

No. 2(4)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce



Islamabad, the 27<sup>th</sup> November, 2012

**CIRCULAR**

Copy of the Economic Affairs Division's O.M No.4(1)SEA/2013 dated 19-11-2012 is forwarded for information/necessary action with the request that the nominations of suitable officers fulfilling the eligibility criteria duly recommended /approved by their Senior respective officers to Admn-I Section latest by **07-12-2012** for onward submission to Economic Affairs Division. The application form & other relevant documents may be available at Ministry's website: **www.commerce.gov.pk**.

  
(MARIA KAZI)

Section Officer (Admn-I)

Government of Pakistan  
Economic Affairs Division  
SEA Section

\*\*\*

No. 4(1) SEA/2013

Islamabad the November 19, 2012

**OFFICE MEMORANDUM**

**SUBJECT:- Advance Regional Workshop on Government Procurement for WTO members and Observers in Asia and the pacific” to be held from 29-31 January 2013 in Singapore under Singapore –World Trade Organization Third Country training programme.**

The undersigned is directed to say that the Government of Singapore has invited two nomination for the above **Fully Funded** training course. The Government of Singapore will bear round trip economy airfares and local hospitality accommodation, local transfers. Training allowance and hospitalization insurance. (Copy of training form is attached).

2. The eligibility criteria and objectives of the subject course are as under:

**Eligibility Criteria**

- Nominated by their respective governments.
- Middle to Senior Level Government Officials.
- Proficient in spoken and written English.
- Bellow 50 years of age.
- In good health.

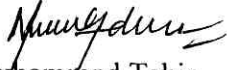
**Objectives**

- To familiarize participants with WTO activities related to Government procurement, notably as they relate to trade, governance and economic performance.
- To inform participants of the outcomes of the Agreement on Government Procurement (GPA) renegotiation.
- To elaborate the content of and the benefits and challenges of accession to the agreement.

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority alongwith following documents may be forwarded to this Division by **December 17, 2012** positively.

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Application form (duly filled in) | four copies              |
| 2. Profarma for Foreign Training     | One copy                 |
| 3. Surety Bonds/Undertaking          | One copy (each original) |
| 4. Photocopy of NIC                  |                          |
| 5. Copy of Passport                  |                          |

4. Incomplete/late submission of documents/nomination will not be entertained. Moreover, any deliberate provision of wrong information on the part of the candidate shall be viewed seriously.

  
Muhammad Tahir  
Section Officer (SEA)  
Ph: 9202084

Ministry of Commerce,  
Secretary,  
Government of Pakistan,  
Islamabad.

Trade Development Authority of Pakistan (TDAP),  
Chairman,  
3rd Floor, Block-A, Finance & Trade Centre  
P.O. Box No. 1293, Shahrah-e-Faisal,  
Karachi 75200 Pakistan.

Copy forwarded for similar action to:-

- 1) Chairman P&D Board, Govt. of the Punjab, Lahore
- 2) Additional Chief Secretary, P&D Deptt., Government of Sindh, Karachi
- 3) Additional Chief Secretary, P&D Deptt., Government of KPK, Peshawar
- 4) Additional Chief Secretary, P&D Deptt., Government of Balochistan, Quetta
- 5) Chief Secretary, Govt. of AJK, Muzaffarabad
- 6) Chief Secretary, Northern Areas, Gilgit.
- 7) Chief Secretary, FATA Secretariat, Peshawar.
- 8) Joint Secretary (Training), Establishment Division, Islamabad

**SINGAPORE - WORLD TRADE ORGANIZATION  
THIRD COUNTRY TRAINING PROGRAMME**

**SINGAPORE – WTO ADVANCED REGIONAL WORKSHOP  
ON GOVERNMENT PROCUREMENT  
FOR WTO MEMBERS AND OBSERVERS IN ASIA AND THE PACIFIC**

**29 TO 31 JANUARY 2013**

**APPLICATION FORM**

In order to be valid, this form must be completed in full and the information be clear and legible (without all the requested details, it will not be taken into account)

