

0 INTRODUCTION

This editorial manual (version 7.0) is based upon the working practices of the WTO text processing units and previously:

- the February 2008 **trilingual WTO Document Production Manual** ([wiki](#), [mono](#) or [trilingual PDF archives](#));
- the April 1997 **WTO Editorial Manual** ([searchable PDF image](#)) as published online in 2001 as **Build a document** ([website](#) and [pdf archive](#));
- which were based on the December 1982 **Stenographic and Typing Section Secretarial Handbook** of ([searchable PDF image](#)).

Although this document has been assembled in such a way that it may easily be viewed on-line and printed for use off-line, in part or in whole, it is important to be aware that it is a living document to which additional information and revisions will be added whenever necessary. *It is therefore strongly recommended that this document should be consulted on-line to be sure of obtaining only the most recent stylistic and technical recommendations.* This has the added advantage of making any links to other resources dynamic in a way that is not possible on the printed pages.

If you have any comments, ideas or issues please use the [TPS Idea's Box](#) or contact the last editor of any given topic via the link at the bottom.

NB this guide does not include information on basic Microsoft Word functionalities e.g. Track changes and copy compare. These can be found by typing the F1 key while in Word and searching the online help provided by Microsoft.

✉ Richard Pollock - 2014-03-03 12:18:12

1 WTO DOCUMENT FORMAT ▲

The new standardized WTO document format has been rethought to simplify the initial document set up and ensure that visual formatting as well as dynamic elements, such as tables of contents, are both as easy to apply and user friendly for our target audience. We hope that what is referred to hereafter as "WTO 2013" will encourage those involved in document production to use the predefined styles and the associated tools rather than continuing to apply manual formatting.

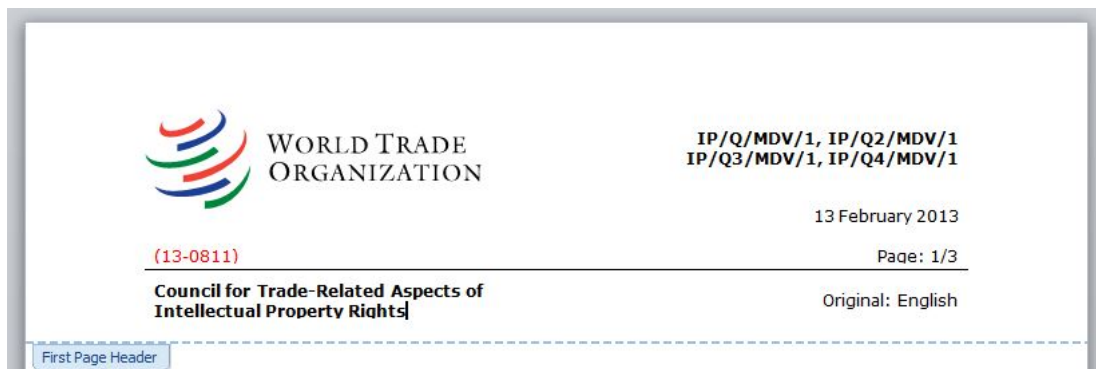
Where possible WTO 2013 recommends the use of standards established by the International Organization for Standardization (ISO) for example [ISO 2145](#) for the "numbering of divisions and subdivisions in written documents".

Lastly, it is worth mentioning that the new WTO Document Layout 2013 is the culmination of a long-term project involving many people whose effort and commitment brought this project to its fruition.

We would like to thank all those involved.

✉ Joanne Norman - 2013-04-19 09:44:53

1.1 Masthead ▲



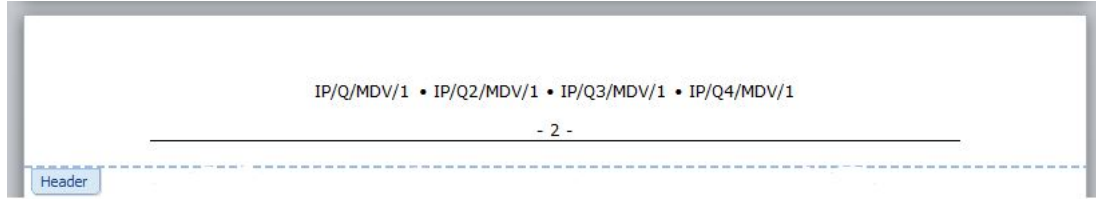
The new masthead consists of an invisible table with:

- the three colour WTO Logo along with the organization's full name inserted as an image to retain the trade marked Galliard font ;
- the serial number "(YY-0000)" in red in the same font size as the other header elements;
- the indication "RESTRICTED" as required in bold, all caps and red at the top of the right column;
- up to six symbol(s);
- the date in full i.e. [D]D MMMM YYYY e.g. 1 June 2012;
- the indication "Page: {page number}/{total page number} " e.g. Page: 1/8;
- the [Committee name\(s\)](#) in bold;
- the indication "Original: " as required.

✉ Richard Pollock - 2013-02-27 16:45:57

1.2 Page headers ▲

WTO 2013 simplifies page numbering to eliminate complex combinations of cover page, blank page, small roman content and Arabic numbered pages.



Document page headers now include:

- a maximum of six symbols centred and separated by a " • " to maintain a fixed height;
- a centred " {page number} " to avoid the need for complex odd/even page pagination;
- a line to separate the page header from the body of the document.

☑ Philippe Blachon - 2013-03-07 11:32:13

1.3 Styles ▲

In line with the aim to facilitate reading documents on screen, the default style or "Normal" font is now Verdana 9 pt based on the sans serif menu fonts we use every day and readability studies that show it has been tested as optimal both on and off screen: [http://www.tbook.it/download/Usability_News .pdf](http://www.tbook.it/download/Usability_News.pdf)

- Verdana 9 pt for main text;
- Verdana 8 pt for footnotes, table notes & table text;
- Verdana 7 pt for large tables.

Also WTO 2013 standardises all tab settings to the more memorable metric measures of 1.00 cm.

☑ Philippe Blachon - 2013-03-07 12:45:11

1.3.1 Titles ▲

In addition to being based on verdana 9pt the four standard WTO titles now include spacing that precludes the requirement for the three blank paragraphs after the masthead and the often problematic blank paragraph between the currents Titles.

All the Titles are in Custom Color (RGB (0,98,131))

"TITLE" CENTRES, APPLIES BOLD ALL CAPS, 24 PT BEFORE, 12 PT AFTER AUTOMATICALLY, AND REQUIRES MANUAL LINE BREAKS¶

"TITLE 2" CENTRES, APPLIES ALL CAPS, ADDS 18 PT AFTER, AUTOMATICALLY AND REQUIRES MANUAL LINE BREAKS¶

"Title 3" centres, applies italics, adds 18 pt after automatically, requires manual caps for Key First Letters and manual line breaks¶

"TITLE COUNTRY" CENTRES, APPLIES SMALL CAPS, ADDS 18 PT AFTER AUTOMATICALLY, REQUIRES MANUAL CAPS FOR KEY FIRST LETTERS AND MANUAL LINE BREAKS ¶

TPR Example	
Title	TRADE POLICY REVIEW¶
Title 2	REPORT BY THE SECRETARIAT¶
Title Country	BRAZIL¶
Normal	This report, prepared for the sixth Trade Policy Review of Brazil, has been prepared by the Secretariat on its own responsibility. The Secretariat has as its

☑ Philippe Blachon - 2013-06-17 15:42:01

1.3.2 Table of contents ▲

The WTO 2013 TOC:

- should be inserted on the first page immediately after the document Titles and, where relevant, document introduction;
- includes a bold, all caps, centred title formatted using the TOC Heading style;
- does not use the indication "Page".

As shown below TOC 1 style applies bold to enable rapid identification of the main chapters. Subsequent TOC styles are non-bold to lighten the overall layout.

Table Of Contents styles	
TOC Heading	CONTENTS
TOC 1	SUMMARY 8
TOC 2	Economic environment..... 8
TOC 2	Trade and investment policy framework..... 9
TOC 2	Trade policy by measure..... 9
TOC 2	Trade policy by sector..... 11
TOC 1	1 ECONOMIC ENVIRONMENT..... 14
TOC 2	1.1 Overview 14
TOC 2	1.2 Output and Employment..... 14
TOC 2	1.3 Fiscal Policy..... 17

After the TOC, WTO 2013 introduces the option to generate Tables of Tables, Figures, Equations and Annexes (respectively TOTs, TOGs, TOEs & TOAs) via the use of the Caption style. These will normally be consecutively numbered throughout the document but can also be numbered contextually based on Heading 1.

✉ Philippe Blachon - 2013-06-17 15:43:49

1.3.3 Headings ▲

WTO 2013 headings:

- are all bold and in Custom Color (RGB (0,98,131)), to differentiate them from the normal and body text;
- use full context legal numbering separated by a dot (ISO 2145*) to allow rapid understanding of the relative location and importance of headings in addition to providing a unique identifier for easy cross referencing in meetings e.g. *Chapter 2.1*;

Heading 1 has capitalization imposed on all letters via the Heading 1 style. However, **all other headings** are not subject to this restriction in order to allow some scope for alteration. In this way, the proper case could be used if it contains a name or title (e.g. Decision on the TRIPS Agreement).

WTO 2013 headings with full context	
Heading 1	1 HEADING 1 (Alt+1)
Heading 2	1.1 Heading 2 (Alt+2)
Heading 3	1.1.1 Heading 3 (Alt+3)
Heading 4	1.1.1.1 Heading 4 (Alt+4)
Heading 5	1.1.1.1.1 Heading 5 (Alt+5)
Heading 6	1.1.1.1.1.1 Heading 6

* [M:\ReOffice\References\External References\Normes ISO\ISO 2145 1978\(image\) e.PDF](M:\ReOffice\References\External References\Normes ISO\ISO 2145 1978(image) e.PDF)
[M:\ReOffice\References\External References\Normes ISO\ISO 2145 1978\(image\) f.PDF](M:\ReOffice\References\External References\Normes ISO\ISO 2145 1978(image) f.PDF)

Introduction

Any introductory text on the first page i.e. before the first heading should not be numbered and use the styles "SummaryHeader", "SummarySubHeader" and "SummaryText".

Summary styles	
SummaryHeader	SUMMARY
SummaryText	1. Brazil weathered the global economic c foreign demand and sound macroeconomic economic recovery by substantially increasing incomes policies have allowed Brazil to unemployment, and income inequality.
SummaryText	2. Further action is required to address long Brazilian economy's competitiveness, such as i credit, and high taxes. The Government has tal in its quest to support sectors affected by a lo measures that may have a restrictive impact on economy, it is important for it to continue to and for its policies be conducive to growth.
SummarySubheader	Economic environment
SummaryText	3. The Brazilian economy recorded a stro period with real GDP growth averaging 3.6% a

✉ Philippe Blachon - 2013-06-17 15:47:35

1.3.4 Numbered paragraphs

WTO 2013 uses a dot after body text paragraph numbering to eliminate the different uses of parenthesis between the different languages.

The WTO 2013 Body text styles

WTO 2013 Standard numbering Body text		WTO 2013 Legal numbering Body text	
Body Text	1. Body text (Alt + B)	Body Text	1.1. Body text (Alt + B)
Body Text 2	a. Body text 2 (Alt + B then Tab)	Body Text 2	a. Body text 2 (Alt + B then Tab)
Body Text 3	i. Body text 3 (Alt + B then Tab twice)	Body Text 3	i. Body text 3 (Alt + B then Tab twice)

WTO legal numbering of body text paragraphs will remain an option.

✉ Philippe Blachon - 2013-10-16 09:22:44

1.3.5 Footnotes, Endnotes, Table and Graphic notes

Footnotes and endnotes:

Footnotes and endnotes use the style "Footnote Text" which is:

- Verdana, 8 pt;
- aligned on the left;
- with 1 cm indent on the first line;
- and no spacing between notes.

Footnote and endnote styles	
Footnote Text	²⁰⁵ Appellate Body Report, <i>EC – Computer Equipment</i> , para. 67.
Footnote Text	²⁰⁶ Indeed, as stated by the Appellate Body in <i>EC – Chicken Cuts</i> :
Footnote Quotation	[T]he identification of the product at issue is generally not a separate and distinct element of a panel's terms of reference; rather it is a consequence of the scope of application of the scope of the specific measures at issue. In other words, it is the measure at issue that generally will define the product at issue.
Footnote Text	Appellate Body Report, <i>EC – Chicken Cuts</i> , para. 165. See also Panel Report, <i>EC – IT Products</i> , paras. 7.194-7.197.
Footnote Text	²⁰⁷ Panel Reports, <i>Korea – Alcoholic Beverages</i> , paras. 10.16; and <i>EC – IT Products</i> , paras. 7.194-7.197.

"Footnote Quotation" is the same with an indentation of 1 cm on the left and the right.

Table and graphic notes:

Table and graphic notes should be inserted manually:

- the indicators as superscript lower case letters to differentiate them from automatically arabic numbered footnote indicators.
- the notes themselves directly under the relevant table or graphic:
 - starting with the indicator letter;
 - followed by a tabulation;
 - applying the style "Note text".

"Source:" no longer requires italics since this adds complexity with no additional information.

Table and graphic styles																
Caption	Table 1.1 Selected macroeconomic indicators, 2008-11															
	<table border="1"> <thead> <tr> <th></th> <th>Switzerland^a</th> <th>Liechtenstein^a</th> </tr> </thead> <tbody> <tr> <td>Area (km²)</td> <td>41,285</td> <td>160</td> </tr> <tr> <td>Population ('000)</td> <td>7,953</td> <td>36</td> </tr> <tr> <td>GDP (US\$ billion)</td> <td>661.3</td> <td>5.1^b</td> </tr> <tr> <td>GNI per capita ("international" \$)</td> <td>50,900</td> <td>..</td> </tr> </tbody> </table>		Switzerland ^a	Liechtenstein ^a	Area (km ²)	41,285	160	Population ('000)	7,953	36	GDP (US\$ billion)	661.3	5.1 ^b	GNI per capita ("international" \$)	50,900	..
	Switzerland ^a	Liechtenstein ^a														
Area (km ²)	41,285	160														
Population ('000)	7,953	36														
GDP (US\$ billion)	661.3	5.1 ^b														
GNI per capita ("international" \$)	50,900	..														
Note Text	.. Not available.															
Note Text	a Data for 2011.															
Note Text	b Data for 2010.															
Note Text	Source: State Secretariat for Economic Affairs (SECO) online information. Viewed at: http://www.seco.admin.ch/themen/00374/00456/00458/index.html?lang=en ; <i>Monthly Statistical Bulletin</i> , August 2012. Viewed at: http://www.snb.ch/en/i/about/stat/statpub/statmon/stats/statmon/statmon_H1 ; Swiss National Bank, <i>Swiss Balance of Payments 2011</i> . Viewed at: http://www.snb.ch/en/i/about/stat/statpub/bop/stats/bop ; Federal Statistical Office (FSO). Viewed at: www.bfs.admin.ch ; IMF Country Report No. 12/106 May 2012 for data related to savings and investment; and World Bank, World Development Indicators.															

✉ Philippe Blachon - 2013-06-17 15:37:55

1.4 Table format

Tables could have 3 different styles applied.

WTOtable1

To be used as the default format. With this style:

- the header rows are formatted with white bold font with blue-green coloured background (RGB(0/98/131));
- the rest of the rows are automatically banded, with a background color for even rows (RGB(201/222/212));
- the font size may range from Verdana 9pt down to Verdana 7pt as the minimum.

Also to reference in a specific Table of Tables, WTOtable1 must have a caption:

- using the "Caption" style;
- with "Table" as label ("Cuadro" for Spanish and "Tableau" for French);
- then an automatic number including the chapter number;
- and naming the table.

Table 1.1 Scoreboard for the surveillance of macroeconomic imbalances

Indicator	Accepted range (%)
Current account balance (3-year moving average, % of GDP)	Between -4 and 6
Net international investment position (% of GDP)	> -35
World export share (in current value, 5-year % change)	> -6
Real effective exchange rate (<i>vis-à-vis</i> 35 industrial countries, based on consumer-price indices, 3-year % change)	-/+ 5 (euro area) -/+ 11 (non-euro area)
Nominal unit labour cost (3-year % change)	< 9 (euro area) < 12 (non-euro area)
Private sector debt (% of GDP)	< 160
Private sector credit flow (% of GDP)	<15
House prices relative to consumer prices (year-on-year changes, in %)	< 60
General government debt (% of GDP)	< 60
Unemployment rate (3-year moving average, in %)	< 10

WTOtable2

To be used for the Notification documents. With this style:

- the outside borders are double;
- the inside borders are single;
- the background color is automatic;
- the font size may range from Verdana 9pt down to Verdana 7pt as the minimum.

NOTIFICACIÓN

Se da traslado de la notificación siguiente de conformidad con el artículo 10.6.

1.	Miembro que notifica: <u>PERÚ</u> Si procede, nombre del gobierno local de que se trate (artículos 3.2 y 7.2):
2.	Organismo responsable: Ministerio de la Producción Nombre y dirección (incluidos los números de teléfono y de telefax, así como las direcciones de correo electrónico y sitios Web, en su caso) del organismo o autoridad encargado de la tramitación de observaciones sobre la notificación, en caso de que se trate de un organismo o autoridad diferente: Ministerio de Comercio Exterior y Turismo
3.	Notificación hecha en virtud del artículo 2.9.2 [X1. 2.10.1 [1. 5.6.2 [1. 5.7.1 [

WTOBox1

Boxes are created using tables formatted with the "WTOBox1" table style, which:

- has no borders;
- with a background color RGB(201/222/212).

Also to reference in a specific Table of Boxes, WTOBox1 must have a caption:

- using the "Caption" style;
- with "Box" as label ("Recuadro" for Spanish and "Cadre" for French);
- then an automatic number including the chapter number;
- and naming the Box.

... demand for imports of goods and services increased significantly in deficit countries (Box 1.1).

Box 1.1 Credit boom and macroeconomic imbalances

In general, major economic, including financial and debt, crises are preceded by a period of buoyant credit growth and low risk premium, and the euro-zone debt crisis is no exception.

During the decade leading up to the 2007-2008 global economic and financial crises, market financing grew markedly for both governments and the private sector in the euro-zone, following the convergence of yields on government bonds issued by euro-zone member States. The convergence in yields was driven to a large extent by anticipated macroeconomic stability (low and stable inflation spurred by a common monetary policy) (Chart 1.1).

Furthermore, strong GDP growth dynamics were recorded in many euro-zone countries. For example, Greece, Ireland and Spain recorded average nominal growth rates of 7% from 2003 to 2007, though, the strong

Philippe Blachon - 2013-06-12 17:42:37

1.5 Graphics ▲

To reference in a specific Table of Charts, every Chart must have a caption:

- using the "Caption" style;
- with "Chart" as label ("Gráfico" in Spanish and "Graphique" in French);
- then an automatic number including the chapter number;
- and naming the chart.

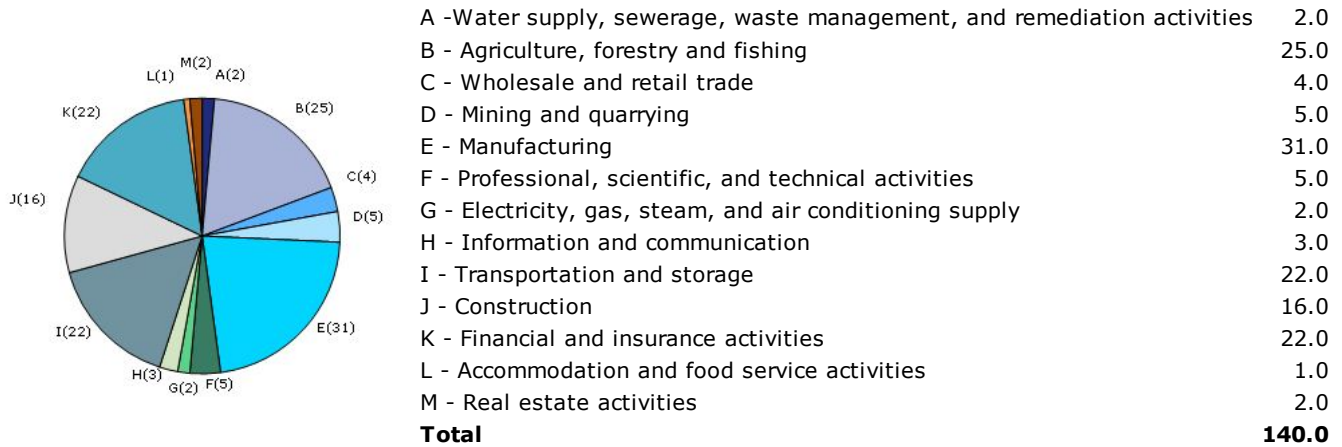
TOC Heading	
Normal	CHARTS
Table of Figures	Chart 1.1 Merchandise trade, by product, 2007 and 2012..... 26
Table of Figures	Chart 1.2 Trade balance by sector, 2007-12..... 27
Table of Figures	Chart 1.3 Merchandise trade, by main origin and destination, 2007 and 2012..... 28
Table of Figures	Chart 3.1 Frequency distribution of MFN tariff rates, 2012..... 51
Table of Figures	Chart 3.2 Distribution of the MFN tariff by ISIC sector, 2012 52
Table of Figures	Chart 4.1 Main agricultural exports, 2007-12..... 120
Table of Figures	Chart 4.2 Trade in manufactured products, 2006-12 132

WTO 2013 further extends the use of colours to graphics by proposing a standard range of colours that are easily distinguishable even when printed in shades of grey.

WTO 2013 recommends that graphics include as little modifiable text inside the actual image as possible by for example:

- moving the graphic title to the caption;
- moving the Source, Note mentions below the chart picture;
- where possible, using language neutral labels such as "A, B, C" to name series that can then be explained in a legend below the graphic;
- use the language independent practises such as abbreviations/standards (like ISO) described elsewhere in this document to further reduce the need for reworking text inside graphics according to the language.

Chart 3.4 SOEs based on sectors, 2011



Source: Ministry of State-Owned Enterprises.

✉ Philippe Blachon - 2014-08-22 17:05:17

1.6 Hyperlinks ▲

WTO 2013 extends the previous requirement for hyperlinks¹ from "always write the link out in full in the document (or footnote), without hiding the information behind the text" to further require that all hyperlinks be active, even if they may not yet work and/or risk becoming obsolete, as this avoids unnecessary copying and pasting into a browser.

¹ Please, see below.

From: Bermudez, Francisco
Sent: 12 October 2009 09:26
To: Admin Assistants Extended
Cc: Mesa, Juan; Dickson, John; Pasteur, Olivier; Avila, Silvia; Rathier, Nadia; Halle, Robin; Pollock, Richard; Beltron, Eugenio; Verguin, Christiane; LDIMD Documents Control; Directors
Subject: FW: hyperliens dans les documents-IMPORTANT
Importance: High

In connection with the implementation of the PDF project, which consists of converting into PDF format and checking all WTO documentation since 1995, you are asked to note the following:

1. Hyperlinks appearing in Secretariat documentation, in particular notifications (SPS, TBT, etc.) are deactivated with the conversion of the documents into PDF format.
2. As an immediate solution to the problem pending the introduction, next year, of DOL2, you are asked to apply the following rule when using hyperlinks in documents:

"Always write the link out in full in the document, without hiding the information behind the text."

(http://members.wto.org/cmattachments/2009/tbt/che/09_2606_00_f.pdf)

I would be grateful if you would adhere strictly to this rule and if you would share the information with the members of your division.

Thank you for your cooperation

Sincerely

F. Bermúdez
 Documents Control Section

✉ Philippe Blachon - 2013-06-17 16:48:43

1.7 Margins ▲

Where previously we used imperial measures WTO 2013 uses metric (cm) margins:

	WTO 2013 portrait	WTO 2013 Landscape
Top	3.00 cm	2.54 cm
Bottom	2.54 cm	2.54 cm
Left	2.54 cm	1.00 cm
Right	2.54 cm	3.00 cm
Header/Footer distance	1.27 cm	1.27 cm

✉ Richard Pollock - 2013-02-28 14:24:12

2 WTO EDITORIAL RULES ▲

The following chapter describes the editorial rules currently used in WTO documents.

✉ Philippe Blachon - 2013-02-28 10:02:40

2.1 Harmonized Writing Practice

ISO

Where possible WTO 2013 recommends the use of standards established by the International Organization for Standardization http://www.iso.org/iso/ceo_brochure.pdf

Lists

WTO 2013 uses:

- a colon before a list such as this one;
- a semi-colon between list items;
- no initial caps for each list point;
- a full stop at the end of the last list item

For **lists of countries**, please use the following ruling:

Countries must be separated with a semi-colon (";") when Hong Kong, China and/or Macao, China appear on a list.

Australia; Brazil; Canada; Chile; Colombia; Croatia;
Brazil; Egypt; European Union; Guatemala; Hong Kong, China; Iceland;
Japan;
Korea; New Zealand; Norway; Oman; Turkey and the United States

However, when Hong Kong, China and/or Macao, China do not appear on the list, it is perfectly acceptable to separate the countries with commas ",".

Australia, Brazil, Canada, Chile, Colombia Croatia,
Brazil, Egypt, European Union, Guatemala, Iceland, Japan,
Korea, New Zealand, Norway, Oman, Turkey and the United States


Automatic activation of WTO Symbol references hyperlinks

WTO symbol references within documents MUST be written out in full to enable Documents Online to generate a html version with automatic links to the files in question. For example:

- do not write "WT/ACC/VUT/16 and Add.1 and Add.2", as only the first symbol would result in an automatic link;
- write: "WT/ACC/VUT/16, WT/ACC/VUT/16/Add.1 and WT/ACC/VUT/16/Add.2" so that all three documents will result in an automatic link.

Compilation of existing WTO Official documents into a new document

WTO documents distributed in a previous format should not be inserted as part of the body or as Annexes of a new document, but rather simply referred to by using the full symbol.

 Joanne Norman - 2015-03-05 11:09:31

2.2 Punctuation and spacing ▲

The table below provides a quick overview of the punctuation and spacing rules.

Punctuation	Rules & Examples
Full stops (.) Commas (,) Colons (:) Semicolons (;) Question marks (?) Exclamation marks (!)	are all added immediately after the preceding character and followed by one space.
Non-breaking spaces Ctrl + Shift + Space	are used to prevent word groups from being separated onto different lines (and especially between two consecutive pages). They should also be used: <ul style="list-style-type: none"> sometimes for any single word; always for names of countries, proper names, articles, abbreviations, dates and figures. Non-breaking characters can be seen when the "Show all" ¶ symbol is activated as follows: Mr°Renato°Ruggiero¶ 25°April°1996¶ Article°XXV¶ 16°million¶ Guinea–Bissau¶
Non-breaking hyphens Ctrl + Shift + -	should always be "non-breaking" with no spaces before or after, except when using a suspended hyphen (e.g. nineteenth- and twentieth-century writers). See section 2.3.5 Hyphenation .
Dashes (-) Suspension points (...) Ctrl + Alt + .	require a single space before and after. See section 2.3.5 Hyphenation and 2.8 Quotations .
Quotation marks: <ul style="list-style-type: none"> Double (") Single (') 	do not require additional spaces - even single quotes within double quotes ("quote"). Use "straight quotes" as opposed to "smart quotes". See also section 2.8 Quotations .
Apostrophes (')	are only used to show possession. As with quotation marks, use straight (') and not curly (') apostrophes.
Accents (`) (^)	For further clarification of accents see section 2.3.4 Foreign words, expressions .
Tabulations	Avoid unnecessary spaces. Use tab settings rather than the space bar to create large spaces. Avoid unnecessary tabs. Choose the right style instead.
Parenthesis () Square brackets []	A complete sentence within brackets or parenthesis ends with a full stop only when it does not occur within a separate sentence. <ul style="list-style-type: none"> This section concerns India's claims in respect of benefit (as indicated, India makes no allegations concerning specificity). This section concerns India's claims in respect of benefit. (As indicated, India makes no allegations concerning specificity.)

Philippe Blachon - 2013-12-19 17:29:26

2.3 Spelling rules ▲

The WTO uses the **Oxford English Dictionary** (OED) <http://www.oed.com> for its prescribed spelling. The glossary [A.1 Glossary](#) provides a list of the WTO-specific words.

-ize

All words ending in "ise" are spelt with "ize", although there are some exceptions:

organize, recognize

not

organise, recognise

but

advise, analyse, compromise

Headings

Headings do **not** take a full point at the end, and within a heading an en-dash (-) is preferred to a colon (:).

Titles should not be written as questions i.e requiring a question mark, unless necessary.

Philippe Blachon - 2013-05-15 16:19:32

2.3.1 Abbreviations ▲

There is no space between the full stops of abbreviations.

All abbreviations are followed by one space.

There should not be a double full stop after an abbreviation that ends a sentence (etc. not etc..).

Abbreviations for units of measurements have no full stops and non-breaking spaces (`Ctrl` + `Shift` + `Space`) should be used between the figure and the unit (5 kg).

Certain abbreviations remain singular (Rev./Add./Suppl.) (i.e. Rev. not Revs.). However, decrees and laws are pluralized (e.g. Laws Nos. 6.771/1995 and 6.910/1996 or Decrees Nos. 2.66/2012 and 2.99/2012).

Certain words are not abbreviated (e.g. curriculum vitae, *inter alia*, modus operandi and pro tempore).

For WTO-specific abbreviations, see

- [2.3.2 Acronyms & short forms](#)
- [A.1 Glossary](#).

✉ Philippe Blachon - 2013-03-07 09:37:29

2.3.2 Acronyms & Short forms ▲

As a general rule, names of organs, international organizations or other public and private institutions must be given in their full and correct form the first time they are mentioned, followed, where appropriate, by the abbreviation or acronym in brackets. For example:

Peru hereby submits this new and full notification in accordance with its obligations under Article XVI:1 of the General Agreement on Tariffs and Trade 1994 (GATT 1994) and Article 25 of the Agreement on Subsidies and Countervailing Measures (SCM Agreement).

However, to avoid excessive repetition, long titles should be shortened thereafter (the Council, the Committee) or acronyms used (IMF, ILO, UNCTAD) provided that no possible ambiguity exists - as may have been the case when the WTO could have meant either the World Trade Organization or the World Tourism Organization until the latter changed to become the UNWTO.

In legal or very formal texts, a title that recurs should be written out in full the first time it appears and should be followed by the phrase "(hereinafter referred to as [abbreviation])"; thereafter the abbreviation or acronym can be used.

For example, the Textiles Monitoring Body (hereinafter referred to as "the TMB").

When acronyms are used, they are not separated by full stops.

Short titles agreed in the WTO:

- [See the Acronyms list](#)

✉ Philippe Blachon - 2013-05-16 10:43:18

2.3.3 Capitalization ▲

Consistency and economy should be observed in the use of capitals. The guiding principle should be that capitals are used sparingly but consistently; when in doubt **use lower case**.

Capitalization of certain words

Do not capitalize	Capitalize
abbreviations (e.g., c.i.f., f.o.b., n.a., cont'd)	abbreviations (MFN, GATT, SCM, AD)
agreement	Agreement (when referring to General Agreement, WTO Agreement, an Agreement attached to the WTO or another specific agreement)
article	Article of GATT or any other text referred to specifically (e.g. Article 1 of the AD Agreement)
common external tariff	Common Market (EC)
contracting parties (considered as individual or as a certain number of governments) (GATT)	CONTRACTING PARTIES (as decision-making body "acting jointly"), not Contracting Parties
decision, declaration in general, or draft decision, recommendation, statement, etc.	Decisions, Declarations, Understandings, Recommendations, Statements that have been adopted by the CONTRACTING PARTIES or have been drawn up in the Uruguay Round
delegate, delegation, mission, even when used with name of specific government	Minister or Ministers (in all cases); Ministry of Foreign Affairs; Permanent Mission of ...
government, committee, panel, commission when used generally	Government (referring to specific country) Committee, Panel, Working Party, etc. when referring to bodies that are already established or are specifically provided for: e.g. Committee on Rules of Origin, Panel (capitalize in a text prepared by or about the specific Panel in question, but use lower case when the text refers to another panel.
members (of any organization other than the WTO)	Member of the WTO; State (sovereign government)
ministerial level, meeting of ministers	meeting of Ministers, Ministerial Meeting (specific, at Marrakesh, Montreal, Singapore), Ministerial Session (specific)
multilateral trade negotiations (generally)	Uruguay Round of Multilateral Trade Negotiations (specific)
panel (general) e.g. The panel requested in respect of an anti-dumping investigation commenced by Guatemala with regard to imports of Portland cement from Mexico.	Panel (specific) e.g. "Guatemala - Anti-Dumping Investigation Regarding Imports of Portland Cement from Mexico" / India suggests that the Panel should follow the reasoning of the panel in <i>US section 337</i> .
protocol (general)	Protocol (when referring to a specific Member, e.g. China's Protocol of Accession)
review, report, annex, background note	Annex I, the Annex on Telecommunications, the Report (the specific report on which you are working).
rules of procedure, agenda (or reference to agenda items), terms of reference	
schedule	Schedule (when referring to a specific Schedule attached to the GATT or GATS, e.g. Schedule XXX to the GATT)
secretariat services (generally)	WTO Secretariat Appellate Body
session records	Seventeenth Session of the CONTRACTING PARTIES (for instance)
state (internal division of the US); state (used adjectivally)	State (sovereign government) member State of the EC
treaty	Treaty (referring to specific treaty, e.g. Treaty of Rome)

Capitalization of title styles

The first document title, the Country Title and the Heading 1 are all in block capitals.

All other heading and title styles only have initial capitals except for articles (a, an, the), conjunctions (and, or, for, nor), prepositions, and the "to" in infinitives.

Document
Declaration on the Contribution of the World Trade Organization to Achieving Greater Coherence in Global Economic Policymaking"

See Annex A.3 for capitalization of committee names

Official titles

• General reference

Titles used before a name are normally capitalized and are not followed by a comma:

Prime Minister Nehru
Director-General Supachai

Initial capitals **should not** be used in general references, for example "... it will be necessary to establish a panel on bananas ...", but should be used for specific references to established entities, for example "the Banana Panel decided ...".

the functional commissions of the Economic and Social Council
the specialized agencies
It is hoped that the Council will establish a committee for this purpose
the executive secretaries of ECA, ESCAP and ECLAC
the UNDP representatives
the ambassadors of a number of developing countries.

N.B. Initial capitals **should not** be used in references to posts which have not yet been created. Compare:

In view of the workload it will be necessary to appoint a deputy director next year.
The authorization was signed by the Acting Director of the Division.

• Of organs or officials, direct reference

Initial capitals should be used for the official titles of persons, Secretariat sections, divisions, working groups, committees, councils, commissions, organizations and for the official titles of existing treaties and international conventions:

Deputy Director-General
 the Ambassador of the Democratic Republic of Congo
 the Permanent Mission of Argentina
 the delegation (members) of the European Communities, as opposed to
 the Permanent Delegation (office) of the European Commission
 Committee on Balance-of-Payments Restrictions
 Statistics and Information Systems Division
 Economic Commission for Europe
 the UNDP Representative in Burundi
 Agreement on Trade-Related Aspects of Intellectual Property Rights
 Convention on Biological Diversity

Capitalization of compound words

When a compound word appears in a context in which words are normally capitalized, for example in a document title capitalize the first letter of each element:

In document titles only the names of established committees, WTO articles, understandings etc. are capitalized.

