



Committee on Budget, Finance and Administration

FINANCIAL REGULATIONS OF THE WORLD TRADE ORGANIZATION

Revision

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CHAPTER I. AUTHORITY AND APPLICABILITY

Regulation 1

These Regulations shall govern the financial administration of the World Trade Organization (WTO).

Regulation 2

The Director-General shall be responsible for the implementation of these Regulations. He may delegate to other officers of the WTO such authority as he considers necessary for the effective implementation of these Regulations.

Regulation 3

Rules made by the Director-General in order to carry out the provisions of these Regulations shall be communicated to the General Council for approval.

Regulation 4

These Regulations shall not be amended except by the General Council acting upon the advice of the Committee on Budget, Finance and Administration (the Committee). The Committee shall review these Regulations at least every four years.

CHAPTER II. PREPARATION OF THE BUDGET

Regulation 5

The WTO biennium shall consist of two consecutive financial periods covering each year of the biennium. The financial period shall be from 1 January to 31 December.

Regulation 6

For each financial period, the Director-General shall prepare a budget proposal containing estimates of the income and expenditure of the WTO, together with the comparable figures for the previous period.

This budget proposal, as well as any revisions for the second year of the biennium as may be necessary, will be presented to the Committee at least eight weeks prior to the last scheduled meeting of the year of the General Council.

The budget proposal and any proposed revisions to the budget shall be presented in Swiss Francs (CHF).

Regulation 7

The budget proposal shall present the breakdown of expected expenditure by key categories, such as those for staff, temporary assistance, general services, travel or capital expenditure.

In addition, the budget proposal shall set out how the Secretariat intend to deploy the budgeted resources to achieve the WTO's objectives, showing, for illustrative purposes, the breakdown of expected expenditure by key output areas such as dispute settlement or technical assistance.

The contribution to the budget of the International Trade Centre (ITC) shall be included as one category in the WTO budget proposal. The detailed ITC budget proposal as presented to the United Nations is presented as a separate document and is subject to a specific recommendation by the Committee.

Expenditure specific to the functioning of the Appellate Body and its Secretariat shall be identified and subject to a specific recommendation by the Committee.

The budget proposal shall show the maximum number of Full Time Equivalent (FTE) Posts in each year of the biennium, together with anticipated changes in the distribution of the FTE Posts by grade and by division.

The budget proposal shall be accompanied by such information annexes and explanatory statements as may be requested by or on behalf of the General Council, and such further annexes or statements as the Director-General may deem necessary or useful.

Regulation 8

Supplementary budget proposals for the current financial period may be submitted by the Director-General on an exceptional basis.

The Director-General shall prepare supplementary budget proposals in a form consistent with the approved budget. These proposals shall follow the same examination and approval process as for the annual budget proposals.

Regulation 9

The proposed budget expenditure shall be financed by income that consists of:

- a) Contributions from Members and Observers. A draft scale of contributions to be assessed shall be prepared in accordance with Regulation 12; and
- b) Miscellaneous income, with an explanation of the source of each item of miscellaneous income.

These figures should be accompanied by the comparable figures for the prior period.

CHAPTER III. ADOPTION OF THE BUDGET

Regulation 10

The Committee shall examine the budget proposal and seek further explanations and amendments as it deems necessary. Once the Committee has completed its examination, it shall prepare a report and a recommendation which shall be submitted to the General Council for adoption.

Regulation 11

The same procedures set out in Regulations 6, 7, 9 and 10 shall be applied to any revision for the second financial period of the biennium. The Director-General may submit a revised proposal for the second year of the biennium when there are exceptional and unexpected changes that could not have been foreseen at the time of the presentation of the budget proposal for the biennium.

CHAPTER IV. CONTRIBUTIONS BY MEMBERS AND OBSERVERS

Regulation 12

The draft scale of contributions to be assessed to Members is established on the basis of each Member's international trade (imports plus exports) in relation to the total international trade of all WTO Members.

