

**MOST IMMEDIATE**

No. 2(21)/2008-Admn-I  
Government of Pakistan  
Ministry of Commerce



Islamabad, the 8<sup>th</sup> July, 2014

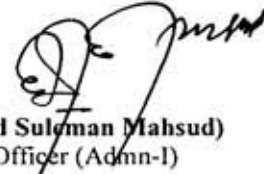
**C I R C U L A R**

**Subject:- NOMINATION OF CANDIDATES FOR THE “WTO REGIONAL TRADE POLICY COURSE” TO BE HELD IN NEW DELHI, INDIA IN PARTNERSHIP WITH THE CENTRE FOR WTO STUDIES, INDIAN INSTITUTE OF FOREIGN TRADE, INDIA FROM 8<sup>TH</sup> SEPTEMBER TO 31<sup>ST</sup> OCTOBER, 2014.**

WTO Secretariat has forwarded the subject invitation for the **Regional Trade Policy Course** to be held in **New Delhi, India** from **8<sup>th</sup> September to 31<sup>st</sup> October, 2014**. This is meant to develop WTO related capacities of the dealing Government Officers. All the expenses in the above training will be borne by WTO Secretariat and as such no finance of Government of Pakistan is involved. Only those candidates should apply who have completed the following eligibility criteria/requirements for the subject course:-

- i. WTO E-Learning course “Introduction to the WTO” or having completed within the last four years a Geneva-based Introduction course for LDCs or possess knowledge or professional experience that is demonstrably commensurate with the requirements.
- ii. Have at least 3 years of professional experience and 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 administration.
- iii. Proficient in spoken and written English.

2. It is, therefore, requested that the nominations of the suitable/eligible officers **qualifying the basic requirements as mentioned above may kindly be furnished to Admn-I Section** latest by **14-07-2014** with the approval of their respective Senior Officers. **Please also indicate whether they have completed the on-line WTO E-Learning Course “ Introduction to WTO”** as the deadline date for submission of the said nominations to the ITTC is **25-07-2014**.



(Muhammad Sulaman Mahsud)  
Section Officer (Admn-I)



PERMANENT MISSION OF PAKISTAN  
TO THE WTO  
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1211 GENEVA 20 CIC  
TEL: (4122) 748 7010  
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No. 1/9/2008

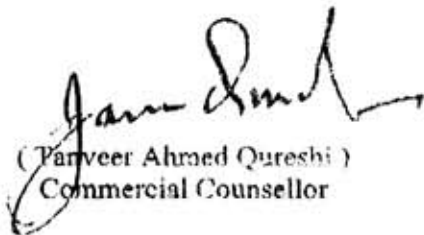
4<sup>th</sup> July 2014

Subject: **REGIONAL TRADE POLICY COURSE TO BE HELD IN PARTNERSHIP WITH THE CENTRE FOR WTO STUDIES, INDIAN INSTITUTE OF FOREIGN TRADE, NEW DELHI, INDIA, 8 SEPTEMBER TO 31 OCTOBER 2014.**

The WTO Secretariat vide its letter of 25<sup>th</sup> June 2014 has announced the applications for Regional Trade Policy Course (RTPC) for the Asia-Pacific Region to be held in partnership with the Centre for WTO Studies, Indian Institute for Foreign Trade, New Delhi, India from 8 September to 31 October 2014.

2. The objectives of RTPC are primarily to: 1) deepen the participants' understanding of the functioning of the WTO, its rules and procedures; 2) develop their capacity to find relevant information and documents on WTO-related issues, including the use of WTO legal texts 3) enhance their understanding of regional economic perspectives in trade policy and development; and 4) strengthen their trade-related network among WTO officials, regional academics, practitioners and other government officials. Details of the course is given in the attached letter from the WTO Secretariat.

2. The economy class air-ticket and daily subsistence allowance would be provided by the WTO Secretariat. It is requested that the nominations and candidate application forms should be transmitted to Logistic Unit, Institute for Training and Technical Co-operation (Fax: 4122 739 5724 or E-mail: [logistics.unit@wto.org](mailto:logistics.unit@wto.org)). The last date for submission is 25-07-2014.

  
( Farveer Ahmed Qureshi )  
Commercial Counsellor

Joint Secretary (WTO),  
Ministry of Commerce,  
Islamabad.

Cc: Section Officer (Admn-I), M/o Commerce, Islamabad.



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Direct line: (+41 22) 739 50 18  
Direct fax: (+41 22) 739 57 24  
Email: [logistics.unli@wto.org](mailto:logistics.unli@wto.org)

FAX

To:	Heads of Delegation	Fax No:	see attached list
From:	Bridget Chhala Director Institute for Training and Technical Cooperation	Date:	25/06/14
Number of pages (including this one):	8	Ref:	RTPC/Indla-14

**REGIONAL TRADE POLICY COURSE TO BE HELD IN PARTNERSHIP WITH  
THE CENTRE FOR WTO STUDIES, INDIAN INSTITUTE OF FOREIGN TRADE**

**New Delhi, India, 8 September to 31 October 2014**

Governments are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for the Asia-Pacific Region to be held in partnership with the Centre for WTO Studies, Indian Institute of Foreign Trade, New Delhi, India, from 8 September to 31 October 2014. All candidates must satisfy the course pre-requisite of either 1) having successfully completed the WTO E-Learning course "Introduction to the WTO" (<https://etraining.wto.org>) or 2) having completed, within the last four years, a Geneva-based Introduction Course for LDCs or 3) possessing knowledge or professional experience that is demonstrably commensurate with the requirements.

