

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE AND TEXTILE
(COMMERCE DIVISION)

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No. 4(1)/2018-Admn-I/MoC

Islamabad, the 3rd July, 2018

CIRCULAR

Please find enclosed herewith a copy of e-mail Message dated 19-06-2018, received from Secretariat of the World Trade Organization, regarding "Session of the Committee on Trade Facilitation and additional workshops", scheduled to be held at the WTO in Geneva, from 09-10-2018 to 11-10-2018.

2. The Application Form can be downloaded by the interested candidates from the Commerce Division's website.

Encl: As above


(Ali Qayyum Raja)
Deputy Director (MoC)



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EMAIL

To:	Head of Delegation	Fax No:	
From:	Sheri Rosenow Counsellor Trade Facilitation Agreement Facility Market Access Division	Date:	19 June 2018
Number of pages (including this one):	5	Ref:	

Dear Ambassador,

The Trade Facilitation Agreement Facility (TFAF) is pleased to offer funding to developing and LDC Members for participation of one capital based government official in the formal session of the Committee on Trade Facilitation, and additional workshops, to be held at the WTO in Geneva, Switzerland, from 9 to 11 October 2018. This funding is offered in an effort to ensure more inclusive participation of Members in Committee work and Geneva activities.

The agenda of the Committee meeting will include notifications received since the last meeting and experience sharing on implementation of provisions of the TFA. Please note that the provisions to be presented will be finalised closer to the time. Topics to be covered could include transit, authorized operators, or any other provisions of the Agreement.

The Committee meeting is expected to last one day, however, we will organize an additional two days of workshops on TFA related topics. These workshops could include sessions on the notification requirements, the new TFAF grant program, transit, and other provisions of the TFA. Some capital based officials could be asked to make a presentation or provide inputs at these events. Potential speakers will be contacted once the topics to be discussed have been determined. Additional officials can participate on a self-funded basis. More information will be provided on the meeting and workshops in due course.

Your Government is invited to submit the name of one official. In the event that we cannot accommodate all applicants, please note that priority will be given to LDCs.

The nominee should explain in his/her registration form (attached) how he/she meets the following qualifications:

1. fluent in reading, speaking and working in one of the three WTO official languages;
2. is an active member of his/her National Trade Facilitation Committee
3. has the approval of his/her government and is available from 9 to 11 October to participate in trade facilitation meetings;

The Trade Facilitation Agreement Facility will provide the selected participant with an economy-class round-trip air-ticket, daily subsistence allowance for the duration of the meetings, hotel accommodation and terminal expenses. Other administrative arrangements shall be communicated directly to the participant, by email, in the coming weeks.

Please be advised that, due to the visa requirements for Switzerland, your nominee should enquire in advance about the Swiss-Schengen visa that is required to enter Switzerland. He/she must contact the Swiss Embassy/Consulate in their capital directly. Please note that the WTO is not authorized to intervene in visa matters and the WTO does not reimburse visa fees. We recommend that the nominee contact the Swiss Embassy immediately to inquire about visa requirements and obtain a visa application so they are ready to submit their visa application as soon as the selected candidate receives the confirmation and airline ticket from the WTO.

Your nominee is kindly requested to complete the attached registration form and include clearly in capital letters his or her full name, position, complete address, telephone and e-mail address. The completed registration forms should be returned **NO LATER THAN Wednesday, 4 July 2018**. Completed forms should be sent through your Geneva mission or WTO designated office with cc to tfaf@wto.org / deirdre.lynn@wto.org. We kindly request that you respect the deadline so that we can prepare the travel arrangements and allow the participants sufficient time to obtain their visa.

Yours sincerely,



Sheri Rosenow
Counsellor
Trade Facilitation Agreement Facility
Market Access Division



MEETING OF THE COMMITTEE ON TRADE FACILITATION

Geneva, Switzerland, 9 – 11 October 2018

WTO REGISTRATION FORM

This form cannot be modified and should be filled in by the designated participant

INDICATE FIRST AND FAMILY NAMES AS WRITTEN IN YOUR PASSPORT FOR AIR-TICKET PURPOSES. TYPE OR WRITE CLEARLY IN CAPITAL LETTERS

This form needs to be completed and signed by the nominee and sent through your Geneva Mission by **4 July 2018** with the following email address in cc: tfaf@wto.org / deirdre.lynch@wto.org For enquiries, please call **+41 22 739 58 49**

▼ PART ONE: To be completed by the Applicant using CAPITAL LETTERS.

☐ Mr. ☐ Mrs./Miss/Ms

Family name (as it appears in the passport)	
First name (as it appears in the passport)	
Date of birth (DD/MM/YYYY)	
Title	
Ministry/ Government Entity	
Address	
City and Postal code	
Country	
Telephone (professional)	
E-mail addresses (professional & personal)	
Mobile telephone number	

1. Please indicate if you already have a visa for Switzerland that will remain valid during this period or a diplomatic passport that will not require a visa:

YES _____

NO _____

2. Please indicate if you have any issues that could affect your travel itinerary e.g. transit visa issues. We will inform our travel agent and request them to accommodate, where possible, and within the WTO Travel Policy. If you are selected to participate this will be taken into account, although it is not guaranteed:

3. Please provide details to show that you meet the required qualifications:

1. Are you a member of your National Trade Facilitation Committee?

2. Please note your areas of expertise such as running an effective national trade facilitation committee, donor coordination, transit, authorized operators, and/or any other provision of the Trade Facilitation Agreement. (Closer to the event some participants will be asked to make presentations or provide updates on their national state of play.)

3. Have you been involved in the development of your country's A,B,C categorization, implementation dates, and identification of technical assistance and capacity building needs ?

4. Are you available from 9 - 11 October 2018, and will participate if selected? This means that you have the permission from your government to attend and, where necessary, will be granted an exit visa.

5. I will make every effort to obtain a visa for Switzerland in time. If I am unable to obtain a visa in time, or if I cannot attend because of unforeseen circumstances, I will notify the WTO before my flight is scheduled to depart. (Cancellations are very costly to the trust fund.)

ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES

I. Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances:

1. Countries are implementing very strict visa policies. Before you complete this registration form, please enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in your country to obtain all necessary visas 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, if there is any preferred travel itinerary, please clearly indicate in the application form.
3. The WTO will provide you with a round-trip airplane ticket in economy class, daily subsistence allowance, terminal expenses, and accommodation for the duration of the meetings.
4. Administrative and logistical details will be communicated to the selected participants directly.

II. 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.).
2. Salaries of the participants during their participation in the meetings.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or accident insurance, medical treatment or hospitalisation during travel or participation in the meetings.
5. Loss or damage to the personal effects of the participants during travel or attendance at the meetings.
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, 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 WTO.

III. INCOMPLETE/ILLEGIBLE APPLICATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED

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

Applicant's Name and Signature

OFFICIAL
STAMP

The application form should be submitted through your Geneva mission to:

Trade Facilitation Agreement Facility
(Fax: +41 22 / 739 58 49; E-mail: tfaf@wto.org / deirdre.lynch@wto.org)

DEADLINE TO SUBMIT APPLICATIONS: 4 July 2018

Please attach a scanned copy of the identification page of your passport to the application form