

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 11<sup>th</sup> October, 2023

**CIRCULAR**

**SUBJECT: - INVITATION//WTO ADVANCED TRADE POLICY COURSE 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/relevant officers from **Main Ministry and its Attached Departments/Organizations** 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 (along with their C.V , Services Profile and details of availed Foreign Training/Workshops etc), latest by **18-10-2023 positively**. *Nominations received after the deadline will not be entertained.*

Encl: **As Above**



(Aamir W. heed)  
Section Officer (HR-I)

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

Copy for information to **Section Officer (AOs-HR)**, Ministry of Commerce, Islamabad



# WORLD TRADE ORGANIZATION

Direct line: +41 22 739 6440  
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**E-MAIL**

<b>To:</b> Heads of Delegations Members and Observers to the WTO	<b>E-mail:</b> List attached
<b>From:</b> Bridget Chillala Director Institute for Training and Technical Cooperation	<b>Date:</b> 09 October 2023
	
<b>Number of Pages (Including this one):</b> 6	<b>Ref:</b> ATPC24-1

## **2024 WTO ADVANCED TRADE POLICY COURSE (In English)\* 29 January – 22 March 2024**

### **Invitation to present candidates**

The Institute for Training and Technical Cooperation is organizing a WTO Advanced Trade Policy Course (ATPC) in 2024, in English, from 29 January to 22 March 2024 in Geneva, Switzerland. The ATPC is a "Level 3" training activity implemented within the WTO progressive learning framework and it represents the highest level of learning among WTO training activities.<sup>1</sup>

The purpose of the ATPC is to develop participants' autonomy in conducting WTO-related work by: (i) encouraging critical thinking to explore the linkages between WTO rules and disciplines and countries' trade policies and interests in the multilateral trading system; and (ii) enhancing analytical and negotiating skills to engage in trade policy formulation and implementation, monitoring and surveillance, WTO negotiations or dispute settlement. Both legal and economic aspects of WTO rules and disciplines will be examined in a series of interactive sessions focussing on case studies, simulations, and exercises, including hands-on use of WTO databases and analytical tools available online. Roundtable discussions will provide a platform for practical exchanges, sharing of experiences and best practices as well as debating present-day trade topics.

The course is targeted at government officials who are directly involved in WTO-related work and who already possess a sound knowledge of the general features of the WTO system and the WTO Agreements. Due to the applied nature of the ATPC, participants are expected to be actively involved throughout the course to further consolidate their knowledge and develop new skills through practice and case-based learning.

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<sup>1</sup> For further details about the WTO Progressive Learning Strategy, see the Biennial Technical Assistance and Training Plan 2024-2025 (WT/COMTD/W/273), pp. 24-26. The TA Plan can also be accessed through the following URL link:  
<https://docs.wto.org/dol2fe/Pages/SS/directdoc.aspx?filename=q:/WT/COMTD/W273.pdf&Open=True>

## WTO OMC

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The Members and Observers to the WTO, which are eligible to benefit from training and technical cooperation activities, are invited to present candidates to participate in this course. Eligible candidates should have completed a "Level 2" Generalist path WTO training activity<sup>2</sup> or, in exceptional circumstances, when they have not completed a Level 2 activity, have demonstrably commensurate knowledge or professional experience. They must also possess an excellent ability to communicate in English both orally and in writing.

The Secretariat of the WTO makes available thirty (30) fellowships for this activity. Each fellowship covers the following: a round trip airplane ticket in economy class; daily subsistence allowance; a terminal expenses allowance; and accommodation for the duration of the course.

..... 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 27<sup>th</sup> October 2023. Selected participants will receive confirmation directly. Additional administrative information, travel details and ticket will be sent shortly after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel this activity in the event of force majeure, if sufficient funding cannot be secured in time, or for any other reason that renders the execution of the activity impracticable for the organizers.

### **\*Français/Español**

*L'Organisation mondiale du commerce organise un cours avancé de politique commerciale à Genève, du 29 janvier au 22 mars 2024. Ce cours étant donné en anglais, l'invitation et le formulaire de candidature sont distribués en anglais uniquement.*

*La Organización Mundial del Comercio organiza un curso avanzado de política comercial en Ginebra, del 29 de enero al 22 de marzo de 2024. Este curso será dado en inglés, por consiguiente, la invitación y el formulario de candidatura serán distribuidos únicamente en inglés.*

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<sup>2</sup> Level 2 Generalist path activities include: Geneva-based Trade Policy Course; Regional Trade Policy Course (including online eRTPC); WTO E-Learning course on the Multilateral Trade Agreements and the WTO.



## WTO APPLICATION FORM

### ADVANCED TRADE POLICY COURSE

GENEVA (Switzerland), 29 January – 22 March 2024

**DEADLINE: 27<sup>th</sup> October 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

<b>Surname</b>	
<b>Given name</b>	
<b>Birth date</b> <i>day/month/year</i>	
<b>Title/Position</b>	
<b>Ministry/ Government entity</b>	
<b>City</b>	
<b>Country/Separate Customs Territory</b>	
<b>Mobile phone n°</b>	
<b>Fax n°</b>	
<b>Email addresses*</b>	<b>* Important:</b> all communications, documents and air-ticket will be sent by e-mail

Travel preference, if any (taken into consideration but not guaranteed)

**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 Regional Trade Policy Course (RTPC or eRTPC) or an online Multilateral Trade Agreements (MTAs) course? If so, when?	
Date(s)?	
Have you successfully completed other WTO E-Learning course(s), or undertaken WTO face to face training course(s)? If so, when?	

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

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**Additional Information about the activity**

**Background:** Preference will be given to nominees having direct responsibility in WTO matters. The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet the requirements and/or on the basis of the maximum number of funded participants.

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

<b>PART II</b>	<b>To be completed by the Nominating Authority</b>
The Nominating Authority	
<ul style="list-style-type: none"> <li>Officially nominates:</li> </ul>	
Name of candidate	
<ul style="list-style-type: none"> <li>to attend the WTO Advanced Trade Policy Course;</li> <li>confirms that the candidate has policy responsibility in WTO matters and has full command of English which would enable him/her to successfully and actively participate in the Course; and,</li> <li>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.</li> </ul>	
<p align="center"><b>PLEASE CLEARLY INDICATE IF YOU ARE REQUESTING WTO FINANCING FOR THIS CANDIDACY (CHECK THE APPROPRIATE BOX)</b></p>	
<p align="center">YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>	
<p><b>Details of the official responsible for nominating this candidate:</b></p>	
Surname	
Given Name	
Title/Position	
Organization/Entity	
Telephone	
Email address	
<p><b>By signing this form, the Candidate and the Nominating Authority certify that all the information included is complete and correct</b></p>	
Date & signature (Candidate)	Date, <u>signature</u> & <b>STAMP</b> (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, medical or accident insurance, or medical expenses regardless of their cause, during the journey to/from the activity or while attending it, including emergency treatment, hospitalization, ambulance or other transportation, evacuation and repatriation.
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@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**