



## MODALITIES AND OPERATION OF THE INTEGRATED DATABASE (IDB)

DECISION ADOPTED ON 28 MAY 2019<sup>1</sup>

The Committee on Market Access,

*Having regard* to the Decision of the General Council dated 31 January 1995 (WT/L/47) mandating the Committee on Market Access to oversee the content and operation of, and access to, the Integrated Database (IDB);

*Considering* the role of the IDB as the official source of import and tariff statistics and its importance in ensuring transparency in the trade policy regimes of Members, as well as for the work of the WTO;

*Noting* the considerable changes in technology and the fragmentation of the rules<sup>2</sup> governing the IDB;

*Seeking* to streamline and facilitate the preparation of notifications by Members and to improve participation in the IDB with easy-to-process, reliable and timely official data;

*Decides:*

### 1 NOTIFICATION REQUIREMENTS

1. Members shall notify, on an annual basis, data on:

- a) Applied MFN import tariffs at the national customs tariff nomenclature (at the most detailed level, for example HS codes with 8, 9, or 10 digits, as normally applied by the Member's customs administration);
- b) Import statistics in the same national tariff nomenclature as the corresponding MFN applied tariffs for the same year (i.e. same HS version and with the same level of disaggregation), including value (in USD or national currency) and volume (quantity and unit), by country of origin and by tariff line;
- c) Data elements required by the Transparency Mechanism for Preferential Trade Arrangements<sup>3</sup>, which include:
  - i. Preferential applied tariffs and import statistics, for preferences by developed countries to developing and least-developed countries in accordance with the Generalized System of Preferences (GSP)<sup>4</sup>, including the list of countries or separate customs territories on which they apply.

<sup>1</sup> The Decision was adopted with an understanding reached on a number of issues, as reflected in the Chair's statement. See minutes of the meeting of the Committee on Market Access of 28 May 2019 (G/MA/M/70).

<sup>2</sup> The Decision of General Council of 18 July 1997 (WT/L/225) and the Decisions of the Committee on Market Access of 13 July 2009 (G/MA/238) and 13 July 2009 (G/MA/239).

<sup>3</sup> See WT/L/806, Section D, paragraphs 15-17, and Annex 1.

<sup>4</sup> Paragraph 2(a) of the Enabling Clause.

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- ii. Preferential applied tariffs and import statistics, in case of preferential treatment accorded by any Member to products of least-developed countries, including the list of countries or separate customs territories on which they apply.
  - iii. Preferential applied tariffs and import statistics, in case of non-reciprocal preferential arrangements authorised under the WTO Agreement, including the list of countries or separate customs territories on which they apply.
- d) The relevant reference information (see Annex 1 for details).
2. In addition, Members are encouraged to submit comprehensive applied tariff and import information, to the extent possible and particularly when the information is already publicly available in a national website, by notifying the following information:
- a) Applied non-MFN tariffs, including:
    - i. Preferential tariffs applied in the context of regional trade agreements (for example free trade agreements or customs unions), including arrangements under Article XXIV of the GATT 1994 and Paragraph 2(c) of the Decision on "Differential and More Favourable Treatment Reciprocity and Fuller participation of Developing countries" (Enabling Clause)<sup>5</sup>. The submission should include list of countries or separate customs territories covered by each of these agreements; and
    - ii. Other applied non-MFN tariffs, for example tariffs applied on imports originating in non-WTO Members, if applicable, including the list of countries or separate customs territories on which they apply.
  - b) Preferential import statistics under regional trade agreements (for example free trade agreements or customs unions), including arrangements under Article XXIV of the GATT 1994 and Paragraph 2(c) of the Enabling Clause. They should include the value (in USD or national currency) and volume (i.e. quantity and unit), disaggregated by country of origin, by tariff line, and by the duty regime under which each product was imported. The statistics should distinguish at the tariff line level, and for each of the beneficiary partners, the imports entered under MFN conditions from the imports entered under preferential conditions.
  - c) Ad valorem equivalents (AVEs) of non-ad valorem (NAV) duties, as calculated by the Member.
  - d) Applied internal taxes and other duties and charges (ODCs), when available at the tariff line level.
  - e) Imports or proportion of imports (value and volume) under tariff rate quotas (TRQs) for each identified tariff line associated with the relevant TRQ, in particular in case the in-quota and out-of-quota imports are recorded under the same tariff line code. In case the data corresponds to a bound TRQ, the TRQ identification (TQ ID) as contained in the CTS.
3. Nothing in this Decision shall be interpreted as modifying the notification requirements of the Transparency Mechanism for Regional Trade Agreements<sup>6</sup> and the Transparency Mechanism for Preferential Trade Arrangements<sup>7</sup>.

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<sup>5</sup> Decision of 28 November 1979, GATT document L/4903. Paragraph 2(c) provides that: "Regional or global arrangements entered into amongst [developing country Members] for the mutual reduction or elimination of tariffs and, in accordance with criteria or conditions which may be prescribed by the CONTRACTING PARTIES, for the mutual reduction or elimination of non-tariff measures, on products imported from one another".