"Committee on Non-Governmental Organizations"

- Capitalize the second element if:
 - It is normally capitalized
 - "non-French-speaking"
 - If the compound is a temporary or provisional one, usually introduced by a prefix such as "sub", "non", "quasi" or "intra"
 - "Sub-Committee on Protective Measures", "Non-Violation"
 - If the second is of equal value or coordinate
 - "Director-General", Trade-Related Investment Measures"
- Do not capitalize the second element if the elements are normally compounded or the second element is a particle modifying the first.
- However, if the first element is capitalized only because it appears at the beginning of a sentence, the second element should not necessarily be capitalized in accordance with the rules set out above:

"Non-governmental organizations were not represented at the meeting"

Divided paragraphs

Whenever paragraphs are subdivided into a, b, or i, ii, etc., and end with commas or semi-colons, they start with a lowercase, even if there is a full stop in the middle of a subparagraph. However, if the subparagraphs end with a full stop, each subsequent paragraph begins with a capital letter.

Compass directions

When they denote a recognized (titular) geographical or political region:

South-East Asia
 unemployment in the North of China (but northern China)
 central Europe

Abbreviations

No general rule please see [A.1 Glossary](#) and [A.6 Acronyms](#).

 Joanne Norman - 2013-05-16 10:47:09

2.3.4 Foreign words, expressions

Accents

The accents or hyphens in foreign words are integral to the spelling and must not be omitted (for example, the accent remains on the U in the spelling of **Cancún** and on the O in **Asunción** for all 3 official languages).

Most current accents can be typed with the keyboard combining Shift, Alt or Alt Gr keys. A collection of more unusual accents can be found in the ribbon Insert -> Symbol. Note:

- "regime" and "role" are written without an accent in English.

Plural

The correct plural form of foreign words is a matter which, like spelling, can generally be checked by reference to a dictionary.

Note:

- "criterion" takes the plural form of "criteria";
- "crisis" takes the plural form of "crises";
- forums is generally preferred to fora.

Italicization

See the [Italicization](#) topic.

 Joanne Norman - 2013-03-20 11:04:32

2.3.5 Hyphenation ▲

"There is a great variety in the use of the hyphen in English, especially between British and American styles, and there are few clearly defined rules on the subject." (*The Concise Oxford Dictionary*, 7th edition). Hyphenation and compounding should be in accordance with:

- the latest edition of the [Oxford English Dictionary](#);
- the [Glossary](#) at the end of this manual;
- see also section [2.3.3 Capitalization](#) which has a subsection on capitalization of compound words.

General rules about hyphenation can be misleading in that they are often contradicted in specific instances. However, there are a number of guidelines that should be followed, bearing in mind that the main purpose of hyphenation is to assist comprehension and to avoid ambiguity, for example:

"twenty-odd participants" should not be confused with "twenty odd participants", or "re-cover" with "recover".

Cardinal and ordinal numbers

Cardinal and ordinal numbers are hyphenated (e.g. twenty-five, twenty-fifth). When a cardinal number is combined with a unit of measurement it is hyphenated (e.g. three-mile limit, four-year-old boy), except when referring to percentages (e.g. 10% increase). Concerning the decision whether to use words or figures for numbers in text, see section [2.7 concerning number formatting](#).

Compound expressions

Compound expressions should be hyphenated when one component has a cardinal number and the other a noun or adjective, but only when the compound expression is adjectival. For instance:

"ten-pound packages" are units of ten pounds each, and "ten pound packages" refers to ten units of one pound each (but in this case "ten one-pound packages" would be much clearer).

Compound expressions used adjectivally

- **Do not** hyphenate compounds with adverbs ending in -ly + participle or adjective.

highly developed species
wholly originating product

- Generally speaking, most other types of adverbs are hyphenated.

long-suffering
much-loved
but least developed countries

- Fractions are generally hyphenated when they are used as adjectives (unless the numerator or denominator is itself hyphenated).

three-quarter-inch steel plate
two-thirds majority

- Fractions are not hyphenated when they are used as nouns.

One third of those present and voting

- A hyphen is used in compound titles.

ex-President, President-designate,
but not acting President.

- A hanging hyphen may be used where part of a compound expression is omitted.

labour- and capital-intensive techniques
long- and short-term policies
but small and medium-sized enterprises

- Do not hyphenate italicized foreign phrases (unless hyphenated in the original).

an *ex post facto* decision, a sense of *savoir-vivre*

- Foreign phrases that have become part of the language and are no longer italicized are treated like any other English words and are hyphenated or not accordingly.

a laissez-faire policy
a pro bono case

- Words with prefixes are often set as one word, but use a hyphen to avoid confusion or mispronunciation when there is a collision of vowels or consonants.

non-negotiable
pre-eminent
quasi-scientific
but cooperation

- Compass points printed in full are hyphenated and lower case (unless part of a proper name).

south-east
but South-East Asia

- Use two hyphens where necessary.

net-food-importing countries
anti-money-laundering regulations

✉ Joanne Norman - 2013-03-20 11:14:26

2.3.6 Singulars & plurals ▲

There are no special rules in English. However, "media" and "data" are used for both singular and plural, i.e. "data **has** been obtained" and also "data **have** been obtained".

See [2.3.4 Foreign words, expressions](#).

✉ Joanne Norman - 2013-03-20 11:16:16

2.4 Underlining and bold

Bold

Bold type is currently only used for:

- the [WTO document masthead](#);
- [document titles](#), [TOC](#) and [section headings](#) as predefined in customised WTO-specific Word styles;
- documents containing questions and replies, where bold type helps to distinguish between the two:
 - questions should be entirely in bold;
 - and replies in normal type;
- TBT and SPS notification documents:
 - the standard text of the form and the **[X]** appears in bold;
 - whereas the text submitted is in normal type.

Bold type should be avoided in text; the use of the less obtrusive italic, and then only sparingly, is preferred.

In any case, do not use bold for the names of the parties or the word "Panel" when first mentioned in a paragraph, unless it is necessary.

Underlining

As underlining is now generally associated with hyperlinks and, moreover, can be confusing when using tracked changes we recommend that it be limited to hyperlinks since underlining is automatic if they are activated.

If underlining is required within the text, for example in a quotation, then the characteristics should be a single line, continuous and automatic colour.


N.B. Do not underline the punctuation following an underlined word.

From: Perez-Palomino, Antonio
Sent: 06 February 2013 15:51
To: LDIMD Text Processing Section English; LDIMD Text Processing Section French; LDIMD Text Processing Section Spanish
Cc: LDIMD Documents Control
Subject: New format documents
Importance: High

Please take note that from now on, in all three languages, we DON'T underline anymore the word "Question" and/or "Reply" in documents relating questions and/or replies.

Many thanks

Antonio

 Philippe Blachon - 2013-08-23 15:11:58

2.5 Italicization

Italics are commonly used for emphasis; and should be used sparingly so as to *maximize* its impact.

The following should also be italicized:

- style "Title 3"
- indexes and cross-references
- short case titles e.g. *US – Carbon Steel*
- domestic laws, regulations and case laws, e.g. Section 773(c) of the *US Tariff Act of 1930 (19 U.S.C. 1677b(c))*
- foreign words and phrases which are **not** commonly used (see reference below) and avoid Latin terms when English ones are equally appropriate

Words to be italicized only in decisions or instruments:

- Names of publications or titles of articles in a publication are italicized e.g. Ashcroft, B., Griffiths, G. and Tiffin, H. (1989) *The Empire Writes Back*, London, Methuen
- The name of the body making the decision or entering into the agreement e.g. *The Council for Trade in Services, Members*
- The word or words at the beginning of each paragraph of the preamble expressive of the mood or the action, past or present, of the body e.g. *Desiring, Convinced, Recognizing*

Exceptions not to be italicized:


- Full name of agreements (**not** *Agreement on Subsidies and Countervailing Measures*).
- Short name of agreements (**not** *SCM Agreement*).
- First, Second, Third, etc. at the beginning of a paragraph (**not** *First*, Brazil argues that ...).
- Names of the parties or the word Panel at their first mention in a paragraph (**not** *Brazil* argues that ...).
- Only the operative verb or phrase at the beginning of each paragraph of the instrument should be italicized e.g. *Decides* to, that, *Recommends* that ... and notes that ...
- Foreign words and phrases which **are** commonly used, see reference below.
- In *US – Carbon Steel*, the panel ... (**not** *In US – Carbon Steel*, the panel ...) in the example, the comma is not italicized.

Punctuation within an italicized portion of text should remain in italics.

Normal font should be used for punctuation outside the italicized text including opening and closing quotation marks that precede or follow italics, and commas or semicolons that separate italicized words or phrases.

Reference

- [Annex A.1.](#)

 Joanne Norman - 2013-12-01 11:39:31


2.6 Tables ▲

Decimal accuracy:

Authors of original documents should use as much as possible the two decimal places for numbers of decimals to avoid confusion between the various language formats e.g. 1,000 could mean one thousand in English or one to an accuracy of three decimals in French and Spanish.

See also

- [Table notes](#)
- [Search in the Glossary for \[Table Abbr\]](#)

 Philippe Blachon - 2013-06-17 10:38:35

2.7 Number formatting ▲

Number is the general term for all arabic (3) and roman (III) figures. [profite from the UN french bible]

Numbers written out in words:

- Whole numbers from one to ten inclusive, except those listed below (e.g. three months, five years, eighth-largest).
- Numbers written out in full are hyphenated (e.g. twenty-five, eighty-six).
- Fractions (e.g. a majority of two thirds, a two-thirds majority).
- Numerical adjectives referring to States or persons (e.g. The Group of Seven).
- Numbers that form the first word of a sentence, with the exception of years (e.g. 2013).

Numbers for which figures are used:

- Numbers of 11 or more, except those listed above.
- Figures designating weights, measures, distances, amounts, percentages, population figures, listings, etc. (2 cm, 5%, 3 million, 3 million tons, 5 km).
- All numbers in tables.
- If there are numbers both smaller and larger than 11 in the same sentence or phrase, they should be written in figures, for the sake of uniformity (eg: "Only 36 Members had sent their notifications and 2 were about to." "Children between 3 and 12 years ...").

Formatting:

Negative numbers should not be represented in colour or bold but with the minus sign: -345.45

In table, parenthesis (123.45) indicate a provisional figure.

- **decimals** are separated from other figures by a full stop;
 - **thousands** or millions by a comma.
- For example: 10,325.10 (in bilingual tables the original remains as is).

Sums of money:

Sums of money follow the general ruling of:

- Currencies **denoted by symbols** have no space between the symbol and the figure (€10, \$10).
- Currencies **denoted by letters** have a space before the figure (EUR 15, CHF 15).
- Currencies **denoted with symbols and letters** have no space between the symbol and the figure (US\$200).

([See here for list of currencies](#) to make sure whether or not there is a space between currency and figure).

Time:

Time is indicated with the 12-hour clock and a.m. or p.m.: 3.30 p.m., 9 a.m. (not 9.00 a.m.).

Dates:

Dates are written out in full in the sequence of day-month-year: 15 April 1994. References to a period between two dates should be "... from 15 to 25 April" (not 15-25 April), or "... on 15 and 16 April".

Statistical data:

Statistical data, where, for example, the unit is million, should be written as US\$2.5 million (not US\$2 million 500,000). The same applies for thousands, i.e. 364,000 and not 364 thousand.

All units of measurement retain the singular form when they are used to form hyphenated adjectives before other nouns, i.e. a twenty-euro note; a four-litre engine.

 Joanne Norman - 2015-04-30 11:18:02

2.8 Quotations

Double quotation marks " " are used for quotations in running text, and a quotation within a quotation is indicated by single quotation marks ' '.

"The ambassador has written 'there is no agreement' in reply to my letter", said the chairman.

Quotation marks at the end of a sentence should appear after the full stop only when the entire sentence is within quotation marks.

If a quotation is followed by a comma, the latter appears after the quotation marks unless the comma is part of the quotation.

No quotation marks should be used in documents reproducing statements in full.

Quotations of more than 60 words or about five lines should be set out rather than forming an integral part of the text. Use the style "Quotation". Opening and closing quotation marks should not be used for block quotations.

Do **not** indent the first line of a set out quotation even if the quoted material was originally the beginning of a paragraph.

An ellipsis ... is used to indicate where material in a quotation has been omitted, as follows:

- If the omitted text follows the end of a sentence there should be a full stop followed by a space, followed by an ellipsis and then a space before the beginning of the content that follows e.g. **.(space)...(space):**

"The Panel decided to take as a reference the period 1 July to 31 December. ... The Panel was satisfied that this choice was in accordance with the normal practice of the WTO."

- If text is omitted within a sentence, there should be a space, an ellipsis, a space, and the content that follows e.g. **(space)...(space):**

"It was decided ... that the matter would be taken up at the next meeting."

- If text is omitted at the end of a sentence, there should be a space, an ellipsis, a space, and the full stop e.g. **(space)...(space):.**


"Before proceeding to examine the arguments of the parties, the Panel"

Do not change the spelling of quoted terms, even if this spelling differs from the spelling provided for in the *Shorter Oxford English Dictionary*.

"The United States stated, "the **tire** industry ..."

not

"The United States stated, "the **tyre** industry ..."

 Siobhan Ackroyd - 2013-09-11 11:44:51

2.9 Footnotes and Endnotes

Footnote and endnote references should be inserted **directly after**:

- full stops;
- exclamation and question marks (if at the end of a sentence);
- the closing quotation marks for a quoted citation.

Otherwise before any other punctuation.

Please note that if a footnote reference is placed directly after a style then it must incorporate the formatting of that particular style. For example, a footnote placed directly after a title will be in bold:

REPLIES TO QUESTIONNAIRE ON IMPORT LICENSING PROCEDURES¹

NOTIFICATION UNDER ARTICLE 7.3 OF THE AGREEMENT ON IMPORT LICENSING PROCEDURES

ISRAEL

See below for various examples of footnote placements:

Members agree to use the provisions of paragraph 18 of Article 2 in such a way as to permit meaningful increases in access possibilities for small suppliers.¹
The Panel Report on "Spain - Tariff Treatment of Unroasted Coffee" noted that "Article I:1 equally applied to bound and unbound tariff items".²
It was agreed to bring the period of restriction in line with the agreement year³, and to ...
Nonetheless, expenditures rose to 40.7% of GDP in 2011, while revenues rose much more modestly to 30.6% of GDP⁴; consequently, the fiscal deficit in 2011 was in excess of 10% of GDP.
Industries targeted include⁵: environmentally friendly industries, life sciences, science and technology, and information and communications sectors.
Tariff-rate quotas apply to 1.8% of tariff lines⁶: all in-quota rates are *ad valorem*; while only 18% of the out-of-quota rates are *ad valorem*.

In footnotes themselves, begin the text with a capital letter (the footnote number being automatically supplied by the word processor), and end with a full stop (whether the footnote is a single word, a phrase or one or more complete sentences). For the rules regarding punctuation and the setting out of quotations, refer to [Quotations](#) topic.

 Joanne Norman - 2013-10-15 15:23:22

3.1.1.1 With graphics ▲

From: Bermudez, Francisco
Sent: 05 October 2010 15:42
To: Admin Assistants Extended
Cc: LDIMD Documents Control; Pollock, Richard; Garcia, Concepcion
Subject: Graphics
Importance: High

Dear All,

I would like to remind you that all the originals of GRAPHICS that are included in your different documents must be saved on L:\Common\Graphics_DocsControl so that the Text Processing Section can take them from there in order to complete documents that contain graphics. If the graphics are not there where the TPS expects to find them, your jobs could be delayed for this reason.

Many thanks for your cooperation.

Best regards,

Francisco

Documents Control Section

From: Bermudez, Francisco
Sent: 20 April 2009 16:44
To: Admin Assistants Extended
Subject: FW: Rappel concernant les graphiques
Importance: High

RAPPEL IMPORTANT

Nous nous voyons dans l'obligation de rappeler que, lors de l'envoi des originaux de documents, s'ils contiennent des graphiques ceux-ci doivent être mis dans L:\Common\Graphics_DocsControl sous le n° de job du document et de l'indiquer également sur la feuille de travail dans "Typing Instructions".

Il est important et surtout nécessaire que cela devienne un automatisme afin qu'il n'y ait pas de perte de temps dans le travail du flux documentaire; contrôle documentaire, traductions et traitement de textes.

Tout document, dont la procédure n'aura pas été respectée, sera inévitablement retardé dans sa priorité de traitement.

Nous vous remercions infiniment de votre collaboration et vous souhaitons une bonne soirée.

Francisco Bermúdez Chef de la Section du contrôle des documents

From: Bermudez, Francisco
Sent: 23 October 2007 12:50
To: LSDD Text Processing Section; Admin Assistants Extended; LSDD Documents Control
Subject: FW: Mémo et pièces jointes

Nous profitons de cette occasion pour vous rappeler qu'il est absolument indispensable de copier les graphiques originaux, que ce soit en xls, ppt ou tout autre en format modifiable, dans le dossier L:\Common\Graphics_DocsControl sous le numéro de job pour les besoins des sections D.C. et TPS.

Par ailleurs, nous vous saurions gré de bien vouloir préciser sur la feuille de travail "Typing instructions" que les graphiques sont disponibles dans le dossier.

Si toutefois les graphiques originaux n'étaient pas disponibles en format modifiable, nous devrions dans ce cas traiter les traductions du texte des graphiques en forme de légende.

Nous vous serions reconnaissants de bien vouloir prendre bonne note des points exposés ci-dessus et nous vous remercions par avance de votre collaboration.

✉ Philippe Blachon - 2013-06-17 16:49:41

3.1.1.2 With Tracked changes ▲

As of 2010 LDIMD is in a position to convert risky automatically tracked changes to unambiguous ~~struck through deleted text~~ and underlined inserted texts for those wishing to show changes in the final document.

From: Brault, Teija

Sent: 23 October 2003 16:35

To: All Admin Assistants

Cc: LSD Documents Control Section; Johnstone, Neil; Avila, Silvia; Halle, Robin; Verguin, Christiane; Mesa, Juan; Dickson, John; Pollock, Richard; Pasteur, Olivier; Sesar, Esperanza; Help Desk

Subject: Documents containing Tracked Changes

Importance: High

Please note that the Documents Control can no longer accept documents containing Tracked Changes. Essentially, using Tracked Changes as a way to present deleted and added text is highly problematic, because not all users experience tracked changes in the same way. Some examples are listed hereafter:

1. Different versions of Word display Tracked Changes in different ways such that we may have problems within the Secretariat before everyone is migrated and thereafter outside the Secretariat given the fact that it is unlikely all end users will be able to migrate to Word XP. We have already experienced cases where an outside user has been able to see Tracked Changes made during authoring. This can be very annoying in case of a sensitive document.
2. Even those using the same version of Word but with different display preferences may experience the same Tracked Changes very differently including not showing them at all.
3. Those using viewers such as Quick View will simply not see any Tracked Changes at all.

Henceforth, if you have used Tracked Changes for editing purposes, please make sure that they are all accepted or rejected before submitting the final version for translation.


However, if you wish to be sure that end users can see where changes have been made, please use standard strike through and underline functions.

We would also like to take this opportunity to remind you that when you submit documents with graphics, please make sure they are not in colour.

We would be grateful if you could inform the staff concerned in your Division and if you need any further information, please do not hesitate to contact us.

Thank you for your cooperation,

Documents Control

 Philippe Blachon - 2013-02-07 18:46:13

3.1.1.3 In powerpoint ▲

From: Brault, Teija

Sent: 17 October 2005 15:47

To: All Admin Assistants

Cc: Avila, Silvia; Halle, Robin; Verguin, Christiane; Pollock, Richard; Costello, Maria; Garcia, Concepcion; Hountondji, Lisette; Pasteur, Olivier; LSD Documents Control; Contreras, Felicidad; Labrunie, Marie-Frédéric

Subject: PowerPoint Presentations

In order to avoid any confusion and additional delay, please take note that when PowerPoint presentations are sent for translation, it should be clearly noted on the request that we should translate

a) only the [slides](#)

b) only the [notes](#)

c) both [slides and notes](#).

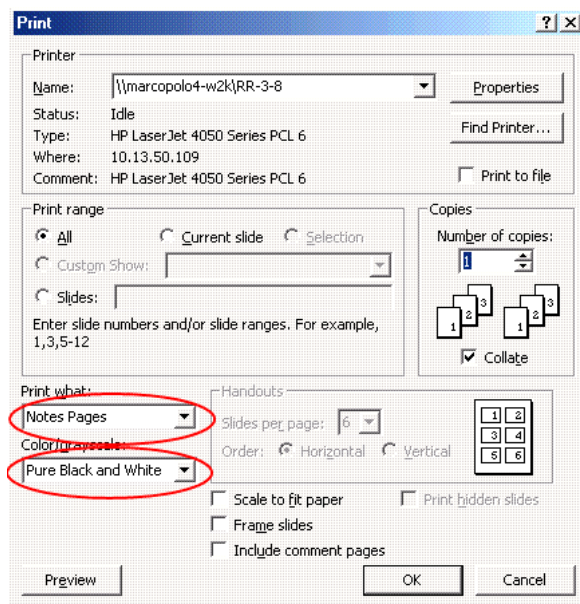
When receiving such documents, M-C Berna and D. Grivel will make sure that these indications appear on the request for translation and that copies of these documents are systematically printed using the "Notes" option (please see image below).

We would like to take this opportunity to remind you, that due to heavy workload in our Division, priority can not be given to processing (translation and text-processing) of PowerPoint presentations. Moreover, presentations containing either un-modifiable graphics & photos or indeed amounts of text that, once translated, can not easily be fitted into the limited space available may sometimes make it necessary for us to provide some or all of the translated text either in the slide notes page or, if there are already notes, as a separate text document.

If you need any further information, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Documents Control



Philippe Blachon - 2013-02-07 18:49:28

3.1.2 Quality Control Check List ▲

1. THE FOLLOWING SHOULD MATCH THE ORIGINAL DOCUMENT:
 - the symbol and dates, on all pages & on the coversheet (pink sheet)
 - bold, italic and underlined characters
 - acronyms and abbreviations
 - "Original", "RESTRICTED" in the header or "Revision", "Addendum" under the title
 - lines, which should be entered right after the last character
2. CHECK THE TOP OF THE DOCUMENT
 - table of contents (correct format & fonts, pages match the text)
 - year in the header (11-0000 for 2011)
3. CHECK THE BODY OF THE DOCUMENT
 - caps
4. CHECK THE BOTTOM OF THE DOCUMENT
 - pages break at the right place (e.g. check for isolated titles)
 - footnotes follow each other harmoniously
5. CHECK THE MARGINS
 - non-breaking codes are kept together (surnames, dates, times, numbers)

Philippe Blachon - 2013-02-12 08:14:22

3.1.3 Distribution deadlines

TITLE	SYMBOLS	DEADLINE
Notifications under article 25 New and Full notifications, every 2 years (See G/SCM/N/186)	G/SCM/N	17 weeks before meeting
CRTA – Factual presentations	WT/REG	10 weeks before meeting
Legislative notifications	G/ADP/N/1 G/SCM/N/1 G/SG/N/1	6 weeks before meeting
Trade Policy Review	WT/TPR/S WT/TPR/G	5 weeks before meeting
AIRGRAM	WTO/AIR	10 days before meeting
Proposed Agenda	WT/DSB/W WT/GC/W	2 days before meeting
Technical Barriers to Trade	G/TBT/N	5 days after submission date
Sanitary and Phytosanitary	G/SPS/N	1 week after submission date


 Philippe Blachon - 2013-03-05 14:23:35

3.2 Language and Technology Support Section

The Language and Technology Support Section initiates and manages projects related to translation support (computer-assisted translation and referencing, translation memories and terminology databases, electronic glossaries, etc.); ensures training and troubleshooting of specific computer applications used by translators; pre-translates documents (insertion of previously translated chunks of texts and terms); retrieves and provides all background information (documents, glossaries, etc.) necessary as support for translators' work.


[Linguistic resources](#)

[Translation Support Section Directory](#)

 Philippe Blachon - 2015-01-07 16:43:55


3.3 Library

[Library website](#)

 Philippe Blachon - 2014-01-10 10:25:13

3.4 LDIMD Specifics

Please see also <http://intranet/en/resources/linguistic/linguistic.htm>

 Philippe Blachon - 2013-07-12 15:39:44

3.4.2 Glossaries

From: Pasteur, Olivier

Sent: Sunday, February 10, 2013 4:06 PM

To: LDIMD English Translation Section; LDIMD French Translation Section; LDIMD Interpreters; LDIMD Spanish Translation Section; LDIMD SSC French Translators; LDIMD SSC Spanish Translators; LDIMD Temp Translators

Cc: LDIMD Reference

Subject: Le point sur les glossaires OMC et les glossaires externes

Le point sur les glossaires OMC et les glossaires externes

Les glossaires de l'OMC et les glossaires externes se trouvent sous [M:\Terminology](#), classés en quatre grandes catégories:

- [M:\Terminology\Classifications](#)
 - Contient la Nomenclature combinée, Système harmonisé, classifications ONU, tarifs douaniers, etc.,
- [M:\Terminology\External Glossaries](#)
 - Contient les glossaires externes classés par domaines et organisations (ancienne structure basée sur le thésaurus de l'OCDE)
- [M:\Terminology\Terminology Resources](#)
 - Contient une copie des deux répertoires ci-dessus (*External Glossaries* et *Classifications*) classés selon une nouvelle structure thématique simplifiée
- [M:\Terminology\Wto](#)
 - Contient tous les glossaires de l'OMC (WTOTERM, lexiques thématiques, Uniformemos, glossaires des interprètes, glossaires des pays, etc.)

Nouvelle structure thématique pour les glossaires externes

La structure du répertoire *External Glossaries*, établie en 1998 sur la base du thésaurus de l'OCDE, est jugée par beaucoup inutilement complexe et détaillée. Le passage programmé du TAS à MyCATT est l'occasion à la fois de simplifier la structure thématique des glossaires externes et de rassembler dans un répertoire unique toutes les ressources terminologiques externes disponibles.

La création en 2011 du répertoire *Terminology Resources* répondait à cette demande de simplification. Il s'agit d'une version simplifiée du répertoire *External Glossaries* et du répertoire *Classifications*. Il comprend 24 rubriques thématiques, chaque rubrique étant structurée en 3 sous-rubriques : *Bookmarks* (raccourcis vers des sites web), *Documents* (documents disponibles en plusieurs langues) et *Glossaries* (glossaires bilingues ou trilingues).

Accès aux glossaires externes dans MyCATT

Tous les glossaires externes contenus dans les répertoires *External Glossaries* et *Classifications* ont été copiés dans le répertoire *Terminology Resources* (voir schéma à la fin de ce message). Ils sont venus s'ajouter aux ressources terminologiques existantes (terminologie technique versée depuis 2011 par Isabel et Luis Fernando). Les 1140 fichiers contenus dans ce répertoire sont indexés et accessibles dans MyCATT (via MySearch - TUV).

Pièce jointe: La liste de tous les glossaires externes disponibles dans MyCATT est jointe à ce message (External glossaries.pdf).

Note: Les anciens répertoires *External Glossaries* et *Classifications* ne seront plus mis à jour ni indexés mais seront conservés tant que le TAS sera disponible.

Accès aux glossaires OMC dans MyCATT

Tous les glossaires de l'OMC contenus dans le répertoire *WTO* et accessibles dans le TAS sont également accessibles dans MyCATT (via MySearch - TUV).

Pièce jointe: La liste de tous les glossaires OMC disponibles dans MyCATT est jointe à ce message (WTO glossaries.pdf).

Note: Tant que le TAS restera disponible, le répertoire *WTO* bénéficiera d'une double indexation: celle de MyCATT (mise à jour automatique, quotidienne) et celle du TAS (mise à jour manuelle, hebdomadaire)

Accès aux classifications des produits dans MyCATT

Tous les fichiers de la *Nomenclature combinée* (années 2008 et 2012), du *Système harmonisé* (toutes les années), des classifications de l'ONU (CPC, ISIC, etc.) et des tarifs douaniers (Bureau International des Tarifs Douaniers) sont indexés dans MyCATT et disponibles dans le répertoire M:\Terminology\Terminology Resources\Product classification.

Note: L'ancien répertoire *Classifications* ne sera plus mis à jour mais sera conservé tant que le TAS sera disponible.

Bases de données OMD, SISARM et AENOR en ligne

Les versions les plus récentes du Système harmonisé et des Normes explicatives sont disponibles en ligne:

- Versions trilingues (EN/FR/ES): SH2007 et 2012 => OMD
- Versions bilingues (EN/FR): SH2002 => OMD
- Versions monolingues (ES): SH2002, 2007 et 2012 => SISARM

Note: L'adresse et les codes d'accès de la base de données de l'OMD sont disponibles sur la page intranet [Linguistic Resources](#) sous la rubrique *External translation aids*.

La base de données SISARM est accessible depuis le Translators' Corner (*Start -> All Programs -> XenApp Applications -> Translators Corner*)

La base de données AENOR est accessible à l'adresse suivante : <http://www.aenor.es> (codes d'accès et instructions disponibles sur demande)

Glossaires Word et bases de données terminologiques

De plus en plus d'organisations ne produisent plus de glossaires au format Word ou PDF (ou ne mettent plus à jour les glossaires existants dans ces formats). Ces fichiers sont remplacés par des bases de données terminologiques accessibles en ligne via Internet. Il est ainsi de plus en plus difficile de se procurer ce type de glossaires auprès de ces organisations, qui nous renvoient vers leur base de données en ligne.

Note: La liste des bases de données terminologiques en ligne se trouve sur la page intranet [Linguistic Resources](#) sous la rubrique *External translation aids*.

Accès aux bases de données terminologiques de l'OMC et aux moteurs de recherche terminologique en ligne via MultiTerm Widget

MultiTerm Widget est installé sur tous les PC des traducteurs et se met en route automatiquement au démarrage de l'ordinateur. Il suffit de sélectionner un mot ou une expression sur votre écran et d'activer la combinaison de touches CTRL+ALT+F9 pour lancer la recherche et afficher les résultats.

- Glossaires recherchés par défaut: *WTOTERM*, *TPR Général*, *Glossaires des interprètes* (Il est possible de modifier cette sélection)
- Autres glossaires disponibles: *tous les glossaires des pays (TPR & ACC)*, *Groupes spéciaux (EN-FR)*, *Country Names*
- Autres moteurs de recherche disponibles via le Widget: *Termium*, *UNTERM*, *IATE*, *OED*, *RAE*, *Larousse*, etc.

Note: N'hésitez pas à contacter la Section d'appui à la traduction pour plus d'information sur l'utilisation de MultiTerm Widget

Contenu de la base de données terminologiques WTOTERM

La version *interne* de WTOTERM (accessible via MultiTerm Widget) contient les glossaires suivants:

- GATT glossary (1974, 1988)
- Final Act glossary (1995)
- Services glossary (1994)
- TDB (1995-1998)
- Titles (2001)
- OMC (1999-aujourd'hui)
- Lexiques de Khan (1999-aujourd'hui)

La version *externe* de WTOTERM (version web accessible au public via wtoterm.wto.org) contient toutes les fiches "publiques" des glossaires ci-dessus.

Glossaires accessibles via le TAS et via MyCATT :

3.4.4 M:\ReOffice\Subfolders ▲

1. For each new job created in the DMS, the DMY creates a new folder under M:\ReOffice named against the job number.
2. The structure of a job folder is as follows:
 - a. The job folder has 2 sub-folders: \Job and \References
 - b. The folder \Job has 4 sub-folders: \Archive and \E, \F, \S (one folder per language)
 - c. Each language folder (E|F|S) has 4 sub-folders: \Band, \Final, \Trad and \Work
 - d. The \References folder has 3 sub-folders: \SMTS, \STUDIO and \TERMINOLOGY
3. All the above sub-folders are automatically created by the DMS along with the job folder
4. Default access rights are given by the DMS to each folder and sub-folder. Specific access rights are then given by the DMS allocation module to translators to whom the job (or part of it) has been assigned.

The \Job sub-folder

5. For each new job folder that is created, the DMS will copy the first version of the original document in the \Job sub-folder. This file is named "_Orig_v1_01". If the document is long and has been split into different files, the files will be named "_Orig_v1_01", "_Orig_v1_02", "_Orig_v1_3", etc.
6. Aside from the original document, the DMS creates an empty file (_Note for the Translators) that will be used by the Reference team to provide special instructions to the translators.
7. The DMS also exports job-related information (Title, Symbol, number of pages, etc.) in a file named _Request.
8. Aside from the files created by the DMS, the \Job folder will eventually contain:
 - a. The quotations analysis made by the Reference team with MyCATT: _Orig_v1_01_TUV_Refdoc.html or _Orig_v1_01_JOB_Refdoc.html
 - b. Any copy-compare made by the Reference team (Ex. _Orig_v1_01_WCC_jobs-int-sub-panel-16_e.doc)

The \Archive sub-folder

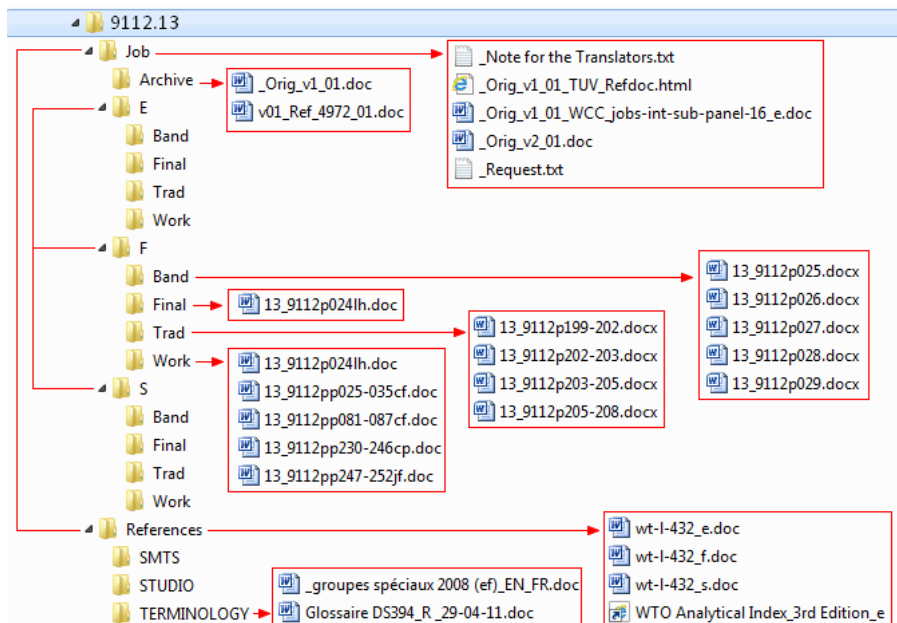
9. If a new version of the original document is sent by the division, the new version will be copied by the DMS in the \Job folder and named _Orig_v2_01. The old version will be moved to the \Archive folder.
10. The \Archive sub-folder also contains all the reference attachments sent by the division (copy-compare, etc.) through the DMS. These attachments are renamed by the DMS "v00_Ref_8570_01", "v00_Ref_8570_02", etc. (*version number_Ref_job number_file number*).

