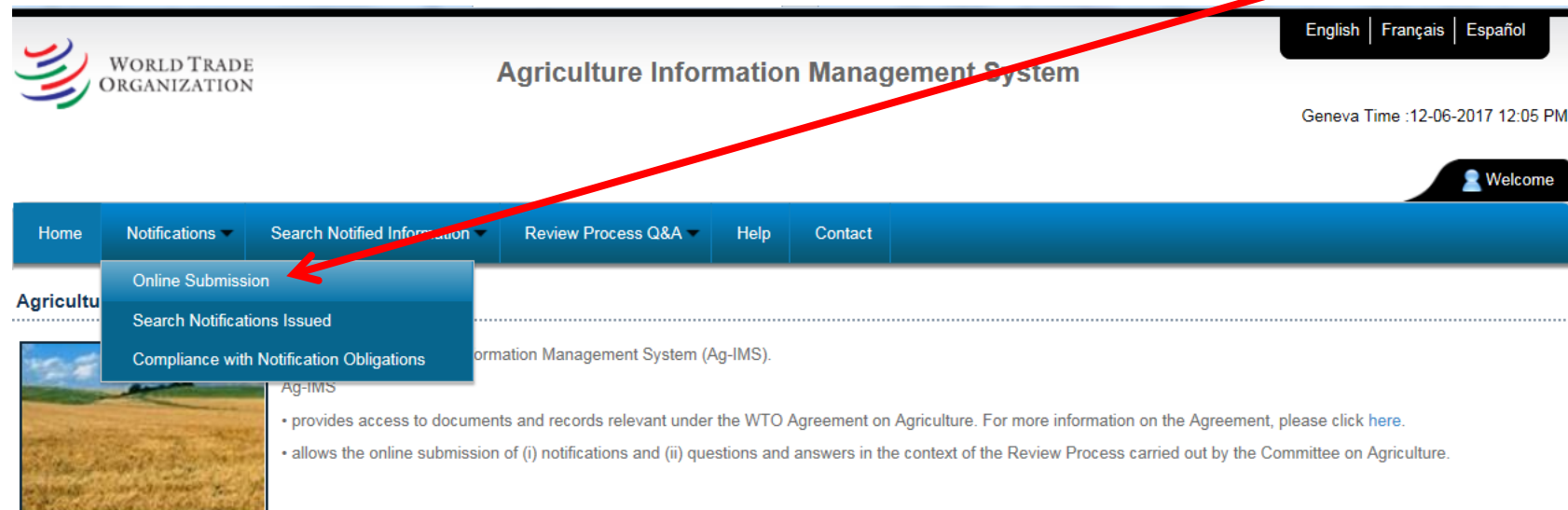# AGRICULTURE INFORMATION MANAGEMENT SYSTEM
(AG IMS)

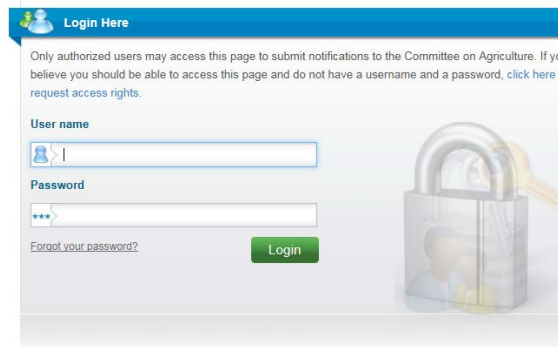## Introduction to the new function for the online submission of notifications

Welcome to the Agriculture Information Management System.