<sup>6</sup> Decision of the General Council of 14 December 2006 (WT/L/671).

<sup>7</sup> Decision of the General Council of 14 December 2010 (WT/L/806).

## 2 NOTIFICATION DEADLINES

4. Members shall notify no later than<sup>8</sup>:
  - a. 30 March, MFN and other applied tariffs of the current year, and
  - b. 31 October, the import statistics of the previous calendar year.
5. With a view to lessening the reporting burden, Members will endeavour to include the additional tariff and import data required by the Transparency Mechanism for Preferential Trade Arrangements as part of their IDB notifications as: a single submission on tariffs and a single submission on import statistics.<sup>9</sup>

## 3 PROCEDURE FOR THE SUBMISSION OF NOTIFICATIONS

### Format

6. Members shall submit their data in spreadsheet (for example MS Excel or CSV), database format (for example MS Access or SQL) or other formats which are ready to be imported into spreadsheet or database format. Members shall avoid word-processing (for example MS Word), files from which data cannot be easily converted in tabular format (for example PDF, XPS, etc.), or image files (for example .png, .jpeg, etc.). In case a Member is required by its national legislation to submit its data in PDF format, it will also submit it in a spreadsheet, database or other format referred to above. Members may submit their reference information in any format.<sup>10</sup>

### Methods for the transmission of Data

7. Members may submit their notifications through any of the following methods:
  - a) IDB File Exchange Facility (<https://idbfileexchange.wto.org>), which is the preferred method in case of large files<sup>11</sup>; or
  - b) Email to the contact point in the Secretariat ([idb@wto.org](mailto:idb@wto.org)).
8. To the extent it is technically viable, and with a view to automatically submitting the information, Members may voluntarily enter into an agreement with the Secretariat for the automatic electronic transmission of data at regular intervals or similar methods. These agreements will be set on a case-by-case basis and include the terms and conditions in which the data will be obtained from the Member, including the manner in which the Member shall be informed of the data transmission and how the data is included in the IDB. Members may request, at any point in time, that these data be modified or removed from the IDB.
9. The Secretariat is authorized to work with other international organizations to develop standards and systems to facilitate the automatic transmission of data.
10. The submission of data to the IDB shall be without prejudice to the rights and obligations of Members under the WTO Agreement.

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<sup>8</sup> These deadlines apply to Members which base their tariffs on a calendar year. For other Members, the deadlines could be adjusted to take into account the dates when the national tariff comes into force.

<sup>9</sup> Paragraph 3 of the PTA Decision (WT/L/806) "The required notification of a PTA shall take place as early as possible; it will occur when practicable before the application of preferential treatment by the notifying Member and, at the latest, three months after the PTA is in force". Paragraph 15 provides further that "[c]hanges affecting the implementation of a PTA during a calendar year shall be notified on an annual basis, no later than 30 June of the next immediate calendar year." Paragraph 16 adds that "The notifying Member shall notify data on imports from each of the beneficiary partners on an annual basis ... no later than 31 October for data of the previous year."

<sup>10</sup> Annexes 1 and 2 contain examples of formats that can be used by Members to submit the IDB notifications, including the reference information.

<sup>11</sup> A password system is maintained by the Secretariat ([idb@wto.org](mailto:idb@wto.org)).

## **Modifications**

11. Members have the right to transmit, at any time, modifications to their IDB notifications.

## **Technical Assistance**

12. The Secretariat shall, upon request, provide technical assistance in relation to the submission of the data required for the IDB. Members may contact the Secretariat through the following e-mail address: [ldb@wto.org](mailto:ldb@wto.org).

## **4 DATA-PROCESSING BY THE SECRETARIAT**

13. The Secretariat will standardize the data submissions by Members. An explanation of the current process is described in Annex 3.

## **5 DATA DISSEMINATION**

14. The dissemination of the information contained in the IDB and Consolidated Tariff Schedules (CTS) Databases shall be done in accordance with Annex 4.
15. With a view to continuously improving the functionality of the WTO data dissemination and online tools, the Secretariat will periodically consult with Members to identify their needs and to identify areas for improvement.

## **6 NATIONAL SOURCES OF IMPORT AND TARIFF STATISTICS**

16. The Secretariat will maintain a list of official national websites, for example by customs authorities, ministries of international trade (or related) or national statistical offices, in which tariff or import data are publicly available. Members may inform the Secretariat at any time of any reliable websites that could be used to access this information.

## **7 NOTIFICATION REMINDERS**

17. The Secretariat will regularly inform the Committee on Market Access on the status of the IDB notifications. The yearly statistics on data sources for tariffs and imports will also be provided, including the sources of the data.
18. In case of incomplete or pending notification obligations, the Secretariat will send an email<sup>12</sup> to the relevant Member with the applicable comprehensive reminder(s) per year.
19. In order to avoid duplication or outdated reminders, and in light of its special nature, the IDB notification reminders will not be included in the Central Registry of Notifications (CRN).

