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|  | **WTO APPLICATION FORM** |
| **WTO REGIONAL TRADE POLICY COURSE FOR CEECAC** **MEMBERS AND OBSERVERS****(In English)** |
| **Almaty (Kazakhstan), 13 MARCH to 5 MAY 2023** |
| **DEADLINE: FRIDAY, 20 JANUARY 2023** |

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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.** | **□ 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** |  |
| **Mobile phone n°** **(including country code)** |  |
| **Telephone n°** |  |
| **Email addresses\*****(professional & personal)** | **\* Important:** all communications, documents and air-ticket will be sent by e-mail |
| **Name and contact information of person to be notified in case of emergency** |  |

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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 | Subject/area of expertise |
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**Work experience**

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| Name and address of current organization/division |  |
| Job title |  |
| Brief description of your current responsibilities  |  |
| On which date did you take up your current functions? |  |
| Name of the Organization of your previous post? |  |
| Previous job title |  |
| Brief description of your previous responsibilities  |  |
| Years in post From…. To…. |  |

**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 |  |
| Indicate if you are currently following the E-Learning "Introduction to the WTO" Course. |  |

**Tools required for the RTPC**

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| For the duration of the RTPC, you will need to have access to a device that is suitable for video conferencing (i.e. a desktop PC or laptop, or any other device, speaker, microphone, and webcam)? Please identify the device(s) that you will be using. |

**What would you like to achieve by participating in this activity?**

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**Additional information about the activity**

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| **Background: 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.****Language skills: This activity will be delivered in English only. Candidates must be fully proficient in spoken and written English in order to participate in the course. An understanding of the language is not sufficient. Where English is not a working language of the candidate's country/customs territory, 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.****By signing this application form the Applicant and Nominating Authority certify that the Applicant meets these requirements. The WTO reserves the right to select or decline the candidature of nominees who do not meet these requirements.** |

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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 |  |

* The Nominating Authority confirms that:

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| * the candidate 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 "Introductory Trade Policy Course for LDCs" (formerly Introduction Course for LDCs);
* the candidate has at least three years of professional experience, is currently working in his/her national administration in the field of the formulation and conduct of trade policy, is fully proficient in the English language, and will be able to actively participate in the Course;
* for the duration of the Course, the candidate will not be given special assignments other than to actively participate in the training activity;
* the candidate is expected to continue to work on WTO-related issues in the present post, or in a closely related field, after participation in the Course;
* the information supplied by the candidate on the application form is complete and correct; and
* the candidate 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 have been thoroughly read and accepted.
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Details of the **official responsible for nominating this candidate:**

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| --- | --- |
| Surname |  |
| Given Name |  |
| Title/Position |  |
| Organization/Entity |  |
| Telephone (including country code) |  |
| 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 enquire several weeks in advance on the visas and transit visas you need. Make the necessary arrangements in advance 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. Your preference will be taken into consideration but is not guaranteed.
3. The WTO Secretariat 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, medical or accident insurance, or medical expenses regardless of their cause, during the journey to/from the activity or while attending it, including emergency treatment, hospitalization, ambulance or other transportation, evacuation and repatriation, with the exception of basic emergency medical expenses while participants are in the host country and in accordance with the terms and conditions of the collective health insurance policy arranged for participants by the WTO.**
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.

The WTO assumes no responsibility financial or otherwise in the event the meeting is cancelled or postponed, or the duration or the meeting is shortened, for reasons of force majeure or other circumstances.

**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,**

**WITH A PDF COPY OF YOUR PASSPORT TO THE FOLLOWING EMAIL ADDRESS ONLY,**

**AT THE LATEST BY THE DEADLINE MENTIONED ON PAGE 1**

**rtpc@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** |