**NOTE BY THE SECRETARIAT**

The WTO Secretariat is pleased to announce the programme for training on Documents Online, the Secretariat online platform for consultation of official documents, intended for new delegates in Geneva, delegates in capitals, non-governmental organizations, as well as interns currently working in the Secretariat and new staff members. Other interested delegates and WTO staff members are also welcomed to attend the presentations. The WTO will not provide any funding to take part in this activity.

The activity will take place on Monday, 21 November 2022 on Zoom (virtual platform) or in Room D (for Geneva-based delegates) in two duplicate sessions with interpretation available in the three WTO official languages. The programme will be as follows:

Morning session

09:30-09:40 Welcoming remarks

09:40-10:10 Introduction to the Documents Online

10:10-10:30 Question and Answer session 1

10:30-10:45 Coffee break

10:45-11:00 Meeting calendar and scripts

11:00-12:00 Presentation of Documents Online with exercises

12:00-12:30 Question and Answer session 2

For the **morning session,** please confirm your participation by registering at: <https://worldtradeorganization.zoom.us/meeting/register/tZ0vcO-ppzotHNO9Rc2uTT7R_wEKzNpiEQVz> by COB Friday, 18 November 2022.

Afternoon session

15:00-15:10 Welcoming remarks

15:10-15:40 Introduction to the Documents Online

15:40-16:00 Question and Answer session 1

16:00-16:15 Coffee break

16:15-16:30 Meeting calendar and scripts

16:30-17:30 Presentation of Documents Online with exercises

17:30-18:00 Question and Answer session 2

For the **afternoon session,** please confirm your participation by registering at: <https://worldtradeorganization.zoom.us/meeting/register/tZIudOmsrz0uH9Q9gAfwoyO5i7lMsoTGAJlB> by COB Friday, 18 November 2022.

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