## **8 FRAMEWORK TO OVERCOME SIGNIFICANT GAPS IN INFORMATION**

20. In case there are significant data gaps for a Member, in terms of the data required in Paragraph 1, the Secretariat may complete the missing data through the following procedure:
  - a) The Secretariat will send a reminder to the Member explaining the extent of the data gaps and requesting the Member to notify the data or to provide the appropriate data source(s).
  - b) If no response is received within thirty days following the reminder, the Secretariat will endeavour to identify the appropriate source(s). Any guidance received from the Member shall be taken into account by the Secretariat.
  - c) Once an appropriate source(s) is identified, the Secretariat will collect the data and inform the Member by e-mail. The communication will include the data in its original form and the

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<sup>12</sup> In case an official e-mail address is not available, the reminders will be sent by fax.

data source(s) (agency name and contact person, or website address, date of receipt or download).

- d) The data and the data sources identified by the Secretariat, are subject to approval by the Member concerned, which will have a period of thirty days<sup>13</sup> from the communication in paragraph c) to raise any objection.
  - e) If no objection is raised, the Secretariat will include the data in the IDB noting its source and that the information was obtained by the Secretariat. The file will be disseminated with a "provisional" status. The provisional files are deemed approved pursuant to the Dissemination Policy (Annex 4).
  - f) Members have the right to object at any time to any data included through this procedure which they consider does not accurately reflect their situation, as well as to withdraw, revise or replace any data already incorporated into the IDB.
21. In applying this procedure, the Secretariat will endeavour to identify reliable sources of official information for the collection of the outstanding data, including:
- a) Direct contact with the appropriate national agency or ministry;
  - b) Data available in the public domain through national governmental websites, including those mentioned in paragraph 16 above;
  - c) Data available in relevant regional inter-governmental agencies or regional integration agreements' secretariats;
  - d) Data obtained by other international organisations, such as the ITC, UNCTAD and the UN Statistical Division (UN Comtrade database); and
  - e) Data published in other online statistics websites which collect data from approved national agencies.

## **9 RECOMPOSITION OF SINGLE YEAR TARIFF DATA**

22. In case a Member has notified imports without the corresponding tariffs, the Secretariat will endeavour to find a solution with the Member concerned, which may include an estimation or re-composition of the missing tariff information based on notified tariffs for adjacent years (see Annex 5). In these cases, the Secretariat will include the data in the IDB noting that the information was recomposed by the Secretariat and that is without prejudice to the rights and obligations of Members under the WTO Agreement.

## **10 TECHNICAL ASSISTANCE FOR THE PREPARATION OF NOTIFICATIONS**

23. The Secretariat shall, upon request, provide technical assistance to Members for the preparation of IDB notifications, including the verification of provisional files.
24. With a view to continuously facilitating the use of the IDB and the preparation of notifications, the Secretariat will periodically consult with Members to identify their needs and organize trainings which may include:
- a) Periodical trainings to Geneva-based delegates on the use of the different WTO on-line tools;
  - b) Specialized regional workshops in those regions with the highest number of data gaps; and
  - c) Specific requests by Members.

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<sup>13</sup> Members may request additional time to the Secretariat within this period.

25. The Secretariat will regularly explore new technologies to facilitate the preparation of notifications and reduce the burden for Members.

## **11 FINAL PROVISIONS**

26. This Decision and its annexes replace the Decisions of the Committee on Market Access of 13 July 2009 (G/MA/238) and 13 July 2009 (G/MA/239).

**ANNEX 1****CHECKLIST OF DATA ELEMENTS AND REFERENCE INFORMATION TO BE SUPPLIED BY MEMBERS**

The following checklist is intended to provide guidance to Members when preparing their notifications under the IDB Decision for (1) tariffs and (2) import statistics.

**1 TARIFFS****1.1 Required data elements (Paragraph 1 of the IDB Decision)**

- Tariff line code (HS)
- Suffix
- Product description in any of the three official languages (English, French or Spanish)
- Duty:
  - MFN applied tariffs
    - *Ad valorem* duty rate
    - Specific, mixed or compound duty (text)
    - Notes
    - In-quota and out-of-quota indicator (the default is out-quota, unless explicitly specified)
  - In case of non-reciprocal preferential tariffs (for example GSP tariffs) under the Transparency Mechanism for Preferential Trade Arrangements:
    - *Ad valorem* duty rate
    - Specific, mixed or compound duty (text)
    - Notes
    - In-quota and out-of-quota indicator (the default is out-quota, unless explicitly specified)
    - Partner(s)