Calculations of assessed contributions for a given year shall be based on international trade statistics over a five year period. E.g. the calculations of assessed contributions for 2015 shall be based on international trade statistics for the years 2008 to 2012; or if these statistics are not available, for the last five years for which statistics are available.

The statistics used refer to trade in goods and commercial services, including intellectual property rights payments, derived from the balance of payments statistics of the International Monetary Fund (IMF). Data are based on the IMF's methodology as defined in its 5th edition of the Balance of Payments Manual (BPM5) up to 2010 and as defined in the 6th edition of the Balance of Payments Manual (BPM6) as of 2011.

Where IMF data deviate from IMF guidelines and include transactions not related to goods, services or intellectual property rights, adjustments provided to the WTO by the Central Bank or the National Statistical Office of a Member shall be taken into account by the Secretariat when adequately documented and justified.

If IMF data are not available, the WTO Secretariat shall use estimates based on the best other available sources.

A minimum contribution of 0.015 per cent of the total assessed contributions to all Members shall be applied to those Members whose share in the total international trade of all WTO Members is less than 0.015 percent.

The same minimum contribution shall also be assessed to Observers.

The contributions shall be assessed and paid in CHF.

Regulation 13

After the General Council has adopted the budget and the scale of contributions, the Director-General shall promptly notify Members and Observers of their financial obligations by providing an invoice and a statement of account.

Members and Observers have the obligation to promptly pay their contributions. Contributions shall be considered as due and payable in full upon receipt of the invoice or on 1 January of the financial period to which they relate, whichever is later. As of 1 January of the following calendar year the unpaid balance of such contributions shall be considered to be one year in arrears.

With a view to encouraging Members to pay their contributions as early as possible in the year in which they fall due, the interest earned by investing the funds received by the Secretariat should be refunded to the Members pro rata, depending on the amount of their payments and on the date which they are made, as set out in Annex A.

Regulation 14

The Director-General shall take appropriate action with a view to ensuring that Members and Observers pay their contributions promptly. The Secretariat shall report regularly to the Committee on the state of payment of contributions. Members and Observers with arrears shall be subject to Administrative Measures as defined in Annex B.

Regulation 15

Observers may only accede to the WTO if their contributions as Observers have been fully paid. New Members shall be required to make a pro rata contribution for the year in which they become Members, after any relevant deduction of their assessment as Observer which shall also be calculated on a pro rata basis for that year. New Members shall also be required to provide their proportion of the total advances to the Working Capital Fund; this advance shall be carried to the credit of the relevant Member. Payments made by a Member shall be credited first to the Working Capital Fund and then to the contributions due.

Regulation 16

Any payment in respect of contributions made by a Member which has not paid in full its contribution for previous calendar years shall, unless the General Council decides otherwise, be credited against the earliest date of such arrears.

Regulation 17

A Provision for contributions in arrears shall be maintained. It shall be funded through the Surplus Account.

CHAPTER V. MISCELLANEOUS INCOME

Regulation 18

Except in so far as the General Council may decide otherwise, all income other than (a) contributions payable by Members, (b) interest earned by investing contributions received by the Secretariat and not required immediately, and (c) income derived from investments of the Working Capital Fund shall be classed as miscellaneous income.

CHAPTER VI. VOLUNTARY CONTRIBUTIONS, GIFTS OR DONATIONS

Regulation 19

Voluntary contributions, gifts or donations from WTO Members and Observers may be accepted by the Director-General provided that the purposes for which the contributions are made are consistent with the policies, aims and activities of the WTO, and provided that the acceptance of such contributions which directly or indirectly involve additional financial liability for the WTO shall require the consent of the Committee. Voluntary contributions, gifts or donations from Non-Governmental Donors are subject to the additional guidelines laid out in Annex C.

