



Committee on Sanitary and Phytosanitary Measures

**WTO SPS TECHNICAL ASSISTANCE ACTIVITIES IN 2013:
GENERAL INFORMATION, SELECTION PROCESS AND APPLICATION FORM**

NOTE BY THE SECRETARIAT¹

Revision

1. The Secretariat of the WTO plans to organize a number of specific technical assistance activities on the Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) in 2013. These activities include: E-Learning courses, national SPS seminars, a thematic SPS workshop in Geneva, regional SPS workshops and an advanced SPS course.² These activities will primarily focus on the provisions of the SPS Agreement, implementation matters and the latest discussions taking place in the SPS Committee.³ The overall objective of the SPS technical assistance activities is to enhance the knowledge and expertise of government officials from WTO developing country Members and Observers, so they can better understand and implement the SPS Agreement, benefit from its provisions, and strengthen their capacity to engage in the work of the SPS Committee (for additional information on technical assistance activities related to the SPS Agreement, please consult the WTO website at <http://www.wto.org/sps/ta>).

2. This document provides detailed information about each SPS-specific WTO technical assistance activity planned for 2013, including information on dates, venues, eligibility and selection criteria of participants, instructions for submission of applications, deadlines and pre-requisites when required.

3. This document is structured according to the different types of SPS-specific technical assistance activities provided by the WTO:

- E-Learning Courses on the SPS Agreement
- National SPS Seminars
- Thematic SPS Workshop
- Regional SPS Workshops
- Advanced SPS Course and Follow-up Session

4. A chronological table with the dates and steps for application for all the SPS-specific technical assistance activities in 2013 can be found in Annex I.

¹ This document has been prepared under the Secretariat's own responsibility and is without prejudice to the positions of Members or to their rights or obligations under the WTO.

² In addition to these SPS-specific technical assistance activities, the WTO offers training courses where the SPS Agreement is taught, such as Introduction Courses for Least-Developed Countries, Short Trade Policy Courses, Regional Trade Policy Courses and Advanced Trade Policy Courses.

³ The SPS Committee is scheduled to meet three times in 2013: 21-22 March; 27-28 June; and 17-18 October. Informal meetings of the SPS Committee and other SPS-related workshops might be scheduled during the weeks when the SPS Committee meetings take place. These dates are subject to change.

5. The structure, content, target audience, pre-requisites, exercises and materials of these SPS-specific activities will follow the WTO Progressive Learning Strategy (PLS).⁴ Therefore, each activity is identified according to a scale ranging from "Level 1" (the least advanced, introductory activities) to "Level 3" (the most advanced, in-depth training activities). This measurement will, *inter alia*, assist in making candidates aware of the expected level of the activity before they apply, and facilitate the Secretariat's assessment of whether a candidate's profile and experience match the level of the activity when carrying out the selection process. This will ultimately help ensure that the participants in a particular activity are able to most effectively follow and contribute to the discussions, and that they have a harmonized level of understanding of the SPS Agreement. Further information on the WTO progressive learning strategy and a table with the level of each of the SPS-specific technical assistance activities can be found in Annex II.

1 E-LEARNING COURSE ON THE SPS AGREEMENT

Level of this activity: 1 3

6. The WTO offers an E-Learning Course on the SPS Agreement, so as to enable government officials from around the world to learn, through an interactive tool, about the basic provisions and principles of the SPS Agreement, the work of the SPS Committee and the SPS disputes brought to the WTO Dispute Settlement Mechanism. During the entire course, participants receive personal tutoring from an assigned staff member of the WTO Secretariat who is responsible for clarifying and responding to any SPS-related question. While a brief introduction to the SPS Agreement is included in the E-Learning course "Introduction to the WTO", this online course on the SPS Agreement is the most introductory-level training available specifically on the SPS Agreement.

7. The course is available in all three WTO official languages (English, French and Spanish) and is divided into eight modules which must be completed within three months. At the end of each module, participants are required to take a short on-line test. The completion of these tests is required for the successful completion of the course.

8. Successful completion of the E-Learning Course on the SPS Agreement is a pre-requisite for participation in a number of other SPS technical assistance activities, such as the Regional Workshops and the Advanced SPS Course. However, successful completion of the E-Learning Course on the SPS Agreement **does not guarantee** selection for other SPS-related training events. Government officials who have already successfully completed the E-Learning Course on the SPS Agreement, in any of the available languages, are not required to undertake it again.

9. The WTO offers the E-learning Course on the SPS Agreement throughout the year.

10. While the WTO E-Learning material is freely available on the WTO E-Learning website, participants have to register and submit a nomination form in order to participate in a monitored course, access the module exams and obtain a WTO certificate.

