

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
(WTO WING)

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

Islamabad, the 24th July, 2024

CIRCULAR

SUBJECT: - **ADVANCED COURSE ON WTO DISPUTE SETTLEMENT FROM 25-29 NOVEMBER 2024 IN GENEVA 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 **02-08-2024** positively. Nominations received after the deadline will not be entertained. The policy for short- and long-term foreign training, Cabinet Division's notification on visits abroad and a sample of the undertaking are enclosed.

Encl: **As Above**



(Sadia Sultan)

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Database Administrator
Ministry of Commerce
Islamabad



WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 6440
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EMAIL

| | |
|---|-----------------------|
| To: Heads of Delegation WTO Members and Observers | Fax No: List attached |
| From: Bridget Chilala | Date: 22/07/2024 |
|  Director Institute for Training and Technical Cooperation | |
| Number of Pages (including this one): 9 | Div. Ref: TC24-22 |

Advanced Course on WTO Dispute Settlement (in English)*

25-29 November 2024
Invitation to present candidates

The Secretariat of the World Trade Organization (WTO) is organizing an Advanced Course on WTO Dispute Settlement (ACDS) in English. This course will take place at the WTO Headquarters in Geneva, from 25-29 November 2024. This course aims to deepen and consolidate the participants' knowledge and understanding of the WTO dispute settlement system. A team of WTO staff and private practitioners or academic experts will engage with the participants through a series of presentations, exercises and interactive discussions.

Implemented within the WTO progressive learning framework, this one-week course represents the highest level of learning ("Level 3") among WTO training activities. Due to its advanced and specialized nature, the course is targeted at participants who possess a sound knowledge of the general features of the WTO system and its dispute settlement mechanism in particular. This year's course will be aimed at participants with direct responsibilities in WTO dispute settlement issues.

WTO Members and Observers are invited to present up to two candidates to participate in this course. Only candidates who satisfy the following criteria will be considered:

- a. The course will be conducted in English. All-round proficiency in English is therefore an essential prerequisite for participation.
- b. Participants must possess a legal background and be directly involved at a technical, practical and/or policy level with WTO dispute settlement. Preference will be given to candidates who have already completed a "Level 2" WTO training activity, in particular the "Level 2 WTO thematic dispute settlement course" or who have commensurate knowledge or professional experience.

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WTO OMC

- 2 -

..... The attached application form should be submitted along with a recent CV detailing the participant's knowledge and experience in WTO dispute settlement. A selection process will be conducted to fill the **thirty** (30) available spaces for government officials from Members and Observers.

Pursuant to Article 27.3 of the Understanding on Rules and Procedures Governing the Settlement of Disputes, this course is open to all interested Members and Observers.

Participants from Members or Observers that are eligible for funded trade-related technical assistance will receive an economy-class round-trip air ticket (excursion fare, if applicable), daily subsistence allowance for the duration of the activity; a terminal expenses allowance; and accommodation for the duration of the course. Participants from Members or Observers that are not eligible for funded trade-related technical assistance will have to self-fund their participation.

Selected participants will receive confirmation directly. Other administrative arrangements will be communicated directly to the selected participants by the WTO after the conclusion of the selection process. It is possible that preparatory reading material will be sent to participants in advance.

..... The attached application form must be completed and signed by the candidate, validated by the national authority proposing the candidate, and submitted **via the Permanent Mission/Embassy to the WTO, to the Logistics Unit, WTO Institute for Training and Technical Cooperation** (e-mail: logistics@wto.org) **at the latest by Friday, 9 AUGUST 2024.**

In light of complex arrangements involved in the organization of these activities, we need to stress that beyond this deadline, the Secretariat would not be in a position to process the names of new participants. The WTO Secretariat reserves the right to postpone or cancel this activity in the event of force majeure or other reasons that render the execution of the activity impracticable for the organizers.