The languages sub-folders (E|F|S)

11. The language sub-folders are used by both the translators and the TPS staff to store the translations at their different stages.
12. The \E sub-folder is used by the English translators, the \F sub-folder by the French translators and the \S sub-folder by the Spanish translators.
13. Each language folder (E|F|S) has 4 sub-folders:
 - a. **\Band** : used by TPS to store the transcription of the dictation files sent by the translators who dictate with the Olympus DSS Player Pro Translation module. Once the transcription is done, the translator can open the file, insert his corrections and save it in the \Trad sub-folder. Most translators enter their corrections by themselves onscreen but some (including most of the revisors) print the document, make hand-written corrections and hand over the corrected hard copy to the TPS staff. The \Band sub-folder is R/W for the TPS staff and R/O for the translators.
 - b. **\Trad** : used by the translators who type their translation onscreen to upload their file for finalisation by the TPS staff (formatting, etc.). External translators (who are not allowed to dictate) upload their translations in the \Trad sub-folder through iConnect or XenApp Desktop. The \Trad sub-folder is R/W for both TPS and the translators.
 - c. **\Work**: used by TPS to work on the different files of a same translation (translations are often split and given to several translators who take care of the range of pages allocated to them). The \Work file is R/W for TPS and R/O for the translators (although translators should not be allowed to even see these unfinished files, let alone to download them, but due to the DMS limitations in handling the access rights, this was not possible to implement)
 - d. **\Final**: used by TPS to store the final formatted and the entire translated document once they have finished work on all files in the \Work folder. The \Final folder is R/W for the TPS and R/O for the translators.

The \Reference sub-folder

14. This sub-folder is used by the Reference team and the Terminology team to store reference documents, links to external resources and glossaries.
15. The 3 sub folders created by the DMS are used for:
 - a. **\SMTS**: automatic translation outputs made with the SMTS
 - b. **\STUDIO**: pretranslation outputs made with Studio (based on available translations memories)
 - c. **\TERMINOLOGY**: copies of (or links to) relevant glossaries, term extraction outputs, etc.



When a job is finished:

- all the files are moved automatically for sometimes to [M:\OldJobs\JobsEnded](#) or [M:\OldJobs\JobsCancelled](#)
- or manually to [M:\OldJobs\JobsOld](#)
- all the graphics (.xls, .ppt, .mdb files) are copied forever to [M:\OldJobs\JobsGraphics](#)

✉ Philippe Blachon - 2015-06-25 10:14:29

3.5 Hints & Tips ▲

../Common/AppFiles/files/ToolBox11.pdf

WTO & related logos

Please follow this link [\\cwr.wto.org\dfsroot\Common\Toolkit\Dot\Logo](#) to find logos for the WTO and related Organizations.

Do not hesitate to contact us if you want to add more.

Comment faire apparaître la barre de menu et des favoris dans Internet Explorer ?

Par défaut, la barre de menu et la barre des favoris sont désactivées.

Pour afficher les différents menus, se placer avec la souris tout en haut de l'écran, près de la barre des adresses et faire un clic droit. Une fenêtre apparaît avec un menu : Menu bar - Favorites bar - Command bar - Status bar. Cliquez sur les différentes options pour faire apparaître la barre des favoris ou de menu.

On peut également afficher la barre de menu en appuyant sur la touche Alt. Allez ensuite dans Affichage (View) -> Barres d'outils (Toolbars) et cochez les barres que vous voulez afficher en permanence (Menus, Favoris, etc.).

Comment transférer ses favoris d'un PC à l'autre?

Si vous voulez conserver vos signets (bookmarks) sur Internet Explorer, il faut, comme pour vos données, les sauvegarder sur votre disque H afin de pouvoir les récupérer sur votre nouvelle machine. Voici la procédure à suivre:

1. Sauvegarder ses favoris:

- ouvrez Internet Explorer
- cliquez sur *File* -> *Import and export...*
- sélectionnez *Export to a file* et cliquez sur *Next*
- sélectionnez *Favorites* et cliquez sur *Next*
- cliquez sur *Next*
- dans le champ *Type or browse to a file*, tapez "H:\bookmark.htm" et cliquez sur *Export*
- cliquez sur *Finish*

2. Récupérer ses favoris:

- ouvrez Internet Explorer
- Note: Par défaut, la barre de menu et la barre des favoris sont désactivées. La première chose à faire est d'afficher la barre de menu, en appuyant sur la touche Alt. Vous pouvez ensuite aller dans Affichage (View) -> Barres d'outils (Toolbars) et cocher les barres que vous voulez afficher en permanence (Menus, Favoris, etc.).
- cliquez sur *File* -> *Import and export...*
- sélectionnez *Import from a file* et cliquez sur *Next*
- sélectionnez *Favorites* et cliquez sur *Next*
- cliquez sur *Next*
- dans le champ *Type or browse to a file*, tapez "H:\bookmark.htm" et cliquez sur *Import*
- cliquez sur *Finish*

Dragon *training* files

The profile is normally under the hidden folder **C:\ProgramData\Nuance\NaturallySpeaking(11)\Users\<username>** for Version 11.

Comment grouper une image et des formes dans Word?

La procédure suivante présente comment grouper une image (typiquement une impression d'écran) avec des formes tout en gardant la propriété "In Line with Text", ce qui peut être utile lors de la préparation de guides.

- Picture Tools > Format > Wrap Text > In Front of Text (ou Behind Text)
- Ajouter les formes désirées
- Sélectionner l'image et les formes
- Clic droit > Grouping > Group
- Sélectionner le groupe
- Drawing Tools > Format > Wrap Text > In Line with Text
- Clic droit > Format Object > Size > Lock aspect ratio

How to install/uninstall/set default printer

- To install a new printer, follow the steps shown in this video:
- To uninstall a printer: click on Start > Devices and Printers > Right-click on the printer name > choose "Remove Device"
- To set a printer as "default printer": click on Start > Devices and Printers > Right-click on the printer name > choose "Set as default printer"

✉ Cedric Verny - 2015-02-16 11:17:37

3.5.1 Corrupted document help

1. Sometimes Word documents become corrupted or their behaviour becomes incomprehensible. You could try the most frequent solutions below:

- 1.1 File -> Open -> Select your document -> Use the little black arrow beside the Open button and select "Open and Repair"
- 1.2 Try "Save as..." -> .docx -> "Open and Repair" like previously then back to .doc
- 1.3 Try "Save as..." -> .rtf -> "Open and Repair" like previously then back to .doc
- 1.4 Try to copy all the content without the last paragraph mark into a new blank document.
- 1.5 Try to copy all the content section by section, without the section breaks and the last paragraph mark, into a new blank document.

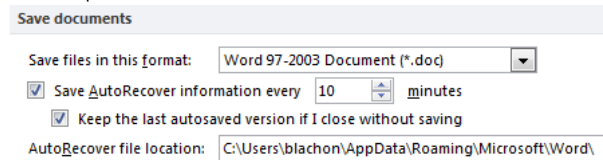
2. If it is a styles problem:

- 2.1 Use the WTO Ribbon macros "Remove Aliases" + "Change Styles" + "Remove Char styles".
- 2.2 Copy manually the styles from one template to your document with the Style's organizer.
- 2.3 Use the [ToolKit Cleaner](#).

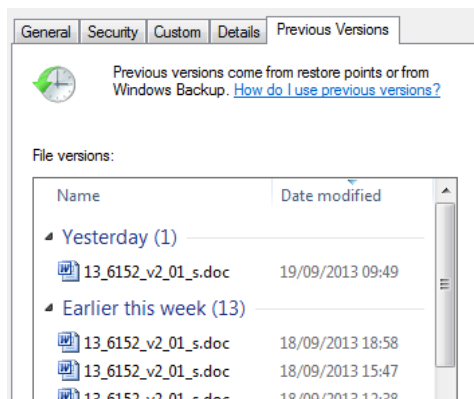
3. If you have lost your document:

- 3.1 Try to look in the Autorecover directory of Word, to check where it is located:

File -> Options -> Save




- 3.2 In Windows Explorer right click on your document/file -> Properties -> Previous Versions tab



- 3.3 If you have the WTO Document ToolKit installed, it makes some backup before every tasks which modify your document. So you could check under C:\WTODocTK\TK_AutoSave.

- 3.4 If your document was on a network drive (like H: or L: or N:), you can contact the [Service Desk](#).

 Philippe Blachon - 2014-01-13 06:22:14

3.5.2 How to address the heads of mission of our Members ▲**WTO OMC
MEMORANDUM**

To: DDGs
Directors
Admin. Assistants

Date: April 2002

From: Mike Moore
Director-General

Ref:

Subject: How to address the Heads of Mission of our Members

The WTO is rather unique among international organizations in that it may have not only States but also "separate customs territories" for Members*. Such "separate customs territories", though fully autonomous in the areas that matter for WTO purposes, are not sovereign in the same way as States are. In certain situations this may raise the question of how to address the Heads of Mission of WTO Members. As Members of the WTO all Members are equal. According to the WTO Agreement, the Host State Agreement with Switzerland and other relevant international agreements, all WTO Members have a [Permanent] Mission, headed by a Permanent Representative. Addressing the Heads of Mission to the WTO as Mr or Mrs Permanent Representative is always correct. Some Members choose to give their Heads of Mission ambassadorial rank; others choose not to. States may for practical reasons elect not to be represented at the WTO by a person of ambassadorial rank, but by a Minister or a Charge d'affaires (ad interim). Since having the rank of ambassador is normally linked with exercising the plenitude of powers on behalf of a State, Members which are separate customs territories should not normally be represented by a Head of Mission of ambassadorial status. Ambassadors are normally addressed as "Mr/Mrs Ambassador" or as "(Your) Excellency". Therefore the Heads of Mission of Member States which have given their Heads of Mission ambassadorial rank may be addressed as either "Mr/Mrs Permanent Representative" or "Mr/Mrs Ambassador" or "(Your) Excellency", while the Heads of Mission of Member States which have not given their Heads of Mission ambassadorial rank and of separate customs territory Members may be addressed as "Mr./Mrs. Permanent Representative".

* Article XII of the WTO Agreement reads as follows:

"Any State or separate customs territory possessing full autonomy in the conduct of its external commercial relations and of the other matters provided for in the Agreement and the Multilateral Trade Agreements may accede to this Agreement, on terms to be agreed between it and the WTO."

N.B. The text presented here is an exact copy of the original memo.

✉ Philippe Blachon - 2013-02-07 18:23:39

4.1 Text processing Tools ▲**The WTO Ribbons**

Please see [Docs 2013-Standard WTO Macros and Templates](#)

The "WTO Document Toolkit" taskpane

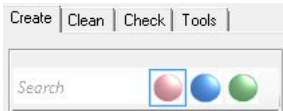
To request the installation of the ToolKit task pane, please send a mail to Service Desk with your computer number:

Dear Service Desk,
Please could you add the ITCM "WTO Document TK" application on the following computer:
ZI-...
Thank you,

✉ Philippe Blachon - 2013-04-03 16:20:15

4.1.1 Create functions ▲

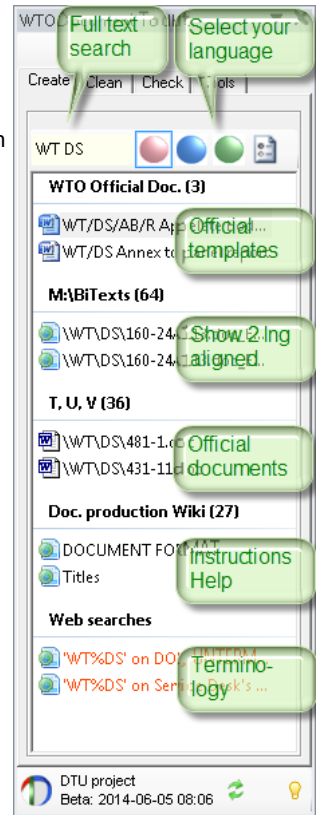
Choose a sphere to select your preferred language: Red (English), Blue (French) or Green (Spanish).



The search will provide several routes to different document paths. For example:

- <http://MyJob/>;
- WTO Official Doc. (which normally ends on DocsOnline);
- WTO Internal Doc. (which stays inside WTO);
- M:\ReOffice\ (if you have access to it);
- T, U, V: in function of the selected language;
- <http://docs.wto.org/> Docs On Line 2;
- <http://unterm.un.org/>
- the dictionaries of each language: <http://www.oed.com/>, <http://www.larousse.com/fr/>, <http://lema.rae.es/drae/>
- <http://Doc> the WTO document Wiki.

(Tip: If you are frequently using a particular template you can "pin" it with a right click.)



Philippe Blachon - 2014-07-15 17:05:17

4.1.2 Clean functions ▲

Before clicking "Clean before proofreading", please remember to:

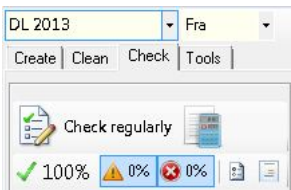
- select the right Document type and Language at the top of the pane;
- insert the necessary information into the Masthead boxes.



Philippe Blachon - 2013-02-28 15:17:39

4.1.3 Check functions ▲

Before clicking "Check regularly" please select the correct type of Document and Language on top of the pane.



Three categories of warnings will appear (green, amber and red). Each colour indicates the actual value in the document. You only need to target the amber and red warnings (Green is good! It indicates the percentage of your document that is correct and ideally you want a document with 100% green!) Hovering the mouse over the amber and red warnings will provide information on how to rectify them so that they become green.

You can expand/collapse all the warnings.

Alternatively, you can send a report by e-mail.

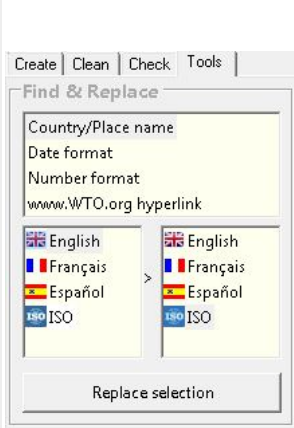
See below for a list of the red warnings and how to solve them.

WARNING MESSAGE	SOLUTION
"Drive" "Directory" "File name" "Year" / "Job number" / "Language" / "Extension"	Check that file is saved correctly under M:\ReOffice\... Check that the file name is correct: <ul style="list-style-type: none"> • Check that file name contains "_" between language and parts (yy_job#e_01.doc) - 2 digits only • Check that the year, job number, language (E, F, S), extension (.doc) are correct.
Comments	Check that there are no comments in the file: ribbon Review -> Delete all comments or reapply Cleaner.
Track changes	Accept or reject track changes: ribbon Review -> Changes -> Accept/Reject or reapply Cleaner.
Is Master Document Is Sub Document	Ribbon View -> Outline -> Expand/Collapse subdocuments.
RightToLeft Text Animation Text Hidden Text	Reapply cleaner.
Page Width Page Height	Page size should be A4: ribbon "Page Layout" -> Page setup -> Paper or reapply Cleaner.
Nested table	Try to avoid table inside another table: try to merge tables using split cell instead or find a simpler solution to display data.
Text wrapping	Table properties -> "Table" tab -> Text wrapping -> None.
Address Text to display	Check that "Text to display" matches "Address": right click -> Edit hyperlink.
Nested links Ghost/wrong links	Delete nested or blank link.
Symbols missing	Check the symbols in the Masthead and headers in comparison with the Request.txt: ribbon WTO 2013 -> Change symbols or reapply Cleaner.
{ PAGE } field missing	Automatic page field should be present in header: ribbon WTO 2013 -> Change symbols or reapply Cleaner.
Restart page numbering	Double click in the header -> ribbon Create -> Page Number -> Page number format -> Start at "1".
Same as odd page	It should always be: Click for the first section (except "Annex") and unticked for the following sections: ribbon Page Layout -> Page Setup -> Layout -> Click "Different first page" or reapply Cleaner. It should always be unticked for WTO 2013 documents: ribbon Page Layout -> Page Setup -> Layout -> untick "Different odd and even" or reapply Cleaner.

✉ Philippe Blachon - 2014-11-25 09:45:52

4.1.4 Tools functions

Find and Replace

	<p>Country/Place name: Use the Geographical terms to find and replace the well spelt (case sensitive) places.</p> <p>Date format: From one type to a WTO standard.</p> <p>Number format: From Eng, Fra, Spa or ISO to another format.</p> <p>www.WTO.org hyperlink: Convert hyperlinks from one language to another inside the INT/WEB. For example: http://wto.org/english/news_e/news13_e/rese_18feb13_e.htm -> http://wto.org/french/news_f/news13_f/rese_18feb13_f.htm</p> <p>So the parts:</p> <ul style="list-style-type: none"> • /english/ • _e/ • _e.htm <p>are converted to the corresponding language.</p>
--	--

Export to a new file

- Bookmarks
- Comments
- Hyperlinks

Convert to hard text

- Track changes
- Auto numbers

Auto Mark


Used only by the Reference Section.

It highlights and counts the number of occurrences inside a Word document in function of a list of terms contained inside a text file.

Mail to

Create generic mails to:

Unlock a document	request to Service Desk.
Request graphics	for your document to DCS.
Request ink/toner	for your printer to Service Desk.
Inform job ready for cloture	to Translation Operations.
Inform urgent bands	to TPS from Translation Operations.
Request flimsy	to TPS for the translators.
Ok for attribution	to Translation Operations from Reference Section.
QC Started/Ended	to Chief of TPS from Quality controllers.

 Philippe Blachon - 2014-07-16 14:32:14

4.1.5 ToolKit Help

In case of any problems concerning the ToolKit Task Pane please find below a list outlining the most common solutions.

1. I don't know if the ToolKit is installed on my computer

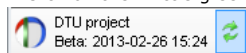
1.1 Check if the ToolKit has been installed via ITCM by ITSD:

- Press the Start button -> Search for "Add or remove programs"
- Do you see at the bottom of the list "WTO Document TK":
 - No, see how to request the installation under [Text processing tools](#)
 - Yes, try the update 2.1.

2. I have the ToolKit, but it's not working properly

2.1 Try a manual update of all files from the network:

- Save all your documents.
- Click on the 2 little green arrows at the bottom of the toolkit, just beside the version date.



- Re-Open Word.

or if you do not see the 2 little green arrows:

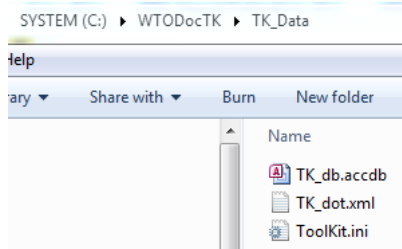
- Close every session of Word
- Run <L:\Common\Toolkit\updateTK.bat>
- Open Word.

2.2 If the Create tab is not updated correctly:

- Try to change tab (for example from Create to Check then back to Create).
- In the Create tab try to change the language (for example Red ball to Blue then back to Red).

2.3 You can also try to check the folder C:\WTODocTK\TK_Data\

- Only the following 3 files should be kept, you can delete all the other files



2.4 Sometimes the problem can simply relate to the specific document itself:

- Please see [frequent document solution](#).

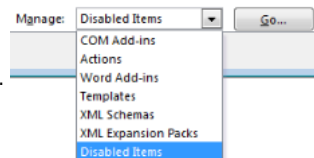
3. I do not see the ToolKit icon in the Home ribbon

3.1 In Word:

- File -> Options -> Add-ins
- Then Manage: COM Add-ins -> Go...
- Tick the WTO Document Toolkit -> Ok.

3.2 Still no TK icon:

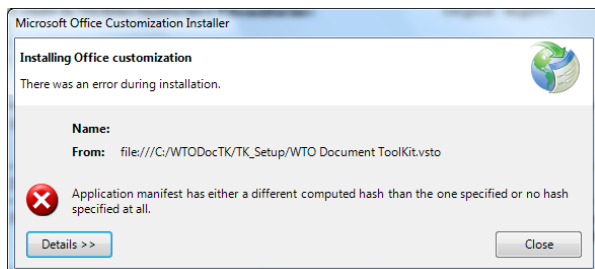
- File -> Options -> Add-ins
- Check the list, if the WTO Document Toolkit appears under "Disabled Application Add-ins" then



- Manage: Disabled items -> Go...
- Select the WTO Document Toolkit -> Enable
- Then apply the previous tip (Manage COM Add-ins).

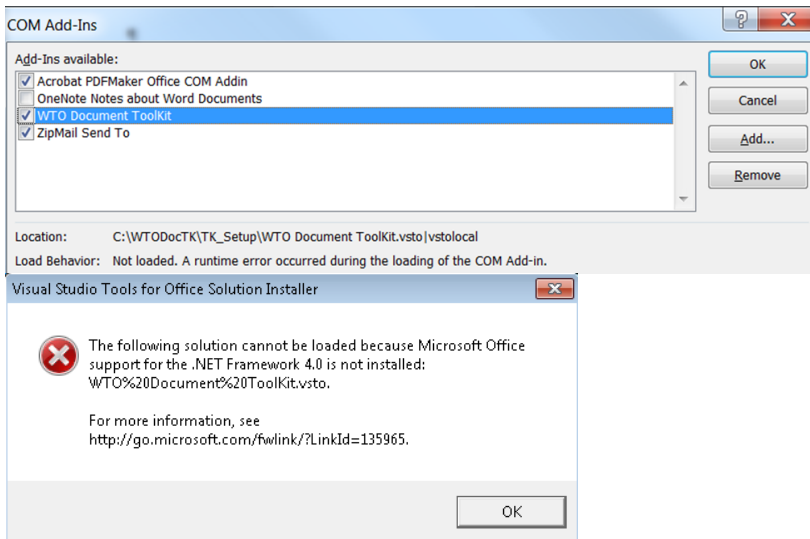
3.3 For installation problems (e.g. a message "Manifest already exists"):

- Try to rename the folder C:\Users\xxx\AppData\Local\Apps\2.0



3.4 For installation problems (e.g. a message "Not loaded, ..." or "VSTO version not installed"):

- Check the version of MS Word which should be Word2010 SP2 (14.0.7015.1000). Update it if needed.
- Also check the registry key "HKLM\Software\Microsoft\VSTO Runtime Setup" which should have the following value underneath "VSTORFeature_CLR40" if the vsto 40 runtime for .net 4 is installed.



4. Could be a bug

- Please report it in [the Idea's box](#).

✉ Philippe Blachon - 2014-11-19 10:53:12

4.2 The WTO Templates ▲

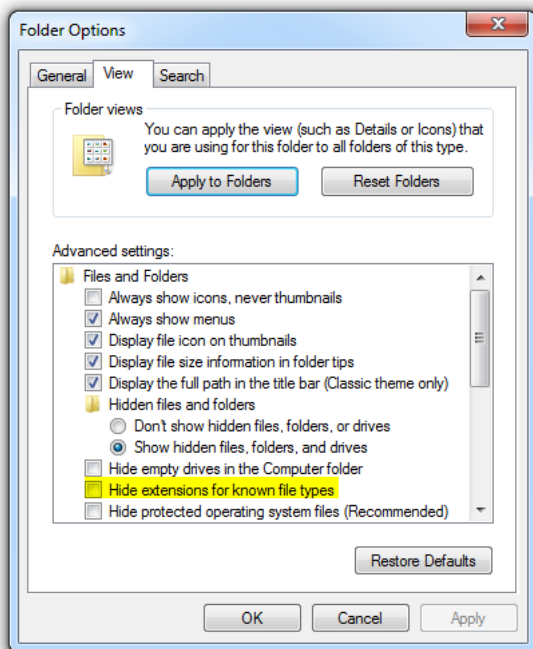
Please see the:

- [Toolkit Create functions](#)
- or the [Docs 2013-Standard WTO Macros and Templates](#)

Tip: How to display file extensions

Windows Explorer -> Organize -> Folder and Search options

Untick "Hide extensions for known file types"



✉ Philippe Blachon - 2013-07-04 09:14:37

4.2.1 Standard official documents ▲

Standard WTO Doc English
Standard WTO Doc Trilingual

Ministerial WTO Doc English
Ministerial WTO Doc Trilingual

From: Bermudez, Francisco

Sent: Wednesday, June 05, 2013 5:10 PM

To: Admin Assistants Extended

Cc: LDIMD Operations Unit; LDIMD Reference; LDIMD Text Processing Section; LDIMD Documents Control; Rathier, Nadia; Blachon, Philippe; Falla, Pedro; Pollock, Richard; ITSD Document Management Solutions Section; Mesa, Juan

Subject: Standardisation of JOBS documents

Importance: High

Dear all,

Please note that, as of **Monday 10 June, JOB** documents will need to be formatted according to the **WTO2013** document standards.

You may now use the standardised templates accessible via the Word ribbon to create them.



If necessary, you will find further instructions here: <http://doc/Manual/wiki.aspx?Lng=En&TID=2&View=All>

Please do not hesitate to contact us should you require further clarification.

Best regards,

Francisco

Documents control Section

✉ Philippe Blachon - 2013-06-17 16:47:08

4.2.2 Internal documents ▲

Normal, INT

Room Document English
Room Document Trilingual

✉ Philippe Blachon - 2013-02-12 07:53:33

4.2.3 Internal forms ▲

Documents Request
Publications Request Form
Library Request Form

CD DVD Free Production
CD DVD invoiced production
Envoi Express

Compliments Slip-English
Compliments Slip-English-A5

Human Resources

Training request
Flex Work Arrang-Annex 1-E
Flex Work Arrang-Annex 2-E
Flex Work Arrang-Annex 3-E
Post Description E
Recommendation for Promotion E
WEEKSIC
WTO Staff Request
Leaves 2013
Overtime_Request

Purchase

I-Procurement: Purchase Order-Company Services Requisition

Travel

TraClaim
TravReq

Technical Assistance

BTOR-Back to Office Report of TAP
Mission brief
Regional technical assistance request
Technical Assistance registration

✉ Philippe Blachon - 2013-02-13 10:40:54

4.2.4 Envelops, Labels ▲

Envel-WTO

CDJacket_XP (Avery)
CDJacket_XP(ClassicLine)

Labels for Files - BIG
Labels for Files - small

Labels for Filing Cabinets

Labels 16 x 4 Herma 4607
Labels (16 x 4)
Labels (5 x 22)
Labels Buro-Line (2 x 6)
Labels Xerox (2 x 6)

✉ Philippe Blachon - 2013-03-05 14:12:08

4.2.5 Letter, fax, memo ▲

WTO LETTER E

WTO FAX E

WTO MEMORANDUM E

WTO AIRGRAM - English

✉ Philippe Blachon - 2013-02-12 16:51:33

4.2.6 Notifications ▲

CRTANotifE

GAG-E
GATSEL-E
GATSSC-E
GLICN1-E
GLICN2-E
GADPN-E
GSCM-E

GSPSNNotification-english
GSPSAddEmr_EN
GSPSAddReg_EN
GSPSCorrEmr_EN
GSPSCorrReg_EN
GSPSNUrgence-english

GTBTNotif-english
GTBTCSN-english
GTBTTA-english

SGBTW-E

WTCOMTDN_EN

✉ Philippe Blachon - 2013-02-13 11:15:59

4.2.7 Panels Reports ▲

WTO Panel Report E

WTOPanRepAnnexE

✉ Philippe Blachon - 2013-02-12 16:25:38

4.2.8 Press release ▲

Press Release-english

Press Release with Embargo-english

For help please see http://intranet/___resources/lstdall/txt/english/how_to/build_a_press_release.htm

✉ Philippe Blachon - 2013-02-12 16:50:21

4.2.9 Trade Policy Review ▲

WTOTPRMinE
WTOTPRSecE
WTOTPRGovE

WTOTPRINF Tri
WTOTPRAdd Tri

WTORTAE

✉ Philippe Blachon - 2013-02-12 16:37:25

4.2.10 Power Point ▲

Standard WTO

- Agri-WTO1
- Agri-WTO2
- Agri-WTO3
- Agri-WTO4
- Agri-WTO5
- Agri-WTO6

LAD1

✉ Philippe Blachon - 2013-02-12 16:40:29

4.3 MyJob ▲

[http://MyJob : job summary web page](#)

The objective of *MyJob* is to provide translators with a dynamic web page for each translation job displaying relevant information gathered from the DMS database, including names and email addresses of all people involved in a given translation job (translators, revisers, reference staff); providing links to specific files in the corresponding ReOffice job folder; and offering an integrated "chat room" to enable translators working on the same document to share information and ask questions.

The page is accessible to both internal and external translators through the [Linguistic Resources page](#).

iConnect users

Please note that Direct access to the WTO network is not allowed through iConnect. You cannot view or download your job files from MyJob. Instead, use the ReOffice bookmark on the iConnect home page.

✉ Philippe Blachon - 2014-07-16 15:37:28

4.3 MyJob ▲

[http://MyJob : job summary web page](#)

The objective of *MyJob* is to provide translators with a dynamic web page for each translation job displaying relevant information gathered from the DMS database, including names and email addresses of all people involved in a given translation job (translators, revisers, reference staff); providing links to specific files in the corresponding ReOffice job folder; and offering an integrated "chat room" to enable translators working on the same document to share information and ask questions.

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iConnect users

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✉ Philippe Blachon - 2014-07-16 15:37:28

4.3.1 MyJob - Search ▲

The search could be used for:

- Job number
- Symbol
- Text inside the Job's Title
- Translator's name



Language Fr Job n°

ToDo List	Availability List	Docs Online	SMTS	Resources	WTOTERM	TUV Browser	MyCATT	Help
---------------------------	-----------------------------------	-----------------------------	----------------------	---------------------------	-------------------------	-----------------------------	------------------------	----------------------

Job	SYMBOLS	TITLE	PAGES	WORDS	RequestDate	ReceiptDate
3574.13	WT/DS412/13 WT/DS426/12	CANADA - CERTAIN MEASURES AFFECTING THE RENEWABLE ENERGY GENERATION SECTOR - CANADA - MEASURES RELATING TO THE FEED IN TARIFF PROGRAM - COMMUNICATION FROM THE APPELLATE BODY	1	174	2013-05-07	2013-05-06
2492.13	WT/DS412/AB/R WT/DS426/AB/R	CANADA - CERTAIN MEASURES AFFECTING THE RENEWABLE ENERGY GENERATION SECTOR - CANADA - MEASURES RELATING TO THE FEED-IN TARIFF PROGRAM - AB-2013-1 - Reports of the Appellate Body	154	98347	2013-05-01	2013-03-28
3000.13	G/TRIMS/W/117	Committee on Trade-Related Investment Measures - CERTAIN LOCAL CONTENT REQUIREMENTS IN SOME OF THE RENEWABLE ENERGY SECTOR PROGRAMS - QUESTIONS BY INDIA TO THE UNITED STATES	6	2938	2013-04-23	2013-04-16
3004.13	G/SCM/Q2/USA/59	Committee on Subsidies and Countervailing Measures - SUBSIDIES QUESTIONS POSED BY INDIA TO THE UNITED STATES UNDER ARTICLE 25.8 OF THE AGREEMENT ON SUBSIDIES AND COUNTERVAILING MEASURES - STATE LEVEL RENEWABLE ENERGY SECTOR SUBSIDY PROGRAMMES WITH...	5	2050	2013-04-19	2013-04-16
3574.13	WT/DS412/13	CANADA - CERTAIN MEASURES AFFECTING THE RENEWABLE ENERGY	1	174	2013-05-07	2013-05-06

✉ Philippe Blachon - 2013-05-14 09:24:38

4.3.2 MyJob - Details ▲

1. Main information from DMS
2. Corresponding files on M:\ReOffice\
3. Translator's details/parts



[ToDo List](#) [Availability List](#) [Docs Online](#) [SMTS](#) [Resources](#) [WTOTERM](#) [TUV Browser](#) [MyCATT](#) [Help](#)

Title: **Trade Policy Review Body - TRADE POLICY REVIEW - REPORT BY THE SECRETARIAT - EUROPEAN UNION**

Job Nbr: **2925.13** Symbol: **WT/TPR/S/284** Received: **12/04/2013 14:25:37**
Pages: **252** Words: **118951** Requested: **28/05/2013 00:00:00**
Source: **E** Target: **FS** Completed:

1

View: [by Translators](#) [by Pages](#) [by Tasks](#) [by Versions](#)

Special instructions

[_Note for the Translators.txt](#)
[_Request.txt](#)

Original

[_Orig_v2_01.doc](#)

2

MyRef / MyParse

[_Orig_v1_01_Parsedoc.html](#)
[_Orig_v1_01_TUV_Refdoc.html](#)

Terminology

[_Orig_v1_01_TERMS.doc](#)
[Commission at Work - Key documents - European Commission.website](#)
[EUROPEAN UNION_EN_ES.doc](#)
[EUROPEAN UNION_EN_FR.doc](#)

All references

[\F\Final_13_2925pp175-176lhbibliographie.doc](#)

Reference team

[Viret, Elysabelle](#)

French team

Translator(s)

[Breitmayer, Clara pp. 111-132](#)
[Durand, Odile pp. 72-103](#)
[Ettinger, Delphine pp. 39-72](#)
[Lavoie, Carl pp. 104-110](#)
[Lusted, Jeremy pp. 12-25](#)
[Prevel, Philippe pp. 175-176, 177-252](#)
[Turner, Emmanuelle pp. 26-38](#)
[Vieux, Christelle pp. 132-174](#)

Reviser(s)

[Akeson, Anne Catherine pp. 12-25](#)

Spanish team

Translator(s)

[Aldehuela, Paloma pp. 9-11, 111-132, 132-154](#)
[Aldehuela de la Flor, Alicia pp. 12-25, 39-57, 154-174](#)
[Alvarez Díez, Javier pp. 57-80](#)
[Díaz Fernández, Alejandro pp. 26-32](#)
[Hernández Sánchez, Pablo pp. 211-252](#)

3

Files part

Special instructions

[_Note for the Translators.txt](#) ← Glisser le curseur de la souris sur le nom du fichier pour voir le contenu.
[_Request.txt](#)

Original

[_Orig_v2_01.doc](#)

MyRef / MyParse

[_Orig_v2_01_JOB_Refdoc.html](#) ← JOB --> ouvrir avec MyRef REFERENCES
[_Orig_v2_01_TUV_Refdoc.html](#) ← TUV --> ouvrir avec MyRef DOCS & GLOSSARIES

Terminology

[antidumping \(ef\)_EN_FR.doc](#) ← Glossaires recommandés

Final files

FileName	Ext.	EN	FR	ES
FINAL\14_310_01	.doc		2014-02-10	2014-02-07

TUV files

FileName	Ext.	EN	FR	ES	E-F	E-S	F-S
TUV:\...\TN\IP\M29	.doc	2014-01-17	2014-01-17	2014-01-17			

All references

FileName	Ext.	EN	FR	ES	E-F	E-S	F-S
JOBS_IP_3R1	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
REFLIST.TXT	.txt	2014-01-16					
TN_C_M31	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_M12	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_M23	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_M27	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_M9	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_W10	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
TN_IP_W10R4	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓
UR_FA_27-TRIPS	.doc	2014-01-15	2014-01-15	2014-01-15	✓	✓	✓
WT_AIR_3912	.doc	2014-01-16	2014-01-16	2014-01-16	✓	✓	✓

← Liens vers les versions finales dans le TUV

} Liste de tous les documents de référence
Cliquer sur la date ou le symbole pour ouvrir le

— Fichiers originaux — Bitextes —

4.3.3 MyJob - Details By Pages ▲

This view allow you to follow the progress of a particular part.

Mouse hovering will show extra data.

