc: to [tfaf@wto.org](mailto:tfaf@wto.org) / [deirdre.lynch@wto.org](mailto:deirdre.lynch@wto.org). We kindly request that you respect the deadline so that we can prepare the travel arrangements and allow the participants sufficient time to obtain their visa.

I remain, Ambassador,

Yours sincerely,



Sheri Rosenow  
Counsellor  
Trade Facilitation Agreement Facility  
Market Access Division