

Agriculture Information Management System

USER GUIDE



Market Access

Table MA:2 Lists relating to tariff and other quota commitments



WORLD TRADE
ORGANIZATION





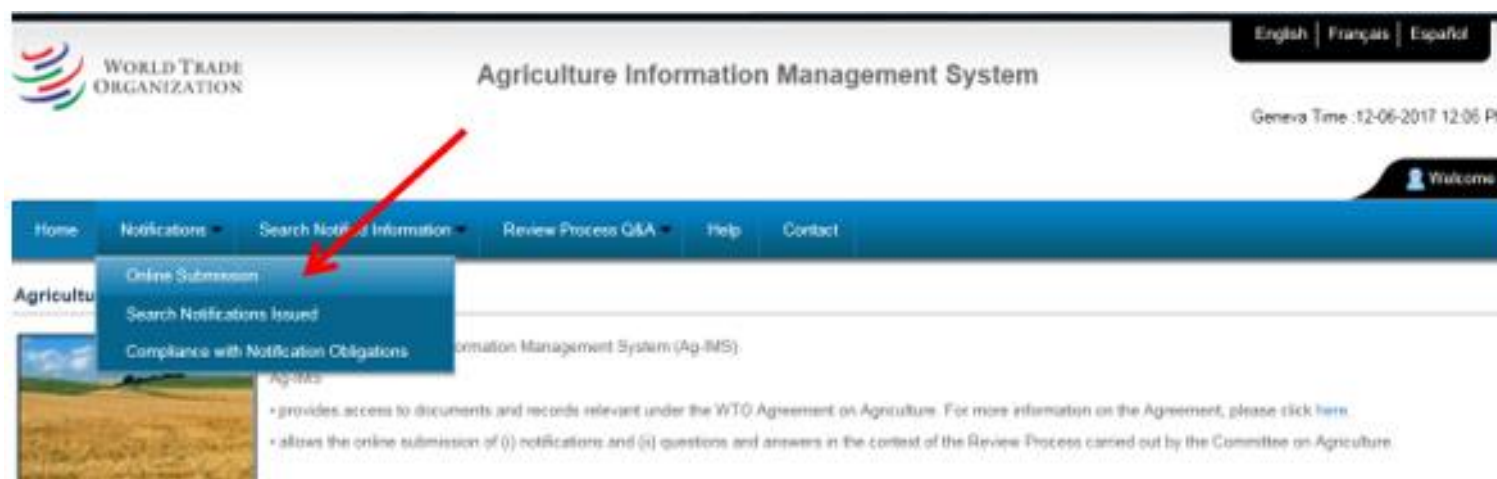
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WELCOME TO THE AGRICULTURE INFORMATION MANAGEMENT SYSTEM

(<http://agims.wto.org>)

This system is a tool to access WTO information related to the Agreement on Agriculture, including in relation to Notifications submitted by Members under this Agreement and to the work of the Committee on Agriculture. Since the end of 2019 a new function has been added to this system: the online submission of Agriculture notifications.



The system provides two options to submit a notification: (i) Downloading a notification template or (ii) Filling the online form. The first option is recommended for lengthy notifications as you will later be able to reuse the previously filled template to notify for the subsequent reporting years.

The User Guide provides specific instructions on how to fill in a Table MA:2 notification (Imports under Tariff Quotas) using the "download templates" option of the AG-IMS.



HOW TO SUBMIT A NOTIFICATION ON THE AGRICULTURE INFORMATION MANAGEMENT SYSTEM

First enter the **username** and the **password** provided to you by the WTO Secretariat (the login details for the notification system are different from the Q&A facility and can be requested through agims@wto.org).

Login Here

Only authorized users may access this page to submit notifications to the Committee on Agriculture. If you believe you should be able to access this page and do not have a username and a password, [click here to request access rights](#).

