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|  | **WTO APPLICATION FORM** |
| **SPS COMMITTEE THEMATIC WORKSHOP ON TRANSPARENCY** |
| **GENEVA (Switzerland),18-19 MARCH 2024** |
| **DEADLINE:12 JANUARY 2024** |

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| **PART I** | **To be completed by the Applicant in ENGLISH (in CAPITAL LETTERS if handwritten)** |

**MANDATORY: ALL THE INFORMATION ASKED IN THIS SECTIONANDA PHOTOCOPY OF YOUR PASSPORT**

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| **□ Mr.** | **□ Mrs.** |  |  |

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

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| Travel preference, if any (taken into consideration but not guaranteed). Please indicate whether you are planning to extend your stay to attend the SPS Committee meetings on 20-22 March 2024, at your (or your government's) own cost. |

**Higher (university) education**

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| When? | Where? | Title of qualification |
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**Work experience**

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| Do you work for the SPS National Notification Authority or Enquiry Point in your country/territory? |  |
| Brief description of your current responsibilities |  |
| On which date did you take up your current functions? |  |
| What was your previous post? |  |

**WTO training undertaken**

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| Have you successfully completed the WTO e-Learning course on the SPS Agreement?  If so, when? |  |
| Other WTO course(s) undertaken & dates |  |

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

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**Additional information about the activity**

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| **Background: Candidates must be government officials holding direct responsibilities in the SPS area, particularly in the implementation of the transparency provisions of the SPS Agreement or in coordination among SPS agencies at the national level, including SPS national enquiry points or national notification authorities. Preference will be given to applications from least-developed countries (LDCs), and from developing Members and Observers that have not been sponsored to participate in an activity on the SPS Agreement in the recent past. 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 funded participants.**  **Language skills: This activity will be delivered in English, French and Spanish. Participants are required to be fluent in one or more of these languages. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets this requirement.** |

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| **PART II** | **To be completed by the Nominating Authority** |

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| The Nominating Authority |  |

* Officially nominates:

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| Name of candidate |  |

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| * **to attend the SPS Committee Thematic Workshop on Transparency, to be held in Geneva, Switzerland from 18 to 19March2024;** * **confirms that the candidate holds direct responsibilities in the SPS area, particularly in the implementation of the transparency provisions of the SPS Agreement or in coordination among SPS agencies at the national level, including SPS national enquiry points or national notification authorities;** * **is fluent in English, French or Spanish and will be able to successfully and actively participate in the programme;** * **has taken note that the intention to extend the candidate's stay in Geneva to allow attendance of the SPS Committee meetings on 20-22 March 2024 at the candidate's (or the government's) own cost must be communicated to** [**logistics.unit@wto.org**](mailto:logistics.unit@wto.org)**before 20 January 2024; 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:**

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| 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**

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| **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.

**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 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:**

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| **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**](mailto:logistics.unit@wto.org)

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| **INCOMPLETE/ILLEGIBLE FORMS, OR FORMS NOT PRESENTED BY THE PERMANENT MISSION,**  **OR PRESENTED BY THE PERMANENT MISSION AFTER THE DEADLINE, WILL NOT BE ACCEPTED** |