



**Committee on Trade and Development
Aid for Trade**

**"EMPOWERING CONNECTED, SUSTAINABLE TRADE"
AID-FOR-TRADE GLOBAL REVIEW
27-29 JULY 2022**

INFORMATION NOTE AND SESSION REQUEST FORM

1.1. The Aid-for-Trade Global Review will be held on **27-29 July 2022**. The theme of this year's Global Review is: **"Empowering connected, sustainable trade"**. Members agreed to organize a Global Review with this theme as the centrepiece of the Aid-for-Trade Work Programme for 2020-22 (**WT/COMTD/AFT/W/81 and Rev.1**).

1.2. This information note provides an overview of how the event will be organized and how WTO Members, Observers, Observer Organizations and other Aid-for-Trade stakeholders can participate in it.

1.3. The event will be organized in a mixed hybrid and virtual format.

- **All plenary sessions will be organized in a hybrid format.** Participants will be able to attend the plenary sessions either physically (at WTO meeting rooms) or virtually (through registration with the appropriate video-conferencing form). Some plenary sessions may also be live webcast on YouTube. Participants who do not have access to the WTO will need to register in advance of the event. WTO will organize plenary sessions as well as lunchtime focus events.
- **Other sessions will be held in a virtual format, unless otherwise requested.** Requests to organize other sessions should be made using this on-line form: <https://www.surveymonkey.com/r/GR22SideEventsEN>. (In the case of technical difficulty, the attached form in Annex 1 to this document can be submitted by email to: aft.wto@wto.org). The deadline for the submission of event request forms is **13 May 2022**.

1.4. In the event of a further deterioration in the sanitary situation, the Global Review will be organized in a fully virtual format.

1.5. An outline of how the agenda will likely be structured can be found in Annex 2. Expected themes to be addressed on day 1 include: **connectivity and empowerment**. Themes to be addressed on day 2 include **sustainable development**, with a focus on environmental issues. The theme of day 3 is **future priorities**.

1.6. No more than 30 sessions will be held over the three days. Priority will be given to WTO Members in the scheduling of requests for other sessions and precedence will be given to collaborative submissions made by groups of Members, and in particular by least developed countries (LDCs).

1.7. An effort will also be made to ensure that sessions organized on similar, or the same, topics are not scheduled at the same time. No more than three sessions will be run in parallel at any one time.

1.8. The agenda for the Global Review will be posted on the [WTO website](#). Each session will be listed in the agenda. The agenda will provide the day and time of the event (all times listed in Central

European Time – CET), the title of the event, the organizer(s), and a short description of the session. It will also give a hyperlink to a dedicated session webpage and a link to register for the session. On this dedicated session webpage, further details on the session, such as information on speakers and a registration link, will be provided. The box below provides an example for how the Opening Plenary Session will be listed in the online agenda.

Session 1: OPENING SESSION

Day and time: Wednesday, 27 July– 09.00-10.30 (CET)

Organizer(s): WTO

Dedicated session webpage: www.wto.org/aidfortrade/XX

Registration link: [http://wto.zoom.us/\[...\]](http://wto.zoom.us/[...])

Short description:

1.9. Successful virtual session applicants should create a dedicated session webpage and registration link for their session. The session webpage will be hosted on a website of the organizer(s). It will not be hosted on the WTO website. Once created, these links should be communicated to the Secretariat for insertion into the Global Review online agenda. An example is given below:

Session: X

Day and time: e.g. Thursday, 28 July – 10.30-11.30 (CET)

Title:

Organizer(s):

Dedicated session webpage: [\[Add page link\]](#) **Registration link:** [\[Add registration link\]](#)

Short description:

1.10. We recommend that the **dedicated session webpage and registration link should be communicated to the Aid-for-Trade unit by Friday 17 June** at aft.wto@wto.org. In the event that no dedicated session webpage is received, the session may be dropped from the online agenda.

1.11. **Please note that session organizers are responsible for all aspects of the sessions they organize.** This includes contacting, confirming and managing speakers, the choice of video-conferencing platform, troubleshooting connection, video or audio problems during their sessions, IT and data security, etc. The attention of session organizers is drawn to ensuring geographic and gender balance in speakers.

