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**INFORMAL WORKING GROUP ON MSMEs****DRAFT DECISION ON ACCESS TO INFORMATION***Communication from Switzerland*

The following communication, dated 11 October 2019, is being circulated at the request of the delegation of Switzerland.

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**Preamble**

*Noting* that enhanced transparency and access to information on trade-related information are recurring demands from Micro, Small and Medium Enterprises (MSMEs), from all over the world, in their efforts to internationalize;

*Recognizing* that improving transparency and access to information contributes to promoting the participation of MSMEs in international trade;

*Recognizing* that the Global Trade Helpdesk (<https://www.globaltradehelpdesk.org/en>), developed jointly by the ITC, UNCTAD and the WTO, is a powerful tool that tackles MSMEs' demand for increased trade and market intelligence and that this platform needs to be nourished with updated information from WTO members;

**Decision**

We, the Members of the Informal Working Group on MSMEs,

1. Call on all WTO Members to contribute to the success and the prompt operationalization of the Global Trade Helpdesk.
  2. Agree to:
    - a. Within a year of the adoption of this decision, provide updated and complete information pursuant to the Annex of this decision.
    - b. Every two years thereafter, update as necessary the information provided pursuant to the Annex.
  3. Will take actions in relevant WTO bodies to enhance transparency with the aim of facilitating the integration of MSMEs in the global economy.
  4. Instruct the Informal Working Group on MSMEs to review the operationalization of this decision no later than one year after the adoption of this decision.
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**ANNEX 1**

## GLOBAL TRADE HELPDESK SURVEY



## Global Trade Helpdesk

### Baseline Coordination Questionnaire

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#### Project Summary

The Global Trade Helpdesk (GTH) is a multi-agency initiative jointly led by ITC, UNCTAD, and the WTO that aims to simplify market research for companies by integrating trade-related information into a single online portal. Providing MSMEs with clear, accurate and accessible information to enable them to become active exporters is crucial for supporting inclusive growth. Using GTH, MSMEs will be able to compare demand and prices for their products across markets, explore tariffs and other market access conditions, access details about buyers, and navigate domestic export processes. The initiative builds on existing ITC, UNCTAD and WTO services as well as partner organisations' to provide an integrated solution that puts a wealth of global trade information at the fingertips of entrepreneurs.

The WTO Informal Working Group on MSMEs, which brings together 89 WTO members to support integration of MSMEs into global market, has been actively involved in the support and promotion of this initiative since its inception at 2017 Buenos Aires Ministerial Conference. Thanks to the support of its members, we have already been able to significantly advance in the development of the project. However, in order to ensure a continuous quality, consistency and accuracy of the information provided by the GTH, we would need assistance from the MSMEs group.

At this stage, we would kindly ask you for your support to take stock of and address current data reporting challenges in order to provide the best possible service to your MSMEs. The purpose of this activity is to validate the information we have for your country and to help fill in any gaps with relevant contact points in your country. The attached country data sheet provides an overview of the latest information available for your country. Please review the accuracy of the information listed on the county data sheet, and respond by filling in the questionnaire provided. Please be as specific

as possible in your answers and provide details regarding the relevant contact persons in each institution. We will not ask you to collect any data, but instead seek your help in identifying the appropriate contacts within your country. This information could also help us in providing technical assistance to your authorities whenever possible. The questionnaire structure mirrors the information provided in the GTH including trade and tariff information, information about mandatory and voluntary standards and regulations, as well as company-specific details of importing companies and the domestic export procedures.

We look forward to your feedback regarding the information provided in country data sheet and relevant contacts by **March 29, 2019**. Please email your submissions to [tradehelpdesk@intracen.org](mailto:tradehelpdesk@intracen.org). Should you have any follow-up questions about any of the information in your data sheet or specific questions, please do not hesitate to contact us. Rest assured that the data you provide will not be publicly shared but will only be used internally by ITC, UNCTAD, WTO and the WTO Informal Working Group on MSMEs. Aggregated results with no specific country information may be used in reports and analyses. Partially complete submissions are accepted if certain information is not available within this timeframe.