User name

Password

[Forgot your password?](#)

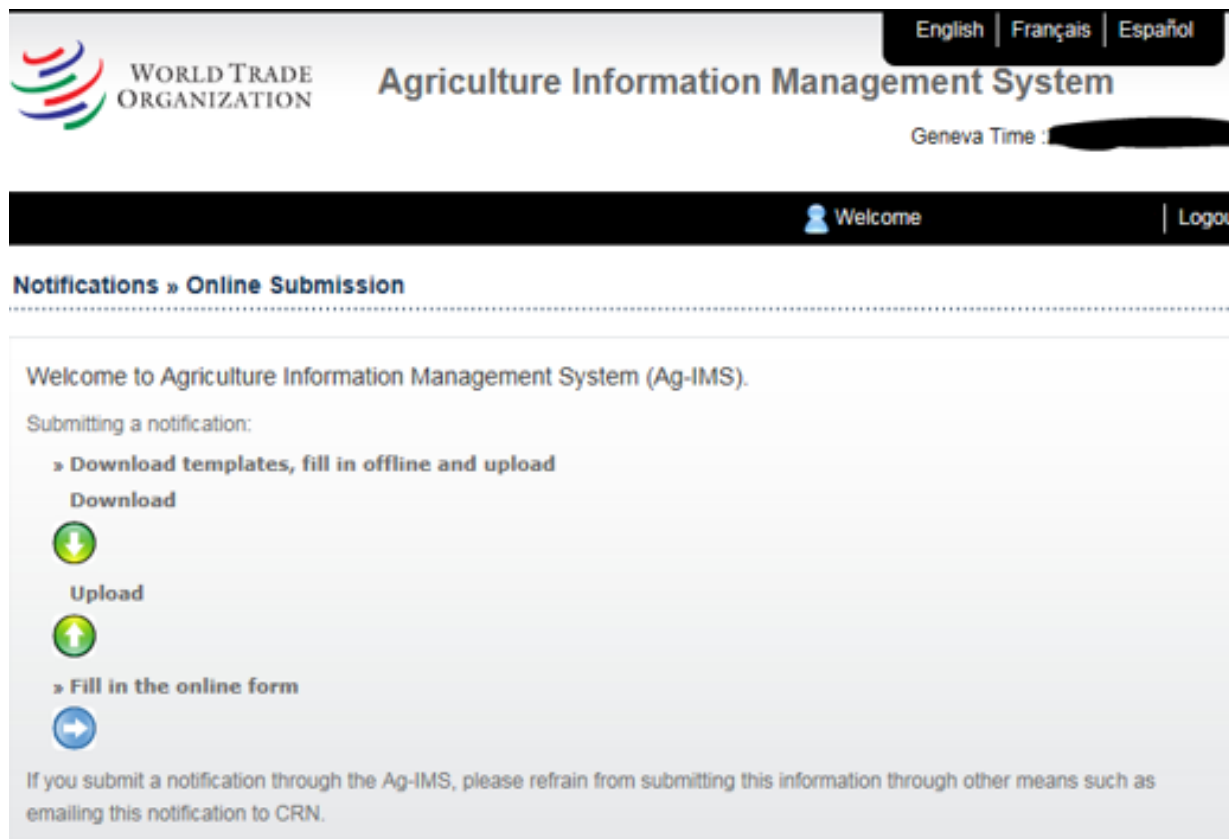
Login

Table MA:2 Lists relating to tariff and other quota commitments

You may choose between (i) Downloading a notification template or (ii) Filling the online form.

Downloading a notification (excel template)

Click on the "Download" button.



English | Français | Español

WORLD TRADE ORGANIZATION

Agriculture Information Management System

Geneva Time : [REDACTED]

Welcome | Logout

Notifications » Online Submission

Welcome to Agriculture Information Management System (Ag-IMS).

