

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 18th May, 2023

CIRCULAR

**SUBJECT: - WTO WORKSHOP ON IMPORT LICENSING & NOTIFICATION
25-27 SEPTEMBER, 2023 GENEVA**

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 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 29-05-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As Above



(Aamir Waheed)
Section Officer (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad

Invitation_WTO Workshop on Import Licensing & Notifications_25-27 September 2023_Geneva

1 message

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

Wed, May 17, 2023 at 10:37 PM

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

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

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

Dear Sir,

Please find attached an invitation to submit nominations to attend the Technical Assistance Activity in the captioned subject.

Application forms, including participants' details, must be returned, completed and signed (with scanned copy of passports biodata page) to the Mission which will convey them to the WTO Secretariat.

Please note that these nominations must be sent by the Mission to the WTO Secretariat by 12 June 2023. Therefore, it is requested that nominations **may please reach this Mission before 12 June 2023**

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
Before printing, please think about the environment

Save Trees - Think Before Print. Do not print this email unless necessary!

3 attachments

 Invitation letter Import Licensing 25 - 27 Sep 2023_TC23-13.pdf
78K

 Application Form-Import Licensing 25-27 Sep 2023_TC23-13.docx
38K

 Workshop Draft Programme_Import Licensing 25-27 Sep 2023.pdf
128K



WORLD TRADE ORGANIZATION

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

EMAIL

To:	Heads of Delegation Members to the WTO	Email:	List attached
From:	Bridget Chilala Director Institute for Training and Technical Cooperation 	Date:	17/05/2023
Number of Pages (Including this one):	10	Div. Ref:	TC23-13

CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS (In English) *

**Geneva, Switzerland
25-27 September 2023**

Invitation to Present Candidates

The Secretariat of the World Trade Organization (WTO) is organizing a Capacity Building Workshop on Import Licensing and Notifications to take place in Geneva, Switzerland **from 25 to 27 September 2023**.

..... The Workshop is a specialized training activity that intends to familiarize Members with the Agreement on Import Licensing Procedures, its notification requirements, and to assist Members in preparing their respective notifications. Upon return to work after the Workshop, participants are encouraged to liaise with the Secretariat on the preparation of upcoming notifications. A draft programme for the event is attached.

WTO Members that are eligible to benefit from training and technical assistance activities are invited to nominate **one capital-based official** to participate in the Workshop. The nominee must be directly responsible for the preparation and/or coordination of notifications on Import Licensing.

Thirty (30) places will be made available for applicants from WTO developing and least-developed Members that are eligible to benefit from training and technical cooperation activities. For these participants, the WTO will bear their expenses (i.e., return economy class ticket, terminal expenses allowance, daily subsistence allowance and accommodation for the duration of the Workshop).

In order to maximize the impact of this Workshop, nominees should indicate whether they have undertaken or will undertake work on the preparation of import licensing notifications by their respective government.

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WTO OMC

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Participants will be required to prepare a draft notification at the Workshop, with the assistance of the Secretariat. From the nominees, preference will be given to developing or least-developed WTO Members that have never submitted an import licensing notification. If the quota of funded participants is not filled, the participation of capital-based officials from Members that have submitted partial or incomplete import licensing notifications will be considered.

The WTO 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.

..... The attached Application Form must be returned, completed and signed by the candidate as well as by the nominating national authority which presents the candidate, **via the Permanent Mission/Embassy to the WTO, at the latest by 12 June 2023**. Applications for this Workshop should be submitted along with evidence of having completed the online course on the Agreement on Import Licensing Procedures. Please note that, in light of the logistical complexity of the activity, the Secretariat will not be in a position to process applications received after this deadline.

The Application Form should be returned by email to the **WTO Institute for Training and Technical Cooperation, Logistics Unit: logistics.unit@wto.org**.

Selected participants will receive confirmation directly. Relevant administrative information, travel details and ticket will be sent shortly after the selection has taken place.

Français/Español

* L'Organisation Mondiale du Commerce (OMC) organise un Atelier de renforcement sur les licences d'importation et les notifications pour les pays Membres de l'OMC et les gouvernements accédants, du 25 au 27 septembre 2023. Ce cours étant donné en anglais, l'invitation et les formulaires de candidature et de nomination sont distribués en anglais uniquement.

* La Organización Mundial del Comercio (OMC) organiza un Taller de capacitación sobre las licencias de importación y notificaciones para los Miembros de la OMC y los gobiernos en su proceso de adhesión, del 25 al 27 de septiembre de 2023. Este curso será dado en inglés, por consiguiente, la invitación y los formularios de candidatura y de nominación serán distribuidos sólo en inglés.



WTO APPLICATION FORM

CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS

GENEVA, 25-27 SEPTEMBER 2023

DEADLINE: 12 June 2023

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

Ms

Surname	
Given name	
Birth date <i>day/month/year</i>	
Nationality	
Title/Position	
Ministry/ Government entity	
City	
WTO Member	
Mobile phone n°	
Email addresses*	* Important: all communications and documents 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)?	<input type="checkbox"/> YES if so, which one (with dates)? <input type="checkbox"/> NO
Other WTO course(s) undertaken & dates	

In your daily work, are you responsible for:

- the notification of Import licensing to the WTO

Yes No

- other types of notifications to the WTO

Yes No

Please describe what challenges you have faced in preparing the Import licensing notifications, including the steps that have been taken to prepare it.

