

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
<><>

No. 5(1)/2020-Admn-I/MoC

Islamabad, the 03<sup>rd</sup> August, 2020

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

**Subject: - INVITATION -WTO RTPC FOR THE ASIA &CHINA FROM 19<sup>th</sup> OCTOBER TO 11<sup>th</sup> DECEMBER**

A self-explanatory letter received from WTO, Mission Geneva, vides email dated 30<sup>th</sup> July, 2020, alongwith guidelines and application form for the subject training are enclosed for uploading on the website of Ministry of Commerce for information.

2. Interested officers who fulfill the eligibility criteria may forward their nomination to Admn-I/MoC Section with the approval of concerned Head of the Wing (Joint Secretary/DG's) by 13-08-2020 positively for onward submission to the WTO, Mission Geneva.

**Encl: As above**

  
(Muhammad Imtiaz)  
Deputy Director (MoC)

**Manager (IT), Ministry of Commerce with the request to kindly upload the same on the website of this Ministry.**

551



Search mail

Compose

- Inbox 7
- Starred
- Snoozed
- Sent
- Drafts 5
- More

Meet

- Start a meeting
- Join a meeting

Hangouts

- Deputy Director
- innocent.jaibani@gmail.com

Fw: Invitation\_WTO RTPC for the Asia ar China, from 19 October to 11 December

[haja.ranaivo@wto-pakistan.org](mailto:haja.ranaivo@wto-pakistan.org)

to sosc, sosc.moc, me, jsadmin, ashfaq.ahmad, Muhammad

Invitation to nominate candidates for the Regional Trade Policy and Pacific Members and Observers of the WTO to be held in p with the Shanghai University of International Business and Eco Shanghai, China (19 October to 11 December 2020)

Dear colleagues,

Kindly find attached an invitation to nominate candidate to the cours The attached Application Form must be returned, **completed and s Mission/Embassy to the WTO, to the RTPC Unit, Institute for Trai 21 AUGUST 2020.**

Best regards,

Haja

---

Haja Ranaivo

**Trade Development Officer**

*Delegation Coordinator*

Permanent Mission of Pakistan to the WTO

37-39 Rue de Vermont. 1211 Genève

Tel 022 748 70 25 - Fax 022 748 70 29

**Before printing, please think about the environment**

**Save Trees - Think Before Print. Do not print this email unless necessar**

Moc  
2-8-2020


3/8  
Mr. Arslan



# WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 5635  
Direct fax: (+41 22) 739 5723  
Email: [rtpc@wto.org](mailto:rtpc@wto.org)

**EMAIL**

To: Heads of Delegations		Email:
From: Brigid Chilaia Director Institute for Training and Technical Cooperation		Date: 30/07/2020
Number of Pages (including this one): 4		Div. Ref: RTPC20/8

### **Invitation to nominate candidates for the Regional Trade Policy Course for Asia and Pacific Members and Observers of the WTO to be held in partnership with the Shanghai University of International Business and Economics**

**Shanghai, China (19 October to 11 December 2020)**

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 Shanghai University of International Business and Economics (SUIBE) in Shanghai, China, from 19 October to 11 December 2020. 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 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 participants' network of professional contacts (participants, regional and WTO experts).

#### **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.

## WTO OMC

- 2 -

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

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 economy. In the last week of the RTPC, participants will undertake a final exam. Successful participants will be duly recognized jointly by the WTO and SUIBE.

Participants will be required to agree to an undertaking to work on WTO issues in their governments 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 place of origin 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 travel.

554

## WTO OMC

- 3 -

### **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 authority which presents the candidate, via the Permanent Mission to the WTO. Nominations received from other sources will not be taken into consideration.