Submitting a notification:

- » Download templates, fill in offline and upload
 - Download
 - Upload
- » Fill in the online form

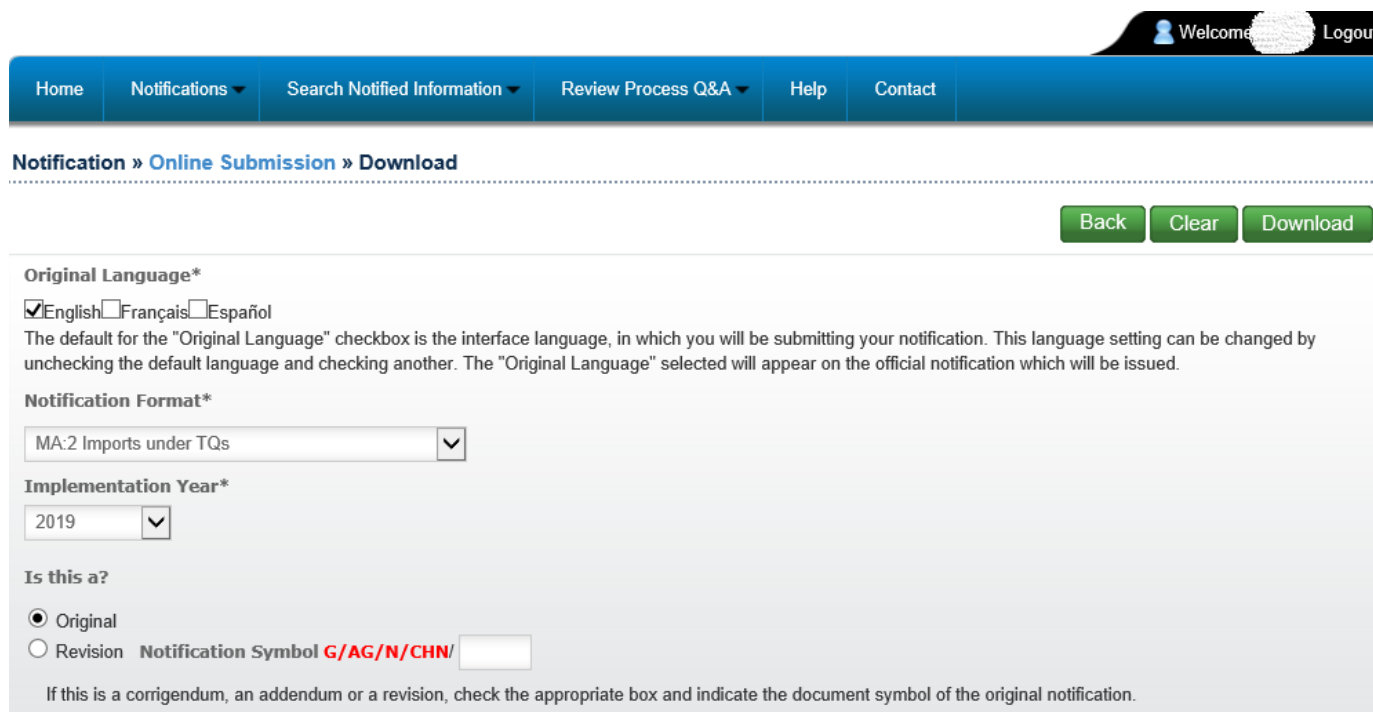
If you submit a notification through the Ag-IMS, please refrain from submitting this information through other means such as emailing this notification to CRN.

First, please check that the **language** selected is **correct!**

Then choose the "Notification Format" – MA:2 Imports under TQs as well as the "Implementation Year".

Please choose "Original" if a new submission is being entered; similarly, choose "Revision" if that is the case by indicating the symbol of the original notification.

Finally click "**DOWNLOAD**" and "**SAVE AS**". To ensure the template to work properly, it is important to save it on your computer before using it.



The screenshot shows the 'Notification » Online Submission » Download' page. At the top, there is a navigation bar with links: Home, Notifications, Search Notified Information, Review Process Q&A, Help, and Contact. A user is logged in, indicated by a 'Welcome' message and a 'Logout' button. Below the navigation bar, there are three green buttons: 'Back', 'Clear', and 'Download'. The main form area contains the following sections:

- Original Language***: Radio buttons for English (selected), Français, and Español. A note states: 'The default for the "Original Language" checkbox is the interface language, in which you will be submitting your notification. This language setting can be changed by unchecking the default language and checking another. The "Original Language" selected will appear on the official notification which will be issued.'
- Notification Format***: A dropdown menu currently showing 'MA:2 Imports under TQs'.
- Implementation Year***: A dropdown menu currently showing '2019'.
- Is this a?**: Radio buttons for 'Original' (selected) and 'Revision'. Next to 'Revision' is a text field for the 'Notification Symbol' with the placeholder 'G/AG/N/CHN/'.

