

Government of Pakistan
Ministry of Commerce
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No. 5(4)/2020-HR-I

Islamabad, the 24th March 2021

C I R C U L A R

Subject: - **ACWL SECONDMENT PROGRAMME FOR TRADE LAWYERS 2021-2022**

A self-explanatory letter of Advisory Centre on WTO Law, Geneva, dated 12th March 2021 along with its enclosures is forwarded herewith for uploading on the website of Ministry of Commerce , for information of the officers. All the information is also available at the website www.acwl.ch. The deadline for submission of applications to ACWL is **16th April 2021**.

2. Interested officers of the Ministry of Commerce and its attached Departments/Organizations who fulfill the required qualification /criteria are requested to send their nominations to HR-I Section of Ministry of Commerce, with the approval of the concerned Joint secretary/head of department latest by **06-04-2021** positively.

Encl: As above



(Muhammad Imtaiz)
Deputy Director HR-I

Database Administrator,
Ministry of Commerce,
Islamabad.

Advisory Centre on WTO Law

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Niall MEAGHER
Executive Director

The Ambassadors of the ACWL's
Developing Country Members and
the LDCs entitled to the ACWL's
Services

Reference: ACWL 2021/10

12 March 2021

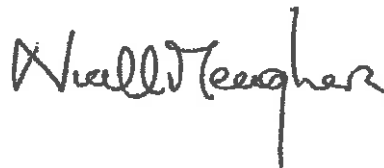
Madam/Sir:

I am pleased to invite ACWL developing country Members and the least-developed countries (LDCs) entitled to the ACWL's services to nominate candidates for the 2021-2022 cycle of the ACWL's Secondment Programme for Trade Lawyers. Under this Programme, the ACWL offers up to four lawyers from the governments of Members of the ACWL and the LDCs the opportunity to join the staff of the ACWL as paid trainees for a period of nine months from September 2021 to June 2022.

The details of the Programme are being emailed separately to your Mission. All the information will also be available at our website www.acwl.ch as of 12 March 2021.

I would appreciate if you would draw the attention of eligible lawyers in your government to this opportunity. Governments may nominate up to two candidates for this programme. The deadline for the submission of applications is Friday, 16 April 2021.

Please accept the assurances of my highest consideration.



Niall Meagher



Advisory Centre on WTO Law
Centre Consultatif sur la Législation de l'OMC
Centro de Asesoría Legal en Asuntos de la OMC

SECONDMENT PROGRAMME FOR TRADE LAWYERS

What is the Secondment Programme for Trade Lawyers?

The Advisory Centre on WTO Law (the "ACWL") is a public international organisation independent of the World Trade Organization ("WTO") located in Geneva, Switzerland. The ACWL provides legal advice on WTO law, support in WTO dispute settlement proceedings and training in WTO law to developing countries and least-developed countries.¹

As part of its training activities, the ACWL maintains a Secondment Programme for Trade Lawyers (the "Programme"), under which up to four government officials join the staff of the ACWL as paid junior lawyers for a period of nine months to gain practical experience in WTO law and dispute settlement procedures.

The Programme is intended to provide government officials entrusted with functions relating to the legal aspects of trade policy the opportunity to broaden their professional experience in the field of WTO law by temporarily joining the staff of the ACWL. The Programme aims to provide the participants with both theoretical training and practical experience in WTO law and an opportunity to participate actively in WTO dispute settlement proceedings. Participants take an active part in the ACWL's day-to-day activities and assist the staff of the ACWL in preparing legal opinions and providing support in dispute settlement proceedings of the ACWL. The participants also follow the ACWL's regular training courses and seminars on WTO law and dispute settlement procedures.

Upon completion of the Programme, the participants are required to resume their employment with their government.

¹The terms "country" and "developing country" include separate customs territories and countries with economies in transition.

Who may apply?

The Agreement Establishing the ACWL stipulates that the ACWL may provide training only to government officials.² Applicants must, therefore, be officials of the government of a least-developed country or a Member of the ACWL entitled to the services of the ACWL. These government officials are expected to have the qualifications required to benefit fully from their participation in the work of the ACWL. These are:

- a law degree or equivalent academic qualifications;
- an excellent command of English;
- at least two years of professional experience in the area of trade policy; and
- a demonstrable interest in WTO law.

Applicants with the following additional qualifications may have an advantage:

- post-graduate studies in international law, and/or international trade law;
- government officials who are currently working on trade policy matters and who need to obtain a wider knowledge of the WTO and its dispute settlement system; and
- a working knowledge of French or Spanish.

What is the application and selection process?

Interested persons are required to submit their application through their respective governments. Please note that the ACWL is unable to consider applications that are not supported by a nominating letter from the applicant's government. Each least-developed country and each Member of the ACWL entitled to the services of the ACWL is entitled to nominate up to two candidates for the Programme.

Applicants must provide a detailed CV and complete a personal history form, a copy of which is attached to this document. The form can also be downloaded from the ACWL website: www.acwl.ch. It can also be provided electronically upon request by contacting secretariat@acwl.ch.

² See Article 2.2 of the Agreement Establishing the ACWL.

