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|  | **WTO APPLICATION FORM** |
| **SPS TRANSPARENCY CHAMPIONS COURSE** |
| **GENEVA (Switzerland), 30 SEPTEMBER TO 11 OCTOBER 2024** |
| **DEADLINE: 21 JUNE 2024** |

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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.** |  |  |

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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°** |  |
| **Fax n°** |  |
| **Email addresses\*** | **\* Important:** all communications, documents and air-ticket will be sent by e-mail |

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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 |
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**Work experience**

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| Do you work for the SPS National Notification Authority or Enquiry Point in your country/territory? |  |
| Brief description of your current responsibilities |  |
| On which date did you take up your current functions? |  |
| What was your previous post? |  |

**WTO training undertaken**

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| Have you successfully completed the WTO e-Learning course on the SPS Agreement?  If so, when? |  |
| Other WTO course(s) undertaken & dates |  |

**As part of this course, participants will be required to implement an action plan aimed at improving the SPS transparency framework in their country/territory. Please provide initial ideas of the transparency-related issues that you plan to address in your action plan (200 words).**

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**Additional information about the activity**

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| **Background/pre-requisites: Candidates must be government officials holding direct responsibilities in the implementation of the transparency provisions of the SPS Agreement, particularly from National Notification Authorities (NNAs) and/or Enquiry Points (NEPs); possess an understanding of the provisions and structure of the WTO, and the principles and provisions of the SPS Agreement; be highly motivated to scale up the transparency framework in their countries/territories; be endorsed and supported by their respective Ministry; and fluent in oral and written English.**  **Candidates are also strongly encouraged to complete the WTO SPS e-Learning Course by the time of their application (see Section 1 of document** [**G/SPS/GEN/997/Rev.14**](https://docs.wto.org/dol2fe/Pages/SS/directdoc.aspx?filename=q:/G/SPS/GEN997R14.pdf&Open=True) **regarding enrolment in the e-Learning Course). In addition, candidates must be government officials at the time of applying for the course and during the course.**  **Language skills: This activity will be delivered in English. Participants are required to be fluent in oral and written English. By signing this application form the Applicant and Nominating Authority certify that the Applicant meets this requirement.**  **Candidates will be selected using criteria such as the fulfilment of pre-requisites, prior selection of other candidates from the technical assistance beneficiary, as well as balance among the selected candidates in terms of region and gender.**  **The Organisers reserve the right to select candidates and to decline the candidature of nominees who do not meet these requirements and/or on the basis of the maximum number of funded participants.** |

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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 |  |

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| * **to attend the SPS Transparency Champions Course, to be held in Geneva, Switzerland from 30 September to 11 October 2024;** * **confirms that the candidate is a government official holding direct responsibilities in the implementation of the transparency provisions of the SPS Agreement, particularly from National Notification Authorities (NNAs) and/or Enquiry Points (NEPs); possesses an understanding of the provisions and structure of the WTO, and the principles and provisions of the SPS Agreement; is highly motivated to scale up the transparency framework in their country/territory; is endorsed and supported by their respective Ministry;** * **is fluent in oral and written English and will be able to successfully and actively participate in the programme;** * **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.** |

**Details of the official responsible for nominating this candidate:**

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| Surname |  |
| Given Name |  |
| Title/Position |  |
| Organization/Entity |  |
| Telephone |  |
| 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 check your Schengen visa and transit visas requirements several weeks in advance. Make the necessary arrangements in your country 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. However, your preference will be taken into consideration but is not guaranteed.
3. The organizers 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.

**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 Activity.
3. Travel or other expenses of any additional persons accompanying the participants.
4. Travel or medical or accident insurance, medical treatment or hospitalisation during travel or participation in the Activity.
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.

**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)

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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** |