



WORLD TRADE ORGANIZATION

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To: Heads of Delegation Members to the WTO	Fax No: List attached
From: Bridget Chilala <i>Chilala</i> Director Institute for Training and Technical Cooperation	Date: 23/07/2019
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WTO WORKSHOP ON IMPORT LICENSING

GENEVA, 30 SEPTEMBER – 4 OCTOBER 2019

..... The Secretariat of the World Trade Organization is organizing a Workshop on Import Licensing (in English), to take place at the WTO in Geneva, from 30 September to 4 October 2019. The Workshop is a specialized training activity that intends to familiarize Members with the Agreement on Import Licensing Procedures, its notification requirements in particular, and to assist Members in preparing their respective notifications and updating Member Profiles on the new import licensing website (www.importlicensing.wto.org). A draft programme for the event is attached.

WTO Members that are eligible to benefit from training and technical cooperation activities are invited to nominate one capital-based official. The candidate must be directly responsible for the preparation of notifications and/or have demonstrably commensurate knowledge and professional experience in preparing and analysing notifications under the WTO Agreement on Import Licensing Procedures.

In order to maximize the impact of this Workshop, selected candidates will be required to update their government's existing import licensing notifications through practical exercises and/or to prepare draft notifications under the guidance of the Secretariat. Candidates who are familiar with their government's import licensing regime will be given priority in the selection process.

Thirty (30) places will be made available to applicants from eligible WTO Members; for these participants, the organizers will bear their expenses (i.e. a return economy class ticket, terminal expenses allowance, daily subsistence allowance, and accommodation for the duration of the Workshop).

..... The attached Application Form 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, at the latest by 9 August 2019**. Please note that, in light of the logistical complexity of the activity, the Secretariat will not be in a position to process applications received after this deadline.

The Application Form should be returned by email or by fax to the **WTO Institute for Training and Technical Cooperation, Logistics Unit (logistics.unit@wto.org or fax No: +4122 739 57 24)**.

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Selected participants will receive confirmation directly. Relevant administrative information, travel details, and tickets will be sent after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel the activity if sufficient funding cannot be secured in time, or in the event of any other circumstances beyond its control.