

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 15th March, 2022

CIRCULAR

SUBJECT: - INVITATION TO NOMINATE CANDIDATES FOR THE ONLINE REGIONAL TRADE POLICY COURSE (eRTPC) FOR ASIA-PACIFIC MEMBERS AND OBSERVERS OF THE WTO (23 MAY TO 25 AUGUST 2022)

Please find enclosed herewith a copy of self explanatory U.O No. 4(1)/2022 dated 14-03-2022 along with its enclosures regarding the subject training for placing on the website of the Ministry of Commerce.

2. Interested officers of this Ministry / Attached Departments who fulfill the eligibility criteria may send their nominations duly approved by their respective Head(s) of the Wing(s) / Departments to HR-I Section latest by 21-03-2022, positively.

Encl: As above


(Muhammad Suleman Mahsud)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

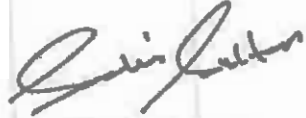
**Government of Pakistan
Ministry of Pakistan
WTO Wing

Subject: INVITATION LETTER & APPLICATION FORM// ERTPC ASIA-PACIFIC FOR WTO MEMBERS & OBSERVERS - 23 MAY - 25 AUGUST 2022

Please refer to the subject noted above.

2. The Institute for Training and Technical Cooperation (ITTC) is conducting an Online Regional Trade Policy Course (eRTPC) for Asia-Pacific Members and Observers of the WTO. The eRTPC is scheduled to be held from 23 May to 25 August 2022. The WTO is offering this eRTPC in partnership with the Shanghai University of International Business and Economics. The eRTPC is an intermediate level training activity within the WTO Progressive Learning Strategy (PLS Level 2).
3. The government is encouraged to nominate up to three officers that meet the eligibility criteria. The deadline to apply for the programme is 1st April 2022. The attached application form, 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/Embassy to the WTO.
4. It is, therefore, requested, that this may be widely circulated amongst the officers of the Ministry of Commerce and its attached organizations.

Encl: As Above


(Sadia Sultan)
Section Officer (WTO II)

Deputy Director (HR), Ministry of Commerce, Islamabad
WTO Wing U. No. 4(1)/2022 SO WTO II dated 14.03.2022



WORLD TRADE ORGANIZATION

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

EMAIL

To:	Heads of Delegations		
From:	Bridget Chilala Director Institute for Training and Technical Cooperation	Date:	10/03/2022
			
Number of Pages (including this one):	11	Div, Ref:	eRTPC22-2 Asia-Pacific Members and Observers

**Invitation to nominate candidates for the Online Regional Trade Policy Course (eRTPC)
for Asia-Pacific Members and Observers of the WTO**

23 May to 25 August 2022

The Institute for Training and Technical Cooperation (ITTC) is pleased to inform you of the launch of the Online Regional Trade Policy Course (eRTPC) for Asia-Pacific Members and Observers of the WTO. The eRTPC is scheduled to be held from **23 May to 25 August 2022**. The WTO is offering this eRTPC in partnership with the Shanghai University of International Business and Economics.

The eRTPC is an intermediate level training activity within the WTO Progressive Learning Strategy (PLS Level 2). Participants who successfully complete the eRTPC will be entitled to apply to PLS Level 3 training. The objectives of the eRTPC are to: (1) deepen participants' understanding of the WTO Agreements and the functioning of the WTO, its rules, and procedures; (2) strengthen participants' capacity to access WTO information resources and the ability to find relevant provisions in the WTO legal texts; and (3) enhance participants' understanding of relevant trade policy issues in their regional context.

Governments are invited to nominate candidates for the eRTPC for Asia-Pacific Members and Observers of the WTO. All candidates must satisfy the nomination and selection criteria listed below. To allow for a broad selection process, governments are encouraged to submit up to three candidates for consideration. Depending on the number of candidates from the entire region, determination will be made on the precise number of participants. Applications are equally welcome from qualified women and men.

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" (<https://wtolearning.csod.com/>) or completed, within the last four years, a Geneva-based Introduction Course for LDCs. Candidates who wish to participate in the eRTPC but have not yet completed the E-Learning course "Introduction to the WTO" are strongly encouraged to do so before the application deadline. Please refer to Annex I 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 government 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 eRTPC will be conducted in English. A mere understanding of the language is not sufficient. Where English is not a working language of the candidate's government, a language proficiency certificate must be submitted along with the WTO Application Form. Telephone interviews may be carried out with candidates to evaluate their level of English proficiency;

(iv) For the duration of the eRTPC, candidates must have access to a device that is suitable for video conferencing (i.e., desktop PC or laptop, or any other device, with Internet connection, speaker, microphone, and webcam);

(v) Candidates must make appropriate arrangements to secure access to a stable and reliable Internet connection for the duration of the eRTPC. Candidates shall advise the RTPC Unit, as soon as possible and no later than the application deadline, should there be difficulties in securing such access;