**1.2 Other possible data elements (encouraged in Paragraph 2 of the IDB Decision)**

- Preferential tariffs in regional trade agreements
  - *Ad valorem* duty rate
  - Specific, mixed or compound duty (text)
  - Notes
  - Partner(s)
- Tariffs for non-WTO Members, if applicable
  - *Ad valorem* duty rate
  - Specific, mixed or compound duty (text)
  - Notes
  - Partner(s)
- *Ad valorem* equivalents (AVEs) of non-*ad valorem* (NAV) duties

### 1.3 Reference information

- Year of the tariffs
- Harmonized System version (HS 2012, HS 2017, etc.)
- National partner country codes and quantity codes for imports data, if applicable
- List of beneficiary partners for each non-MFN duty regime
- If AVEs are submitted, the calculation method (for example based on imports from the World, WTO Members, etc.), if used
- In case non-ad valorem duties are notified:
  - Duty currency unit (for specific, mixed, and compound duties)
  - Duty assessment (for example net weight, gross weight, etc.)

## 2 IMPORT STATISTICS

### 2.1 Required data elements (Paragraph 1 of the IDB Decision)

- Tariff line code
- Partner
- Value
- Primary Quantity – Primary Unit
- Secondary Quantity – Secondary Unit
- If applicable under the Transparency Mechanism for Preferential Trade Arrangements, duty regime for each traded tariff line by partner.

### 2.2 Reference information

- Year of imports, including whether it is a calendar or fiscal year
- Harmonized System version (HS 2012, HS 2017, etc. which should be consistent with the version used for the corresponding tariffs of the same year)
- System of trade (general or special<sup>1</sup>)
- Imports currency unit (USD or national currency)
- Imports valuation basis (c.i.f., f.o.b., f.a.s.) as applicable
- Exchange rate to the USD, including where applicable, the spread over the year (if reported in national currency)
- List of national partner country codes
- List of national quantity codes

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<sup>1</sup> The general trade system is used when the statistical territory of a country coincides with its economic territory. Thus, under the general trade system, the statistical territory comprises all imports, including those from customs warehouses, all types of free zones, free circulation area and premises for inward processing.

The special trade system is used when the Member records imports for a statistical territory that comprises only a part of the economic territory. For example, when a Member only records imports for domestic consumption.

**ANNEX 2****EXAMPLES OF FORMATS AND REFERENCE INFORMATION OF IDB NOTIFICATIONS****1 EXAMPLE 1**

**Case 1:** Member A notifies its MFN tariffs for the year 2018 and imports for the year 2017. This Member does not provide non-reciprocal preferences, is not a party to any regional trade agreement, and does not apply a different duty for non-WTO Members.

**1.1 Tariff data File (Example 1)**

Tariff Code	line	Suffix	Product description	MFN applied	In-quota indicator
....					
0210.11.39			Dried or smoked shoulders and cuts thereof	119 \$/100 KG	
...					
0301.91.00		ex1	Live trout	35%	
0301.91.00		ex2	Live trout	0%	Y
....					
2905.45.00			Glycerol	0.005\$/KG	
....					
8470.50.00			Cash registers	0%	
....					

**Reference information for the tariff file:**

Year of tariffs:	Applied tariffs as of 29 March 2018
HS version (for example HS2012, HS2017, etc.):	HS2017
List of duties provided (for example MFN applied, GSP, preferential, etc.):	MFN applicable to all partners
List of beneficiary partners for each non-MFN duty regime:	
Information on non-ad valorem duties:	
- Duty currency unit:	USD
- Duty assessment (net or gross weight):	Based on gross weight
Other files and contents	None

**1.2 Import statistics file (Example 1)**

Tariff Code	line	Suffix	Partner	Value	Quantity 1	Quantity unit 1	Duty regime
0210.11.39			AUS	100	200	KG	
0210.11.39			BRA	200	400	KG	
0210.11.39			CHN	300	600	KG	
0210.11.39			MLI	50	100	KG	
...							
2905.45.00			AUS	100	200	TON	
2905.45.00			BRA	200	400	TON	
2905.45.00			LKA	50	100	TON	
2905.45.00			CHN	10	20	TON	

**Reference information for the import statistics:**

Year of imports:	2017
HS version (for example HS2012, HS2017, etc.):	HS2017
System of trade:	General
Currency used for the value:	USD
Import valuation basis:	Customs value is determined on a CIF basis
Yearly exchange rate:	For the year 2017, 32.5 Andalusian Peso for 1 USD.
List of duty regimes used:	MFN only
Unit of the value data:	Thousands USD
List of country codes:	See file countrycodes2017.xls
List of quantity codes (if used):	n.a.
Other files and contents:	None

## 2 EXAMPLE 2

**Case 2:** Member B notifies its MFN and preferential tariffs for the year 2018, as well as imports for the year 2017. This Member provides non-reciprocal preferences under the GSP and has a special non-reciprocal preferential scheme for LDCs, both of which have to be annually notified under the "Preferential Tariff Arrangement Transparency Mechanism". The Member also decides to notify its preferential tariffs under two free trade agreements: FTA1 with Australia and FTA2 with Sri Lanka, as well as the AVEs calculated by the national statistics offices, and the applied ODCs at the tariff line level. The Member does not apply a different duty for non-WTO Members.