11. Government officials from WTO Members and Observers wishing to register for the E-Learning Course on the SPS Agreement must access the WTO E-Learning website (<http://etraining.wto.org>). In order to register for a course, two forms are to be filled-in and submitted:

- a. **On-line Registration Form:** available on <http://etraining.wto.org> at "Online Courses". This registration form needs to be completed on-line, and the system will generate a registration number that will be used in the "nomination form";
- b. **Nomination Form:** the candidate should be confirmed by the responsible government authorities. The nomination form is also available on <http://etraining.wto.org> at "Online Courses". The completed nomination form must be sent either by email (scanned) to elarning.registration@wto.org or by fax to +41 22 739 5191.

12. Further information and instructions about the registration process for the E-Learning Course on the SPS Agreement can be found on the website <http://etraining.wto.org>.

⁴ The primary aim of the PLS is to promote higher levels of learning and to encourage the development of participants' autonomy, with a view to building and sustaining the long-lasting human and institutional capacity of beneficiary countries to participate most effectively in the rules-based multilateral training system.

2 NATIONAL SPS SEMINARS

Level of this activity: 1 3

13. WTO developing country Members and Observers are entitled to request national seminars with a view to address specific training needs on the SPS Agreement and its implementation. In this regard, the programmes for national seminars are elaborated by the beneficiary country in consultation with the WTO Secretariat. It is possible to address both the SPS and TBT Agreements, or the SPS Agreement and the Agreement on Agriculture, in a single national seminar.

14. National SPS seminars may have a lower (more introductory) or higher (in-depth, advance training) level, depending on the training needs identified by the requesting Member, and the level of knowledge and experience of the participants. It is also possible to organize two national activities back-to-back for different participants, for example, one at an introductory level and another at an advanced level. The Secretariat will aim to tailor the structure and content of these seminars according to each specific request and through consultations with the beneficiary Member during the preparation phase of the seminar.

15. To request a national seminar on the SPS Agreement, Members and Observers must submit a formal request according to the document TRTA National Request Form (JOB/TC/2), which is found in Attachment I.⁵

16. The request must be submitted through the Member's or Observer's contact point to the WTO (e.g. mission in Geneva) and be addressed, with a cover letter, to the Director of the Institute for Training and Technical Co-operation (ITTC) by fax: +41 22 739 57 64.

17. Due to the increased number of requests received for national SPS seminars in recent years, the Secretariat encourages Members and Observers to submit any request for national SPS seminars as early as possible (preferably in the first half of the year) to ensure proper coordination and preparation for these activities.⁶

3 THEMATIC SPS WORKSHOP

Level of this activity: 1 3

18. The Secretariat will organize a special workshop on SPS-related market access challenges to be held in Geneva, Switzerland. The workshop will take place on Monday, 14 October 2013. The SPS informal and regular meetings will be held on 16-18 October 2013.

19. The objective of the workshop is to bring together officials, selected from among former participants to the SPS Advanced Course, for an in-depth session focusing on specific SPS-related challenges faced by Members in their agricultural exports and how these have been addressed, with a view to developing guidance or recommendations that can be more generically applicable:

- a. Participants will have the opportunity to discuss specific SPS-related market access challenges faced by their agricultural exports and share their experiences on how they have successfully resolved these challenges;
- b. Representatives of the Codex, IPPC and OIE will be invited to provide information on selected issues related to the main market access challenges in the food safety, plant and animal health areas;
- c. The Standards and Trade Development Facility (STDF) will be invited to present on funded projects which have addressed specific market access challenges.

20. The workshop is open to participation by all delegates from WTO Members and Observers attending the SPS Committee meeting in October 2013.

⁵ ITTC is currently in the process of changing its TRTA request form as well as developing an online platform for WTO Members and Observers to request National Seminars.

⁶ While every effort will be made to accommodate the requests of Members and Observers, the Secretariat cannot guarantee that it will have the necessary resources to undertake all national seminars requested during the year.

21. The WTO, with the financial assistance of the Doha Development Agenda Global Trust Fund (DDAGTF), will sponsor the participation of approximately 50 government officials from developing country Members and Observers. The Secretariat will select participants to be sponsored from applications received from former participants to the SPS Advanced Course who are government officials. Applicants will need to identify relevant experiences in addressing SPS-related market access issues. Preference will be given to those applications from least-developed countries (LDCs), and from developing country Members and Observers that have not been sponsored to participate in a thematic workshop on the SPS Agreement in the recent past.

22. Government officials from WTO Members and Observers meeting the above-mentioned criteria and wishing to apply for the thematic workshop must consult the instructions provided in Annex III, and complete and submit the online application form available at: <https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/>.

23. An economy-class round-trip air-ticket (excursion fare, if applicable), daily subsistence allowance for the duration of the workshop and the SPS Committee meetings (from 14 to 18 October 2013) and terminal expenses will be provided to the selected participants as of the opening day of the activity. Other administrative arrangements shall be communicated directly to the selected participants in advance of the workshop.