***Spanish/French**

La Organización Mundial del Comercio organiza un curso temático avanzado de una semana sobre la solución de diferencias en la OMC, en Ginebra, del 25 al 29 de noviembre de 2024. Este curso será dado en inglés, por consiguiente, la invitación y los formularios de candidatura y de nominación serán distribuidos sólo en inglés.

L'Organisation mondiale du commerce organise un cours thématique avancé d'une semaine sur le règlement des différends à l'OMC, à Genève, du 25 au 29 novembre 2024. Ce cours étant donné en anglais, l'invitation et les formulaires de candidature et de nomination sont distribués en anglais uniquement.



**ADVANCED THEMATIC COURSE ON WTO DISPUTE SETTLEMENT
(IN ENGLISH)**

Geneva, 25 – 29 November 2024

APPLICATION DEADLINE: Friday, 09 AUGUST 2024

WTO APPLICATION FORM

► This form needs to be completed and signed by the candidate, validated by the National Authority proposing the candidate, and submitted at the latest by Friday, 16 AUGUST 2024, **via the Permanent Mission/Embassy to the WTO** by fax or by e-mail to:

Logistics Unit, WTO 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.

Please note that, in addition to this application form, candidates MUST submit a recent CV detailing the participant's knowledge and experience in WTO dispute settlement.

▼ **PART ONE: To be completed by the Applicant, in English and using CAPITAL LETTERS.**

Mr. Mrs./Miss/Ms

| | |
|---|--|
| Family name (as it appears in the passport) | |
| First name (as it appears in the passport) | |
| Date of birth (DD/MM/YYYY) | |
| Title/Position | |
| Ministry/ Government Entity | |
| 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 Advanced Thematic Course on WTO Dispute Settlement 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.

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: | |

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

Please indicate your travel itinerary preference. If you are selected to participate in this Course, this will be taken into account, although it is not guaranteed.

▼ PART TWO: To be completed by the National Nominating Authority:

| | |
|--------------------|--|
| The Government of: | |
|--------------------|--|

- officially nominates:

| | |
|--------------------|--|
| Name of candidate: | |
|--------------------|--|

- to attend the Advanced Thematic Course on WTO Dispute Settlement;
- confirms that the candidate has direct responsibility in WTO dispute settlement 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.

**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/Position | |
| 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, 16 AUGUST 2024

**ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES
(FUNDED PARTICIPANTS)**

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 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:

**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, 16 AUGUST 2024



WORLD TRADE ORGANIZATION
ORGANISATION MONDIALE DU COMMERCE
ORGANIZACIÓN MUNDIAL DEL COMERCIO

ADVANCED COURSE ON WTO DISPUTE SETTLEMENT
25-29 November 2024
Location: TBD

Draft Programme

| MONDAY 25.11 | Content | Speaker |
|---------------------|---|----------------|
| 09.30-10.00 | Opening of the Course | TBD |
| 10.00-11.00 | Overview of the WTO Dispute Settlement Process (I) | TBD |
| 11.00-11.15 | Coffee break | |
| 11.15-12.30 | Overview of the WTO Dispute Settlement Process (II) | TBD |
| 12.30-14.00 | Lunch break | |
| 14.00-15.30 | Overview of the WTO Dispute Settlement Process (II) | TBD |
| 15.30-15.45 | Coffee break | |
| 15.45-17.00 | Practical Exercise | TBD |

| TUESDAY 26.11 | Content | Speaker |
|----------------------|--|----------------|
| 09.30-11.00 | Preparing a WTO case: identification of the trade issue, seeking evidence, evaluating the merits of the case | TBD |
| 11.00-11.15 | Coffee break | |
| 11.15-12.30 | Consultations: drafting the request for consultations and preparing for the consultations | TBD |
| 12.30-14.00 | Lunch break | |
| 14.00-15.30 | Panel Request: drafting the request for the establishment of a panel, the panel's mandate and the panel's standard of review | TBD |
| 15.30-15.45 | Coffee break | |
| 15.45-17.00 | Practical exercise | TBD |