### 2.1 Tariff data file (Example 2)

Tariff line code	Suf fix	Product Description	MFN applied duty rate	GSP	LDC	FTA 1	FTA 2	AVE	ODC	In-quota indicator
....										
0210.11.39		Dried or smoked shoulders and cuts thereof	119 \$/100 KG/net	0%	0%	0%	2%	30%	3%	
...										
0301.91.00	ex1	Live trout	35%	-	0%	10%	5%		3%	
0301.91.00	ex2	Live trout	2%	-	0%	0%	0%		3%	Y
....										
....										
2905.45.00		Glycerol	0.005\$/KG	0%	0%	-	0%	12%	0%	
....										
8470.50.00		Cash registers	0%	-	-	-	-		0%	
....										

"-" means excluded from the preferential scheme, so MFN duty applies; for LDC duties, if GSP is reported, then GSP duty applies.

### Reference information for the tariff file:

Year of tariffs:	Applied tariffs as of 29 March 2018.
HS version (for example HS2012, HS2017, etc.):	HS2017
List of duties provided (for example MFN applied, GSP, preferential, etc.):	1) MFN applied, 2) GSP scheme, 3) Duty-free, quota-free for LDCs, 4) FTA 1 with Australia, 5) FTA 2 with Sri Lanka.
List of beneficiary partners for each non-MFN duty regime	See file Preferentialpartners2017.xls
Information on non-ad valorem duties: - Duty currency unit: - Duty assessment (net or gross weight):	USD Based on net weight
Other files and contents	None

### 2.2 Import statistics file

Tariff code	line	Suffix	Partner code	Duty Regime	Value	Quantity	Quantity unit
0210.11.39			AUS	MFN	20	30	KG
0210.11.39			AUS	FTA1	80	170	KG
0210.11.39			BRA	MFN	200	400	KG
0210.11.39			CHN	MFN	300	600	KG
0210.11.39			MLI	LDC	50	100	KG
....							
2905.45.00			AUS	FTA1	100	200	TON
2905.45.00			BRA	MFN	200	400	TON
2905.45.00			LKA	GSP	40	90	TON
2905.45.00			LKA	FTA2	10	10	TON
2905.45.00			CHN	MFN	10	20	TON

**Reference information for import statistics:**

<b>Year of imports:</b>	<b>2017</b>
HS version (for example HS2012, HS2017, etc.):	HS2017
System of trade:	General
Currency used for the value:	USD
Import valuation basis:	Customs value is determined on a CIF basis
Exchange rate:	For the year 2017, 32.5 Andalusian Peso for 1 USD.
List of duty regimes used:	1) MFN applied, 2) GSP scheme, 3) Duty-free, quota-free for LDCs, 4) FTA 1 with Australia, 5) FTA 2 with Sri Lanka. See file "dutyregimes2017.xls".
Unit of the value data:	Thousands USD
List of partner country codes:	see file countrycodes2017.xls
List of quantity codes:	see file quantitycodes2017.xls
Other files and contents	None

**2.3 Other reference INFORMATION for import statistics**

- List of national country codes (file countrycodes2017.xls)

National Code	Partner Code	Partner
036	AUS	Australia
076	BRA	Brazil
...	...	...

- List of national quantity codes (file quantitycodes2017.xls)

National Code	Quantity Code	Description
55	KG	Kilogram
45	KG/net	Kilogram net
06	TON	Tons
...	...	...

- List of beneficiary partners for each non-MFN duty regime (file Preferentialpartners2017.xls)

Partner Code	Duty Regime		
	FTA	LDC Scheme	GSP Scheme
AUS	FTA1		
BRA			GSP
CAN			
...	...	...	...
MLI		LDC	GSP
...	...	...	...
LKA	FTA2		GSP
...	...	...	...

**2.4 Technical Information on submission files:**

<b>Software used to prepare submission: (Type and version)</b>	<b>Microsoft Excel 2016</b>
Compression and decompression software used: (Type and version)	File is not compressed
File names and contents:	
- Tariffs	Tariffs2018Rev.1.xls
- Imports	Imports2017.xls
- Country codes	countrycodes2017.xls
- Quantity codes	quantitycodes2017.xls
- List of beneficiary partners for each non-MFN duty regime	Preferentialpartners2017.xls
- Other files	Dutyregimes2017.xls (includes the duty regimes used for the 2017 imports)

### ANNEX 3 DATA-PROCESSING BY THE SECRETARIAT

The Secretariat converts the national submissions into a common format, standardizes certain data and checks the quality of the data submitted by Members. The formatting and standardization are done using computer-assisted intervention, depending on the national format and on the contents of the submission. Some of the steps undertaken by the Secretariat include:

