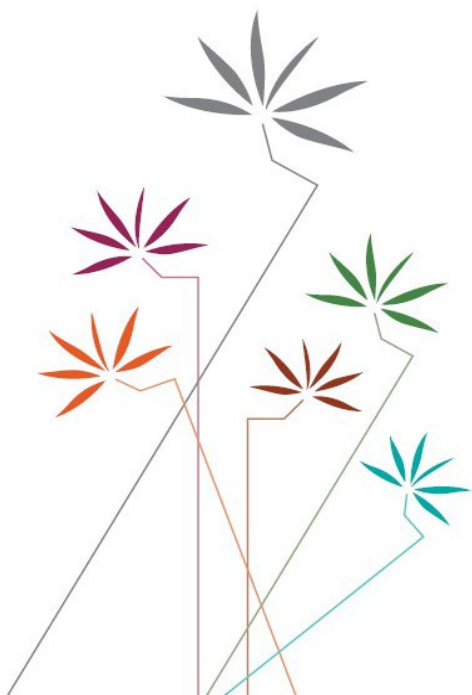# AGRICULTURE INFORMATION MANAGEMENT SYSTEM (AG-IMS): ONLINE NOTIFICATION SYSTEM

PRACTICAL GUIDE ON ONLINE SUBMISSION OF TARIFF QUOTA IMPORTS (**TABLE MA:2**) AND DOMESTIC SUPPORT (**TABLE DS:1**) NOTIFICATIONS

WORLD TRADE ORGANIZATION

Table of Contents

INTRODUCTION TO THE ONLINE AGRICULTURE NOTIFICATION SYSTEM (AG-IMS)

- AGRICULTURE INFORMATION MANAGEMENT SYSTEM (WTO.ORG)

Welcome to the Agriculture Information Management System (AG-IMS).

The AG-IMS is a tool to access WTO information related to the Agreement on Agriculture, the work of the Committee on Agriculture, and notifications submitted by Members under the Agreement. Since the end of 2019, Members can additionally submit their agriculture notifications on-line through the AG-IMS.

To submit online agriculture notifications, Members need a username and password provided by the Agriculture and Commodities Division of the WTO (for login details, please send a request to agcd_mailbox@wto.org and agnotifenquiries@wto.org).
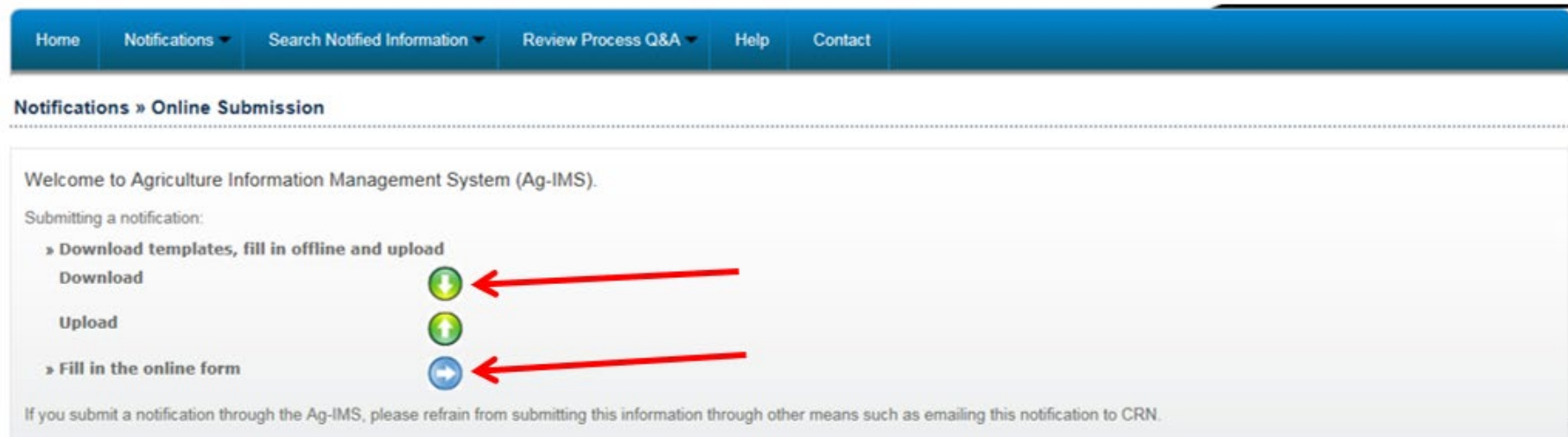
Once successfully logged in, two options for the submission of on-line notifications will be presented: (i) Download templates; and (ii) Fill-in the on-line form.

➢ **<u>Download templates:</u>**

Members can download the template of a notification to fill it in offline. Depending on the type of notification, these templates will be in MS Word (.doc) or Excel (.xls) formats. For lengthy notifications such as an annual domestic support notification or a notification on imports under TRQ, Members are encouraged to choose the "download templates" option so as to reuse the filled-in template to report subsequent years. Once the notification is filled in, it should be "uploaded" to the AG-IMS so that the System can extract the data from the template to feed into the database of notified information. Afterwards, Members will be able to generate a word (.doc) file in the prescribed notification format. [1]

➢ **<u>Fill-in the online form:</u>**

Members can also prepare notifications on-line. This would require constant access to internet while filling the on-line templates and also to save the updates before logging out.

If the option to **fill-in the notification on-line** is selected, users will be presented with the page below.

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[1] The Word document can be generated using the "View" button after the template has been uploaded into the System.

The original language is the language in which the notification is being submitted. The default checked language will be the language of the interface on the top right-hand side of the webpage. Please ensure that before filling in the notification, the interface and the language are set to the preferred language. The webpage interface is available in the three official languages of the WTO: English, French and Spanish.

Users should then select the relevant notification format. The menu shows the types of notification formats pursuant to the Agreement on Agriculture (and covered by the agreed notification requirements and formats in G/AG/2). In the example below (the European Union), all 12 types of notifications are presented.

The System allows Members to submit notifications covering any of the implementation years since 1995 or the relevant years since accession to the WTO. In the case of the European Union, this means since 1995.

