

MOST IMMEDIATE

No. 2(9)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 6th May, 2015

C I R C U L A R

Subject:- WTO THEMATIC COURSE ON THE PRACTICAL GUIDE FOR TRADE POLICY ANALYSIS (IN ENGLISH), GENEVA, SWITZERLAND.

Copy of the Permanent Mission of Pakistan to the WTO, Geneva's letter No. 7/15/1011 dated 29-04-2015 along with a copy of fax received from the WTO Secretariat dated 22-04-2015 is forwarded for information/necessary action and to state that the ITC (Institute for Training and Technical Cooperation) is organizing a nine-day thematic course on "**Practical Guide for Trade Policy Analysis**" from 20th to 28th July, 2015, 2014 at Geneva.

2. The officers having expertise & dealing with the relevant subject matter may kindly forward their consent/nominations duly recommended /endorsed by their Senior officers to Admn-I Section **along with details of the foreign training/seminars etc already attended by the officer** up to **11-05-2015**, as the deadline date for submission the said nominations to the WTO Institute for Training and Technical Cooperation is **15-05-2015**. The draft programme and application form of the subject course are enclosed herewith.


(Owais Hussain Farooqi)
Section Officer (Admn-I)

Forwarded to:-

- i. All JSs/EC/DG (TP)/DG (DCW)/DG (TIS)/DG (STDC), Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject workshop as well as WTO Application form on the Ministry's website.



Permanent Mission of Pakistan to the WTO

**37-39 Rue de Vermont
Case postale 133
1211 Geneva 20 CIC**

Tel: 022 748 70 10 - Fax: 022 748 70 29

No.7 (15)/1011 - Training

29 April 2015

Subject: WTO Thematic Course on the practical guide for Trade Policy Analysis, 20-28 July in Geneva, Switzerland

The ITTC (Institute for Training and Technical Cooperation) is organizing a thematic Course on the Practical Guide for Trade Policy Analysis (in English) from 20 to 28 July in Geneva. The course is a "Level 3" specialized training activity implemented within the WTO Progressive Learning framework and it represents the highest level of learning among WTO training activities.

2. Ministry of Commerce is requested to provide one appropriate nomination with completed and signed application form along with a nomination letter to this Mission who will forward the Application to the WTO.

3. Please note that the application should reach this Mission by Friday 15 May 2015.

Encl.: As above

**(Haja Ranalvo)
Trade development Officer /
Delegation Coordinator**

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

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

THEMATIC COURSE ON PRACTICAL GUIDE FOR TRADE POLICY ANALYSIS (in English)

Geneva, from 20 to 28 July 2015

APPLICATION DEADLINE: FRIDAY 15 May 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 15 May 2015, via the Permanent Mission/Embassy to the WTO by fax or by e-mail to:

WTO / OMC – Institute for Training and Technical Cooperation

Fax: + 41 22 739 57 24

E-mail: logistics.unit@wto.org

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 Ms Miss

Family name (as it appears in the passport)	
First name (as it appears in the passport)	
Date of birth (DD/MM/YYYY)	
Title/Position	
Department	
Ministry/ Government Entity/Other	
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 Thematic Course on Practical Guide for Trade Policy Analysis will be delivered in English. Therefore, participants are required to have full command of English. By signing the 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 E-Learning course(s), and if so, which course(s)?	
Date(s)?	
Other WTO training course(s) undertaken:	

Please indicate your knowledge of STATA (none, basic, good or advanced)

Please indicate your knowledge of econometric techniques (none, basic, good or advanced)

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

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Please indicate your travel itinerary preference. If you are selected to participate in the Thematic Course on Practical Guide for Trade Policy Analysis, this will be taken into account, although it is not guaranteed.

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▼ 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 Thematic Course on Practical Guide for Trade Policy Analysis;
- confirms that the candidate has direct responsibility in WTO matters or is involved in trade policy related study, research and teaching, 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	
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 15 May 2015

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 air-tickets issued by the WTO Travel Agency in Geneva. Any additional fees, charges and/or penalties for the air-ticket modifications WILL COVERED BY YOU AND NOT BY THE WTO.