- Formatting of national submissions to a common database format. This includes standardizing certain data (for example removing per cent signs from the ad valorem duty rate, deleting spaces or dots in the tariff line codes, etc.).
- Conversion of national country and quantity codes and national currencies into standard country and quantity codes and into USD.
- Editing and validation: this mainly refers to programmed validations and consists of the following checks:

a) Tariffs

*N.B. The current year applied duties should be provided as soon as available in national capitals, even though import statistics would relate to the previous year.*

A set of programmed validations would be undertaken which covers:

<i>Tariff line number:</i>	For HS-based submissions, the first six digits (for example <b>010121</b> 001) should be a valid HS code for the HS version in force for the reference year (for example HS 2012, HS 2017, etc). There would be no checking on the national part of the tariff line number (for example 010121 <b>001</b> ) which would be recorded starting in position 7 of the tariff line.
<i>Tariff suffix:</i>	Should be blank or alpha-numeric
<i>Product description:</i>	Product descriptions of the national customs tariff should be provided in any of the WTO official languages. When provided in a separate file, all tariff line numbers should have a corresponding entry in the tariffs. If not, a product description with "not provided" in the text is generated.
<i>In-quota/out-of-quota</i>	By default, the tariff duties are out-quota. In-quota duties should be expressly identified.
<i>Duty:</i>	At least the applied MFN duties should be provided.
<i>Partner:</i>	Would be recorded where applicable, to identify the partner to which the duty applies.
<i>Duty</i>	The duty can be either ad valorem or non-AV. If the duty is non-AV and the ad valorem equivalent (AVE) is provided, the AVE should be clearly identified.

Apart from the validation of codes, formats, etc., the Secretariat may undertake other electronic validations. For example, the duty levels could be compared to those of the previous year(s). Any discrepancies would be clarified by the Secretariat with the Member concerned.

b) Imports

The Secretariat compares the total value of imports submitted with the statistics published by the UN (UN Comtrade) or the IMF (IFS) or other relevant national or international sources (for example regional secretariats, the World Bank, etc.). The Secretariat may validate by HS chapter and by country of origin. If unexplained differences account for more than 5%, the Secretariat will contact the reporting country would for additional information. Once the totals are accepted, a programmed validation of data elements would take place:

<i>Tariff line number:</i>	All tariff items recorded in the import statistics should have a corresponding entry in the tariffs.
<i>Partner:</i>	Should be a valid national partner code for the reporting country. Should not represent a group of trading partners.
<i>In-quota/out-of-quota</i>	A flag to identify the in-quota imports; it should match the in-quota indicator of the tariffs
<i>Customs value:</i>	Should not be zero or negative.
<i>Quantity 1:</i>	Should be a positive number
<i>Quantity unit 1:</i>	Should be a quantity description or a valid national quantity code.
<i>Quantity 2:</i>	If provided, should be a positive number
<i>Quantity unit 2:</i>	If provided, should be a quantity description or a valid national quantity code and should not be equal to quantity unit 1.

**ANNEX 4****DISSEMINATION POLICY OF THE INTEGRATED DATABASE (IDB) AND  
THE CONSOLIDATED TARIFF SCHEDULES (CTS) DATABASE**

This document sets out the dissemination policy for the Integrated Database (IDB) and the Consolidated Tariff Schedules (CTS) database. It is based on the premise that providing broader access to the information in the IDB and the CTS database would improve transparency, increase public awareness and contribute to the effective delivery of technical assistance to developing and least-developed country Members. It also recognizes that the IDB and the CTS databases are practical working tools and that there are no implications as to the legal status of the information contained therein. This dissemination policy builds on and replaces the dissemination policy adopted by the Committee on Market Access on 13 July 2009 (G/MA/238).

**1 COVERAGE**

1. This policy regulates the access to, and dissemination of, the data contained in the IDB and CTS Databases. The dissemination policy distinguishes between "provisional" and "approved" data, as well as between "restricted" and "unrestricted" data as follows:

- a) Data files are considered to be "provisional" when they have undergone processing into standard format or have been substantially revised by the Secretariat;
- b) Data files are considered to be "approved" after a period of 30 days from their circulation as a provisional file if no objection has been raised by the Member concerned;<sup>1</sup>
- c) "Restricted" data includes by default all provisional data and approved data designated as restricted by a Member; and
- d) "Unrestricted" data includes by default all approved data which is not restricted.

2. Members retain the right to designate their own data concerning *ad valorem* equivalent (AVEs) provided by the Member and approved import statistics at the tariff line level (i.e., more detailed than HS six-digit level) as restricted.

