

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
(WTO WING)

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

Islamabad, the 3rd July, 2024

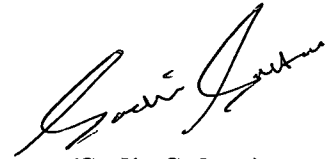
CIRCULAR

SUBJECT: - **WTO CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS, GENEVA, SWITZERLAND, 25-27 SEPTEMBER 2024**

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 12-07-2024** 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)

Section Officer (WTO-II)
sowto2.moc@gmail.com
staffwto2@gmail.com


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 Members to the WTO	Email:	List attached
From:	Bridget Chilala	Date:	27/06/2024
	 Director Institute for Training and Technical Cooperation		
Number of Pages (including this one):	10	Div. Ref:	TC24-20

CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS (In English) *

**Geneva, Switzerland
25-27 September 2024**

Invitation to Present Candidates

The Secretariat of the World Trade Organization (WTO) is organizing a Capacity Building Workshop on Import Licensing and Notifications to take place in Geneva, Switzerland **from 25 to 27 September 2024**.

The Workshop is a specialized training activity that intends to familiarize Members with the Agreement on Import Licensing Procedures, its notification requirements, and to assist Members in preparing their respective notifications. Upon return to work after the Workshop, participants are encouraged to liaise with the Secretariat on the preparation of upcoming notifications. A draft programme for the event is attached.

WTO Members that are eligible to benefit from training and technical assistance activities are invited to nominate **one capital-based official** to participate in the Workshop. The nominee must be directly responsible for the preparation and/or coordination of notifications on import licensing.

Thirty (30) places will be made available for applicants from WTO developing and least-developed Members that are eligible to benefit from training and technical cooperation activities. For these participants, the WTO will bear their expenses (i.e., return economy class ticket, terminal expenses allowance, daily subsistence allowance and accommodation for the duration of the Workshop).

In order to maximize the impact of this Workshop, nominees should indicate whether they have undertaken or will undertake work on the preparation of import licensing notifications by their respective governments.

WTO OMC

- 2 -

Participants will be required to prepare a draft notification at the Workshop, with the assistance of the Secretariat. From the nominees, preference will be given to developing or least-developed WTO Members who have never submitted an import licensing notification. If the quota of funded participants is not filled, the participation of capital-based officials from Members who have submitted partial or incomplete import licensing notifications may be considered.

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.

..... 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 19 July 2024**. Applications for this Workshop should be submitted along with evidence of having completed the online course on the Agreement on Import Licensing Procedures. Please note that, in light of the logistical complexity of the activity, the Secretariat will not be in a position to process applications received after this deadline.

The Application Form should be returned by email to the **WTO Institute for Training and Technical Cooperation, Logistics Unit: logistics.unit@wto.org**.

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

Français/Español

** L'Organisation mondiale du commerce (OMC) organise un Atelier de renforcement sur les licences d'importation et les notifications pour les pays Membres de l'OMC, du 25 au 27 septembre 2024. Ce cours étant donné en anglais, l'invitation et les formulaires de candidature et de nomination sont distribués en anglais uniquement.*

** La Organización Mundial del Comercio (OMC) organiza un Taller de capacitación sobre las licencias de importación y notificaciones para los Miembros de la OMC, del 25 al 27 de septiembre 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.*



WTO APPLICATION FORM

CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS

GENEVA, 25-27 September 2024

DEADLINE: 19 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

Surname	
Given name	
Birth date <i>day/month/year</i>	
Nationality	
Title/Position	
Ministry/ Government entity	
City	
WTO Member	
Mobile phone n°	
Email addresses*	* Important: all communications and documents will be sent by e-mail

Higher (university) education

When?	Where?	Title of qualification

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)? If so, which one (with dates)?	<input type="checkbox"/> YES If so, which one (with dates)? <input type="checkbox"/> NO
Other WTO course(s) undertaken & dates	

In your daily work, are you responsible for:

- the notification of import licensing to the WTO

Yes No

- other types of notifications to the WTO

Yes No

Please describe what challenges you have faced in preparing the import licensing notifications, including the steps that have been taken to prepare it.

Please describe the steps that you would take upon returning to your country to prepare and submit Import Licensing notifications

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

Additional information about the activity

Background: Preference will be given to nominees having a demonstrated background in import licensing/import control policies and direct responsibility in preparing WTO import licensing notifications. The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements.

Language skills: This activity will be delivered in English. Participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets this requirement.

PART II	To be completed by the Nominating Authority
----------------	--

The Nominating Authority	
--------------------------	--

- Officially nominates:

Name of candidate	
-------------------	--

- to attend the **Capacity Building Workshop on Import Licensing and Notifications**, to be held in Geneva, Switzerland, on 25-27 September 2024;
- confirms that the candidate has policy responsibility and/or a demonstrated background in import licensing and related notification matters, has full command of English and will be able to successfully and actively participate in the programme; 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.

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

Date & signature (Candidate)	Date, signature & STAMP (Nominating Authority)

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.

Please note that the WTO Secretariat DOES NOT assume financial or any other responsibility for items not explicitly mentioned in this Note as being covered. This means that the WTO Secretariat assumes NO responsibility for, among others, the following items:

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 or medical or accident insurance, medical treatment or hospitalisation during travel or participation in the Activity.
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
Institute for Training and Technical Cooperation
Email: 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.

Government of Pakistan
MINISTRY OF COMMERCE

CIRCULAR

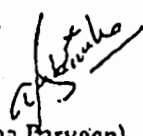
No. F. 1(2)/2019-CTG

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 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.

6

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



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

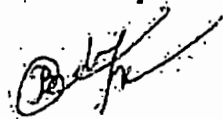
Islamabad, the 18th April, 2022

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
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.
<p>Non-Obligatory Visits: <i>Non-obligatory visits shall also require exemption from the Austerity Committee as specified in para 2 of these Instructions</i></p>		
(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 para1 (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	
	All Federal Secretaries, officers in BPS-22, Additional Secretaries Incharge and equivalent in Armed Forces	
	Ambassadors	
4.	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	Economy Class

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.


(Muhammad Meesam)
Section Officer (Min-II)
Tel: 9206601

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]