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|  | **WTO APPLICATION FORM** |
| **CAPACITY BUILDING WORKSHOP ON IMPORT LICENSING AND NOTIFICATIONS**  |
|  **GENEVA, 25-27 September 2024** |
| **DEADLINE: 19 July 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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|  | **□ Mr** |  | **□ Ms** |

|  |  |
| --- | --- |
| **Surname** |  |
| **Given name** |  |
| **Birth date *day/month/year*** |  |
| **Nationality** |  |
| **Title/Position** |  |
| **Ministry/****Government entity** |  |
| **City** |  |
| **WTO Member** |  |
| **Mobile phone n°** |  |
| **Email addresses\*** | **\* Important:** all communications and documents 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)? | **□ YES** If so, which one (with dates)? **□ NO**  |
| Other WTO course(s) undertaken & dates |  |

**In your daily work, are you responsible for:**

**- the notification of import licensing to the WTO Yes □ No □**

**- other types of notifications to the WTO Yes □ No □**

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| **Please describe what challenges you have faced in preparing the import licensing notifications, including the steps that have been taken to prepare it.**  |
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| **Please describe the steps that you would take upon returning to your country to prepare and submit Import Licensing notifications** |
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**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 a demonstrated background in import licensing/import control policies and direct responsibility in preparing WTO import licensing notifications. The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements.****Language skills: This activity will be delivered in English. Participants are required to have full command of English. 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 Capacity Building Workshop on Import Licensing and Notifications, to be held in Geneva, Switzerland, on 25-27 September 2024;**
* **confirms that the candidate has policy responsibility and/or a demonstrated background in import licensing and related notification matters, 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.**
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**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. 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 or medical or accident insurance, medical treatment or hospitalisation during travel or participation in the Activity.
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**

**Institute for Training and Technical Cooperation**

**Email:** **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** |