**2 AUTHORIZED USERS**

3. Authorized users of the IDB and CTS Database are defined as:

- a) All WTO Members;
- b) Countries or separate customs territories in the process of acceding to the WTO that have provided the Secretariat with their own IDB submissions (hereafter referred to as "authorized Acceding countries")<sup>2</sup>;
- c) The WTO Secretariat; and
- d) The intergovernmental organizations that were authorized by the Committee on Market Access under the previous dissemination policy: (i) African Union; (ii) Agency for International Trade Information and Co-operation; (iii) Caribbean Regional Negotiating Machinery; (iv) Caribbean Community Secretariat; (v) Commonwealth Secretariat; (vi) Economic Commission for Latin America and the Caribbean; (vii) European Bank for Reconstruction and Development; (viii) European Free Trade Association; (ix) Food and Agricultural Organization; (x) General Secretariat of the Andean Community; (xi) International Coffee Organization; (xii) International Monetary Fund; (xiii) International Trade Centre; (xiv) Organisation for Economic Co-operation and Development; (xv) Pacific

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<sup>1</sup> Members may request additional time to the Secretariat within this period.

<sup>2</sup> The Secretariat will periodically inform the Committee on Market Access on the status of the IDB submissions by these Acceding countries in order to decide whether their access to the IDB should be maintained.

Islands Forum Secretariat; (xvi) Southern African Customs Union; (xvii) South Centre; (xviii) United Nations Conference on Trade and Development; (xix) United Nations Economic and Social Commission for Asia and the Pacific; (xx) United Nations Economic Commission for Africa; (xxi) United Nations Economic Commission for Europe; (xxii) West African Economic and Monetary Union; (xxiii) the World Bank; and those organizations subsequently granted access by the Committee on Market Access.<sup>3</sup>

4. Additional requests by other intergovernmental organizations for access to the restricted IDB and the CTS data are subject to approval by the Committee on Market Access on a case by case basis.

### 3 CONDITIONS OF USE AND PUBLICATION

5. Authorized users can freely use approved IDB and CTS information for internal purposes and in the context of market access-related technical assistance and capacity building.<sup>4</sup> Authorized intergovernmental organizations and authorized Acceding countries are required to agree to the conditions on the use and publication of IDB and CTS information, as set forth in this document, prior to receiving access to the approved restricted data. Any breach of the conditions will result in the termination of their access to the restricted data.

6. All users may publish approved IDB and CTS information, or analyses derived from these databases, on the condition that:

- a) WTO copyright of the original data is acknowledged and the specific data shown through users' own databases, online tools or publications, explicitly acknowledge the WTO as the source of the data;
- b) Any conclusions or analyses based on IDB and CTS data by users are accompanied by a disclaimer stating that they are the responsibility of the authors and not the opinion of the WTO; and
- c) The publication of restricted data by authorised users is not more detailed than the authorized level by the relevant Member(s). The publication of restricted data is subject to a prior authorization from the relevant Member(s) or Acceding country(ies), through the WTO Secretariat.<sup>5</sup>

7. Any user seeking to re-disseminate of IDB or CTS data to third parties for purposes beyond publication or analyses derived from these databases shall first obtain the approval of the WTO Secretariat ([ldb@wto.org](mailto:ldb@wto.org)) prior to such re-dissemination. In addition, the third party shall commit to respect the terms and conditions of this dissemination policy.

8. Any user seeking to mass-download IDB and CTS data for their own systems, or for redistribution through other databases or online systems, shall obtain the approval of the WTO Secretariat ([ldb@wto.org](mailto:ldb@wto.org)) prior to the download<sup>6</sup>. In addition, the user shall commit to respect the terms and conditions of this dissemination policy before downloading the data.

9. The Secretariat shall inform all users of the new dissemination policy and annually send reminders to the users in Paragraphs 3(d) and 7 of the conditions of use.

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<sup>3</sup> For a user to be granted access to the IDB and the CTS databases, it shall commit to grant similar access to their own respective tariff and trade-related databases and analytical tools to the WTO Secretariat.

<sup>4</sup> "Internal purposes" is understood to mean, in the case of Members and authorized Acceding countries, that they are free to use and distribute their own processed files as they wish. However, the files of other Members or authorized Acceding countries can only be used internally by government agencies. In the case of the Secretariat and other organizations, "internal purposes" is understood to mean use within the organization.

<sup>5</sup> The exception to this rule is in the case of WTO documents prepared by the Secretariat at the request of Members, in which case the Secretariat will inform the Committee on Market Access prior to publication.

<sup>6</sup> For a user to be authorized, it shall commit to grant similar access to their own respective tariff and trade-related databases to the WTO Secretariat. This provision does not apply to WTO Members.

10. The Secretariat will inform the Committee of Market Access of the user(s) authorized under paragraphs 7 and 8. It will also inform the Committee if it becomes aware of user(s) failing to abide by the terms and conditions of this dissemination policy.

#### 4 DISSEMINATION TOOLS BY THE WTO SECRETARIAT

11. Internet access to unrestricted data is accorded freely to the public. Online tools by the Secretariat may include a user-defined identification and password system.

12. Internet access to restricted data is accorded to authorized users through a user-identification code and password (hereafter referred to as "restricted password") maintained by the Secretariat and distributed directly to the authorized users. Each authorized user has its own restricted password and it is possible to establish several user accounts for a given authorized user through a user-defined identification and password system. The restricted passwords are changed periodically. It is the responsibility of authorized users to ensure that the dissemination policy outlined above is respected.

