

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
(WTO WING)

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

Islamabad the 1<sup>st</sup> July, 2024

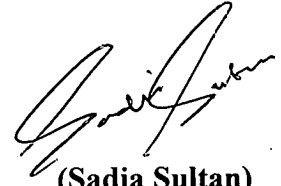
**CIRCULAR**

SUBJECT: **WTO FUNDED TRAINING PROGRAMMES (NTP/FIMIP)**

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 candidates 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 the WTO-II Section (**along with C.V., valid passport copies, undertaking and details of availed Foreign Training/Workshops in the last three years**) latest by **15<sup>th</sup> August 2024** positively. Nominations 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. Please note once nominations are approved by the Competent Authority, the candidates will need to apply online for the training.

Encl: **As Above**



(Sadia Sultan)  
Section Officer (WTO-II)

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



# WORLD TRADE ORGANIZATION

Direct line: (+41 22) 739 5101  
Email: Bridget.Chilala@wto.org

Head of the Permanent Mission

Div. Reference: **ITTC\_TP2025\_Letter\_e**

Geneva, 21 June 2024

**Subject: WTO FUNDED TRAINING PROGRAMMES (NTP/FIMiP)**

Reference is made to the trainee programmes (NTP/FIMiP) referred to in the Biennial Technical Assistance and Training Plan 2024-2025 (**WT/COMTD/W/273**). These programmes are primarily aimed at providing support for the economic and social development of developing countries, LDCs, low-income countries and comparable poor, small and vulnerable economies in areas related to trade policy.

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Specific information on eligibility conditions and the selection criteria for the **Netherlands Trainee Programme (NTP)** and the **French-Irish Mission Programme (FIMiP)** is contained in an Annex to this letter, which you are kindly invited to carefully review, before candidates are invited to submit applications. Please note that only fully completed files will be considered, including all requested information and letters of support. Beneficiary Members and Observers can submit a maximum of three applications for the two programmes.

As the WTO is committed to promoting a paperless environment, only electronic candidature forms should be submitted for consideration. Applicants for both programmes should complete the e-candidature form by **31 August 2024** using the following link: [WTO Funded Training Programmes Form 2025 - Formstack](#). Although applicants can apply for either one or both programmes by indicating their preferences, we cannot guarantee that we will always adhere to these preferences.

You are kindly invited to forward this link and all information on the programmes to the relevant ministry/department for submission of applications. Please note that for the FIMiP, a letter of support from each respective Permanent Mission is mandatory as the successful candidates will be based in their respective Missions.

The selected participants are expected to start their programmes in Geneva, in March 2025.

If you have any questions regarding the above programmes, please do not hesitate to contact Ms Queen King'ori, Traineeships Coordinator, at the Institute for Training and Technical Cooperation, (Tel: +41 22 739 64 56; Email: [trainingprogrammes@wto.org](mailto:trainingprogrammes@wto.org)).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chilala', written in a cursive style.

Bridget Chilala  
Director

Institute for Training and Technical Cooperation



# WORLD TRADE ORGANIZATION

## **THE NETHERLANDS TRAINEE PROGRAMME (NTP) OBJECTIVES, CONDITIONS & APPLICATION PROCEDURE**

### **Objectives, main features of the NTP and eligibility criteria:**

The aim of the NTP is to assist in the economic and social development of least developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies in areas related to trade policy.

The NTP seeks to generate measurable results and thus leave a lasting trace, through:

- building sustainable capacity in beneficiary members and observers, by providing officials with an opportunity to participate directly in WTO's work in Geneva;
- providing exposure to on-going activities in the Secretariat, which will assist officials in enhancing their understanding of the functioning of the WTO and the multilateral trading system and providing relevant policy advice to governments;
- facilitating the identification of areas where implementation of Members' commitments in the WTO is required;
- contributing to specific work on Trade-Related Technical Assistance (TRTA) needs assessments, notifications, etc.

The programme targets least-developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies, and pays particular attention to African countries and to the promotion of gender equality.

- It provides capital-based mid-level public officials from these members and observers with the opportunity to learn more about matters dealt with in the WTO, under the direction of staff members of the Secretariat.
- Selected NTP participants will spend a total period of up to ten months with the WTO.
- The Programme will normally start in March/April and finish before the end of the calendar year. The training cannot under any circumstances exceed 10 months.
- Selected NTP participants will be expected to complete specific and well-defined tasks in that period in conformity with the objectives of the NTP. Tasks will need to have relevance for the beneficiary member and observer in terms of building capacity in relation to WTO's ongoing work programme, including negotiations, and will be defined at the beginning of the programme. The tasks will be reviewed and established in close co-operation with the Head of the relevant regional desks in ITTC.
- As part of the training, a study tour to the Netherlands may be undertaken. Specific training events will be organized during the programme, but the emphasis will be on completing the tasks identified for the training.
- NTP participants will receive a lump sum of CHF 5,000 per month plus travel expenses.
- Candidates should typically be under 45 years old.
- Candidates should have a minimum of 5 years of work experience on WTO issues.



