



Misija Crne Gore pri UN i drugim međunarodnim organizacijama

Broj: WTO/ /MVP OUT

Ženeva, 12. jul 2019. godine

75-2

PREDMET: Poziv za učešće na STO Regionalnom kursu o Trgovinskim politikama, Kazahstan, 16. septembar do 8. novembar 2019.

ZA DOSTAVU:

Kabinet ministra, GDM

U prilogu dostavljamo poziv za učešće na Regionalnom kursu STOA o Trgovinskim politikama koji će se održati u Almatiju, Kazahstan, od 7. oktobra do 29. novembra 2019.

Kurs je namijenjen za službenike koji se u svakodnevnom radu susrijeću sa propisima STOA i prednost imaju kandidati koji su prethodno završili neki od osnovnih E-kurseva vezano za upoznavanje STOA ili uvodni kurs STOA za najmanje razvijene zemlje.

Uz popunjenu prijavu je neophodno dostaviti i kopiju pasosa. Prijava se dostavlja preko stalne Misije u Zenevi i krajnji rok za dostavljanje prijave je **petak 26. jul 2019.** godine.

(G.Šćepanović)



Stalni predstavnik  
*Milorad Šćepanović*  
Amb. Milorad Šćepanović



WORLD TRADE  
ORGANIZATION

Stalna Misija Republike Crne Gore pri Evropskom Bireu Ujedinjenih Nacija  
i drugim međunarodnim organizacijama - Ženeva  
Permanent Mission of the Republic of Montenegro to the United Nations Office  
and other International Organizations - Geneva

Dobijeno: 12. 7. 2019.		
Red. Broj:	Prilog:	
WTO/45		

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Direct fax: (+41 22) 739 5723  
Email: rtpc@wto.org

**EMAIL**

To: Heads of Delegations	N° de fax: list attached
From: Bridget Chilala Director Institute for Training and Technical Cooperation	Date: 01/07/2019
Number of Pages (including this one): 9	Div. Ref: RTPC19/3-CEECAC

**Invitation to nominate candidates for the Regional Trade Policy Course for Central Eastern European, Central Asian and Caucasus Members and Observers of the WTO to be held in partnership with the University of International Business**

***Almaty, Republic of Kazakhstan (16 September to 8 November 2019)***

Governments are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for Central Eastern European, Central Asian and Caucasus (CEECAC) Members and Observers of the WTO to be held in partnership with the University of International Business in Almaty, Republic of Kazakhstan, from 16 September to 8 November 2019. All candidates must satisfy the course pre-requisite of either 1) having successfully completed the WTO E-Learning course "Introduction to the WTO" (<https://ecampus.wto.org>); or 2) having completed, within the last four years, a Geneva-based Introduction Course for LDCs. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements.

In order to allow for a broad selection process, governments are encouraged to submit up to four candidates for consideration. Depending on the number of candidates from the entire region, determination will be made on the precise number of participants, with the aim of selecting and funding no more than two participants from each invited Member and Observer. Applications are equally welcome from qualified women and men.

The objectives of the RTPC are primarily to: 1) deepen participants understanding of the WTO Agreements and the functioning of the WTO, its rules and procedures; 2) enhance participants understanding of relevant trade policy issues in their regional context; 3) increase participants autonomy to work on WTO issues by strengthening their capacity to access and utilize WTO information resources and in particular the WTO Legal Texts; and, 4) facilitate the strengthening of participant's network of professional contacts (participants, regional and WTO experts).

## **Nomination and selection criteria**

Candidates most likely to benefit from this course are officials who are currently working on WTO issues and who need to acquire a broader knowledge of the WTO and the multilateral trading system before assuming further responsibilities in this field.

(i) Candidates should have successfully completed the WTO E-Learning course "Introduction to the WTO" or completed, within the last four years, a Geneva-based Introduction Course for LDCs. Candidates who wish to participate in the RTPC but have not yet completed the E-Learning course "Introduction to the WTO" are strongly encouraged to do so. Please refer to the Annex for information on how to register to the E-Learning course. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements;

(ii) 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;

(iii) Candidates must be fully proficient in spoken and written English in order to participate in the course as the RTPC will be conducted in English. An understanding of the language is not sufficient. Where English is not a working language of the candidate's country, 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;

(iv) Candidates must be ready to devote full time to the course.

Only candidatures fulfilling the requirements outlined above and presented in accordance with the outlined process for submission of nominations will be taken into consideration in the selection process. The selection results will be communicated to the candidates and their Permanent Mission in Geneva.

Each selected participant will be provided with:

- Travel to and from Almaty (round-trip by air, economy class);
- Accommodation in Almaty;
- Medical coverage;
- Allowance to cover living expenses in Almaty.

Selected participants will be expected to come prepared to engage in active learning, which will include making presentations and engaging in discussions on the challenges faced by their respective countries. They will also be given a final exam. Successful participants will be duly recognized jointly by the WTO and the University of International Business.

