



26 September 2023

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**Committee of Participants on the Expansion of Trade in
Information Technology Products**

**MC12 IMPLEMENTATION MATTERS – IMPROVING THE FUNCTIONING
OF THE ITA COMMITTEE**

PROPOSALS ADOPTED BY THE COMMITTEE

On 12 September 2023, following written procedures in document [JOB/IT/36](#), the ITA Committee adopted the following proposals:

- (i) To extend the minimum time-frame for circulation of the airgram (convening notice) and proposed list of agenda items to 15 days in advance of each formal meeting, instead of the current practice of 10 days¹; and
- (ii) to introduce eAgenda on a trial basis.²

¹ Implementation of this proposal will commence at the formal meeting of the Committee scheduled for 19 October 2023.

² This proposal will be implemented on a trial basis at the formal meeting of the Committee scheduled for April 2024.