Monies accepted for purposes specified by the donor shall be treated as trust funds. A standard overhead fee of up to 13% may be charged on direct expenditure incurred by trust funds to reflect supporting services provided by the Secretariat. The standard overhead rate can be reduced when implementing partners are being used and when defined in the agreement signed with the donor. The Programme Support Fund collects the overhead fees from all trust funds and pays expenditure incurred to support the trust funds activities. The Programme Support Fund also releases a fee representing 10% of its expenditure to the WTO Secretariat that will record it as miscellaneous income.

Monies accepted in respect of which no purpose is specified shall be treated as miscellaneous income and reported as "gifts" in the accounts of the financial period.

Monies received by a staff Member as honoraria in his/her official capacity shall be remitted to the Organization and be credited to the WTO Staff Assistance Fund.

Unless otherwise provided, such voluntary contributions, gifts or donations shall be administered in accordance with the present Financial Regulations.

CHAPTER VII. USE OF THE FUNDS

Regulation 20

The adoption of a budget by the General Council shall constitute an authorization to the Director-General to incur expenditure for the purposes for which the appropriations were adopted and up to the amounts so adopted.

Regulation 21

At the end of the financial period the Director-General shall report on the transfers of credits between sections of the expenditure budget to the General Council for approval. For items so identified by the Committee at the time of budget finalization, transfer shall not be permitted.

Regulation 22

The Director-General may enter into commitments for future financial periods, provided that such commitments:

- a) are for normal ongoing activities that are more effectively procured using a multi-year approach; Where the total expected value of multi-year contracts with a supplier exceeds CHF 2 million, the Director-General shall notify, as part of the quarterly financial reporting, these contracts to the Committee, including details of the goods or services procured and the likely amounts to be paid under the contracts; or

- b) are authorized by specific decisions of the General Council.

CHAPTER VIII. THE SURPLUS ACCOUNT

Regulation 23

Budgetary savings shall be transferred to the Surplus Account. Budgetary savings are defined as the difference between approved expenditure and the corresponding actual expenditure as presented in the WTO financial statements for the period. The actual expenditure does not take into account the variations in the actuarial provisions for the long-term liabilities associated with staff pensions and after service health insurances if they have not been included in the approved budget.

The difference between the approved miscellaneous income and the corresponding actual miscellaneous income as presented in the WTO financial statements for the period as well as the variation of the provision for contributions in arrears shall also be transferred to the Surplus Account.

If at the end of a financial period the Surplus Account shows a credit balance, the Director-General shall make proposals to the Committee with regard to its use which may be:

- a) application as income against the budget for the second financial period following that in which the surplus occurs, thereby reducing Members' contributions;
- b) transfer to the Working Capital Fund; or
- c) use for any other purpose decided upon by the General Council.

A deficit in the Surplus Account at the end of a financial period shall be covered, to the extent possible, by transfer from the Working Capital Fund. Any part of the deficit left uncovered after transfer from the Working Capital Fund shall be included as an appropriate credit in the budget for the next earliest possible financial period.

CHAPTER IX. THE WORKING CAPITAL FUND

Regulation 24

The Working Capital Fund shall be constituted by:

- a) assessed advances made by Members. Such sums shall be carried to the credit of the Members which have paid them;
- b) any sums which the General Council may cause to be paid into it from time to time. Such sums shall be carried to the credit of the organization.

Regulation 25

Any government acceding to the WTO shall make an advance to the Fund in accordance with the scale of contributions applicable to the budget for the year of its accession. The minimum advance to the Working Capital Fund amounts to 0.5 percent of the principal of the Fund for countries or separate customs territories whose share of the total trade of Members is 0.5 percent or less.

Regulation 26

The Director-General is authorized to advance from the Working Capital Fund:

- a) such sums as may be necessary to finance budgetary appropriations pending receipt of contributions;
- b) in exceptional circumstances and subject to prior authorization of the General Council, such sums as may be necessary to finance commitments relating to extraordinary expenditure.

Regulation 27

Sums advanced under Regulation 26(a) above shall be reimbursed to the Working Capital Fund as soon as receipts from contributions are available for the purpose. Sums advanced under Regulation 26(b) shall be reimbursed to the Working Capital Fund by including an appropriate credit in the budget for the next earliest possible financial period.