Once the year is selected, Members should indicate whether the notification is an original one, or an Addendum/Corrigendum/Revision to an already issued notification. In the latter case, Members need to indicate the symbol of the original notification. An interesting feature for a "Revision" to a notification is that once the symbol of the original notification is selected, the System, upon clicking the "Next" button, will automatically generate the notification format inclusive of data and information reported in the original notification which can then be modified accordingly (this function is applicable for notifications that were issued using the System).

Once all required fields are filled out, users can click on the "Next" button to start filling in the notification on-line.

Please note that if the chosen implementation year for the concerned notification format has already been notified, the System will advise accordingly (see pop-up window below):

If the chosen option is to **"download templates"** to fill those offline, the following page will be shown:

There are a few differences in this case as compared to the screen for "on-line" submission. A noticeable difference is that the option for submitting an "Addendum" or "Corrigendum" is not provided ("on-line" submission option should rather be used in those cases). Once all required fields have been selected, Members must click on "Download" to generate the template of the notification (either in Word (.doc) or Excel (.xls)). Once the notification is completed offline, it can then be uploaded into the System.

The AG-IMS contains a number of features that help Members preparing and submitting their notifications.

These include:

- Automatic extraction of data from Members' schedules such as on TRQ commitments, or the Total AMS commitment level for the year in question;
- Embedded formulas that will automatically calculate totals, subtotals, market price support, *de minimis* levels, Current Total AMS, SSG triggers and TRQ fill-rates, among others.
- Automatic transfer of values from one supporting table to another, whenever applicable. This is of particular importance when filling out Table DS:1 and Table ES:1 notifications.
- Up-to-date reports on notified data: notified data becomes immediately searchable online once the notification is circulated.

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

ON-LINE SUBMISSION OF A TABLE MA:2 NOTIFICATION IN THE AG-IMS

The AG-IMS contains two options to submit a Table MA:2 notification: (i) Downloading a notification template and complete it offline; or (ii) Filling the on-line form. The first option is recommended for lengthy notifications as previously filled notifications can be reused as a template to notify subsequent reporting years.

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

AUTHENTICATION

First enter the **username** and the **password** provided to Members by the WTO Secretariat (for login details, please send a request to agcd_mailbox@wto.org and agnotifenquiries@wto.org).

Downloading a notification template (Excel format in the case of an MA:2 notification)

Click on the "Download" button.

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

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

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

Finally click "**DOWNLOAD**" and then "**SAVE AS**" in order to save the template on computer.

In order for the template to work properly, it is important that users save it on computer before using it.

EXCEL WORKBOOK

Table MA:2

First click on "Enable content" on top of the excel workbook. The first field "Communication by the notifying Member" is optional. Any information relevant to the notification that is deemed necessary to be highlighted upfront can be introduced here which will then be included on the cover page of the System-generated notification, such as the abolishment of scheduled TRQs, a change in the reporting period compared to previous years etc.

Before proceeding to inputting values in the table, **indicate** the **reporting year type** and **dates**.

The first six columns of the excel template (shaded in yellow), namely "**TQ ID**[2]", "**Description of products**", "**Tariff item number(s) encompassed in product description**", "**Unit**", "**Initial quantity**" and "**Final quantity**", are pre-filled to include information on Members' tariff quota commitments as extracted from the WTO Consolidated Tariff Schedules (CTS). The information contained in these columns are read-only and cannot be edited.

The rest of the columns (shaded in grey) require inputs by the notifying Member:

"Not opened":

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

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

"Reporting Year Type/From/To":

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

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

- Description of products and corresponding tariff item numbers should normally match the product description and tariff line composition in the Schedule. Should this indeed be the case, there is no need to input anything in this column; leave the automatic description "Same as schedule".
- If for any reason this is not the case, for example, due to HS changes, or the notifying Member reporting the tariff lines in the notification at a differing level of disaggregation (e.g. HS at 8-digits) compared to the Schedule (e.g. HS 6-digits) the applicable product description and tariff lines to be notified can be entered in these two columns. The notification generated[3] by the System will reflect the description of products and tariff item numbers as were inputted manually.
- Please note that when tariff item numbers are entered manually, the System requires the first four digit of the notified tariff lines to match with those of the scheduled tariff lines. In the case of *ex-outs* or part tariff lines (where the notified tariff lines have prefix "ex"), please add "ex" at the end of the tariff item numbers rather than at the beginning.
- Tarff lines entered should be composed of numbers only and should <u>not</u> contain any special characters such as "." or space. Please separate tariff lines by a comma (", ") should multiple tariff lines be reported (do not include a space before or after a comma).
- Users may use the "Note" or the "General Note" field to indicate the HS version being applied or any other relevant information.

"Tariff quota quantity for period":

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

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[3] The Word document can be generated using the "View" button after the template has been uploaded into the System.

"In-quota imports during period":

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

"Fill rates":

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

"Note":

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

"General note":

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

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

Microsoft Excel   ✕

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

OK

UPLOADING THE EXCEL WORKBOOK

Save and close the file once the excel file is filled in. Users can then log in and upload the completed excel file in the System through the following steps:

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

A message saying that the notification has been successfully uploaded will appear on the screen.
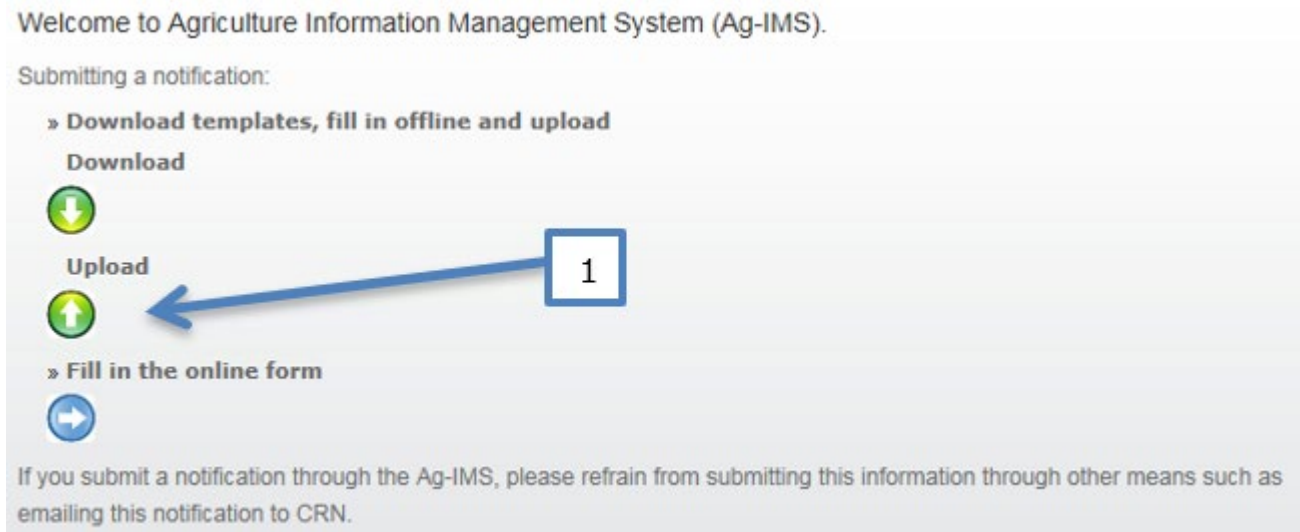
Notification » Online Submission » Upload