Thanks in advance for your kind assistance in helping us raise the awareness and capacities of MSMEs to be active players in global trade through the Global Trade Helpdesk Initiative.

## Baseline Questionnaire

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Please consult the attached country data sheet that summarizes the latest available information that is readily accessible through ITC, WTO, and UNCTAD applications. We ask you to please review the accuracy of the information provided, and to highlight any missing information and contact points within relevant institutions using the questionnaire below or the link to the electronic version.

**Name:**

**Institutional affiliation:**

**Contact email:**

**Contact phone number:**

### I. Trade Data

- i. Does the information provided in the country data sheet from ITC Trade Map (<https://www.trademap.org>) reflect the latest available trade flow data for your country? ☐ Yes ☒ No

If no, please specify:

- ii. Does your country already collect and publish trade data online? If yes, please provide the website.  
☒ Yes ☐ No

Website:

- iii. Which agency or ministry collects / centralizes trade-related information for your country?

- iv. Relevant contact person(s) for information on trade flows:

Name (s):

Contact email:

Contact phone number:

### II. Tariff and Tax Data

- v. Please confirm the information outlined in the country data sheet reflecting the latest ITC data from MacMap (<https://www.macmap.org>) on tariffs, quotas and trade remedies (anti-dumping and countervailing duties) for your country. Is this information comprehensive and up-to-date? ☐ Yes ☒ No

If not, what is missing?

- vi. Does your country already collect and publish tariff data online? If yes, please provide the website.  
☐ Yes ☒ No

Website:

- vii. Which entity or ministry collects and centralizes information related to tariffs, quotas, and trade remedies for your country?
- viii. Does your country already collect and publish tax information online? If yes, please provide the website.  
☐ Yes ☒ No  
 Website:
- ix. Which agency or ministry collects / centralizes tax-related information for your country?
- x. Relevant contact person(s) for tariff, quota and trade remedy and tax information:  
 Name (s):  
 Contact email:  
 Contact phone number:

### III. Non-Tariff Measures Data

- xi. The ITC and UNCTAD collect NTM data published in MacMap (<https://www.macmap.org>) Rules of Origin Facilitator (<https://findrulesoforigin.org/>) and UN TRAINS (SPS, TBTs, pre-shipment inspection and customs procedures, licensing, quotas, taxes, price controls, subsidies, rules of origin and related certificates, government procurement restrictions, etc.). Please see the available data for your country and the local sources listed in the country data sheet. Is this list of regulations and source agencies comprehensive and up-to-date for your country? ☐ Yes ☒ No  
 If not, which NTMs areas are missing?
- xii. Does your country already collect and publish NTM data online? If yes, please provide the website.  
☒ Yes ☐ No  
 Website:
- xiii. Which institutions in responsible for collecting / centralizing this information in your country?
- xiv. Relevant contact person(s) related to NTMs:  
 Name (s):  
 Contact email:  
 Contact phone number:

#### IV. Domestic Trade Procedures

- xv. The ITC and UNCTAD have collected some information on domestic trade procedures found on the country data sheet. Is this information accurate and comprehensive for your country? ☐Yes ☐No  
If no, please specify:
- xvi. Does your country already collect and publish Domestic Trade Procedures data online? If yes, please provide the website. ☒Yes ☐No  
Website:
- xvii. Which entity or ministry in your country collects / centralizes information about domestic trade procedures in your country?
- xviii. Relevant contact person(s) for domestic trade procedures:  
Name (s):  
Contact email:  
Contact phone number:

#### V. Company Data

- xix. The country data sheet summarizes the company information available through ITC Trade Map (<https://www.trademap.org>) from Kompass and Dunn & Bradstreet for your country. Are there other sources of company information available for your country that could complement this information?  
☐Yes ☒No  
Other sources of company information:
- xx. Does your country already collect and publish company data online? If yes, please provide the website. ☐Yes ☒No  
Website:
- xxi. Which entity or ministry in your country collects / centralizes information about company data in your country?
- xxii. Relevant contact person(s) for company information:  
Name (s):  
Contact email:  
Contact phone number:
- xxiii. Major e-commerce platforms used in your country, foreign or local (ex. Amazon, Alibaba, Rakuten, Snapdeal, Etsy, Zalando, etc.):

## VI. Domestic Trade Finance Institutions

- xxiv. Which local government institutions and banks provide export credits and trade finance to companies in your country?

