

No. 5(4)2018-MoC  
Government of Pakistan  
Ministry of Commerce & Textile  
Commerce Division



No. 5(4)2018-MoC

Islamabad, the 26<sup>th</sup> June, 2018.


**C I R C U L A R**

**Subject: - WTO ADVANCED COURSE ON TRADE IN SERVICES (IN ENGLISH) TO BE HELD IN GENEVA (SWITZERLAND) FROM 17-22- SEPTEMBER, 2018.**

Permanent Mission of Pakistan to the WTO, Geneva has forwarded invitation for nomination of one or two officers for subject course.

2. Eligibility criteria for nomination is mentioned at para-4-5 of invitation letter. Details can be seen /downloaded from Ministry of Commerce's website [www.commerce.gov.pk](http://www.commerce.gov.pk).

3. Interested officers having eligibility criteria may send their nomination requests with approval of their respective Senior Officers to Deputy Director (MoC) latest by **05-07-2018**.

  
(Ali Qayyum Raja)  
Deputy Director (MoC)

**Forwarded to:-**

- i. All Officers up to the level of Directors/Deputy Secretaries, Commerce Division, Islamabad.
- ii. Copy to Data Network Administrator with the request to upload the attached invitation letter as well as WTO Application Form for subject course on the Ministry's website today.



# WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 6440  
Email: Logistics.Unit@wto.org

**EMAIL**

To: Heads of Delegation  
WTO Members and Observers

Email: List attached

From: Ms. Bridget CHILALA  
Director  
Institute for Training and Technical Cooperation

Date: 11 June 2018

Number of pages: 7

Ref: TC18/16

## **ADVANCED COURSE ON TRADE IN SERVICES (in English)\***

Geneva, 17-21 September 2018

### **Invitation to present candidates**

The WTO Secretariat is organizing an Advanced Course on Trade in Services (in English) from 17 - 21 September 2018 in Geneva. The Course is a "Level 3" specialized training activity implemented within the WTO progressive learning framework and it represents the highest level of learning among WTO training activities.<sup>1</sup>

#### **COURSE OBJECTIVES**

The objectives of the advanced course are to:

- update participants' knowledge base of the main GATS provisions, including on issues related to classification and scheduling of commitments;
- familiarize participants with recent developments in the field of services, and provide an overview of analytical tools available for trade in services analysis;
- improve participant's understanding of services-related policies such as movement of persons;
- address selected policy- and emerging negotiating issues arising from changes in the trade in services landscape.

The course will be delivered through a mix of interactive exercises, lectures, case-studies, and peer learning.

#### **INVITATION TO PROPOSE CANDIDATES & CANDIDATE PROFILE**

The course is targeted at government officials at mid- to senior level with at least two years relevant work experiences who are directly involved in the formulation of trade in services policy and/or the conduct of multilateral or preferential services negotiations.

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<sup>1</sup> For further details about the WTO Progressive Learning Strategy see the Biennial Technical Assistance and Training Plan 2018-2019 (WT/COMTD/W/227/Rev.1). The TA Plan can also be accessed through the following URL link: [http://www.wto.org/english/trafop\\_e/cevel\\_e/eqcop\\_e/tct\\_e.htm](http://www.wto.org/english/trafop_e/cevel_e/eqcop_e/tct_e.htm)

Your Government is invited to submit the names, for consideration in the selection process, of **one or two officials** meeting the requirements set out below.

Candidates are required to have an advanced understanding of the General Agreement on Trade in Services. They should be willing to share experiences, prepare short contributions, and participate actively in all sessions. The course does not target experts from ministries regulating individual services sectors.

Candidates should have completed a WTO training activity (E-Learning<sup>2</sup> or a face-to-face course) on trade in services or have demonstrably commensurate knowledge or professional experience. They should also possess an excellent ability to communicate in English both orally and in writing.

Government officials from WTO Member and Observer developing countries, LDCs and economies in transition are eligible for nomination.

#### COSTS COVERED FOR SELECTED PARTICIPANTS

The Secretariat of the WTO makes available thirty (30) fellowships for this activity. Each fellowship covers the following: a round trip airplane ticket in economy class; daily subsistence allowance; a terminal expenses allowance; and accommodation for the duration of the course. In case no qualified candidates apply to fill the 30 funded places, up to five additional applicants may participate in the workshop at their own expense.

..... The attached Application Form must be returned, completed and signed by the candidate as well as by the nominating national authority which presents the candidate, via the Permanent Mission/Embassy to the WTO, at the latest by Friday, 20 July 2018. Selected participants will receive confirmation directly. Additional administrative information, travel details and ticket will be sent shortly after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel this activity in the event of force majeure or other reasons that render the execution of the activity impracticable for the organizers.

#### **\*Français/Español**

L'Organisation Mondiale du Commerce organise un cours avancé sur le commerce des services, à Genève, du 17 au 21 septembre 2017. Ce cours étant donné en anglais, l'invitation et le formulaire de candidature sont distribués en anglais uniquement.

La Organización Mundial del Comercio organiza un curso avanzado sobre el comercio de servicios, en Ginebra, del 17 al 21 de septiembre de 2017. Este curso será dado en inglés, por consiguiente, la invitación y el formulario de candidatura serán distribuidos únicamente en inglés.

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<sup>2</sup> Please visit the E-Learning website, where you will find information about online courses at <https://ecampus.wto.org> or you can also contact [ecampus@wto.org](mailto:ecampus@wto.org).