Back   Clear   Upload

Original Language*

☑English ☐Français ☐Español

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

Notification Format*

--Select--

Implementation Year

--Select--

Is this a?

◉ Original

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

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

Upload Template

Select files.

Back   Clear   Upload

Once the file has been uploaded, the user can click on "View" to see the notification in MS Word format. This may facilitate its review. When the notification is ready for submission, the user may proceed to click on "Submit" so that the notification is officially sent to the Central Registry of Notification (CRN). Once the notification has been submitted, no further modifications can be made to the draft through the System (modifications may still be introduced by contacting the Secretariat before the notification is issued). After the receipt of the notification, the Secretariat will process it towards distribution to the Membership.

Domestic Support
Table DS:1 Current Total Aggregate Measurement of Support

ON-LINE SUBMISSION OF A TABLE DS:1 NOTIFICATION IN THE AG-IMS

Explanatory Background Information on the Table DS:1 notification format

This section includes background information on the structure of the Table DS:1 notification format and the relationship between the various supporting tables forming part of the Table DS:1. The Online System also reflects this structure and dictates the order in which the tables should be filled in.

The Table DS:1 notification is composed of one Table DS:1 and nine Supporting Tables (ST DS:1 to DS:9). Not all tables may be required to be filled. This will depend on the nature of domestic support measures applied by the concerned notifying Member.

The User Guide provides specific instructions on how to fill in a domestic support notification (Table DS:1) using the "download templates" option of the AG-IMS.

Relevant Table/Supporting Tables

ST/DS:1 Green Box Annex 2	**ST/DS:2** Development Programmes Article 6.2
ST/DS:3 Exempt Direct Payments Article 6.5	Summary **Table DS:1** plus **ST/DS:4** to **ST/DS:9** Calculation of Current Total AMS Product-specific AMS/EMS Non-product-specific AMS *De minimis* Article 6.4
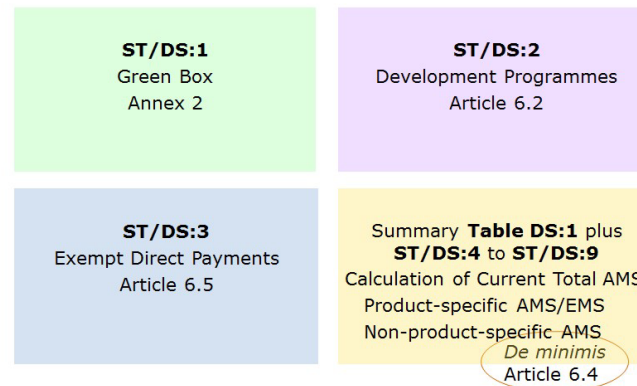
Structure of a typical Table DS:1 notification
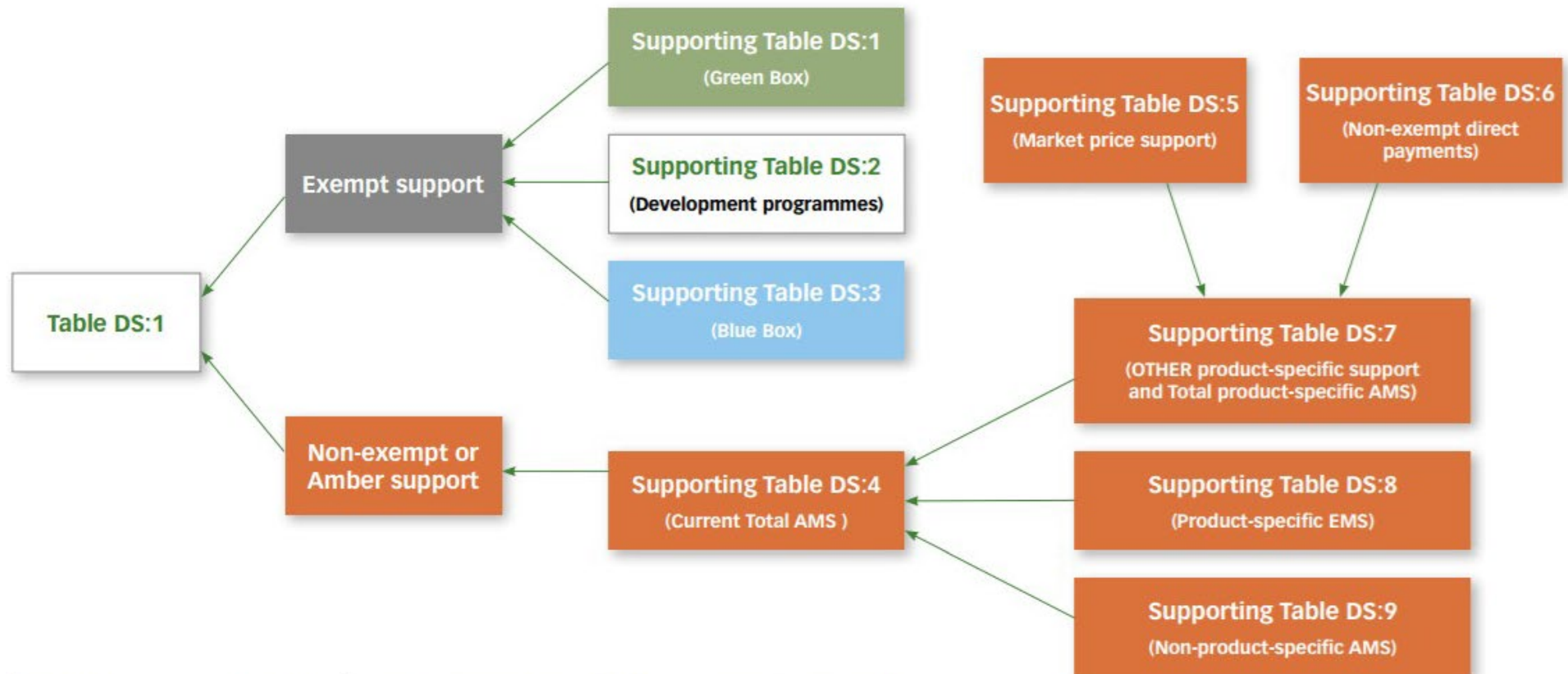
Measures Exempt from Reduction Commitments.

