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|  | **WTO APPLICATION FORM** |
| WTO Online Regional Trade Policy Course (eRTPC)  For Central Eastern European, Central Asian  and Caucasus (CEECAC) Members  and Observers of the WTO  28 February to 3 June 2022 |
| **DEADLINE: Friday, 21 January 2022** |

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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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| **□ Mr.** | **□ Mrs.** | **□ Miss.** | **□ Ms.** |

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| --- | --- |
| **Surname** |  |
| **Given name** |  |
| **Birth date *day/month/year*** |  |
| **Nationality** |  |
| **Title/Position** |  |
| **Ministry/**  **Government entity** |  |
| **City** |  |
| **Country/Separate Customs Territory** |  |
| **Mobile phone n°** |  |
| **Telephone n°** |  |
| **Email addresses\***  **(professional & personal)** | **\* Important:** all communication will be sent by e-mail |

**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 WTO E-Learning course(s)?  If so, which one (with dates)? |  |
| Other WTO course(s) undertaken & dates |  |
| Indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course. |  |

**Tools required for the eRTPC**

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| For the duration of the eRTPC, will you have access to a device that is suitable for video conferencing (i.e. a desktop PC or laptop, or any other device, with internet connection, speaker, microphone, and webcam)? In responding, please identify the device(s) that you will be using. |
| The eRTPC will be run on the Cornerstone and Zoom platforms. Please indicate whether, to your knowledge, there are any existing restrictions (in your country, or on your device) that would prevent you from accessing these two platforms. |

**Internet access and connectivity**

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| For the purpose of the eRTPC, are you planning to connect from home, your workplace, or elsewhere? (If elsewhere, explain). |
| Describe the type of internet connection that you will have access to for the purpose of the eRTPC. (WIFI, Broadband, Data bundles etc) |
| Will you have access to a reliable and stable internet connection for the duration of the eRTPC?  If the answer is no, please explain what the difficulties are. |

**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: Candidates should have at least three years of professional experience and be currently working in their national administration in the field of the formulation and conduct of trade policy, with the definite expectation of continuing to work, or being assigned further responsibilities, in this field. Preference will be given to those who have completed university studies in economics, law, or a related subject, or have acquired equivalent experience as civil servants in their administrations.**  **Language skills: This activity will be delivered in English only. Candidates must be fully proficient in spoken and written English in order to participate in the course. An understanding of the language is not sufficient. Where English is not a working language of the candidate's country/customs territory, a language proficiency certificate must be submitted along with the WTO Nomination Form. Telephone interviews of candidates may be carried out to evaluate their level of English proficiency**  **By signing this application form the Applicant and Nominating Authority certify that the Applicant meets these requirements. The WTO reserves the right to select candidates and to decline the candidature of nominees who do not meet these requirements.** |

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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 |  |

* The Nominating Authority confirms that:

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| * the candidate has already successfully completed a WTO E-Learning Course "Introduction to the WTO", or has registered for and will complete successfully an E-Learning Course "Introduction to the WTO", or has completed a WTO "Introduction Course for LDCs"; * the candidate has at least three years of professional experience, is currently working in his/her national administration in the field of the formulation and conduct of trade policy, is fully proficient in English, and will be able to actively participate in the Course;      * the candidate is prepared to devote sufficient time to fully participate in and complete the eRTPC. It is estimated that participants will need to devote half-a-day daily during the working week to attend the live training sessions of the eRTPC, complete their assignments and tests, and otherwise prepare for their participation in the eRTPC; * for the duration of the eRTPC, the candidate will not be assigned to any official duties which would interfere with their ability to fully participate in and complete the eRTPC; and * if the candidate is selected to participate in the eRTPC, the Nominating Authority undertakes to facilitate their official's participation in the eRTPC including by: (i) assisting their official to secure access to a stable and reliable internet connection for the duration of the eRTPC; (ii) permitting their official to attend, uninterrupted, the live training sessions that take place four times a week in accordance with the eRTPC Draft Programme; and (iii) not assigning the officials to tasks that require travel outside of their duty station, for the duration of the Course; * the candidate is expected to continue to work in the present post, or in a closely related field, after participation in the Course; * the information supplied by the candidate on the application form is complete and correct; and * the candidate 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 have been 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**

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

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

**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 the participant's preparations for undertaking the eRTPC.
2. Salaries of the participants during their participation in the eRTPC.
3. Medical costs of the participants during their participation in the eRTPC.

**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 MENTIONED ON PAGE 1**

**Logistics Unit**

**Institute for Training and Technical Cooperation**

**Email:** [**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** |