A Recruitment Board consisting of representatives of the Management Board, the Executive Director and the staff of the ACWL will review the applications and make a short list of final candidates. The short-listed applicants will be invited to participate in a pre-screening interview by Skype or other internet connection (where possible) and then to come to the ACWL's offices in Geneva for an oral interview and a written test. The Recruitment Board will then notify the successful candidates, who will then be expected to arrive in Geneva to start the Programme by 15 September at the latest.

What conditions of service does the ACWL offer?

The selected participants will become staff members of the ACWL for the duration of their stay in Geneva. As a result, they will receive work and residence permits in accordance with the ACWL's headquarters agreement with Switzerland.

Participants should note that given the temporary nature of the Programme, the Swiss authorities will not authorise permits for the family members of participants to work or reside in Switzerland for the duration of the Programme. Successful candidates should, therefore, plan to come to Geneva without accompanying family members. Please also note that the ACWL cannot be responsible for finding accommodation for participants in the Programme.

Participants will be subject to the same duties and obligations as the regular staff members of the ACWL and will be expected to regulate their conduct in accordance with the ACWL Standards of Conduct. In particular, the participants will be asked to sign an oath of confidentiality. Of the benefits set out in the Staff Regulations and Rules of the ACWL, those of participants in the Secondment Programme are limited to the following:

- an economy class return air-ticket to Geneva from the participant's country of residence;
- an installation grant of CHF3,000;
- a monthly stipend of CHF4,809;
- health and accident insurance for the duration of the participant's stay in Geneva; and
- annual leave at the rate of two and a half days a month.

Upon the completion of the Programme in mid-June, the Executive Director will prepare a written report on the activities and performance of each participant and provide a

copy to the participant and the seconding government. As noted, participants are expected to return to their government service on completion of the Programme.



PERSONAL HISTORY

SECONDMENT PROGRAMME

Please answer each question clearly and completely.

Type or print in ink.

Read carefully and follow all directions.

| | | | | | | | |
|--|--------------------------|---|--------------------------|--|--------------------------|-----------------------------|--------------------------|
| 1. Family name | | First name | | Other names | | Maiden Name | |
| 2. Date of birth (D/M/Y) | | 3. Country of birth | | 4. Nationality/ies at birth | | 5. Present nationality/ies | |
| 6. Sex M <input type="checkbox"/> F <input type="checkbox"/> | | 7. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> | | | | | |
| 8. Permanent address: Telephone: Fax: E-mail: | | 9. Present address: Telephone: Fax: E-mail: | | 10. Telephone no. during working hours: Fax: E-mail: | | | |
| 11. Have you taken up legal residence status in any country other than that of your nationality if "yes", in which country? | | | | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | |
| 12. Have you taken any legal steps towards changing your present nationality if "yes", explain fully: | | | | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | |
| 13. Have you any dependants? | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | If "yes", give the following information: | | | |
| Name | | Age | Relationship | | Name | Age | Relationship |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 14. KNOWLEDGE OF LANGUAGES. Indicate your first language; if not the same, indicate also mother tongue: | | | | | | | |
| Other languages | Read | | Write | | Speak | | Understand |
| | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. COMPUTER SKILLS. Knowledge of different software packages | | | | | | | |
| Software/Programme | None | | Basic | | Good | | Excellent |
| Microsoft Word | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| <p>To the governments concerned: Please submit completed form to the Secretariat, Advisory Centre on WTO Law (ACWL), Avenue Giuseppe-Motta 31-33, C.P. 132, 1211 Geneva 20, Switzerland. Fax +41-22-919 21 22. E-mail: secretariat@acwl.ch</p> | | | | | | | |

| From Month/Year | To Month/Year | Salary per annum | | Exact title of your post: |
|--|------------------|------------------|---|---------------------------|
| | | Starting | Final | |
| Name of employer: | | | Type of activity: | |
| Address and telephone of employer: | | | Name of supervisor: | |
| | | | Number and kind of employees supervised by you: | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES | | | | |
| | | | | |
| | | | | |
| | | | | |
| 19. Have you any objections to our making inquiries of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| 20. Have you any objections to our sharing this form with other International organizations? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| 21. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. Do <u>not</u> repeat names of supervisors listed under item 18. | | | | |
| FULL NAME | | FULL ADDRESS | | OCCUPATION |
| | | | | |
| | | | | |
| | | | | |
| 22. State any other relevant facts, including membership in professional societies. Include information regarding any residence outside the country of your nationality. | | | | |
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| 23. Please provide a personal statement of between 100-350 words explaining why you feel you would be a good candidate for the Secondment Programme. Explain how you think (a) you and (b) your government would benefit from your participation in the Programme. You may provide this statement on a separate sheet. | | | | |
| | | | | |
| | | | | |
| | | | | |
| 24. Appointment is subject to a satisfactory medical examination and might entail travel to any area of the world. Have you any disabilities which might limit your work or your ability to engage in air travel? No <input type="checkbox"/> Yes <input type="checkbox"/> Explain: _____ | | | | |
| 25. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement. | | | | |
| 26. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentations or material omission made on a Personal History form or other document requested by the ACWL renders a staff member of the AWCL liable to dismissal. Date: _____ Signature: _____ | | | | |

N.B. *You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the ACWL and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the ACWL.*