Measures falling under Annex 2 (Green Box), Article 6.2 (Development Programmes), and Article 6.5 (Blue Box) are to be reported in Supporting Tables DS:1, DS:2, and DS:3, respectively.

Supporting Table DS:1
(Green Box)

Supporting Table DS:2
(Development programmes)

Supporting Table DS:3
(Blue Box)

Non-Exempt Measures

The information pertaining to these measures should be filled in using the following order.

First, fill in Supporting Table DS:5 and Supporting Table DS:6, if applicable.

The information from both these two supporting tables will be automatically reflected in the relevant columns of Supporting Table DS:7.

If there is "other" product-specific support that was not reported under Supporting Table DS:5 and Supporting Table DS:6 the user may add it to Supporting Table DS:7. Once this is done, the user may proceed to fill in Supporting Table DS:8 and Supporting Table DS:9, if applicable.
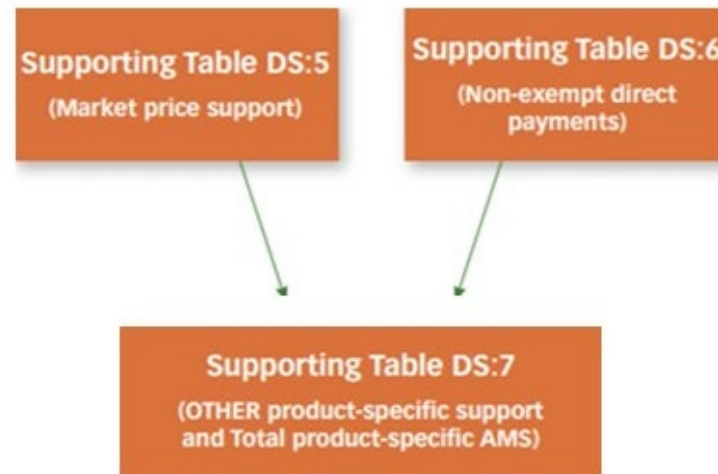
As seen below, the System or the downloaded excel file will automatically transfer the relevant information from Supporting Table DS:7, Supporting Table DS:8 and Supporting Table DS:9 into Supporting Table DS:4.
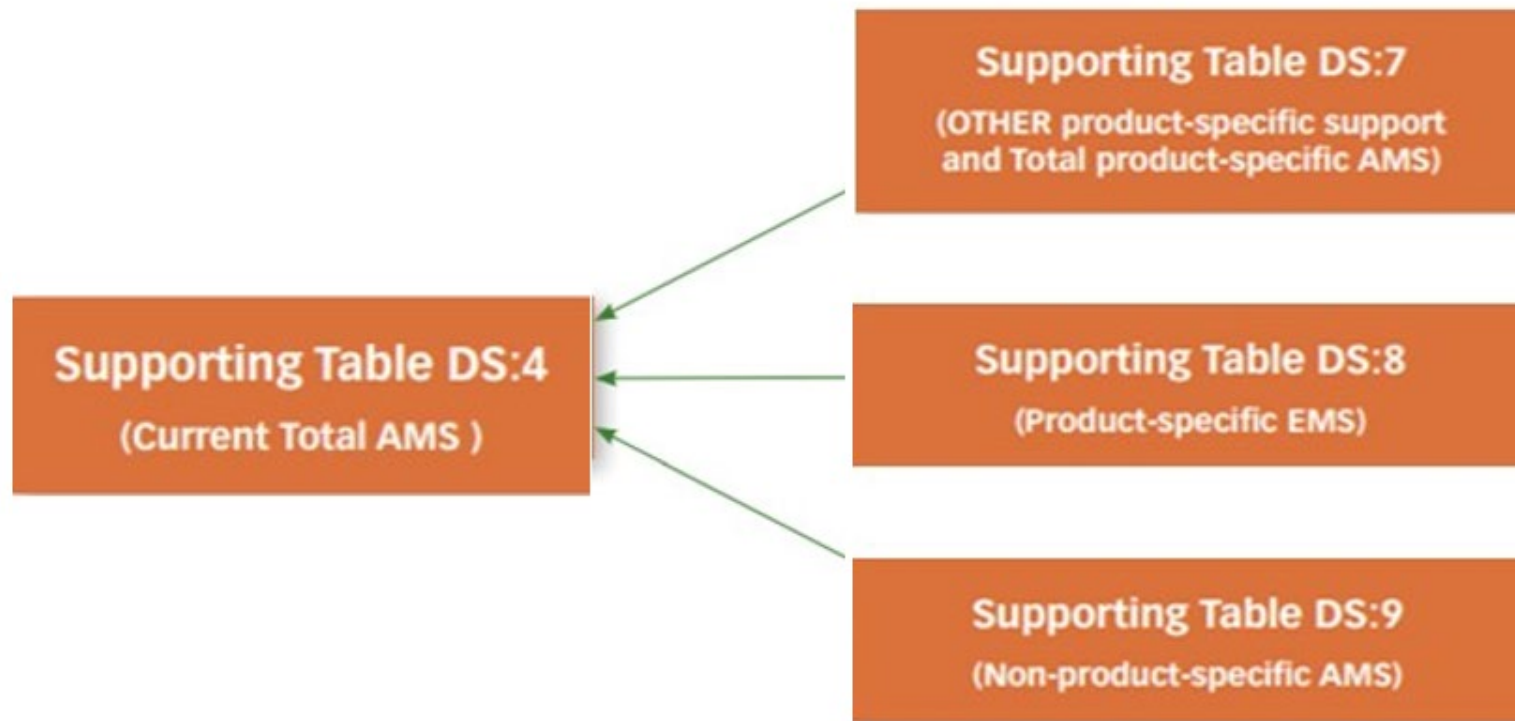
