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|  | **WTO APPLICATION FORM** |
| **WTO-AUC THEMATIC COURSE ON TRADE IN SERVICES STATISTICS WITH EMPHASIS ON AFRICA (in English)** |
| **GENEVA (Switzerland), 3 – 7 December 2018** |
| **DEADLINE: 21 SEPTEMBER 2018** |

**▶** This form needs to be completed and signed by the Applicant, validated by the National Authority proposing the candidate and submitted, **with a copy of the passport**, at the latest by Friday, 21 September 2018, **via the Permanent Mission/Embassy to the WTO** by fax or by e-mail to:

**Logistics Unit, WTO Institute for Training and Technical Cooperation**

**E-mail:** [**logistics.unit@wto.org**](mailto:logistics.unit@wto.org)

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

**Incomplete or illegible application forms will not be considered.**

**▼ PART ONE: To be completed by the Applicant, in English and using CAPITAL LETTERS.**

**PLEASE ATTACH A COPY OF YOUR PASSPORT**

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| □ Mr. □ Mrs. □ Miss. □ Ms. | |  |
|  |  |
| Family name (as it appears in the passport) |  |
| First name (as it appears in the passport) |  |
| Date of birth  (DD/MM/YYYY) |  |
| Title/Position |  |
| Ministry/  Government Entity |  |
| Address |  |
| City and Postal code |  |
| Country |  |
| Telephone (professional) |  |
| Fax (professional) |  |
| E-mail addresses (professional & personal) |  |
| Mobile telephone number |  |

**Higher (university) education**

|  |  |  |
| --- | --- | --- |
| When? | Where? | Title of qualification |
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**Languages: The WTO-AUC Thematic Course on Trade in Services Statistics with Emphasis on Africa will be delivered in English. Therefore, participants are required to have full command of English. By signing this application form the Applicant and Nominating Authority certify that the Applicant has full command of English.**

**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? |  |
| Are you directly involved in the collection and/or compilation of trade in services statistics? |  |

**WTO training undertaken**

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| Have you successfully completed a WTO E‑Learning course(s), and if so, which course(s)? |  |
| Date(s)? |  |
| Other WTO training course(s) undertaken: |  |

**What is the objective that you would like to achieve by participating in this Course?**

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**Please indicate your travel itinerary preference. If you are selected to participate in the course, this will be taken into account, although it is not guaranteed.**

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**▼ PART TWO: To be completed by the National Nominating Authority:**

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| The Government of: |  |

* officially nominates:

|  |  |
| --- | --- |
| Name of candidate: |  |

* to attend the WTO-AUC Thematic Course on Trade in Services Statistics with Emphasis on Africa;
* confirms that the candidate has direct responsibility in WTO matters and has full command of English, which would enable him/her to successfully and actively participate in the Course; 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.

**INDICATE CLEARLY IF YOU ARE REQUESTING WTO FINANCING FOR THIS CANDIDACY**

**(CHECK THE APPROPRIATE BOX)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  |  | **NO** |  |

**Details of the Government Official responsible for nominating this candidate:**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Title/Position |  |
| Ministry |  |
| E-mail address: |  |
| Telephone: |  |

**▼ By signing and stamping this form, the Candidate and the Nominating Authority certify that all 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**

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

1. Countries are implementing very strict visa policies. Before you complete 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 all necessary visas 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, if there is any preferred travel itinerary, please clearly indicate in the application form.
3. The WTO Secretariat will provide you with a round-trip airplane ticket in economy-class, daily subsistence allowance, a terminal expenses allowance, and accommodation for the duration of the Course.
4. Administrative and logistical details will be communicated to the selected participants directly.

**II. 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 Course.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or accident insurance, medical treatment or hospitalisation during travel or participation in the Course.
5. Loss or damage to the personal effects of the participants during travel or attendance at the Course.
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, 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 WTO.
9. 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@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** |