WORLD TRADE ORGANIZATION

EMAIL

To: Heads of Delegations	
From: Bridget Chilala	**Date:** 08/12/2021
Director Institute for Training and Technical Cooperation	
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Invitation to nominate candidates for the Online Regional Trade Policy Course (eRTPC) for Central Eastern European, Central Asian and Caucasus (CEECAC) Members and Observers of the WTO

28 February to 3 June 2022

The Institute for Training and Technical Cooperation (ITTC) is pleased to inform you of the launch of the Online Regional Trade Policy Course (eRTPC) for Central Eastern European, Central Asian and Caucasus (CEECAC) Members and Observers of the WTO. The eRTPC is scheduled to be held from **28 February to 3 June 2022**. The WTO is offering this eRTPC in partnership with the Kenzhegali Sagadiyev University of International Business in Almaty, Republic of Kazakhstan (UIB).

The eRTPC is an intermediate level training activity within the WTO Progressive Learning Strategy (PLS Level 2). Participants who successfully complete the eRTPC will be entitled to apply to PLS Level 3 training. The objectives of the eRTPC are to: 1) deepen participants' understanding of the WTO Agreements and the functioning of the WTO, its rules, and procedures; 2) strengthen participants' capacity to access WTO information resources and the ability to find relevant provisions in the WTO legal texts; and 3) enhance participants' understanding of relevant trade policy issues in their regional context.

Governments are invited to nominate candidates for the eRTPC for CEECAC Members and Observers of the WTO. All candidates must satisfy the nomination and selection criteria listed below. To allow for a broad selection process, governments are encouraged to submit up to <u>four</u> candidates for consideration. Depending on the number of candidates from the entire region, determination will be made on the precise number of participants. Applications are equally welcome from qualified women and men.

Nomination and selection criteria

Candidates most likely to benefit from this course are officials who are currently working on WTO issues and who need to acquire a broader knowledge of the WTO and the multilateral trading system before assuming further responsibilities in this field.

(i)   Candidates should have successfully completed the WTO E-Learning course "Introduction to the WTO" (https://wtolearning.csod.com/) or completed, within the last four years, a Geneva-based Introduction Course for LDCs. Candidates who wish to participate in the RTPC but have not yet completed the E-Learning course "Introduction to the WTO" are strongly encouraged to do so before the application deadline. Please refer to Annex I for information on how to register to the E-Learning course. In exceptional circumstances consideration will be given to candidates who do not meet the aforementioned criteria but who possess knowledge or professional experience that is demonstrably commensurate with the course's requirements;

(ii)   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;

(iii)   Candidates must be fully proficient in spoken and written English in order to participate in the course as the eRTPC will be conducted in English. An understanding of the language is not sufficient. Where English is not a working language of the candidate's country, a language proficiency certificate must be submitted along with the WTO Nomination Form. Telephone interviews may be carried out with candidates to evaluate their level of English proficiency;

(iv)   For the duration of the eRTPC, candidates must have access to a device that is suitable for video conferencing (i.e., desktop PC or laptop, or any other device, with internet connection, speaker, microphone, and webcam);

(v)   Candidates must make appropriate arrangements to secure access to a stable and reliable internet connection for the duration of the eRTPC. Candidates shall advise the RTPC Unit, as soon as possible and no later than the application deadline, should there be difficulties in securing such access;

(vi)   Candidates must be ready to devote sufficient time to fully participate in and complete the eRTPC. It is estimated that participants will need to devote half-a-day daily during the working week to attend the live training sessions of the eRTPC, complete their assignments and tests, and otherwise prepare for their participation in the eRTPC. Please refer to the eRTPC Draft Programme in Annex II;

(vii)   For the duration of the eRTPC:
- candidates must undertake not to accept any official assignments which would interfere with their ability to fully participate in and complete the eRTPC; and
- nominating authorities must undertake to facilitate their officials' participation in the eRTPC including by: (1) assisting their officials to secure access to a stable and reliable internet connection for the duration of the eRTPC; (2) permitting their officials to attend, uninterrupted, the live training sessions that take place four times a week in accordance with the eRTPC Draft Programme in Annex II; and (3) not assigning the officials to tasks that require travel outside of their duty stations, for the duration of the eRTPC.

Only candidatures fulfilling the requirements outlined above and presented in accordance with the outlined process for submission of nominations will be taken into consideration in the selection process. The selection results will be communicated to the candidates and their Permanent Mission to the WTO.

Each selected participant will be provided with:
- An Updated edition of the WTO Legal Texts;
- Training on how to access the online platform and tools to be used for the eRTPC.

Selected participants will be expected to be prepared and motivated to engage in active learning, which will include self-study, making presentations, and engaging in discussions on the challenges faced by their respective country. The Final Grade awarded to participants in this eRTPC will be based cumulatively on: (i) the results of weekly tests relating to each respective module; (ii) a weekly evaluation of each participant's attendance and contribution to the week's activities; and (iii) the results of a final exam administered during the last week of the eRTPC. Participants that successfully complete the eRTPC will be duly recognized by the WTO and the UIB.

Participants will be required to agree to an undertaking to work on WTO issues for their government following the training. Governments should be committed to accept a comparable undertaking with respect to their participants.

Procedure for submission of nominations

The attached nomination and application forms, formally endorsed by the authorities, 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. Nominations received from other sources will not be taken into consideration.

The deadline for submitting candidates is Friday, 7 January 2022. Nomination and candidate application forms should be transmitted to:

Logistics Unit
Institute for Training and Technical Cooperation
Email: Logistics.unit@wto.org

The Secretariat reserves the right to postpone or cancel this activity in the event of force majeure or other reasons that render the execution of the activity impracticable for the organizers.