(vi) Candidates must be ready to devote sufficient time to fully participate in and complete the eRTPC. It is estimated that participants will need to devote half-a-day daily during the working week to attend the live training sessions of the eRTPC, complete their assignments and tests, and otherwise prepare for their participation in the eRTPC. Please refer to the eRTPC Draft Programme in Annex II;

(vii) For the duration of the eRTPC:

- candidates must undertake not to accept any official assignments which would interfere with their ability to fully participate in and complete the eRTPC; and
- nominating authorities must undertake to facilitate their officials' participation in the eRTPC including by: (1) assisting their officials to secure access to a stable and reliable Internet connection for the duration of the eRTPC; (2) permitting their officials to attend, uninterrupted, the live training sessions that take place four times a week in accordance with the eRTPC Draft Programme in Annex II; and (3) not assigning the officials to tasks that require travel outside of their duty stations, for the duration of the eRTPC.

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 to the WTO.

Each selected participant will be provided with:

- An updated edition of the WTO Agreements;
- Training on how to access the online platform and tools to be used for the eRTPC.

Selected participants will be expected to be prepared and motivated to engage in active learning, which will include self-study, making presentations, and engaging in discussions on the challenges faced by their respective government. The Final Grade awarded to participants in this eRTPC will be based cumulatively on: (1) the results of weekly tests relating to each respective module; (2) a weekly evaluation of each participant's attendance and contribution to the week's activities; and (3) the results of a final exam administered during the last week of the eRTPC. Participants that successfully complete the eRTPC will be duly recognized by the WTO and the University.

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

Procedure for submission of nominations

..... The attached application form, 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/Embassy to the WTO. Nominations received from other sources will not be taken into consideration.

The deadline for submitting candidates is Friday, 1st April 2022. Nomination and candidate application forms should be transmitted to:

Logistics Unit
Institute for Training and Technical Cooperation
Email: Logistics.unit@wto.org

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 I

WTO E-Learning Course "Introduction to the WTO"

Pre-requisite for candidates to the 2022 eRTPC for Asia-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. eRTPCs 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 eRTPC. Exceptionally, consideration may be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the eRTPC 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://wtolearning.csod.com/>).
4. While the WTO e-learning material is freely available to a wider public in the WTO E-Learning website, eRTPC candidates must 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://wtolearning.csod.com/>, 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://wtolearning.csod.com/>

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.

6. Once the registration process is complete, the access codes for the E-Learning Course will be available for three months. Please note that eRTPC candidates must have successfully completed the E-Learning Course "Introduction to the WTO" by **Friday, 1st April 2022** at the latest. In the Application Form candidates should provide either: (1) the name and date of the E-Learning "Introduction to the WTO" Course that they have already successfully completed; or (2) their registration number for the E-Learning Course "Introduction to the WTO" that they will complete by **Friday, 1st April 2022**.

ANNEX II: DRAFT PROGRAMME**ONLINE REGIONAL TRADE POLICY COURSE (ERTPC) FOR ASIA-PACIFIC MEMBERS AND OBSERVERS OF THE WTO****23 MAY TO 25 AUGUST 2022**

Weeks & Modules	23-27 May ¹	30 May-03 June	06-10 June ²	13-17 June	20-24 June	27 June-1 July	4-8 July	11-15 July	18-22 July	25-29 July	1-5 August	8-12 August	15-19 August	22-25 August
Day & Time ³	Mod 1	Mod 2	Mod 3	Mod 4	Mod 5	Mod 6	Mid Term	Mod 7	Mod 8	Mod 9	Mod 10	Mod 11	Mod 12	End-term
Module	Opening of the eRTPC & overview of the WTO	Basic Principles	Market Access	Customs matters and TF	Agriculture	SPS/TBT	Mid-Term Week	Trade Remedies	Services	TRIPS & Government P.	Regionalism	Dispute Settlement	Development	Roundtable, exam and evaluation
Division	ITTC	ITTC	Market Access Division	Market Access Division	Agriculture Division	Trade and Environment & Agriculture Divisions	ITTC, T&E, Economic & Statistics and Council & TR Divisions	Rules Division	Services Division	Intellectual Property Division	Trade Policies Review Division	Legal Affairs Division	Development	ITTC
Mon	9.00-12.00	Overview of the module Method of delivery: live session/webinar												
Tue	9.00-12.00	Continuous coverage of the weekly module and introduction to the module's case study/exercise (if applicable; alternatively, continuous coverage of the weekly module) Method of delivery: live session/webinar and autonomous/group work (for the exercise/case study)												
Wed	9.00-10.15	Review of the module's case study/exercise; questions and replies; and wrap up of the module Method of delivery: live session/webinar												
	10.30-12.00	Regional resource person to provide regional perspective on subject covered (if applicable; alternatively, continuous coverage of the weekly module) Method of delivery: live session/webinar												
Thu	09.00-11.00	Mandatory information sessions Method of delivery: live session/webinar												

¹ Thursday, 26 and Friday, 27 May 2022 are WTO non-working days.² As Monday 06 June is a WTO non-working day, the first webinar of the week will be held on Tuesday 07 June 2022.³ The time indicated is Central European Summer Time (CEST).

