

MOST IMMEDIATE

No. 2(9)/2015-Admn-I
Government of Pakistan
Ministry of Commerce
(Islamabad)
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Islamabad, the 3rd November, 2015

CIRCULAR

Subject:- **“ 2016 WTO ADVANCED TRADE POLICY COURSE ” SCHEDULED TO BE HELD FROM 18TH JANUARY TO 11TH MARCH, 2016 IN GENEVA:**

Permanent Mission of Pakistan to the WTO, Geneva has forwarded the subject invitation for the “ 2016 WTO Advanced Trade Policy Course” to be held in Geneva from 18th January to 11th March, 2016.

2. Only those candidates should apply for the subject course fulfilling the following eligibility criteria/requirements:-

- i. Officials directly involved in the WTO-related work and possess sound knowledge of the general features of the WTO system and WTO Agreements.
- ii. Candidates who have successfully completed a level 2, Generalist path WTO training activity and possess demonstrably commensurate knowledge or professional experience.
- iii. Full proficiency in English.

3. It is therefore requested that the nominations of the suitable/eligible officers **qualifying the basic requirements as mentioned above may kindly furnish their nomination through their respective JS/DGs to this office** latest by **05-11-2015** **along with training Performa as circulated by the Admn-I Section, dated 02-07-2015** and **also indicate whether they had completed /applied for the on line WTO E-Learning Course,** as the deadline date for submission the said nominations to the Mission is **13-11-2015**.

4. The WTO Application Form will be available on the Ministry of Commerce website: **www.commerce.gov.pk**.


(ATAULLAH)
Director (HR&CP)



Permanent Mission of Pakistan to the WTO
37-39 Rue de Vermont
Case postale 133
1211 Geneva 20 CIC
Tel: ++ 41 22 748 70 10 - Fax: ++ 41 22 748 70 29

No.7 (15)/1011 - Training

28 October 2015

**Subject: 2016 WTO Advanced Trade Policy Course
Geneva, 18 January -11 March 2016**

1. WTO Institute for Training and technical Cooperation is organizing the 2016 WTO Advanced Trade Policy Course in Geneva from 18 January to 11 march 2016. The ATPC is a Level 3 training activity within WTO progressive learning framework.
2. The course objectives are
 - i. To encourage critical thinking to explore linkages between WTO rules and disciplines, countries' trade policies and interests in the multilateral trading system
 - ii. To enhance analytical and negotiating skills to engage in trade policy formulation and implementation, monitoring and surveillance, WTO dispute settlement
3. Successful candidates will have to meet the following criteria
 - a. Officials directly involved in the WTO-related work and possess sound knowledge of the general features of the WTO system and WTO Agreements
 - b. Candidates who have successfully completed a level 2, Generalist path WTO training activity and possess demonstrably commensurate knowledge or professional experience.
 - c. Full proficiency in English
4. Ministry of Commerce is requested to submit one nomination of capital-based official. Nominated official should fill in the attached application form and send to this Mission for submission to the WTO. Nominations received from other sources will not be accepted.
5. Nomination should reach this Mission before 13 November 2015.

(Dr. Tauqir Syed/Shah)
Ambassador and Permanent Representative

**Joint Secretary (Admin) /
Joint Secretary (WTO)**
Ministry of Commerce
Islamabad

WTO ADVANCED TRADE POLICY COURSE (in English)

Geneva, 18 January – 11 March 2016

APPLICATION DEADLINE: FRIDAY, 13 NOVEMBER 2015

WTO APPLICATION FORM

► This form needs to be completed and signed by the Applicant, validated by the National Authority proposing the candidate and submitted at the latest by Friday, 13 November, via the Permanent Mission/Embassy to the WTO by e-mail or fax to:

Logistics Unit, WTO Institute for Training and Technical Cooperation

E-mail: logistics.unit@wto.org

OR Fax: + 41 22 739 57 24

Incomplete or illegible application forms will not be considered.

▼ **PART ONE: To be completed by the Applicant, in English and using CAPITAL LETTERS.**

Mr. Mrs./Miss/Ms

Family name (as it appears in the passport)	
First name (as it appears in the passport)	
Date of birth (DD/MM/YYYY)	
Title/Position	
Ministry/ Government Entity	
Address	
City and Postal code	
Country	
Telephone (professional)	
Fax (professional)	
E-mail addresses (professional & personal)	
Mobile telephone number	

Higher (university) education

When?	Where?	Title of qualification

Languages: The Advanced Trade Policy Course 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.

Work experience

Brief description of your current responsibilities:	
On which date did you take up your current functions?	
What was your previous post?	

WTO training undertaken

Have you successfully completed a WTO ELearning course(s), and if so, which course(s)?	
Date(s)?	
Other WTO training course(s) undertaken:	

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

Please indicate your travel itinerary preference. If you are selected to participate in the ATPC, this will be taken into account, although it is not guaranteed.

▼ PART TWO: To be completed by the National Nominating Authority:

The Government of:	
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•officially nominates:

Name of candidate:	
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- to attend the WTO Advanced Trade Policy Course;
- 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.

**INDICATE CLEARLY IF YOU ARE REQUESTING WTO FINANCING FOR THIS CANDIDACY
(CHECK THE APPROPRIATE BOX)**

YES

NO

Details of the Government Official responsible for nominating this candidate:

Family name	
First name	
Title/Position	
Ministry	
E-mail address:	
Telephone:	

▼ By signing and stamping this form, the Candidate and the Nominating Authority certify that all information included is complete and correct.

Candidate

OFFICIAL
STAMP

Nominating Authority

Date:

Date:

**DEADLINE TO SUBMIT APPLICATIONS: Friday, 13 NOVEMBER 2015
THROUGH THE PERMANENT MISSION/EMBASSY**

ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES

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

1. Countries are implementing very strict visa policies. Before you complete this registration form, please enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in your country to obtain all necessary visas 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, if there is any preferred travel itinerary, please clearly indicate in the application form.
3. The WTO Secretariat will provide you with a round-trip airplane ticket in economy-class, daily subsistence allowance, a terminal expenses allowance, and accommodation for the duration of the Course.
4. Administrative and logistical details will be communicated to the selected participants directly.

II. 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.).
2. Salaries of the participants during their participation in the Course.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or accident insurance, medical treatment or hospitalisation during travel or participation in the Course.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Course.
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, 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 airtickets 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/ILLEGIBLE APPLICATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE
WILL NOT BE CONSIDERED**

I, the undersigned Applicant, declare that I have carefully read this application form and that I accept the aforementioned conditions.

Applicant's Name and Signature

OFFICIAL
STAMP

DO NOT SEND US YOUR APPLICATION DIRECTLY

***Applications sent to us without having been first approved
by the Permanent Mission/Embassy will not be considered***

**The application form must be submitted TO the Permanent Mission/Embassy
who will present the candidacy ONLY to the following email address or fax N°:**

logistics.unit@wto.org OR Fax: +4122 / 739 57 24