In order to allow for a broad selection process, governments are encouraged to submit a minimum of two candidates for consideration. Applications are equally welcome from qualified women and men.

The deadline for submitting candidates is **25 July 2014**.

The objectives of the RTPC are primarily to: 1) deepen the participants' understanding of the functioning of the WTO, its rules and procedures; 2) develop their capacity to find relevant information and documents on WTO-related issues, including the use of the WTO legal texts 3) enhance their understanding of regional economic perspectives in trade policy and development; and 4) strengthen their trade-related network among WTO officials, regional academics, practitioners and other government officials.

Please note that the WTO Secretariat reserves the right to cancel this activity, in particular if an insufficient number of suitable candidates received by the deadline does not allow for its implementation.

**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 obtain a broader knowledge of the WTO and the multilateral trading system before assuming further responsibilities in this field.

(i) Candidates should have successfully completed a WTO E-Learning course "Introduction to the WTO" or completed, within the last four years, a Geneva-based Introduction Course for LDCs, or possess knowledge or professional experience that is demonstrably commensurate with the requirements. Candidates who wish to participate in the RTPC but have not yet completed an 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;

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(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.

### **Selection**

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 New Delhi (round-trip by air, economy class);
- Accommodation in New Delhi;
- Medical insurance;
- Allowance to cover living expenses in New Delhi.

Please note that the allowance is meant to cover the living expenses of the participant only and it is therefore not envisaged that participants are accompanied during their stay in India.

Additional information on the conditions offered in India will be communicated directly to the selected candidates.

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 Center for WTO Studies, Indian Institute for Foreign Trade.

Participants will be required to agree to an undertaking to return to their capital and work on WTO issues 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**

Completed nomination forms 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.

Nomination and candidate application forms should be transmitted to:

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

**Annex****WTO E-Learning Course "Introduction to the WTO"****Pre-requisite for candidates to the India RTPC 2014**

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://etraining.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:

(a) **Online Registration Form**

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

(b) **Nomination Form**

The nomination form can be downloaded at <https://etraining.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](mailto:elarning.registration@wto.org) or by fax to +41 22 739 5191.

6. Once the registration process is completed, the access codes for the E-Learning Course will be available for three months. **Please note that, in order to be considered in the selection process for the RTPC in India, RTPC candidates must have completed successfully the E-Learning Course "Introduction to the WTO" by 25 July 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 25 July.** Once the registration process is complete, the access codes for the E-Learning Course will be available for three months.



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## Candidate's Application Form

(to be typewritten)

Deadline for receipt of applications: 25 July 2014

Miss Ms Mrs Mr (as it appears in passport)				
Surname/Family Name:		First name:		Other names:
_____		_____		_____
<b>Official mailing address:</b> _____ _____ _____ Tel. No.: _____ Fax No.: _____ E-Mail: _____		<b>Home address:</b> _____ _____ Tel. No.: _____ Mobile phone No.: _____ Fax No.: _____ E-Mail: _____		
Nationality:	Date and place of birth: <i>Day/Month/Year</i>		Male [ ] Female [ ]	
Passport No.: _____ Place & date of issue: _____ Date of expiry: _____		Name and address of person to be notified in case of emergency: _____ _____		
<b>Higher Education:</b>				
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

<p><b>A. Present post:</b></p>	<p>Description of your work, including your personal responsibilities</p>
<p>Name and address of organization:</p>	
<p>Name of department or division:</p>	
<p>Job title:</p>	
<p>Years in post: <i>from</i>                      <i>to</i></p>	
<p>Name of supervisor or department chief:</p>	
<p><b>B. Previous post:</b></p>	<p>Description of your work, including your personal responsibilities</p>
<p>Name and address of organization:</p>	
<p>Name of department or division:</p>	
<p>Job title:</p>	
<p>Years in post: <i>from</i>                      <i>to</i></p>	
<p>Name of supervisor or department chief:</p>	

**E-LEARNING COURSE "INTRODUCTION TO THE WTO"  
(PRE-REQUISITE FOR PARTICIPATION IN RTPC)  
Details : see Annex of the invitation, page 3**

a) Details of "Introduction to the WTO" course completed: \_\_\_\_\_

b) Please indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course: \_\_\_\_\_

University studies - please indicate your area of expertise

WTO-related work - please indicate your area of responsibilities directly related to the WTO

Please indicate in which WTO training activities you have participated (such as a WTO "Introduction Course for LDCs")

Description of the duties you expect to assume on your return home in relation to WTO matters

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:

- (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.

Date: \_\_\_\_\_ Signature of candidate: \_\_\_\_\_



Travel, air-tickets, visas, transit-visas, accommodation and subsistence allowances

Countries are implementing very strict visa policies. Before you fill in 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 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. Use a third page and fax it with this form to the WTO Logistics Unit.

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) Travel or accident insurance, medical treatment or hospitalisation during travel or attendance at the meeting.
- e) Loss or damage to the personal effects of the participants during travel or attendance at the meeting.
- f) Any modification made by you regarding the hotel booking and the related logistical arrangements.
- g) 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.
- h) 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 APPLICATION 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 if any (taken into account but not guaranteed)

**Regional Trade Policy Course  
for the Asia-Pacific Region  
in partnership with the Center for WTO Studies,  
Indian Institute of Foreign Trade  
New Delhi, India  
8 September - 31 October 2014**



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### 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 (25 JULY 2014), ONLY TO THE**

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