[by Pages](#) [by Tasks](#) [by Versions](#)

Lng	From	To	Translation	Revision	Finalisation	Proofreading
F	12	25	2013-04-16 2013-04-23	2013-05-02 ~		
F	26	38	2013-04-15 ~			
F	39	72	2013-04-17 2013-05-08	~ ~		
F	72	103	2013-04-23 ~			
F	104	110	2013-04-30 2013-05-02	~ ~		
F	111	132	2013-04-17 2013-05-06	~ ~		
F	132	174	2013-04-16 ~			
F	175	176	2013-04-22 2013-04-22		2013-04-29 2013-04-30	2013-04-30 2013-04-30
F	177	252	2013-04-22 2013-04-25			
F	179	202			2013-04-26 2013-04-29	2013-04-29 2013-04-30

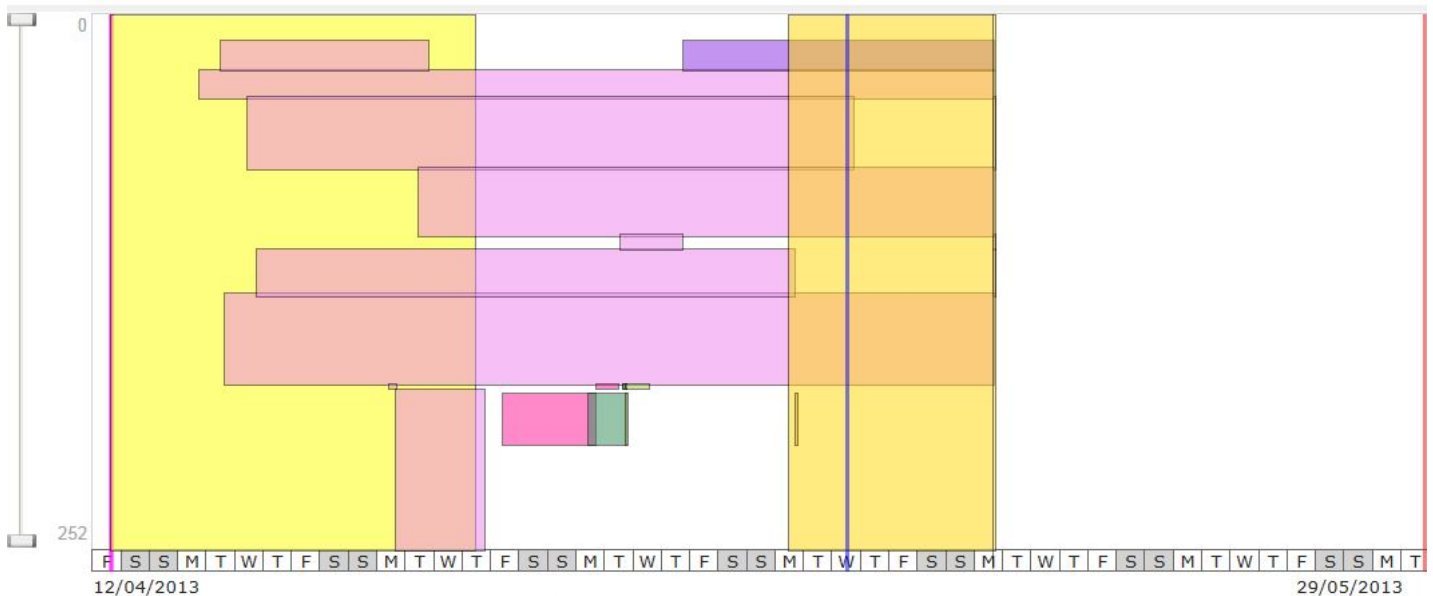
✉ Philippe Blachon - 2013-05-14 10:25:02

4.3.4 MyJob - Details By Tasks ▲

Take a minute to analyze this visual view of the complexity of a document process. This is also the most detailed view with every single task displayed.

- Horizontal axis correspond to the time line;
- Vertical axis correspond to the page number;
- Vertical colored lines correspond to events (Reception date, Due date, Completion date, ...);
- Every box correspond to a single task;
 - the color indicate the type (legend on the right hand side);
 - the height indicate the number of pages concerned;
 - the width indicate the time taken to complete.
- Mouse hovering will display detailed information;
- Also a detailed list is following the chart.

View: [by Translators](#) [by Pages](#) [by Tasks](#) [by Versions](#)



p. 0-0
 . - Referencing
 Viret
 2013-04-12 14:48:04
 2013-04-25 09:37:18
 CorrectionDate: 2013-05-08 14:34:44

Lng	From	To	Words	Start task	End task	Action	Operator	Comments
F	39	72	19500			Revision	?	
F	104	110	3700			Revision	?	
F	111	132	10700			Revision	?	
.	0	0	0	2013-04-12 13:15:03	2013-04-12 13:15:03	Event-SubmissionDate	NAME_OFFICER	ReasonForDate: To be distributed seven weeks prior to the EU TPR i
.	0	0	0	2013-04-12	2013-04-12	Event- ReceptionDate	Gabrielli	DistributionInstr: No paper distribution. Please post on Documents (send 8 copies in English (hole punched) to Stéphanie Derange (offic

✉ Philippe Blachon - 2013-05-14 10:27:35

4.3.5 MyJob - Details By Versions ▲

This list display every events concerning a job, with especially the Version's comments.

View: [by Translators](#) [by Pages](#) [by Tasks](#) [by Versions](#)

Lng	Date	Action	Comments
.	2013-04-12 13:15:03	Event-SubmissionDate	ReasonForDate: To be distributed seven weeks prior to the EU TPR meeting on 16 + 18 July.
.	2013-04-12 14:25:37	Event-ReceptionDate	DistributionInstr: No paper distribution. Please post on Documents Online on 28 May. Please send 8 copies in Er Stéphanie Dorange (office 11449) on 28 May. Thank you.
.	2013-05-08 10:55:27	Event-Version	Version: 1 Accepted: 1 Receptioned: 2013-05-08 14:34:44 Comment: Corrections ci-jointes en PDF.
F	2013-05-28 18:00:00	Event-DueDate	Comments: MEET. 16.07.13

✉ Philippe Blachon - 2013-05-14 10:42:08

4.3.6 MyJob - ToDo list ▲

Be patient, the first time this list is launched it could take 30 to 60 seconds, then the cache is used to allow quick filtering and sorting.

<http://ldimdnnet/dp/MyJob.aspx?View=ToDo>

This list could be filtered by:

- language;
- task to be done (Translation, Finalisation, ...);
- type of document, or documents with a special subject (Annual Report, Public Forum, World Trade Report, ...)

Also you can sort it by any column just by clicking on the titles.

And the mouse hover will give you extra information.

Finalisation World Trade Rep Language: Fr, ordered by Ff, F, a, Job - 6 job(s)

Job	Symbols	v.	pp.	Est.	α	Due	Et	Ef	E	Ft	Ff	F	St	Sf	S	M	Comments	Cat	Translator(s)
3413.13	PUBS/302	1	21	13		MAY 30											WTR 13 SECT.C TABL	Publications	Debenedetti, Claudio G. pp. 29-41 Gonzalez Aleman, Fernan pp. 41-57
3419.13	PUBS/304	1	26	15		MAY 31											WTR 13 SECT.C FIGUR	Publications	Trinidad, Gloria pp. 1-14 Vermal Ahumada, Lucas pp. 14-29
3417.13	PUBS/303	1	40	15		MAY 31											WTR 13 SECT.C FIGUR	Publications	Fací Lacasta, Juan pp. 1-14, 14-29, 29-41, 41-57
3079.13	PUBS/297	5	96	106	TOP	MAY 29											WTR2013 - Section D	Publications	
2961.13	PUBS/294	2	57	105	TOP	MAY 30											WTR 2013-SECTION.B	Publications	
3467.13	PUBS/305	1	30	57		MAY 31											WTR 13 - SECTION E	Publications	

Document clotured by TPS
 Document completed (printing and distribution tasks done)
 Document with corrections

✉ Philippe Blachon - 2013-05-14 10:11:00

4.3.7 MyJob - Availability list ▲

This list display the available translators at a certain date. The use is restricted to External Operations and Chiefs of Translation.

< May 2013 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

LastName	FirstName	Source	OtherLng	Status	Contract	Comments
Menoury	Bertrand	English		Self-Revised	SSA	prend congé pendant quelque temps - avisera
Cardoso	Pablo	English		Revisor	SSA	Podría aceptar trabajo a partir del 10 de abril. OK para revisar el TPR de Brasil
Rouabhi	Naïma	English		Translator	SSA	Pas disponible avant juillet 2013.
Coduri	Inés	English		Translator	SSC	OMC: 13 de Mayo => 14 de Junio
Eni Lacasta	Juan	English		Self-	SSA	OMC

✉ Philippe Blachon - 2013-05-15 10:45:48

4.4 MyCATT ▲

MyCATT User Guides

- [MySearch](#)
- [MyRef](#)
- [MyParse](#)

MyCATT access

- [MySearch DOCS & GLOSSARIES](#)
- [MySearch REFERENCES](#)

Need a refreshing course? Contact the [Translation Support Section](#)

Hints & Tips

See [MyCATT Hints&Tips](#)

3.1 How do I open the original version of a document displayed in MyCATT?

Click the "Original" button over the document displayed in MyCATT. The document will be opened in its original format with the corresponding application (Word, PowerPoint, Acrobat, etc.). You can then save it on your computer.

Note to iConnect users: Using MyCATT directly from iConnect will not allow you to access the original documents on the WTO network. If you want full access to the network, you should use XenApp Desktop (Citrix).

3.2 How do I find a document for which I have the symbol ?

You can either:

1. type (or paste) the symbol in the search text field and click on the "Go" button; or
2. type the last part of the filename surrounded by "/"* and "*" and pick your document in the filtered list.

3.3 Are footnotes searched when making a term query ?

Yes, footnotes are indexed and searched in MyCATT.

3.4 Are links to websites or documents visible in MySearch References?

Yes, all links in the References folder of your job in the ReOffice are retrieved in MySearch References. You can click on the "Original" button to open the related web page or document.

If the web page doesn't open, look for the following message at the bottom of your window and click on the "Open" button.

3.5 Is it possible to change the order of the collections or the jobs in FILTER box?

Yes, you can switch the ascending and descending sorting by clicking on the column title "Name"

3.6 When searching an expression with quotation marks (exact search) I get no result. Why?

Exact searches are case-sensitive, hyphen-sensitive, space-sensitive, etc. The search string must be really exact.

3.7 While searching without quotation marks (fuzzy search) the results do not correspond exactly to the search string. Why?

Prepositions and articles are not indexed in MySearch and expressions such as "information *to* users", "information *from* users" or "information *for* users" are considered identical.

3.8 Can I use wildcard characters in MySearch?

Yes, you can extend a search by using the * sign at the beginning and/or at the end of a word but only when searching for a single word. Searching for *condition* will retrieve 'conditioning', 'conditioned', 'preconditioning', etc.

3.9 Can I use Boolean operators in MySearch?

Yes, you can use the "OR" and "NEAR" operators, but only with a two-word expression and without quotation marks. The operator should be in capital letters.

1. Searching for **labour OR labor** will retrieve all the occurrences of "labour" and "labor"
2. Searching for **biodiversity NEAR convention** will retrieve all the sentences containing these two words at a maximum distance of 5 words to each other.

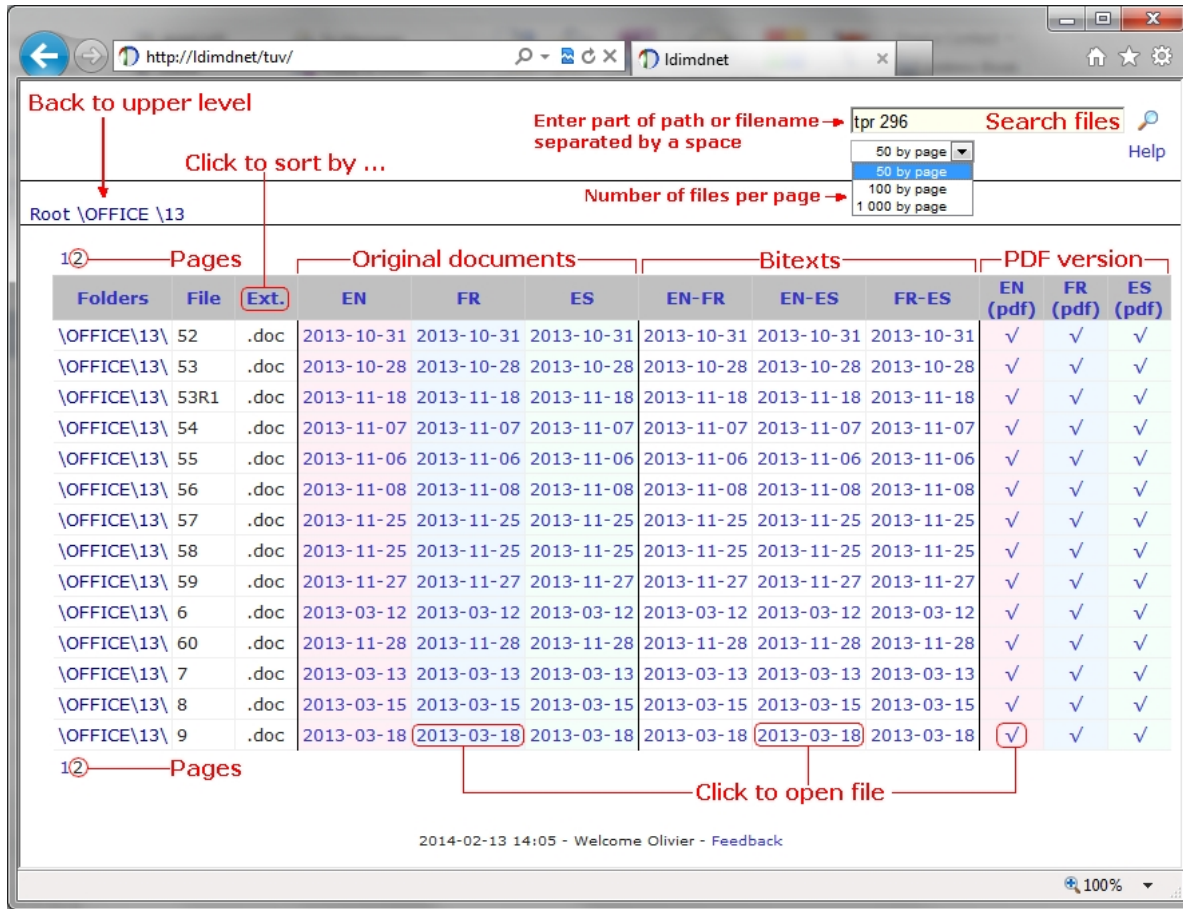
✉ Philippe Blachon - 2015-02-11 09:31:25

4.5 MyBrowser ▲

MyBrowser allows browsing in order to open document files in the available languages and formats:

- En, Fr and Es correspond to the T:\, U:\ and V:\ drives (over 500 000 files);
- En-Fr, En-Es and Fr-Es correspond to the BiTexts files (over 400 000 files);
- En (pdf), Fr (pdf) and Es (pdf) correspond to the Q:\, R:\ and S:\ drives (over 600 000 files);
- and on top of the list, the WTO agreements have been classified with explanatory names. Get them here: <http://ldimdn.net/tuv/Explorer.aspx?Search=Agreements>.

MyBrowser also allows for fuzzy filename searches like "G TBT NZL".



HotKey to launch MyBrowser from anywhere

To run the HotKey Launcher click on [\\cwr.wto.org/dfsroot/Common/TSS/HotKey/HotKey.bat](http://cwr.wto.org/dfsroot/Common/TSS/HotKey/HotKey.bat)

This should install it in your C:\Users\xxx\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup and restart every time your pc is rebooted.

- Ctrl + F3 will send the current selection to MyBrowser
- Ctrl + F4 will send the current selection to XTerm Search

Known bug:

- Hotkeys do not work from Internet Explorer

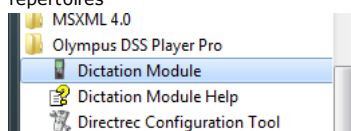
✉ Philippe Blachon - 2015-07-15 09:44:57

4.6.1 Digital audio dictation ▲

DICTIONPHONES - CONFIGURATION ET UTILISATION

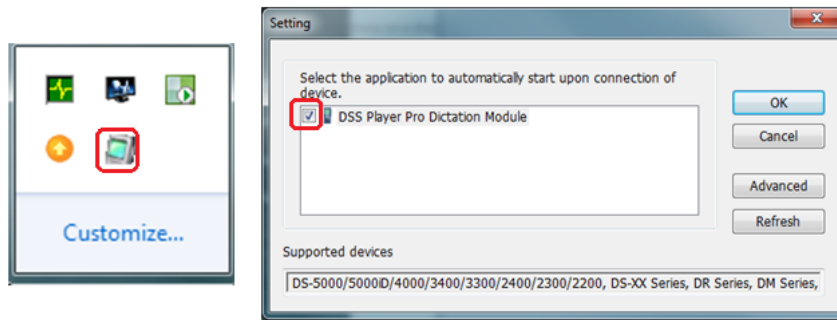
1. Lors de la 1^{ère} configuration:

- connecter le "dock" (nacelle) mais **NE PAS** poser le dictaphone dessus dans un premier temps
- log avec le login du traducteur à installer
- le programme **Dictation Module** se trouve dans Start > Programs > Olympus DSS PLAYER Pro > Dictation module => clic pour ouvrir le programme + fermer sans rien faire: ceci permet de récupérer les paramètres par défaut pour l'utilisateur ET de créer les répertoires



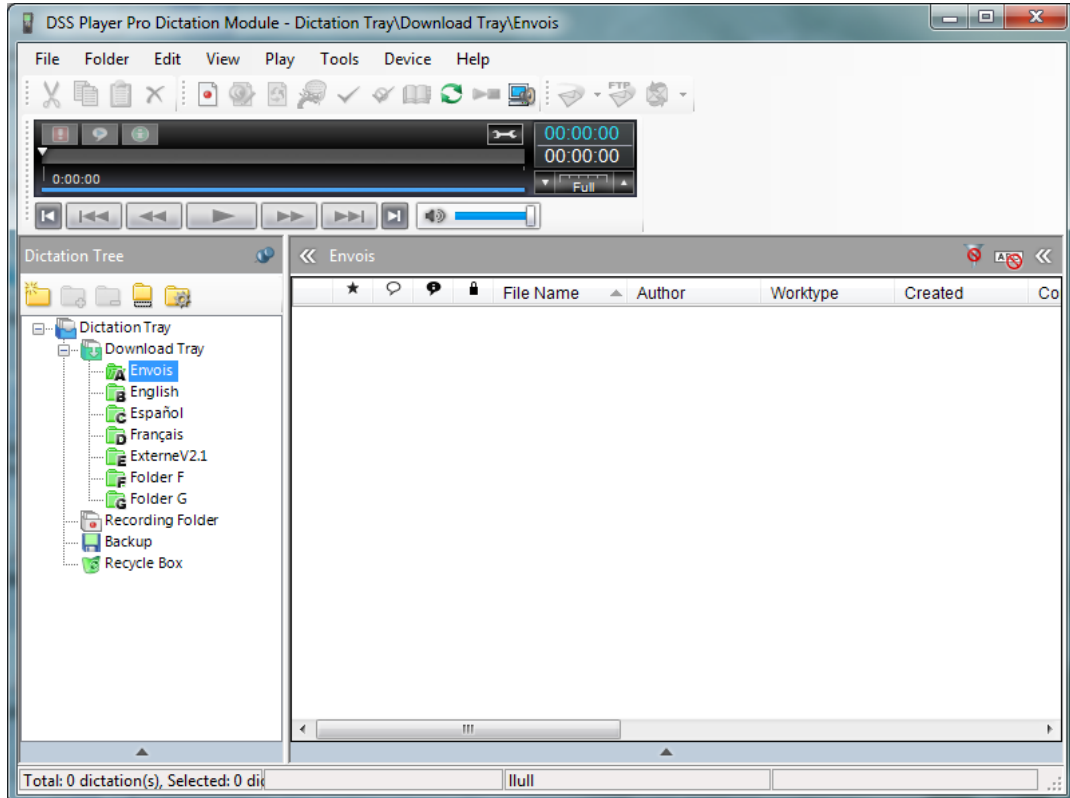
2. Paramétrage du **Device Detector** => paramétrer la manière dont le fichier audio ('bande') sera envoyé:

- clic droit sur l'icône dictaphone (Device Detector) > laisser coché par défaut *DSS Player Pro Dictation Module*
- clic sur Advanced > cocher la case "When " > OK > OK



3. Paramétrage du Dictation Module:

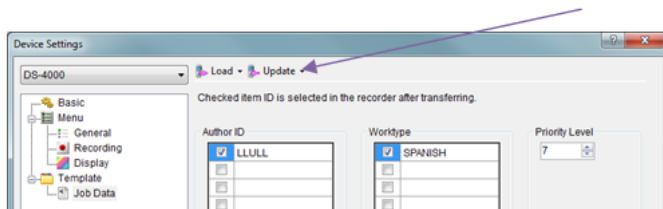
- aller dans `L:\Common\TSS\Olympus\AssignDefaultXmIToUserName` > double clic sur `ClickMeToAssignDefaultParameters.bat` > `Run` (fenêtre DOS) > dès qu'on voit "press any key ...", appuyer, par ex., sur `Enter`
- rouvrir le Dictation Module => vérifier que les répertoires English/French/Spanish sont en vert (PAS en jaune!), sinon les 'bandes' ne seront pas transférées sur le serveur
- si nécessaire, faire un log off.



4. Paramétrage du dictaphone:

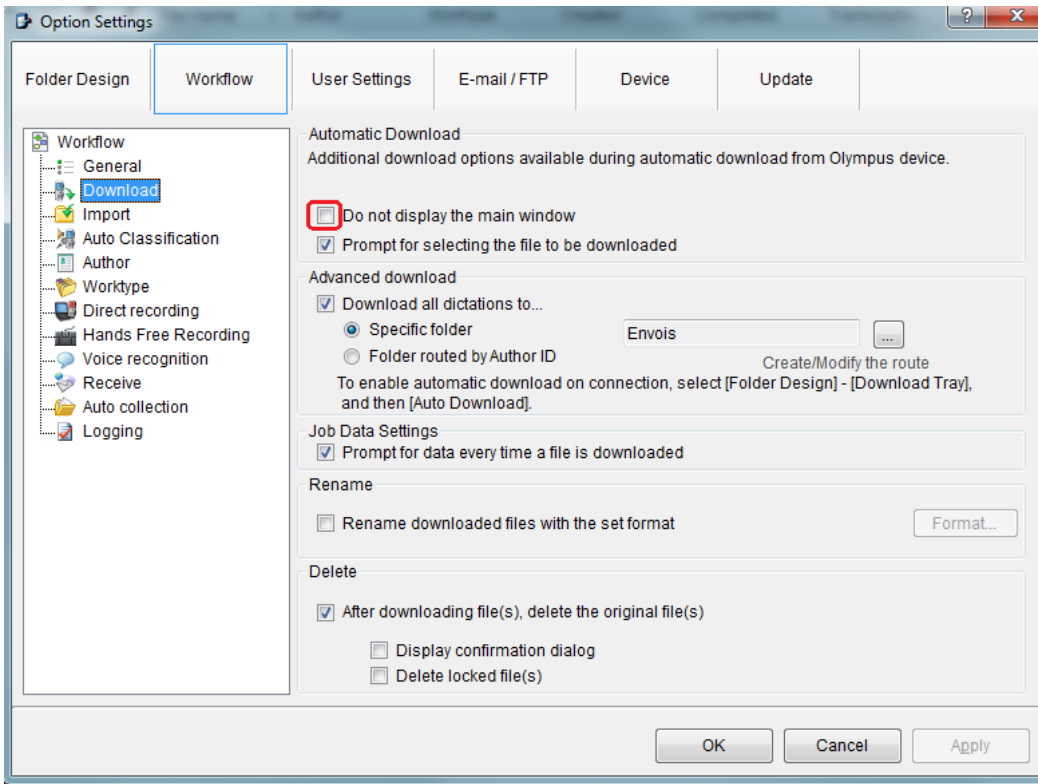
- placer le dictaphone sur la nacelle > vérifier que la lumière rouge "Charge" s'allume (Attention, le bouton "Power" doit être sur "ON") – sinon, changer les batteries ou utiliser des piles jetables
- changer le nom d'utilisateur > dans la fenêtre du programme, menu Device > Device Settings > Job Data > cocher la 1^{ère} ligne des deux colonnes + remplir en majuscules => Author ID = nom de l'utilisateur + Worktype = langue de travail du traducteur [SPANISH ou FRENCH ou ENGLISH] + Ne pas modifier "Priority Level" > clic sur Apply + OK => le message "**Device settings have been updated**" doit apparaître !
- sinon, menu Update > Update All Pages

PS: si les cases à cocher restent inactive, utiliser le menu "Load" pour charger les paramètres du dictaphone et activer les cases à cocher.



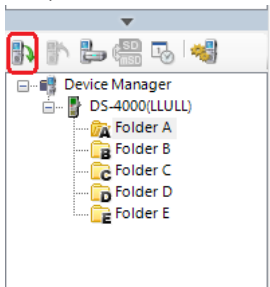
Essayer aussi la barre d'espace pour cocher les cases à cocher.

- on peut changer les 'settings' pour que le programme reste toujours ouvert quand le dictaphone est posé sur la nacelle => Tools > Options > Workflow > Download > décocher "Do not display the main window" > OK

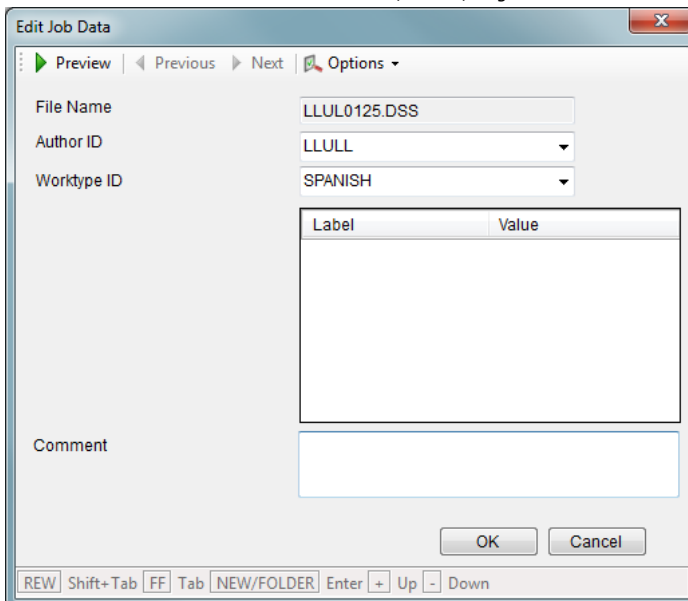


1. Envoi d'une 'bande' au Pool

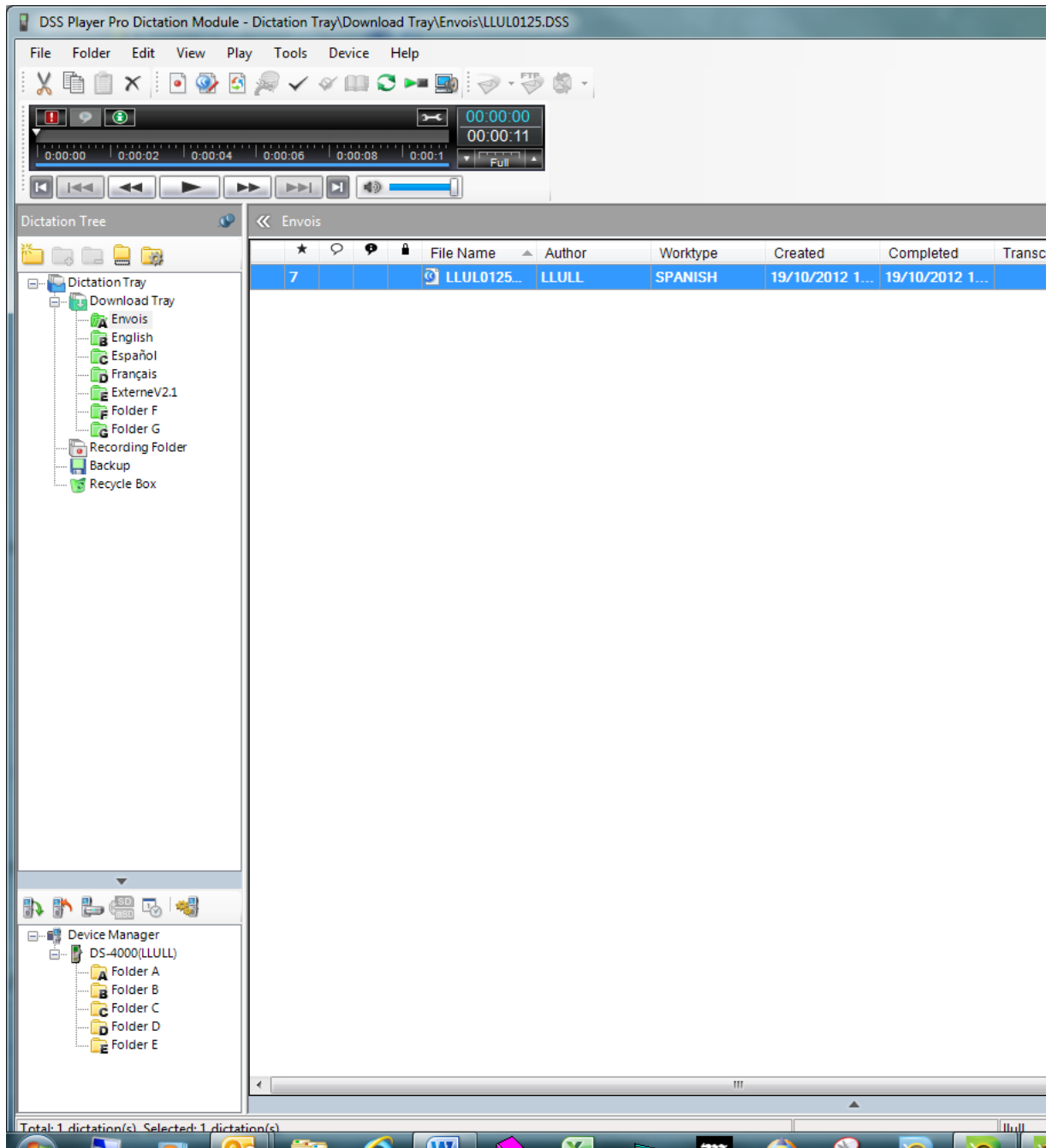
- placer le dictaphone dans la nacelle > si les settings mentionnés au point 4 n'ont pas été modifiés, l'utilisateur a 10 secondes pour cliquer sur la fenêtre qui s'affiche à l'écran
- les répertoires du dictaphone apparaissent en jaune > les 'bandes' se trouvent en principe dans le 'Folder A', ou le 'B', etc.
- le traducteur peut vérifier où se trouvent les 'bandes' dictées => par exemple, sélectionner "Folder A", la ligne s'affiche et est sélectionnée
- cliquer sur l'icône "Download"



- une fenêtre s'ouvre avec le nom du fichier/auteur/langue => le traducteur doit taper dans "Comment" le n° de job, les pages, etc.



- clic sur OK => le fichier disparaît et passe dans le répertoire "Envois" et est effacée du dictaphone.



2. Problèmes récurrents:

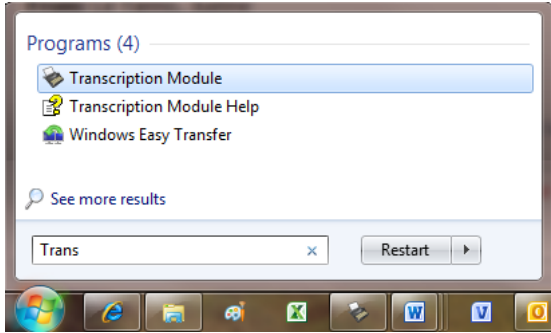
- Le traducteur a laissé passer les 10 secondes sans cliquer sur l'écran (ceci peut être modifié dans les settings tel qu'indiqué au point 4) puis il a retiré le dictaphone de la nacelle, ce qui crée automatiquement un fichier 2, par exemple, et il ne sait plus où se trouve le fichier 1 => positionner à nouveau le dictaphone sur le fichier 1 (au moyen du bouton FF - REW) > refaire les étapes depuis le début.
- Lorsqu'on ouvre le programme, le message "Do you want to update" ('update' du dictaphone) apparaît => cliquer sur 'Non' puis le programme s'ouvre normalement.
- Le traducteur a cliqué sur l'icône 'download' puis au lieu de cliquer sur la fenêtre "Comment", il a cliqué à côté, ce qui fait disparaître la fenêtre et Olympus semble bloqué => la fenêtre est cachée, derrière l'icône du Dictation Module sur la 'task bar'.

✉ Philippe Blachon - 2015-03-25 15:43:44

4.6.2 Digital Audio Transcription ▲

1. Check if the software is installed on your computer

The transcription module can be launched by searching for "Transcription" in the "Start" menu as follows:



If the module is not yet installed, please request the installation by opening a [Service Desk call](#) and making sure they understand it is the Transcription module & NOT the Dictation module.

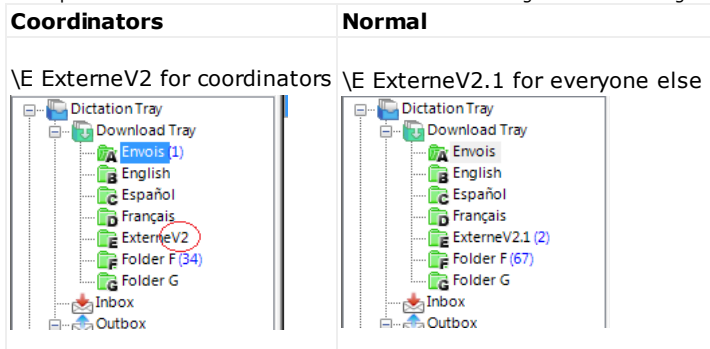
2. Configure the software for your user account

Once the module can be detected and having the module closed [go to the configuration files](#) and double click to setup the relevant parameters either on:

- ClickMeToAssignCoordinatorParametters.bat (to get a message even if the application is closed)
- ClickMeToAssignDefaultParametters.bat

3. Checking of the configuration of the module

Now open the module and the little folder icons should be green if the configuration worked correctly:



N.B. it will usually be necessary to adjust the column widths to achieve an optimal display

✉ Philippe Blachon - 2014-07-30 17:08:14

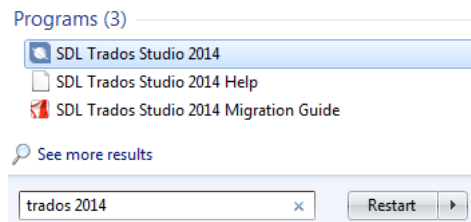
4.7 Trados Studio ▲

0. Studio 2014 Nouveautés

- Onglets
- Sauvegarde automatique toutes les 10 mn (délai peut être modifié)
- Possibilité de configurer une recherche de concordance automatique quand il n'y a pas de segment entier trouvé (pas active par défaut)
- Possibilité de fusionner virtuellement des fichiers qui ensuite resteront séparés (ouvrir par ex plusieurs notifications d'un même pays pour profiter de l'auto-propagation et ensuite sauvegarder chacune individuellement)
- Corrections d'un réviseur sur Word facilement intégrées dans les mémoires
- Commentaires peuvent être exportés en fichier txt individuel ou comme commentaires studio
- Possibilité de verrouiller les segments prétraduits qui sont à 100% ce qui permet de passer directement au suivant quand on traduit et de ne pas ouvrir les segments déjà à 100%
- Possibilité de changer la visualisation : on peut mettre la fenêtre d'édition en haut et la mémoire en bas de l'écran et Studio se rappelle de la configuration d'un jour à l'autre
- Nombre maximum de segments en concordance passe de 49 à 99
- Possibilité de prendre un document avec la souris et de le déposer directement dans l'éditeur pour qu'il s'ouvre dans Studio
- Possibilité de sélectionner plusieurs segments et de changer le statut de l'ensemble des segments : verrouiller tous les segments ou inversement les déverrouiller. Si le dernier segment de la sélection est verrouillé, Studio demandera à déverrouiller tous les segments de la sélection. Si le dernier est déverrouillé, il demandera à verrouiller l'ensemble.
- Possibilité de substituer automatiquement les acronymes si on ne veut pas les traduire : on pourra alors avoir un segment 100% si dans la mémoire il y a le même segment mais avec un acronyme différent

1. Check if the software is installed on your computer

SDL Trados Studio can be launched by searching for "Trados" in the "Start" menu as follows:



If the module is not yet installed, please request the installation by sending a mail to [LDIMD Support](mailto:LDIMD.Support).

