



# WORLD TRADE ORGANIZATION

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**Invitation to nominate candidates for the Regional Trade Policy Course for Central and Eastern European, Central Asian and Caucasus Members and Observers of the WTO to be held in partnership with the University of International Business**

***Almaty, Republic of Kazakhstan (13 March to 5 May 2023)***

Governments are invited to nominate candidates for the Regional Trade Policy Course (RTPC) for Central and Eastern European, Central Asian and Caucasus Members and Observers of the WTO to be held in partnership with the University of International Business in Almaty, Republic of Kazakhstan, from 13 March to 5 May 2023. All candidates must satisfy the course pre-requisite of either:

1) having successfully completed the WTO E-Learning course "Introduction to the WTO" (<https://www.learning.wto.org/>); or 2) having completed, within the last four years, a Geneva-based Introductory Trade Policy Course for LDCs (formerly Introduction Course for LDCs). 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.

To allow for a broad selection process, governments are encouraged to submit up to four candidates for consideration. Depending on the number of candidates from the entire region, determination on the precise number of participants to be retained, will be made with the aim of selecting and funding no more than two participants from each invited Member and Observer. Applications are equally welcome from qualified women and men.

The objectives of the RTPC are primarily to: 1) deepen participants understanding of the WTO Agreements and the functioning of the WTO, its rules and procedures; 2) enhance participants understanding of relevant trade policy issues in their regional context; 3) increase participants autonomy to work on WTO issues by strengthening their capacity to access and utilize WTO information resources and in particular the WTO Legal Texts; and, 4) facilitate the

strengthening of participant's network of professional contacts (participants, regional and WTO experts).

## 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" or completed, within the last four years, a Geneva-based Introductory Trade Policy Course for LDCs (formerly 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. Please refer to the Annex 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 RTPC 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/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;

(iv) Candidates must be ready to be devoted full time to the course.

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 in Geneva.

Each selected participant will be provided with:

- Travel to and from Almaty (round-trip by air, economy class);
- Accommodation in Almaty;
- Medical coverage;
- Allowance to cover living expenses in Almaty.

Selected participants will be expected to come prepared to engage in active learning, which will include making presentations and engaging in discussions on the challenges faced by their respective country/customs territory. They will also be given a final exam. Successful participants will be duly recognized jointly by the WTO and the University of International Business.

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

Please note that governments whose candidates are selected undertake to make satisfactory arrangements to cover all expenses incurred in the participant's home country incidental to travel abroad, including the cost of passports, visas, medical examination, clothing, etc., and to continue to pay their salaries and to make other suitable arrangements for the maintenance of their dependents during their stay abroad.

**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, 20 January 2023.** Nomination and candidate application forms should be transmitted to:

RTPC Unit  
Institute for Training and Technical Co-operation  
E-Mail: [rtpc@wto.org](mailto:rtpc@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.

ANNEX

**WTO E-Learning Course "Introduction to the WTO"**

**Pre-requisite for candidates to the 2023 RTPC for Central Eastern European, Central Asian and Caucasus 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 Introductory Trade Policy Course for LDCs (formerly Introduction Course for LDCs). RTPCs 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 RTPC. Consideration will also be given to candidates possessing knowledge or professional experience that is demonstrably commensurate with the RTPC 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://www.learning.wto.org/>).
4. RTPC candidates should register first online at <https://www.learning.wto.org> and then must submit a nomination form to have unrestricted access to the e-Learning platform (access to all training materials and activities; and receive a WTO certificate upon successfully completing a course). The nomination form can be downloaded and uploaded at <https://www.learning.wto.org/>. The participation of each candidate should be duly confirmed by the responsible government authorities.

Further guidance regarding the registration process can be found in the [following guide](#).

5. Please note that RTPC candidates must have successfully completed the e-Learning Course "Introduction to the WTO" by Friday 20 January 2023 at the latest. In the Application Form candidates should i) provide the name and date of the e-Learning "Introduction to the WTO" Course that they have already successfully completed; or ii) indicate that they are taking the e-Learning Course "Introduction to the WTO" and will complete it by Friday 20 January 2023.