

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
(WTO WING)

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

Islamabad; the 8th July, 2024

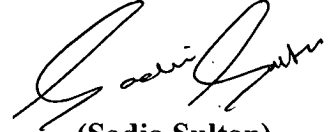
CIRCULAR

SUBJECT: - WTO WORKSHOP ON E-COMMERCE, 21 TO 24 OCTOBER 2024, SINGAPORE

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 15-07-2024** 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)

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Ministry of Commerce
Islamabad

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EMAIL

To:	Heads of Delegation WTO Members and Observers	Email:	List attached
From:	Ms Bridget Chilala  Director Institute for Training and Technical Cooperation	Date:	03 July 2024
Number of Pages (including this one):	11	Ref:	ECOM24-3

SINGAPORE - WTO WORKSHOP ON E-COMMERCE

Singapore

21 – 24 October 2024

The Secretariat of the World Trade Organization is organizing with the Government of Singapore, through the Singapore Cooperation Programme (SCP) and the Ministry of Trade and Industry (MTI), a **Workshop on e-Commerce**.

..... This Workshop will be held in **Singapore, from 21 to 24 October 2024**. An indicative Draft Programme of the Workshop is attached.

THE WORKSHOP

The main objective of this Workshop is to develop a broad understanding of e-Commerce related elements in trade and how the digital economy has presented benefits for businesses and consumers. The Workshop will provide a deep dive into relevant topics, including from the perspectives of businesses, as well as the relevant discussions at the WTO, including the Work Programme on e-Commerce and the Joint Statement Initiative on e-Commerce. The Workshop will also provide a forum for participants to exchange views and share national and regional experiences with respect to the opportunities and challenges in this field.

INVITATION TO PROPOSE CANDIDATES FOR PARTICIPATION

You are invited to submit the names of **three capital-based officials**, for consideration in the selection process. Previously selected participants will not be considered for selection. The nominees should be middle to senior level officials who have proven professional experience and responsibilities in the area of Trade and e-Commerce, ideally relating to one or more of the subject areas covered by the programme. Preference will be given to nominees who also participate in discussions on the above issues in international and multilateral fora. However, if selected, only one participant per Member will be provided with financial support from Singapore.

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WTO OMC

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Participants are required to be fluent in **English** which will be the working language of this event.

If you have any queries regarding the programme of the Workshop on e-Commerce, please contact Usman Ali Khilji, Head for Asia and Pacific Economies Regional Desk, Institute for Training and Technical Cooperation (ITTC), WTO (e-mail: usmanali.khilji@wto.org; Tel: +41 22 739 69 36)

CRITERIA FOR THE SELECTION OF PARTICIPANTS

The WTO Secretariat will conduct a selection process to fill the **30 available spaces** for the Workshop. Applications will only be considered from candidates whose experience and current job description is directly relevant to Trade and e-Commerce in at least one of the subject areas of the Workshop. Prior participation in WTO training activities in these areas (or equivalent training provided by another competent international organization) would be considered an advantage. Alternatively, applicants may also show commensurate knowledge or professional experience.

For entry into Singapore, participants would be required to comply with prevailing public health as well as entry requirements as indicated at <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>.

COST COVERED FOR PARTICIPANTS

The workshop is sponsored by the Singapore Government under the Singapore – World Trade Organization Third Country Training Programme.

Selected participants will be provided with:

- An economy-class round-trip air-ticket to Singapore. Airport transfers are not included.
- Workshop fees including lecture fees, administrative fees, and course materials;
- Accommodation for the entire duration of the workshop, including one day before and one day after the workshop. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the workshop;
- A daily allowance of One Hundred and Thirty Singapore Dollars (S\$130) from the first day to the last day of the workshop. A proportionate reduction in the daily allowance will be made if you are unable to attend the full duration of the workshop;
- Transportation between hotel, workshop venue and site visits (if required); and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company. [This does not cover any pre-existing conditions, illnesses and/or any outpatient medical/dental treatment, or COVID-19 related expenses and medical evacuation. As such, participants are strongly encouraged to purchase your own medical and travel insurance.]

Other administrative and logistical arrangements will be communicated directly to the selected participants in due course.