Once the information on product-specific Aggregate Measurement of Support (AMS) and Equivalent Measurement of Support (EMS) and non-product-specific AMS has been transferred to Supporting Table DS:4, Current Total AMS may be calculated after netting-out "*de minimis*" support as per the Agreement on Agriculture.
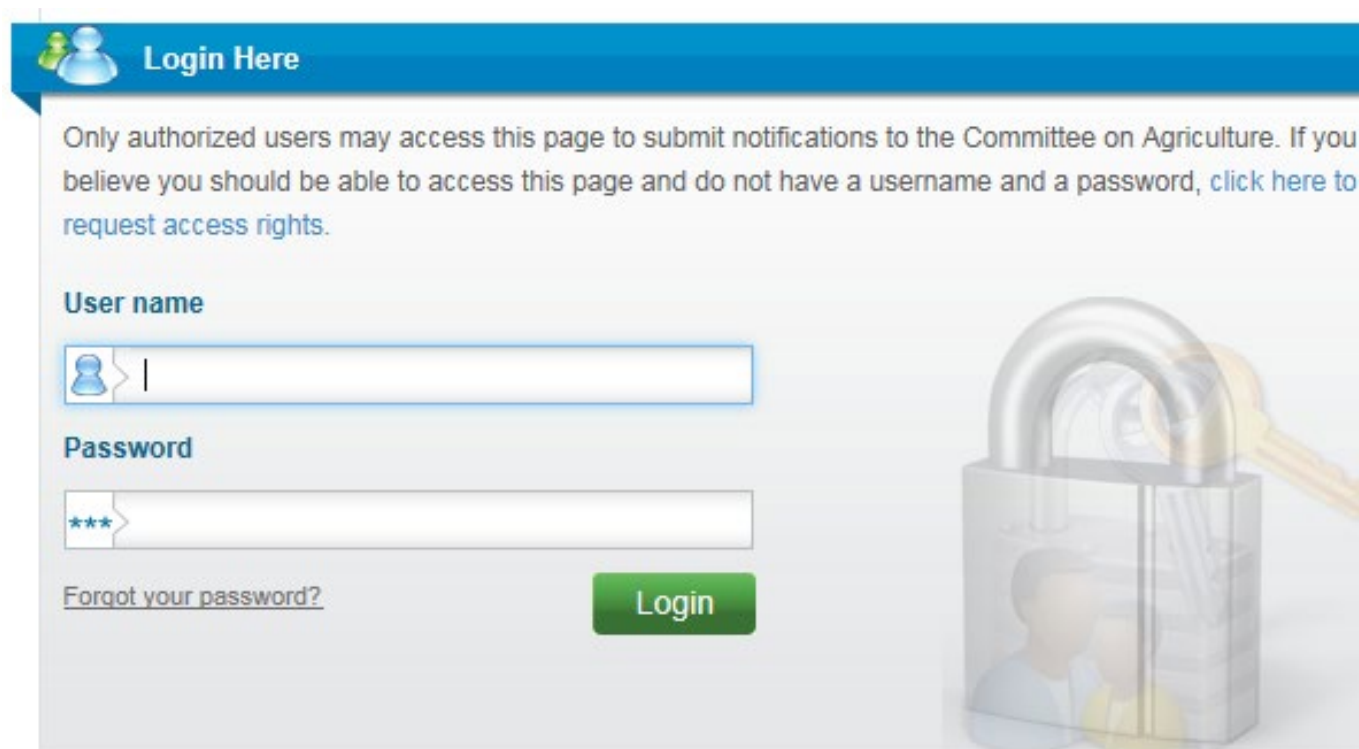
Once this is done, the resulting **Current Total AMS** will be automatically carried forward to Table DS:1.
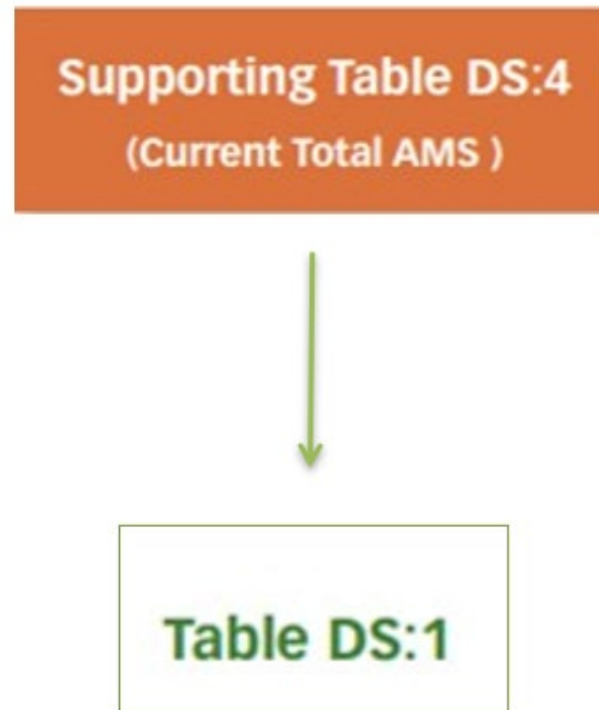
SUBMITTING THE TABLE DS:1 NOTIFICATION ONLINE

AUTHENTICATION

First enter the **username** and the **password** provided to Members by the WTO Secretariat (the login details for the Notification System are different from the Q&A facility and can be requested through agcd_mailbox@wto.org and agnotifenquiries@wto.org).

The AG-IMS provides two options to submit a notification: (i) Downloading a notification template; or (ii) Filling in the on-line form. The first option is recommended for lengthy notifications as users will later be able to reuse the previously filled template to notify for the subsequent reporting years.

Downloading a notification (Excel template in the case of a DS:1 notification)

Click on the "download" button.

