
From: Emilia Borloz

Sent: Wednesday, August 8, 2018 2:53 AM

To: nadeem_dmg@yahoo.com; samarihsan5@gmail.com; Nazim Latif; Rao Rizwan-ul-Haq; sosc.moc@gmail.com; Deputy Director Commerce Division

Subject: Tr: Invitation_WTO RTPC Bangkok_22 October - 14 December 2018

**WTO REGIONAL TRADE POLICY COURSE FOR ASIA-PACIFIC
22 October - 14 December 2018
Bangkok, Thailand**

Dear Madam, Dear Sir,

The WTO is organizing the above-mentioned event.

In relation with this activity please find attached the following documents:

1. Invitation Letter

2. Application Form (please also get a passport copy attached to the form)

The attached Application Form must be returned, completed and signed by the candidate as well as by the nominating authority which presents the candidate, **via the Permanent Mission/Embassy to the WTO, to the Logistics Unit**, Institute for Training and Technical Cooperation, WTO, **by E-mail: logistics.unit@wto.org OR by Fax: +41-22 / 739 57 24, no later than FRIDAY 31 AUGUST 2018.**

With thanks and kind regards,

Emilia Borloz

Assistant to the Ambassador/Liaison Officer

Mission of Pakistan to the World Trade Organization

37-39, Rue de Vermont

CH - 1202 Geneva

P.O. Box 133

CH - 1211 Geneva 20 CIC

T: + 41 (0)22 748 7010

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Candidate's Application Form

(to be typewritten)

DEADLINE for receipt of applications: 31 AUGUST 2018

PLEASE ATTACH A COPY OF YOUR PASSPORT

<i>(as it appears in passport)</i>			
Surname: _____	First name: _____	Other names: _____	
Official mailing address: _____ _____ _____ Tel. No.: _____ Fax No.: _____ E-Mail: _____		Home address: _____ _____ Tel. No.: _____ Mobile phone No.: _____ Fax No.: _____ E-Mail: _____	
Nationality: _____	Date and place of birth: Day/month/year _____	Male [<input type="checkbox"/>] Female [<input type="checkbox"/>]	
Passport No.: _____ Place & date of issue: _____ Date of expiry: _____		Name and address of person to be notified in case of emergency: _____ _____	
Higher Education:			
Name and location of institution:	Dates: From – To	Title of Degree:	Subject:

Employment record: It is important to give complete information. For each post you have occupied give details of your duties and responsibilities	
A. Present post:	Description of your work, including your personal responsibilities
Name and address of organization:	
Name of department or division:	
Title of post:	
Years in post: <i>from</i> <i>to</i>	
Name of supervisor or department chief:	
B. Previous post:	Description of your work, including your personal responsibilities
Name and address of organization:	
Name of department or division:	
Title of post:	
Years in post: <i>from</i> <i>to</i>	
Name of supervisor or department chief:	

E-Learning Course "Introduction to the WTO" (pre-requisite for participation in RTPC):

a) Details of "Introduction to the WTO" course completed: _____

b) Please indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course: _____

University studies - please indicate your area of expertise

WTO-related work - please indicate your area of responsibilities directly related to the WTO

Please indicate in which WTO training activities you have participated (such as a WTO "Introduction Course for LDCs")

Description of the duties you expect to assume on your return home in relation to WTO matters

I certify that the statements in answer to the foregoing questions are complete and correct to the best of my knowledge. If selected as a participant in the RTPC, I undertake to:

- (1) return to my capital and work on WTO issues after the course;
- (2) conduct myself at all times in a manner compatible with my status as a participant in a WTO training course; and refrain from engaging in any activities incompatible with my status;
- (3) spend full time on the work programme during the period of the activity.

Date:

Signature of candidate:

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

Countries are implementing very strict visa policies. Before you fill in this application form, please enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in your at home to obtain them for your full roundtrip. The WTO Secretariat is not authorized to intervene in this matter and is not responsible for visa fees and related financial issues.

You will not be consulted for your travel itinerary. However, if there is any special travel itinerary to be examined before issuing and sending your air-ticket, please clearly submit your preferences.

Be advised that the WTO Secretariat will provide you with an economy-class round-trip air-ticket (excursion fare, if applicable), hotel accommodation including full board. **Other administrative and logistical arrangements will be communicated to you directly, by fax or e-mail.**

2. The WTO Secretariat does not assume financial or any other responsibility for:

- a. Expenses incurred in connection with foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.).
- b. Salaries of the participants during their stay at the meeting.
- c. Travel or other expenses of any additional persons accompanying the participants.
- d. Loss or damage to the personal effects of the participants during travel or attendance at the meeting.
- e. Any modification made by you regarding the hotel booking and the related logistical arrangements.
- f. 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.
- g. 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.**

INCOMPLETE APPLICATIONS FORMS (OR RECEIVED AFTER THE DEADLINE OR NOT PRESENTED THROUGH THE PERMANENT MISSION/EMBASSY) WILL NOT BE CONSIDERED

I, the undersigned designated Official, certify that I carefully read this application form and I accept the aforementioned conditions.

