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|  | **WTO APPLICATION FORM** |
| **REGIONAL WORKSHOP ON TRADE FACILITATION FOR**  **CENTRAL EASTERN EUROPE, CENTRAL ASIA & THE CAUCASUS** |
| **Joint Vienna Institute, Vienna, Austria, 24 – 26 July 2018** |
| **DEADLINE: 4 JUNE 2018** |

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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 AND A ONE-PAGE CV**

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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** |  |
| **Professional phone n°** |  |
| **Mobile phone n°** |  |
| **Email addresses\*** | **\* 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 WTO e-Learning course(s)?  If so, which one (with dates)? |  |
| Other WTO course(s) undertaken & dates |  |

**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: This Workshop is addressed to government officials who are actively involved in the implementation of the Trade Facilitation Agreement. Preference will be given to Working Chairs of national committees and to those who participated in previous related events.**  **With respect to the selection process, please note that:**  **a) Candidates should have experience in the area of trade facilitation, for instance, having participated in national needs assessment or being Members of the national Trade Facilitation Committee;**  **b) Ideally, candidates should be actively involved in preparing the category B and C notifications;**  **c) Preferably, the Working Chair or Secretary and at least one official from each country from the customs service.**  **The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements and/or on the basis of the maximum number of funded participants.**  **Language skills: The workshop will be delivered in English. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets the 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 Regional Workshop on Trade Facilitation for Central Eastern Europe, Central Asia and the Caucasus to be held in Vienna, Austria from 24 to 26 July 2018;** * **confirms that the candidate is actively involved in the implementation of the Trade Facilitation Agreement;** * **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. 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.

**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.), 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 AND A ONE-PAGE CV, 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)

**(OR fax: +41 22 / 739 57 24)**

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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** |