2. Configure the software for your user account

Once the module can be detected and having the module closed [go to the configuration files](#) and double click to setup the relevant parameters on:

- AssignDefaultParameters(Studio2014)-Translators.bat

3. Checking of the configuration of the module

✉ Philippe Blachon - 2014-07-30 17:12:04

4.8 MultiTerm ▲

WTO MultiTerm Online

WTO terminology database (WTOTERM) contains over 20 000 terms in all areas of work of the WTO. WTOTERM is a database where you can search the official WTO terminology in the three working languages of the organization.

A public version is available here : <http://wtoterm.wto.org/>.

Intranet

You can access a more complete version of WTOTERM from our intranet: <http://myTerm>

MultiTerm Widget

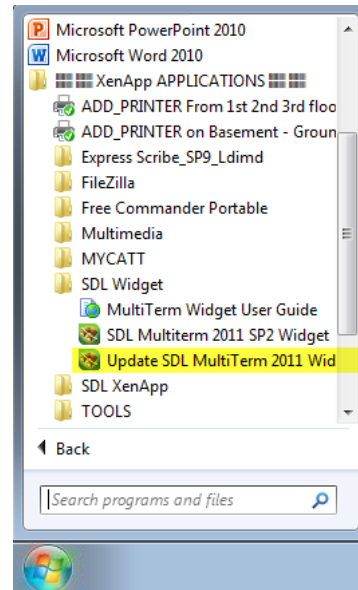
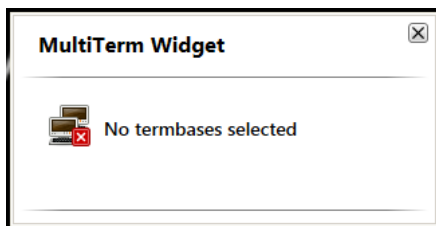
In house translators can access it as well as other glossaries using MultiTerm Widget (**Start -> All Programs -> XenApp APPLICATIONS -> SDL Widget**

If you get the message "No termbases selected" please click on the link below and accept every messages to this link:
Run it:

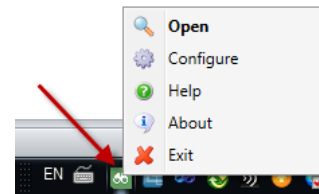
If you are working on IConnect/Citrix with MultiTerm 2011, use


- [AssignDefaultParameters\(Widget2014\)-Translators.bat](#)

- [AssignDefaultParameters\(Widget2011\)-Translators.bat](#)

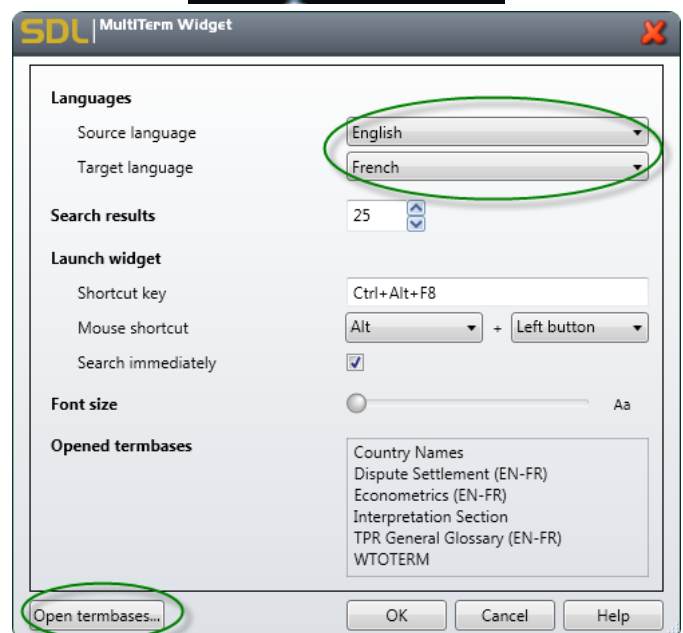



When you see the Widget in the Icons tray you can right click on it.



Then you can configure it with the  icon to:

- Select your preferred languages
- Change the opening shortcuts (Ctrl+Alt+F8 by default)
- Add or remove Termbases with the "Open Termbases..." button
- ...



 Philippe Blachon - 2015-07-09 08:47:04

4.9.1 IConnect

2015-08-26 [Settings for accessing Virtual Machine through iConnect for Windows](#)

2015-09-01 [Settings for accessing Virtual Machine through iConnect for Mac](#)

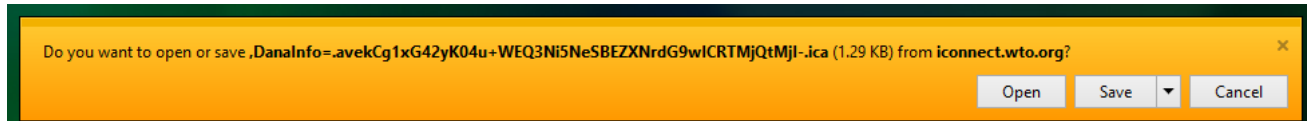
[iConnect User Guide for Windows](#)

[iConnect User Guide for Mac](#)


[Citrix XenApp Desktop Starting Guide.pdf](#)

Installation de Citrix Receiver - English

If you see a message like below, not able to open an .ica file. Please check your installation of Citrix receiver.



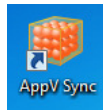
1. Restart your PC.
2. Go to <http://www.java.com> and download and install the latest version of Java.
3. Make sure Java is enabled in your browser - http://www.java.com/en/download/help/enable_browser.xml
4. Under the Windows Control Panel look for Internet Options and then delete the temporary files and the cookies.
5. On this link: <http://www.java.com/en/download/testjava.jsp> test whether Java is working on your computer.
6. If it is not working, uninstall Java manually (control panel - add and remove programmes), restart your PC and install Java again.
7. If everything is OK now, check if Citrix Receiver is already installed, then remove it (control panel - add and remove programmes), and restart your PC.
8. Go to this link <http://www.citrix.com/downloads/citrix-receiver/windows/> and install the version of Citrix Receiver for Windows [now version 4.1].
9. After the installation you should be able to use Citrix Receiver: log in iConnect and launch XeanApp Desktop.

 Philippe Blachon - 2015-09-01 14:45:15

4.9.2 Virtual Desktop

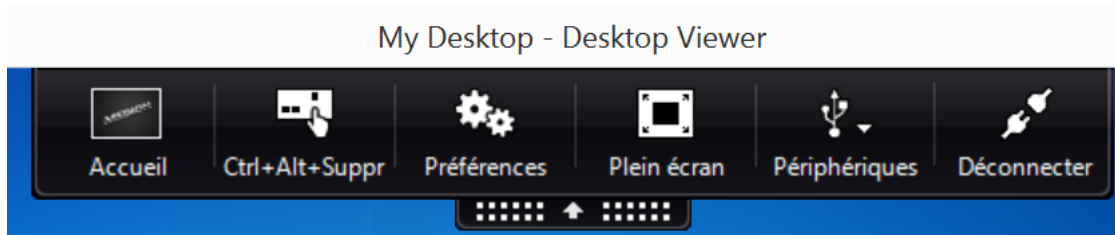
Refreshing your programs

If you do not find all your applications, try to launch the AppV Sync



Top menu bar

Always remember the Top menu bar of the Virtual Machine (a little black arrow at the top center of your screen).



Home: display your physical computer.

Ctrl+Alt+Suppr: allow a login on your sleeping Virtual Machine (if you press Ctrl+Alt+Suppr on your keyboard it will awake your physical computer).

Preferences: see below for the first time use.

Full screen: enlarge your Virtual Machine (then the Top Menu Bar is the only way to return to your physical computer).

Devices: see below for the first time use.

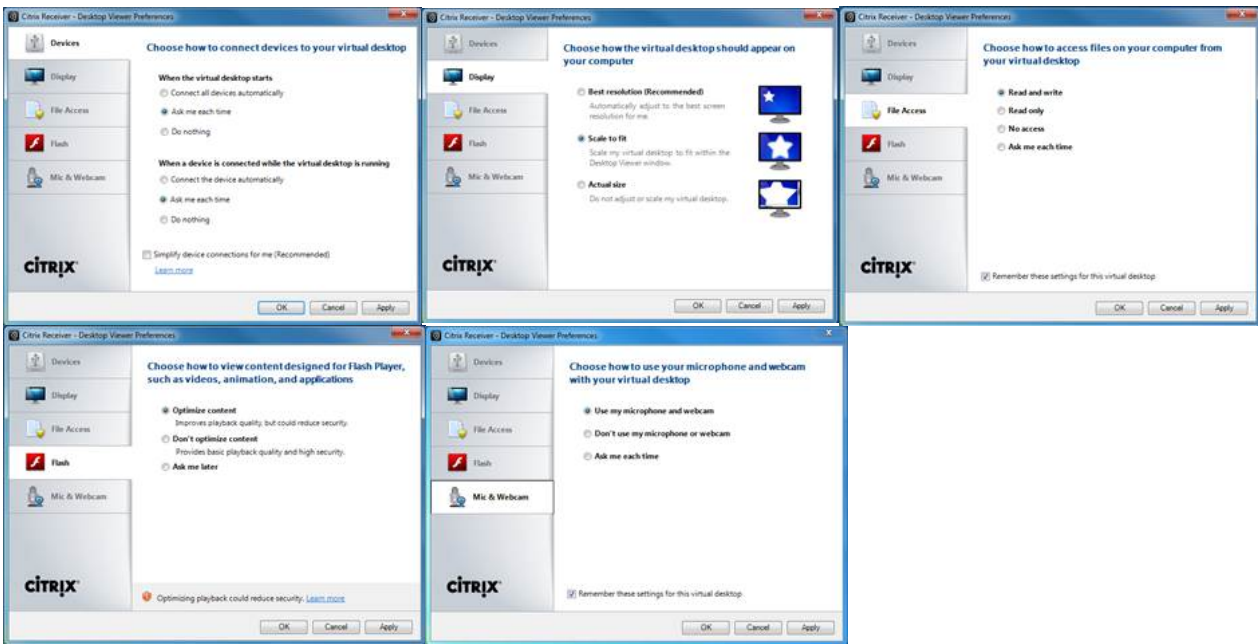
Disconnect: will keep your Virtual Machine running on the server for 24 hours.

First time use

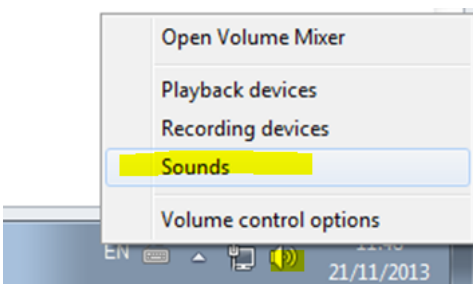
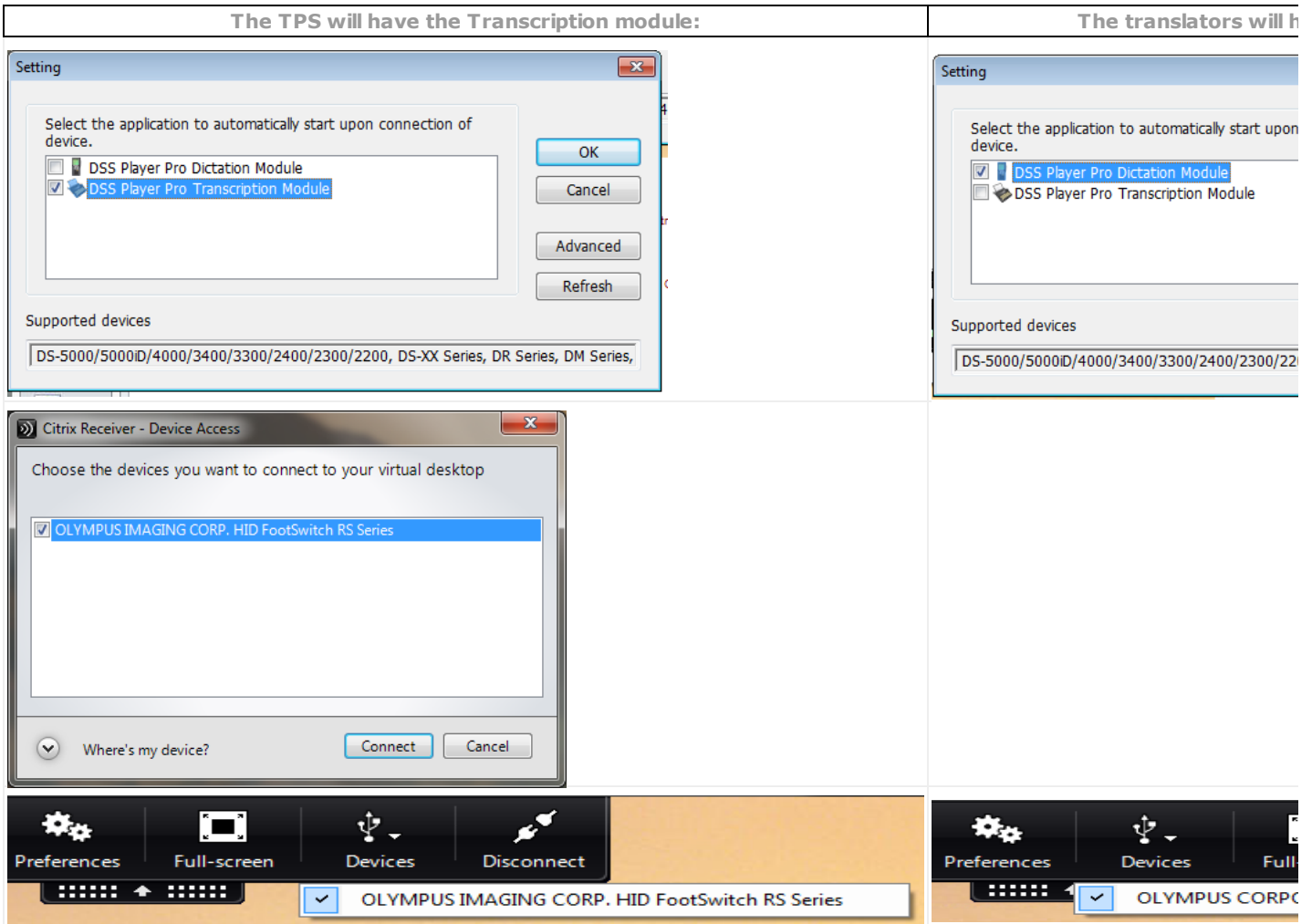
If this is the first time that you launch the Virtual Desktop on **this computer**, please fix the following **preferences** (make sure your settings are exactly as indicated below):

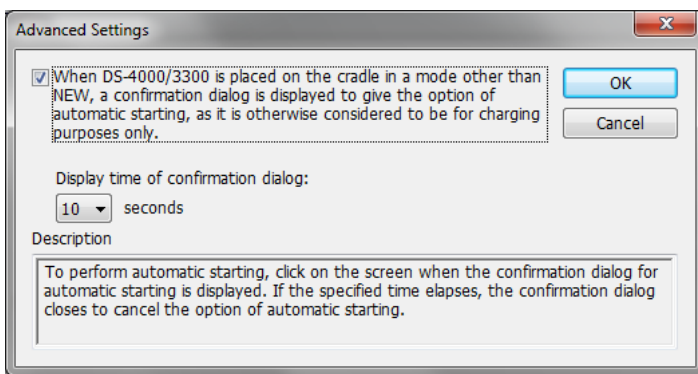
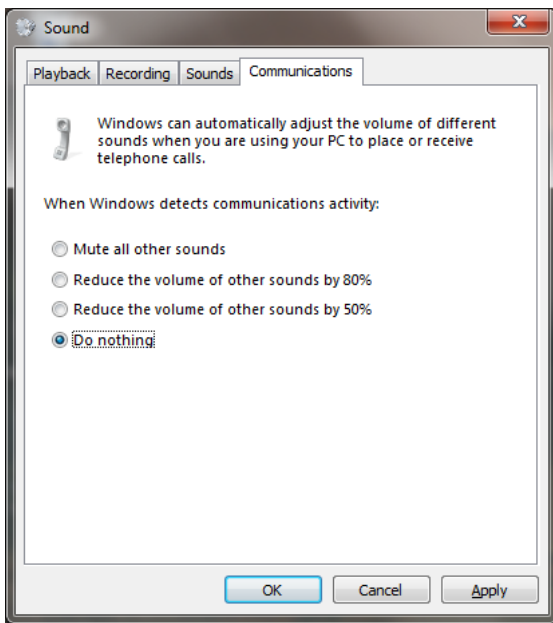


It's important that the simplify device connections is unchecked:



Beware in the olympus icon on the tray:





Philippe Blachon - 2015-08-27 15:10:25

A.1 Glossary

The WTO uses the Oxford English Dictionary (OED) www.oed.com for its prescribed spelling. Where the *Oxford English Dictionary* gives alternative spellings, the preferred spelling is the one that is printed first or to which the reader is referred from other spellings.

Recommended Internet sites for language and translation:

- <http://math-www.uni-paderborn.de/HTML/Dictionaries.html>
- <http://www.bibliomania.com/Reference/PhraseAndFable/>

This glossary is a compilation of WTO-specific words.

See also

- [Acronyms list](#)
- [Glossaries](#)
- [WTO TERM](#)
- [Linguistic resources](#)

This list includes the following four sub-categories of entry: [Table Abbr], [Abbr], [Italics], [No Italics] allowing us to use the search function to select entries from a single category as follows:

Searching for "[T" (without the ") displays only those in the [Table Abbr] category

Searching for "[I" (without the ") displays only those in the [Italics] category

Search:

-	[Table Abbr]	nil
%	[Abbr]	per cent (figure and symbol are used consistently for all documentation text and tables, e.g. 5%, 25%).
()	[Table Abbr]	provisional figure
*	[Table Abbr]	estimate
..	[Table Abbr]	not available
°	[Abbr]	Degree
°C	[Abbr]	Degree Celsius
°F	[Abbr]	Degree Fahrenheit
CHF 15,000.00	[Abbr]	Swiss Franc (Currencies may be abbreviated in tables. Use the ISO Currency Units.)
€15,000.00	[Abbr]	Euro (Currencies may be abbreviated in tables. Use the ISO Currency Units.)
US\$15,000.00	[Abbr]	United States Dollar (Currencies may be abbreviated in tables. Use the ISO Currency Units.)
1959/60	[Table Abbr]	crop or fiscal year

1959-63	[Table Abbr]	full period of calendar years shown
a posteriori	[No Italics]	Proceeding from effects to causes
a priori	[No Italics]	Proceeding from causes to effects
a.i.	[Abbr]	ad interim
a.m.	[Abbr]	(ante meridiem) before noon 9 a.m. (not 9.00 a.m.)
above-mentioned		
ad hoc	[No Italics]	For a particular purpose
ad infinitum	[No Italics]	For ever
<i>ad interim</i>	[Italics]	In the meantime (a.i.)
<i>ad valorem</i>	[Italics]	According to value
addendum	[No Italics]	
aforementioned		
agribusiness		
agrifood		
agro-industrial		
<i>aide-mémoire</i>	[Italics]	An aid to the memory, or dipl.: a memorandum (pl.: aides-mémoire) but analog in computer technology
analogue		
analyse		
audiovisual		
avant-garde	[No Italics]	
bil.	[Table Abbr]	billion
<i>bis</i>	[Italics]	Second (e.g. Article 14 <i>bis</i>)
bloc		combination of parties (as oppose to block)
bona fide	[No Italics]	Genuine, sincere
byproduct(s)		
c.i.f.	[Abbr]	cost, insurance, freight
c.i.p.	[Abbr]	carriage and insurance paid
carte blanche	[Italics]	Discretionary power
catalogue		but catalog in computer technology
cm	[Abbr]	centimetre(s)
cooperation		
countercyclical		
de facto	[No Italics]	In fact
<i>de jure</i>	[Italics]	Rightful
<i>de minimis</i>	[Italics]	To a negligible degree
<i>détente</i>	[Italics]	Easing of strained relations
diktat	[No Italics]	Categorical statement or decree
disc		but disk in computer terminology
Dr	[Abbr]	Full stops are omitted in courtesy titles which include the first and last letters of the word.
e.g.	[Abbr] [No Italics]	exempli gratia; For example
élite	[No Italics]	Select group or class
email		
<i>en route</i>	[Italics]	On the way
et al.	[Italics]	and others
et seq.	[No Italics]	And the following
etc.	[Abbr] [No Italics]	et cetera; and so on; and the rest
ex ante	[No Italics] [No Plural]	
ex officio	[No Italics]	By virtue of one's office
<i>ex post facto</i>	[Italics]	With retrospective action
f.o.b.	[Abbr]	free on board
<i>fait accompli</i>	[Italics]	A thing that has been done and is past arguing
<i>force majeure</i>	[Italics]	Irresistible compulsion
forum(s)		
free trade agreement		
free trade area		
free-zone regime		
g	[Abbr]	gram(s)
glasnost	[No Italics]	(Russian) openness, publicity
H.E.	[Abbr]	Courtesy titles
ha	[Abbr]	hectare(s)
hydroelectric		

i.e.	[No Italics]	(id est) That is to say
Ibid.	[Abbr] [No Italics]	ibidem; In the same book or passage
Idem	[No Italics]	The same word/author
<i>in toto</i>	[Italics]	Completely
inasmuch as		
index		(pl.: indexes if lists in a book; indices if mathematical)
insofar as		
<i>inter alia</i>	[Italics]	Among other things
<i>ipso facto</i>	[Italics]	Thereby
<i>ipso jure</i>	[Italics]	By the operation of the law itself
kg	[Abbr]	kilogram(s)
km	[Abbr]	kilometre(s)
ko	[Abbr]	kilo-octet
kW	[Abbr]	kilowatt(s)
kWh	[Abbr]	kilowatt(s)-hours
l or L	[Abbr]	litre(s) (upper case is preferred to avoid misreading l with 1)
<i>laissez-faire</i>	[Italics]	Abstention from interference in the workings of the market
<i>laissez-passer</i>	[Italics]	Document allowing the holder to pass. (pl.: laissez-passer)
lb	[Table Abbr]	pound(s)
least developed countries		least developed countries
less developed countries		less developed countries
loc. cit.	[No Italics]	The passage already cited
m	[Abbr]	metre(s)
m ²	[Abbr]	square metre(s)
m ³	[Abbr]	metre(s) cube(s)
mg	[Abbr]	milligrams
Marrakesh		
<i>matériel</i>	[Italics]	Available means
member States (of the EC)		
meter		instrument/tool
metre		unit of length
mil.	[Abbr]	million
Miss	[Abbr]	Full stops are omitted in courtesy titles which include the first and last letters of the word.
ml	[Abbr]	millilitre(s)
mm	[Abbr]	millimetre(s)
<i>modus operandi</i>	[Italics]	The way a thing operates
<i>modus vivendi</i>	[Italics]	A way of living
moneys		but monies if assorted currencies
most-favoured-nation (adj.)		
most-favoured-nation clause, treatment		most-favoured-nation clause, treatment
Mr	[Abbr]	Full stops are omitted in courtesy titles which include the first and last letters of the word.
Mrs	[Abbr]	Full stops are omitted in courtesy titles which include the first and last letters of the word.
Ms	[Abbr]	Full stops are omitted in courtesy titles which include the first and last letters of the word.
<i>mutatis mutandis</i>	[Italics]	Making the necessary alterations
n.a.	[Abbr]	not applicable, not available
N.B.	[Abbr]	nota bene
n.e.s.	[Abbr]	not specified elsewhere
n.i.e.	[Abbr]	not included elsewhere
n.s.d.	[Abbr]	not specifically denominated
No.	[Abbr]	number (No. is used when followed by a figure (No. 5/Nos. 5, 6 and 7).)
noncommittal		
note verbale	[No Italics]	Formal (impersonal) diplomatic communication (pl.: notes verbales)
notifiable		
o/oo	[Table Abbr]	per thousand
ongoing		
online	(adj.)	
op. cit.	[Abbr]	opere citato
overinvestment		
overutilize		

overvalue

overvalue

p. [Abbr] page (pl.: pp.)

p.m. [Abbr] post meridiem (after noon) 3.30 p.m.

p.p. [Abbr]
[Italics] (Per procurationem) through the agency of or signature on behalf ofpanelist **not** panellist. (See, e.g. Article 8.5 of the DSU – "Panels shall be composed of three panelists")

para. [Abbr] para. instead of "paragraph" is only used in footnotes. Where there is a reference to a paragraph within the main body of the text the word "paragraph" should be written out in full

pari passu [Italics] With equal speed; simultaneously

per annum [No Italics] For each year

per capita [No Italics] For each person

per cent [No Italics] In every hundred

per diem [No Italics] Allowance paid for each day

per se [Italics] By or in itself

perestroika [No Italics] (Russian) restructuring a system

phytopharmaceutical

piece-goods

place-name

post-session (adj.)

pourparler (pl.: pourparlers)

ppm [Abbr] parts per million

prepackaged

preshipment

prima facie [Italics] At first sight

printout

pro rata [Italics]
(adverb) proportionalprocès-verbal [No Italics] A written report of proceedings; minutes (pl.: procès-verbaux)
but computer program

programme (verb) allocate

raison d'être [Italics] Purpose or reason for a thing's existence (pl.: raisons d'être)

rank-size (adj.)

rape-oil

rape-seed

rapprochement [Italics] Resumption of harmonious relations

recognize

re-establish

reinvigorate

résumé [No Italics] A summary (US = curriculum vitae)

right holder

roll-back

roll-call

round-table (adj.)

round-up (noun)

run-down (adj.)

(noun)

Salvadoran (i.e. not Salvadorian)

sect. [Abbr] section

semi- semi always has a hyphen

set-back (noun)

set-down (noun)

shortcoming

shortfall

short-lived

short-term (adj.)

sine qua non [Italics] An indispensable condition

sizeable

socio-economic

sociocultural

socio-political

soybean (US)

soya bean (UK)

state trading

enterprise

state-owned

state-owned

enterprise

stationary

not moving

stationery

paper

status quo

[No Italics] The existing state of affairs

stocktaking

stumbling-block

subcommission

subcontinent

subcontract

subdivision

sub-entry

subgroup

subheading

sub-item

subject matter

subparagraph

subprogramme

subregion

subregional

subregions

subsection

subsector

substantive

substructure

subsystem

subtitle

subtotal

subunit

sui generis

[Italics] Unique; of its own kind

supervise

suppl.

[Abbr] supplement

supra

[Italics] Above or previously (in a book or writing)

supranational

symposium

(pl.: symposia)

synthesize

t

[Abbr] ton/tonne(s)

take-over

(noun)

tax collector

taxpayer

tel.

[Abbr] telephone

ter

[Italics] third

the Secretariat

[Abbr] Secretariat of the World Trade Organization (or "the Secretariat of the WTO" if there is the possibility of confusion with the secretariat of another organization).

three-year

(adj.)

three-yearly

(adj.)

time-consuming

time-frame

time-lag

time-limit

time-period

time-point

timescale

time-series

time-serving

timetable

title-page

ton

long ton of 2,240 lb or short ton of 2,000 lb

tonne

metric tonne of 1,000 kg

trade mark

but trademark in IP documents

trade-off

trade-related

trafficking

transshipment

TRIMs


[Abbr] (small s) Trade-Related Investment Measures

TRIPS

[Abbr] (capital S) Agreement on Trade-Related Aspects of Intellectual Property Rights

turning point

turning-point		
turnkey		operation
turnover		
turn-round		of ships
two thirds	(noun)	
twofold		
two-thirds	(adj.)	
two-year	(adj.)	
two-yearly	(adj.)	
unabated		
under way		
underdeveloped		
underemployment		
undergarment		
underinvestment		
underprivileged		
under-use		
under-utilize		
undervalue		
unidirectional		
up to date	(predicative adj.)	
up-to-date	(attributive adj.)	
US	[Abbr]	United States
US Department		Refer to US Department of Defense or US Department of Labor if the reference is direct; if the reference is indirect, use the British spellings
V	[Abbr]	volt(s)
valuation		
VAT	[Abbr]	value added tax
vice versa	[No Italics]	In reversed order; the other way round
<i>vis-à-vis</i>	[Italics] (No Plural)	In relation to or opposite to
viz.	[No Italics]	(videlicet) That is to say
vol.	[Abbr]	volume
W	[Abbr]	watt(s)
website		
well-being		
well-founded	(adj.)	
well-known		(attributive, immediately preceding noun)
workforce		
work-hour		
workload		
workstation		
worldwide	(adj.) (adverb)	
yd	[Table Abbr]	yard(s)

 Joanne Norman - 2015-10-22 09:23:01

A.2 Geographical terms ▲

See also:

- Relevant adjectives [M:Terminology/Generalities/Country names](#)
- The UN reference is <http://unterm.un.org/>

Tip: To avoid your list of countries to be reordered in function of the specific language spelling place the ISO code in front of them.

For information please find below a trilingual list of country names (short or long form, current or old), groups of countries, continents, territories, islands, etc. The aim of this list is just to reference the possible writings, however it is up to you to choose the correct usage in function of your context.

Please note that EU, MYN, SAM and TPKM are WTO specific country codes not ISO codes.