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

Then choose "The Notification Format" – DS:1 Current total AMS, then the relevant "implementation year".

Please choose "Original" if a new submission is being entered; similarly, choose "Revision" if that is the case by indicating the symbol of the original notification. There is also a possibility (highlighted below) to fill-in a new notification using the base of a previously issued original notification so as to introduce only the relevant changes (e.g. latest support amounts). This feature is only available in respect of previous notifications that were issued using the System. This is in addition to the general option Members have to reuse previously filled-in excel templates to submit a new (original) or revised notification.

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

EXCEL WORKBOOK

Table DS:1

First click on "Enable content" on top of the excel workbook. Then **indicate** the **reporting year type** and **dates**. The first field "Communication by the notifying Member" is optional. Any information generally applicable to a notification that is deemed necessary to be highlighted upfront can be introduced here which will then be included on the cover page of the System-generated notification (This could, for example, include a statement that only Green Box support measures were applied in the relevant reporting year).

The Table DS:1 will be filled-in automatically once ST DS:4 to ST DS:9 have been completed, as applicable

Members with Total AMS reduction commitments:

The System will provide users with the Total AMS commitment level as well as the currency already filled in for the implementation year in question (Columns 1 and 2) with this data sourced from the CTS. These two fields are read-only.

Do not fill-in the "Current Total AMS" entry in Column 3 manually. Column 3 result will rather be calculated by the System based on the data entered in the supporting tables and brought forward from ST DS:4, including "0 *de minimis*".

Members with no Total AMS reduction commitments:

Columns 1 and 2: Empty and disabled.

Do not fill-in the "Current Total AMS" entry in Column 3 manually. The System will bring forward the result, as applicable, of the AMS calculations from ST DS:4, including "0 *de minimis*".

Table DS:1 - Domestic Support - Current Total Aggregate Measurement of Support

Communication by the notifying Member (Optional)

Implementation Year: 2019

Note: Reporting year type and dates should be entered before continuing.

Reporting year type Calendar Year ▼   **From** 01-01-2019   **To** 31-12-2019

Currency ⓘ   [ ] ▼   - ▼

1	2	3
Total AMS Commitment (From Section I of Part IV of the Schedule)	**Currency** (from Section I of Part IV of the Schedule)	**Current Total AMS** (From Attached Supporting Tables)

General note (Optional)

Annex (Optional)

If you wish to include an annex, you may do so using the field provided to this effect once you upload the table.

Supporting Tables DS:1, DS:2 and DS:3 – Exempt Categories

For domestic support measures exempt from reduction commitments, the System, as per the agreed notification requirements and formats in G/AG/2, will already include "measure type" in column 1 of Supporting Tables DS:1 to DS:3 based respectively on the scope of such measure types in Annex 2 (Green Box), Article 6.2 (Development Programmes) and Article 6.5 (Blue Box). In view of Members' existing notification practices, and in line with paragraph 2, Annex 2 of the Agreement on Agriculture, the entry "general services" has been expanded (e.g., research, pest and disease control, training services etc.) in the System-generated column 1 of the Supporting Table DS:1 format.

Enter the description of the measure in column 2 and the corresponding monetary value in column 3.

Users may enter as many measures as necessary under each "measure type". Click on "Add Measure" to enter each measure.

The System will make a subtotal of the monetary value for each measure type as well as a grand total for the exempt category.

Users may add "notes" to provide information relevant to specific expenditures or "general note" to provide information of general applicability to measures reported under each of these tables.

Supporting Table DS:1 - Measures Exempt from the Reduction Commitment - Green Box

Implementation Year:		2019				
Reporting year type		Calendar Year	From	01-01-2019	To	31-12-2019
Currency ℹ			- ▼			

	1		2	3	4		
Measure type			**Name and description of measure with reference to criteria in Annex 2**	**Monetary value**	**Data Sources**	**Note**	**Delete**
2.General Services							
2 (a). Research		Add Measure					
2 (b). Pest and disease control		Add Measure					
2 (c). Training services		Add Measure					
2 (d). Extension and advisory services		Add Measure					
2 (e). Inspection services		Add Measure					
2 (f). Marketing and promotion services		Add Measure					
2 (g). Infrastructural services		Add Measure					
2 (h). Other general services		Add Measure					
3. Public stockholding for food security purposes		Add Measure					
4. Domestic food aid		Add Measure					
5. Direct payments to producers							
6. Decoupled income support		Add Measure					
7. Income insurance and income safety-net programmes		Add Measure					
8. Payments for relief from natural disasters		Add Measure					
9. Structural assistance provided through producer retirement programmes		Add Measure					
10. Structural adjustment assistance provided through resource retirement programmes		Add Measure					
11. Structural adjustment assistance provided through investment aids		Add Measure					
12. Environmental programmes		Add Measure					
13. Regional assistance programmes		Add Measure					
14. Other direct payment		Add Measure					
Grand Total Green Box:				0			

General note

Supporting Table DS:2 - Measures Exempt from the Reduction Commitments - Special and Differential Treatment - Development Programmes

Implementation Year: 2019

Reporting year type: Calendar Year   From 01-01-2019   To 31-12-2019

Currency ℹ️   ▭   -

1	2	3	4		
Measure type	Name and description of measure with reference to criteria in Article 6.2	Monetary value	Data Sources	Note	Delete
Add Measure (a) Investment subsidies generally available to agriculture					
Add Measure (b) Input subsidies available to low-income or resource-poor producers					
Add Measure (c) Support for diversification from growing illicit narcotic crops					
Grand Total Development Programmes:		0			

General note

Supporting Table DS:3 - DOMESTIC SUPPORT - Measures Exempt from the Reduction Commitment – Direct Payments under Production-limiting Programmes - "Exempt Direct Payments"

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency ℹ️ [blank] -

1	2	3	4		
Measure type	Name and description of measure with reference to criteria in Article 6.5	Monetary value	Data Sources	Note	Delete
		.			
(a) Payments based on fixed area and yields [Add Measure]					
(b) Payments based on 85% or less of the base level of production [Add Measure]					
(c) Livestock payments made on a fixed number of head [Add Measure]					
Grand Total Blue Box:		0			

General note

[blank]

Supporting Tables DS:5 to DS:9 should be finalized before completing the Supporting Table DS:4.

