

**Government of Pakistan
Ministry of Commerce

No. 5(1)/2023-Admn-I/HR-I

Islamabad, the 13th March, 2023

CIRCULAR

**SUBJECT: - ACWL SECONDMENT PORGRAMME FOR TRADE LAWYERS
2023-2024**

Please find enclosed herewith a copy of self explanatory email along with its enclosure, received from Permanent Mission of Pakistan to the WTO Geneva on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested (BS-18 & Above) officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s) to HR-I Section (along with their C.V and details of availed Foreign Training/Workshops etc), latest by 27-03-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As Above


13/3/23
(Shazia Mushtaq)
Deputy Secretary (HRM)

**Database Administrator,
Ministry of Commerce,
Islamabad**

ACWL Secondment Programme for Trade Lawyers 2023-2024

1 message

haja.ranaivo@wto-pakistan.org <haja.ranaivo@wto-pakistan.org>

Tue, Mar 7, 2023 at 2:15 PM

Reply-To: haja.ranaivo@wto-pakistan.org

To: Deputy Director MoC Ministry of Commerce <ddcommercedivision@gmail.com>

Cc: Sadia Sultan <sowto2.moc@gmail.com>, "ashfaq.ahmad@wto-pakistan.org" <ashfaq.ahmad@wto-pakistan.org>, "fahad.raza@wto-pakistan.org" <fahad.raza@wto-pakistan.org>, "owais.hussain@wto-pakistan.org" <owais.hussain@wto-pakistan.org>, "mujtaba.piracha@wto-pakistan.org" <mujtaba.piracha@wto-pakistan.org>

Dear Sir,

Please find attached Invitation from the ACWL to nominate two (2) candidates for the 2023-2024 cycle of the Secondment Programme.

- Memorandum regarding the Secondment Programme
- Personal History Form (to be completed by the nominated candidates)

The deadline for the submission of applications is **Tuesday, 11 April 2023**. Approved candidates have to send their applications **directly to the ACWL with copy to the Mission**

Letter listing the approved nominations to apply may please be shared with the Mission.

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

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2 attachments

 **ACWL Secondment Programme Memorandum March 2023.pdf**
247K

 **Personal history form.doc**
198K



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

2023-2024

What is the Secondment Programme for Trade Lawyers?

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

As part of its training activities, the ACWL conducts a Secondment Programme for Trade Lawyers (the "Secondment Programme"). Under this programme, four government lawyers from the ACWL's developing country Members and the LDCs entitled to the ACWL's services join the ACWL's staff as paid junior lawyers for a period of nine months (from October-June) to gain practical experience in WTO law and dispute settlement procedures.

The Secondment Programme is intended to give government lawyers responsible for the legal aspects of trade agreements and policy the opportunity to broaden their professional experience in the field of WTO law. Participants take an active part in the ACWL's day-to-day activities and assist the staff lawyers of the ACWL in preparing legal opinions and providing support in WTO dispute settlement proceedings. The participants also follow the ACWL's regular training courses and seminars on WTO law and dispute settlement procedures, as well as participating in in-house training courses on legal writing and other legal issues.

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

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

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 an LDC or a developing country Member of the ACWL. These government officials are expected to have the following qualifications:

- a law degree or equivalent academic qualifications;
- an ability to work in English (we encourage applicants from non-English speaking countries, including 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 and trade policy; and
- a demonstrable interest in WTO law.

The ACWL recognizes that lawyers in some governments may not have had the opportunity to gain prior experience in WTO law. In appropriate cases, therefore, the ACWL welcomes nominations of government lawyers whose responsibilities include more general issues of international law and responsibility for treaty obligations.

What is the application process?

All candidates must be nominated by their governments and must submit their applications through their governments. The applications may be submitted either by the government's Mission to the WTO in Geneva or directly by the relevant officials in capital. Please note that the ACWL is unable to consider applications that are not supported by a nominating letter from the applicant's government.

² See Article 2.2 of the Agreement Establishing the ACWL.

Each LDC and developing country Member of the ACWL is entitled to nominate up to two candidates for the Secondment Programme per year.

Applicants must provide a detailed CV and complete a personal history form, a copy of which is attached to this memorandum or can be downloaded from the ACWL website.³ It can also be provided electronically upon request by contacting secretariat@acwl.ch.

What is the selection process?

A Recruitment Board consisting of representatives of the Management Board, the Executive Director and staff lawyers of the ACWL will review the applications and prepare a short list of candidates.

The short-listed applicants will be invited to participate in a pre-screening interview with two ACWL staff lawyers via an online platform.

Following the pre-screening interviews, a final short list of candidates will then be invited to participate in a final interview with the Recruitment Board and to complete a written two-hour examination.

The Recruitment Board will then select the four successful candidates. We hope to complete the process by May/June 2023. The selected candidates will be notified and, if they accept, provided with assistance in obtaining visas from the Swiss authorities and other logistical arrangements.

The selected candidates will be required to provide, with their acceptance of the ACWL's offer, (i) an attestation from their government that they are on secondment and will be returning to work with the government on completion of the Secondment Programme, and (ii) a personal attestation that they intend to return to work in the government on completion of the Secondment Programme.

³ <https://www.acwl.ch/download/Personal-history-form-2020.doc>.

The selected candidates will be expected to arrive in Geneva to start the Secondment Programme by 1 October 2023.

What conditions of service does the ACWL offer?

The selected participants will become staff members of the ACWL for the duration of their secondment. 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 Secondment Programme, the Swiss authorities will not authorise permits for the family members of participants to work or reside in Switzerland for the duration of their secondment. Successful candidates should, therefore, plan to come to Geneva without accompanying family members (although in some cases family members may be able to make temporary visits as tourists). Please also note that while some information and assistance will be provided, 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. The participants in the Secondment Programme will receive the following benefits of those set out in the Staff Regulations and Rules of the ACWL:

- 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 secondment; and

- annual leave at the rate of two and a half days a month (unused leave will not be compensated at the end of the Programme).

Upon the completion of the Secondment Programme at the end of 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 above, participants are expected to return to their government on completion of the Secondment 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:			Telephone:			Fax:			
Fax:			Fax:			E-mail:			
E-mail:			E-mail:			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"/>	

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

4.

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.