THE APPLICATION PROCESS

..... Completed application forms, formally endorsed by the authorities, must be submitted by the Permanent Mission in Geneva or the contact point for WTO affairs in capital. Nominations received from other sources will not be taken into consideration.

Application forms, including participants' details, passport biodata page and airport for departure, should be transmitted to the WTO Institute for Training and Technical Cooperation, Logistics Unit (email: logistics.unit@wto.org) **NO LATER THAN 22 July 2024**.

In light of the complex arrangements involved in the organization of this Workshop, the Secretariat would not be in a position to process the names of further nominees identified beyond this deadline.

The WTO Secretariat reserves the right to postpone or cancel the activity in the event of overriding circumstances beyond its control.

*** Français/Español**

L'Organisation mondiale du commerce organise en collaboration avec le gouvernement de Singapour, par le biais du programme de coopération de Singapour (SCP) et du ministère du commerce et de l'industrie (MTI) un atelier sur le commerce électronique, à Singapour, du 21 au 24 octobre 2024. Ce séminaire étant donné en anglais, l'invitation et les formulaires de candidature et de nomination sont distribués en anglais uniquement.

La Organización Mundial del Comercio está organizando junto con el Gobierno de Singapur, a través del Programa de Cooperación de Singapur (SCP) y el Ministerio de Comercio e Industria (MTI) un taller sobre Comercio Electrónico, en Singapur, del 21 al 24 de octubre de 2024. Este seminario será impartido en inglés, por consiguiente, la invitación y los formularios de candidatura y de nominación se distribuyen sólo en inglés.

**Tentative Programme for Singapore – WTO Workshop on E-Commerce,
21 - 24 October 2024**

Date/time	Session
Day 1	
8:30 – 9:00	REGISTRATION
9:00 – 9:30	Opening Ceremony
<p>Module 1: E-Commerce in the Multilateral Trading System <i>This module will provide a background of E-Commerce discussions at the WTO, including the Work Programme on electronic commerce and moratorium on custom duties for electronic transmissions, as well as explore the role WTO plays as the digital economy continues to transform and evolve.</i></p>	
9:30 – 10:15	<p>Session 1: Overview of E-Commerce, Digital Economy and Digital Trade</p> <ul style="list-style-type: none"> • Introduction and context-setting • Global and regional trends and developments in e-commerce • Contributing factors that influence the development and growth of e-commerce in goods and services. • Data Issues, presentation by the WTO on the recently published Handbook on measuring Digital Trade
10:15 – 10:30	BREAK
10:30 – 13:00	<p>Session 2: E-Commerce at the WTO and Role of the Multilateral Trading System</p> <ul style="list-style-type: none"> • E-Commerce and GATS • Other relevant agreements (including the TRIPS, TBT and TFA) and E-commerce
13:00 – 14:30	OFFICIAL LUNCH
14:30 – 16:30	<p>Session 3: WTO work on E-commerce</p> <ul style="list-style-type: none"> • Background of E-Commerce discussions at the WTO, including the Work Programme on electronic commerce and moratorium on customs duties for electronic transmissions • Introduction to the JSI on E-Commerce including salient features and provisions specifically legal aspects (electronic payments, electronic signatures, data privacy and moratorium) • Update on the latest state of play including next steps for legal integration into the WTO architecture • Prospects for the Work Programme on E-Commerce, the Joint Statement on E-commerce Initiative (JSI), the customs duties moratorium on electronic transmissions post-MC13
16:30 – 17:30	<p>Session 4: Negotiating Rules around Digital Trade and E-Commerce</p> <ul style="list-style-type: none"> • Negotiating E-Commerce rules in bilateral and regional configurations (including CPTPP, RCEP, and other ASEAN agreements) • Digital Economy Agreements (DEAs) • Synergies between E-Commerce rules in RTAs and DEAs and the JSI.

