

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
(WTO WING)

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No.1 (32)/2023-WTO-II

Islamabad the 20<sup>th</sup> June, 2024


**CIRCULAR**

SUBJECT:- **WTO ADVANCED COURSE ON TRADE IN SERVICE FROM 16-20 SEPTEMBER,2024 GEVENA, SWITZERLAND.**

Please find enclosed herewith a copy of the Invitation along with its enclosures, received from the permanent Mission of Pakistan to the WTO, Geneva, Switzerland, on the above-mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Department / Head(s) of the Wing(s) to WTO-II Section ( **along with application forms, C.Vs, valid passport copies, undertaking and details of availed Foreign Training/Workshops**) Latest by **26-6-2024** positively. Nomination received after the deadline will not be entertained. The policy for short-term and long-term foreign training and a sample of the undertaking are enclosed.

Encl: **As Above**

  
(Muhammad Asfandyar Khan)  
Assistant Chief (WTO)


**Database Administrator**  
Ministry of Commerce  
**Islamabad**



# WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 6440  
Email: logistics.unit@wto.org

**EMAIL**

To:	Heads of Delegation WTO Members and Observers	Email:	List attached
From:	Bridget Chilala	Date:	13/06/2024
	 Director Institute for Training and Technical Cooperation		
		Ref:	TC24-18
Number of pages:	7		

## **ADVANCED COURSE ON TRADE IN SERVICES (in English)\***

**Geneva, 16-20 September 2024**

### **Invitation to present candidates**

The WTO Secretariat is organizing an Advanced Course on Trade in Services (in English) from 16 – 20 September 2024 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.<sup>1</sup>

#### COURSE OBJECTIVES

The objectives of the Advanced Course are to:

- update participants' knowledge base of the main GATS provisions, including issues related to classification and scheduling of commitments;
- familiarize participants with recent developments in the field of services, and reinforce their capacity to use analytical tools available for trade in services analysis;
- improve participants' understanding of services-related policies and negotiating issues such as domestic regulation, investment facilitation, e-commerce, and digital trade.

The course will be delivered through a mix of lectures, interactive exercises, case studies, and peer learning.

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<sup>1</sup> For further details about the WTO Progressive Learning Strategy see the Biennial Technical Assistance and Training Plan 2024-2025 (WT/COMTD/W/273 and WT/COMTD/W/273/Corr.1) The TA Plan can also be accessed through the following URL link: [http://www.wto.org/english/tratop\\_e/devel\\_e/teccop\\_e/tct\\_e.htm](http://www.wto.org/english/tratop_e/devel_e/teccop_e/tct_e.htm).

<sup>1</sup> Please visit the E-Learning website, where you will find information about online courses at <https://www.learning.wto.org/> or you can also contact [ellearning@wto.org](mailto:ellearning@wto.org)

# WTO OMC

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## INVITATION TO PROPOSE CANDIDATES & CANDIDATE PROFILE

The course is targeted at government officials at mid-to senior level with at least two years of relevant work experience who are directly involved in the formulation of trade in services policy and/or the conduct of multilateral or preferential services negotiations.

The Governments of Members and Observers to the WTO, which are eligible to benefit from training and technical cooperation activities, are invited to submit the names of **up to two officials** meeting the requirements set out below, for consideration in the selection process.

Candidates are required to have an advanced understanding of the General Agreement on Trade in Services. They should be willing to share experiences, prepare short contributions, and participate actively in all sessions. The course does not target experts from ministries regulating individual services sectors.

Candidates should have completed a WTO training activity (E-Learning<sup>2</sup> or a face-to-face/virtual course) on trade in services or have demonstrably commensurate knowledge or professional experience. A passport photocopy and a one-page CV must be attached to the application. Candidates should also possess an excellent ability to communicate in English both orally and in writing.

## COSTS COVERED FOR SELECTED PARTICIPANTS

The Secretariat of the WTO makes available thirty (30) 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.

..... The attached Application Form must be returned, completed, and signed by the candidate as well as by the nominating national authority that presents the candidate, via the Permanent Mission/Embassy to the WTO, at the latest by 3 July 2024. Selected participants will receive confirmation directly. Additional administrative information, travel details, and ticket will be sent shortly after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel this activity in the event of force majeure or other reasons that render its execution impracticable for the organizers.