Search: <input type="text"/>			
English	Français	Español	ISO
Afghanistan	Afghanistan	Afganistán	AFG
Afghanistan, Islamic Republic of	Afghanistan, République islamique d'	Afganistán, República Islámica del	-
Afghanistan, the Islamic Republic of	Afghanistan, la République islamique d'	Afganistán, la República Islámica del	-
Africa	Afrique	África	-
African, Caribbean and Pacific States	États d'Afrique, des Caraïbes et du Pacifique	Países de África, el Caribe y el Pacífico	-

ALADI	ALADI	ALADI	-
Albania	Albanie	Albania	ALB
Albania, Republic of	Albanie, République d'	Albania, República de	-
Albania, the Republic of	Albanie, la République d'	Albania, la República de	-
Algeria	Algérie	Argelia	DZA
America	Amérique	América	-
American Samoa	Samoa américaines	Samoa Americana	ASM
Andean Community	Communauté andine	Comunidad Andina	-
Andorra	Andorre	Andorra	AND
Andorra, Principality of	Andorre, Principauté d'	Andorra, Principado de	-
Andorra, the Principality of	Andorre, la Principauté d'	Andorra, el Principado de	-
Angola	Angola	Angola	AGO
Angola, Republic of	Angola, République d'	Angola, República de	-
Angola, the Republic of	Angola, la République d'	Angola, la República de	-
Anguilla	Anguilla	Anguila	AIA
Antarctica	Antarctique	Antártica	ATA
Antigua and Barbuda	Antigua-et-Barbuda	Antigua y Barbuda	ATG
APEC	APEC	APEC	-
Argentina	Argentine	Argentina	ARG
Argentine Republic	République argentine	República Argentina	-
Armenia	Arménie	Armenia	ARM
Armenia, Republic of	Arménie, République d'	Armenia, República de	-
Armenia, the Republic of	Arménie, la République d'	Armenia, la República de	-
Aruba	Aruba	Aruba	ABW
ASEAN	ASEAN	ASEAN	-
Asia	Asie	Asia	-
Asia-Pacific Economic Cooperation	Coopération économique Asie-Pacifique	Foro de Cooperación Económica de Asia y el Pacífico	-
Association of Southeast Asian Nations	Association des nations de l'Asie du Sud-Est	Asociación de Naciones del Asia Sudoriental	-
Australia	Australie	Australia	AUS
Australian States and Territories	États et territoires australiens	Territorios y Estados australianos	-
Australian Territories	Territoires australiens	Territorios australianos	-
Austria	Autriche	Austria	AUT
Austria, Republic of	Autriche, République d'	Austria, República de	-
Austria, the Republic of	Autriche, la République d'	Austria, la República de	-
Azerbaijan	Azerbaïdjan	Azerbaiyán	AZE
Azerbaijan, Republic of	Azerbaïdjan, République d'	Azerbaiyán, República de	-
Azerbaijan, the Republic of	Azerbaïdjan, la République d'	Azerbaiyán, la República de	-
Azores	Açores	Azores	-
Bahamas	Bahamas	Bahamas	BHS
Bahamas, Commonwealth of the	Bahamas, Commonwealth des	Bahamas, Commonwealth de las	-
Bahamas, the Commonwealth of the	Bahamas, le Commonwealth des	Bahamas, el Commonwealth de las	-
Bahrain	Bahreïn	Bahrein	BHR
Bahrain, Kingdom of	Bahreïn, Royaume de	Bahrein, Reino de	-
Bahrain, the Kingdom of	Bahreïn, le Royaume de	Bahrein, el Reino de	-
Bangladesh	Bangladesh	Bangladesh	BGD
Bangladesh, People's Republic of	Bangladesh, République populaire du	Bangladesh, República Popular de	-
Bangladesh, the People's Republic of	Bangladesh, la République populaire du	Bangladesh, la República Popular de	-
Barbados	Barbade	Barbados	BRB
Belarus	Bélarus	Belarús	BLR
Belarus, Republic of	Bélarus, République du	Belarús, República de	-
Belarus, the Republic of	Bélarus, la République du	Belarús, la República de	-
Belgium	Belgique	Bélgica	BEL
Belgium, Kingdom of	Belgique, Royaume de	Bélgica, Reino de	-
Belgium, the Kingdom of	Belgique, le Royaume de	Bélgica, el Reino de	-
Belize	Belize	Belice	BLZ
Benelux	Benelux	Benelux	-
Benin	Bénin	Benin	BEN
Benin, Republic of	Bénin, République du	Benin, República de	-
Benin, the Republic of	Bénin, la République du	Benin, la República de	-
Bermuda	Bermudes	Bermudas	BMU

Bhutan	Bhoutan	Bhutan	BIN
Bhutan, Kingdom of	Bhoutan, Royaume du	Bhután, Reino de	-
Bhutan, the Kingdom of	Bhoutan, le Royaume du	Bhután, el Reino de	-
Bolivia	Bolivie	Bolivia	BOL
Bolivia, Plurinational State of	Bolivie, État plurinational de	Bolivia, Estado Plurinacional de	-
Bolivia, Republic of	Bolivie, République de	Bolivia, República de	-
Bolivia, the Republic of	Bolivie, la République de	Bolivia, la República de	-
Bosnia and Herzegovina	Bosnie-Herzégovine	Bosnia y Herzegovina	BIH
Botswana	Botswana	Botswana	BWA
Botswana, Republic of	Botswana, République du	Botswana, República de	-
Botswana, the Republic of	Botswana, la République du	Botswana, la República de	-
Bouvet Island	Île Bouvet	Isla Bouvet	BVT
Brazil	Brésil	Brasil	BRA
Brazil, Federative Republic of	Brésil, République fédérative du	Brasil, República Federativa del	-
Brazil, the Federative Republic of	Brésil, la République fédérative du	Brasil, la República Federativa del	-
British Indian Ocean Territory	Territoire britannique de l'océan Indien	Territorio Británico del Océano Índico	IOT
Brunei Darussalam	Brunéi Darussalam	Brunei Darussalam	BRN
Bulgaria	Bulgarie	Bulgaria	BGR
Bulgaria, Republic of	Bulgarie, République de	Bulgaria, República de	-
Bulgaria, the Republic of	Bulgarie, la République de	Bulgaria, la República de	-
Burkina Faso	Burkina Faso	Burkina Faso	BFA
Burma	Birmanie	Birmania	-
Burundi	Burundi	Burundi	BDI
Burundi, Republic of	Burundi, République du	Burundi, República de	-
Burundi, the Republic of	Burundi, la République du	Burundi, la República de	-
CAEMC	CEMAC	CEMAC	-
Cambodia	Cambodge	Camboya	KHM
Cambodia, Kingdom of	Cambodge, Royaume du	Camboya, Reino de	-
Cambodia, the Kingdom of	Cambodge, le Royaume du	Camboya, el Reino de	-
Cameroon	Cameroun	Camerún	CMR
Cameroon, Republic of	Cameroun, République du	Camerún, República del	-
Cameroon, the Republic of	Cameroun, la République du	Camerún, la República del	-
Canada	Canada	Canadá	CAN
Canary Islands	Îles Canaries	Islas Canarias	-
Cabo Verde	Cabo Verde	Cabo Verde	CPV
Cabo Verde, Republic of	Cabo Verde, République de	Cabo Verde, República de	-
Cabo Verde, the Republic of	Cabo Verde, la République de	Cabo Verde, la República de	-
Caribbean	Caraïbes	Caribe	-
Cayman Islands	Îles Caïmanes	Islas Caimán	CYM
CEFTA	ALEEC	ALCEC	-
Central Africa	Afrique centrale	África Central	-
Central African Economic and Monetary Community	Communauté économique et monétaire en Afrique centrale	Comunidad Económica y Monetaria de África Central	-
Central African Republic	République centrafricaine	República Centrafricana	CAF
Central America	Amérique centrale	América Central	-
Central American Common Market	Marché commun centraméricain	Mercado Común Centroamericano	-
Central European Free Trade Agreement	Accord de libre-échange d'Europe centrale	Acuerdo de Libre Comercio de Europa Central	-
Ceuta and Melilla	Ceuta et Melilla	Ceuta y Melilla	-
Chad	Tchad	Chad	TCD
Chad, Republic of	Tchad, République du	Chad, República del	-
Chad, the Republic of	Tchad, la République du	Chad, la República del	-
Chagos Islands	Îles Chagos	Islas Chagos	-
Chile	Chili	Chile	CHL
Chile, Republic of	Chili, République du	Chile, República de	-
Chile, the Republic of	Chili, la République du	Chile, la República de	-
China	Chine	China	CHN
China, People's Republic of	Chine, République populaire de	China, República Popular	-
China, the People's Republic of	Chine, la République populaire de	China, la República Popular	-
Christmas Island	Île Christmas	Isla Christmas	CXR
CIS	CEI	CEI	-
Cocos (Keeling) Islands	Îles Cocos (Keeling)	Islas Cocos (Keeling)	CCK
Colombia	Colombie	Colombia	COL
Colombia, Republic of	Colombie, République de	Colombia, República de	-

Colombia, Republic of	Colombie, République de	Colombia, República de	-
Colombia, the Republic of	Colombie, la République de	Colombia, la República de	-
Common Market for Eastern and Southern Africa	Marché commun de l'Afrique orientale et australe	Mercado Común para el África Oriental y Meridional	-
Comoros	Comores	Comoras	COM
Comoros, Union of the	Comores, Union des	Comoras, Unión de las	-
Congo	Congo	Congo	COG
Congo, Democratic Republic of the	Congo, République démocratique du	Congo, República Democrática del	COD
Congo, Republic of the	Congo, République du	Congo, República del	-
Congo, the Democratic Republic of the	Congo, la République démocratique du	Congo, la República Democrática del	-
Congo, the Republic of the	Congo, la République du	Congo, la República del	-
Cook Islands	Îles Cook	Islas Cook	COK
Cooperation Council for the Arab States of the Gulf	Conseil de coopération des États arabes du Golfe	Consejo de Cooperación para los Estados Árabes del Golfo	-
Costa Rica	Costa Rica	Costa Rica	CRI
Costa Rica, Republic of	Costa Rica, République du	Costa Rica, República de	-
Costa Rica, the Republic of	Costa Rica, la République du	Costa Rica, la República de	-
Côte d'Ivoire	Côte d'Ivoire	Côte d'Ivoire	CIV
Côte d'Ivoire, Republic of	Côte d'Ivoire, République de	Côte d'Ivoire, República de	-
Côte d'Ivoire, the Republic of	Côte d'Ivoire, la République de	Côte d'Ivoire, la República de	-
Croatia	Croatie	Croacia	HRV
Croatia, Republic of	Croatie, République de	Croacia, República de	-
Croatia, the Republic of	Croatie, la République de	Croacia, la República de	-
Cuba	Cuba	Cuba	CUB
Cuba, Republic of	Cuba, République de	Cuba, República de	-
Cuba, the Republic of	Cuba, la République de	Cuba, la República de	-
Curacao	Curaçao	Curaçao	-
Cyprus	Chypre	Chipre	CYP
Cyprus, Republic of	Chypre, République de	Chipre, República de	-
Cyprus, the Republic of	Chypre, la République de	Chipre, la República de	-
Czech Republic	République tchèque	República Checa	CZE
Czechoslovakia	Tchécoslovaquie	Checoslovaquia	-
Dahomey	Dahomey	Dahomey	DHY
Denmark	Danemark	Dinamarca	DNK
Denmark, Kingdom of	Danemark, Royaume du	Dinamarca, Reino de	-
Denmark, the Kingdom of	Danemark, le Royaume du	Dinamarca, el Reino de	-
Developed Countries	Pays développés	Países desarrollados	-
Developed Countries including CIS	Pays développés, CEI incluse	Países desarrollados incluyendo la CEI	-
Developing Countries excluding CIS	Pays en développement, CEI exclue	Países en desarrollo excluyendo la CEI	-
Developing Countries including CIS	Pays en développement, CEI incluse	Países en desarrollo incluyendo la CEI	-
Djibouti	Djibouti	Djibouti	DJI
Djibouti, Republic of	Djibouti, République de	Djibouti, República de	-
Djibouti, the Republic of	Djibouti, la République de	Djibouti, la República de	-
Dominica	Dominique	Dominica	DMA
Dominica, Commonwealth of	Dominique, Commonwealth de	Dominica, Commonwealth de	-
Dominica, the Commonwealth of	Dominique, le Commonwealth de	Dominica, el Commonwealth de	-
Dominican Republic	République dominicaine	República Dominicana	DOM
East African Community	Communauté africaine de l'Est	Comunidad Africana del Este	-
East Asia	Asie orientale	Asia Oriental	-
Eastern Africa	Afrique de l'Est	África Oriental	-
EC, 10 Members	CE, 10 membres	CE, 10 Miembros	-
EC, 12 Members	CE, 12 membres	CE, 12 Miembros	-
EC, 15 Members	CE, 15 membres	CE, 15 Miembros	-
EC, 25 Members	CE, 25 membres	CE, 25 Miembros	-
EC, 6 Members	CE, 6 membres	CE, 6 Miembros	-
EC, 9 Members	CE, 9 membres	CE, 9 Miembros	-
EC-10	CE-10	CE-10	-
EC-12	CE-12	CE-12	-
EC-15	CE-15	CE-15	-
EC-25	CE-25	CE-25	-
EC-6	CE-6	CE-6	-
EC-9	CE-9	CE-9	-
ECOWAS	CEDEAO	CEDEAO	-
ECSC	CECA	CECA	-

Ecuador	Équateur	Ecuador	ECU
Ecuador, Republic of	Équateur, République de l'	Ecuador, República del	-
Ecuador, the Republic of	Équateur, la République de l'	Ecuador, la República del	-
EFTA	AELE	AELC	-
EFTA7	AELE-7	AELC-7	-
Egypt	Égypte	Egipto	EGY
Egypt, Arab Republic of	Égypte, République arabe d'	Egipto, República Árabe de	-
Egypt, the Arab Republic of	Égypte, la République arabe d'	Egipto, la República Árabe de	-
El Salvador	El Salvador	El Salvador	SLV
El Salvador, Republic of	El Salvador, République d'	El Salvador, República de	-
El Salvador, the Republic of	El Salvador, la République d'	El Salvador, la República de	-
Equatorial Guinea	Guinée équatoriale	Guinea Ecuatorial	GNQ
Equatorial Guinea, Republic of	Guinée équatoriale, République de	Guinea Ecuatorial, República de	-
Equatorial Guinea, the Republic of	Guinée équatoriale, la République de	Guinea Ecuatorial, la República de	-
Eritrea	Érythée	Eritrea	ERI
Estonia	Estonie	Estonia	EST
Estonia, Republic of	Estonie, République d'	Estonia, República de	-
Estonia, the Republic of	Estonie, la République d'	Estonia, la República de	-
Ethiopia	Éthiopie	Etiopía	ETH
Ethiopia, Federal Democratic Republic of	Éthiopie, République fédérale démocratique d'	Etiopía, República Democrática Federal de	-
Europe	Europe	Europa	-
European Coal and Steel Community	Communauté européenne du charbon et de l'acier	Comunidad Europea del Carbón y del Acero	-
European Communities	Communautés européennes	Comunidades Europeas	-
European Free Trade Association	Association européenne de libre-échange	Asociación Europea de Libre Comercio	-
European Free Trade Association (7 Members)	Association européenne de libre-échange (7 membres)	Asociación Europea de Libre Comercio (7 Miembros)	-
European Union	Union européenne	Unión Europea	EU
Falkland Islands (Islas Malvinas)	Îles Falkland (Malvinas)	Islas Malvinas (Falkland Islands)	FLK
Faroe Islands	Îles Féroé	Islas Feroe	FRO
Fiji	Fidji	Fiji	FJI
Fiji Islands, Republic of the	Îles Fidji, République des	Islas Fiji, República de las	-
Fiji Islands, the Republic of the	Îles Fidji, la République des	Islas Fiji, la República de las	-
Finland	Finlande	Finlandia	FIN
Finland, Republic of	Finlande, République de	Finlandia, República de	-
Finland, the Republic of	Finlande, la République de	Finlandia, la República de	-
France	France	Francia	FRA
Free Zones	Zones franches	Zonas Francas	-
French Afars and Issas	Afars et Issas	Territorio Francés de los Afars e Issas	AFI
French Antilles	Antilles françaises	Antillas Francesas	-
French Guiana	Guyane française	Guyana Francesa	GUF
French Oceania	Océanie française	Océanía Francesa	-
Polynesia	Polynésie	Polinesia	-
French Polynesia	Polynésie française	Polinesia Francesa	PYF
French Republic	République française	República Francesa	-
French Southern Territories	Terres australes françaises	Tierras Australes Francesas	ATF
FYROM	ERYM	ERYM	-
Gabon	Gabon	Gabón	GAB
Gabonese Republic	République gabonaise	República Gabonesa	-
Gambia	Gambie	Gambia	GMB
Gambia, Republic of the	Gambie, République de	Gambia, República de	-
Gambia, the Republic of the	Gambie, la République de	Gambia, la República de	-
Georgia	Géorgie	Georgia	GEO
German Democratic Republic	République démocratique allemande	República Democrática Alemana	DDR
Germany	Allemagne	Alemania	DEU
Germany, Federal Republic of	Allemagne, République fédérale d'	Alemania, República Federal de	-
Germany, the Federal Republic of	Allemagne, la République fédérale d'	Alemania, la República Federal de	-
Ghana	Ghana	Ghana	GHA
Ghana, Republic of	Ghana, République du	Ghana, República de	-
Ghana, the Republic of	Ghana, la République du	Ghana, la República de	-
Gibraltar	Gibraltar	Gibraltar	GIB
Great Britain and Northern Ireland	Grande-Bretagne et d'Irlande du Nord	Gran Bretaña e Irlanda del Norte	el

Great Britain and Northern Ireland, the United Kingdom of	Grande Bretagne et d'Irlande du Nord, le Royaume-Uni de	Gran Bretaña e Irlanda del Norte, el Reino Unido de	-
Great Britain and Northern Ireland, United Kingdom of	Grande-Bretagne et d'Irlande du Nord, Royaume-Uni de	Gran Bretaña e Irlanda del Norte, Reino Unido de	-
Greece	Grèce	Grecia	GRC
Greenland	Groenland	Groenlandia	GRL
Grenada	Grenade	Granada	GRD
Guadeloupe	Guadeloupe	Guadalupe	GLP
Guam	Guam	Guam	GUM
Guatemala	Guatemala	Guatemala	GTM
Guatemala, Republic of	Guatemala, République du	Guatemala, República de	-
Guatemala, the Republic of	Guatemala, la République du	Guatemala, la República de	-
Guinea	Guinée	Guinea	GIN
Guinea, Republic of	Guinée, République de	Guinea, República de	-
Guinea, the Republic of	Guinée, la République de	Guinea, la República de	-
Guinea-Bissau	Guinée-Bissau	Guinea-Bissau	GNB
Guinea-Bissau, Republic of	Guinée-Bissau, République de	Guinea-Bissau, República de	-
Guinea-Bissau, the Republic of	Guinée-Bissau, la République de	Guinea-Bissau, la República de	-
Guyana	Guyana	Guyana	GUY
Guyana, Republic of	Guyana, République du	Guyana, República de	-
Guyana, the Republic of	Guyana, la République du	Guyana, la República de	-
Haiti	Haïti	Haití	HTI
Haiti, Republic of	Haïti, République d'	Haití, República de	-
Haiti, the Republic of	Haïti, la République d'	Haití, la República de	-
Heard Island and McDonald Islands	Île Heard et Îles Mcdonald	Isla Heard e Islas Mcdonald	HMD
Hellenic Republic	République hellénique	República Helénica	-
Holy See	Saint-Siège	Santa Sede	VAT
Honduras	Honduras	Honduras	HND
Honduras, Republic of	Honduras, République du	Honduras, República de	-
Honduras, the Republic of	Honduras, la République du	Honduras, la República de	-
Hong Kong, China	Hong Kong, Chine	Hong Kong, China	HKG
Hungary	Hongrie	Hungría	HUN
Hungary, Republic of	Hongrie, République de	Hungría, República de	-
Hungary, the Republic of	Hongrie, la République de	Hungría, la República de	-
Iceland	Islande	Islandia	ISL
Iceland, Republic of	Islande, République d'	Islandia, República de	-
Iceland, the Republic of	Islande, la République d'	Islandia, la República de	-
Independent States in Asia, Commonwealth of	États indépendants en Asie, Communauté d'	Estados Independientes en Asia, Comunidad de	-
Independent States in Europe, Commonwealth of	États indépendants en Europe, Communauté d'	Estados Independientes en Europa, Comunidad de	-
Independent States, Commonwealth of	États indépendants, Communauté d'	Estados Independientes, Comunidad de	-
India	Inde	India	IND
India, Republic of	Inde, République de l'	India, República de la	-
India, the Republic of	Inde, la République de l'	India, la República de la	-
Indonesia	Indonésie	Indonesia	IDN
Indonesia, Republic of	Indonésie, République d'	Indonesia, República de	-
Indonesia, the Republic of	Indonésie, la République d'	Indonesia, la República de	-
Iran	Iran	Irán	-
Iran, Islamic Republic of	Iran, République islamique d'	Irán, República Islámica del	IRN
Iran, the Islamic Republic of	Iran, la République islamique d'	Irán, la República Islámica del	-
Iraq	Iraq	Iraq	IRQ
Iraq, Republic of	Iraq, République d'	Iraq, República del	-
Iraq, the Republic of	Iraq, la République d'	Iraq, la República del	-
Ireland	Irlande	Irlanda	IRL
Israel	Israël	Israel	ISR
Israel, State of	Israël, État d'	Israel, Estado de	-
Israel, the State of	Israël, l'État d'	Israel, el Estado de	-
Italian Republic	République italienne	República Italiana	-
Italy	Italie	Italia	ITA
Jamaica	Jamaïque	Jamaica	JAM
Japan	Japon	Japón	JPN
Jordan	Jordanie	Jordania	JOR
Jordan. Hashemite Kinadom of	Jordanie. Rovaume hachémite de	Jordania. Reino Hachemita de	-

Jordan, the Hashemite Kingdom of	Jordanie, le Royaume hachémite de	Jordania, el Reino Hachemita de	-
Kazakhstan	Kazakhstan	Kazajstán	KAZ
Kazakhstan, Republic of	Kazakhstan, République du	Kazajstán, República de	-
Kazakhstan, the Republic of	Kazakhstan, la République du	Kazajstán, la República de	-
Kenya	Kenya	Kenya	KEN
Kenya, Republic of	Kenya, République du	Kenya, República de	-
Kenya, the Republic of	Kenya, la République du	Kenya, la República de	-
Kiribati	Kiribati	Kiribati	KIR
Kiribati, Republic of	Kiribati, République de	Kiribati, República de	-
Kiribati, the Republic of	Kiribati, la République de	Kiribati, la República de	-
Korea	Corée	Corea	-
Korea, Democratic People's Republic of	Corée, République populaire démocratique de	Corea, República Popular Democrática de	PRK
Korea, Republic of	Corée, République de	Corea, República de	KOR
Korea, the Democratic People's Republic of	Corée, la République populaire démocratique de	Corea, la República Popular Democrática de	-
Korea, the Republic of	Corée, la République de	Corea, la República de	-
Kosovo	Kosovo	Kosovo	-
Kuwait	Koweït	Kuwait	KWT
Kuwait, State of	Koweït, État du	Kuwait, Estado de	-
Kuwait, the State of	Koweït, l'État du	Kuwait, el Estado de	-
Kyrgyz Republic	République kirghize	República Kirguisa	-
Kyrgyzstan	Kirghizistan	Kirguistán	KGZ
Lao PDR	RDP lao	RDP Lao	-
Lao People's Democratic Republic	République démocratique populaire lao	República Democrática Popular Lao	LAO
Latin American Integration Association	Association latino-américaine d'intégration	Asociación Latinoamericana de Integración	-
Latvia	Lettonie	Letonia	LVA
Latvia, Republic of	Lettonie, République de	Letonia, República de	-
Latvia, the Republic of	Lettonie, la République de	Letonia, la República de	-
Least-developed countries	Pays les moins avancés	Países menos adelantados	-
Lebanese Republic	République libanaise	República Libanesa	-
Lebanon	Liban	Líbano	LBN
Lesotho	Lesotho	Lesotho	LSO
Lesotho, Kingdom of	Lesotho, Royaume du	Lesotho, Reino de	-
Lesotho, the Kingdom of	Lesotho, le Royaume du	Lesotho, el Reino de	-
Liberia	Libéria	Liberia	LBR
Liberia, Republic of	Libéria, République du	Liberia, República de	-
Liberia, the Republic of	Libéria, la République du	Liberia, la República de	-
Libya	Libye	Libia	LBY
Libyan Arab Jamahiriya	Jamahiriya arabe libyenne	Jamahiriya Árabe Libia	-
Liechtenstein	Liechtenstein	Liechtenstein	LIE
Liechtenstein, Principality of	Liechtenstein, Principauté de	Liechtenstein, Principado de	-
Liechtenstein, the Principality of	Liechtenstein, la Principauté de	Liechtenstein, el Principado de	-
Lithuania	Lituanie	Lituania	LTU
Lithuania, Republic of	Lituanie, République de	Lituania, República de	-
Lithuania, the Republic of	Lituanie, la République de	Lituania, la República de	-
Luxembourg	Luxembourg	Luxemburgo	LUX
Luxembourg, Grand Duchy of	Luxembourg, Grand-Duché de	Luxemburgo, Gran Ducado de	-
Luxembourg, the Grand Duchy of	Luxembourg, le Grand-Duché de	Luxemburgo, el Gran Ducado de	-
Macao, China	Macao, Chine	Macao, China	MAC
Macedonia	Macédoine	Macedonia	-
Macedonia, former Yugoslav Republic of	Macédoine, ex-République yougoslave de	Macedonia, ex República Yugoslava de	MKD
Macedonia, Former Yugoslav Republic of	Macédoine, Ex-République yougoslave de	Macedonia, Ex República Yugoslava de	-
Macedonia, the former Yugoslav Republic of	Macédoine, l'ex-République yougoslave de	Macedonia, la ex República Yugoslava de	-
Madagascar	Madagascar	Madagascar	MDG
Madagascar, Republic of	Madagascar, République de	Madagascar, República de	-
Madagascar, the Republic of	Madagascar, la République de	Madagascar, la República de	-
Malawi	Malawi	Malawi	MWI
Malawi, Republic of	Malawi, République du	Malawi, República de	-
Malawi, the Republic of	Malawi, la République du	Malawi, la República de	-

Malaysia	Malaisie	Malasia	MYS
Maldives	Maldives	Maldivas	MDV
Maldives, Republic of	Maldives, République des	Maldivas, República de	-
Maldives, the Republic of	Maldives, la République des	Maldivas, la República de	-
Mali	Mali	Malí	MLI
Mali, Republic of	Mali, République du	Malí, República de	-
Mali, the Republic of	Mali, la République du	Malí, la República de	-
Malta	Malte	Malta	MLT
Malta, Republic of	Malte, République de	Malta, República de	-
Malta, the Republic of	Malte, la République de	Malta, la República de	-
Marshall Islands	Îles Marshall	Islas Marshall	MHL
Marshall Islands, Republic of the	Îles Marshall, République des	Islas Marshall, República de las	-
Marshall Islands, the Republic of the	Îles Marshall, la République des	Islas Marshall, la República de las	-
Martinique	Martinique	Martinica	MTQ
Mauritania	Mauritanie	Mauritania	MRT
Mauritania, Islamic Republic of	Mauritanie, République islamique de	Mauritania, República Islámica de	-
Mauritania, the Islamic Republic of	Mauritanie, la République islamique de	Mauritania, la República Islámica de	-
Mauritius	Maurice	Mauricio	MUS
Mauritius, Republic of	Maurice, République de	Mauricio, República de	-
Mauritius, the Republic of	Maurice, la République de	Mauricio, la República de	-
Mayotte	Mayotte	Mayotte	MYT
Mediterranean Middle East	Moyen-Orient méditerranéen	Oriente Medio Mediterráneo	-
Mexico	Mexique	México	MEX
Micronesia	Micronésie	Micronesia	-
Micronesia, Federated States of	Micronésie, États fédérés de	Micronesia, Estados Federados de	FSM
Micronesia, the Federated States of	Micronésie, les États fédérés de	Micronesia, los Estados Federados de	-
Middle East	Moyen-Orient	Oriente Medio	-
Moldova	Moldova	Moldova	-
Moldova, Republic of	Moldova, République de	Moldova, República de	MDA
Moldova, the Republic of	Moldova, la République de	Moldova, la República de	-
Monaco	Monaco	Mónaco	MCO
Monaco, Principality of	Monaco, Principauté de	Mónaco, Principado de	-
Monaco, the Principality of	Monaco, la Principauté de	Mónaco, el Principado de	-
Mongolia	Mongolie	Mongolia	MNG
Montenegro	Monténégro	Montenegro	MNE
Montserrat	Montserrat	Montserrat	MSR
Morocco	Maroc	Marruecos	MAR
Morocco, Kingdom of	Maroc, Royaume du	Marruecos, Reino de	-
Morocco, the Kingdom of	Maroc, le Royaume du	Marruecos, el Reino de	-
Mozambique	Mozambique	Mozambique	MOZ
Mozambique, Republic of	Mozambique, République du	Mozambique, República de	-
Mozambique, the Republic of	Mozambique, la République du	Mozambique, la República de	-
Myanmar	Myanmar	Myanmar	MYN
Myanmar, the Union of	Myanmar, l'Union du	Myanmar, la Unión de	-
Myanmar, Union of	Myanmar, Union du	Myanmar, Unión de	-
NAFTA	ALENA	TLCAN	-
Namibia	Namibie	Namibia	NAM
Namibia, Republic of	Namibie, République de	Namibia, República de	-
Namibia, the Republic of	Namibie, la République de	Namibia, la República de	-
Nauru	Nauru	Nauru	NRU
Nauru, Republic of	Nauru, République de	Nauru, República de	-
Nauru, the Republic of	Nauru, la République de	Nauru, la República de	-
Nepal	Népal	Nepal	NPL
Nepal, Kingdom of	Népal, Royaume du	Nepal, Reino de	-
Nepal, the Kingdom of	Népal, le Royaume du	Nepal, el Reino de	-
Netherlands	Pays-Bas	Países Bajos	NLD
Netherlands Antilles	Antilles néerlandaises	Antillas Neerlandesas	ANT
Netherlands, Kingdom of the	Pays-Bas, Royaume des	Países Bajos, Reino de los	-
Netherlands, the Kingdom of the	Pays-Bas, le Royaume des	Países Bajos, el Reino de los	-
Neutral Zone	Zone neutre	Zona neutral	-
New Caledonia	Nouvelle-Calédonie	Nueva Caledonia	NCL
New Zealand	Nouvelle-Zélande	Nueva Zelandia	NZL
New Zealand Territories	Territoires néo-zélandais	Territorios de Nueva Zelandia	-


Nicaragua	Nicaragua	Nicaragua	NIC
Nicaragua, Republic of	Nicaragua, République du	Nicaragua, República de	-
Nicaragua, the Republic of	Nicaragua, la République du	Nicaragua, la República de	-
Niger	Niger	Níger	NER
Niger, Republic of the	Niger, République du	Níger, República del	-
Niger, the Republic of the	Niger, la République du	Níger, la República del	-
Nigeria	Nigéria	Nigeria	NGA
Nigeria, Federal Republic of	Nigéria, République fédérale du	Nigeria, República Federal de	-
Nigeria, the Federal Republic of	Nigéria, la République fédérale du	Nigeria, la República Federal de	-
Niue	Nioué	Niue	NIU
Niue, Republic of	Nioué, République de	Niue, República de	-
Niue, the Republic of	Nioué, la République de	Niue, la República de	-
Norfolk Island	Île Norfolk	Isla Norfolk	NFK
North Africa	Afrique du Nord	África del Norte	-
North America	Amérique du Nord	América del Norte	-
North American Free Trade Agreement	Accord de libre-échange nord-américain	Tratado de Libre Comercio de América del Norte	-
Northern Mariana Islands	Îles Mariannes du Nord	Islas Marianas Septentrionales	MNP
Norway	Norvège	Noruega	NOR
Norway, Kingdom of	Norvège, Royaume de	Noruega, Reino de	-
Norway, the Kingdom of	Norvège, le Royaume de	Noruega, el Reino de	-
Oceania	Océanie	Oceanía	-
Oman	Oman	Omán	OMN
Oman, Sultanate of	Oman, Sultanat d'	Omán, Sultanía de	-
Oman, the Sultanate of	Oman, le Sultanat d'	Omán, la Sultanía de	-
Other Africa	Autres pays d'Afrique	Otros países de África	-
Other America	Autres pays d'Amérique	Otros países de América	-
Other Asia	Autres pays d'Asie	Otros países de Asia	-
Other Countries	Autres pays	Otros países	-
Other Europe	Autres pays d'Europe	Otros países de Europa	-
Other MFN origins	Autres provenances NPF	Otros orígenes NMF	-
Other Middle East	Autres pays du Moyen-Orient	Otros países de Oriente Medio	-
Other Oceania	Autres pays d'Océanie	Otros países de Oceanía	-
Pakistan	Pakistan	Pakistán	PAK
Pakistan, Islamic Republic of	Pakistan, République islamique du	Pakistán, República Islámica del	-
Pakistan, the Islamic Republic of	Pakistan, la République islamique du	Pakistán, la República Islámica del	-
Palau	Palaos	Palau	PLW
Palau, Republic of	Palaos, République des	Palau, República de	-
Palau, the Republic of	Palaos, la République des	Palau, la República de	-
Panama	Panama	Panamá	PAN
Panama Canal Zone	Zone du canal de Panama	Zona del canal de Panamá	PCZ
Panama, Republic of	Panama, République du	Panamá, República de	-
Panama, the Republic of	Panama, la République du	Panamá, la República de	-
Papua New Guinea	Papouasie-Nouvelle-Guinée	Papua Nueva Guinea	PNG
Paraguay	Paraguay	Paraguay	PRY
Paraguay, Republic of	Paraguay, République du	Paraguay, República del	-
Paraguay, the Republic of	Paraguay, la République du	Paraguay, la República del	-
People's Democratic Republic of Algeria	République algérienne démocratique et populaire	República Argelina Democrática y Popular	-
Peru	Pérou	Perú	PER
Peru, Republic of	Pérou, République du	Perú, República del	-
Peru, the Republic of	Pérou, la République du	Perú, la República del	-
Philippines	Philippines	Filipinas	PHL
Philippines, Republic of the	Philippines, République des	Filipinas, República de	-
Philippines, the Republic of the	Philippines, la République des	Filipinas, la República de	-
Pitcairn	Pitcairn	Pitcairn	-
Pitcairn Islands	Îles Pitcairn	Islas Pitcairn	PCN
Poland	Pologne	Polonia	POL
Poland, Republic of	Pologne, République de	Polonia, República de	-
Poland, the Republic of	Pologne, la République de	Polonia, la República de	-
Portugal	Portugal	Portugal	PRT
Portuguese Republic	République portugaise	República Portuguesa	-
Puerto Rico	Porto Rico	Puerto Rico	PRI

Qatar	Qatar	Qatar	QAT
Qatar, State of	Qatar, État du	Qatar, Estado de	-
Qatar, the State of	Qatar, l'État du	Qatar, el Estado de	-
Republic of Rwanda	République du Rwanda	República Rwandesa	-
Republic of South Africa	République sud-africaine	República de Sudáfrica	-
Republic of Tunisia	République tunisienne	República de Túnez	-
Republic of Turkey	République turque	República de Turquía	-
Reunion	Réunion	Reunión	REU
Romania	Roumanie	Rumania	ROU
Russia	Russie	Rusia	-
Russian Federation	Fédération de Russie	Federación de Rusia	RUS
Rwanda	Rwanda	Rwanda	RWA
Rwanda, the Republic of	Rwanda, la République du	Rwandesa, la República	-
SACU	SACU	UAAM	-
Saint Helena	Sainte-Hélène	Santa Elena	SHN
Saint Kitts and Nevis	Saint-Kitts-et-Nevis	Saint Kitts y Nevis	KNA
Saint Lucia	Sainte-Lucie	Santa Lucía	LCA
Saint Pierre and Miquelon	Saint-Pierre-et-Miquelon	San Pedro y Miquelón	SPM
Saint Vincent and the Grenadines	Saint-Vincent-et-les Grenadines	San Vicente y las Granadinas	VCT
Samoa	Samoa	Samoa	WSM
Samoa, Independent State of	Samoa, État indépendant du	Samoa, Estado Independiente de	-
Samoa, the Independent State of	Samoa, l'État indépendant du	Samoa, el Estado Independiente de	-
San Marino	Saint-Marin	San Marino	SMR
San Marino, Republic of	Saint-Marin, République de	San Marino, República de	-
San Marino, the Republic of	Saint-Marin, la République de	San Marino, la República de	-
Sao Tome and Principe	Sao Tomé-et-Principe	Santo Tomé y Príncipe	STP
Sao Tome and Principe, Democratic Republic of	Sao Tomé-et-Principe, République démocratique de	Santo Tomé y Príncipe, República Democrática de	-
Sao Tome and Principe, the Democratic Republic of	Sao Tomé-et-Principe, la République démocratique de	Santo Tomé y Príncipe, la República Democrática de	-
Saudi Arabia	Arabie saoudite	Arabia Saudita	SAU
Saudi Arabia, Kingdom of	Arabie saoudite, Royaume d'	Arabia Saudita, Reino de la	-
Saudi Arabia, the Kingdom of	Arabie saoudite, le Royaume d'	Arabia Saudita, el Reino de la	-
Senegal	Sénégal	Senegal	SEN
Senegal, Republic of	Sénégal, République du	Senegal, República del	-
Senegal, the Republic of	Sénégal, la République du	Senegal, la República del	-
Serbia	Serbie	Serbia	SRB
Serbia and Montenegro	Serbie-et-Monténégro	Serbia y Montenegro	-
Seychelles	Seychelles	Seychelles	SYC
Seychelles, Republic of	Seychelles, République des	Seychelles, República de	-
Seychelles, the Republic of	Seychelles, la République des	Seychelles, la República de	-
Sierra Leone	Sierra Leone	Sierra Leona	SLE
Sierra Leone, Republic of	Sierra Leone, République de	Sierra Leona, República de	-
Sierra Leone, the Republic of	Sierra Leone, la République de	Sierra Leona, la República de	-
Singapore	Singapour	Singapur	SGP
Singapore, Republic of	Singapour, République de	Singapur, República de	-
Singapore, the Republic of	Singapour, la République de	Singapur, la República de	-
Slovak Republic	République slovaque	República Eslovaca	-
Slovakia	Slovaquie	Eslovaquia	SVK
Slovenia	Slovénie	Eslovenia	SVN
Slovenia, Republic of	Slovénie, République de	Eslovenia, República de	-
Slovenia, the Republic of	Slovénie, la République de	Eslovenia, la República de	-
Socialist People's Libyan Arab Jamahiriya	Jamahiriya arabe libyenne populaire et socialiste	Jamahiriya Árabe Libia Popular y Socialista	-
Solomon Islands	Îles Salomon	Islas Salomón	SLB
Somali Democratic Republic	République démocratique somalie	República Democrática Somalí	-
Somalia	Somalie	Somalia	SOM
South Africa	Afrique du Sud	Sudáfrica	ZAF
South America	Amérique du Sud	América del Sur	-
South and Central America and the Caribbean	Amérique du Sud, Amérique centrale et Caraïbes	América del Sur y Central y el Caribe	-
South Asian Preferential Trading Arrangement	Arrangement d'échanges préférentiels de l'Asie du Sud	Zona de Comercio Preferencial de Asia Meridional	-
South Georgia and South Sandwich	Géorgie du Sud et îles Sandwich du	Georgia del Sur e Islas Sándwich del	-

