

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
(WTO WING)

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

Islamabad, the 30<sup>th</sup> August, 2024

CIRCULAR

SUBJECT: - **2024 WTO ADVANCED THEMATIC COURSE ON TRADE AND ENVIRONMENT IN GENEVA SWITZERLAND FROM 2<sup>ND</sup> TO 13<sup>TH</sup> DECEMBER 2024**

The undersigned is directed to refer to the subject noted above and state that the World Trade Organization (WTO) is organizing an **Advanced Thematic Course on Trade and Environment**. The Workshop will take place from **2 to 13 November 2024 in Geneva**. Enclosed herewith is a copy of the Invitation and application form.

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 Deputy Chief (WTO) **(along with application forms, C.Vs, valid passport copies, undertaking and details of availed Foreign Training/Workshops) latest by 06-09-2024** positively. Nominations received after the deadline will not be entertained. The policy for short- and long-term foreign training, Cabinet Circular on Visits Abroad and a sample of the undertaking are enclosed.

Encl: **As Above**

*Onsia Zafar*  
30/08/24

(Onsia Zafar)

Deputy Chief (WTO)

onsiazafar26@gmail.com


**Database Administrator**  
Ministry of Commerce  
Islamabad



# WORLD TRADE ORGANIZATION

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

**E-MAIL**

To:	Heads of Delegations Members and Observers to the WTO	E-mail:	List attached
From:	Bridget Chilala  Director Institute for Training and Technical Cooperation	Date:	22/08/2024
Number of Pages (including this one):	6	Ref:	TC24-26

## **2024 WTO ADVANCED THEMATIC COURSE ON TRADE AND ENVIRONMENT (in English)\* 2 December – 13 December 2024**

### **Invitation to present candidates**

The WTO Secretariat is organizing an Advanced Thematic Course on Trade and Environment in English from 2 to 13 December 2024 in Geneva, Switzerland. The Course is a "Level 3" specialized training activity implemented within the WTO progressive learning framework, and it represents the highest level of learning among WTO training activities.<sup>1</sup>

The envisaged objectives of the Course for the participants are to obtain: (i) a good understanding of the nexus between trade and environment; (ii) a good practical and pragmatic idea, comfort, and confidence in engaging on the issues of trade and environment in the WTO, for example in the Committee on Trade and Environment; and (iii) a trusted network to contact when they need to seek expertise from the participants, trainers, and external experts.

The Course targets government officials directly involved in WTO-related work who already know the WTO system's general features. Notably, the Course is designed to strive to ensure a diverse and knowledgeable group of attendees under the given nature of the nexus between trade and environment. As the Course aims to foster inter-ministerial collaboration, bridge gaps, and enhance coordination between trade and environmental policies, it is encouraged to nominate candidates from various Ministries, such as the Ministry of Trade, Ministry of Environment, and other relevant Ministries and authorities with mandates working on cross-cutting trade and environment issues. Due to the applied nature of the Course, participants are expected to be actively involved throughout the course to consolidate their knowledge further and develop new skills through practice and case-based learning.

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<sup>1</sup> For further details about the WTO Progressive Learning Strategy, see the Biennial Technical Assistance and Training Plan 2024-2025 (WT/COMTD/W/273), pp. 24-26. The TA Plan can also be accessed through the following URL link:  
<https://docs.wto.org/dol2fe/Pages/SS/directdoc.aspx?filename=q:/WT/COMTD/W273.pdf&Open=True>

## WTO OMC

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The Governments of Members and Observers to the WTO, eligible to benefit from training and technical cooperation activities, are invited to present up to 2 candidates to participate in this Course. Eligible candidates should have at least 3 years of professional experience in trade, environment, or related fields and demonstrate involvement in policymaking or implementation in trade or environmental areas. They must also possess an excellent ability to communicate in English both orally and in writing.

The Secretariat of the WTO makes available thirty (30) fellowships for this activity. Each fellowship covers the following: a round trip airplane ticket in economy class; daily subsistence allowance; a terminal expenses allowance; and accommodation for the duration of the course.

..... The attached Application Form must be returned, completed and signed by the candidate as well as by the nominating national authority which presents the candidate, **via the Permanent Mission/Embassy to the WTO, at the latest by Friday 13<sup>th</sup> September 2024**. Selected participants will receive confirmation directly. Additional administrative information, travel details and ticket will be sent shortly after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel this activity in the event of force majeure, if sufficient funding cannot be secured in time, or for any other reason that renders the execution of the activity impracticable for the organizers.