Family name and signature of the nominee:

Date and official stamp from your Institution/Agency

Indicate your travel itinerary preferences in the event you are selected (taken into account but not guaranteed)

WTO Regional Trade Policy Course
For Asia-Pacific Members and Observers to the WTO
Bangkok, Thailand
22 October – 14 December 2018
In English
Application form



Nomination form

The Government of _____

in nominating (*Mr./Mrs./Miss*) _____

Official designation _____

Department/Ministry, etc. _____

certifies that:

- (a) the nominee has already successfully completed a WTO E-Learning Course "Introduction to the WTO" or has registered for and will complete successfully an E-Learning Course "Introduction to the WTO"; or has completed a WTO "Introduction Course for LDCs";
- (b) the nominee is expected to continue to work in the present post, or in a closely related field, after participation in the Course;
- (c) for the duration of the Course, the nominee will not be given special assignments other than to actively participate in the training activity;
- (d) the information supplied by the nominee on the application form is complete and correct.

Title, official address and phone number of responsible government official:

_____ (name of responsible government official)

Place and date: _____ (signature of responsible government official)

IN ORDER TO BE TAKEN INTO CONSIDERATION, THESE 5 PAGES COMPLETELY FILLED OUT, SIGNED AND DULY APPROVED BY THE GOVERNMENT AUTHORITIES, MUST BE PRESENTED, BY THE PERMANENT MISSION/EMBASSY, BY THE DEADLINE (31 AUGUST 2018), ONLY TO THE

**Logistics Unit
Institute for Training and Technical Cooperation**

E-Mail: logistics.unit@wto.org

OR Fax: +41 22 739 5724



WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 6440
Direct fax: (+41 22) 739 5724
Email: logistics.unit@wto.org

EMAIL

To: Heads of Delegations	E-mail: List attached
From: Bridget Chilala <i>Bilala</i> Director Institute for Training and Technical Cooperation	Date: 02/08/2018
Number of Pages (including this one): 9	Div. Ref: RTPC18/4-Asia-Pacific

Invitation to nominate candidates for the Regional Trade Policy Course for Asia-Pacific Members and Observers of the WTO to be held in partnership with the Chulalongkorn University

Bangkok, Thailand (22 October - 14 December 2018)

Governments are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for the Asia and Pacific Members and Observers of the WTO, to be held in partnership with the Chulalongkorn University and the International Institute for Trade and Development in Bangkok, Thailand from 22 October to 14 December 2018. All candidates must satisfy the course pre-requisite of either 1) having successfully completed the WTO E-Learning course "Introduction to the WTO" (<https://ecampus.wto.org>); or 2) having completed, within the last four years, a Geneva-based Introduction Course for LDCs. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements.

In order to allow for a broad selection process, governments are encouraged to submit up to four candidates for consideration. Depending on the number of candidates from the entire region, determination will be made on the precise number of participants, with the aim of selecting and funding no more than two participants from each invited Member and Observer. Applications are equally welcome from qualified women and men.

The objectives of the RTPC are primarily to: 1) deepen participants understanding of the WTO Agreements and the functioning of the WTO, its rules and procedures; 2) enhance participants understanding of relevant trade policy issues in their regional context; 3) increase participants autonomy to work on WTO issues by strengthening their capacity to access and utilize WTO information resources and in particular the WTO Legal Texts; and, 4) facilitate the strengthening of participant's network of professional contacts (participants, regional and WTO experts).

Please note that the WTO Secretariat reserves the right to cancel this activity, in particular if an insufficient number of suitable candidates received by the deadline does not allow for its implementation.

Nomination and selection criteria

Candidates most likely to benefit from this course are officials who are currently working on WTO issues and who need to acquire a broader knowledge of the WTO and the multilateral trading system before assuming further responsibilities in this field.