Day 2	
Module 2: Opportunities and Challenges for Public Policy and the Digital Economy <i>This module will provide an overview of how governments can support and strengthen the development of e-commerce and the digital economy through trade agreements and developing relevant infrastructure, tools, and policies, based on Singapore's experience.</i>	
09:00 – 10.00	Session 5: Empowering businesses and workers to power the digital economy <ul style="list-style-type: none"> • Foundational digital infrastructure – digital identity, authorisation and consent, payments interoperability and data exchange • Developing and fostering adoption of digital utilities to business transactions, including TradeTrust and recent pilots with the UK and India • Developing digital trust through online consumer protection, online personal information protection and addressing unsolicited commercial electronic messages
10:00- 11:00	Session 6: Creating a digitally-enabled society and government <ul style="list-style-type: none"> • Overview of Smart Nation initiative • Digital government strategy and transformation, including Strategic National Projects such as SingPass and GoBusiness • National AI Strategy
11:00 – 11:30	BREAK
11:30 – 12:30	Session 7: SMEs and the Digital Economy <ul style="list-style-type: none"> • Internationalisation and scaling up through digital transformation and cloud technologies • Critical value of international rules to SMEs, to uphold open digital markets.
12:30 – 14:30	TRAVEL and LUNCH
14:30 – 18:00	Site Visit 1
Day 3	
09:00 – 09:30	ASSEMBLY AT HOTEL LOBBY/ TRAVEL
09:30 – 11:00	Site Visit 2
11:00 – 11:30	TRAVEL
11:30 – 13:00	Site Visit 3
13:00 -- 14:30	TRAVEL and LUNCH
14:30 – 16:00	Site Visit 4
16:00 – 16:30	TRAVEL
16:30 – 18:00	Site Visit 5
Day 4	
09:30– 11:00	Session 8: Emerging Opportunities and Challenges for E-Commerce <ul style="list-style-type: none"> • Technical assistance and E-commerce/digital Economy • Open discussion on above issues
11:00 – 11:30	Break
11:30 – 12:30	Session 9: Industry's Perspective on Digital Economy Policies

	<ul style="list-style-type: none">Selected companies will share findings and their views on ongoing digital economy policies and the potential benefits and / or implications these bring.
12:30 – 14:00	LUNCH
14:00 – 16:00	Interaction among participants and others regarding E-Commerce, Digital Economy, course and takeaways
16:00 – 17:00	Closing Ceremony



WTO APPLICATION FORM

Singapore - WTO Workshop on e-Commerce (in English)*

Singapore, 21 - 24 October 2024

DEADLINE: 22 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

Family name (as it appears in the passport)	
First name (as it appears in the passport)	
Date of birth (day/month/year)	
Gender	
Country/ Separate Customs Territory	
Organization	
Department	
Designation/Position	
Time in current position (From: month/year)	
Office Address	
City and Postal code	
Member/Observer	
Telephone (professional)	
Mobile telephone number	
E-mail addresses	1) which you wish us to use: 2) other
Travel preference, if any (taken into consideration but not guaranteed).	

Higher (university) education

From YYYYMM to YYYYMM	Where?	Title of qualification

Work experience

Brief description of your current responsibilities:	
From (YYYYMM) to (YYYYMM)	
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:	

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

The Nominating Authority:	
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- officially nominates:

Name of candidate:	
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Language: The Workshop 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.

Details of the Official responsible for nominating this candidate:

Family name	
First name	
Title/Position	
Organization/Entity	
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:

ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES

I. Regulations

1. The course is jointly organised by the WTO and the Government of Singapore.
2. Participants are required to observe the course schedule and carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government, the WTO and the Government of Singapore, with respect to the course.
3. Administrative details will be communicated to the selected participants directly.

II. The WTO Secretariat does not assume financial or any other responsibility for:

1. Salaries of the participants during their participation in the Course.
2. Medical insurance, medical treatment or hospitalisation during participation in the Course.
3. Loss or damage to the personal effects of the participants during attendance at the Course.

INCOMPLETE/ILLEGIBLE APPLICATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE OR NOT PRESENTED BY THE PERMANENT MISSION/EMBASSY 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 by the Permanent Mission/Embassy to the WTO ITTC Logistics Unit ONLY, by the deadline, AT THE LATEST BY MONDAY, 22 JULY 2024:

logistics.unit@wto.org

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.

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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
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 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]