

**MOST IMMEDIATE**

No. 2(14)/2015-Admn-I  
Government of Pakistan  
Ministry of Commerce  
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Islamabad, the 15<sup>th</sup> April, 2015


**CIRCULAR**

Subject: **SEMINAR ON SERVICES MANAGEMENT FOR DEVELOPING COUNTRIES IN 2015 STARTING FROM 22<sup>ND</sup> APRIL, 2015 TO 12<sup>TH</sup> MAY, 2015 IN CHINA.**

Copy of the Economic Affairs Division's O.M No.3 (13) EA/China-II/2015 dated 13-04-2015 is forwarded for information/necessary action and to state that the Government of Republic of China has invited nominations for fully funded program title "**Seminar on Service Management for Developing Countries in 2015**" for the government officials from **BPS-17 to BS-20**.

.2. The nominations of suitable /relevant officers fulfilling the required eligibility criteria duly approved/endorsed by their senior respective officers may kindly be forwarded to Admn-I Section at least on 16-04-2015 for onward submission to the EAD, Islamabad.

3. All the related information is available at EAD's Website i.e. [www.ead.gov.pk](http://www.ead.gov.pk).

  
(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 Multilateral, Ministerial, Bilateral trainings and Master Degree Projects as per list enclosed on the Ministry's website.

Government of Pakistan  
**Economic Affairs Division**  
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No.3(13)/EA/China-II/2015

Islamabad 13<sup>th</sup> April, 2015

**OFFICE MEMORANDUM**

**SUBJECT: SEMINAR ON SERVICES MANAGEMENT FOR DEVELOPING COUNTRIES  
IN 2015 STARTING FROM 22<sup>nd</sup> APRIL – 12<sup>TH</sup> MAY, 2015 (3-5 Slots)**

The undersigned is directed to state that Government of People's Republic of China has offered fully funded subject Multilateral Seminar for government officials. Participant's qualification and requirements are as under:-

**Eligibility Criteria**

- Officers of Director General/ Director Level (BPS 17-20) from Ministries/Divisions Department most relevant to the training programme.
- Maximum age limit 50 years for DG Level and 45 years for Director Level.
- Be in good health and free from any infectious disease with health certificate.
- Proficiency in English.
- Consent / NOC of the department concerned
- Passport having minimum validity of six months.

**Expenses**

The following expenses are to be borne by MOFCOM for the participants:

- Round-trip air tickets and transit allowance.
- Boarding and lodging in China.
- Local transportation fees incurred for all activities arranged by the Chinese organizer.
- Pocket money of 60-80 Yuan RMB per head per day for officials and technicians respectively.

The following expenses are to be borne by the Participants themselves:

- Excessive luggage charges during international and domestic travels.
- Post and telecommunications, passport and visa issuance.
- Buy spectacles, see the dentist, or go to beauty saloon.
- Examination, diagnosis, treatment and medicine of any chronic disease.

**Documents Required**

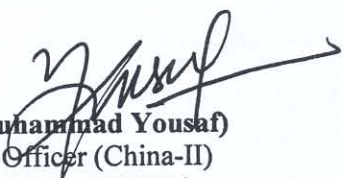
The following documents (three sets of each) are required to be sent alongwith nomination:

- (a)Application Form (b) Information Form duly filled in by the nominee.
- FTC Performa.
- NOC or undertaking by the nominating authority that once nominated the candidate will not be withdrawn after selection.
- Two copies of valid passport.
- Copy of CNIC.
- Medical Certificate (Foreigner Physical Examination Form) .
- Surety Bond
- Undertaking Form

2. All Ministries / Divisions and Provincial P & D Departments must note the following points while nominating the candidates:-

- a. Most relevant candidates should be nominated for the subject training course/seminar.
- b. Nomination of candidates should reach to EAD before the deadline. Late arrival of nomination after the EAD's deadline will not be considered.
- c. The nomination papers complete in all respect should be forwarded to EAD through proper channel via their respective administrative Ministry /Division/ P & D Department.
- d. A candidate already availed foreign training within a period of less than one year, is not eligible.