| WEDNESDAY 27.11 | Content | Speaker |
|------------------------|---|----------------|
| 09.30-11.00 | Preparing for the panel process: panel composition, organizational meeting, timetable, working procedures, | TBD |
| 11.00-11.15 | Coffee break | |
| 11.15-12.30 | In the mind of the complainant: drafting written submissions, submitting evidence, anticipating defences, preventing preliminary rulings, oral statements | TBD |
| 12.30-14.00 | Lunch break | |
| 14.00-15.30 | Evidence in WTO litigation: Burden of proof, evidentiary rules, treatment of confidential information | TBD |
| 15.30-15.45 | Coffee break | |
| 15.45-17.00 | Practical exercise | TBD |



| THURSDAY 23.11 | Content | Speaker |
|-----------------------|--|----------------|
| 09.30-11.00 | In the mind of the defendant: drafting written submissions, evidence, invoking defences, preliminary ruling requests, refuting allegations | TBD |
| 11.00-11.15 | Coffee break | |
| 11.15-12.30 | Rules of interpretation in WTO Law and the value of previous decisions of panels and the Appellate Body | TBD |
| 12.30-14.00 | Lunch break | |
| 14.00-15.30 | The Appellate Body Review: the work of the Appellate Body until 2020 and the current situation | TBD |
| 15.30-15.45 | Coffee break | |
| 15.45-17.00 | Practical exercise | TBD |

| FRIDAY 29.11 | Content | Speaker |
|---------------------|--|----------------|
| 09.30-11.00 | Implementation: compliance panels and article 22.6 arbitrations | TBD |
| 11.00-11.15 | Coffee break | |
| 11.15-12.30 | Practical Exercise | TBD |
| 12.30-14.00 | Lunch break | |
| 14.00-15.30 | Roundtable: The current challenges of the WTO dispute settlement system. | TBD |
| 15.30-15.45 | Coffee break | |
| 15.45-17.00 | Closing and Evaluation | TBD |

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**



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

Islamabad, the 18th 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

Government of Pakistan
MINISTRY OF COMMERCE

CIRCULAR

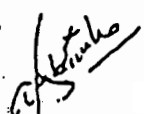
No. F. 1(2)/2019-CTG

Islamabad, the 7th 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 Farveen)
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
Cabinet Secretariat
(Cabinet Division)

No.9-148/2002-Min.II.

Islamabad, the 7th March, 2024.

INSTRUCTIONS ON VISITS ABROAD

These Instructions have been consolidated and explicated on basis of the decisions of the Cabinet dated 18th October 2018, 22nd February 2023 and 2nd March 2024

1. Foreign travel of officers shall be allowed only in: (i) obligatory visits; and (ii) the Economy Class.
2. In the case of non-obligatory visits (i.e. those not classified as *obligatory*), that are to be funded, wholly or in part, by the Government of Pakistan (GoP), its Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc., exemption shall be obtained from the Austerity Committee constituted by the Ministry of Finance vide Notification dated 20th February 2024 or any successor Austerity Committee. Non-obligatory visits that are not funded by the GoP or its Attached Departments etc. shall not require such exemption.
3. Officers on visit abroad shall not stay in five-star hotels.
4. No support staff shall accompany on foreign visits; if required, Pakistan's missions abroad can be approached to provide support staff.
5. Where funding by the GoP or its Attached Departments etc. is involved, whole or in part, teleconferencing shall be the first preference in both obligatory and non-obligatory visits to reduce travelling and lodging expenditures.
6. The approval processes for various cases of visits abroad shall be as follows:

| | Nature of Visit | Approval Process |
|---------------------------|---|--|
| (i) | Visits abroad of Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister. | Visits abroad by Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister shall require approval of the Prime Minister. |
| (ii) | Visits abroad of Secretaries and Additional Secretaries Incharge of Ministries/Divisions. | Visits abroad by Secretaries/Additional Secretaries Incharge shall require approval of the Prime Minister. |
| Obligatory Visits: | | |
| (iii) | Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc. | Where the size of the delegation is up to three members, the Federal Minister/Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval. |



