**MEETING OF THE COMMITTEE ON TRADE FACILITATION**

Geneva, Switzerland, 14 – 18 October 2019

**WTO REGISTRATION FORM**

***This form cannot be modified and should be filled in by the designated participant***

**INDICATE first and family names as written in your passport for air-ticket purposes. TYPE OR WRITE CLEARLY IN CAPITAL LETTERS**

This form needs to be completed and signed by the nominee and sent through your Geneva Mission by **Wednesday 7 August 2019** with the following email address in cc:[**tfaf@wto.org**](mailto:tfaf@wto.org) **/** [**deirdre.lynch@wto.org**](mailto:deirdre.lynch@wto.org)

**For enquiries, please call: +41 22 739 67 28 until 9 August**

**+41 22 739 58 49 from 12 August**

**▼ PART ONE: To be completed by the Applicant using CAPITAL LETTERS.**

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| --- | --- | --- |
| □ Mr. □Mrs./Miss/Ms | |  |
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| Family name (as it appears in the passport) |  | |
| First name (as it appears in the passport) |  | |
| Date of birth  (DD/MM/YYYY) |  | |
| Job Title |  | |
| Ministry/  Government Entity |  | |
| Address |  | |
| City and Postal code |  | |
| Country |  | |
| Telephone (professional) |  | |
| E-mail addresses (professional & personal) |  | |
| Mobile telephone number |  | |

1. **Please indicate if you already have a visa for Switzerland that will remain valid during this period or a diplomatic passport that will not require a visa:**

**YES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please indicate if you have any issues that could affect your travel itinerary e.g. transit visa issues. We will inform our travel agent and request them to accommodate, where possible, and within the WTO Travel Policy. If you are selected to participate this will be taken into account, although it is not guaranteed:**

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1. **Please provide details to show that you meet the required qualifications:**
2. Are you a member of your National Trade Facilitation Committee?

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1. Please note your areas of expertise such as running an effective national trade facilitation committee, donor coordination, authorized operators, and/or any other provision of the Trade Facilitation Agreement. (Closer to the event some participants will be asked to make presentations or provide updates on their national state of play.)

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1. Have you been involved in the development of your country's A,B,C categorization, implementation dates, and identification of technical assistance and capacity building needs ?

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1. Are you available from 14 - 18 October 2019, and will participate if selected? This means that you have the permission from your government to attend and, where necessary, will be granted an exit visa.

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5. I will make every effort to obtain a visa for Switzerland in time. If I am unable to obtain a visa in time, or if I cannot attend because of unforeseen circumstances, I will notify the WTO before my flight is scheduled to depart. (Cancellations are very costly to the trust fund.)

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

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

1. Countries are implementing very strict visa policies. Before you complete this registration form, please enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in your country to obtain all necessary visas 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, if there is any preferred travel itinerary, please clearly indicate in the application form.
3. The WTO will provide you with a round-trip airplane ticket in economy class, daily subsistence allowance, terminal expenses, and accommodation for the duration of the meetings.
4. Administrative and logistical details will be communicated to the selected participants directly.

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

1. Expenses incurred in connection with foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.).
2. Salaries of the participants during their participation in the meetings.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or accident insurance, medical treatment or hospitalisation during travel or participation in the meetings.
5. Loss or damage to the personal effects of the participants during travel or attendance at the meetings.
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, 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 WTO.

**III. INCOMPLETE/ILLEGIBLE APPLICATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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| --- | --- |
|  |  |
| Applicant's Name and Signature | OFFICIAL STAMP |

**The application form should be submitted through your Geneva mission to:**

**Trade Facilitation Agreement Facility  
(Fax: +41 22 561 58 49; E-mail:** [**tfaf@wto.org**](mailto:tfaf@wto.org) **/ deirdre.lynch@wto.org)**

**DEADLINE TO SUBMIT APPLICATIONS: Wednesday 7 August 2019**

**Please attach a scanned copy of the identification page of your passport to the application form**