

Document type	Description
Administrative document	Document that define and formalize the different actions taken by Members
Administrative memorandum	Written reports prepared by the WTO Secretary in order to provide information about a particular matter within the organization
Agenda	List of meeting activities in the order in which they are to be taken up. It may be headed with the date, time and location of the meeting or session
Agenda {draft}	A plan or sketch of the list of activities proposed in a meeting in the order in which they will be carried out. It can be headed with the date, time and place of the meeting or session
Airgram	Document issued in order to announce the meeting of a specific WTO body with the proposed agenda
Annual report	Formal record of the activity, the proceedings of meetings or decisions made in a certain committee during a year. Usually in the title "Report or Annual report" and the year of the activities
Annual report {draft}	A plan or sketch of a formal record of the proceedings of a meeting or decision. Every division issue a draft before the final report. Usually in the title "Draft report or Draft Annual report "
Annual review	Formal review record of information on developments in the implementation and operation of the Agreement during a year.
Annual review {draft}	A plan or sketch of a formal review record of information on developments in the implementation and operation of the Agreement during a year.
Appellate Body report	Statements by the Appellate Body regarding appeals from reports issued by panels in disputes brought on by WTO Members
Background document	Documents providing a basic introduction to key topics monitored by the Secretariat. -- [When a revision is issued the cataloguer should change the previous version to the type: Note - Secretariat and only keep the latest revision as <i>Background document</i> . All addenda, corrigenda or supplements to the last revision should also be catalogued with the type <i>Background document</i>] --
Bibliography	List of source materials used in the preparation of the document or referred to in the text
Checklist	List of items required, things to be checked or done or points to be considered, used as a reminder
Communication	Document imparting an opinion or information from external sources (Members). The title usually contains "communication"
Communication - Secretariat	Document imparting an opinion or information from the Secretariat. The title usually contains "Communication from the Secretariat"
Curriculum Vitae	Summary of a job applicant's professional experience and educational background, along with other relevant information regarding the candidate's qualifications
Decision	Actual and final resolution reached by a specific WTO Body

Document type	Description
Decision {arbitration}	Resolution reached by the Arbitration. *Only used in Dispute Settlement; for documents containing "Decision of the Arbitrator" and "Award of the Arbitrator" in the title
Decision {draft}	Proposals for the final text of a resolution
Declaration	Official announcement or statement
Declaration {draft}	A plan or sketch of an official announcement or statement
Discussion paper	Formal discourse on a topic
Glossary	List of terms in a particular domain of knowledge with accompanying definitions
Hot off the press	Most recent documents issued used by DMS
Index	List of names, places or subjects treated in a printed work giving the page or pages whih each item is mentioned; serving to guide and facilitate reference
Information circular	Written announcement distributed to a large number of people to convey a message at minimum time, costs and efforts
Job	Unofficial documents given a number beginning with "JOB". Corresponds to JOB series
Legal instrument - Proposal	A plan or sketch of a formally executed document that evidences a legally enforceable agreement between two or more parties and expresses a contractual duty, obligation or right
Legal text	Documents that create, modify or terminate the rights and obligations of individuals or institutions
Letter	Written or printed communication addressed to a person or organization and usually transmitted by mail
List	Series of names or other items written or printed togheter in a meaningful grouping or sequence so as to constitute a record; typically one below the other
Manual	Set of instructions or information regarding a procedure
Memorandum	Writing report prepared for a person or committee in order to provide information about a particular matter
Ministerial Text {draft}	Non official document related to a Ministerial Conference
Minutes	Writing records of a meeting (referred also as reports or summaries)
Minutes {draft}	Writing records of a meeting circulated before the finalized minutes are issued
Modifications and Rectifications	Changes and corrections to an existing schedule
Note	Brief record or written message. Usually used in documents containing "Communication from the Appellate Body" in the title
Note - Chairman	Brief record or written message from the Chairman. Usually used in documents containing "Communication from the Chairman" in the title
Note - Chairman {draft}	A plan or sketch of a brief record or written message from the Chairman. Usually used in documents containing "Draft communication from the Chairman" in the title
Note - Compilation	Collection of different questions or topics. Usually used in documents containing "Compilation by the WTO Secretariat" in the title

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Note - DG	Brief record or written message from the General Director. Usually used in documents containing "Communication from the DG" in the title
Note - Information	Brief record or written message about Member's recent activities
Note - Panel	Brief record or written message from the Panel. Usually used in documents containing "Communication from the Panel" in the title
Note - Secretariat	Brief record or written message from the Secretariat. Usually used in documents containing "Communication from the Secretariat" or "Note Secretariat" in the title
Note - Secretariat {draft}	A plan or sketch of a brief record or written message from the Secretariat. Usually used in documents containing "Draft note by the Secretariat" in the title
Note {draft}	A plan or sketch of a brief record or written message
Notification	Formal written notice from a Member handled by the CRN
Notification {draft}	A non official formal written notice from a Member
Notification of appeal	Formal application or proceeding for review by a higher tribunal from a Member regarding a specific issue
Panel report	Formal record of the proceedings of a meeting or a decision issued by a specific panel. *Only used in Dispute Settlement
Presentation	Supporting document that helps to transmit information on a specific topic with the use of images and other multimedia formats
Press release	Official statement delivered to members of the new media for the purpose of providing information, an official statement or making an announcement
Procès-verbal	Report or written record of an official proceeding
Proposal	Formal plan or idea putting forward or stating something for consideration
Protocol	Records or minutes of a diplomatic conference or congress that show officially the agreements arrived at by the negotiations // Original draft, minute or record from which a document is prepared
Protocol {draft}	A plan or sketch of records or minutes of a diplomatic conference or congress that show officially the agreements arrived at by the negotiations // Original draft, minute or record from which a document is prepared
Questionnaire	Set of questions for obtaining statistically useful or personal information from individuals
Questions and Replies	Documents containing questions and answers from different members on specific issues
Recommendation	Suggestion or proposal about the best course of action
Recommendation {draft}	Non official suggestion or proposal about the best course of action
Report	Formal record of the proceedings of a meeting or a decision. Usually in the title "Report" issued by each division

Document type	Description
Report {draft}	A plan or sketch of a formal record of the proceedings of a meeting or decision. Every division issue a draft before the final report. Usually in the title "Draft report"
Request for consultations	Inquiry for a deliberation, discussion or decision
Resolution	Formal expression of opinion, will or intent voted by an official body or assembled group
Rules of procedure {draft}	A plan or sketch of the rules of how business or a court is to be conducted
Room document	Unofficial documents given a number beginning with "RD". Corresponds to RD series
Schedules of concessions	Documents that reflect specific tariff concessions and other commitments given in the context of trade negotiations such as the Uruguay Round
Speech	Documents that reflects a communication or expression of thoughts in spoken words
Staff notice	Internal message to the WTO staff regarding the organisation
Statement	Declaration or remark setting forth facts
Statistics only	Collection of masses of numerical data
Study	Work of a certain extent in which a given issue is exposed and analyzed
Summary record	Brief abstract, recapitulation or compendium of previously stated facts or statements
Terms of reference	Statement of the background, objectives and purpose of a program, project or proposal
Text	Original words and form of a written or printed work
Text {draft}	A plan or sketch of an original words and form of a written or printed work
Understanding	Legal texts under "Understanding"
Vacancy notice	External announcement of a vacant, empty or unoccupied place in the organisation
Vacancy notice - Internal	Internal announcement of a vacant, empty or unoccupied place in the organisation
Working paper	Unofficial report produced by a group of people who are studying a particular problem or situation, especially in order to give suggestions or suggest improvements