Regulation 28

The General Council may liberate all or part of the sums constituting the Working Capital Fund, and the sums so liberated in so far as they are derived from monies placed in the Fund under Regulation 24(a) shall be returned in CHF to the Members which have contributed to the Fund in proportion to their respective shares in the Fund.

Regulation 29

Subject to a decision of the General Council, countries or separate customs territories which for any reason cease to be Members of the WTO shall be entitled to the reimbursement of the total CHF amount of their shares in the Working Capital Fund under Regulation 24(a).

Regulation 30

Interest accrued on the Working Capital Fund shall be added to the Working Capital Fund and carried to the credit of the Organization under Regulation 24(b) above.

CHAPTER X. TREASURY MANAGEMENT**Regulation 31**

The Director-General shall establish clear and comprehensive financial rules related to treasury management activities engaged by the Secretariat. Funds retained by the Secretariat shall be securely kept or invested only with first class financial institutions.

The Secretariat shall designate the banks in which the funds of the WTO shall be held. The Secretariat shall set criteria for the selection of banks, including a minimum credit rating, and these criteria shall be included in the WTO's Financial Rules.

The Director-General shall not engage in any speculative activities such as on exchange or interest rates. Monies should only be held in CHF, with the exception of where the Secretariat reasonably expects or has committed to making payments in other currencies in the near future.

The investments of monies standing to the credit of any trust funds, reserve or special account shall be subject to any directives of the appropriate authority.

The Director-General shall include in the financial statements submitted to the General Council a statement of the investments currently held.

Income from investments shall be credited as provided in the rules or agreement relating to each fund or account.

CHAPTER XI. FINANCIAL REPORTING**Regulation 32**

The financial statements of the Organization shall be prepared in accordance with the International Public Sector Accounting Standards (IPSAS) applicable to the accounting period concerned. Any divergence from the use of the specified standards shall be explained in the notes to the financial statements.

Regulation 33

Appropriate separate accounts shall be maintained in respect of all trust funds, reserves and special accounts.

Regulation 34

The accounts of the Organization shall be maintained and presented in CHF. Accounting records may, however, be recorded in both the transaction currency and in CHF.

Regulation 35

The Director-General shall submit the financial statements of the WTO to the External Auditor no later than the 31 March after the close of the financial period.

Regulation 36

The report of the External Auditor shall be transmitted to the Committee together with the audited financial statements in a timely manner, allowing sufficient time for the Committee to examine the report and the audited financial statements in advance of the regular meeting of the General Council in July. The Committee on Budget, Finance and Administration shall examine the financial statements and the audit report with a view to making a recommendation to the General Council to approve the financial statements.

Regulation 37

The Director-General shall also provide to the Committee:

- a) Quarterly reports on the financial position and performance of the Organisation, no later than six weeks following the end of the financial period concerned. The Quarterly reports shall include information on the financial performance of the Organisation by activity (for example, technical assistance or dispute settlement).
- b) Annual reports on Human Resources with details on evolution of the grade structure, salary adjustments and employee benefits, diversity of staff, internal mobility of staff and external recruitment activities, and learning and development.

CHAPTER XII . INTERNAL CONTROL

Regulation 38

The Director-General shall:

- a) establish an effective system of risk management to identify and address internal and external risks to the Secretariat;
- b) establish detailed financial rules and procedures in order to ensure effective financial administration and the exercise of economy;
- c) cause all payments to be made on the basis of appropriate supporting documents and other documents which ensure that the services or goods have been received and that payments have not previously been made;
- d) designate the officers who may receive monies, incur obligations and make payments on behalf of the WTO. All payments shall require a minimum of two signatories;
- e) maintain an internal financial control which shall provide for an effective current examination and/or review of financial transactions in order to ensure:
 - the regularity of the receipt, custody and disposal of all funds and other financial resources of the WTO;

- the conformity of obligations and expenditures with the appropriations or other financial provisions voted by the General Council, or with the purposes and rules relating to trust funds and special accounts;
- the economic use of the resources of the WTO.

