

MOST IMMEDIATE

No. 2(9)/2015-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 4th May, 2015

CIRCULAR

Subject:- WTO ADVANCED WORKSHOP ON AGRICULTURE NOTIFICATIONS (IN ENGLISH) 6-9 JULY, 2015, GENEVA, SWITZERLAND.

Copy of the Permanent Mission of Pakistan to the WTO, Geneva's letter No. 7/15/1011 dated 27-04-2015 along with a copy of fax received from the WTO Secretariat dated 27-04-2015 is forwarded for information/necessary action and to state that the WTO Secretariat is organizing a Four-day workshop on "Agriculture Notifications" from 6th to 9th 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 **06-05-2015**, as the deadline date for submission the said nominations to the WTO Institute for Training and Technical Cooperation is **11-05-2015**. The draft programme and application form of the subject workshop are enclosed herewith.


(Khurram Sheraz Gondal)
Assistant Account 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.

Dy. No. 154/D.S (A)



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

27 April 2015

**Subject: WTO Advanced Workshop on Agriculture notifications
6-9 July 2015. Geneva. Switzerland**

WTO secretariat is organizing an advanced workshop on Agriculture Notifications (in English) in Geneva from 6 to 9 July 2015. The workshop is a "Level 3" specialized training activity implemented within the WTO Progressive Learning Strategy 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 Monday 11 May 2015.

Encl.: As above

✓
Joint Secretary (Admin)
Ministry of Commerce
Islamabad

Joint Secretary (WTO)
Ministry of Commerce
Islamabad

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(Haja Ranaivo)
Trade development Officer /
Delegation Coordinator

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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 to the WTO	Fax No: List Attached
From: Bridget Chilala Director Institute for Training and Technical Cooperation	Date: 22/04/2015
Number of Pages (including this one): 10	DIV. Ref: TC15/2

WTO ADVANCED WORKSHOP ON AGRICULTURE NOTIFICATIONS (IN ENGLISH)*
Geneva, Switzerland, 6-9 July 2015

Invitation to present candidates

The Secretariat of the World Trade Organization is organizing an Advanced Workshop on Agriculture Notifications, to take place at the WTO in Geneva from 6 to 9 July 2015. The Workshop is a "Level 3" specialized training activity implemented within the WTO Progressive Learning Strategy and it represents the highest level of learning among WTO training activities.¹ It will be held in English; however, applications from officials who are more comfortable in one of the two other WTO official languages are also welcomed as trainers will be able to provide support in French and Spanish. A draft programme for the event is attached.

Members to the WTO that are eligible to benefit from training and technical cooperation activities are invited to nominate one capital-based official. The candidate must be directly responsible for the preparation and/or analysis of notifications or have demonstrably commensurate knowledge and professional experience in preparing and analysing notifications under the WTO Agreement on Agriculture. Priority will be given to candidates who have not attended previous agriculture notification workshops in Geneva.

In order to maximize the impact of this workshop, candidates who have completed the WTO's online specialized training or attended a face-to-face course on the Agreement on Agriculture will be given priority in the selection process.² Candidates who have completed such training should indicate this on their CV.

A total of 20 selected candidates will be financed by the WTO (i.e. a return economy class ticket, a terminal expenses allowance, a daily subsistence allowance, including accommodation for the duration of the workshop). Five additional applicants from developed countries may participate in the workshop 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.

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 at: http://www.wto.org/english/tratop_e/devel_e/teccoop_e/tct_e.htm.

² Please visit the WTO E-Learning website at <https://etraining.wto.org> for information about online courses or you can also contact elarning@wto.org.

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Higher (university) education

When?	Where?	Title of qualification

Languages: The Advanced Workshop on Agriculture Notifications will be delivered in English, but support will be provided in French and Spanish by trainers as necessary. Therefore, participants are required to have at least an intermediate level of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant has the required level 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?	
Are you in charge of WTO notifications on agriculture?	

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:	

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

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Please indicate your travel itinerary preference. If you are selected to participate in this Workshop, 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 WTO Advanced Workshop on Agriculture Notifications;
- confirms that the candidate has direct responsibility for the preparation and/or analysis of notifications or has demonstrably commensurate knowledge and professional experience in preparing and analysing notifications under the WTO Agreement on Agriculture, and has full command of English, which would enable him/her to successfully and actively participate in the Workshop; 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 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: MONDAY 11 MAY 2015

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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 Workshop.
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 Workshop.
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 Workshop.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Workshop.
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 BE 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 I accept the aforementioned conditions.

Applicant's Name and Signature

OFFICIAL
STAMP

The application form should be submitted to:

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

DEADLINE TO SUBMIT APPLICATIONS: MONDAY 11 MAY 2015

**WTO ADVANCED WORKSHOP ON AGRICULTURE NOTIFICATIONS
(In English)**

Geneva, from 6 to 9 July 2015

APPLICATION DEADLINE: MONDAY 11 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 Monday 11 May, 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	
Department	
Ministry/ Government Entity	
Address	
City	
Country	
Telephone (professional)	
Fax (professional)	
Email addresses (official and personal)	
Mobile telephone number	

WTO OMC

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..... 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 **Monday 11 May 2015**. Applications for this workshop should be submitted along with a current CV indicating successful completion of the relevant training on the Agreement on Agriculture. The Application Form should be returned by fax or email to the Logistics Unit, WTO Institute for Training and Technical Cooperation, (Fax No: +4122 / 759 57 24; E-mail: logistics.unit@wto.org).

In light of complex arrangements involved in the organization of this activity, I need to stress that beyond the deadline mentioned above, the Secretariat will not be in a position to process replies received after that date.

Selected participants will receive confirmation directly. Relevant administrative information, travel details and ticket will be sent shortly after the selection has taken place.

Yours sincerely,


Bridget Chhala
Director
Institute for Training and Technical Cooperation

Francés/Español

* L'Organisation Mondiale du Commerce organise un atelier sur les notifications concernant l'agriculture, à Genève, du 6 au 9 juillet 2015. Cet atelier étant donné en anglais, l'invitation et les formulaires de candidature et de nomination sont distribués en anglais uniquement.

* La Organización Mundial del Comercio organiza un taller sobre las notificaciones relativas a la agricultura, en Ginebra, del 6 al 9 de julio de 2015. Este taller será dado en inglés, por consiguiente, la invitación y los formularios de candidatura y de nominación serán distribuidos sólo en inglés.