

WTO APPLICATION FORM

WTO ADVANCED COURSE ON ANALYZING TRADE IN SERVICES
(in English)

GENEVA (Switzerland), 4-7 June 2024

DEADLINE: 25 April 2024



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	
Country/Separate Customs Territory	
Mobile phone n°	
Telephone n°	
Email addresses* (professional & personal)	* Important: 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 & motivation

Please describe briefly your current overall responsibilities	
Please describe, in a little more detail, your current responsibilities as they relate to trade in services (70-100 words)	
On which date did you take up your current functions?	
What was your previous post?	
Do you have supervisory functions? If yes, of how many persons do you supervise, and what functions does the supervised staff carry out?	
What is your objective for this training? How do you expect that this course will be useful for the performance of your professional duties and your professional development? (70-100 words)	

WTO training undertaken

Have you successfully completed a WTO TA on Trade in Services (E-Learning course(s) and/or face to face course) if so, which course(s), and when?	Course title	Date
Have you successfully completed <u>other</u> WTO TA (E-Learning course(s))	Course title	Date

and/or face to face course), and if so, which course(s), and when?		
Other non-WTO course(s) relevant to trade in services undertaken:	Course title	Date

Additional information about the activity

Language skills: The Advanced Course on Analyzing Trade in Services will be delivered in English. Therefore, participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant has full command of English.

PART II	To be completed by the Nominating Authority
----------------	--

The Nominating Authority	
--------------------------	--

- Officially nominates:

Name of candidate	
-------------------	--

- to attend the **WTO Advanced Course on Analyzing Trade in Services;**
- confirms that the candidate has direct responsibility in WTO matters and has full command of English, which would enable him/her to successfully and actively participate in the Course; 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 & 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.

The WTO Secretariat DOES NOT assume financial or any other responsibility for:

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 MENTIONNED 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

Policy for Short and Long Term Foreign Trainings

Types of Trainings:-

- **Short Term Trainings:**
The trainings upto 02 months
- **Long Term Trainings:**
The trainings more than 02 months and upto 02 years.

Eligibility:-

- In case of short term courses, regular officers (BS-17 to 19) working in the Ministry and attached department for last 01 years.
- In case of long term courses, regular officers (BS-18 & 19) working in the Ministry attached department for last 02 years.

Ineligibility:-

- In case of short term courses, the officers who have availed the training during last 01 year.
- In case of long term courses, the officers who have undergone/availed the training during last 03 years.

Timeline for finalization of nominations:- *

Display on website of MoC on receipt of training program by fixing deadline for receiving nominations from applicants.	10-12 days before the last date given by the training organization
Compilation of nomination received after recommendations of concerned head of the wing and submission of the file for approval to SJS (HRM)	10 days before deadline
Submission of cases to office of the Additional Secretary	08 days before deadline
Submission of cases to office of the Secretary	05 days before deadline

* The time lines may vary, depending upon the time of receipt/schedule of trainings by the training organization

General Instructions:-

- i. Heads of Wing will ensure equal opportunities & eligibility criteria before forwarding / recommending the nominations.
- ii. Only trainings which are pertinent to working of Ministry of Commerce will be offered.
- iii. Relevant officers may preferably be nominated for the specific courses.

UNDERTAKING

I, [Your Name], hereby sign this understanding that if the WTO Secretariat does not select me for the training on [Name of the Training] and I wish to file a complaint for not being selected, I will do so by filing the complaint with the Ministry of Commerce or the Permanent Mission of Pakistan to the WTO in the first instance.

[Signature]

[Your Name]
[Designation]
[Organisation]