Regulation 39

Commitments or obligations shall not be incurred and payments shall not be made unless an appropriate authorization has been made under the authority of the Director-General.

Regulation 40

The Director-General may, on an exceptional basis, make such ex gratia payments as he deems to be necessary in the interests of the WTO. A statement of such payments shall be submitted with the final accounts.

Regulation 41

The Director-General may, after full investigation, authorize the writing off of losses of cash, supplies, equipment and other assets, other than arrears of contributions. A statement of all such losses written off during the financial period shall be submitted to the external auditor with the final accounts.

Regulation 42

The Director-General shall establish rules for the procurement function. The procurement function includes all actions necessary for the acquisition, by purchase or lease, of property, including products and real property, and of services, including works. The following general principles shall be given due consideration when exercising the procurement function of the WTO:

- Efficient and effective use of the Organization's resources
- Non-discriminatory, fair, open competition and equal opportunity for vendors
- Transparency
- Best value for the money in terms of quality and price
- Accountability

Tenders for property and services shall be invited by a recognized method of solicitation, except where the Director-General deems that, in the interest of the WTO, a departure from this Regulation is desirable.

CHAPTER XIII. EXTERNAL AUDIT

Regulation 43

The General Council shall appoint an External Auditor to perform the audit of the financial statements of the WTO and of its Pension Plan in accordance with Regulation 44 for a six-year period non-renewable.

The External Auditor shall be the Supreme Audit Institution of a Member of the WTO.

The Committee shall organize an open invitation to bid, define selection criteria, examine offers received and make a recommendation to the General Council to approve the appointment of a new External Auditor before the end of the mandate of the current External Auditor.

The External Auditor shall not be removed during his tenure of office except by the General Council.

Regulation 44

The External Auditor shall be required to audit the WTO and the WTO's Pension Plan financial statements in accordance with INTOSAI Auditing Standards and other generally accepted international standards such as the International Standards on Auditing issued by the International Federation of Accountants and express an opinion thereon. The External Auditor shall be required to conduct itself in conformity with the INTOSAI Code of Ethics and other generally accepted professional standards.

The mandate of the External Auditor shall comprise regular and performance audits as defined by the INTOSAI Auditing Standards.

The External Auditor shall be completely independent and solely responsible for the conduct of any audit that it undertakes.

The General Council may request the External Auditor to perform certain specific examinations and issue separate reports on the results.

Regulation 45

The Director-General shall provide the External Auditor with the facilities he may require in the performance of the audit.

In the event of a disagreement between the Director-General and the External Auditor on the facilities to be provided, the Director-General should seek guidance from the General Council.

Regulation 46

The External Auditor shall issue an annual report on the audit of the financial statements to the Committee in a timely manner, in accordance with Regulation 36. The External Auditor may also report to the Committee on financial issues, on performance audits and/or special reports on any issue deemed of significance by the External Auditor, or any issue raised by the General Council in accordance with Regulation 44.

ANNEX A

WTO EARLY PAYMENT ENCOURAGEMENT SCHEME

With a view to encouraging Members to pay their contributions as early as possible in the year in which they fall due, the interest earned by investing the funds received by the Secretariat should be refunded to the Members pro rata, depending on the amount of their payments and on the date which they are made. As a consequence, the miscellaneous income in the annual income budget estimates will no longer include the item for interest earned on investments.