13. The information is currently disseminated through:

- a) **World Tariff Profiles:** a tariff book jointly published by the WTO Secretariat, the International Trade Centre (ITC) and UNCTAD, which provides comprehensive summary information on the tariffs and non-tariff measures imposed by over 170 countries and customs territories. Tariff data are presented in comparative tables and in one-page profiles for each economy. [https://www.wto.org/english/res\\_e/reser\\_e/tariff\\_profiles\\_e.htm](https://www.wto.org/english/res_e/reser_e/tariff_profiles_e.htm)
- b) **The Tariff Analysis Online (TAO):** an advanced online system that allows users to extract detailed information for specific products, including bound and applied tariffs at the national tariff line level (HS-8 digits or more), as well as import data. It has analytical reports and allows filtering criteria for the analyses. All authorized users have access to all the approved data, but only Members and the Secretariat have access to the provisional data of this site. The access to the public is limited to unrestricted data. <https://tao.wto.org/>
- c) **Preferential Trade Arrangements (PTA) Database:** contains reference information on notified PTAs, serves as document repository, includes summary statistics of preferential tariffs and imports, including preference utilization (<http://ptadb.wto.org/>).
- d) **WTO data portal (WTODATA):** contains general statistical indicators related to WTO issues, including bound and MFN applied tariffs. <http://data.wto.org/>
- e) **Data maps:** a section of the WTO webpage that allows users to visualize different data elements, including trade and tariff data. [International Trade and Market Access Data](#)

14. The Secretariat will periodically consult with Members on publications and online tools to disseminate IDB and CTS data, and inform the Committee on Market Access of any change. It will also endeavour to develop new methods to facilitate access to information, including through the creation of new user-friendly formats or tools.

**ANNEX 5****PROCEDURE FOR RECOMPOSING SINGLE YEAR MISSING TARIFF DATA**

In the IDB, tariffs are the base for integrating tariff and import data. Hence, without the tariff data, notified imports remain unprocessed and are not disseminated. The procedure in this Annex applies to cases where: (i) a Member has submitted the import data for a specific year, but the tariff data for the corresponding year has remained outstanding after several years, (ii) tariffs exist (notified and disseminated) for the adjacent years of the missing data, and (iii) there is just a single year gap in notification. For example, a Member has notified its 2001 import data, but has not notified its 2001 tariffs; but the 2000 and 2002 tariffs are also available and have been disseminated through the IDB.

In these situations, the Secretariat will undertake the following steps to recompose or interpolate the tariff data for a particular year (i.e. the recomposed tariff year):

**Step 1:** The nomenclature of the tariff lines in the import data will be matched to the nomenclature of the tariff files for the two adjacent years. The Secretariat will use the year with the highest number of identically matched tariff lines as the primary base tariff data. For all the tariff lines with an identical match (i.e. all tariff lines where the nomenclature of the imports file and the primary base tariff data is the same), the Secretariat will use the MFN rates of duty of the primary base tariff data to set the rates of duty of the recomposed tariff year. If the imports file includes product descriptions, the Secretariat will endeavour to find the matching tariffs from the selected primary base tariff data.

**Step 2:** For all the tariff lines in the imports file without an exact match remaining from Step 1, the Secretariat will proceed to match the nomenclature of the tariff lines in the imports file with the nomenclature of the tariff file of the remaining adjacent year (i.e. the secondary base tariff data). For all the tariff lines with an identical match (i.e. all tariff lines where the nomenclature of the imports file and the secondary base tariff data is the same), the Secretariat will use the MFN rates of duty of the secondary base tariff data to set the rates of duty of the recomposed tariff year. Additional matching based on product description, if available would also be done.

**Step 3:** For all the remaining tariff lines (i.e. those where the nomenclature of the tariff lines in the imports file that did not match the nomenclature of the tariff lines in the primary nor the secondary base tariff data), the Secretariat will proceed to equally distribute the imports on the tariff lines within the same subheading of the primary base tariff data.

**Step 4:** In case there are HS subheadings with no imports, the Secretariat will set the rates of duty for these tariff lines based on the primary base tariff data, i.e. by including the national tariff line breakdowns. In case there are HS subheading where some of the national breakouts do not have imports, the Secretariat will recompose the rates of duty of the tariff lines without imports based on the primary or secondary base tariff data, as applicable.

**Step 5:** The Secretariat will assess the file with the recomposed tariff year with a view to verifying its consistency, ensuring that the estimates of the overall average, as well as the HS 6-digit averages, are comparable to the corresponding statistics of the two adjacent years.

**Step 6:** The dataset with the recomposed tariff year will be sent to the concerned Member for its review and approval but would not be given a provisional status yet. If no comment is received from the concerned Member after thirty days, the data will be given a provisional status and it will be subject to the IDB Dissemination Policy.

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