



WORLD TRADE ORGANIZATION
 ORGANISATION MONDIALE DU COMMERCE
 ORGANIZACIÓN MUNDIAL DEL COMERCIO

Stalna Misija Republike Crna Gora pri Evropskom birou, Ujedinjenih nacija
 i drugim međunarodnim organizacijama – Ženeva
 Permanent Mission of the Republic of Montenegro to the United Nations Office
 and other International Organizations – Geneva

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Org. jed.	Broj:	Prilog:
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To:	Heads of Delegation Members and Observers to the WTO	Fax No:	List attached
From:	Bridget Chilala <i>Chilala</i> Director WTO Institute for Training and Technical Cooperation	Date:	19/06/2019
Number of pages (including this one):	6	Ref:	TC19-12

**THEMATIC COURSE ON TRADE IN VALUE ADDED STATISTICS AND GLOBAL VALUE CHAINS
 (IN ENGLISH) ***

Geneva, Switzerland, 23-27 September 2019

The Secretariat of the World Trade Organization is organizing a **Thematic Course on Trade in Value Added Statistics and Global Value Chains** at the WTO in Geneva, from 23 to 27 September 2019.

The course will address the concept and statistical approach of Trade in Value Added (TiVA) as well as the different ways to assess the impact of Global Value Chains (GVCs) on trade. Individual sessions will be devoted to the role of the WTO to foster the integration of developing economies in GVCs and the key policy messages arising from TiVA. While the main part of the course will focus on the statistics and methodology underlying TiVA data and the presentation of TiVA-GVC indicators most commonly used for trade analysis. Participants are expected to be active in sharing their experience, debating on statistical issues and ready to expand their knowledge and develop new skills.

The course is targeted at trade statisticians and economist-statisticians involved in the compilation of trade-related statistics and/or the analysis of international trade, working in customs office, national statistical office, trade ministry or in another relevant body.

Candidates must possess an excellent ability to communicate in English, both orally and in writing, and demonstrated knowledge and professional experience in the field of trade statistics. An extensive experience in Excel software is required for hands-on exercises and also in the use of online statistical databases.

You are invited to present two candidates to be considered for participation in this activity. Preference will be given to candidates meeting the above-mentioned requirements and having successfully completed the WTO e-learning course "Introduction to the WTO" (see <https://ecampus.wto.org/search.asp?lang=En>).

The Secretariat of the WTO will make available 30 fellowships for this activity. Each fellowship covers a round trip airplane ticket in economy class, Daily Subsistence Allowance, a Terminal Expenses Allowance, and lodging for the duration of the course. In case there are less than 30 candidates fulfilling the selection criteria, the organizers will consider applications of other qualified candidates who may participate on a self-funded basis.

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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 12 July 2019.**

Selected participants will receive directly the confirmation of their selection, additional administrative information, a questionnaire for completion and their travel details and ticket, 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 or other reasons that render the execution of the activity impracticable for the organizers.

Français / Español

* L'Organisation mondiale du commerce organise un cours thématique sur les "Statistiques du commerce en valeur ajoutée et les chaînes de valeur globales" qui se déroulera à l'OMC, à Genève, du 23 au 27 septembre 2019. 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 organiza un curso sobre las "Estadísticas del comercio en valor añadido y cadenas de valor mundiales" en la OMC, en Ginebra, del 23 al 27 de septiembre de 2019. 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

**WTO Thematic Course on Trade in Value Added Statistics and
Global Value Chains (in English)**

Geneva, 23 – 27 September 2019

APPLICATION DEADLINE: 12 July 2019

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. **Mrs.** **Miss** **Ms**

Surname	
Given name	
Birth date <i>day/month/year</i>	
Nationality	
Title/Position	
Ministry/ Government entity	
City	
Country/Separate Customs Territory	
Mobile phone n°	
Telephone n°	
Email addresses* (professional & personal)	* Important: 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

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 the WTO e-learning course "Introduction to the WTO" ? Which completion date ? (see https://ecampus.wto.org/search.asp?lang=En)	
Other online WTO course(s) undertaken & dates	

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

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Language and technical requirements for the activity

<p>1. Level of proficiency in English (<u>minimum good/advanced level required</u>). The training is exclusively given in English. Give your certified level (if any) and/or describe shortly the way you practice English at work:</p> <p>2. Significant professional experience (compilation, analysis) is required in trade-related statistics, in one and preferably several of the following domains:</p> <p>Trade in services statistics: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Advanced</p> <p>Merchandise trade statistics: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Advanced</p> <p>National accounts statistics: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Advanced</p> <p>Supply-Use tables: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Advanced</p>

None Basic Good Advanced

3. Level of practice in MS Excel spreadsheet (minimum good/advanced level required), Hands-on exercises during the course will be done in Excel. Describe shortly your level and the way you use Excel:

4. Online statistical databases – Describe shortly which statistical databases you use:

PART II

To be completed by the Nominating Authority

The Nominating Authority

- Officially nominates:

Name of candidate

- to attend the **WTO Thematic Course on Trade in Value Added Statistics and Global Value Chains (in English)**, to be held in Geneva, Switzerland, from 23 to 27 September 2019;
- confirms that the candidate has a demonstrated background and experience in the compilation and/or use/analysis of trade-related statistics, 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.

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

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, 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

(OR fax: +41 22 / 739 57 24)

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