3. It is requested that most suitable nominations alongwith required documents must reach to EAD **latest by 16-04-2015**. Nominations received **late or incomplete shall not be considered**. All the information/forms/FTC proforma are available at [www.ead.gov.pk](http://www.ead.gov.pk)

  
(Raja Muhammad Yousaf)  
Section Officer (China-II)  
Phone# 051- 9205204

No.3(13)/EA/China-II/2015

1. Secretary, M/o Commerce, Government of Pakistan, Islamabad.
2. Secretary, M/o Industries & Production, Govt. of Pakistan, Islamabad.
3. Additional Chief Secretary, P&D Deptt., Govt. of Punjab, Lahore.
4. Additional Chief Secretary, P&D Deptt., Govt. of Sindh, Karachi.
5. Additional Chief Secretary, P&D Deptt., Govt. of KPK, Peshawar.
6. Additional Chief Secretary, P&D Deptt., Govt. of Balochistan, Quetta.
7. Additional Chief Secretary, P&D Deptt., Govt. of AJK, Muzaffarabad.
8. Additional Chief Secretary, P&D Deptt., Gilgit Baltistan, Gilgit.
9. Chief Secretary FATA, FATA Secretariat, Peshawar.
10. Secretary, Industries, Commerce & Investment, Deptt., Govt of Punjab, Lahore.
11. Secretary, Industries & Commerce Deptt., Govt of Sindh, Karachi.
12. Secretary, Industries, Commerce & Labour Deptt., Govt of KPK, Peshawar
13. Secretary, Industries & Commerce Deptt., Govt of Balochistan, Quetta
14. Chief Executive, TDAP, 3rd Floor, Block A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
15. Chairman, Trading Corporation of Pakistan (Pvt.) Ltd. 4th & 5th Floor, FTC Building, Shara-e-Faisal Karachi.
16. Chairman, Export Processing Zones Authority, Landhi Industrial Area Extension, Mehran Highway, Karachi.
17. President, Federation of Pakistan Chambers of Commerce & Industry, Federation House, Main Clifton, Karachi, Pakistan

CC to:

1. Network & System Administration(Computer Center), EAD, Islamabad
2. Deputy Secretary (Admin), EAD, Islamabad.
3. Section Officer (FTC),EAD, Islamabad.