| | | |
|--|---|--|
| (iv) | Visits abroad by officers/ officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc. | Where the size of the delegation is up to three members, the Secretary/Additional Secretary Incharge of the Ministry/Division concerned shall be competent to accord approval. |
| (v) | Where size of the delegation exceeds three members. | (a) Where GoP funding* is involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs and Finance Divisions; (b) Where GoP funding* is not involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs Division. |
| Non-Obligatory Visits: <i>Non-obligatory visits shall also require exemption from the Austerity Committee as specified in para 2 of these Instructions</i> | | |
| (vi) | Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations etc. | In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and the size of the delegation is up to three members, the Minister / Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval, subject to NOC by the Foreign Affairs Division. |
| (vii) | Visits abroad by officers/officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc. | In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and size of the delegation is up to three members, Secretary/Additional Secretary Incharge of the Ministry/Division concerned will be competent to accord approval subject to NOC by the Foreign Affairs Division. |
| (viii) | Visit abroad of officers/officials to events/meetings, where size of the delegation exceeds three members. | (a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division. |
| (ix) | Visits abroad of officers/officials for bilateral and multilateral meetings/events. | (a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division. |

**GoP funding includes funding by the Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc of the Government of Pakistan.*

7. Notwithstanding the provisions of para 6 above, but subject to the requirements specified in para 2 of these Instructions:

- (i) In cases of urgent nature, the Prime Minister may dispense with the requirement of routing the summaries for visits abroad through one or more Divisions;
- (ii) Information pertaining to all foreign visits, irrespective of the approving authorities, should immediately be shared with the Foreign Affairs Division as well as the concerned Pakistani Missions Abroad in advance;
- (iii) In case of foreign visits by officers/officials of the Foreign Affairs Division, where size of the delegation is up to five members, the Minister for Foreign Affairs shall be empowered to grant approval; and where size of the delegation exceeds five members, matter would be submitted for approval of the Prime Minister;
- (iv) Both the Minister and the Secretary of a Ministry/Division shall not be out of the country at the same time. However, simultaneous visit abroad of both the Minister and the Secretary may only be allowed in unavoidable and very exceptional circumstances. The Ministries/Divisions seeking such an exemption shall submit the case for approval of the Prime Minister and should add a paragraph to the summary fully justifying the exemption being sought;
- (v) Ministries/Divisions shall ensure that to the maximum extent possible, officers of Pakistan Embassies in the country in which a meeting/conference is to take place, represent Pakistan at such meetings. However, the Ministries/Divisions concerned shall provide proper briefing material to the Pakistan Missions abroad well in time. Meetings/Conferences which can be handled by Pakistan Missions abroad will be identified and proper intimation sent to the concerned missions. Ministry of Foreign Affairs shall coordinate in such matters. In case the visit is considered absolutely unavoidable, it should be explicitly mentioned in the summary as to why Pakistan Mission Abroad cannot handle the issue;
- (vi) All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and officers etc. will be allowed to avail not more than three (03) visits abroad per year, except for special circumstances. However, the Minister for Foreign Affairs and Minister for Commerce are exempted from the restriction of three (03) visits;
- (vii) All Divisions should obtain NOC from Economic Affairs Divisions for visits with respect to International Financial Institutions.

8. In cases of participation in conferences, seminars, workshops etc. categorisation of the same i.e. either "obligatory" as classified and circulated vide Cabinet Division's O.M. No. 9-148/2002-Min.II, dated. 26.10.2018 may invariably be indicated in the summary.

9. Cabinet Division shall update the lists of obligatory visits in consultation with the concerned Ministry/Division by 2nd July 2024.

10. For trainings/workshops of government officers up to BS-19, where no GoP funding is involved, Establishment Division, in consultation with all Ministries/Divisions, shall formulate detailed policy guidelines. Till such time that these guidelines are issued, the current dispensation shall continue.



11. No Minister or Government functionary shall solicit at his own an invitation for participation in Trainings, Seminars, Conferences, Workshops, Meetings etc. from any source.

