**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 activity will take place on Friday, 22 October 2021 on Zoom (virtual platform) 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

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

Please confirm your participation by registering at: <https://worldtradeorganization.zoom.us/meeting/register/tJYrce2qqzIjGtShEShO2kKcYQSYEb6ekkB6> by COB Wednesday, 20 October 2021.

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