Islands	Sud	Sur	
South and South East Asia	Pays d'Asie du Sud et du Sud-Est	Países del Sur y Sudeste Asiático	-
Southern Africa	Afrique australe	África Meridional	-
Southern African Customs Union	Union douanière d'Afrique australe	Unión Aduanera del África Meridional	-
Southern African Development Community	Communauté de développement de l'Afrique australe	Comunidad del África Meridional para el desarrollo	-
Southern Common Market	Marché commun du Sud	Mercado Común del Sur	-
Southern Rhodesia	Rhodésie du Sud	Rhodesia del Sur	RHO
Spain	Espagne	España	ESP
Spain, Kingdom of	Espagne, Royaume d'	España, Reino de	-
Spain, the Kingdom of	Espagne, le Royaume d'	España, el Reino de	-
Sri Lanka	Sri Lanka	Sri Lanka	LKA
Sri Lanka, Democratic Socialist Republic of	Sri Lanka, République socialiste démocratique de	Sri Lanka, República Socialista Democrática de	-
Sri Lanka, the Democratic Socialist Republic of	Sri Lanka, la République socialiste démocratique de	Sri Lanka, la República Socialista Democrática de	-
Sub-Saharan Africa	Afrique subsaharienne	África al Sur del Sahara	-
Sudan	Soudan	Sudán	SDN
Sudan, Republic of the	Soudan, République du	Sudán, República del	-
Sudan, the Republic of the	Soudan, la République du	Sudán, la República del	-
Suriname	Suriname	Suriname	SUR
Suriname, Republic of	Suriname, République du	Suriname, República de	-
Suriname, the Republic of	Suriname, la République du	Suriname, la República de	-
Svalbard and Jan Mayen	Svalbard et Île Jan Mayen	Svalbard e Isla de Jan Mayén	SJM
Swaziland	Swaziland	Swazilandia	SWZ
Swaziland, Kingdom of	Swaziland, Royaume du	Swazilandia, Reino de	-
Swaziland, the Kingdom of	Swaziland, le Royaume du	Swazilandia, el Reino de	-
Sweden	Suède	Suecia	SWE
Sweden, Kingdom of	Suède, Royaume de	Suecia, Reino de	-
Sweden, the Kingdom of	Suède, le Royaume de	Suecia, el Reino de	-
Swiss Confederation	Confédération suisse	Confederación Suiza	-
Switzerland	Suisse	Suiza	CHE
Syrian Arab Republic	République arabe syrienne	República Árabe Siria	SYR
Taipei, Chinese	Taipei chinois	Taipei Chino	TPKM
Tajikistan	Tadjikistan	Tayikistán	TJK
Tajikistan, Republic of	Tadjikistan, République du	Tayikistán, República de	-
Tajikistan, the Republic of	Tadjikistan, la République du	Tayikistán, la República de	-
Tanzania	Tanzanie	Tanzanía	TZA
Tanzania, the United Republic of	Tanzanie, la République-Unie de	Tanzanía, la República Unida de	-
Tanzania, United Republic of	Tanzanie, République-Unie de	Tanzanía, República Unida de	-
Thailand	Thaïlande	Taïlandia	THA
Thailand, Kingdom of	Thaïlande, Royaume de	Taïlandia, Reino de	-
Thailand, the Kingdom of	Thaïlande, le Royaume de	Taïlandia, el Reino de	-
the Argentine Republic	la République argentine	la República Argentina	-
the Central African Republic	la République centrafricaine	la República Centrafricana	-
the Cook Islands	les Îles Cook	las Islas Cook	-
the Czech Republic	la République tchèque	la República Checa	-
the Dominican Republic	la République dominicaine	la República Dominicana	-
the French Republic	la République française	la República Francesa	-
the Gabonese Republic	la République gabonaise	la República Gabonesa	-
the Hellenic Republic	la République hellénique	la República Helénica	-
the Holy See	le Saint-Siège	la Santa Sede	-
the Italian Republic	la République italienne	la República Italiana	-
the Kyrgyz Republic	la République kirghize	la República Kirguisa	-
the Lao People's Democratic Republic	la République démocratique populaire lao	la República Democrática Popular Lao	-
the Lebanese Republic	la République libanaise	la República Libanesa	-
the People's Democratic Republic of Algeria	la République algérienne démocratique et populaire	la República Argelina Democrática y Popular	-
the Portuguese Republic	la République portugaise	la República Portuguesa	-
the Republic of South Africa	la République sud-africaine	la República de Sudáfrica	-
the Republic of Tunisia	la République tunisienne	la República de Túnez	-
the Republic of Turkey	la République turque	la República de Turquía	-
the Russian Federation	la Fédération de Russie	la Federación de Rusia	-

the Slovak Republic	la République slovaque	la Republika Eslovaca	-
the Socialist People's Libyan Arab Jamahiriya	la Jamahiriya arabe libyenne populaire et socialiste	la Jamahiriya Árabe Libia Popular y Socialista	-
the Somali Democratic Republic	la République démocratique somalie	la República Democrática Somalí	-
the Swiss Confederation	la Confédération suisse	la Confederación Suiza	-
the Syrian Arab Republic	la République arabe syrienne	la República Árabe Siria	-
the Togolese Republic	la République togolaise	la República Togolesa	-
the United Arab Emirates	les Émirats arabes unis	los Emiratos Árabes Unidos	-
the United Mexican States	les États-Unis du Mexique	los Estados Unidos Mexicanos	-
the United States of America	les États-Unis d'Amérique	los Estados Unidos de América	-
East Timor	Timor-Leste	Timor-Leste	TLS
East Timor, Democratic Republic of	Timor-Leste, République démocratique du	Timor-Leste, República Democrática de	-
Togo	Togo	Togo	TGO
Togolese Republic	République togolaise	República Togolesa	-
Tokelau	Tokélaou	Tokelau	TKL
Tonga	Tonga	Tonga	TON
Tonga, Kingdom of	Tonga, Royaume des	Tonga, Reino de	-
Tonga, the Kingdom of	Tonga, le Royaume des	Tonga, el Reino de	-
Trinidad and Tobago	Trinité-et-Tobago	Trinidad y Tabago	TTO
Trinidad and Tobago, Republic of	Trinité-et-Tobago, République de	Trinidad y Tabago, República de	-
Trinidad and Tobago, the Republic of	Trinité-et-Tobago, la République de	Trinidad y Tabago, la República de	-
Trust Territory of the Pacific Islands	Territoires sous tutelle des îles du Pacifique	Territorio bajo tutela de las Islas del Pacífico	-
Tunisia	Tunisie	Túnez	TUN
Turkey	Turquie	Turquía	TUR
Turkmenistan	Turkménistan	Turkmenistán	TKM
Turks and Caicos Islands	Îles Turques et Caïques	Islas Turcas y Caicos	TCA
Tuvalu	Tuvalu	Tuvalu	TUV
Uganda	Ouganda	Uganda	UGA
Uganda, Republic of	Ouganda, République de l'	Uganda, República de	-
Uganda, the Republic of	Ouganda, la République de l'	Uganda, la República de	-
Ukraine	Ukraine	Ucrania	UKR
United Arab Emirates	Émirats arabes unis	Emiratos Árabes Unidos	ARE
United Kingdom	Royaume-Uni	Reino Unido	GBR
United Mexican States	États-Unis du Mexique	Estados Unidos Mexicanos	-
United States	États-Unis	Estados Unidos	-
United States Minor Outlying Islands	Îles mineures éloignées des États-Unis	Islas menores alejadas de los Estados Unidos	UMI
United States Oceania	Territoires des États-Unis en Océanie	Oceanía estadounidense	-
United States of America	États-Unis d'Amérique	Estados Unidos de América	USA
UNMIK	MINUK	UNMIK	-
Upper Volta	Haute-Volta	Alto Volta	HVO
Uruguay	Uruguay	Uruguay	URY
Uruguay, Eastern Republic of	Uruguay, République orientale de l'	Uruguay, República Oriental del	-
Uruguay, the Eastern Republic of	Uruguay, la République orientale de l'	Uruguay, la República Oriental del	-
USSR	URSS	URSS	-
Uzbekistan	Ouzbékistan	Uzbekistán	UZB
Uzbekistan, Republic of	Ouzbékistan, République d'	Uzbekistán, República de	-
Uzbekistan, the Republic of	Ouzbékistan, la République d'	Uzbekistán, la República de	-
Vanuatu	Vanuatu	Vanuatu	VUT
Vanuatu, Republic of	Vanuatu, République de	Vanuatu, República de	-
Vanuatu, the Republic of	Vanuatu, la République de	Vanuatu, la República de	-
Venezuela	Venezuela	Venezuela	-
Venezuela, Bolivarian Republic of	Venezuela, République bolivarienne du	Venezuela, República Bolivariana de	VEN
Venezuela, the Bolivarian Republic of	Venezuela, la République bolivarienne du	Venezuela, la República Bolivariana de	-
Viet Nam	Viet Nam	Viet Nam	VNM
Viet Nam, Democratic Republic of	Viet Nam, République démocratique du	Viet Nam, República Democrática de	VDR
Viet Nam, Socialist Republic of	Viet Nam, République socialiste du	Viet Nam, República Socialista de	-
Viet Nam, the Socialist Republic of	Viet Nam, la République socialiste du	Viet Nam, la República Socialista de	-
Virgin Islands, British	Îles Vierges britanniques	Islas Vírgenes Británicas	VGB
Virgin Islands, United States	Îles Vierges des États-Unis	Islas Vírgenes estadounidenses	VIR
WAEMU	UEMOA	UEMAO	-
Wake Island	Île de Wake	Isla Wake	-

en	fr	es	
Wallis and Futuna	Wallis-et-Futuna	Wallis y Futuna	WLF
Wallis and Futuna Islands	Îles Wallis-et-Futuna	Islas Wallis y Futuna	-
West African Economic and Monetary Union	Union économique et monétaire ouest-africaine	Unión Económica y Monetaria de África Occidental	-
West African Economic Community	Communauté économique de l'Afrique de l'Ouest	Comunidad Económica del África Occidental	-
West Asia	Asie occidentale	Asia Occidental	-
West Bank and Gaza	Cisjordanie et Gaza	Ribera Occidental y Gaza	-
Western Africa	Afrique de l'Ouest	África Occidental	-
Western Sahara	Sahara occidental	Sahara Occidental	ESH
Western Samoa	Samoa occidentale	Samoa Occidental	SAM
Yemen	Yémen	Yemen	YEM
Yemen, Arab Republic of	Yémen, République arabe du	Yemen, Republica Árabe de	-
Yemen, People's Democratic Republic	Yémen, République démocratique populaire	Yemen, República Democrática Popular	-
Yemen, Republic of	Yémen, République du	Yemen, República del	-
Yemen, the Republic of	Yémen, la République du	Yemen, la República del	-
Yugoslavia	Yougoslavie	Yugoslavia	-
Yugoslavia, Socialist Federal Republic of	Yougoslavie, République fédérale socialiste de	Yugoslavia, República Federativa Socialista de	-
Zaire	Zaire	Zaire	ZRE
Zambia	Zambie	Zambia	ZMB
Zambia, Republic of	Zambie, République de	Zambia, República de	-
Zambia, the Republic of	Zambie, la République de	Zambia, la República de	-
Zimbabwe	Zimbabwe	Zimbabwe	ZWE
Zimbabwe, Republic of	Zimbabwe, République du	Zimbabwe, República de	-
Zimbabwe, the Republic of	Zimbabwe, la République du	Zimbabwe, la República de	-

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A.3 WTO Bodies

represent the place where a manual line break (+) should be inserted.

Search: <input type="text"/>		
English	Français	Español
Accession Working Parties	Groupes de travail de l'accession	Grupos de Trabajo sobre la Adhesión
Working Party on the Accession of	Groupe de travail de l'accession de	Grupo de Trabajo sobre la# Adhesión de
Appellate Body	Organe d'appel	Órgano de Apelación
Appointment and Promotion Board	Comité des nominations et des promotions	Junta de Nombramientos y Ascensos
Aid for Trade	Aide pour le commerce	Ayuda para el Comercio
Committee of Participants on the Expansion of Trade in# Information Technology Products	Comité des participants sur l'expansion du commerce# des produits des technologies de l'information	Comité de Participantes sobre la Exp# Comercio# de Productos de Tecnología de la Infoc
Committee of Participating Countries	Comité des pays participants	Comité de Países Participantes
Committee on Agriculture	Comité de l'agriculture	Comité de Agricultura
Committee on Anti-Dumping Practices	Comité des pratiques antidumping	Comité de Prácticas Antidumping
Committee on Balance-of-Payments Restrictions	Comité des restrictions appliquées à des fins# de balance des paiements	Comité de Restricciones por Balanza
Committee on Budget, Finance and Administration	Comité du budget, des finances et de l'administration	Comité de Asuntos Presupuestarios,# Financieros y Administrativos
Committee on Customs Valuation	Comité de l'évaluation en douane	Comité de Valoración en Aduana
Committee on Government Procurement	Comité des marchés publics	Comité de Contratación Pública
Committee on Import Licensing	Comité des licences d'importation	Comité de Licencias de Importación
Committee on Market Access	Comité de l'accès aux marchés	Comité de Acceso a los Mercados
Committee on Regional Trade Agreements	Comité des accords commerciaux régionaux	Comité de Acuerdos Comerciales Reg
Committee on Rules of Origin	Comité des règles d'origine	Comité de Normas de Origen
Committee on Safeguards	Comité des sauvegardes	Comité de Salvaguardias
Committee on Sanitary and Phytosanitary Measures	Comité des mesures sanitaires et phytosanitaires	Comité de Medidas Sanitarias y Fitos
Committee on Specific Commitments	Comité des engagements spécifiques	Comité de Compromisos Específicos
Committee on Subsidies and Countervailing Measures	Comité des subventions et des# mesures compensatoires	Comité de Subvenciones y# Medidas Compensatorias
Committee on Technical Barriers to Trade	Comité des obstacles techniques au commerce	Comité de Obstáculos Técnicos al Co
Committee on Trade and Development	Comité du commerce et du développement	Comité de Comercio y Desarrollo

Committee on Trade and Development# Dedicated Session	Comité du commerce et du développement# Session spécifique	Comité de Comercio y Desarrollo en# Sesión Específica
Committee on Trade and Development# Dedicated Session on Regional Trade Agreements	Comité du commerce et du développement# Session spécifique sur les accords commerciaux régionaux	Comité de Comercio y Desarrollo en# Sesión Específica sobre los Acuerdos# Comerciales Regionales
Committee on Trade and Development# Integrated Framework for Trade-Related# Technical Assistance	Comité du commerce et du développement# Cadre intégré pour l'assistance technique# liée au commerce	Comité de Comercio y Desarrollo# Marco Integrado para la Asistencia# Técnica relacionada con el Comercio
Committee on Trade and Development# (Aid for Trade)	Comité du commerce et du développement# (Aide pour le commerce)	Comité de Comercio y Desarrollo# (Ayuda para el Comercio)
Committee on Trade and Environment	Comité du commerce et de l'environnement	Comité de Comercio y Medio Ambient
Committee on Trade in Civil Aircraft	Comité du commerce des aéronefs civils	Comité del Comercio de Aeronaves Ci
Committee on Trade in Financial Services	Comité du commerce des services financiers	Comité del Comercio de Servicios Fini
Committee on Trade-Related Investment Measures	Comité des mesures concernant les# investissements et liées au commerce	Comité de Medidas en materia de Inv relacionadas con el Comercio
Council for Trade in Goods	Conseil du commerce des marchandises	Consejo del Comercio de Mercancías
Council for Trade in Goods# Sub-Committee on Least-Developed Countries	Conseil du commerce des marchandises# Sous-Comité des pays les moins avancés	Consejo del Comercio de Mercancías# Subcomité de Países Menos Adelanta
Council for Trade in Services	Conseil du commerce des services	Consejo del Comercio de Servicios
Council for Trade-Related Aspects of# Intellectual Property Rights	Conseil des aspects des droits de propriété# intellectuelle qui touchent au commerce	Consejo de los Aspectos de los Derec Propiedad# Intelectual relacionados con el Come
Dispute Settlement Body	Organe de règlement des différends	Órgano de Solución de Diferencias
General Council	Conseil général	Consejo General
Health Insurance Management Committee Independent Entity	Comité de gestion du plan d'assurance maladie Entité indépendante	Comité de Gestión del Seguro de Enf Entidad Independiente
Informal Group of Developing Countries	Groupe informel des pays en développement	Grupo Informal de Países en Desarrol
Informal Group of Developing Countries	Groupe informel des pays en développement	Grupo Informal de Países en Desarrol
Informal Group on Anti-Circumvention	Groupe informel de l'anticonournement	Grupo Informal sobre las Medidas cor
Integrated Framework Steering Committee	Comité directeur du Cadre intégré	Comité Directivo del Marco Integrado
International Dairy Agreement	Accord international sur le secteur laitier	Acuerdo Internacional de los Producte
International Bovine Meat Agreement	Accord international sur la viande bovine	Acuerdo Internacional de la Carne de
Sub-Committee on Cotton	Sous-Comité du coton	Subcomité sobre el Algodón
Sub-Committee on Least-Developed Countries	Sous-Comité des pays les moins avancés	Subcomité de Países Menos Adelanta
Trade Policy Review Body	Organe d'examen des politiques commerciales	Órgano de Examen de las Políticas Co
MINISTERIAL CONFERENCE	CONFÉRENCE MINISTÉRIELLE	CONFERENCIA MINISTERIAL
Trade Negotiations Committee	Comité des négociations commerciales	Comité de Negociaciones Comerciales
Committee on Agriculture, Special Session	Comité de l'agriculture# Session extraordinaire	Comité de Agricultura en# Sesión Extraordinaria
Committee on Trade and Development, Special Session	Comité du commerce et du développement# Session extraordinaire	Comité de Comercio y Desarrollo en# Sesión Extraordinaria
Committee on Trade and Environment, Special Session	Comité du commerce et de l'environnement# Session extraordinaire	Comité de Comercio y Medio Ambient Sesión Extraordinaria
Council for Trade in Services, Special Session	Conseil du commerce des services# Session extraordinaire	Consejo del Comercio de Servicios en Sesión Extraordinaria
Council for Trade-Related Aspects# of Intellectual Property Rights, Special Session	Conseil des aspects des droits de propriété# intellectuelle qui touchent au commerce# Session extraordinaire	Consejo de los Aspectos de los Derec Propiedad# Intelectual relacionados con el Come Sesión Extraordinaria
Dispute Settlement Body, Special Session	Organe de règlement des différends# Session extraordinaire	Órgano de Solución de Diferencias en Sesión Extraordinaria
Negotiating Group on Market Access	Groupe de négociation sur l'accès aux marchés	Grupo de Negociación sobre el Acces Mercados
Negotiating Group on Rules	Groupe de négociation sur les règles	Grupo de Negociación sobre las Norm
Negotiating Group on Trade Facilitation	Groupe de négociation sur# la facilitation des échanges	Grupo de Negociación sobre la Facilit Comercio
Working Party on Domestic Regulation	Groupe de travail de la réglementation intérieure	Grupo de Trabajo sobre la Reglament Nacional
Working Party on GATS Rules	Groupe de travail des règles de l'AGCS	Grupo de Trabajo sobre las Normas d
Working Group on the Interaction between# Trade and Competition Policy	Groupe de travail de l'interaction du commerce# et de la politique de la concurrence	Grupo de Trabajo sobre la Interacció Comercio y Política de Competencia
Working Party on Preshipment Inspection	Groupe de travail de l'inspection avant expédition	Grupo de Trabajo sobre Inspección# Previa a la Expedición
Working Party on Professional Services	Groupe de travail des services professionnels	Grupo de Trabajo sobre los Servicios

Working Group on the Relationship# between Trade and Investment	Groupe de travail des liens entre# commerce et investissement	Grupo de Trabajo sobre la Relación# entre Comercio e Inversiones
Working Party on State Trading Enterprises	Groupe de travail des entreprises# commerciales d'État	Grupo de Trabajo sobre las Empresas Comerciales del Estado
Working Group on Trade, Debt and Finance	Groupe de travail du commerce,# de la dette et des finances	Grupo de Trabajo sobre Comercio, De Finanzas
Working Group on Trade and Transfer of Technology	Groupe de travail du commerce# et du transfert de technologie	Grupo de Trabajo sobre Comercio y# Transferencia de Tecnología
Working Group on Transparency# in Government Procurement	Groupe de travail de la transparence# des marchés publics	Grupo de Trabajo sobre la Transparen de la Contratación Pública

* When the words "Special Session" appear in between other Committees, a comma may be used to denote where it belongs e.g.:
 Council for Trade in Services, Special Session
 Committee on Specific Commitments
 or
 Committee on Trade and Environment,
 Special Session
 Negotiating Group on Market Access

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A.4 WTO Members

Do **not** write the names of WTO Members in full, even the first time they are mentioned (unless specifically requested to do so by a party, in which case the use of the full title will be at the first mention only). Use the short form of Members' names.

China
not
 The People's Republic of China ("China")

Always write out "United States", "European Communities", and "European Union" in full except in accepted case short titles (e.g. *US - Shrimp*).

The adjectival use of the abbreviation "EC" or "EU" or "US" should be kept to a minimum, e.g. "EC Regulation" or "EC member State". Such abbreviations may be used when the sentence would otherwise be difficult to read, e.g. "non-European Communities' nationals" should be written as "non-EC nationals". When used as a noun, write out the names in full, adding an apostrophe as appropriate.

The abbreviations "US", "UK", "EC" or "EU" can be used in tables.

Refer to US or EU (with no full stops) to be consistent with the short titles of Appellate Body/panel reports.

EC / EU

In documents mentioning the EC as a WTO Member **before 1 December 2009**, please refer to the "European Communities" and add the following text in a footnote the first time this term appears:

On 1 December 2009, the Treaty of Lisbon amending the *Treaty on European Union and the Treaty establishing the European Community* ("Treaty of Lisbon") (done at Lisbon, 13 December 2007) entered into force. On 29 November 2009, the WTO received a Verbal Note (WT/L/779) from the Council of the European Union and the Commission of the European Communities stating that, by virtue of the Treaty of Lisbon, as of 1 December 2009, the European Union replaces and succeeds the European Community.

In documents mentioning the EU as a WTO Member **on or after 1 December 2009**, please refer to the "European Union". If it is necessary to provide a more complete picture of the succession, the text of the footnote above may be used at the first mention of the term "European Union".

See also:

- WTO members list [WT/INF/43/*](#)
- WTO Members and Observers [list](#), [map](#)
- WTO acceding countries [list](#)
- International intergovernmental organizations granted observer status to WTO bodies [list](#)

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A.5 Currencies

The reference is <http://unterm.un.org/> .

Also we strongly recommend ISO 4217 currency names and code elements:

http://www.currency-iso.org/iso_index/iso_tables/iso_tables_a1.htm
 M:\ReOffice\References\External References\Normes ISO\ISO_4217_2008_ef.pdf
 M:\ReOffice\References\External References\Normes ISO\ISO_4217_2008_Cor_1_2008_ef.pdf

Useful tips: see [Number formatting](#)

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A.6 Acronyms

Please refer to the WTO network drive -- [L:\Common\Dispute Settlement\WTO Report Citations](#) -- for the latest lists of citation details for WTO dispute settlement reports and arbitration awards in English, French, and Spanish.

Short forms and acronyms currently used in the WTO. The aim of this list is just to reference the possible writings, however it is up to you to choose the correct usage in function of your context.

Search: <input type="text"/>			
English		Français	
AATPO	Association of African Trade Promotion Organizations	AOAPC	Asociación de Organizaciones Africanas de Promoción

					Comercial
ACP	African, Caribbean and Pacific Group of States	ACP	pays d'Afrique, des Caraïbes et du Pacifique	ACP	Grupo de Estados de África, el Caribe y el Pacífico
ADB	Asian Development Bank	BAsD	Banque asiatique de développement	BASD	Banco Asiático de Desarrollo
AFTA	ASEAN Free Trade Area	AFTA	Zone de libre-échange de l'ASEAN	AFTA	Zona de Libre Comercio de la ASEAN
AGCI	African Global Competitiveness Initiative	AGCI	Initiative en faveur de la compétitivité de l'Afrique dans le monde	AGCI	Iniciativa para la Competitividad Mundial de África
AGOA	African Growth and Opportunity Act	AGOA	Loi sur la croissance et les perspectives économiques de l'Afrique	AGOA	Ley sobre Crecimiento y Oportunidades para África
AIT	Agreement on Internal Trade	ACI	Accord sur le commerce intérieur		Acuerdo de Comercio Interno
AITIC	Agency for International Trade Information and Cooperation	ACICI	Agence de coopération et d'information pour le commerce international	ACICI	Agencia de Cooperación y de Información para el Comercio Internacional
ALIDE	Latin American Association of Development Financial Institutions			ALIDE	Asociación Latinoamericana de Instituciones Financieras para el Desarrollo
AMF	Arab Monetary Fund			FMA	Fondo Monetario Árabe
AMS	aggregate measurement of support (Agreement on Agriculture)	MGS	mesure globale du soutien (dans l'Accord sur l'agriculture)	MGA	Medida Global de la Ayuda
AMU	Arab Maghreb Union			UMA	Unión del Magreb Árabe
ANSI	American National Standards Institute	ANSI	Institut national de normalisation des États-Unis	ANSI	Instituto Nacional de Normas de los Estados Unidos
ANZCERTA	Australia-New Zealand Closer Economic Relations Trade Agreement	ACREANZ	Accord commercial de rapprochement économique australo-néozélandais	ANZCERTA	Acuerdo comercial por el que se estrechan las relaciones económicas entre Australia y Nueva Zelandia
APEC	Forum for Asia-Pacific Economic Cooperation	APEC	Forum de coopération économique Asie-Pacifique	APEC	Foro de Cooperación Económica de Asia y el Pacífico
APHIS	Animal and Plant Health Inspection Service (United States of America)	APHIS	Service de l'inspection zoosanitaire et phytosanitaire (États-Unis)	APHIS	Servicio de Inspección Zoosanitaria y Fitosanitaria
APLAC	Asia-Pacific Laboratory Accreditation Cooperation	APLAC	Coopération Asie-Pacifique pour l'agrément des laboratoires	APLAC	Cooperación de Acreditación de Laboratorios de Asia-Pacífico
APRG	advance payment refund guarantee		Garantie de restitution des paiements anticipés	APRG	garantía de reembolso de pagos anticipados
AQSIQ	General Administration for Quality Supervision, Inspection and Quarantine (China)	AQSIQ	Administration générale (de la République populaire de Chine) pour le contrôle de la qualité, l'inspection et le contrôle sanitaire	AQSIQ	Administración General de Supervisión de la Calidad, Inspección y Cuarentena (China)
ARIPO	African Regional Intellectual Property Organization (formerly African Regional Industrial Property Organization)	ARIPO	Organisation régionale africaine de la propriété industrielle	ARIPO	Organización Regional Africana de la Propiedad Industrial
ARSO	African Organisation for Standardisation (formerly African Regional Organisation for Standardisation)	ORAN	Organisation régionale africaine de normalisation	ORAN	Organización Regional Africana de Normalización
ASEAN	Association of Southeast Asian Nations	ASEAN	Association des nations de l'Asie du Sud-Est	ASEAN	Asociación de Naciones del Asia Sudoriental
ASYCUDA	Automatic System for Customs Data	SYDONIA	Système douanier automatisé	SIDUNEA	Sistema Aduanero Automatizado
ATC	Agreement on Textiles and Clothing	ATV	Accord sur les textiles et les vêtements	ATV	Acuerdo sobre los Textiles y el Vestido
AU	African Union	UA	Union africaine	UA	Unión Africana
AusAID	Australian Agency for International Development	AusAID	Agence australienne pour le développement international	AusAID	Agencia Australiana para el Desarrollo Internacional

BADEA	Arab Bank for Economic Development in Africa			BADEA	Banco Árabe para el Desarrollo Económico de África
BIML	International Bureau of Legal Metrology	BIML	Bureau international de métrologie légale	BIML	Oficina Internacional de Metrología Legal
BIMSTEC	Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation	BIMSTEC	Initiative du golfe du Bengale pour la coopération technique et économique multisectorielle	BIMSTEC	Iniciativa del Golfo de Bengala para la cooperación técnica y económica multisectorial
BISD	Basic Instruments and Selected Documents	IBDD	Instruments de base et documents divers	IBDD	Instrumentos Básicos y Documentos Diversos
BLADEX	Banco Latinoamericano de Comercio Exterior, S.A. (Foreign Trade Bank of Latin America), formerly Banco Latinoamericano de Exportaciones, S.A. (Latin American Export Bank)			BLADEX	Banco Latinoamericano de Exportaciones, S.A.
c.i.f.	cost, insurance and freight	c.a.f.	coût, assurance, fret	c.i.f. o CIF	costo, seguro y flete
CABEI	Central American Bank for Economic Integration			BCIE	Banco Centroamericano de Integración Económica
CACEU or CEUCA	Central African Customs and Economic Union or Customs and Economic Union of Central Africa			UDEAC	Unión Aduanera y Económica del África Central
CACM	Central American Common Market			MCCA	Mercado Común Centroamericano
CAEMC	Central African Economic and Monetary Community	CEMAC	Communauté économique et monétaire de l'Afrique centrale	CEMAC	Comunidad Económica y Monetaria del África Central
CAF	Andean Development Corporation			CAF	Corporación Andina de Fomento
CAFTA	Central America Free Trade Agreement	ALEAC	Accord de libre-échange d'Amérique centrale	CAFTA	Tratado de Libre Comercio de Centroamérica
CAMA	Central African Monetary Area	ZMAC	Zone monétaire d'Afrique centrale		Zona Monetaria Centroafricana
CAN	Andean Community of Nations			CAN	Comunidad Andina de Naciones
CARICOM	Caribbean Community or Caribbean Community and Common Market	CARICOM (la)	Communauté des Caraïbes	CARICOM	Comunidad del Caribe Comunidad y Mercado Común del Caribe
CASCO	Committee on Conformity Assessment (International Organization for Standardization)	CASCO	Comité pour l'évaluation de la conformité de l'Organisation internationale de normalisation	CASCO	Comité de Evaluación de la Conformidad de la ISO
CAUCA	Central American Uniform Customs Code			CAUCA	Código Aduanero Uniforme Centroamericano
CAUCA II	Protocol Amending the Central American Uniform Customs Code			CAUCA II	Protocolo de Modificación al Código Aduanero Uniforme Centroamericano
CBD	Convention on Biological Diversity	CDB	Convention sur la diversité biologique	CDB	Convenio sobre la Diversidad Biológica
CCC	Customs Co-operation Council			CCA	Consejo de Cooperación Aduanera
CCFTA	Canada-Chile Free Trade Agreement	ALECC	Accord de libre-échange Canada-Chili		Acuerdo de Libre Comercio entre el Canadá y Chile Tratado de Libre Comercio entre Chile y Canadá
CDB	Caribbean Development Bank			BDC	Banco de Desarrollo del Caribe
CEECs	Central and Eastern European countries		Pays d'Europe centrale et orientale	PECO	países de Europa Central y Oriental
CEFTA	Central European Free Trade Agreement	ALEEC	Accord de libre-échange d'Europe centrale	ALCEC	Acuerdo de Libre Comercio de Europa Central
CGIAR	Consultative Group on International Agricultural Research	CGIAR	Groupe consultatif pour la recherche agricole internationale	CGIAR	Grupo Consultivo para la Investigación Agrícola Internacional

cgt	compensated gross tonnage	tbcb	tonnes brutes compensées	tbcb	tonnage bruto compensado
CIFTA	Canada-Israel Free Trade Agreement	ALECI	Accord de libre-échange Canada-Israël		Acuerdo de Libre Comercio entre el Canadá e Israel
CIML	International Committee of Legal Metrology	CIML	Comité international de métrologie légale	CIML	Comité Internacional de Metrología Legal
CIS	Commonwealth of Independent States	CEI	Communauté d'États indépendants	CEI	Comunidad de Estados Independientes
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora	CITES	Convention sur le commerce international des espèces de faune et de flore sauvages menacées d'extinction	CITES	Convención sobre el Comercio Internacional de Especies Amenazadas de Fauna y Flora Silvestres
CJEC	Court of Justice of the European Communities	CJUE	Cour de justice de l'Union européenne		Tribunal de Justicia de las Comunidades Europeas
CMEA or COMECON	Council for Mutual Economic Assistance			CAME	Consejo de Ayuda Mutua Económica
COMESA	Common Market for Eastern and Southern Africa	COMESA (le)	Marché commun de l'Afrique orientale et australe	COMESA	Mercado Común para África Oriental y Meridional Mercado Común para el África Oriental y Meridional Mercado Común del África Oriental y Meridional
CONMETRO	National Council for Metrology, Standardization and Industrial Quality (Brazil)	CONMETRO	Conseil national de la métrologie, de la normalisation et des normes industrielles (Brésil)	CONMETRO	Consejo Nacional de Metrología, Normalización y Calidad Industrial (Brasil)
COTED	Council for Trade and Economic Development	COTED	Conseil du développement commercial et économique (CARICOM)	COTED	Consejo para el Comercio y el Desarrollo Económico
CPC	Central Product Classification			CPC	Clasificación Central de Productos
CPI	Consumer Price Index	IPC	Indice des prix à la consommation	IPC	índice de precios de consumo
CRO	Committee on Rules of Origin	CRO	Comité des règles d'origine	CNO	Comité de Normas de Origen
CSC	Committee on Specific Commitments		Comité des engagements spécifiques	CCE	Comité de Compromisos Específicos
CSD	Commission on Sustainable Development			CDS	Comisión sobre el Desarrollo Sostenible
CSTP	Committee for Scientific and Technological Policy (OECD)	CPST	Comité de la politique scientifique et technologique (OCDE)	CSTP	Comité sobre Políticas Científicas y Tecnológicas Comité de Política Científica y Tecnológica
CTD	Committee on Trade and Development	CCD	Comité du commerce et du développement	CCD	Comité de Comercio y Desarrollo
CTG	Council for Trade in Goods			CCM	Consejo del Comercio de Mercancías
CTS	consolidated tariff schedules	LTC	Listes tarifaires codifiées	LAR	Listas Arancelarias Refundidas
CTS	Council for Trade in Services			CCS	Consejo del Comercio de Servicios
CUTS	Consumer Unity and Trust Society				
CVAL	customs valuation			VAL	valoración en aduana
DAC	Development Assistance Committee (OECD)	CAD	Comité d'aide au développement (OCDE)	CAD	Comité de Asistencia para el Desarrollo
DDAGTF	Doha Development Agenda Global Trust Fund	FGASPDD	Fonds global d'affectation spéciale pour le Programme de Doha pour le développement	FFGPDD	Fondo Fiduciario Global del Programa de Doha para el Desarrollo
DSB	Dispute Settlement Body	ORD	Organe de règlement des différends	OSD	Órgano de Solución de Diferencias
DSU	Understanding on Rules and Procedures Governing the Settlement of Disputes	Mémorandum	Mémorandum d'accord sur le règlement des	ESD	Entendimiento relativo a las normas y procedimientos por los que se rige la solución