## **WTO APPLICATION FORM**

**WTO ADVANCED COURSE ON TRADE IN SERVICES**  
**(in English)**

**GENEVA (Switzerland), 17-21 September 2018**

**DEADLINE: 20 JULY 2018**

**PART I**

**To be completed by the Applicant in ENGLISH (in CAPITAL LETTERS if handwritten)**

**MANDATORY: ALL THE INFORMATION ASKED IN THIS SECTION AND A PHOTOCOPY OF YOUR PASSPORT**  
**[AND A ONE-PAGE CV]**

☐ **Mr.**

☐ **Mrs.**

☐ **Miss**

☐ **Ms**

<b>Surname</b>	
<b>Given name</b>	
<b>Birth date</b> <i>day/month/year</i>	
<b>Nationality</b>	
<b>Title/Position</b>	
<b>Ministry/ Government entity</b>	
<b>City</b>	
<b>Country/Separate Customs Territory</b>	
<b>Mobile phone n°</b>	
<b>Fax n°</b>	
<b>Email addresses*</b>	<b>* Important:</b> all communications, documents and air-ticket will be sent by e-mail

Travel preference, if any (taken into consideration but not guaranteed)



**Higher (university) education**

When?	Where?	Title of qualification

**Work experience & Motivation**

Please describe briefly your current overall responsibilities	
Please describe, in a little more detail, your current responsibilities as they relate to trade in services	
On which date did you take up your current functions?	
What was your previous post?	
Do you have supervisory functions? If yes, of how many persons do you supervise, and what functions does the supervised staff carry out?	
Please indicate how you expect that the advanced course will be useful for the performance of your professional duties.	
Please indicate any particular issues to be covered by the course.	
Please describe briefly one specific national trade in services policy issue that your country is facing.	

**WTO training undertaken**

Have you successfully completed a WTO TA on Trade in Services (E-Learning course(s) and/or face to face course) if so, which course(s), and when?	Course title	Date
Have you successfully completed <u>other</u> WTO TA (E-Learning course(s) and/or face to face course) E-Learning course(s), and if so, which course(s), and when?	Course title	Date
Other non-WTO course(s) relevant to trade in services undertaken:	Course title	Date

**What is the objective that you would like to achieve by participating in this activity?**

**Additional information about the activity**

**Language skills:** The Advanced Course on Trade in Services will be delivered in English. Therefore, participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant has full command of English.

<b>PART II</b>	<b>To be completed by the Nominating Authority</b>
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The Nominating Authority	
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- Officially nominates:

Name of candidate	
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- to attend the **WTO Advanced Course on Trade in Services**;
- confirms that the candidate has direct responsibility in WTO matters and has full command of English, which would enable him/her to successfully and actively participate in the Course; and,
- is fully aware that this nomination is subject to the decisions of the WTO Selection Committee and to the conditions described in the Annex to this application, which we have thoroughly read and accepted.

**PLEASE CLEARLY INDICATE IF YOU ARE REQUESTING WTO FINANCING FOR THIS CANDIDACY  
(CHECK THE APPROPRIATE BOX)**

YES ☐

NO ☐

**Details of the official responsible for nominating this candidate:**

Surname	
Given Name	
Title/Position	
Organization/Entity	
Telephone	
Email address	

**By signing this form, the Candidate and the Nominating Authority certify that all the information included is complete and correct**

<b>Date &amp; signature (Candidate)</b>	<b>Date, <u>signature</u> &amp; <u>STAMP</u> (Nominating Authority)</b>

**ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES****Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances**

1. Countries are implementing very strict visa policies. Please check your Schengen visa and transit visas requirements several weeks in advance. Make the necessary arrangements in your country to obtain them for your full roundtrip. The WTO is not authorized to intervene in this matter and is not responsible for visa fees and other financial issues.
2. You will not be consulted for your travel itinerary. However, your preference will be taken into consideration but is not guaranteed.
3. The organizers will provide you with a round-trip airplane ticket in economy-class, a terminal expenses allowance, accommodation, and a daily subsistence allowance for the duration of the activity in Geneva (or full board accommodation for regional activities).
4. Administrative and logistical details will be communicated by e-mail to the selected participants directly.

**The WTO Secretariat DOES NOT assume financial or any other responsibility for:**

1. **Expenses incurred in connection with foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.), expenses during the journey resulting from lack of transit visa or from insufficient passport validity.**
2. Salaries of the participants during their participation in the Activity.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or medical or accident insurance, medical treatment or hospitalisation during travel or participation in the Activity.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Activity.
6. Any modification made by you regarding the hotel booking and the related logistical arrangements.
7. Any personal service or facility you may request during your stay in the hotel where you are accommodated by the WTO, such as: business centre, internet connections, phone calls, room service, laundry, mini-bar or any kind of ground transport.
8. Any modification made BY THE AIRLINE OR BY YOU in connection with the itinerary or the air-tickets issued by the WTO Travel Agency in Geneva. Any additional fees, charges and/or penalties for the air-ticket modifications WILL BE COVERED BY YOU AND NOT BY THE ORGANIZERS.
9. Any damages made by you to the facilities to which you have access during your stay (i.e. hotel room) which will be your responsibility.

**I, the undersigned Applicant, declare that I have carefully read this application form  
and that I accept the aforementioned conditions:**

**Date, name, signature of the candidate & stamp**

**THIS COMPLETED FORM SHOULD BE SUBMITTED BY YOUR PERMANENT MISSION/EMBASSY,  
WITH A PDF COPY OF YOUR PASSPORT [AND A ONE-PAGE CV], TO THE FOLLOWING EMAIL  
ADDRESS ONLY,  
AT THE LATEST BY THE DEADLINE MENTIONNED ON PAGE 1**

**logistics.unit@wto.org**

**(OR fax: +41 22 / 739 57 24)**

**INCOMPLETE/ILLEGIBLE FORMS, OR FORMS NOT PRESENTED BY THE PERMANENT MISSION,  
OR PRESENTED BY THE PERMANENT MISSION AFTER THE DEADLINE, WILL NOT BE ACCEPTED**