As a general rule, the secretariat, upon receiving contributions, invests in short term deposits the funds which are not to be used immediately. Since the total interest received is a combination of three factors:

- a) the amount of funds held in deposit;
- b) the duration of the deposits;
- c) the interest rate;

The amount to be distributed can only be known with precision at the close of the budget year. Therefore, the crediting operation can physically take place only after the beginning of the new financial year, in other words, too late in principle for the amount credited to be deducted from the contributions assessed for the new financial year. Consequently only the contributions assessed for the second following year would be reduced by the amount of interest accrued. The scheme would work as follows:

- YEAR A interest is credited; at the end of the year the allocation of interest is determined;
- YEAR A + 1 the contributions assessed for year A+2 are calculated when the budget estimates are prepared; interest credit is taken into account and deducted from the contributions assessed for year A+2;
- YEAR A + 2 payment of contribution assessed less interest credited.

Bearing in mind that the date of payment and the amount paid are two important factors, one could consider that the determination of the amounts of interest to be distributed should be based on a formula under which these two factors would serve as a basis for the calculations of interest entitlements.

Where a contribution was received during the year when it was due, a number of points to be credited to the account of the Member concerned would be calculated as follows;

$$\text{number of points} = \frac{\text{amount X number of days to run up to the end of the year (360 days)}}{10,000}$$

For example assuming a Member paid CHF 200,000 on 17 March, the number of points crediting in its favor would result from the following formula:

$$\frac{200,000 \times 283}{10,000} = 5,660$$

Assuming further that the total number of points apportioned during the year amounted to 350,000 and that the amount of interest to be distributed was CHF 150,000, the amount credited to the Member concerned would be:

$$\frac{150,000 \times 5,660}{350,000} = \text{CHF } 2,426$$

Should the Member have paid its contribution on 10 October (number of days to run up to the end of the year: 77) the amount credited would have been CHF 660.

ANNEX B

ADMINISTRATIVE MEASURES FOR MEMBERS AND OBSERVERS IN ARREARS

Category	Administrative Measures
I	<p>After one but less than two full year's assessed contributions remain outstanding at the end of the year:</p> <ol style="list-style-type: none"> 1. Representatives of Members will not be nominated to preside over WTO bodies 2. Documentation will not be posted to delegations in Geneva nor to the Members' and Observers' capitals. 3. At the beginning of each year, the Director-General will notify the Ministers of the Members and Observers responsible for the WTO of the applicable administrative measures. 4. The Director-General will contact annually the Minister of the Members' and Observers' responsible for the WTO, or any other official at the appropriate level emphasizing the question of arrears. 5. The Secretariat will report annually to the Committee on Budget, Finance and Administration on the implementation of administrative measures. 6. Members and Observers will be subject to specific reporting at the General Council meetings.¹
II	<p>After two but less than three full year's assessed contributions remain outstanding at the end of the year, in addition to the measures of Category I:</p> <ol style="list-style-type: none"> 1. The access of the WTO Members' web site will be discontinued.² 2. The ability of Members to act on the recommendations by the Committee on Budget, Finance and Administration to the General Council on financial matters will be removed. 3. Observers will be denied access to training or technical assistance. <p>The Chairs of the accession working group of Observers will remind the delegation of Observers, during their working group meeting, of their financial obligations.</p>
III	<p>After three full year's assessed contributions remain outstanding at the end of the year, in addition to the measures of Categories I and II:</p> <ol style="list-style-type: none"> 1. Members and Observers will be designated as Inactive Members and Inactive Observers, respectively. 2. Inactive Members will be denied access to training or technical assistance other than that necessary to meet their WTO Article XIV-2 obligations. 3. The accession working groups do not meet either formally or informally. WTO will suspend its request for annual contributions from Inactive Observers. Request for annual contributions will resume the year the Observers are not anymore designated as Inactive.³ 4. Inactive Members and Observers taking the floor in the General Council will be identified as such.

¹ See General Council procedures.

² Applicable to Members and Observers. Under current policy, Observers have a differentiated access to documents posted on the Members' Website.

³ To be enforced starting 1 January 2013.

**GENERAL COUNCIL PROCEDURES FOR MEMBERS AND OBSERVERS
SUBJECT TO ADMINISTRATIVE MEASURES**

At the beginning of each calendar year, the Committee on Budget, Finance and Administration will notify to the General Council the list of Members and Observers under Administrative Measures, with a recommendation that these Members and Observers be urged to liquidate their arrears.