1.12. Successful session organizers are encouraged to publicize the Aid-for-Trade Global Review and their session(s) through social media and email invitations to their own networks. The WTO will publicize the event on the WTO website, through social media and in communication with Members. Please note that the Twitter hashtags that will be used are: #A4T, #AidforTrade and #WTO. Additional hashtags may also be added. Session organizers are invited to use these hashtags in their tweets.

1.13. If a physical format for a session is requested, the Secretariat will work with the session organizer to allocate a meeting room and to explore the possibility of hybrid participation and live webcasting, if requested.

1.14. **After the Global Review, brief reports of the session should be communicated to the Secretariat shortly after the event.** This report should be submitted using the form provided in this link: <https://www.surveymonkey.com/r/GR22reportsEN>. The [summary report](#) of the 2021 Aid-for-Trade Stocktaking event provides a good example of the session reporting required. Session reports should be submitted before **Monday 5 September 2022**.

1.15. If session organizers record their sessions and place the video on the internet (e.g. on YouTube or another video hosting site), a link to the video should also be communicated to the WTO Secretariat. The video link will be posted on the event webpage on the WTO Aid-for-Trade website and YouTube account.

1.16. Questions about the event and information note should be addressed to the Secretariat at the following email address: aft.wto@wto.org

1.17. Members, Observers, Observer Organizations and other aid-for-trade stakeholders interested in organizing an event during the Global Review are encouraged to collaborate, and to contact the WTO Secretariat to discuss their ideas. The Secretariat will also respond to questions about the event. Emails can be sent to aft.wto@wto.org.

ANNEX 1**AID-FOR-TRADE GLOBAL REVIEW 2022
EMPOWERING CONNECTED, SUSTAINABLE TRADE***Session Request Form*

The electronic version of this Session Request Form can be accessed at: <https://www.surveymonkey.com/r/GR22SideEventsEN>. Should you encounter any technical difficulty, the form can also be returned in Word or PDF format by emailing to: aft.wto@wto.org. The deadline for submissions is **13 May 2022**. Please note that for session organization, preference will be given to requests by WTO Members (with precedence accorded to collaborative submissions made by groups of Members and in particular LDCs).

1. CONTACT INFORMATION OF FOCAL POINT

(Please provide full contact details, i.e. Full Name, Title, Ministry/Organization, Member State/Customs Territory, Email Address and Phone number):

2. SESSION TITLE AND THEME**3. ABSTRACT (NO MORE THAN 200 WORDS)**

(Please note that this abstract will be published on the WTO website and in the event programme):

4. PROGRAMME, INCLUDING LIST OF SPEAKERS

(Potential and/or confirmed):

5. FURTHER DETAILS ABOUT THE ORGANIZER(S)

(e.g. In case of joint proposal by Members, etc.):

6. ONLINE VIDEO-CONFERENCING SOFTWARE

(e.g. Zoom, Webex, etc.):

7. ADDITIONAL REMARKS

(e.g. time zones, scheduling request, preference for physical format):

ANNEX 2

AID-FOR-TRADE GLOBAL REVIEW 2022 EMPOWERING CONNECTED, SUSTAINABLE TRADE

Outline agenda

	DAY 1: Wednesday, 27 July	DAY 2: Thursday, 28 July	DAY 3: Friday 29 July
09.00-10.30	Opening plenary session	Plenary session (thematic)	Other sessions
10.30-11.30	Other sessions	Other sessions	Closing plenary session
11.30-13.00	Plenary session (thematic)	Plenary session (thematic)	
13.00-14.00	Focus session	Focus session	
14.00-15.30	Other sessions	Other sessions	
15.30-16.30	Other sessions	Other sessions	
16.30-18.00	Plenary session (thematic)	Other sessions	

Plenary sessions: Hybrid, simultaneous interpretation (English, French and Spanish)

Focus sessions: Hybrid (simultaneous interpretation depending on location)

Other sessions: Virtual format (unless otherwise requested), platform of organizer's choice, application process, priority given to Members.

Deadline for submission of [side event request forms](#): 13 May 2022