### **\*Français/Español**

*L'Organisation mondiale du commerce organise un Cours avancé sur le commerce des services, à Genève, du 16 au 20 septembre 2024. 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 avanzado sobre el comercio de servicios, en Ginebra, del 16 al 20 de septiembre de 2024. Este curso se impartirá en inglés, por lo que la invitación y el formulario de candidatura se distribuirán en inglés solamente.*

# **WTO APPLICATION FORM**

**WTO ADVANCED COURSE ON TRADE IN SERVICES  
(in English)**

**GENEVA (Switzerland), 16-20 September 2024**

**DEADLINE: 3 JULY 2024**



**PART I**

**To be completed by the Applicant in ENGLISH (in CAPITAL LETTERS if handwritten)**

**MANDATORY: ALL THE INFORMATION ASKED IN THIS SECTION AND A PHOTOCOPY OF YOUR PASSPORT**

**Mr.**

**Ms**

<b>Surname</b>	
<b>Given name</b>	
<b>Birth date</b> <i>day/month/year</i>	
<b>Nationality</b>	
<b>Title/Position</b>	
<b>Ministry/ Government entity</b>	
<b>City</b>	
<b>Country/Separate Customs Territory</b>	
<b>Mobile phone n°</b>	
<b>Telephone n°</b>	
<b>Email addresses* (professional &amp; personal)</b>	<b>* Important:</b> all communications, documents and air-ticket will be sent by e-mail

**Travel preference, if any (taken into consideration but not guaranteed)**

**Higher (university) education**

When?	Where?	Title of qualification

**Work experience & motivation**

Please describe briefly your current overall responsibilities	
Please describe, in a little more detail, your current responsibilities as they relate to trade in services (70-100 words)	
On which date did you take up your current functions?	
What was your previous post?	
Do you have supervisory functions? If yes, of how many persons do you supervise, and what functions does the supervised staff carry out?	
What is your objective for this training? How do you expect that the advanced course will be useful for the performance of your professional duties and your professional development? (70-100 words)	
Please indicate any particular topics that you would like to see covered by the course.	
Please briefly describe one important trade in services policy issue that your country is currently addressing or needs to address in the future (70 words)	

**WTO training undertaken**

Have you successfully completed a WTO TA on Trade in Services (E-Learning course(s) and/or face to face course) if so, which course(s), and when?	Course title	Date
Have you successfully completed <u>other</u> WTO TA (E-Learning course(s) and/or face to face course), and if so, which course(s), and when?	Course title	Date
Other non-WTO course(s) relevant to trade in services undertaken:	Course title	Date

**Additional information about the activity**

**Language skills: The Advanced Course on Trade in Services will be delivered in English. Therefore, participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant has full command of English.**

<b>PART II</b>	<b>To be completed by the Nominating Authority</b>
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The Nominating Authority	
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- Officially nominates:

Name of candidate	
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- to attend the **WTO Advanced Course on Trade in Services**;
- confirms that the candidate has direct responsibility in WTO matters 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.

**PLEASE CLEARLY INDICATE IF YOU ARE REQUESTING WTO FINANCING FOR THIS CANDIDACY  
(CHECK THE APPROPRIATE BOX)**

YES

NO

**Details of the official responsible for nominating this candidate:**

Surname	
Given Name	
Title/Position	
Organization/Entity	
Telephone	
Email address	

**By signing this form, the Candidate and the Nominating Authority certify that all the information included is complete and correct**

<b>Date &amp; signature (Candidate)</b>	<b>Date, <u>signature &amp; STAMP</u> (Nominating Authority)</b>

**ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES****Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances**

1. Countries are implementing very strict visa policies. Please check your Schengen visa and transit visas requirements several weeks in advance. Make the necessary arrangements in your country to obtain them 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, your preference will be taken into consideration but is not guaranteed.
3. The organizers will provide you with a round-trip airplane ticket in economy-class, a terminal expenses allowance, accommodation, and a daily subsistence allowance for the duration of the activity in Geneva (or full board accommodation for regional activities).
4. Administrative and logistical details will be communicated by e-mail to the selected participants directly.

**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.), expenses during the journey resulting from lack of transit visa or from insufficient passport validity.**
2. Salaries of the participants during their participation in the Activity.
3. Travel or other expenses of any additional persons accompanying the participants.
4. **Travel, medical or accident insurance, or medical expenses regardless of their cause, during the journey to/from the activity or while attending it, including emergency treatment, hospitalization, ambulance or other transportation, evacuation and repatriation.**
5. Loss or damage to the personal effects of the participants during travel or attendance at the Activity.
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, phone calls, 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 ORGANIZERS.
9. Any damages made by you to the facilities to which you have access during your stay (i.e. hotel room) which will be your responsibility.

**I, the undersigned Applicant, declare that I have carefully read this application form and that I accept the aforementioned conditions:**

**Date, name, signature of the candidate & stamp**

**THIS COMPLETED FORM SHOULD BE SUBMITTED BY YOUR PERMANENT MISSION/EMBASSY, WITH A PDF COPY OF YOUR PASSPORT, TO THE FOLLOWING EMAIL ADDRESS ONLY, AT THE LATEST BY THE DEADLINE MENTIONED ON PAGE 1**

**logistics.unit@wto.org**

**INCOMPLETE/ILLEGIBLE FORMS, OR FORMS NOT PRESENTED BY THE PERMANENT MISSION, OR PRESENTED BY THE PERMANENT MISSION AFTER THE DEADLINE, WILL NOT BE ACCEPTED**



## Policy for Short and Long Term Foreign Trainings

### Types of Trainings:-

- **Short Term Trainings:**  
The trainings upto 02 months
- **Long Term Trainings:**  
The trainings more than 02 months and upto 02 years.