At the end of each meeting of the General Council, the Chairman of the Committee on Budget, Finance and Administration will provide information with regard to which Members and Observers are under Administrative Measures. The Chairman of the General Council will request Members and Observers in Categories II and III to inform the Secretariat as to when the payment of arrears may be expected.

Each year the Director-General will report on the results of his contacts with Members' and Observers' authorities on the issue of arrears.

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**SPECIAL PROVISIONS FOR THE SUSPENSION OF ADMINISTRATIVE MEASURES
FOR INACTIVE MEMBERS AND OBSERVERS**

The General Council can suspend the application of Administrative Measures for Members in Category III which agree to, and abide by, a defined schedule of instalment payments aimed at liquidating all arrears.⁴

Those Members with pre-1988 arrears that were assessed at the minimum contribution may benefit from a reduction in those arrears to the level of the 1989 minimum contribution. For each full payment of an annual contribution between 1988 and 1994, any contracting party with pre-1988 arrears may cancel an equal number of assessments for 1987 and earlier years upon payment of the 1989 minimum contribution amounting to CHF 19,137. The difference between a pre-1988 assessment and the payment of CHF 19,137 would be funded by the Miscellaneous Income of the WTO.⁵

The General Council can suspend the application of Administrative Measures for Observers that are in Category III on 1 January 2013, which agree to, and abide by, a defined schedule of installment payments aimed at liquidating all arrears.

⁴ Amend earlier decisions of the General Council in 1988 (C/M/226) and 1994 (C/M/273) to reflect the reduced number of categories.

⁵ As approved by the General Council in 1994 (C/M/273).

ANNEX C

VOLUNTARY CONTRIBUTIONS, GIFTS OR DONATIONS FROM NON-GOVERNMENTAL DONORS

Given that voluntary contributions, gifts or donations (hereafter "donations") from non-governmental donors could be of benefit and since Members are committed to ensuring that no conflict of interest should arise through the acceptance of such donations, it is herein affirmed that the process with regard to such donations will be governed by the following guidelines.

1. Donations proposed by private individuals and non-governmental, non-profit organizations or foundations (non-governmental donors) may be considered. These may include donations of goods or services "in kind"; however, secondment of staff from non-governmental donors to the WTO is prohibited.
 2. Donations from non-governmental donors which are for-profit organizations or companies shall not be accepted.
 3. The activities, aims and motivations of the non-governmental donors mentioned under 1 above shall not be incompatible with the policies, aims and activities of the WTO and, as mentioned above, shall not give rise to a conflict of interest.
 4. While non-governmental donors shall be encouraged to make donations to the Doha Development Agenda Global Trust Fund at large, the donor may specify one or more activities associated with WTO programs as the purpose of the donation.
 5. All proposed donations from non-governmental donors shall be notified to the Committee on Budget, Finance and Administration which shall promptly consider the proposals. The Director-General shall accept a proposed donation only after the Committee has approved the proposed donation and its intended use(s). It is recognized that the Committee may wish to consider establishing a subsidiary working group to make recommendations to it relative to proposed donations.
 6. The notification shall include full details regarding the activities, aims and motivations of the non-governmental donors mentioned under 1 above and the intended uses(s) of the donation.
 7. All accepted donations from non-governmental donors shall be placed in a trust fund and be disbursed in a manner that takes into account the broad objectives of the Committee on Trade and Development, the Memorandum of Understanding Establishing the Global Trust Fund and any additional modalities to be established for the purpose of disbursing the resources of the trust fund.
 8. Donations shall not entitle non-governmental donors to use of the WTO name or logo in any way. Full details relative to all accepted donations from non-governmental donors and their uses shall be included in the Director-General's Budgetary and Financial Report on extra-budgetary funds.
 9. Information with regard to accepted donations shall also be made available on the WTO Website in order to ensure transparency.
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