A note at the bottom of the form states: 'If this is a corrigendum, an addendum or a revision, check the appropriate box and indicate the document symbol of the original notification.'

EXCEL WORKBOOK

Table MA:2

First click on "Enable content" on top of the excel workbook. Then **indicate** the **reporting year type** and **dates**.

The first six columns (shaded in yellow), namely "**TQ ID¹**", "**Description of products**", "**Tariff item number(s) encompassed in product description**", "**Unit**", "**Initial quantity**" and "**Final quantity**", include information on Members' tariff quota commitments as extracted from the WTO Consolidated Tariff Schedules (CTS). The information contained in these columns are read-only and cannot be edited.

The rest of the columns shaded in grey require your inputs:

"Not opened":

- A significant share of Members' scheduled TRQs is not opened annually; Members rather implement those TRQ commitments by way of a single applied tariff. The on-line system facilitates an identification of those cases by providing the possibility to the notifying Members to tick the "not opened" box for all TRQs subject to an applied-tariff regime.
- When the checkbox "not opened" is ticked for a TRQ, Member may wish to add an explanatory note indicating why a particular TRQ has not been opened. This may be done by using the "Note" field. In the case that multiple TRQs are not opened for the same reason, the "General Note" field may be used.
- One possible explanation could be that the applied MFN tariff for a product subject to TRQ commitment is already equal to or below the corresponding bound in-quota tariff. This would permit imports entering freely without any quantitative limit at or below the scheduled in-quota tariff and hence generally obviating the need to establish a two-tier TRQ-based tariff system to implement such commitment.

¹ The CTS records Members' TRQ commitments using a tariff quota identification (TQ ID) number. TQ ID numbers denote the order of placement of TRQs in a Schedule.

"Reporting Year Type/From/To":

- The reporting year columns are automatically populated based on the reporting year type and dates entered in the beginning on top of the worksheet.
- The information on the reporting year can be individually adjusted within the table should a different reporting 'year' apply to a particular TRQ(s).

"Notified description of product(s)/Notified tariff item number(s) encompassed in product description":

- Description of products and corresponding tariff item numbers should normally match the product description and tariff line composition in the Schedule. Should this be the case, there is no need to input anything in this column; leave the automatic description "Same as schedule".
- If for any reason this is not the case, for example, due to notifying at a differing level of tariff line disaggregation compared to the Schedule or due to HS changes, the applicable product description and tariff lines to be notified can be entered in these two columns. The notification generated² by the system will reflect the description of products and tariff item numbers as were inputted manually.
- Please note that when tariff item numbers are entered manually, the system requires the first four digit of the notified tariff lines to match with those of the scheduled tariff lines. In the case of ex-outs (where the notified tariff lines begin with "ex"), please add "ex" at the end of the tariff item numbers rather than at the beginning.
- Tarff lines entered should compose of numbers only and should not contain any special characters such as "." or space. Please separate tariff lines by a comma (", ") should multiple tariff lines be reported (do not include a space before or after a comma).
- You may use the "Note" or the "General Note" field to indicate the HS version being applied or any other relevant information.

² The Word document can be generated using the "View" button after the template has been uploaded into the system.

"Tariff quota quantity for period":

- This should normally correspond to scheduled tariff quota quantity levels.
- If for any reason this is not the case, for example, when two quotas are aggregated for the reason of being administered together, please include the appropriate tariff quota quantity level; also please ensure that the quantity notified is in the same unit as in the Schedule.
- In cases where quota quantities have been autonomously expanded, it is recommended to enter the scheduled quantity (instead of the expanded quota quantity) in this field. This will ensure a consistency in the calculation of fill rates. Any additional information, including on the expanded quota quantity, can be added in the "Note" field.

