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|  | **WTO APPLICATION FORM** |
| **ADVANCED THEMATIC COURSE ON**  **TRADE AND ENVIRONMENT** |
| **GENEVA (Switzerland), 2 – 13 December 2024** |
| **DEADLINE: 13 Septemeber 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** |  | **□ Ms** |

|  |  |
| --- | --- |
| **Surname** |  |
| **Given name** |  |
| **Birth date *day/month/year*** |  |
| **Title/Position** |  |
| **Ministry/**  **Government entity** |  |
| **City** |  |
| **Country/Separate Customs Territory** |  |
| **Mobile phone n°** |  |
| **Email addresses\*** | **\* Important:** all communications, documents and air-ticket will be sent by e-mail |
| Travel preference, if any (taken into consideration but not guaranteed) | |

**Higher (university) education**

|  |  |  |
| --- | --- | --- |
| When? | Where? | Title of qualification |
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**Work experience**

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| Please briefly describe your current responsibilities, clearly indicating on which date you took up your current functions. Please also describe what your previous post was. |  |
| Please describe, in a little more detail, your current responsibilities as they relate to trade and environment (70-100 words) |  |
| Please describe, if any, your current challenges in dealing with your responsibilities of navigating the co-relationship between trade and environment. (70-100 words) |  |
| How do you expect that this course will be useful for easing the challenges that you described above and the performance of your professional duties and your professional development? (70-100 words) |  |
| Please briefly describe one crucial trade and environment policy issue that you are currently addressing or need to address in the future (70 words). |  |
| Please indicate any topics you would like to see covered by the course. This is very important in our attempt to match your needs and requests with the course programme that will be finalized upon reviewing your feedback. As your ideas here will be carefully addressed, please do take time to elaborate fully without any limitations. |  |

**WTO training undertaken**

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| Have you successfully completed any of the WTO courses either online or in person? If so, on which topics and when? |  |
| Other non-WTO course(s) relevant to trade and environment undertaken: |  |

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

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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 |  |

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

**(CHECK THE APPROPRIATE BOX)**

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

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

|  |  |
| --- | --- |
| 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. Please check your Schengen visa and transit visa requirements and make the necessary arrangements well in advance to obtain them for your full round-trip. 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.

**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.
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 MENTIONED 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** |