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Please describe the steps that you would take upon returning to your country to prepare and submit import Licensing notifications

What is the objective that you would like to achieve by participating in this activity?

Additional Information about the activity

Background: Preference will be given to nominees having a demonstrated background in import licensing/import control policies and direct responsibility in preparing WTO import licensing notifications. The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements.

Language skills: This activity will be delivered in English. Participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets this requirement.

PART II	To be completed by the Nominating Authority
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The Nominating Authority	
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- Officially nominates:

Name of candidate	
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<ul style="list-style-type: none"> • to attend the Capacity Building Workshop on Import Licensing and Notifications, to be held in Geneva, Switzerland, on 25-27 September 2023; • confirms that the candidate has policy responsibility and/or a demonstrated background in import licensing and related notification matters, has full command of English and will be able to successfully and actively participate in the programme; and • 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 we have thoroughly read and accepted.
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Details 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

Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances

1. Countries are implementing very strict visa policies. Please check your Schengen visa and transit visas requirements several weeks in advance. Make the necessary arrangements in your country to obtain them for your full roundtrip. The WTO is not authorized to intervene in this matter and is not responsible for visa fees and other financial issues.
2. You will not be consulted for your travel itinerary. However, your preference will be taken into consideration but is not guaranteed.
3. The organizers will provide you with a round-trip airplane ticket in economy-class, a terminal expenses allowance, accommodation, and a daily subsistence allowance for the duration of the activity in Geneva (or full board accommodation for regional activities).
4. Administrative and logistical details will be communicated by e-mail to the selected participants directly.

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 foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.), expenses during the journey resulting from lack of transit visa or from insufficient passport validity.
2. Salaries of the participants during their participation in the Activity.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or medical or accident insurance, medical treatment or hospitalisation during travel or participation in the Activity.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Activity.
6. Any modification made by you regarding the hotel booking and the related logistical arrangements.
7. Any personal service or facility you may request during your stay in the hotel where you are accommodated by the WTO, such as: business centre, internet connections, phone calls, room service, laundry, mini-bar or any kind of ground transport.
8. Any modification made BY THE AIRLINE OR BY YOU in connection with the itinerary or the air-tickets issued by the WTO Travel Agency in Geneva. Any additional fees, charges and/or penalties for the air-ticket modifications WILL BE COVERED BY YOU AND NOT BY THE ORGANIZERS.
9. Any damages made by you to the facilities to which you have access during your stay (i.e. hotel room) which will be your responsibility.

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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CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS

GENEVA, SWITZERLAND
25-27 SEPTEMBER 2023

DRAFT PROGRAMME

1 DAY ONE - 25 SEPTEMBER 2023

Time	Session
09:00-09:15	Pre-workshop quiz
09:15-09:45	Welcome coffee
09:45-10:00	Welcome and Introduction
10:00-11:30	Overview of the Agreement on Import Licensing Procedures <ul style="list-style-type: none">• Presentation
11:30-12:30	Experience-sharing session by Members <ul style="list-style-type: none">• Presentations
12:30-14:30	<i>Lunch break</i>
14:30-16:00	Overview of the Agreement on Import Licensing Procedures <ul style="list-style-type: none">• Practical session
16.30-16.45	<i>Break</i>
16:45-17:30	Notification requirements (Art. 1.4(a), 8.2(b), 5.1-5.4, and 7.3) <ul style="list-style-type: none">• Presentation Import Licensing Website/Import Licensing Notifications Portal <ul style="list-style-type: none">• Presentation

2 DAY TWO – 26 SEPTEMBER 2023

Time	Session
09:30-10:30	Notifications under Articles 5.1-5.4, Article 1.4(a) and Article 8.2(b) <ul style="list-style-type: none">• Practical exercise
10:30-10:45	<i>Coffee break</i>
10:45-12:30	Notifications under Articles 5.1-5.4, Article 1.4(a) and Article 8.2(b) (cont.) <ul style="list-style-type: none">• Hands-on exercise
12:30-14:30	<i>Lunch break</i>
14:30-15:00	Hands-on exercise: prepare and update notifications under Article 7.3. <ul style="list-style-type: none">• Practical exercise



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Time	Session
15:00-15:15	<i>Coffee Break</i>
15:15-17:30	Hands-on exercise: prepare and update notifications under Article 7.3.

3 DAY THREE – 27 SEPTEMBER 2023

Time	Session
09:30-11:00	Hands-on exercise: prepare and update notifications under Article 7.3. (cont.)
11:00-11:15	<i>Break</i>
11:15-12:30	Notifications under Article 7.3. of the Agreement <ul style="list-style-type: none">• Presentation by participants
12:30-14:30	<i>Lunch break</i>
14:30-16:30	Wrap-up session <ul style="list-style-type: none">• Feedback from participants• Post-workshop quiz• Closing and evaluation