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26 March 2012

**Subject: Meeting of the Joint Advisory Group on the International Trade Centre (ITC)**  
**(Forty-sixth session)**

1. The forty-sixth annual meeting of the Joint Advisory Group on the International Trade Centre (ITC) will be held from 21 to 22 May 2012 at the World Trade Organization (WTO) Geneva, starting at 10 a.m. on 21 May in Room CR I, for a duration of two days.
2. The Joint Advisory Group will examine the activities of the ITC and make recommendations to the UNCTAD Trade and Development Board and the World Trade Organization (WTO) General Council. Discussions will focus on the Annual Report on the Activities of ITC in 2011, the ITC Consolidated Programme Document for 2012 and the ITC Strategic Plan 2012-2015. One session will be set aside for a presentation of one aspect of ITC's work. An opportunity will be provided for the announcement of donor contributions to ITC for 2013.
3. The Group will have before it the following documentation for its consideration:
  - Provisional Agenda for the session (ITC/AG(XLVI)/L/246);
  - Annual Report on the Activities of ITC in 2011 (ITC/AG(XLVI)/243) and Addendum: Statistical Tables (ITC/AG(XLVI)/243/Add);
  - Consolidated Programme Document for 2012 (ITC/AG(XLVI)/244);
  - Strategic Plan 2012-2015 (ITC/AG(XLVI)/245).

This documentation will be distributed in the coming weeks.

4. Governments of States members of UNCTAD and members of WTO are invited to send representatives to this meeting. It is recommended that this representation be at the level of senior officials concerned with trade promotion or the development of foreign trade in general. It is especially desirable that the developing countries and economies in transition, which ITC is mandated to serve, be adequately represented.

5. The meeting is open to United Nations specialized agencies and bodies and to other intergovernmental organizations with observer status, and non-governmental organizations having an interest in trade promotion.

6. It is requested that the names of representatives to the Joint Advisory Group meeting be communicated to the International Trade Centre, Palais des Nations, 1211 Geneva 10 (fax: +41 (0)22 730 0575 or 733 4439), or e-mail: [itcreg@intracen.org](mailto:itcreg@intracen.org) , by **26 April 2012**.

(signed)

Supachai Panitchpakdi  
Secretary-General of UNCTAD

(signed)

Pascal Lamy  
Director-General of WTO