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 Committee on Agriculture. Since the end of 2019 a new function has been added to this system; the online submission of Agriculture notifications.
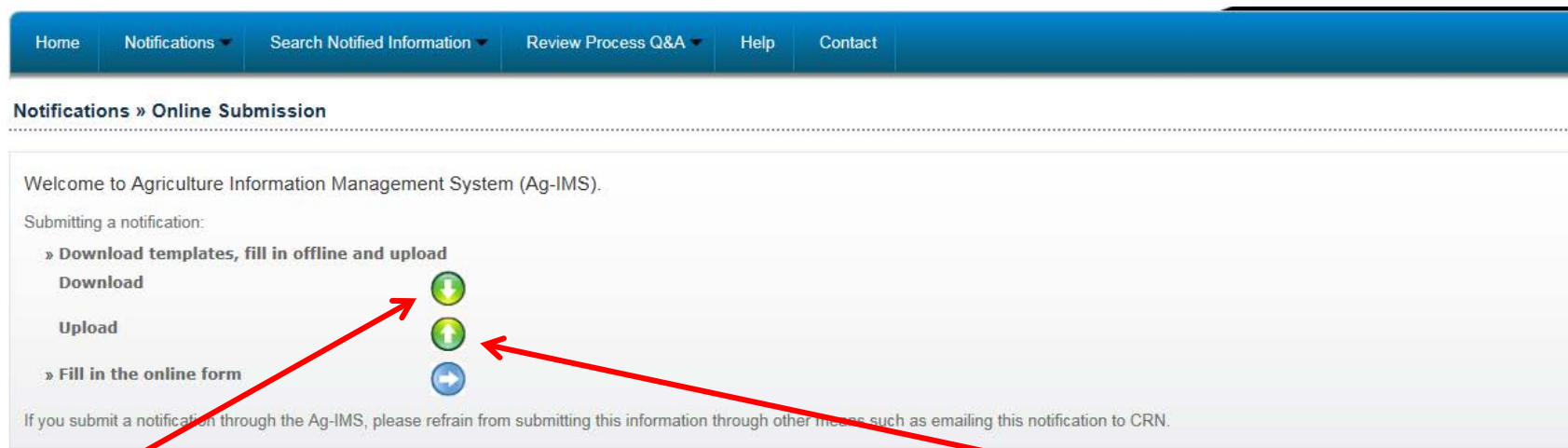

To access this function, you will need a username and password that has been provided to you by the Agriculture and Commodities Division of the WTO (if you do not yet have your login details, please send a request to AgIMS@wto.org).

Once you have successfully logged in, you will be presented with two options for the preparation of online notifications.

The first option is to download the template of a notification to fill in offline. Depending on the type of notification, these templates will be in word or excel format. If you are filling a particularly large notification such as a domestic support notification or a notification on Imports under TRQ, we encourage you to choose this option as you will later be able to reuse the filled-in template to report subsequent years. Once you have filled in the notification you will need to use the "Upload" facility so that the system can extract the data from your template and into the database.

The second option allows users to prepare notifications online. If you select the option to fill in the notification online, you will be presented with the page below.

The original language is the language in which you are submitting the notification. The default checked language will be the language in which you have the interface. Make sure that before you fill in the notification, the interface and the language are set to your preferred language. The interface is available in the three official languages of the WTO: English, French and Spanish.

Next you must select the notification format you want to prepare. The menu shows all 12 types of notification formats notifiable under the Agreement on Agriculture (whenever applicable to the Member concerned).

The system allows you to submit notifications covering any of the years since you became a Member of the WTO. In the case of this example, The European Union, this means since 1995.

Once the year has been selected, you need to indicate whether the notification is an original one, or if it is and Addendum, Corrigendum or Revision. If the notification is a Revision, you need to indicate the symbol of the original notification. An interesting feature for a revised notification is that once you have indicated the symbol and click on next, the system will provide you with the data contained in the original notification so that you can modify it accordingly.

Once you have filled out all required fields, you can proceed to click on the "Next" button to start filling out the notification online

Please note that if the year has already been notified, the system will tell you so

If you opted to download the notification template, you will encounter this page:

As you can see there are a few differences from the other option. The first noticeable one is that options for addendum and corrigendum are not provided. The second difference is that instead of a "Next" button you will find a "Download" button. Once you have selected all required fields, you need to click on "Download" which will produce you the template of the notification (either in word or excel). You may then proceed to fill in the notification, and once finalize you can proceed to upload it into the system using the procedure highlighted in page 3.

The system contains a number of features that will help Members in the preparation of their notifications. These features include:

- Automatic extraction of data from Members' schedules such as Members' TRQ commitments, AMS commitments and export subsidy commitments;
- Embedded formulas that will automatically calculate totals, subtotals, Market Price Support, *de minimis* levels, Current total AMS, SSGs triggers and fill-rates, among others.
- Automatic transfer of values from one supporting table to another, whenever applicable. This is of particular importance when filling out Table DS:1 and Table ES:1 notifications.
- Timely updates of data: notified data will become immediately searchable online once the notification is circulated.