



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



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Islamabad, the 07th May , 2025

From

Hussain Nawaz Adil
Research Officer WTO

To

1- Database Administrator, MOC, Islamabad

SUBJECT: REGIONAL TRADE POLICY COURSE FOR ASIA-PACIFIC MEMBERS AND OBSERVERS OF THE WTO

Please find attached herewith a copy of invitation received from Permanent Mission of Pakistan to WTO, Geneva, on the above-mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of Wings to this Section (along with application forms, CVs, valid passport copies, service profile, undertaking and details of availed Foreign Training/Workshops etc) latest by 23/05/2025 (before close of office hours) positively. Nominations received after the deadline will not be entertained.

Attached herewith:

1. Invitation letter to Heads of delegations Final
2. Application form delegations

**Hussain Nawaz Adil
Research Officer WTO**



WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 5101
Email: rtpc@wto.org

EMAIL

To: Heads of Delegations

From: Bridget Chilala

Date: 01/05/2025

Director
Institute for Training and Technical Cooperation

Number of Pages (including this one): 3

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**Invitation to nominate candidates for the Regional Trade Policy Course for Asia-Pacific
Members and Observers of the WTO to be held in partnership with
the Shanghai University of International Business and Economics**

Shanghai, China (20 October to 12 December 2025)

Members and Observers of the WTO are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for Asia-Pacific Members and Observers of the WTO to be held in partnership with the Shanghai University of International Business and Economics (SUIBE) in Shanghai, China, from 20 October to 12 December 2025.

All candidates must satisfy the course pre-requisites referred to in the section relating to nomination and selection criteria.

To allow for a broad selection process, Members and Observers of the WTO are encouraged to submit up to three candidates for consideration. The candidates can come from a Ministry or government institution or a customs territory institution responsible for trade-related matters. Depending on the number of candidates from the entire region, determination on the precise number of participants to be retained, will be made with the aim of selecting and funding no more than two participants from each invited Member and Observer. Applications are equally welcome from qualified women and men.

The objectives of the RTPC are primarily to: 1) deepen participants' understanding of the WTO Agreements and the functioning of the WTO, its rules and procedures; 2) enhance participants' understanding of relevant trade policy issues in their regional context; 3) increase participants' autonomy to work on WTO issues by strengthening their capacity to access and utilize WTO information resources and in particular the WTO Agreements; and, 4) facilitate the strengthening of participant's network of professional contacts (participants, regional and WTO experts).

Nomination and selection criteria

Candidates most likely to benefit from this course are officials who are currently working on WTO issues and who need to acquire a broader knowledge of the WTO and the multilateral trading system before assuming further responsibilities in this field.

(i) Candidates should have successfully completed, within the last four years, the WTO e-Learning course "Introduction to the WTO" or a Geneva-based Introductory Trade Policy Course for LDCs (formerly 'Introduction Course for LDCs'). Candidates who wish to participate in the RTPC but have not yet completed the e-Learning course "Introduction to the WTO" are strongly encouraged to do so. Please refer to the Annex for information on how to register to the e-Learning course. In exceptional circumstances, consideration will be given to candidates who do not meet the

mentioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements;

(ii) Candidates should have at least three years of professional experience and be currently working in the administration of their respective Member/Observer in the field of the formulation and conduct of trade policy, with the definite expectation of continuing to work, or being assigned further responsibilities, in this field. Preference will be given to those who have completed university studies in economics, law, or a related subject, or have acquired equivalent experience as civil servants in their administrations;

(iii) Candidates must be fully proficient in spoken and written English in order to participate in the course as the RTPC will be conducted in English. An understanding of the language is not sufficient. Where English is not a working language of the WTO Member/Observer nominating the candidate, a language proficiency certificate must be submitted along with the WTO Nomination Form. Telephone interviews of candidates may be carried out to evaluate their level of English proficiency; and

(iv) Candidates must be ready to be devoted full time to the course.

Only candidatures fulfilling the requirements outlined above and presented in accordance with the outlined process for submission of nominations will be taken into consideration in the selection process. The selection results will be communicated to the candidates and their Permanent Mission in Geneva.

Each selected participant will be provided with:

- Travel to and from Shanghai (round-trip by air, economy class);
- Accommodation in Shanghai;
- Medical coverage; and
- Allowance to cover living expenses in Shanghai.

Selected participants will be expected to come prepared to engage in active learning, which will include making presentations and engaging in discussions on the challenges faced by their respective country/customs territory with respect to trade and trade policy making. They will also be given a final exam. Successful participants will be duly recognized jointly by the WTO and SUIBE.

Participants will be required to agree to undertake work on WTO issues in their country/customs territory following the training. Governments should be committed to accept a comparable undertaking with respect to their participants.

Please note that governments of Members and Observers of the WTO whose candidates are selected, undertake to make satisfactory arrangements to cover all expenses incurred by the participant in relation to travel abroad, including the cost of passports, visas, medical examination, clothing, etc., and to continue to pay their salaries and to make other suitable arrangements for the maintenance of their dependents during their stay abroad.

Procedure for submission of nominations

The attached nomination and application forms, formally endorsed by the authorities, must be returned, completed and signed by the candidate as well as by the nominating authority which presents the candidate, via the Permanent Mission to the WTO. Nominations received from other sources will not be taken into consideration.

The deadline for submitting candidates is Friday, 6 June 2025. Nomination and candidate application forms should be transmitted to:

Regional Trade Policy Courses Unit
Institute for Training and Technical Cooperation
E-Mail: rtpc@wto.org

The 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.