III. 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 accept the aforementioned conditions.

Applicant's Name and Signature

OFFICIAL
STAMP

The application form should be submitted to:

**Logistics Unit, WTO Institute for Training and Technical Cooperation,
(Fax: +4122 / 739 57 24; E-mail: logistics.unit@wto.org)**

DEADLINE TO SUBMIT APPLICATIONS: Friday 15 May 2015



WORLD TRADE
ORGANIZATION

Direct line: (+41 22) 739 53 35
Direct fax: (+41 22) 739 57 24
Email: logistics.unit@wto.org

FAX

To: Heads of Delegation Members and Observers of the WTO	Fax No: List attached
From: Bridget Chlala Director Institute for Training and Technical Cooperation	Date: 22/04/2015
Number of Pages (including this one): 10	Div. Ref: TC15/3

**THEMATIC COURSE ON THE PRACTICAL GUIDE FOR TRADE POLICY ANALYSIS
(IN ENGLISH)*
Geneva, 20-28 July 2015**

Invitation to present candidates

The Institute for Training and Technical Cooperation is organizing a Thematic Course on the Practical Guide for Trade Policy Analysis (In English) from 20 to 28 July 2015 in Geneva. The Course is a "level 3" specialized training activity implemented within the WTO progressive learning framework; and it represents the highest level of learning among WTO training activities.² A draft programme for the event is attached.

The ability to conduct high quality analyses of trade data is essential for decision making both in the government and in the private sector. Multilateral, regional and bilateral trade negotiations, as well as the formulation and implementation of appropriate policies at a national level, require an extensive analysis of economic data and an assessment of the impact of trade policy decisions.

The purpose of this advanced level, specialized course is for the participants to learn how to select the appropriate approach to answer their trade policy research question, how to collect the data and implement the analysis. During the course, participants will become familiar with sources of trade and trade policy data (focussing on trade in goods) and with methodologies for trade and trade policy analysis, including calculation of trade flows and trade policy indicators, the gravity model for trade and general and partial equilibrium models. The course will also be a platform for discussion on ways of working with policymakers to enhance the use of research in policymaking.

The course is targeted at government officials who are directly involved in the formulation and conduct of trade policy, and/or researchers and academics who are involved in trade and trade policy related study, research and teaching.

¹ For further details about the WTO Progressive Learning Strategy see the Biennial Technical Assistance and Training Plan 2014-2015 (WT/COMTD/W/200). The TA Plan can also be accessed through the following URL link: http://www.wto.org/english/tratop_e/level_e/teccop_e/ta_t_e.htm

WTO OMC

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The Governments of Members and Observers to the WTO, which are eligible to benefit from training and technical cooperation activities, are invited to present one candidate to participate in this course. Eligible candidates: (I) must hold a Master's degree in Economics or equivalent; (II) possess basic knowledge of econometric techniques; (III) should have completed a WTO training activity (E-Learning² or a face-to-face course) and/or have demonstrably commensurate knowledge or professional experience. They should also possess an excellent ability to communicate in English both orally and in writing.

The Secretariat of the WTO makes available twenty five (25) fellowships for this activity. Each fellowship covers the following: a round trip airplane ticket in economy class; daily subsistence allowance; a terminal expenses allowance; and accommodation for the duration of the course. Up to five additional applicants may participate in this activity at their own expense.

The WTO Secretariat reserves the right to postpone or cancel this activity in the event of overriding circumstances beyond its control.

The attached Application Form 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, at the latest by Friday 15 May 2015. Selected participants will receive confirmation directly. Additional administrative information, travel details and ticket will be sent shortly after the selection has taken place.

Yours sincerely,


Bridget Chikala
Director
Institute for Training and Technical Cooperation

*Francés/Español

L'Organisation Mondiale du Commerce organise un cours thématique sur le guide pratique de l'analyse des politiques commerciales. Ce cours étant donné en anglais, l'invitation et le formulaire de candidature sont distribués en anglais uniquement.

La Organización Mundial del Comercio organiza un curso temático sobre la guía práctica para el análisis de las políticas comerciales. Este curso será dado en inglés, por consiguiente, la invitación y el formulario de candidatura serán distribuidos únicamente en inglés.

² Please visit the E-Learning website, where you will find information about online courses at <http://ecampus.wto.org> or you can also contact ecampus@wto.org.