General notes:

AMS (both product-specific as well as non-product-specific) and EMS are calculated using the methodologies described in Annexes 3 and 4 of the Agreement on Agriculture, as reflected in the formulae of the relevant supporting tables (G/AG/2).

If applicable, market price support and non-exempt direct payments entered in Supporting Tables DS:5, and Supporting Table DS:6, respectively, will be carried over automatically to Supporting Table DS:7.

In Supporting Table DS:7 enter the non-exempt support measures other than market price support (notified under ST DS:5) and non-exempt direct payments (notified under ST DS:6), if any, to allow the System to sum up the various types of product-specific AMS to arrive at the aggregate amount for each basic product (i.e. Total product-specific AMS), which will then be carried over to Supporting Table DS:4, where "*de minimis*" exemptions are worked out to derive "Current Total AMS".

Market price support for each basic product where the monetary value is calculated as product-specific EMS in Supporting Table DS:8 is also carried over to Supporting Table DS:4.

The total value of non-product-specific AMS in Supporting Table DS:9 is also carried over automatically to Supporting Table DS:4.

The System can accommodate cases where the support for two or more products is finally attributed to a single basic product (e.g. butter and cheese to be grouped as milk or dairy). In Supporting Table DS:5, Supporting Table DS:6 and Supporting Table DS:7, the pop-up window to enter the product presents this option by asking "is this product part of a group?". The carried-over product-specific Total AMS amounts in Supporting Table DS:4 will be attributed to the chosen single product. Please follow the System instructions in the pop-up window.

Calculated AMS amounts may turn out to be negative (e.g. administered price is below the fixed external reference price for market price support). Supporting Tables DS:4 to 9 provide an option for Members to treat the negative amounts as "0".

While it is necessary to enter reporting "year" type in the beginning (and which will be reflected on the top of all Supporting Tables and on the cover page of the Table DS:1), Supporting Tables DS:5 to DS:9 provide for the possibility to reflect a different type of reporting year for individual products or support measures within the tables.

Supporting Table DS:5

Market price support, if any, for each basic product:

- Click on "Add" and enter the product as well as the measure type in the pop-up window (please see on the next page).
- Enter the administered and external references prices, eligible production quantity and the associated fees/levies, if any (columns 4, 5, 6 and 7).

The System will calculate the market price support <u>automatically</u>. For automatic calculations, users must enter the units (e.g. litre, tonne) and factors, (thousand, million) where applicable. The System will carry forward the results from the ST/DS:5 to ST:DS7.

| Supporting Table DS:5 - Product-specific Aggregate Measurements of Support: Market Price Support | | | | | | | | |

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency (i) ____ -

1	2			3	4	5	6	7	8	Is Negative amount set to 0?
Description of basic products	Reporting Year			Measure type	Applied administered price	External reference price (generally from AGST)	Eligible production	Associated fees/levies	Total market price support ((4-5)*6)-7	
	Type	From	To							
Add										

General note

View of the pop-up window

| Supporting Table DS:5 - Product-specific Aggregate Measurements of Support: Market Price Support |

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency ℹ️

1	2			3	4	5	6	7	8	Is Negative amount set to 0?
Description of basic products	ℹ️ Reporting Year			Measure type	Applied administered price	External reference price (generally from AGST)	ℹ️ Eligible production	Associated fees/levies	Total market price support ((4-5)*6)-7	
	Type	From	To							
Add										

General note

Add ✕

Description of Product [   ]

Measure Type [   ]

Is this product part of a group? e.g. butter and cheese to be grouped as dairy?   ○ Yes   ● No

[OK]   [Cancel]

Supporting Table DS:6

Non-exempt direct payments, if any, for each basic product:

- Click on "Add" and enter the product as well as the measure type.

- Enter the administered and external references prices, eligible production quantity and the associated fees/levies, if applicable (columns 4, 5, 6 and 9); the System will calculate the support automatically. Alternatively, enter "other non-exempt direct payments" and the associated fees/levies, if applicable (column 8 and 9).

For automatic calculations, users must enter the units (e.g. litre, tonne) and factors, (thousand, million) where applicable.

The System will carry forward the results from the Supporting Table DS:6 to Supporting Table:DS7.

Supporting Table DS:6 - Product-Specific Aggregate Measurements of Support: Non-Exempt Direct Payments											

Implementation Year: 2019

Reporting year type   Calendar Year   From   01-01-2019   To   31-12-2019

Currency

1	2			3	4	5	6	7	8	9	10	
Description of basic products	Reporting Year			Measure type	Applied administered price	External reference price (generated from AGST)	Eligible production	Total price-related direct payments ((4-5)*6)	Other non-exempt direct payments	Associated fees / levies	Total direct payments (7+8-9)	Is Negative amount set to 0?
	Type	From	To									
Add												

General note

View of the pop-up window

	Supporting Table DS:6 - Product-Specific Aggregate Measurements of Support: Non-Exempt Direct Payments									

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency ☐ -

1	2			3	4	5	6	7	8	9	10	
Description of basic products	Reporting Year			Measure type	Applied administered price	External reference price (generated from AGST)	Eligible production	Total price-related direct payments ((4-5)*6)	Other non-exempt direct payments	Associated fees / levies	Total direct payments (7+8-9)	Is Negative amount set to 0?
	Type	From	To									

Add

General note

Add ✕

Description of Product   [|]

Measure Type   [ ]

Is this product part of a group? e.g. butter and cheese to be grouped as dairy?   ○ Yes   ◉ No

[OK]   [Cancel]

Supporting Table DS:7

Non-exempt support measures other than market price support and non-exempt direct payments, if any, for each basic product:

- This table reflects market price support (column 8) and non-exempt direct payments for a product (column 9), as applicable, which is carried forward from Supporting Table DS:5 and/or Supporting Table DS:6, and includes "other" product-specific support (columns 4 and 5) for that product or for a new product (i.e., which was not part of Supporting Tables DS:5 and/or DS: 6).

- Click on "Add" and enter the product as well as the measure type. It is important that a product receiving various support types has the same description across the Supporting Tables DS:5 to 7.

The System will sum up the inputted data and the data carried from relevant supporting tables to derive Total product-specific AMS, and will automatically carry forward the results to Supporting Table DS:4, where "de minimis" exemption is worked out.