WTO e-Learning Course "Introduction to the WTO"

**Pre-requisite for candidates to the 2025 RTPC for Asia-Pacific
WTO Members and Observers**

1. Since 2009, the Institute for Training and Technical Cooperation has introduced a progressive learning strategy which refers to the sequencing of technical assistance products to allow participants to gradually and progressively move to higher levels of learning.
2. The first level in the progressive learning strategy consists of a WTO e-Learning Course "Introduction to the WTO" which covers the basic principles of the multilateral trading system (MTS) and the main disciplines of WTO Agreements, or the Geneva-based Introductory Trade Policy Course for LDCs (formerly Introduction Course for LDCs.) RTPCs are considered as a level-2 training activity offering a comprehensive curriculum that covers all the aspects of the work of the WTO while being corroborated by practical exercises.
3. Accordingly, candidates are encouraged to have completed either of the pre-requisites in order to be considered for participation in the RTPC. Consideration will also be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the RTPC requirements. For candidates who have not yet completed a pre-requisite course, they can enrol for the WTO e-Learning Course "Introduction to the WTO" on the WTO e-Learning website (<https://www.learning.wto.org/>).
4. RTPC candidates should register first online at <https://www.learning.wto.org> and then must submit a nomination form to have unrestricted access to the e-Learning platform (access to all training materials and activities; and receive a WTO certificate upon successfully completing a course). The nomination form can be downloaded and uploaded at <https://www.learning.wto.org/>. The participation of each candidate should be duly confirmed by the responsible government authorities.

Further guidance regarding the registration process can be found in the [following guide](#).

5. Please note that RTPC candidates must have successfully completed the e-Learning Course "Introduction to the WTO" by Friday, 6 June 2025 at the latest. In the application form candidates should i) provide the name and date of the e-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) indicate that they are taking the e-Learning Course "Introduction to the WTO" and will complete it by Friday, 6 June 2025.

WTO APPLICATION FORM

REGIONAL TRADE POLICY COURSE FOR ASIA-PACIFIC WTO MEMBERS AND OBSERVERS (In English)



Shanghai (China)
20 OCTOBER TO 12 DECEMBER 2025

DEADLINE: FRIDAY, 6 JUNE 2025

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

£ Mr.	£ Mrs.	£ Miss	£ Ms
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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° (including country code)	
Telephone n°	
Email addresses* (professional & personal)	* Important: all communications, documents and air-ticket will be sent by e-mail
Name and contact information of person to be notified in case of emergency	

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

Higher (university) education

When?	Where?	Title of qualification	Subject/area of expertise

Work experience

Name and address of current organization/division	
Job title	
Brief description of your current responsibilities	
On which date did you take up your current functions?	
Name of the Organization of your previous post?	
Previous job title	
Brief description of your previous responsibilities	
Years in post From.... To....	

WTO training undertaken

Have you successfully completed a WTO e-Learning course(s)? If so, which one (s) (include dates)?	
Other WTO course(s) undertaken & dates	
Indicate if you are currently following the e-Learning "Introduction to the WTO" Course.	

Tools required for the RTPC

For the duration of the RTPC, you will need to have access to a device that is suitable for video conferencing (i.e. a desktop PC or laptop, or any other device, speaker, microphone, and webcam)? Please identify the device(s) that you will be using.

What would you like to achieve by participating in this activity?

Additional information about the activity

Background: Candidates should have at least three years of professional experience and be currently working in the administration of their respective Member/Observer in the field of the formulation and conduct of trade policy, with the definite expectation of continuing to work, or being assigned further responsibilities, in this field. Preference will be given to those who have completed university studies in economics, law, or a related subject, or have acquired equivalent experience as civil servants in their administrations.

Language skills: This activity will be delivered in English only. Candidates must be fully proficient in spoken and written English to participate in the course. An understanding of the language is not sufficient. Where English is not a working language of the WTO Member/Observer nominating the candidate, a language proficiency certificate must be submitted along with the WTO Nomination Form. Telephone interviews of candidates may be carried out to evaluate their level of English proficiency.

By signing this application form the Applicant and Nominating Authority certify that the Applicant meets these requirements. The WTO reserves the right to select or decline the candidature of nominees who do not meet these requirements.

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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- The Nominating Authority confirms that:

<ul style="list-style-type: none"> • the candidate has already successfully completed within the last four years, a WTO e-Learning Course "Introduction to the WTO", or has registered for and will complete successfully an e-Learning Course "Introduction to the WTO", or has completed a WTO "Introductory Trade Policy Course for LDCs" (formerly Introduction Course for LDCs); • the candidate has at least three years of professional experience, is currently working in his/her administration in the field of the formulation and conduct of trade policy, is fully proficient in the English language, and will be able to actively participate in the Course; • for the duration of the Course, the candidate will not be given special assignments other than to actively participate in the training activity; • the candidate is expected to continue to work on WTO-related issues in the present post, or in a closely related field, after participation in the Course; • the information supplied by the candidate on the application form is complete and correct; and • the candidate 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 have been thoroughly read and accepted.

Details of the **official responsible for nominating this candidate:**

Surname	
Given Name	
Title/Position	
Organization/Entity	
Telephone (including country code)	
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)
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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 enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in advance 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. Your preference will be taken into consideration but is not guaranteed.
3. The WTO Secretariat 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, with the exception of basic emergency medical expenses while participants are in the host country and in accordance with the terms and conditions of the collective health insurance policy arranged for participants by the WTO.
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.

The WTO assumes no responsibility financial or otherwise in the event the meeting is cancelled or postponed, or the duration of the meeting is shortened, for reasons of force majeure or other circumstances.

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, WITH A PDF COPY OF YOUR PASSPORT TO THE FOLLOWING EMAIL ADDRESS ONLY, AT THE LATEST BY THE DEADLINE MENTIONED ON PAGE 1

rtpc@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