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|  | **WTO APPLICATION FORM** |
| **ADVANCED TRADE POLICY COURSE** |
| **GENEVA (Switzerland), 20 January to 14 March 2025** |
| **DEADLINE: 01 November 2024** |

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| **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**

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| **□ Ms** |  | **□ Mr** |  |

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| --- | --- |
| **Surname** |  |
| **Given name** |  |
| **Birth date *day/month/year*** |  |
| **Title/Position** |  |
| **Ministry/**  **Government entity/Separate Entity** |  |
| **City** |  |
| **Name of WTO Member/Observer** |  |
| **Mobile phone n°** |  |
| **Email addresses\***  **(professional and personal)** | **\* Important:** all communications, documents and air-ticket will be sent by e-mail |

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| Travel preference, if any (taken into consideration but not guaranteed) |

**Higher (university) education**

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| --- | --- | --- |
| When? | Where? | Title of qualification |
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**Work experience**

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| Brief description of your current responsibilities |  |
| On which date did you take up your current functions? |  |
| What was your previous post? |  |

**WTO training undertaken**

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| Have you successfully completed a Regional Trade Policy Course (RTPC or eRTPC) or an online Multilateral Trade Agreements (MTAs) course? If so, when? |  |
| Date(s)? |  |
| Have you successfully completed other WTO E‑Learning course(s), or undertaken WTO face to face training course(s)? if so, when? |  |

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

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**Additional information about the activity**

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| **Background: Preference will be given to nominees having direct responsibility in WTO matters. The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet the requirements and/or on the basis of the maximum number of funded participants.**  **Language skills: This activity will be delivered in English. Participants are required to have full command of this language. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets this requirement.** |

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| **PART II** | **To be completed by the Nominating Authority** |

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| The Nominating Authority |  |

* Officially nominates:

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| Name of candidate |  |

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| * **to attend the WTO Advanced Trade Policy Course;** * **confirms that the candidate has policy responsibility in WTO matters and has full command of English which would enable him/her to successfully and actively participate in the Course; 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)**

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| --- | --- | --- | --- | --- |
| **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**

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| **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. Please check your Schengen visa and transit visas requirements several weeks in advance and make the necessary arrangements well in advance 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.

1. 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:**

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| **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 MENTIONNED ON PAGE 1**

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

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