### **How to apply?**

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC), as specified in the letter, together with:

- a complete curriculum vitae (CV);
- a letter of motivation;
- specific indications of the tasks that the candidates would like to perform;
- a short biography of 150 words;
- a letter of support from the nominating national authority and/or a letter of support from the Permanent Mission is required;
- incomplete files will not be considered.

### **The selection process**

Candidacies will be reviewed by a WTO selection committee.

As the NTP is considered to be the highest level of learning, with a particular focus on the direct application of skills, the selection committee will carefully review the qualifications of each of the candidates. Priority will be given to those who have completed the Advanced Trade Policy Course and/or the Regional Trade Policy Course.

In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and make the most useful contribution to attain the objectives of the programme.

The selection committee will endeavour to maintain a regional and gender balance and give priority to LDC candidates. The selection may include telephone interviews where required.

### **Monitoring and evaluation**

The overall performance of the NTP programme is monitored according to the targets and indicators established by the Biennial TA Plan. At the individual level, the performance of selected NTP participants is monitored on an ongoing basis by the Head of the relevant Regional Desks, reviewing their day-to-day work in light of the tasks identified, their active participation in the training events, as well as the achievements made in specific fields, i.e., TRTA needs assessments, notifications etc.

NTP participants are required to produce monthly reports detailing the tasks carried out and the results achieved.

At the end of the programme, the NTP participants are required to submit a final report and complete an evaluation questionnaire on tasks performed.

### **Communication of results of the selection process**

No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.

The Human Resource Division will also inform the unsuccessful candidates by email.



## **THE FRENCH-IRISH MISSION PROGRAMME (FIMiP)**

### **OBJECTIVES, CONDITIONS & APPLICATION PROCEDURE**

#### **Objectives, main features of the FIMiP and eligibility criteria:**

- The FIMiP provides capital based mid-level public officials, with a minimum of 5 years of work experience on WTO issues with the opportunity to learn more about matters dealt with in the WTO.
- Through the programme the FIMiP participants are expected to:
  - enhance knowledge and understanding of the WTO multilateral trading system and of trade policy in general;
  - strengthen the understanding of the negotiation process at the WTO; and
  - support the mission in participating in the daily activities of the WTO.
- The FIMiP is available primarily to nationals from least developed countries (LDCs), and other developing countries, with a Geneva mission. Preference will be given to those beneficiaries with lower per capita GNP and the least number of staff in Geneva together with those who stand to gain most from such a programme.
- Candidates will come from the capital of the beneficiary Members and Observers.
- The retained candidates will work at the Geneva-based permanent missions of the beneficiary and can represent the Member or Observer in the various bodies of the WTO.
- FIMiP participants will spend a total period of up to ten months under the programme.
- Candidates should typically be under 45 years old.
- The programme will normally start in March/April and finish before the end of the calendar year. The programme cannot under any circumstances exceed the 10 months.
- FIMiP participants will receive a lump sum of CHF 5,000 per month plus travel expenses.

#### **How to apply?**

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC) as specified in the letter. It should include:

- a complete curriculum vitae (CV);
- a letter of motivation;
- specific indications of the tasks that the candidates are expected to perform at the Mission;
- a short biography of 150 words;
- a letter of support from the nominating national authorities;
- a letter of support from the Permanent Mission in Geneva;



# WORLD TRADE ORGANIZATION

- Incomplete files will not be considered.

## **The selection process**

Candidacies will be reviewed by a WTO selection committee.

As the FIMiP is considered to be the highest level of learning, with a particular focus on the direct application of skills, the selection committee will carefully review the qualifications of each of the candidates. Priority will be given to those who have completed the Advanced Trade Policy Course and/or the Regional Trade Policy Course.

In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and make the most useful contribution to attain the objectives of the programme.

The selection committee will endeavour to maintain a regional and gender balance and give priority to LDC candidates. The selection may include telephone interviews where required.

## **Monitoring and evaluation**

The overall performance of the FIMiP programme is monitored according to the targets and indicators established by the Biennial TA Plan. At the individual level, the performance of selected FIMiP participants is monitored on an ongoing basis by the relevant Heads of Regional Desks in ITTC, reviewing the day-to-day work in light of the tasks identified by the Permanent Representative of the Mission in Geneva. The general duties could include providing support in the:

- collection, analysis, interpretation and organization of material of interest to the Member or Observer;
- preparation for meetings of WTO bodies, including attendance and follow-up of such meetings;
- preparation of reports for the capital, documentation and communication as necessary.

FIMiP participants are required to produce monthly reports detailing the tasks carried out.

At the end of the programme, an evaluation will be done by the participant's supervisor at the Mission.

The participants will also submit a final programme report and complete an evaluation questionnaire on tasks performed.

## **Communication of results of the selection process**

No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.

The Human Resource Division will also inform the unsuccessful candidates by email.

## 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 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



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.

## 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]