



Islamabad, the 1st August, 2017

C I R C U L A R

Subject: - NOMINATION FOR REGIONAL TRADE POLICY COURSE FOR ASIA-PACIFIC MEMBERS AND OBSERVERS OF THE WTO TO BE HELD IN PARTNERSHIP WITH THE CHULALONGKORN UNIVERSITY BANGKOK THAILAND (2 OCTOBER -24 NOVEMBER 2017)

Permanent Mission of Pakistan to the WTO, Geneva has forwarded the subject invitation for nomination on “Regional Trade Policy Course for Asia-Pacific to be held in Bangkok, Thailand” from **2nd October to 24th November, 2017.**

2. The objectives of subject course are to deepen participant understanding of the WTO Agreements and the functioning of the WTO, its rules and procedure. Enhance participants understating of relevant trade policy issues in their regional context. All the expenses in the above training course will be borne by WTO Secretariat as such no finance of Government of Pakistan is involved.

3. Eligibility criteria for nomination is mentioned at page-2 of invitation letter from (i) to (iv) .Details can be seen /downloaded from Ministry of commerce’s website www.commerce.gov.pk.

4. Interested officers having eligibility criteria may send their nomination requests with the approval of their respective Senior Officers to Deputy Director MoC latest by **07-08-2017**.


(Muhammad Saeed)
Deputy Directory MoC

Forwarded to:-

- i. All Section Officers/Deputy Directors/Assistant Directors/Assistant Chiefs/Research Officers, Ministry of Commerce, Islamabad.
- ii. Copy to Computer/ Network Administrator with the request to upload the attached invitation letter as well as WTO Application Form for subject course on the Ministry’s website.



WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 6440
Direct fax: (+41 22) 739 5724
Email: logistics.unit@wto.org

FAX

To: Heads of Delegations Members and Observers to the WTO	Fax No: List attached
	E-mail: List attached
From: Bridget Chilala Director Institute for Training and Technical Cooperation	Date: 21 July 2017
Number of Pages (including this one): 10	Div. Ref: RTPCTHAILAND17

**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 Chulalongkorn University**

Bangkok, Thailand (2 October - 24 November 2017)

Governments are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for the Asia and Pacific Members and Observers of the WTO, to be held in partnership with the Chulalongkorn University and the International Institute for Trade and Development in Bangkok, Thailand. This course will be held from 2 October to 24 November 2017. All candidates must satisfy the course pre-requisite of either 1) having successfully completed the WTO E-Learning course "Introduction to the WTO" (<https://ecampus.wto.org>); or 2) having completed, within the last four years, a Geneva-based Introduction Course for LDCs. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements.

In order to allow for a broad selection process, governments are encouraged to submit up to four candidates for consideration. Depending on the number of candidates from the entire region, determination will be made on the precise number of participants, 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 Legal Texts; and, 4) facilitate the strengthening of participant's network of professional contacts (participants, regional and WTO experts).

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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 the WTO E-Learning course "Introduction to the WTO" or completed, within the last four years, a Geneva-based 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 aforementioned 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 their national administration 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 candidate's country/customs territory, 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;

(iv) Candidates must be ready to devote 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 Bangkok (round-trip by air, economy class);
- Accommodation in Bangkok;
- Medical coverage;
- A living expenses allowance for Bangkok.

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 countries. They will also be given a final exam. Successful participants will be duly recognized jointly by the WTO and the Chulalongkorn University and the International Institute for Trade and Development.

Participants will be required to agree to an undertaking to work on WTO issues in their capital following the training. Governments should be committed to accept a comparable undertaking with respect to their participants.

Please note that governments whose candidates are selected undertake to make satisfactory arrangements to cover all expenses incurred in the participant's home country incidental 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 national authority which presents the candidate, via the Permanent Mission/Embassy to the WTO. Nominations received from other sources will not be taken into consideration.

The deadline for submitting candidates is FRIDAY 18 AUGUST 2017. Nomination and candidate application forms should be transmitted to:

Logistics Unit
Institute for Training and Technical Co-operation
Fax: +41 22 739 5724
E-Mail: logistics.unit@wto.org

The Secretariat would not be in a position to process replies received beyond this deadline. Selected participants will receive confirmation directly.

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.

ANNEX

WTO E-Learning Course "Introduction to the WTO"

**Pre-requisite for candidates to the 2017 RTPC for Asia and Pacific
Members and Observers of the WTO**

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 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://ecampus.wto.org>).
4. While the WTO e-learning material is freely available to a wider public in the WTO E-Learning website, RTPC candidates should register and submit a nomination form in order to participate in a monitored course, access the modules exams and obtain a WTO certificate.
5. Registration for online courses is a two-track process. To register two forms are to be filled and submitted:

i) Online Registration Form

Interested officials shall register online first. After the completion of the online registration form at <https://ecampus.wto.org>, the system will generate a registration number, which will be required for completion of the nomination form.

ii) Nomination Form

The nomination form can be downloaded at <https://ecampus.wto.org>

The participation of each candidate should be duly confirmed by the responsible government authorities. Nomination forms should be either sent by email (scanned) to elarning.registration@wto.org or by fax to +41 22 739 5191.