WTO APPLICATION FORM



ONLINE REGIONAL TRADE POLICY COURSE (ERTPC) FOR ASIA-PACIFIC MEMBERS AND OBSERVERS OF THE WTO

23 MAY TO 25 AUGUST 2022

DEADLINE: Friday, 1st April 2022

PART I

To be completed by the Applicant in English (In CAPITAL LETTERS if handwritten)

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

Mr. Mrs. Miss. Ms.

Surname	
Given name	
Birth date <i>day/month/year</i>	
Title/Position	
Ministry/ Government entity	
City	
Member/Observer	
Mobile phone n°	
Telephone n°	
Email addresses* (professional & personal)	* Important: all communication will be sent by e-mail

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	
Indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course.	

Tools required for the eRTPC

For the duration of the eRTPC, will you have access to a device that is suitable for video conferencing (i.e. a desktop PC or laptop, or any other device, with internet connection, speaker, microphone, and webcam)? In responding, please identify the device(s) that you will be using.

The eRTPC will be run on the Cornerstone and Zoom platforms. Please indicate whether, to your knowledge, there are any existing restrictions (in your place of connection, or on your device) that would prevent you from accessing these two platforms.

Internet access and connectivity

For the purpose of the eRTPC, are you planning to connect from home, your workplace, or elsewhere? (If elsewhere, explain).

Describe the type of Internet connection that you will have access to for the purpose of the eRTPC. (WIFI, Broadband, Data bundles etc)

Will you have access to a reliable and stable Internet connection for the duration of the eRTPC?

If the answer is no, please explain what the difficulties are.

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 government 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 government, a language proficiency certificate must be submitted along with the WTO Application 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.

PART II	To be completed by the Nominating Authority
The Nominating Authority	
<ul style="list-style-type: none"> 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 government in the field of the formulation and conduct of trade policy, is fully proficient in English, and will be able to actively participate in the Course;
- the candidate is prepared to devote sufficient time to fully participate in and complete the eRTPC. It is estimated that participants will need to devote half-a-day daily during the working week to attend the live training sessions of the eRTPC, complete their assignments and tests, and otherwise prepare for their participation in the eRTPC;
- for the duration of the eRTPC, the candidate will not be assigned to any official duties which would interfere with their ability to fully participate in and complete the eRTPC; and
- if the candidate is selected to participate in the eRTPC, the Nominating Authority undertakes to facilitate their official's participation in the eRTPC including by: (i) assisting their official to secure access to a stable and reliable Internet connection for the duration of the eRTPC; (ii) permitting their official to attend, uninterrupted, the live training sessions that take place four times a week in accordance with the eRTPC Draft Programme; and (iii) not assigning the officials to tasks that require travel outside of their duty station for the duration of the Course;
- 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.

Data 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

Date & signature (Candidate)	Date, signature & STAMP (Nominating Authority)

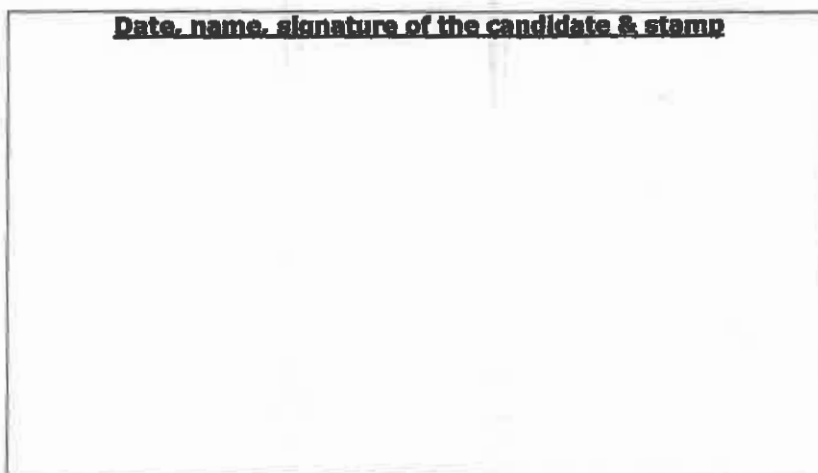
ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES

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 the participant's preparations for undertaking the eRTPC.
2. Salaries of the participants during their participation in the eRTPC.
3. Medical costs of the participants during their participation in the eRTPC.

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

**Logistics Unit
Institute for Training and Technical Cooperation
Email: Logistics.unit@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

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