Participants will be required to agree to an undertaking to work on WTO issues in their capital following the training. Governments should be committed to accept a comparable undertaking with respect to their participants.

Please note that governments whose candidates are selected undertake to make satisfactory arrangements to cover all expenses incurred in the participant's home country incidental to travel abroad, including the cost of passports, visas, medical examination, clothing, etc., and to continue to pay their salaries and to make other suitable arrangements for the maintenance of their dependents during their stay abroad.

**Procedure for submission of nominations**

..... The attached nomination and application forms, formally endorsed by the authorities, 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. Nominations received from other sources will not be taken into consideration.

**The deadline for submitting candidates is 26 July 2019.** Nomination and candidate application forms should be transmitted to:

RTPC Unit  
Institute for Training and Technical Co-operation  
Fax: +41 22 739 5723  
E-Mail: [rtpc@wto.org](mailto:rtpc@wto.org)

The 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.

## ANNEX

### WTO E-Learning Course "Introduction to the WTO"

#### Pre-requisite for candidates to the 2019 RTPC for Central Eastern European, Central Asian and Caucasus Members and Observers of the WTO

1. Since 2009, the Institute for Training and Technical Cooperation has introduced a progressive learning strategy which refers to the sequencing of technical assistance products to allow participants to gradually and progressively move to higher levels of learning.
2. The first level in the progressive learning strategy consists of a WTO E-Learning Course "Introduction to the WTO" which covers the basic principles of the multilateral trading system (MTS) and the main disciplines of WTO Agreements, or the Geneva-based Introduction Course for LDCs. RTPCs are considered as a level-2 training activity offering a comprehensive curriculum that covers all the aspects of the work of the WTO while being corroborated by practical exercises.
3. Accordingly, candidates are encouraged to have completed either of the pre-requisites in order to be considered for participation in the RTPC. Consideration will also be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the RTPC requirements. For candidates who have not yet completed a pre-requisite course, they can enrol for the WTO E-Learning Course "Introduction to the WTO" on the WTO E-Learning website (<https://ecampus.wto.org>).
4. While the WTO e-learning material is freely available to a wider public in the WTO E-Learning website, RTPC candidates should register and submit a nomination form in order to participate in a monitored course, access the modules exams and obtain a WTO certificate.
5. Registration for online courses is a two-track process. To register two forms are to be filled and submitted:

**i) Online Registration Form**

Interested officials shall register online first. After the completion of the online registration form at <https://ecampus.wto.org>, the system will generate a registration number, which will be required for completion of the nomination form.

**ii) Nomination Form**

The nomination form can be downloaded at <https://ecampus.wto.org>

The participation of each candidate should be duly confirmed by the responsible government authorities. Nomination forms should be either sent by email (scanned) to [elearning.registration@wto.org](mailto:elearning.registration@wto.org) or by fax to +41 22 739 5191.

6. Once the registration process is complete, the access codes for the E-Learning Course will be available for three months. Please note that RTPC candidates must have successfully completed the E-Learning Course "Introduction to the WTO" by 26 July 2019 at the latest. In the Application Form candidates should provide either i) the name and date of the E-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) their registration number for the E-Learning Course "Introduction to the WTO" that they will complete by **26 July 2019 at the latest.**



## Candidate's Application Form

(to be typewritten)

**Deadline for receipt of applications presented by the Permanent Mission/Embassy  
 to the [rtpc@wto.org](mailto:rtpc@wto.org): 26 JULY 2019**

<p><i>Miss Ms Mrs Mr</i></p> <p style="text-align: center;"><b><u>(PLEASE ATTACH A COPY OF YOUR PASSPORT)</u></b></p>			
Surname/Family Name: _____		First name: _____	Other names: _____
<b>Official mailing address:</b> _____ _____ _____ Tel. No.: _____ Fax No.: _____ E-Mail: _____		<b>Home address:</b> _____ _____ Tel. No.: _____ Mobile phone No.: _____ Fax No.: _____ E-Mail: _____	
Nationality: _____	Date and place of birth: <b><i>Day/Month/Year</i></b>	Male [ ]      Female [ ]	
<b>Passport No.:</b> _____ <b>Place &amp; date of issue:</b> _____ <b>Date of expiry:</b> _____		Name and address of person to be notified in case of emergency: _____ _____	
<b>Higher Education:</b>			
Name and location of institution:	Dates: From - To	Title of Degree:	Subject:

**Employment record:** It is important to give complete information. For each post you have occupied give details of your duties and responsibilities

**A. Present post:**

Description of your work, including your personal responsibilities

Name and address of organization:

Name of department or division:

Job title:

Years in post: *from*                      *to*

Name of supervisor or department chief:

**B. Previous post:**

Description of your work, including your personal responsibilities

Name and address of organization:

