

2020 WORKSHOP ON TRADE AND PUBLIC HEALTH

Information on the Application Process

The application process for the 2020 Trade and Public Health Workshop consists of the following steps:

1. Interested candidates need to duly complete and submit the online application form, which is available at https://wto.formstack.com/forms/2020_trade_and_public_health_workshop
2. The online application form requires uploading a scanned copy of the passport and of the official nomination letter, signed and stamped by the competent government authority that is nominating the candidate. A model for such a letter can be found in the following page.
3. When completing the online application form, applicants will also be requested to confirm that they have duly registered for the WIPO Distance Learning Course "Promoting Access to Medical Technologies and Innovation".
4. Registration for the WIPO Distance Learning Course will be open from 7 May to 7 June 2020 at: https://welc.wipo.int/acc/index.jsf?page=courseCatalog.xhtml&lang=en&cc=DL701E#plus_DL701E. Applicants are required to successfully complete this course.
5. Short-listed candidates will be requested to confirm their successful completion of the WIPO Distance Learning Course.
6. The application form, including the passport and nomination letter, as well as confirmation of enrolment in the Distance Learning Course, should be submitted via the online application system **NO LATER THAN 26 JUNE 2020**.
7. Applications are to be validated by the Permanent Missions/Embassies to the WTO. Validations should be addressed by fax or email to the WTO Institute for Training and Technical Cooperation (Fax No: +41 22 739 5724; Email: logistics.unit@wto.org) **NO LATER THAN 26 JUNE 2020**.
8. Only complete applications, which have been validated by the respective Mission will be taken into consideration during the selection process.

Please note the WTO Secretariat cannot consider any applications received after the deadline and/or without the validation by the Permanent Mission/Embassy to the WTO due to the complex preparations and logistical arrangements for this activity.

Selected participants will be notified directly and requested to confirm. Relevant administrative information, travel details and economic-class ticket will be sent to the selected participants after the selection has taken place.

The WTO Secretariat reserves the right to postpone or cancel the activity if the COVID-19 pandemic poses any health threats; if sufficient funding cannot be secured in time; or, in the event of any other circumstances beyond its control.

TEMPLATE FOR NOMINATION LETTER TO BE COMPLETED, SIGNED AND STAMPED BY THE RELEVANT
AUTHORITY NOMINATING THE CANDIDATE

The [Ministry/Directorate/National Office] of [Member/Observer] officially nominates [name of candidate] to participate in the Trade and Public Health Workshop, scheduled to take place in Geneva, Switzerland, from 9 to 13 November 2020 and hereby confirms that: (i) the candidate has policy responsibility and/or a demonstrated background in trade and/or government procurement policy matters; (ii) has full command of English and will be able to successfully and actively participate in the programme; and is fully aware that this nomination is subject to the decisions of the WTO Selection Committee and to the conditions described in the conditions to participate in WTO technical assistance activities.

The Government of [Member/Observer] requests WTO financing for this candidate:

YES ☐

NO ☐

Details of the official responsible (supervisor/manager) for nominating this candidate:

First Name	
Family Name	
Current Post	
Government Authority	
Telephone	
Email address	

By signing this form, the Nominating Authority certifies that all the information included is complete and correct.

Date	Signature	Stamp
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