

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 7th April, 2022

CIRCULAR

SUBJECT: - ADVISORY CENTER ON WTO LAW (ACWL) SECONDMENT PROGRAMME FOR TRADE LAWYERS.

Please find enclosed herewith a copy of self explanatory U.O No. 4(1)/2022 dated 06-04-2022 along with its enclosures regarding the subject training for placing on the website of the Ministry of Commerce. All the information is also available at the website www.acwl.ch. The dead line for the submission of application is Friday, 6th May, 2022.

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 **22-04-2022**, positively.

Encl: **As above**



(Dr. Beenish Noor)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

**Government of Pakistan
Ministry of Pakistan
WTO Wing

Subject: Advisory Centre on WTO Law (ACWL) Secondment Programme for Trade Lawyers

The undersigned is directed to refer to the subject noted above and state that ACWL has invited nominations for the 2022-23 cycle of the Secondment Programme for Trade Lawyers.

2. ACWL's Secondment Programme for Government Lawyers provides government lawyers from ACWL developing country Members and LDCs entitled to the services to the ACWL, an opportunity to work and train as a junior counsel at the ACWL from October each year to June of the following year.

3. Enclosed are the letter of invitation, memorandum regarding secondment programme and personal history form. Applicants nominated must complete the personal history form. The deadline for submission of the nominations to ACWL is May 6, 2022.

4. It is, therefore, requested that the training may be widely circulated amongst the officers of Ministry of Commerce and its attached departments.

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 06.04.2022.

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 2022/23

4 April 2022

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 2022-2023 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 October 2022 to June 2023.

The details of the Programme are being emailed separately to Missions. All the information will also be available at our website www.acwl.ch as of 5 April 2022.

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, 6 May 2022.

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 organization 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 the Secondment Programme for Trade Lawyers (the "Programme"), under which, each year, 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 joining the staff of the ACWL for a period of nine months. The Programme aims to provide the participants with both 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 in which the ACWL is involved. 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 (we encourage applicants from French and Spanish speaking countries; however all applicants must be able to work in English).
- at least two years of professional experience in the area of international law or trade policy; and
- a demonstrable interest in WTO law.

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 Member of the ACWL entitled to the services of the ACWL may 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.

The Recruitment Board, which consists of a representative of the Management Board, the Executive Director and members of the staff of the ACWL, will review the applications and make a short list of candidates. These candidates will be invited to participate in a pre-screening virtual interview with the Recruitment Board. Depending on the short list of candidates and the prevailing travel restrictions, a final short list of candidates may be invited to come to the ACWL's offices in Geneva for an in-person interview and a written test. The Recruitment Board will then notify the successful candidates, normally by June 15 at the latest. The successful candidates will then be expected to arrive in Geneva to start the Programme by

² See Article 2.2 of the Agreement Establishing the ACWL.

the first working day of October. The ACWL will provide necessary assistance with visa requirements and will cover travel costs.

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, although available information will be provided.

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.

Participants are required 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:		9. Present address:		10. Telephone no. during working hours:				
Telephone: Fax: E-mail:		Telephone: Fax: E-mail:		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	Easily	Not easily
	<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"/>	<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 government's 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.				
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.