

**GOVERNMENT OF PAKISTAN  
MINISTRY OF ECONOMIC AFFAIRS & STATISTICS  
ECONOMIC AFFAIRS DIVISION**

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No 1(1) UN-CW/2010

Islamabad, the October 14, 2010

**OFFICE MEMORANDUM**

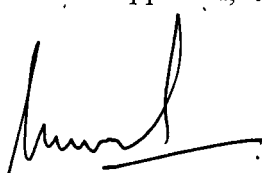
**Subject: - Regional Capacity Building Workshop to enhance Services Exports Caribbean region from 30 November to 2 December, 2010 at New Delhi, India.**

The undersigned is directed to enclose herewith a copy of the self explanatory letter received from Commonwealth Secretariat U.K. London dated October 4, 2010 on the above subject.

2. The subject Workshop aim to provide a platform to exchange approaches, opportunities and challenges in developing and implementation strategies to enhance the export of professional services that is excluding tourism. In particular the workshop seeks to:

- i) Review the implementation of frameworks to improve the export of professional services, identifying challenges and devising solutions to address them
- ii) Discuss current issues and priorities in promoting professional services exports and
- iii) Consider future prospects and strengthen partnerships to improve the competitiveness of professional services in the region.

3. It is requested to kindly furnish suitable nominations duly approved by the competent authority to this Division by 17-10-2010 for onward transmission, in case of approval, to Commonwealth Secretariat.

  
(Tassaduq Hussain)  
Assistant Chief (UN-IV)  
Ph: 9201706

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



# COMMONWEALTH SECRETARIAT

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SASD/TS/XCWG0291

4 October 2010

Mr. Muhammad Asif  
Joint Secretary  
Secretary Economic Affairs Division  
Islamabad, Pakistan

Fax: 0092-51-9218336

Email: [sh.muhammadasif@yahoo.com](mailto:sh.muhammadasif@yahoo.com)

Dear Mr Asif

### **Regional capacity building workshop to enhance services exports St. Kitts, Marriott Resort, 30 November - 2 December 2010**

The Commonwealth Secretariat in collaboration with the Ministry of International Trade of St. Kitts and Nevis is organizing a workshop to build capacity to enhance the export of services from the Caribbean region. The 3-day workshop is open to all Commonwealth Member States in the region. It is aimed at providing a platform to exchange approaches, opportunities and challenges in developing and implementing strategies to enhance the export of professional services - that is, excluding tourism. In particular, the workshop seeks to:

1. Review the implementation of frameworks to improve the export of professional services, identifying challenges and devising solutions to address them;
2. Discuss current issues and priorities in promoting professional services exports; and
3. Consider future prospects and strengthen partnerships to improve the competitiveness of professional services in the region.

Each country will be invited to send 3 participants, one each from a Ministry responsible for facilitating services trade and competitiveness; a trade promotion agency; and a private sector organization. The Commonwealth Secretariat will cover the cost of travel, accommodation and meals for the duration of the workshop, and a modest per diem for incidentals for nominated participants. To ensure effective participation, we highly recommend that participants be at a senior level. Preference will be given to those directly involved in promoting professional services either at present or in the recent past.

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Each country delegation will be expected to submit and present a paper on key issues in the professional services sector in their country.

The purpose of this letter is to request you to nominate 3 participants as per the above guidelines. A brief background is attached. Other details will be sent to the nominated participants. Kindly return the completed nomination form to Ms Maria Alfonso (Email- [m.alfonso@commonwealth.int](mailto:m.alfonso@commonwealth.int); Fax-+44 020 7004 3722 ) by Monday 18 October 2010.

We look forward to your continued collaboration in improving your country's export competitiveness.

Yours sincerely



José Maurel  
Director

Enclosures: Background, Nomination form



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Regional capacity building workshop to enhance services exports  
St. Kitts, Marriott Resort  
30 November- 2 December 2010

NOMINATION FORM

Country: .....

Name: .....

*(As it appears in your passport)*

Designation: .....

Organisation: .....

Contact Details:

Address: .....

.....

Telephone: ..... Fax No: .....

E-mail: .....

Type of organisation (please X): Ministry  Govt. Agency  Private Sector

Other  Please specify: .....

Do you require funding? (please X): YES  NO

1) Please briefly describe your role in promoting services:

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2) Give the main reasons why you wish to participate in this workshop:

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3) Any other comments/suggestions): .....

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Next of Kin Contact details:

Name: .....

Telephone/Mobile: ..... Fax: .....

*Additional information (e.g health and dietary requirements)*: .....

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Kindly attach a brief CV.

Date: .....

Signature of participant: .....

Organisation's Approval:

Approved by: ..... Designation: .....

Signature: ..... Date: .....

Please e-mail/fax the completed form by 18 October 2010 to: Ms. Maria Alfonso  
Fax: +44 207 747 6203; Tel: + 44 207 7476218; Email: [m.alfonso@commonwealth.int](mailto:m.alfonso@commonwealth.int)  
Special Advisory Services Division, Commonwealth Secretariat, London