



WTO APPLICATION FORM

WTO WORKSHOP ON CUSTOMS VALUATION NOTIFICATIONS

GENEVA, 22-24 MAY 2024

DEADLINE: 15 MARCH 2024

PART I	To be completed by the applicant in ENGLISH (in CAPITAL LETTERS if handwritten)
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MANDATORY: ALL THE INFORMATION ASKED IN THIS SECTION AND A PHOTOCOPY OF YOUR PASSPORT

<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
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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 and responsibilities?	

WTO training undertaken

Have you successfully completed one or more WTO e-Learning course(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please indicate which WTO e-Learning course(s) you have successfully completed, and their dates.	
Other WTO course(s) undertaken & dates	
Other courses undertaken on the subject of international trade and /or customs valuation not imparted by the WTO & dates	

In your daily work, are you responsible for:

- **notifications under the WTO Agreement on Customs Valuation**

Yes No

- **other types of notifications to the WTO**

Yes No

Please describe the work you have undertaken or will undertake on the preparation of customs valuation notifications by your respective government.

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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 directly responsible for the preparation and/or coordination of notifications on customs valuation. The organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements, and/or on the basis of the maximum number of participants that can be financed.

Language skills: This activity will be delivered in English and French. Participants are required to have full command of English or French. 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 WTO Workshop on Customs Valuation Notifications, to be held in Geneva, Switzerland, on 22-24 May 2024; • confirms that the candidate has policy responsibility and/or a background in customs valuation and related notification matters, has full command of English or French 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.

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, <u>signature</u> & <u>STAMP</u> (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