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ANNEX I

WTO E-Learning Course "Introduction to the WTO"

Pre-requisite for candidates to the 2022 eRTPC for CEECAC
Members and Observers of the WTO

1.   Since 2009, the Institute for Training and Technical Cooperation has introduced a progressive learning strategy which refers to the sequencing of technical assistance products to allow participants to gradually and progressively move to higher levels of learning.

2.   The first level in the progressive learning strategy consists of a WTO E-Learning Course "Introduction to the WTO" which covers the basic principles of the multilateral trading system (MTS) and the main disciplines of WTO Agreements, or the Geneva-based Introduction Course for LDCs. ERTPCs are considered as a level-2 training activity offering a comprehensive curriculum that covers all the aspects of the work of the WTO while being corroborated by practical exercises.

3.   Accordingly, candidates are encouraged to have completed either of the pre-requisites in order to be considered for participation in the eRTPC. Consideration will also be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the eRTPC requirements. For candidates who have not yet completed a pre-requisite course, they can enrol for the WTO E-Learning Course "Introduction to the WTO" on the WTO E-Learning website (https://wtolearning.csod.com/).

4.   While the WTO e-learning material is freely available to a wider public in the WTO E-Learning website, eRTPC candidates must register and submit a nomination form in order to participate in a monitored course, access the modules exams and obtain a WTO certificate.

5.   Registration for online courses is a two-track process. To register two forms are to be filled and submitted:

   i)   Online Registration Form

        Interested officials shall register online first. After the completion of the online registration form at https://wtolearning.csod.com/, the system will generate a registration number, which will be required for completion of the nomination form.

   ii)   Nomination Form

        The nomination form can be downloaded at https://wtolearning.csod.com/

        The participation of each candidate should be duly confirmed by the responsible government authorities. Nomination forms should be either sent by email (scanned) to elearning.registration@wto.org.

6.   Once the registration process is complete, the access codes for the E-Learning Course will be available for three months. Please note that eRTPC candidates must have successfully completed the E-Learning Course "Introduction to the WTO" by **Friday, 7 January 2022** at the latest. In the Application Form candidates should provide either i) the name and date of the E-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) their registration number for the E-Learning Course "Introduction to the WTO" that they will complete by **Friday, 7 January 2022.**

ANNEX II: DRAFT PROGRAMME

ONLINE REGIONAL TRADE POLICY COURSE (ERTPC)FOR CENTRAL EASTERN EUROPEAN, CENTRAL ASIAN AND CAUCASUS (CEECAC) MEMBERS AND OBSERVERS OF THE WTO
28 FEBRUARY TO 3 JUNE 2022

Weeks & Modules[1]	28 Feb – 4 March	7-11 March	14-18 March	21-25 March	28 March – 1 April	4-8 April	11-15[2] April[3]	18-22 April[4]	25-29 April	2-6 May	9-13 May	16-20 May	23-27 May[5]	30 May – 3 June[6]
Day & Time	Mod 1	Mod 2	Mod 3	Mod 4	Mod 5	Mod 6	Mid-term	Mod 7	Mod 8	Mod 9	Mod 10	Mod 11	Mod 12	End-term
Module	Opening of the eRTPC, Introduction to the WTO	Basic Principles	Market Access	Customs matters and TF	Agriculture	SPS/TBT	Mid-term week	Trade Remedies	Services	Regionalism	TRIPS	Dispute Settlement	S&D and levels of development, E-Commerce, Accessions	Multilateral & Regional Trade Issues and Closure of the eRTPC
Division	Institute for Training and Technical Cooperation (ITTC)	ITTC	Market Access Division (MAD)	MAD	Agriculture Division	Trade and Environment & Agriculture Divisions	ITTC	Rules Division	Services Division	Trade Policies Review Division	IPGPC Division	Legal Affairs Division	Development, Council & TNC, and Accessions Divisions	ITTC
Monday 9.00-10.15 a.m. 10.30 a.m.– 12.00 p.m.	Overview of the module Method of delivery: live session/webinar													
Tuesday 9.00-11.00 a.m.	Mandatory information sessions Method of delivery: live session/webinar													
Tuesday	Self-Study time													
Wednesday 9.00-10.15 a.m.	Continuous coverage of the weekly module and introduction to the module's case study/exercise Method of delivery: live session/webinar													
Wednesday 10.30 a.m.– 12.00 p.m.	Case Study/ Exercises *(if applicable; alternatively, continuous coverage of the weekly module)* Method of delivery: Autonomous/group work													

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[1] The time indicated is Central European Time (CET). Starting from 27 March 2022, the time applicable will be Central European Summer Time (CEST).

[2] Friday 15 April is a WTO non-working day.

[3] The structure of this week's activities differs from the weeks covering thematic modules. This structure will be availed to the participants in due course.

[4] As Monday 18 April is a WTO non-working day, the first webinar of the week will be held on Tuesday 19 April 2022. There will be no information session during this week.

[5] As Thursday 26 and Friday 27 May are WTO non-working days, the three webinars of this week will be held on Monday-Wednesday. There will be no information session during this week.

[6] The structure of this week's activities differs from the weeks covering thematic modules. This structure will be availed to the participants in due course.

WTO OMC

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Day & Time	Mod 1	Mod 2	Mod 3	Mod 4	Mod 5	Mod 6	Mid-term	Mod 7	Mod 8	Mod 9	Mod 10	Mod 11	Mod 12	End-term
Thursday 9.00-10.15 a.m.	Review of the module's case study/exercise; questions and replies; and wrap up of the module Method of delivery: live session/webinar													
Thursday 10.30 a.m.– 12.00 p.m.	Regional resource person to provide regional perspective on subject covered *(if applicable; alternatively, continuous coverage of the weekly module)* Method of delivery: live session/webinar													
Friday	Self-Study time													