"In-quota imports during period":

- The quantity of in-quota imports during period should be notified using the same unit as in the Schedule.
- When "Not opened" box is checked, this field will be blocked and will not require inputs. Should you wish to indicate additional details in respect of such 'Not opened' TRQs, for example, total quantity of annual imports, please use the "Note" field.

"Fill rates":

- This field is automatically calculated by the system using the tariff quota quantity and in-quota imports entered in the previous two columns.
- Fill rates are rounded to one decimal place for consistency purposes.
- The system caps the fill rates at 100%.
- Where notified in-quota imports are greater than the corresponding tariff quota quantities, the system generated notification identifies such cases with an "*" symbol next to the fill rate number along with the following explanatory note *"In cases where in-quota imports exceed the TRQ quantities, fill rates are capped at 100%"*.
- Fill rates will not be calculated, and the corresponding field will be blank in cases where "Not opened" box is checked.

"Note":

- You may enter in this field any information relevant to the implementation of a quota, such as the reason why a quota has not been opened, aggregated quotas, expanded quota quantities etc.



"General note":

- You may enter in this field any information that you may wish to bring to Members' attention and that is of general applicability to the notification, for example, version of the HS nomenclature applied.

It is recommended to enter information in the Excel sheet by typing rather than pasting the information from another source. Copying and pasting information may block the worksheet. Should you get a pop-up error message as below, please use the following key combination "Ctrl" + "Shift" + "C" to unlock the worksheet.

Microsoft Excel



The cell or chart you're trying to change is on a protected sheet. To make a change, unprotect the sheet. You might be requested to enter a password.

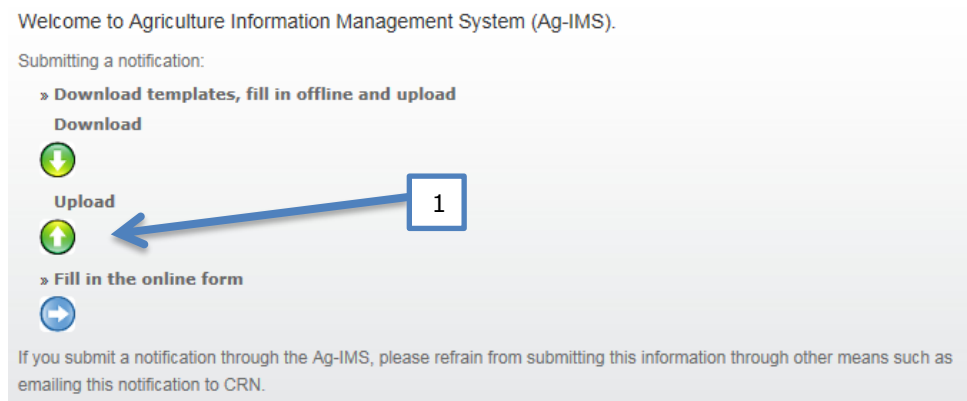
OK

UPLOADING THE EXCEL WORKBOOK

Once you have filled in the excel file, you can login and upload the excel file by:

1. Click "Upload".
2. Choose the language.
3. Choose the notification format.
4. Choose the implementation year.
5. Choose if it is an original or a revision.
6. Click on "Select Files", browse for your file, select and click open.
7. Finally click "Upload".

You should then receive a message saying that your notification has been successfully uploaded.





Notification » Online Submission » Upload

2

Back

Clear

Upload

Original Language*

☒ English ☐ Français ☐ Español

The default for the "Original Language" checkbox is the interface language, in which you will be submitting your notification. This language setting can be changed by unchecking the default language and checking another. The "Original Language" selected will appear on the official notification which will be issued.

Notification Format*

3

--Select--

Implementation Year

4

--Select--

Is this a?

5

☒ Original

☐ Revision

Notification Symbol **G/AG/N/NOR/**

If this is a revision, check the appropriate box and indicate the document symbol of the original notification.

Upload Template

6

Select files.

7

Back

Clear

Upload