### **\*Français/Español**

*L'Organisation mondiale du commerce organise un cours thématique avancé sur le commerce et l'environnement à Genève, du 2 au 13 décembre 2024. Ce cours étant donné en anglais, l'invitation et le formulaire de candidature sont distribués en anglais uniquement.*

*La Organización Mundial del Comercio organiza un curso temático avanzado sobre comercio y medio ambiente en Ginebra, del 2 al 13 de diciembre de 2024. Este curso será dado en inglés, por consiguiente, la invitación y el formulario de candidatura serán distribuidos únicamente en inglés.*



**WTO APPLICATION FORM**  
**ADVANCED THEMATIC COURSE ON  
TRADE AND ENVIRONMENT**  
**GENEVA (Switzerland), 2 – 13 December 2024**  
**DEADLINE: 13 September 2024**

**PART I**

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

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

**Mr**

**Ms**

<b>Surname</b>	
<b>Given name</b>	
<b>Birth date</b> <i>day/month/year</i>	
<b>Title/Position</b>	
<b>Ministry/ Government entity</b>	
<b>City</b>	
<b>Country/Separate Customs Territory</b>	
<b>Mobile phone n°</b>	
<b>Email addresses*</b>	<b>* Important:</b> all communications, documents and air-ticket will be sent by e-mail
Travel preference, if any (taken into consideration but not guaranteed)	

**Higher (university) education**

When?	Where?	Title of qualification

**Work experience**

Please briefly describe your current responsibilities, clearly indicating on which date you took up your current functions. Please also describe what your previous post was.	
Please describe, in a little more detail, your current responsibilities as they relate to trade and environment (70-100 words)	
Please describe, if any, your current challenges in dealing with your responsibilities of navigating the co-relationship between trade and environment. (70-100 words)	
How do you expect that this course will be useful for easing the challenges that you described above and the performance of your professional duties and your professional development? (70-100 words)	
Please briefly describe one crucial trade and environment policy issue that you are currently addressing or need to address in the future (70 words).	
Please indicate any topics you would like to see covered by the course. This is very important in our attempt to match your needs and requests with the course programme that will be finalized upon reviewing your feedback. As your ideas here will be carefully addressed, please do take time to elaborate fully without any limitations.	

**WTO training undertaken**

Have you successfully completed any of the WTO courses either online or in person? If so, on which topics and when?	
Other non-WTO course(s) relevant to trade and environment undertaken:	

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

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

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

YES

NO

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

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

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

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

**ANNEX: CONDITIONS FOR PARTICIPATION IN WTO TECHNICAL ASSISTANCE ACTIVITIES**

**Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances**

1. Please check your Schengen visa and transit visa requirements and make the necessary arrangements well in advance to obtain them for your full round-trip. 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, medical or accident insurance, or medical expenses regardless of their cause, during the journey to/from the activity or while attending it, including emergency treatment, hospitalization, ambulance or other transportation, evacuation and repatriation.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Activity.
6. Any modification made by you regarding the hotel booking and the related logistical arrangements.
7. Any personal service or facility you may request during your stay in the hotel where you are accommodated by the WTO, such as: business centre, internet connections, phone calls, room service, laundry, mini-bar or any kind of ground transport.
8. Any modification made BY THE AIRLINE OR BY YOU in connection with the itinerary or the air-tickets issued by the WTO Travel Agency in Geneva. Any additional fees, charges and/or penalties for the air-ticket modifications WILL BE COVERED BY YOU AND NOT BY THE ORGANIZERS.
9. Any damages made by you to the facilities to which you have access during your stay (i.e. hotel room) which will be your responsibility.

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

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

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

**[logistics.unit@wto.org](mailto:logistics.unit@wto.org)**

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

## Policy for Short and Long Term Foreign Trainings

### Types of Trainings:-

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

### Eligibility:-

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

### Ineligibility:-

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

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

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

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

### General Instructions:-

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

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Government of Pakistan  
MINISTRY OF COMMERCE  
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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.

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**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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

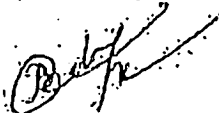
Islamabad, the 18<sup>th</sup> April, 2022

**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  
Cabinet Secretariat  
(Cabinet Division)  
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No.9-148/2002-Min.II.

Islamabad, the 7<sup>th</sup> March, 2024.

**INSTRUCTIONS ON VISITS ABROAD**

*These Instructions have been consolidated and explicated on basis of the decisions of the Cabinet dated 18<sup>th</sup> October 2018, 22<sup>nd</sup> February 2023 and 2<sup>nd</sup> 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 20<sup>th</sup> 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.
<b>Obligatory Visits:</b>		
(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.



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 2<sup>nd</sup> 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.

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]