6. Once the registration process is complete, the access codes for the E-Learning Course will be available for three months. Please note that RTPC candidates must have successfully completed the E-Learning Course "Introduction to the WTO" by 18 August 2017 at the latest. In the Application Form candidates should provide either i) the name and date of the E-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) their registration number for the E-Learning Course "Introduction to the WTO" that they will complete by 18 August 2017.

Candidate's Application Form

(to be typewritten)

DEADLINE for receipt of applications: 18 AUGUST 2017

PLEASE ATTACH A COPY OF YOUR PASSPORT

<i>(as it appears in passport)</i>			
Surname:		First name:	Other names:
_____		_____	_____
Official mailing address:		Home address:	
_____		_____	
_____		_____	
_____		_____	
Tel. No.: _____		Tel. No.: _____	
Fax No.: _____		Mobile phone No.: _____	
E-Mail: _____		Fax No.: _____	
_____		E-Mail: _____	
Nationality:	Date and place of birth:	Male [] Female []	
_____	Day/month/year _____		
Passport No.: _____		Name and address of person to be notified in case of emergency:	
Place & date of issue: _____		_____	
Date of expiry: _____		_____	
Higher Education:			
Name and location of institution:	Dates: From – To	Title of Degree:	Subject:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment record: It is important to give complete information. For each post you have occupied give details of your duties and responsibilities	
A. Present post:	Description of your work, including your personal responsibilities
Name and address of organization:	
Name of department or division:	
Title of post:	
Years in post: <i>from</i> <i>to</i>	
Name of supervisor or department chief:	
B. Previous post:	Description of your work, including your personal responsibilities
Name and address of organization:	
Name of department or division:	
Title of post:	
Years in post: <i>from</i> <i>to</i>	
Name of supervisor or department chief:	

<p>E-Learning Course "Introduction to the WTO" (pre-requisite for participation in RTPC):</p> <p>a) Details of "Introduction to the WTO" course completed: _____</p> <p>b) Please indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course: _____</p>
<p>University studies - please indicate your area of expertise</p>
<p>WTO-related work - please indicate your area of responsibilities directly related to the WTO</p>
<p>Please indicate in which WTO training activities you have participated (such as a WTO "Introduction Course for LDCs")</p>
<p>Description of the duties you expect to assume on your return home in relation to WTO matters</p>
<p>I certify that the statements in answer to the foregoing questions are complete and correct to the best of my knowledge. If selected as a participant in the RTPC, I undertake to:</p> <ul style="list-style-type: none"> (1) return to my capital and work on WTO issues after the course; (2) conduct myself at all times in a manner compatible with my status as a participant in a WTO training course; and refrain from engaging in any activities incompatible with my status; (3) spend full time on the work programme during the period of the activity. <p>Date: _____ Signature of candidate: _____</p>

1. Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances:

Countries are implementing very strict visa policies. Before you fill in this application form, please enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in your at home to obtain them for your full roundtrip. The WTO Secretariat is not authorized to intervene in this matter and is not responsible for visa fees and related financial issues.

You will not be consulted for your travel itinerary. However, if there is any special travel itinerary to be examined before issuing and sending your air-ticket, please clearly submit your preferences.

Be advised that the WTO Secretariat will provide you with an economy-class round-trip air-ticket (excursion fare, if applicable), hotel accommodation including full board. Other administrative and logistical arrangements will be communicated to you directly, by fax or e-mail.

2. The WTO Secretariat does not assume financial or any other responsibility for:

- a. Expenses incurred in connection with foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.).
- b. Salaries of the participants during their stay at the meeting.
- c. Travel or other expenses of any additional persons accompanying the participants.
- d. Loss or damage to the personal effects of the participants during travel or attendance at the meeting.
- e. Any modification made by you regarding the hotel booking and the related logistical arrangements.
- f. 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, room service, laundry, mini-bar or any kind of ground transport.
- g. 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 WTO.**

INCOMPLETE APPLICATIONS FORMS (OR RECEIVED AFTER THE DEADLINE OR NOT PRESENTED THROUGH THE PERMANENT MISSION/EMBASSY) WILL NOT BE CONSIDERED

I, the undersigned designated Official, certify that I carefully read this application form and I accept the aforementioned conditions.

Family name and signature of the nominee:

Date and official stamp from your Institution/Agency

Indicate your travel itinerary preferences in the event you are selected (taken into account but not guaranteed)

Nomination form

The Government of _____
in nominating (Mr./Mrs./Miss) _____
Official designation _____
Department/Ministry, etc. _____

certifies that:

- (a) the nominee has already successfully completed 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 "Introduction Course for LDCs";
- (b) the nominee is expected to continue to work in the present post, or in a closely related field, after participation in the Course;
- (c) for the duration of the Course, the nominee will not be given special assignments other than to actively participate in the training activity;
- (d) the information supplied by the nominee on the application form is complete and correct.

Title, official address and phone number of responsible government official:

(name of responsible government official)

Place and date: _____

(signature of responsible government official)

IN ORDER TO BE TAKEN INTO CONSIDERATION, THESE 5 PAGES COMPLETELY FILLED OUT, SIGNED AND DULY APPROVED BY THE GOVERNMENT AUTHORITIES, MUST BE PRESENTED, BY THE PERMANENT MISSION/EMBASSY, BY THE DEADLINE (18 AUGUST 2017), ONLY TO THE

**Logistics Unit
Institute for Training and Technical Cooperation**

E-Mail: logistics.unit@wto.org

OR Fax: +41 22 739 5724