12. Members of the National Security Committee, Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister, persons holding the status of Federal Minister or Minister of State without Cabinet rank, Parliamentary Secretaries, and Provincial Governors shall not avail of any offer of airfare or per-diem made by a Foreign Government or International Agency for a visit abroad except made by the UN Agencies/OIC.

13. Summaries seeking orders of the Prime Minister should reach 14 days prior to the visit abroad through Ministries of Foreign Affairs, Finance (where applicable) and shall contain details of expenditure involved including the Foreign Exchange component and balance in the relevant budget head (in the main body of the Summary) and details of previous visits abroad during the last twelve months.

14. Entitlement of different government functionaries to the facility of air travel abroad shall be as follows:


| S. No. | Designation. | Class |
|--------|--|---|
| 1. | The President | 1 st Class |
| 2. | Chief Justice of Pakistan | |
| 3. | The Prime Minister | Business Class <i>Subject to the provisions of para 1 (ii) of these Instructions, where applicable</i> |
| | Chairman, Senate. | |
| | Speaker, National Assembly | |
| | Minister for Foreign Affairs | |
| | Federal Ministers | |
| | Ministers of State | |
| | Chairman, Joint Chiefs of Staff Committee | |
| | Services Chiefs | |
| | Senators | |
| | Members of the National Assembly | |
| 4. | All Federal Secretaries, officers in BPS-22, Additional Secretaries Incharge and equivalent in Armed Forces | Economy Class |
| | Ambassadors | |
| | All other officers of the Federal Government, Attached Departments, Autonomous and Semi-Autonomous Bodies, Corporations and other Institutions under the administrative control of various Ministries/ Divisions | |

15. All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and Government officers/officials shall use PIA flights during their foreign visits, in case the airline is flying to these destinations and on relevant dates.

16. The Ambassadors of Pakistan should normally sign agreements with the countries of their accreditation and, as far as possible; visits abroad shall not be undertaken by the officers of the Ministries/Divisions to sign such agreements.

17. The Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister shall not take their personal staff along with them on foreign tours and, instead, use the services of the embassy staff.

18. The members of the Cabinet shall, as far as possible, not undertake any local or foreign tour during National Assembly/Senate Sessions.
19. The visits of Ministers and other delegations should be well planned and be made only if essential and serve vital national interests.
20. At the conclusion of a foreign visit, the delegation/official shall submit post visit report to the Ministry of Foreign Affairs and concerned Division within 15 days of completion of the visit.
21. All Ministers/delegations proceeding abroad on official visits shall secure necessary briefing from the Ministry of Foreign Affairs before departure.
22. No contact shall be made with the countries with whom Pakistan does not have any diplomatic relations.
23. For countries with whom Pakistan has strained diplomatic relations, prior concurrence of the Foreign Office and the Prime Minister, shall be required for any official/semi-official contact, on case to case basis.
24. No official/semi-official contact with Taiwan is to be made under any circumstances, as part of Pakistan's declared One China policy.
25. Specific permission shall also be sought for any visits involving meetings with the officials of Democratic People's Republic of Korea (DPRK).
26. NOC for proceeding abroad by all government servants shall be required from parent Division/Head of Department. In case of visit to India, NOC by Ministry of Interior and Ministry of Foreign Affairs is mandatory.
27. For undertaking private visits, clearance of the Ministry of Foreign Affairs is not required.
28. The hospitality of foreign companies shall be discouraged as a matter of policy.
29. Name and designation of the officer who is authorised by the Secretary/Additional Secretary Incharge to look after the work in his absence, shall be indicated in the main body of the Summary.
30. Experts/Consultants engaged temporarily and on the basis of the expertise which they already possess, will be eligible for visits abroad, where negotiations at a bilateral/multilateral fora are involved. However, they shall not be recommended for foreign trainings/Workshops etc.
31. If any doubt or dispute arises as to the interpretation of these Instructions, the matter shall be referred to the Cabinet Division, whose decision shall be final.
32. Amendments in these Instructions shall be made with the approval of the Prime Minister.


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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]