<b>Name (exactly as appearing in your passport):</b>		<b>First name:</b>	
_____		_____	
<b>Official mailing address:</b>		<b>Home address:</b>	
_____		_____	
_____		_____	
_____		_____	
<b>Tel. No.:</b> _____		<b>Tel. No.:</b> _____	
<b>Fax No.:</b> _____		<b>Fax No.:</b> _____	
<b>E-Mail:</b> _____		<b>E-Mail:</b> _____	
<b>Nationality:</b>	<b>Date and place of birth:</b>	<b>Marital status:</b>	<b>Male [ ] Female [ ]</b>
_____	_____	_____	
<b>Passport No.:</b> _____		<b>Name and address of person to be notified in case of emergency:</b>	
<b>Place &amp; date of issue:</b> _____		_____	
<b>Date of expiry:</b> _____		_____	
<b>Dietary Restriction:</b>			
<b>English language (mother tongue/excellent/good) :</b> _____			

<b>Higher Education:</b>			
Name and location of institution:	Dates: From - To	Title of Degree:	Subject:
<b>Employment record:</b> It is important to give complete information. For each post you have occupied give details of your duties and responsibilities			
<b>A. Present post:</b>		Description of your work	
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>B. Previous post:</b>	Description of your work
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><b>Please indicate your area of expertise, particularly as it relates to the implementation and application of the GPA:</b></p>
<p><b>Please indicate your responsibilities in this field:</b></p>	

**Please describe how you believe you will benefit from the course, and how you intend to put to use any knowledge gained from the course:**

**Please elaborate what type of training, if any, you have received in the area of the GPA (by the WTO, other international organizations, bilateral donors, in-house training provided by your government):**

**Description of the duties you expect to assume on your return home in relation to the GPA:**

## NOMINEE'S DECLARATION

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Country)

declare that :

- (a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material fact;
- (b) I am medically fit and free from any medical problem which may impair my ability to attend the training in Singapore; and
- (c) I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.  
(All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance. The Group Hospital & Surgical Insurance does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore)

Upon successful selection for the training award, I undertake to:

- (a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this workshop;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the workshop should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue; the award will be terminated with immediate effect and I would be liable to depart from Singapore on my own expense.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Nominee)



**OFFICIAL DECLARATION (to be completed by the Nominating Government)**

On behalf of the Government of \_\_\_\_\_,  
(Country)

I, \_\_\_\_\_, certify that  
(Name of Official)

- (a) I have examined the educational, professional or other certificates quoted by the nominee in this form and I am satisfied that they are authentic and relate to the nominee.
- (b) The nominee is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the nominee is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training.
- (c) Should the nominee seek medical consultation/treatment during his period of stay in Singapore, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.
- (d) The nominee has attained a level of proficiency in both spoken and written English to enable him/her to follow the seminar of study/training for which he/she is being nominated.

I nominate (Mr/Mrs/Miss/Dr) \_\_\_\_\_ holding  
Passport No. \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Address of Organisation)

\_\_\_\_\_  
Country Code      Area Code      Office Tel No.

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
Country Code      Area Code      Office Fax No.

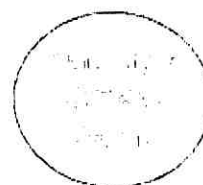
Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Email Address)



\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
Country Code      Area Code      Office Tel No.

\_\_\_\_\_  
Country Code      Area Code      Office Fax No.

**Please note:**

This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Please attach copies of the relevant supporting documents (educational certificates, testimonials, experience and training requirements), which are to be submitted with the form. **INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE ACCEPTED.**

To: GOVERNMENT OF THE REPUBLIC OF SINGAPORE AND  
WORLD TRADE ORGANIZATION

Dear Sir

### LETTER OF INDEMNITY

In consideration of your allowing me to do my training with the relevant Government departments/statutory boards/institutions in Singapore, I \_\_\_\_\_, Passport Number \_\_\_\_\_ of \_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the Government of the Republic of Singapore and World Trade Organization against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising under any statute or at common law which may be made or taken against the Government of the Republic of Singapore and World Trade Organization or incurred or become payable by the Government of the Republic of Singapore and World Trade Organization in respect of any medical illness, personal injury (whether fatal or otherwise) to or the death of any person or in respect of any injury or damage whatsoever to any property, real or personal arising out of or in the course of or by reason of my carelessness or negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2012/13

Signed by \_\_\_\_\_  
(Signature of trainee) (Name of trainee)

in the presence of

Signed by \_\_\_\_\_  
(Signature of witness) (Name & designation of witness)