## Project Description

Name	Seminar on Services Management for Developing Countries in 2015		
Organizer	Academy for International Business Officials (AIBO), Ministry of Commerce, the P. R. China		
Co-organizer	The Economic Joint Committee of China Commercial Stock Enterprises		
Time	Apr. 22-May 12, 2015	Working Language	English
Invited Countries	People being invited should be officials who are responsible for the service industry management or the heads of chamber of commerce from developing countries.		
Number of Participants	30		
Requirements for the Participants	Age	Under 45 for officials at or under director's level; under 50 for officials at director general's level	
	Health	In good health, with health certificate issued by the local public hospitals; without diseases with which entry to China is disallowed by China's laws and regulations; without severe chronic diseases such as serious high blood pressure, cardiovascular/cerebrovascular diseases and diabetes; without metal diseases or epidemic diseases that are likely to cause serious threat to public health; not in the process of recovering after a major operation or in the process of acute diseases; not seriously disabled or pregnant.	
	Language	Capable of listening, speaking, reading and writing in English	
	Others	Family members or friends cannot accompany	
Host City	Beijing	Local Temperature	Temperature 10°C - 22°C
Cities to visit	Shanghai	Local Temperature	temperature 18°C - 28°C
	Xi'an City, Shanxi Province	Local Temperature	Temperature 10°C - 22°C
Notes	/		
Contact of the Co-organizer	Contact Person(s)	Zheng Chuanyu	
	Telephone	+86-10-64010892	
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	Fax	+86-10-84042635	
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Contact of the Organizer	Contact Person(s)	Shentu Ruimin ( Mrs.)
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About the Organizer	<p><i>Academy for International Business Officials</i> (AIBO, also known as <i>Training Center of the Ministry of Commerce</i>), is the only educational and training institution directly affiliated to the <i>Ministry of Commerce</i> (MOFCOM), People's Republic of China.</p> <p>Situated in the famous Xiaotangshan Longmai hot spring area, Changping District, on the riverside of Wenyu River which is reputed as the mother river of Beijing, AIBO boasts a history of 34 years. Covering an area of nearly 600 <i>mu</i> (about 40 hectares) with the total floor area of over 100,000 m<sup>2</sup>, it enjoys beautiful environment and fresh air and has all necessary facilities. Besides, it is conveniently connected to the city's transportation networks.</p> <p>AIBO provides training, academic teaching, conference service as well as holiday service. It has meeting rooms (including VIP rooms) of various sizes. AIBO's hotel is well-furnished and provides all necessary facilities.</p> <p>AIBO is the first to organize seminars for government business officials from other developing countries starting from 1998. Now seminars it organizes cover a large range of topics such as economic administration, trade and investment, city planning and administration, telecommunication, transportation, construction of development zones, logistic management, development of natural resources, international labor cooperation, coordinated development of urban and rural areas, wireless communication and digital TV technology, clean energy, etc. Apart from the seminars for officials at director's level or director general's level, AIBO has also organized many ministerial workshops.</p> <p>By the end of 2014, AIBO has organized 751 seminars/workshops including 48 Ministerial Workshops, receiving 17451 officials including 524 ministerial officials and 1 vice premier from 152 countries and regions around the world.</p> <p>AIBO will strive to make new contributions to the development of China's commerce and develop into a well-known educational and training institution both at home and abroad.</p>	
About the Co-organizer	<p><b>The Economic Joint Committee of China Commercial Stock Enterprises (EJCCCSE)</b> is a nationwide industry organization registered at the Ministry of Civil Affairs of the Economic Joint Committee of China Commercial Stock Enterprises (EJCCCSE) is a nationwide industry organization registered at the</p>	

	<p>Ministry of Civil Affairs of the People’s Republic of China with independent association capacity.</p> <p>And it was formed voluntarily by Commercial Joint-stock Enterprises. EJCCCSE plays an important role in coordinating, managing, serving, training in industry activities, and it also organizes a large number of meetings, training programs, which help to bring about investments, international trades, and so on. The mission of EJCCCSE is to provide a two-way service for both enterprises and government, and accomplish other affairs entrusted by the government.</p> <p>Since its foundation in 1980, EJCCCSE continues to strengthen the technological innovation of industries, and executes strict self-management. Based on the working principles of “standardized operation, high quality management”, and the attitude of “responsibility &amp; innovation”, EJCCCSE has launched a series of training programs. In the process, a group of stable and high-quality teaching staff formed, and they accumulated certain training experience.</p>
<p>Training Course Content</p>	<p>“Seminar on Services Management for Developing Countries” includes lectures, interactive discussions, meetings, onsite visiting and other multimedia teaching methods. Moreover, some official heads of department, experts and scholar in the field of commerce and service industry will be invited to the class to give lectures, which will include “Introduction of China’s National Conditions and Overview of Chinese Economic Development”, “The Influences of Chinese Traditional Culture on Intercultural Business Negotiations”, “Chinese Martial Arts”, “Chinese Tea Culture”, “Development History of Chinese Service Industry”, “Research on the Integration of Information Technology(high-tech) into Services”, “Current Situation, Policy and System of Business Trade Services in China”, “Management of Financial Services”, “the Current Situation and Development Trend of E-commerce in China”, “ Application of Internet of Things in Service Industry”.</p> <p>About the onsite visiting, trainees will be organized to the city of Shanghai and Xi’an. Through the activities above, trainees will have a more comprehensive understanding of China's development in the service industry, which will contribute to expanding exchanges and cooperation with our country.</p>