

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF COMMERCE**

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

Islamabad, the 02<sup>nd</sup> September, 2020

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

**Subject: - IDEAS TRAINING PROGRAM OF IDE-JETRO 2020-2021**

A self-explanatory letter No 1(23) JAPAN-II/2020 dated 28<sup>th</sup> August, 2020 received from Ministry of Economic Affairs, Japan Wing contains guidelines for the subject training is 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 by **04-09-2020** positively for onward submission to the Ministry of Economic Affairs, Japan Wing.

**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.

**Copy to: -**

Copy along with copy of Economic Affairs Division's above referred Office Memorandum is forwarded to Deputy Directors (Attached organizations), Ministry of Commerce for circulation into the Attached Departments/Organizations under the administrative control of Ministry of Commerce for information and further necessary action.

Government of Pakistan  
Ministry of Economic Affairs  
(Japan Wing)

No.1(23)Japan-II/2020

Islamabad, the August 28, 2020

**OFFICE MEMORANDUM**

**SUBJECT: IDEAS TRAINING PROGRAM OF IDE-JETRO 2020-2021**

The undersigned is directed to state that the Japan External Trade Organization (JETRO), Official Trade & Investment Promotion Agency, Govt. of Japan has invited applications from Government officers for 2020-2021 IDEAS Training Program. Due to COVID-19, IDE-JETRO has introduced on-line training program and overseas fellows are expected to study online from their offices or home from **late October, 2020 until the end of February, 2021**. All concerned Ministries / Departments are requested to send nomination of a suitable officer who fulfills the following criteria to the undersigned by **08-09-2020** along with three (3) copies of prescribed IDEAS application form, one copy of surety bond, undertaking, CNIC, passport, FTC Performa for further proceedings.

**Course Objective:**

IDEAS Training Program aims to develop the capacity of the government officials, who are engaged in the policymaking related to trade and investment.

**Eligibility Criteria:-**

The applicants should:-

- Be public officer working for the government or public institutions, engaged in the field of promotion of trade and investment.
- Have work experience of more than 3 years. Excellent applicants with less than three years of work experience would also be eligible for training participation on a case-by-case basis.
- Be 35 years or younger.
- Have a Master's degree or equivalent experience regardless of field.
- Excellent applicants who only have bachelor's degree would also be eligible for training participation on a case-by-case basis.
- Proficient in spoken and written English
- Successful applicants or their organizations will be required to prepare PCs, tablets and other devices and to bear internet communication fee to participate in the program.

**Training Period:**

Successful applicants can take:-

- i) Video class- at their convenience
- ii) Live stream class- from 5:00 pm to 8:30 pm (JST) on Wednesdays or Thursdays

Successful fellows who complete all of the requirements of the training course will be awarded relevant certification and be qualified to be invited for the IDEAS short-term (two weeks, or more) program held in Japan in the future.

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2. IDEAS Training Program (on-line) Application Form along and specimen of surety bond, undertaking, letter of reference and FTC Performa can be downloaded from EAD's website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" and also available on JETRO's website [www.jetro.go.jp](http://www.jetro.go.jp).

3. In case of selection of the officer, the concerned Departments are requested to ensure timely relieving of the officer along with NOC.

4. Nomination of contractual employees will not be entertained.



(Muhammad Muddasser Ahmed)  
**Section Officer (Japan-I)**  
Ph: 051-9206167

1. Secretary, Ministry of Commerce and Textile, Govt. of Pakistan, Islamabad
2. Secretary, Planning Development and Special Initiatives Division, Govt. of Pakistan, Islamabad
3. Secretary, Ministry of Industries & Production, Govt. of Pakistan, Islamabad
4. Chairman, Board of Investment, Islamabad.
5. Chairman, Planning & Development Board, Government of Punjab, Lahore
6. Chairman, Planning & Development Board, Government of Sindh, Karachi
7. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
8. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta
9. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit
10. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.
11. Joint Secretary (Training), Establishment Division, Islamabad

Copy to:-

- i) Joint Secretary (Admin) Ministry of Economic Affairs, Islamabad
- ii) System Analyst (Computer Center), MoEA with request to kindly upload the training program on MoEA's Website.