

# Regional Organizations Cooperation Mechanism for Trade Facilitation (ROC-TF) Annual Meeting

23 September 2014, UNCC Meeting Room B, Bangkok, Thailand

## Guidelines for participants

Dear ROC-TF annual meeting participants,

Thank you for your interest in the Regional Organizations Cooperation Mechanism for Trade Facilitation (ROC-TF) and looking forward to a successful ROC-TF meeting.

The following guidelines have been developed to facilitate your preparation for the meeting as well as to maximize interactions and information exchange in the limited time we will have:

- Each organization will be initially given 8-10 minutes to highlight its Trade Facilitation programme and activities.
- In terms of format, PowerPoint presentations may be used during the meeting and should consist not more than 4-6 slides (all inclusive). Please note this will be a 'paperless' meeting.
- If you are not using PowerPoint presentation, please send us a written note for circulation to other participants in advance of the meeting electronically. **You are kindly requested to send the documents you would like us to circulate by 16 September 2014 to [aptff@un.org](mailto:aptff@un.org), copied to [agyeben@un.org](mailto:agyeben@un.org).** All material received will be distributed in electronic form and no paper copies of background notes or powerpoint slides will be circulated by the organizers of this "paperless" meeting. **However, speakers who wish to circulate material in paper form to participants should kindly bring with them 15 copies for distribution.**
- In terms of substance, we would appreciate if your briefings and the documents submitted for sharing among participants cover the following:
  - \* Introduction to your organization's work on trade facilitation (scope, geographical focus and importance relative to other focus areas)
  - \* On-going national/subregional/regional trade facilitation programmes/activities in the Asia-Pacific region
  - \* Forthcoming projects and activities for 2015
  - \* Trade Facilitation-related performance monitoring framework (if any)
  - \* Recommendations and suggestions for enhancing cooperation and possible joint activities
- To facilitate discussions during the afternoon session on "Opportunities and modalities for strengthening regional cooperation on trade facilitation in 2014 and beyond", participating organizations are encouraged to review and develop suggestions in advance, including on how to improve coordination, information exchange and synergies of ROC-TF participating organizations.

For any questions and queries, please contact Ms. Maame Agyeben ([agyeben@un.org](mailto:agyeben@un.org)).