(i) Candidates should have successfully completed the WTO E-Learning course "Introduction to the WTO" or completed, within the last four years, a Geneva-based Introduction Course for LDCs. Candidates who wish to participate in the RTPC but have not yet completed the E-Learning course "Introduction to the WTO" are strongly encouraged to do so. Please refer to the Annex for information on how to register to the E-Learning course. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements;

(ii) Candidates should have at least three years of professional experience and be currently working in their national administration in the field of the formulation and conduct of trade policy, with the definite expectation of continuing to work, or being assigned further responsibilities, in this field. Preference will be given to those who have completed university studies in economics, law, or a related subject, or have acquired equivalent experience as civil servants in their administrations;

(iii) Candidates must be fully proficient in spoken and written English in order to participate in the course as the RTPC will be conducted in English. An understanding of the language is not sufficient. Where English is not a working language of the candidate's country/customs territory, a language proficiency certificate must be submitted along with the WTO Nomination Form. Telephone interviews of candidates may be carried out to evaluate their level of English proficiency;

(iv) Candidates must be ready to devote full time to the course.

Only candidatures fulfilling the requirements outlined above and presented in accordance with the outlined process for submission of nominations will be taken into consideration in the selection process. The selection results will be communicated to the candidates and their Permanent Mission in Geneva.

Each selected participant will be provided with:

- Travel to and from Bangkok (round-trip by air, economy class);
- Accommodation in Bangkok;
- Medical coverage;
- Allowance to cover living expenses in Bangkok.

Selected participants will be expected to come prepared to engage in active learning, which will include making presentations and engaging in discussions on the challenges faced by their respective countries. They will also be given a final exam. Successful participants will be duly recognized jointly by the WTO and the Chulalongkorn University and the International Institute for Trade and Development.

Participants will be required to agree to an undertaking to work on WTO issues in their capital following the training. Governments should be committed to accept a comparable undertaking with respect to their participants.

Please note that governments whose candidates are selected undertake to make satisfactory arrangements to cover all expenses incurred in the participant's home country incidental to travel abroad, including the cost of passports, visas, medical examination, clothing, etc., and to continue to pay their salaries and to make other suitable arrangements for the maintenance of their dependents during their stay abroad.

Procedure for submission of nominations

The attached nomination and application forms, formally endorsed by the authorities, 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. Nominations received from other sources will not be taken into consideration.

The deadline for submitting candidates is 31 August 2018. Nomination and candidate application forms should be transmitted to:

Logistics Unit
Institute for Training and Technical Co-operation
Fax: +41 22 739 5724
E-Mail: logistics.unit@wto.org

The Secretariat would not be in a position to process replies received beyond this deadline. Selected participants will receive confirmation directly.

The 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.

ANNEX

WTO E-Learning Course "Introduction to the WTO"

Pre-requisite for candidates to the 2018 RTPC for Asia and Pacific Members and Observers of the WTO

1. Since 2009, the Institute for Training and Technical Cooperation has introduced a progressive learning strategy which refers to the sequencing of technical assistance products to allow participants to gradually and progressively move to higher levels of learning.

2. The first level in the progressive learning strategy consists of a WTO E-Learning Course "Introduction to the WTO" which covers the basic principles of the multilateral trading system (MTS) and the main disciplines of WTO Agreements, or the Geneva-based Introduction Course for LDCs. RTPCs are considered as a level-2 training activity offering a comprehensive curriculum that covers all the aspects of the work of the WTO while being corroborated by practical exercises.

3. Accordingly, candidates are encouraged to have completed either of the pre-requisites in order to be considered for participation in the RTPC. Consideration will also be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the RTPC requirements. For candidates who have not yet completed a pre-requisite course, they can enrol for the WTO E-Learning Course "Introduction to the WTO" on the WTO E-Learning website (<https://ecampus.wto.org>).

4. While the WTO e-learning material is freely available to a wider public in the WTO E-Learning website, RTPC candidates should register and submit a nomination form in order to participate in a monitored course, access the modules exams and obtain a WTO certificate.

5. Registration for online courses is a two-track process. To register two forms are to be filled and submitted:

i) **Online Registration Form**

Interested officials shall register online first. After the completion of the online registration form at <https://ecampus.wto.org>, the system will generate a registration number, which will be required for completion of the nomination form.

ii) **Nomination Form**

The nomination form can be downloaded at <https://ecampus.wto.org>

The participation of each candidate should be duly confirmed by the responsible government authorities. Nomination forms should be either sent by email (scanned) to elearning.registration@wto.org or by fax to +41 22 739 5191.

6. Once the registration process is complete, the access codes for the E-Learning Course will be available for three months. Please note that RTPC candidates must have successfully completed the E-Learning Course "Introduction to the WTO" by 31 August 2018 at the latest. In the Application Form candidates should provide either i) the name and date of the E-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) their registration number for the E-Learning Course "Introduction to the WTO" that they will complete by 31 August 2018 at the latest.