**The deadline for submitting candidates is 21 August 2020.** Nomination and candidate application forms should be transmitted to:

RTPC Unit  
Institute for Training and Technical Co-operation  
Fax: +41 22 739 5723  
E-Mail: [rtpc@wto.org](mailto:rtpc@wto.org)

**The Secretariat reserves the right to postpone or cancel this activity in the event of force majeure, if the minimum number of participants making the course feasible is not reached, or if other circumstances arise or persist that render the execution of the activity impracticable.**

585

## ANNEX

## WTO E-Learning Course "Introduction to the WTO"

**Pre-requisite for candidates to the 2020 Regional Trade Policy Course for the 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](mailto: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 21 August 2020 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 **21 August 2020**.



### WTO APPLICATION FORM

WTO REGIONAL TRADE POLICY COURSE FOR ASIA  
AND PACIFIC MEMBERS AND OBSERVERS  
(In English)

SHANGHAI (China), 19 OCTOBER to 11 DECEMBER 2020

**DEADLINE:FRIDAY, 21 AUGUST 2020**

<b>PART I</b>	<b>To be completed by the Applicant in ENGLISH (in CAPITAL LETTERS if handwritten)</b>
---------------	--

**MANDATORY: ALL THE INFORMATION ASKED IN THIS SECTION AND A PHOTOCOPY OF YOUR PASSPORT**

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss	<input type="checkbox"/> 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>Telephone n°</b>	
<b>Email addresses* (professional &amp; personal)</b>	<b>* Important: all communications, documents and air-ticket will be sent by e-mail</b>

<b>Travel preference, if any (taken into consideration but not guaranteed)</b>
--

**Higher (university) education**

When?	Where?	Title of qualification

**Work experience**

Brief description of your current responsibilities	
On which date did you take up your current functions?	
What was your previous post?	

**WTO training undertaken**

Have you successfully completed a WTO e-Learning course(s)? If so, which one (with dates)?	
Other WTO course(s) undertaken & dates	

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

**Background:** 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.

**Language skills:** This activity will be delivered in English only. Candidates must be fully proficient in spoken and written English in order to participate in the course. 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

By signing this application form the Applicant and Nominating Authority certify that the Applicant meets these requirements. The WTO reserves the right to select candidates and to decline the candidature of nominees who do not meet these requirements.



<b>PART II</b>	<b>To be completed by the Nominating Authority</b>
The Nominating Authority	

- Officially nominates:

Name of candidate	
-------------------	--

- The Nominating Authority confirms that:

- the candidate 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";
- the candidate has at least three years of professional experience, is currently working in his/her national administration in the field of the formulation and conduct of trade policy, is fully proficient in the English language, and will be able to actively participate in the Course;
- for the duration of the Course, the candidate will not be given special assignments other than to actively participate in the training activity;
- the candidate is expected to continue to work in the present post, or in a closely related field, after participation in the Course;
- the information supplied by the candidate on the application form is complete and correct; and
- the candidate 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 have been 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 enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in advance 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. Your preference will be taken into consideration but is not guaranteed.
3. The WTO Secretariat 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.

**Please note that the WTO Secretariat DOES NOT assume financial or any other responsibility for items not explicitly mentioned in this Note as being covered. This means that the WTO Secretariat assumes NO responsibility for, among others, the following items:**

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, medical or accident insurance, or medical expenses regardless of their cause, during the journey to/from the activity or while attending it; including emergency treatment, hospitalization, ambulance or other transportation, evacuation and repatriation, with the exception of basic emergency medical expenses while participants are in the host country and in accordance with the terms and conditions of the collective health insurance policy arranged for participants by the WTO.
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.

The WTO assumes no responsibility financial or otherwise in the event the meeting is cancelled or postponed, or the duration of the meeting is shortened, for reasons of force majeure or other circumstances.

**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, WITH A PDF COPY OF YOUR PASSPORT TO THE FOLLOWING EMAIL ADDRESS ONLY, AT THE LATEST BY THE DEADLINE MENTIONED ON PAGE 1**

**[rtpc@wto.org](mailto:rtpc@wto.org)**

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