	Supporting Table DS:7 - Product-Specific Aggregate Measurements of Support: Other Product-Specific Support and Total Product-Specific AMS										

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency _ -

1	2			3	4	5	6	7	8	9	10	
Description of basic products	Reporting Year			Measure type	Other product-specific budgetary outlays	Other product-specific support (include calculation details)	Associated fees / levies	Total other product-specific support (4+5-6)	Market price support (ST/DS:5)	Non-exempt direct payments (ST/DS:6)	Total AMS (7+8+9)	If negative amount, set to 0?
	Type	From	To									
Add												

General note

View of the pop-up window

Supporting Table DS:7 - Product-Specific Aggregate Measurements of Support: Other Product-Specific Support and Total Product-Specific AMS

Implementation Year: 2019

Reporting year type | Calendar Year | **From** 01-01-2019 | **To** 31-12-2019

Currency

1	2		3	4	5	6	7	8	9	10	
Description of basic products	Reporting Year		Measure type	Other product-specific budgetary outlays	Other product-specific support (include calculation details)	Associated fees / levies	Total other product-specific support (4+5-6)	Market price support (ST/DS:5)	Non-exempt direct payments (ST/DS:6)	Total AMS (7+8+9)	If negative amount, set to 0?
	Type	From	To								
Add											

General note

Add   ✕

Description of Product   [_____]

Measure Type   [_____]

Is this product part of a group?
e.g. butter and cheese to be   ○ Yes   ● No
grouped as dairy?

[OK]   [Cancel]

Supporting Table DS:8

Product-specific Equivalent Measurement of Support: This table is used for Market price support, if any, for each basic product where it is not practicable to calculate the support using the Supporting Table DS:5 and the monetary value is rather calculated as product-specific EMS:

- Click on "Add" and enter the product as well as the measure type.

- Enter the relevant data.

The System will carry forward the results from the Supporting Table DS:8 to Supporting Table DS:4.

| | | Supporting Table DS:8 - Product-Specific Equivalent Measurements of Support | | | | | | | | | | |

Implementation Year: 2019

Reporting year type Calendar Year **From** 01-01-2019 **To** 31-12-2019

Currency ℹ️

1	2			3	4	5	6	7	8	9	10	11	
Description of basic products	ℹ️ Reporting Year			Measure type	Applied administered price	Eligible production	Market price support budgetary outlays	Equivalent measurement of support (include calculation details)	Non-exempt direct payments	Other product-specific support	Associated fees/levies	Total monetary value of EMS (7 + 8 + 9 -10)	If negative amount, set to 0?
	Type	From	To										
Add													

General note

View of the pop-up window

Supporting Table DS:8 - Product-Specific Equivalent Measurements of Support												

Implementation Year: 2019

Reporting year type   Calendar Year   From   01-01-2019   To   31-12-2019

Currency   🛈   [   ]   -

1	2			3	4	5	6	7	8	9	10	11	
Description of basic products	🛈 Reporting Year			Measure type	Applied administered price	Eligible production	Market price support budgetary outlays	Equivalent measurement of support (include calculation details)	Non-exempt direct payments	Other product-specific support	Associated fees/levies	Total monetary value of EMS (7 + 8 + 9 -10)	If negative amount, set to 0?
	Type	From	To						-		-		

General note

Add   ✕

Description of Product   [   ]

Measure Type   [   ]

Is this product part of a group? e.g. butter and cheese to be grouped as dairy?   ○ Yes   ● No

[OK]   [Cancel]

Supporting Table DS: 9

Non-product-specific support measures, if any:

- Click on the "Add" and enter all individual non-product-specific measures along with the monetary values.

Individual amounts will then be summed up and the total non-product-specific AMS figure will be automatically calculated and brought forward to Supporting Table DS:4, where "*de minimis*" exemption is worked out.

Reporting year type   Calendar Year   **From**   01-01-2019   **To**   31-12-2019

Currency ⓘ

1		2			3	4	5	6	
Measure type(s)		ⓘ Reporting Year			Non-product-specific budgetary outlays	Other non-product-specific support (include calculation details)	Associated fees / levies	Total non-product-specific support (3 + 4 - 5)	If negative amount, set to 0?
		Type	**From**	**To**					
	Add								
Total non-product-specific AMS									

General note

Supporting Table DS:4

Information from Supporting Table DS:5 to Supporting Table DS:9 will be automatically carried over to Supporting Table DS:4.

For the System to work out *"de minimis"* claims automatically, users must:

- enter the value of production for the relevant products to assess *de minimis* claims for product-specific AMS,
- enter the value of total agricultural production for *de minimis* assessment for the non-product-specific AMS, and
- click on "Calculate".

If the value of production is not entered, the System will not account for *"de minimis"* claim and the entire AMS/EMS amount carried forward to Supporting Table DS:4 will be accounted for in the Current Total AMS column when users click on the "Calculate" button. However, users may override the automatically calculated amount to address an exceptional situation.

The Current Total AMS calculated in Supporting Table DS:4 will be brought forward to Table DS:1 automatically.

Implementation Year:	2019			
Reporting year type	Calendar Year	**From** 01-01-2019	**To** 31-12-2019	
Currency 🛈	____	-		

1	2	3					4
Description of basic products (including non-product specific AMS)	Product-specific AMS (from ST/DS:5 to ST/DS:7)	Product-specific EMS (from ST/DS:8)	Total (2 + 3)	Is Negative amount set to 0?	Value of Production	Support as a % of value of production	Current Total AMS
	____	____	____		____		____
Non-product-specific AMS (from ST/DS:9)							Calculate
TOTAL: Current Total AMS							

General note

UPLOADING THE EXCEL WORKBOOK

Save and close the file once the excel file is filled in. Users can then log in and upload the completed excel file in the System through the following steps:

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

A message saying that the notification has been successfully uploaded will appear on the screen.

Once the file has been uploaded, users can click on "View" to see the notification in MS Word format. This may facilitate its review. When the notification is ready for submission users may proceed to click on "Submit" so that the notification is officially sent to the Central Registry of Notification (CRN). Once the notification has been submitted, no further modifications can be made to the draft through the System (modifications may still be introduced by contacting the Secretariat before the notification is issued). After reception of the notification, the Secretariat will process it towards distribution to the Membership.