### Eligibility:-

- In case of short term courses, regular officers (BS-17 to 19) working in the Ministry and attached department for last 01 years.
- In case of long term courses, regular officers (BS-18 & 19) working in the Ministry attached department for last 02 years.

### Ineligibility:-

- In case of short term courses, the officers who have availed the training during last 01 year.
- In case of long term courses, the officers who have undergone/availed the training during last 03 years.

### Timeline for finalization of nominations:- \*

Display on website of MoC on receipt of training program by fixing deadline for receiving nominations from applicants.	10-12 days before the last date given by the training organization
Compilation of nomination received after recommendations of concerned head of the wing and submission of the file for approval to SJS (HRM)	10 days before deadline
Submission of cases to office of the Additional Secretary	08 days before deadline
Submission of cases to office of the Secretary	05 days before deadline

\* The time lines may vary, depending upon the time of receipt/schedule of trainings by the training organization

### General Instructions:-

- i. Heads of Wing will ensure equal opportunities & eligibility criteria before forwarding / recommending the nominations.
- ii. Only trainings which are pertinent to working of Ministry of Commerce will be offered.
- iii. Relevant officers may preferably be nominated for the specific courses.

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Government of Pakistan  
MINISTRY OF COMMERCE

CIRCULAR


No. F. 1(2)/2019-CTG

Islamabad, the 7<sup>th</sup> December, 2022

Subject: FOREIGN SCHOLARSHIPS / FOREIGN TRAININGS / SELF FUNDED FOREIGN EDUCATION PROGRAMS FOR BS-17 OFFICERS OF COMMERCE AND TRADE GROUP

With reference to above, it has been decided that henceforth:-

- i. No BS-17 officer shall apply for foreign scholarships / foreign trainings / self-funded foreign education,
  - ii. No consecutive tenures of posting abroad, deputation and a foreign scholarship shall be allowed,
  - iii. In case of more than one applications against any foreign training/course, preference shall be accorded as per alignment of the course with job description of CTG officers and ranking of the universities,
  - iv. There shall be a gap of minimum five (05) years between availing two consecutive foreign scholarships / foreign trainings (1 year or more) / self-funded foreign education,
  - v. NOCs already issued by this Ministry with approval of Competent Authority, in respect of BS-17 officers, shall remain valid.
2. All heads of Attached Departments and Autonomous Bodies are requested to ensure compliance to above instructions while sending cases of foreign scholarships / foreign trainings / self-funded education.
3. This issues with the approval of Secretary Commerce.

  
(Sabiha Parveen)  
Section Officer (CTG)

Distribution:-

1. Secretary, Trade Development Authority of Pakistan, Karachi.
2. Director General, Pakistan Institute of Trade & Development, Islamabad.
3. Director General, Intellectual Property Organization of Pakistan, Islamabad.
4. Director General, Directorate General of Trade Organization, Islamabad.
5. Executive Director General, Trade Dispute Resolution Organization, Islamabad.
6. Section Officer (HR-I), Ministry of Commerce, Islamabad.
7. Section Officer (AOs-HR), Ministry of Commerce, Islamabad.

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 18<sup>th</sup> April, 2022

CIRCULAR

**SUBJECT: - REQUIRED DOCUMENTS FOR PROCESSING OF 'NOC' FOR APPLYING/AVAILING FOREIGN TRAININGS / SCHOLARSHIPS.**

All cases of NOC for applying/ availing foreign trainings /scholarships should be accompanied by the duly filled attached proformas. All Attached Organizations and Autonomous Bodies should also ensure process of subject cases through said documents:

NOC to apply	
Sr. No.	Required Documents
1.	Forwarding letter of Ministry / Division / Department / Provincial Governments
2.	Request of the officer
3.	CV including details of pervious foreign training, if any.
4.	Copy of advertisement (mentioned deadline for submission of online application)
NOC to avail	
1.	Forwarding letter of Ministry / Division / Department / Provincial Governments
2.	Request of the officer
3.	Copy of application form duly filled in for scholarship
4.	Final award letter / terms and conditions of scholarship
5.	Surety bond (Specimen is attached)
6.	Undertaking (Specimen is attached)
7.	Revised 'T' form (Specimen is attached)

  
(Dr. Beenish Noor)  
Deputy Director (HR-I)

**Distribution:**

All Officers of the Ministry of Commerce, Islamabad.  
All Attached Organizations of Ministry of Commerce.

**Copy for information:**

Database Administrator, Ministry of Commerce, Islamabad with the request to upload the same on the Ministry's official website for information of all the concerned

## UNDERTAKING

I, [Your Name], hereby sign this understanding that if the WTO Secretariat does not select me for the training on [Name of the Training] and I wish to file a complaint for not being selected, I will do so by filing the complaint with the Ministry of Commerce or the Permanent Mission of Pakistan to the WTO in the first instance.

[Signature]

[Your Name]  
[Designation]  
[Organisation]