	(Dispute Settlement Understanding)	d'accord	différends		de diferencias Entendimiento sobre Solución de Diferencias
DTIS	Diagnostic Trade Integration Studies	EDIC	Étude diagnostique sur l'intégration du commerce	EDIC	estudio de diagnóstico sobre la integración comercial
dwt	dead-weight tonnage	tpl	tonnes de port en lourd	tpm	toneladas de peso muerto
EAC	East African Community	CAE	Communauté d'Afrique de l'Est	CAO	Comunidad del África Oriental
EAC	East African Cooperation	EAC	Coopération de l'Afrique de l'Est		Cooperación del África Oriental
EAE or EurAsEC	Eurasian Economic Community	EurAsEC ou EURASEC	Communauté économique eurasienne	EURASEC CEEA	Comunidad Económica de Eurasia Comunidad Económica Eurasiática Comunidad Económica Euroasiática
EASA	European Aviation Safety Agency	AESA	Agence européenne de sécurité aérienne	AESA	Agencia Europea de Seguridad Aérea
EBA	Everything But Arms	TSA	Tout sauf les armes	TMA	Todo menos armas
EBRD	European Bank for Reconstruction and Development	BERD	Banque européenne pour la reconstruction et le développement	BERD	Banco Europeo de Reconstrucción y Desarrollo
EC	European Communities	CE	Communautés européennes	CE	Comunidades Europeas
EC	European Commission	CE	Commission européenne	CE	Comisión Europea
ECA	Economic Commission for Africa	CEA	Commission économique pour l'Afrique	CEPA	Comisión Económica para África
ECAC	European Civil Aviation Conference	CEAC	Conférence européenne de l'aviation civile	CEAC	Conferencia Europea de Aviación Civil
ECAFE	Economic Commission for Asia and the Far East			CEPALO	Comisión Económica para Asia y el Lejano Oriente
ECCAS	Economic Community of Central African States	CEEAC	Communauté économique des États de l'Afrique centrale	CEEAC	Comunidad Económica de los Estados del África Central
ECDC	economic cooperation among developing countries			CEPD	Cooperación económica entre países en desarrollo
ECE or UNECE	Economic Commission for Europe or United Nations Economic Commission for Europe	CEE	Commission économique pour l'Europe	CEPE	Comisión Económica para Europa
ECLAC	Economic Commission for Latin America and the Caribbean	CEPALC	Commission économique pour l'Amérique latine et les Caraïbes	CEPAL	Comisión Económica para América Latina y el Caribe
ECO	Economic Cooperation Organization			OCE	Organización de Cooperación Económica
ECOSOC	Economic and Social Council	ECOSOC	Conseil économique et social	ECOSOC	Consejo Económico y Social
ECOSOCC	Economic, Social and Cultural Council (African Union)	ECOSOCC	Conseil économique, social et culturel (Union africaine)	ECOSOCC	Consejo Económico, Social y Cultural
ECOWAS	Economic Community of West African States	CEDEAO	Communauté économique des États de l'Afrique de l'Ouest	CEDEAO	Comunidad Económica de los Estados del África Occidental
ECSC	European Coal and Steel Community			CECA	Comunidad Europea del Carbón y del Acero
ECT	Energy Charter Treaty	TCE	Traité relatif à la Charte de l'énergie	TCE	Tratado sobre la Carta de la Energía
ECU	European Currency Unit			ecu/ecus	unidad monetaria europea
ECWA	Economic Commission for Western Asia			CEPAO	Comisión Económica para Asia Occidental
EDB	Environmental Database	BDE	Base de données sur l'environnement	BDMA	Base de Datos sobre Medio Ambiente
EDI	electronic data interchange	EDI	Échange électronique de données	IED	intercambio electrónico de datos
EEA	European Economic Area	EEE	Espace économique européen	EEE	Espacio Económico Europeo
EFSA	European Food Safety Authority	EFSA	Autorité européenne de sécurité des aliments	EFSA	Autoridad Europea de Seguridad Alimentaria
EFTA	European Free Trade Association	AELE	Association européenne de libre-échange	AELC	Asociación Europea de Libre Comercio

EIF	Enhanced Integrated Framework	CIR	Cadre intégré renforcé	MIM	Marco Integrado mejorado MI mejorado
EMCF	European Monetary Cooperation Fund	FECOM	Fonds européen de coopération monétaire	FECOM	Fondo Europeo de Cooperación Monetaria
EMS	equivalent measurement of support			MAE	Medida de la Ayuda Equivalente
EOS	Egyptian Organization for Standardization and Quality	EOS	Organisation égyptienne de normalisation et de contrôle de la qualité	EOS	Organización Egipcia de Normalización y Control de Calidad
EPA	Economic Partnership Agreement	APE	Accord de partenariat économique	AAE	Acuerdo de Asociación Económica
EPA	Environmental Protection Agency (United States of America)		Agence pour la protection de l'environnement	EPA	Agencia de Protección Ambiental
EPO	European Patent Office	OEB	Office européen des brevets	OEP	Oficina Europea de Patentes
ESCAP	Economic and Social Commission for Asia and the Pacific	CESAP	Commission économique et sociale pour l'Asie et le Pacifique	CESPAP	Comisión Económica y Social para Asia y el Pacífica
ESCWA or UN- ESCWA	Economic and Social Commission for Western Asia or United Nations Economic and Social Commission for Western Asia	CESAO	Commission économique et sociale pour l'Asie occidentale	CESPAO	Comisión Económica y Social para Asia Occidental
ESM	1. emergency safeguard measure 2. emergency safeguard mechanism	MSU	1. Mesure de sauvegarde d'urgence (MSU) 2. Mécanisme de sauvegarde d'urgence (MSU)	MSU	1. medida[s] de salvaguardia urgente[s] 2. mecanismo de salvaguardia urgente
EU	European Union			UE	Unión Europea
Euro	monetary unit and currency of the European Union (as of 1999)			euro/euros	unidad monetaria europea (a partir de 1999)
EUROSTAT	Statistical Office of the European Communities	EUROSTAT	Office statistique de l'Union européenne	EUROSTAT	Oficina Estadística de las Comunidades Europeas
f.a.s.	free alongside ship	f.l.b.	franco le long du bateau	f.a.s. o FAS	franco al costado del buque
f.o.b.	free on board	f.a.b.	franco à bord	f.o.b. o FOB	franco a bordo
FAO	Food and Agriculture Organization of the United Nations	FAO	Organisation des Nations Unies pour l'alimentation et l'agriculture	FAO	Organización de las Naciones Unidas para la Alimentación y la Agricultura
FAO/WHO	FAO/WHO Joint Codex Alimentarius Commission				Comisión Mixta FAO/OMS del Codex Alimentarius
FATF	Financial Action Task Force	GAFI	Groupe d'action financière	GAFI	Grupo de Acción Financiera Internacional Grupo de Acción Financiera
FDA	Food and Drug Administration	FDA	Agence des médicaments et des produits alimentaires	FDA	Administración de Alimentos y Medicamentos
FDI	foreign direct investment	IED	investissement étranger direct	IED	inversiones extranjeras directas
FORSEC / FORUMSEC or PIFS	Pacific Islands Forum Secretariat	FORSEC	Secrétariat du Forum des îles du Pacifique	PIFS	Secretaría del Foro de las Islas del Pacífico
FTA	free trade agreement	ALE	Accord de libre-échange	ALC TLC	acuerdo de libre comercio tratado de libre comercio
FTAA	Free Trade Area of the Americas	ZLEA	Accord de libre-échange des Amériques	ALCA	Área de Libre Comercio de las Américas
FTAA Agreement	Free Trade Area of the Americas Agreement		Accord sur la ZLEA		Acuerdo del ALCA
FVO	Food and Veterinary Office (European Commission)	OVA	Office vétérinaire et alimentaire	OAV	Oficina Alimentaria y Veterinaria
GAFTA	Greater Arab Free Trade Area	GZALE	Grande zone arabe de libre-échange	GAFTA	Gran Zona Árabe de Libre Comercio
GAL	guaranteed access level (textiles)			NGA	niveles garantizados de acceso (textiles)
GATS	General Agreement on Trade in Services	AGCS	Accord général sur le commerce des services	AGCS	Acuerdo General sobre el Comercio de

					SERVICIOS
GATT	General Agreement on Tariffs and Trade	GATT	Accord général sur les tarifs douaniers et le commerce	GATT de 1994/de 1947	Acuerdo General sobre Aranceles Aduaneros y Comercio de 1994/de 1947
GBT	Group on Basic Telecommunications			GTB	Grupo sobre Telecomunicaciones Básicas
GCC	Gulf Cooperation Council (Cooperation Council for the Arab States of the Gulf)	CCG	Conseil de coopération du Golfe	CCG	Consejo de Cooperación del Golfo
GDP	gross domestic product	PIB	produit intérieur brut	PIB	producto interior bruto producto interno bruto
GNP	gross national product	PNB	produit national brut	PNB	producto nacional bruto
GPA	Agreement on Government Procurement	AMP	Accord sur les marchés publics	ACP	Acuerdo sobre Contratación Pública
GPT	general preferential tariff	TPG	Tarif de préférence général (Canada)		Arancel Preferencial General
GRULAC	Group of Latin American and Caribbean Countries	GRULAC	Groupe des États d'Amérique latine et des Caraïbes	GRULAC	Grupo Latinoamericano y del Caribe Grupo de Países de América Latina y el Caribe Grupo de Estados de América Latina y el Caribe
GSP	Generalized System of Preferences	SGP	Système généralisé de préférences	SGP	Sistema Generalizado de Preferencias
GSTP	Global System of Trade Preferences (among developing countries)	SGPC	Système global de préférences commerciales (entre pays en développement)	SGPC	Sistema Global de Preferencias Comerciales entre Países en Desarrollo
HIPC	heavily indebted poor country	PPTe	pays pauvres très endettés	PPME	países pobres muy endeudados
HKSAR	Hong Kong Special Administrative Region	RASHK	Région administrative spéciale de Hong Kong	RAEHK	Región Administrativa Especial de Hong Kong
HS	Harmonized Commodity Description and Coding System	SH	Système harmonisé de désignation et de codification des marchandises	SA	Sistema Armonizado de Designación y Codificación de Mercancías
IADB or IDB	Inter-American Development Bank	BID	Banque interaméricaine de développement	BID	Banco Interamericano de Desarrollo
IAEA	International Atomic Energy Agency	AIEA	Agence internationale de l'énergie atomique	OIEA	Organismo Internacional de Energía Atómica
IAPC	International Auditing Practices Committee	IAPC	Comité international des pratiques en matière de révision comptable	CPIA	Comité de Prácticas Internacionales de Auditoría
IAS	International Accounting Standards	IAS	normes comptables internationales, normes IAS	NIC	Normas Internacionales de Contabilidad
IAWG	Inter-Agency Working Group			GTI	Grupo de Trabajo Interinstitucional
IBRD	International Bank for Reconstruction and Development (World Bank)	BIRD	Banque internationale pour la reconstruction et le développement (Banque mondiale)	BIRF	Banco Internacional de Reconstrucción y Fomento (Banco Mundial)
ICAO	International Civil Aviation Organization	OACI	Organisation de l'aviation civile internationale	OACI	Organización de Aviación Civil Internacional
ICC	International Criminal Court	CPI	Cour pénale internationale	CPI	Corte Penal Internacional
ICGFI	International Consultative Group on Food Irradiation			GCIIA	Grupo Consultivo Internacional sobre Irradiación de los Alimentos
ICITO	Interim Commission for the International Trade Organization	ICITO	Commission intérimaire de l'Organisation internationale du commerce	ICITO	Comisión Interina de la Organización Internacional de Comercio
ICJ	International Court of Justice	CIJ	Cour internationale de justice	CIJ	Corte Internacional de Justicia
ICPM	Interim Commission on Phytosanitary Measures			CIMF	Comisión Interina de Medidas Fitosanitarias
ICSID	International Centre for Settlement of Investment	CIRDI	Centre international pour le règlement des	CIADI	Centro Internacional de Arreglo de Diferencias

	Disputes		différents relatifs aux investissements		Relativas a Inversiones
IDB	Islamic Development Bank			BIsD	Banco Islámico de Desarrollo
IDIC	Industrial Development and Investment Center (Taipei)	IDIC	Centre pour le développement industriel et l'investissement (Taipei chinois)	IDIC	Centro de Desarrollo Industrial e Inversiones (Taipei Chino)
IE	independent entity			EI	Entidad Independiente
IEA	International Energy Agency	AIE	Agence internationale de l'énergie	AIE	Agencia Internacional de la Energía
IFAD	International Fund for Agricultural Development	FIDA	Fonds international de développement agricole	FIDA	Fondo Internacional de Desarrollo Agrícola
IGC	International Grains Council			CIC	Consejo Internacional de Cereales
ILAC	International Laboratory Accreditation Cooperation	ILAC	Coopération internationale sur l'agrément des laboratoires d'essais	ILAC	Cooperación Internacional de Acreditación de Laboratorios
ILO	International Labour Organization	OIT	Organisation internationale du travail	OIT	Organización Internacional del Trabajo
IMF	International Monetary Fund	FMI	Fonds monétaire international	FMI	Fondo Monetario Internacional
IMO	International Maritime Organization			OMI	Organización Marítima Internacional
INMETRO	National Institute for Metrology, Standardization and Industrial Quality (Brazil)	INMETRO	Institut national de métrologie, de normalisation et de qualité industrielle (Brésil)	INMETRO	Instituto Nacional de Metrología, Normalización y Calidad Industrial
INR	initial negotiating right			DPN	derechos de primer negociador
IOSCO	International Organization of Securities Commissions	OICV	Organisation internationale des commissions de valeurs	OICV	Organización Internacional de Comisiones de Valores
IPAP	Investment Promotion Action Plan	IPAP	Plan d'action pour la promotion de l'investissement	IPAP	Plan de Acción para la Promoción de las Inversiones
IPGRI	International Plant Genetic Resources Institute			IPGRI	Instituto Internacional de Recursos Fitogenéticos
IPPC	International Plant Protection Convention	CIPV	Convention internationale pour la protection des végétaux	CIPF	Convención Internacional de Protección Fitosanitaria
IPRs	intellectual property rights	DPI	droits de propriété intellectuelle	DPI	derechos de propiedad intelectual
ISIC	International Standard Industrial Classification (of All Economic Activities)	CITI	Classification internationale type par industrie (de toutes les branches d'activité économique)	CIU	Clasificación Internacional Uniforme de todas las Actividades Económicas
ISO	International Organization for Standardization	ISO	Organisation internationale de normalisation	ISO	Organización Internacional de Normalización
ISO/IEC	International Organization for Standardization/International Electrotechnical Commission	ISO/CEI	ISO/Commission électrotechnique internationale	ISO/CEI	Organización Internacional de Normalización / Comisión Electrotécnica Internacional
ITA	Information Technology Agreement	ATI	Accord sur les technologies de l'information	ATI	Acuerdo sobre Tecnología de la Información
ITC	International Trade Centre	CCI	Centre du commerce international	ITC, CCI	Centro de Comercio Internacional
ITCB	International Textiles and Clothing Bureau			OITP	Oficina Internacional de los Textiles y las Prendas de Vestir
ITPA	International Tea Promotion Association			AIPT, ITPA	Asociación Internacional para la Promoción del Té
ITTC	Institute for Training and Technical Co-operation	IFCT	Institut de formation et de coopération technique	IFCT	Instituto de Formación y Cooperación Técnica
ITU	International Telecommunication Union	UIT	Union internationale des télécommunications	UIT	Unión Internacional de Telecomunicaciones
JITAP	Joint Integrated Technical	JITAP	Programme intégré conjoint d'assistance	JITAP	Programa Integrado Conjunto de Asistencia

	Assistance Programme		technique		Técnica
JUNAC	Board of the Cartagena Agreement			JUNAC	Junta del Acuerdo de Cartagena
LAES	Latin American Economic System			SELA	Sistema Económico Latinoamericano y del Caribe (reemplaza Sistema Económico Latinoamericano)
LAFTA	Latin American Free Trade Association			ALALC	Asociación Latinoamericana de Libre Comercio
LAIA or ALADI	Latin American Integration Association	ALADI	Association latino-américaine d'intégration	ALADI	Asociación Latinoamericana de Integración
LCA	life-cycle analysis or life-cycle assessment	ACV	analyse du cycle de vie	ACB	análisis del ciclo biológico análisis del ciclo vital análisis del ciclo de vida
LDCs	least developed countries	PMA	pays les moins avancés	PMA	países menos adelantados
LIBOR	London Interbank Offered Rate	LIBOR	taux interbancaire offert à Londres	LIBOR	tipo de oferta interbancaria de Londres tipo interbancario de oferta de Londres tipo de interés interbancario en el mercado de capitales de Londres
MAI	Multilateral Agreement on Investment	AMI	Accord multilatéral sur l'investissement	AMI	Acuerdo multilateral sobre Inversiones
MCC	Millennium Challenge Corporation				
MEA	Multilateral Environmental Agreement	AEM	accords environnementaux multilatéraux	AMUMA	acuerdos multilaterales sobre el medio ambiente
MERCOSUR	Southern Common Market	MERCOSUR	Marché commun du Sud	MERCOSUR	Mercado Común del Sur
MFA	Arrangement Regarding International Trade in Textiles (Multifibre Arrangement)	AMF	Accord sur les textiles et les vêtements (ATV)	AMF	Acuerdo relativo al Comercio Internacional de los Textiles
MFN	most-favoured-nation	NPF	nation la plus favorisée	n.m.f. o NMF	nación más favorecida
MICs	middle-income countries		pays à revenu intermédiaire	PIM	país de ingresos medianos
MOFTEC	Ministry of Foreign Trade and Economic Cooperation (China)	MOFTEC	Ministère du commerce extérieur et de la coopération économique (Chine)	MOFTEC	Ministerio de Comercio Exterior y Cooperación Económica (China)
MRA	Mutual Recognition Agreement	ARM	Accord de reconnaissance mutuelle	ARM	Acuerdo de reconocimiento mutuo
n.e.s.	not elsewhere specified			n.e.p.	no especificado o incluido en otra partida / no especificado en otra parte
n.i.e.	not included elsewhere			n.i.p.	no incluido en otra parte / no incluido en otra partida
n/a	not applicable			n.a.	no se aplica / no aplicable
n/a	not available			n.d.	no disponible / no se dispone de datos
NAFTA	North American Free Trade Agreement	ALENA	Accord de libre-échange nord-américain	TLCAN	Trato de Libre Comercio de América del Norte
NAMA	Non-Agricultural Market Access	AMNA	Accès aux marchés pour les produits non agricoles	AMNA	acceso a los mercados para los productos no agrícolas
NASA	National Aeronautics and Space Administration	NASA	Agence spatiale des États-Unis	NASA	Administración Nacional de Aeronáutica y del Espacio
NATO	North Atlantic Treaty Organization	OTAN	Organisation du Traité de l'Atlantique Nord	OTAN	Organización del Tratado del Atlántico Norte
NDP	net domestic product	PIN	produit intérieur net	PIN	producto interior neto
NEPAD	New Partnership for Africa's Development	NEPAD	Nouveau partenariat pour le développement de l'Afrique	NEPAD	Nueva Alianza para el Desarrollo de África

NFIDC	net food-importing developing country	PDINPA	pays en développement importateurs nets de produits alimentaires	PEDINPA	país en desarrollo importador neto de productos alimenticios
NGMA	Negotiating Group on Market Access	GNAM	Groupe de négociation sur l'accès aux marchés	GNAM	Grupo de Negociación sobre el Acceso a los Mercados
NGTF	Negotiating Group on Trade Facilitation	GNFE	Groupe de négociation sur la facilitation des échanges	GNFC	Grupo de Negociación sobre la Facilitación del Comercio
NIC	newly industrialized country	NPI	nouveaux pays industriels/nouveaux pays industrialisés	PRI	país de reciente industrialización país recientemente industrializado
NPPO	National Plant Protection Organization	ONPV	Organisation nationale de la protection des végétaux	ONPF	Organización nacional de protección fitosanitaria
NTB	non-tariff barrier	ONT	obstacles non tarifaires	BNA	obstáculos no arancelarios
OAPI	African Intellectual Property Organization	OAPI	Organisation africaine de la propriété intellectuelle	OAPI	Organización Africana de la Propiedad Intelectual
OAS	Organization of American States	OEA	Organisation des États américains	OEA	Organización de los Estados Americanos
OAU	Organization of African Unity	OUA	Organisation de l'unité africaine	OUA	Organización de la Unidad Africana
OCTG	oil country tubular goods	OCTG	produits tubulaires pour champs pétrolifères		artículos tubulares para campos petrolíferos
OECD	Organisation for Economic Co-operation and Development	OCDE	Organisation de coopération et de développement économiques	OCDE	Organización de Cooperación y Desarrollo Económicos
OECS	Organization of Eastern Caribbean States	OECO	Organisation des États des Caraïbes orientales	OECO	Organización de Estados del Caribe Oriental
OEEC	Organisation for European Economic Cooperation			OECE	Organización Europea de Cooperación Económica
OHADA	Organization for the Harmonization of Business Law in Africa	OHADA	Organisation pour l'harmonisation en Afrique du droit des affaires	OHADA	Organización para la Armonización de la Legislación Empresarial en África
OIC	Organisation of the Islamic Conference or Organisation of Islamic Cooperation	OCI	Organisation de la Conférence islamique/Organisation de coopération islamique	OCI	Organización de la Conferencia Islámica
OIE	World Organisation for Animal Health	OIE	Organisation mondiale de la santé animale (anciennement Office international des épizooties)	OIE	Organización Mundial de Sanidad Animal (antiguamente Oficina Internacional de Epizootias)
OIML	International Organization of Legal Metrology	OIML	Organisation internationale de métrologie légale	OIML	Organización Internacional de Metrología Legal
OIV	International Organisation of Vine and Wine			OIV	Organización Internacional de la Viña y el Vino (reemplaza Oficina Internacional de la Viña y el Vino)
OPEC	Organization of Petroleum-Exporting Countries			OPEP	Organización de Países Exportadores de Petróleo
OTDS	overall trade-distorting support	SGEDE	soutien global ayant des effets de distorsion des échanges	AGDC	ayuda global causante de distorsión del comercio
OTDS	overall trade-distorting domestic support	SGEDE interne	soutien interne global ayant des effets de distorsion des échanges	AGDC	ayuda interna global causante de distorsión del comercio
PA	performance award			RAP	retribución en función de la actuación profesional
PECC	Pacific Economic Cooperation Council	PECC	Conseil de coopération économique du Pacifique	PECC	Consejo de Cooperación Económica del Pacífico
PGE	Permanent Group of Experts (under the Agreement on Subsidies and Countervailing	GEP	groupe d'experts permanent	GPE	Grupo Permanente de Expertos (en el Acuerdo sobre Subvenciones y

	Measures)				Medidas Compensatorias)
POP	persistent organic pollutant	POP	polluants organiques persistants	COP	Contaminantes orgánicos persistentes
PPM	production processes and methods	PMP	Procédés et méthodes de production	PMP	procesos y métodos de producción
PRGF	Poverty Reduction and Growth Facility	FRPC	Facilité pour la réduction de la pauvreté et pour la croissance	SCLP	Servicio para el crecimiento y la lucha contra la pobreza
PRSP	Poverty Reduction Strategy Paper	DSRP	Document de stratégie pour la réduction de la pauvreté	DELP	Documento de estrategia de lucha contra la pobreza
PSE	producer subsidy equivalent	ESP	équivalent subvention à la production	ESP	equivalente en subvenciones al productor
PSI	preshipment inspection	IAE	inspection avant expédition	IPE	inspección previa a la expedición
PSI Agreement	Agreement on Preshipment Inspection			AIPE Acuerdo IPE	Acuerdo sobre Inspección Previa a la Expedición
PSI Working Party	Working Party on Preshipment Inspection			Grupo de Trabajo IPE	Grupo de Trabajo sobre Inspección Previa a la Expedición
PSL	preshipment loan		prêt avant expédition		préstamo previo a la expedición
RAM	recently acceded Member	MAR	Membres ayant accédé récemment		Miembros de reciente adhesión
RIOPPAH	Regional International Organization for Plant Protection and Animal Health			OIRSA	Organismo Internacional Regional de Sanidad Agropecuaria
RIS	Research and Information System for Developing Countries	RIS	Système de recherche et d'information pour les pays en développement	RIS	Sistema de Información e Investigación para Países en Desarrollo
S&D	special and differential treatment	TSD	traitement spécial et différencié		disposiciones sobre trato especial y diferenciado
SAARC	South Asian Association for Regional Cooperation	ASACR	Association sud-asiatique de coopération régionale	SAARC	Asociación del Asia Meridional para la Cooperación Regional
SACU	Southern African Customs Union	SACU (Ia)	Union douanière d'Afrique australe	SACU	Unión Aduanera del África Meridional
SADC	Southern African Development Community	SADC (Ia)	Communauté de développement de l'Afrique australe (Le sigle CDAA employé en français est désormais remplacé par le sigle anglais SADC, employé dans toutes les langues de travail)	SADC	Comunidad del África Meridional para el Desarrollo Comunidad de Desarrollo del África Meridional Comunidad para el Desarrollo del África Meridional
SADCC	Southern African Development Coordination Conference	SADCC	Conférence pour la coordination du développement de l'Afrique australe	SADCC	Conferencia de Coordinación del Desarrollo del África Meridional
SAFTA	Agreement on South Asian Free Trade Area	SAFTA	(Accord sur la) zone de libre-échange de l'Asie du Sud	SAFTA	Acuerdo de Libre Comercio del Asia Meridional
SAFTA	Singapore-Australia Free Trade Agreement	SAFTA	Accord de libre-échange entre Singapour et l'Australie	SAFTA	Acuerdo de Libre Comercio entre Singapur y Australia
SAPTA	South Asian Preferential Trade Arrangement			SAPTA	Acuerdo de Comercio Preferencial del Asia Meridional Acuerdo Comercial Preferencial de la SAARC
SCF	Scientific Committee on Food (EC)	CSAH	Comité scientifique de l'alimentation humaine (UE)		Comité científico de la Alimentación Humana
SCM	SCM Agreement (Agreement on Subsidies and Countervailing Measures)	SMC	Accord SMC (Accord sur les subventions et les mesures compensatoires)	ASMC	Acuerdo SMC (Acuerdo sobre Subvenciones y Medidas Compensatorias)
SCM	subsidies and countervailing measures			SMC	subvenciones y medidas compensatorias
	State Development and		Commission d'État pour le		Comisión Estatal de

SDPC	State Development and Planning Commission (China)	SDPC	développement et la planification (Chine)	SDPC	Planificación del Desarrollo
SDR	special drawing right	DTS	droit de tirage spécial	DEG	derecho especial de giro
Secretariat	Secretariat of the World Trade Organization			Secretaría	Secretaría de la Organización Mundial del Comercio
SFPR	Strategic Framework for Poverty Reduction	CSLP	Cadre stratégique de lutte contre la pauvreté	DELP	Documentos de estrategia de lucha contra la pobreza
SIECA	Secretariat for Central American Economic Integration			SIECA	Secretaría de Integración Económica Centroamericana
SIMA	Special Import Measures Act (Canada)	LMSI	Loi sur les mesures spéciales d'importation (Canada)		Ley de medidas especiales de importación
SITC	Standard International Trade Classification	CTCI	Classification type pour le commerce international	CUCI	Clasificación Uniforme para el Comercio Internacional
SME	small and medium-sized enterprises			PYME	pequeña y mediana empresa
SPS	SPS Agreement (Agreement on the Application of Sanitary and Phytosanitary Measures)	SPS	Accord SPS (Accord sur l'application des mesures sanitaires et phytosanitaires)	MSF, AMSF, Acuerdo MSF	medidas sanitarias y fitosanitarias Acuerdo sobre la Aplicación de Medidas Sanitarias y Fitosanitarias
SPS	sanitary and phytosanitary measures			MSF	medidas sanitarias y fitosanitarias
SPS Agreement	Agreement on the Application of Sanitary and Phytosanitary Measures			AMSF Acuerdo MSF	Acuerdo sobre la Aplicación de Medidas Sanitarias y Fitosanitarias
SSC	Scientific Steering Committee	CSD	Comité scientifique directeur	CDC	Comité director científico
SSG	special safeguard (Agreement on Agriculture)	SGS	Sauvegarde spéciale (dans l'Accord sur l'agriculture)	SGE	salvaguardia especial (en el Acuerdo sobre la Agricultura)
ST	special treatment (Agreement on Agriculture)		Traitement spécial (dans l'Accord sur l'agriculture)	TE	Trato especial
STDF	Standards and Trade Development Facility	STDF	Fonds pour l'application des normes et le développement du commerce	STDF	Fondo para la Aplicación de Normas y el Fomento del Comercio
STIC	Sustainable Trade and Innovation Centre	CCDI	Centre pour le commerce durable et l'innovation	STIC	Centro de Comercio Sostenible e Innovación Centro del Comercio Sostenible y de la Innovación
STO	specific trade obligation		Obligations commerciales spécifiques	OCE	obligaciones comerciales específicas
SVE	small, vulnerable economy	PEV	petites économies vulnérables		economías pequeñas y vulnerables
TAMC	Technical Assistance Management Committee	CGAT	Comité de gestion de l'assistance technique	CGAT	Comité de Gestión de la Asistencia Técnica
TBT	technical barrier to trade	OTC	obstacles techniques au commerce	OTC	obstáculos técnicos al comercio
TBT Agreement	Agreement on Technical Barriers to Trade			AOTC Acuerdo OTC	Acuerdo sobre Obstáculos Técnicos al Comercio
TCRO	Technical Committee on Rules of Origin		Comité technique des règles d'origine	CTNO	Comité Técnico de Normas de Origen
TFAP	Trade Facilitation Action Plan	TFAP	Plan d'action pour la facilitation des échanges (TFAP)	TFAP	Plan de Acción para la Facilitación del Comercio
TMB	Textiles Monitoring Body	OSpT	Organe de supervision des textiles	OST	Órgano de Supervisión de los Textiles
TPRB	Trade Policy Review Body	OEPC	Organe d'examen des politiques commerciales	OEPC	Órgano de Examen de las Políticas Comerciales
TPRM	Trade Policy Review Mechanism	MEPC	Mécanisme d'examen des politiques commerciales	MEPC	Mecanismo de Examen de las Políticas Comerciales
TRIM	trade-related investment measure	MIC	mesures concernant les investissements et liées au commerce	MIC	Medidas en materia e inversiones relacionadas con el

			au commerce		comercio
TRIMS Agreement	Agreement on Trade-Related Investment Measures			AMIC Acuerdo sobre las MIC	Acuerdo sobre las Medidas en materia de Inversiones relacionadas con el Comercio
TRIPS	trade-related aspects of intellectual property rights	ADPIC	aspects des droits de propriété intellectuelle qui touchent au commerce	ADPIC	Aspectos de los derechos de propiedad intelectual relacionados con el comercio
TRIPS Agreement	Agreement on Trade-Related Aspects of Intellectual Property Rights			Acuerdo sobre los ADPIC	Acuerdo sobre los Aspectos de los Derechos de Propiedad Intelectual relacionados con el Comercio
TRM	Transitional Review Mechanism (China)	MET	Mécanisme d'examen transitoire (Chine)	MET	Mecanismo de Examen de Transición
TSB	Textiles Surveillance Body	OST	Organe de surveillance des textiles	OVT	Órgano de Vigilancia de los Textiles
UN	United Nations	ONU	Organisation des Nations Unies	ONU	Organización de las Naciones Unidas
UNCED	United Nations Conference on Environment and Development	CNUED	Conférence des Nations Unies sur l'environnement et le développement	CNUMAD	Conferencia de las Naciones Unidas sobre el Medio Ambiente y el Desarrollo
UNCITRAL	United Nations Commission on International Trade Law	CNUDCI	Commission des Nations Unies pour le droit commercial international	CNUMDI	Comisión de las Naciones Unidas para el Derecho Mercantil Internacional
UNCTAD	United Nations Conference on Trade and Development	CNUCED	Conférence des Nations Unies sur le commerce et le développement	UNCTAD	Conferencia de las Naciones Unidas sobre Comercio y Desarrollo
UNDP	United Nations Development Programme	PNUD	Programme des Nations Unies pour le développement	PNUD	Programa de las Naciones Unidas para el Desarrollo
UNECA	United Nations Economic Commission for Africa	CEA	Commission économique des Nations Unies pour l'Afrique	CEPA	Comisión Económica para África Comisión Económica de las Naciones Unidas para África
UNEP	United Nations Environment Programme			PNUMA	Programa de las Naciones Unidas para el Medio Ambiente
UNHCR	Office of the United Nations High Commissioner for Refugees			ACNUR	Oficina del Alto Comisionado de las Naciones Unidas para los Refugiados
UNIDO	United Nations Industrial Development Organization	ONUDI	Organisation des Nations Unies pour le développement industriel	ONUDI	Organización de las Naciones Unidas para el Desarrollo Industrial
UNSD	United Nations Statistics Division	DSNU	Division de statistique des Nations Unies		División de Estadística
UPOV	International Union for the Protection of New Varieties of Plants	UPOV	Union internationale pour la protection des obtentions végétales	UPOV	Unión Internacional para la Protección de las Obtenciones Vegetales
URAA	Uruguay Round Agreements Act (United States of America)	URAA	Loi sur les Accords du Cycle d'Uruguay (États-Unis)	URAA	Ley de los Acuerdos de la Ronda Uruguay
USAID	United States Agency for International Development	USAID	Agence américaine pour le développement international	USAID	Agencia de los Estados Unidos para el Desarrollo Internacional
USITC	United States International Trade Commission	USITC	Commission du commerce international des États-Unis	USITC	Comisión de Comercio Internacional de los Estados Unidos United Nations International Trade Commission
USTR	Office of the United States Trade Representative	USTR	Représentant des États-Unis pour les questions commerciales internationales	USTR	Representante de los Estados Unidos para las Cuestiones Comerciales Internacionales
WAEC	West African Economic Community			CEAO	Comunidad Económica del África Occidental
WAEMU	West African Economic and Monetary Union	UEMOA	Union économique et monétaire ouest-africaine	UEMAO	Unión Económica y Monetaria del África Occidental

WAMI	West African Monetary Institute	IMAO	Institut monétaire de l'Afrique de l'Ouest	IMAO	Instituto Monetario del África Occidental
WCO	World Customs Organization	OMD	Organisation mondiale des douanes	OMA	Organización Mundial de Aduanas
WFC	World Food Council			CMA	Consejo Mundial de la Alimentación
WFP	World Food Programme	PAM	Programme alimentaire mondial	PMA	Programa Mundial de Alimentos
WHO	World Health Organization			OMS	Organización Mundial de la Salud
WIPO	World Intellectual Property Organization	OMPI	Organisation mondiale de la propriété intellectuelle	OMPI	Organización Mundial de la Propiedad Intelectual
WPDR	Working Party on Domestic Regulation			GTRN	Grupo de Trabajo sobre la Reglamentación Nacional
WTO	World Trade Organization	OMC	Organisation mondiale du commerce	OMC	Organización Mundial del Comercio
WTO Agreement	Agreement Establishing the World Trade Organization			Acuerdo sobre la OMC	Acuerdo por el que se establece la Organización Mundial del Comercio
		APD	Aide publique au développement		
		ATLC	Assistance technique liée au commerce		
		BAfD	Banque africaine de développement		
		CSEND	Centre for Socio-Economic Development		
		DFID	Département du développement international (Royaume-Uni)		
		EPC	Examen des politiques commerciales		
		OMD	Objectifs du Millénaire pour le développement		
		ONG	Organisation non gouvernementale		
		PAB	Programme d'action de Bruxelles		
		PDD	Programme de Doha pour le développement		
		PME	Petites et moyennes entreprises		
		SNPC	Système de notification des pays créanciers		

 Philippe Blachon - 2014-09-23 14:34:16

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