Name of department or division:

Job title:

Years in post: *from*                      *to*

Name of supervisor or department chief:

**E-LEARNING COURSE "INTRODUCTION TO THE WTO"  
(PRE-REQUISITE FOR PARTICIPATION IN RTPC)  
Details : see Annex of the invitation, page 3**

a) Details of "Introduction to the WTO" course completed: \_\_\_\_\_

b) Please indicate the Registration Number if you are currently following an E-Learning "Introduction to the WTO" Course: \_\_\_\_\_

**University studies - please indicate your area of expertise**

**WTO-related work - please indicate your area of responsibilities directly related to the WTO**

**Please indicate in which WTO training activities you have participated (such as a WTO "Introduction Course for LDCs")**

**Description of the duties you expect to assume on your return home in relation to WTO matters**

I certify that the statements in answer to the foregoing questions are complete and correct to the best of my knowledge. If selected as a participant in the RTPC, I undertake to:

- (1) return to my capital and work on WTO issues after the course;
- (2) conduct myself at all times in a manner compatible with my status as a participant in a WTO training course; and refrain from engaging in any activities incompatible with my status;
- (3) spend full time on the work programme during the period of the activity.

**Date:** \_\_\_\_\_ **Signature of candidate:** \_\_\_\_\_



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

**Countries are implementing very strict visa policies. Before you fill in 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 them for your full roundtrip. The WTO Secretariat is not authorized to intervene in this matter and is not responsible for visa fees and related financial issues.

**You will not be consulted for your travel itinerary. However, if there is any special travel itinerary to be examined before issuing and sending your air-ticket, please clearly submit your preferences.**

Be advised that the WTO Secretariat will provide you with an economy-class round-trip air-ticket (excursion fare, if applicable), hotel accommodation including full board. **Other administrative and logistical arrangements will be communicated to you directly, by e-mail.**

2. The WTO Secretariat does not assume financial or any other responsibility for:

- a) Expenses incurred in connection with foreign travel formalities (visas, transit visas, taxes, travel to get visas, medical examinations, vaccinations, etc.).
- b) Salaries of the participants during their stay at the meeting.
- c) Travel or other expenses of any additional persons accompanying the participants.
- d) Travel or accident insurance, medical treatment or hospitalisation during travel or attendance at the meeting.
- e) Loss or damage to the personal effects of the participants during travel or attendance at the meeting.
- f) Any modification made by you regarding the hotel booking and the related logistical arrangements.
- g) 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.
- h) 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.**

**INCOMPLETE APPLICATIONS FORMS (OR RECEIVED AFTER THE DEADLINE OR NOT PRESENTED THROUGH THE PERMANENT MISSION/EMBASSY) WILL NOT BE CONSIDERED**

**I, the undersigned designated Official, certify that I carefully read this application form and I accept the aforementioned conditions.**

**Family name and signature of the nominee:**

**Date and official stamp from your Institution/Agency**

Indicate your travel itinerary preferences if any (taken into account but not guaranteed)

**WTO Regional Trade Policy Course  
for CEECAC Countries  
Almaty, Kazakhstan  
16 September to 8 November 2019  
In English**



**WTO OMC**

**NOMINATION FORM**

The Government of \_\_\_\_\_

in nominating (**Mr./Mrs./Miss**) \_\_\_\_\_

Official designation \_\_\_\_\_

Department/Ministry, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**certifies that:**

- (a) the nominee 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";
- (b) the nominee is expected to continue to work in the present post, or in a closely related field, after participation in the Course;
- (c) for the duration of the Course, the nominee will not be given special assignments other than to actively participate in the training activity;
- (d) the information supplied by the nominee on the application form is complete and correct.\*

\* Ladies: please note that in case of pregnancy, for precautionary reasons, participants must be, at the latest, in their 20th week of pregnancy on the last day of the course. Otherwise, the fellowship and participation will be cancelled.

**Title, official address and phone number of responsible government official:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(name of responsible government official)

Place and date: \_\_\_\_\_

\_\_\_\_\_  
(signature of responsible government official)

**Full proficiency in spoken and written English is mandatory to attend this course. A language proficiency certificate must be submitted if English is not a working language of the country.**

**IN ORDER TO BE TAKEN INTO CONSIDERATION, THESE 5 PAGES COMPLETELY FILLED OUT, SIGNED AND DULY APPROVED BY THE GOVERNMENT AUTHORITIES, MUST BE PRESENTED, WITH A COPY OF YOUR PASSPORT, BY THE PERMANENT MISSION/EMBASSY, BY THE DEADLINE, 26 JULY 2019 ONLY TO:**

**RTPC Unit  
Institute for Training and Technical Cooperation  
E-Mail: [rtpc@wto.org](mailto:rtpc@wto.org)  
(OR Fax: +41 22 739 5723 )**