## VII. Market Price information

- xxv. The country data sheet shows the availability of detailed price information for agricultural exports from your country is available through ITC Market Price Information Portal (<https://mpi.intracen.org/>) from USDA and Thompson and Reuters. Are there other national sources for market price information for agricultural products in your country? ☒ Yes ☐ No
- xxvi. Does your country already collect and publish market price data online for agricultural and other products? If yes, please provide the ☐ Yes ☒ No  
Website:
- xxvii. Is there a national entity/ministry that collects / centralizes this information? ☐ Yes ☒ No
- xxviii. Relevant contact person(s) for market price information:  
Name (s):  
  
Contact email:  
  
Contact phone number:

## VIII. National Trade Portal

- xxix. Does your country have a national trade portal? ☐ Yes ☒ No  
Website:
- xxx. If not, would your country be interested in developing a national trade portal?
- xxxi. If you already have an existing portal, would you it to be strengthened with additional information and/or features (if so, which ones)?

## IX. National Focal Point

- xxxii. Who would be the appropriate GTH National Focal Point for your country? (This could be the National Trade Facilitation contact point or another designated person).  
Name (s):  
  
Contact email:  
  
Contact phone number:

X. Additional Comments

- xxxiii. Please list any other institutions and contacts or sources of information that you feel are relevant for covering the essential trade-related for your country:



**Contact:** Mathieu Loridan, Trade and Market Intelligence section  
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**Street address:** ITC, 54-56, rue de Montbrillant, 1202 Geneva, Switzerland

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**ANNEX 2**

## COUNTRY DATASHEET

<b>[Country Name]</b>		
<p>Please find below an overview of the trade related information needed for the Global Trade Helpdesk and the availability for your country based on information readily accessible through ITC, WTO, and UNCTAD applications. Our objective is to provide transparency as to the information available for your country and to identify sources for missing and incomplete information. Please review this information and complete the Baseline Survey questionnaire, and return it to <a href="mailto:tradehelpdesk@intracen.org">tradehelpdesk@intracen.org</a>. Through these efforts to help identify institutions and contacts, together we will be able to provide complete and up-to-date information to MSMEs around the world.</p>		
<b>Trade</b>	<b>Relevant Trade Government Agency</b>	
	<b>Latest Trade Data Source</b>	
	<b>Latest Year in Trade Map</b>	
	<b>Trade Data Source (Reporting to ITC)</b>	
	<b>Trade Data Update Frequency (Reporting to ITC)</b>	
<b>Tariff</b>	<b>Tariff Data Source</b>	
	<b>Latest Tariff Update (MFN/Pref.)</b>	
	<b>Trade Remedies Latest Update</b>	
<b>NTMs</b>	<b>NTM Latest Update</b>	
	<b>SPS ([number] regulations) from</b>	
	<b>TBT ([number] regulations) from</b>	

<b>NTMs (Cont'd)</b>	<b>Pre-shipment inspection and other formalities ([number] regulations) from</b>	
	<b>Quantity control measures (e.g. licences, quotas, prohibitions)</b>	
	<b>Price-control measures including additional taxes and charges ([number] regulations) from</b>	
	<b>Distribution restrictions</b>	
	<b>Export related measures ([number] regulations) from</b>	
	<b>Measures affecting Competition ([number] regulation) from</b>	
	<b>Finance Measures</b>	
	<b>Trade-related Investment Measures</b>	
	<b>Contingent Trade-protective Measures</b>	
	<b>Restriction on Post-Sales services</b>	
<b>Rules of Origin</b>	<b>Number of agreements covered: [number] out of [number]</b>	

<b>Trade Procedures</b>	<b>Trade Procedures Available</b>	
<b>Company Data</b>	<b>Number of Companies</b>	
<b>Price Information</b>	<b>Number of products covered:</b>	

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