4 REGIONAL SPS WORKSHOPS

Level of this activity: 1 3

4.1 Overview

24. The Secretariat of the WTO organizes regional workshops on the SPS Agreement with the purpose of making participants fully aware of the WTO SPS Agreement, its implementation, and the possible implications at the regional and national levels. These workshops are generally funded by the Doha Development Agenda Global Trust Fund (DDAGTF).

25. The regional workshops also serve as an opportunity for government officials working on SPS matters in different developing countries to establish contact with their counterparts in other developing countries of the region, facilitating the exchange of information and the sharing of best practices related to the implementation of the SPS Agreement.

26. Representatives from Codex, IPPC and OIE actively participate as resource persons in these regional workshops, contributing their knowledge and experience in their areas of expertise. In addition, the WTO may invite relevant regional organizations, international and regional development institutions and organizations, as well as other technical assistance organizations and bilateral donors involved in SPS matters, to inform participants of their latest activities.

4.2 Regional SPS Workshops in 2013

27. In accordance with the WTO Biennial Technical Assistance and Training Plan 2012-2013 (WT/COMTD/W/180/Rev.1), two regional workshops on the SPS Agreement will be organized in 2013:

- Regional SPS Workshop for French-speaking Africa; and
- Regional SPS Workshop for Arab countries (co-organized with the Arab Monetary Fund).

28. Specific information and instructions for each of these two activities can be found in Annex IV.

4.3 Selection Process

29. The WTO Secretariat will carry out a selection process aimed at better utilizing the resources available by ensuring that only qualified and suitable candidates participate in the regional workshops. The Secretariat will consider applications from all eligible Members and Observers subject to the receipt of the candidacy within the deadline and to the candidate meeting the pre-requisites. The Secretariat will endeavour to ensure an overall balance regarding participants' specializations, countries of origin and gender.

30. The Secretariat will select a maximum of thirty participants for each Regional SPS Workshop. The targeted audience for these workshops are government officials:

- a. holding direct responsibilities in the SPS area, i.e. SPS notification authority or enquiry point; Codex, IPPC or OIE contact points; officials from a relevant Ministry in charge of coordinating SPS matters and international trade; and
- b. possessing a proven intermediate level of understanding of the principles and structure of the WTO, and of the principles and provisions of the SPS Agreement.

31. Government officials from WTO Members and Observers wishing to apply for participation in the regional workshops must consult the instructions provided in Annex IV, and complete and submit the online application form available at:

<https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/>.

32. The Secretariat will inform Members' and Observers' contact points to the WTO (e.g. mission in Geneva) of the proposed selection of candidates from their government before the final selection.

33. Selected participants will receive from the WTO an economy-class round-trip air-ticket (excursion fare, if applicable), full board services and facilities at the hotel where the activity is held (bed, breakfast, lunch, dinner and ground transport airport-hotel-airport). The WTO will also provide the confirmed participants with 100 Swiss Francs lump sum for their out of pocket expenses. This amount will be provided during the two weeks following the closure of the activity, via Western Union or bank transfer once the participant has returned to his/her home country. In addition, when stopovers are mentioned in the air-tickets issued by the WTO, the participant will receive 300 Swiss Francs per stopover. This/These amount(s) will be provided during the two weeks following the closure of the activity, via Western Union or bank transfer and once the participant has returned to his/her home country. Other administrative arrangements will be communicated directly to the selected participants in advance of each activity.

4.4 Pre-requisites for Participation

34. Preference will be given to those candidates that have successfully completed the WTO E-Learning Course on the SPS Agreement by the time they submit their application. All participants are expected to have completed the E-Learning Course before the start of the workshop. See Section 1 regarding enrolment in the E-Learning Course.

5 ADVANCED SPS COURSE AND FOLLOW-UP SESSION

Level of this activity: 1 3

5.1 Overview

35. The 2013 Advanced SPS Course will be held from **7 to 25 October 2013** in Geneva, Switzerland, in **English**. This course is an in-depth and "hands-on" training activity on the SPS Agreement conceived to encourage the active involvement of participants in SPS-related matters, ranging from addressing national implementation problems to the identification of SPS-related market access difficulties and how to develop strategies to overcome these. The course also seeks to assist government officials from developing countries in enhancing their participation in the SPS Committee.

36. The course comprises a series of sessions and practical exercises related to the implementation of the SPS Agreement. The first week of the course includes sessions aimed at deepening participants' understanding of the SPS Agreement. In the second week, participants will participate in the workshop on market access challenges, and attend the SPS Committee meetings, with a view to learning how the Committee works in practice, so as to become familiar with the rules and procedures of the Committee and to participate in the discussions taking place there. In the third week, participants will compare their experiences and will learn more about how to improve the implementation of specific provisions of the SPS Agreement, including the application of concepts and principles such as risk analysis, harmonization, equivalence, regionalization and transparency. Dispute settlement, technical assistance and cooperation, and special and differential treatment will also be addressed. The course is complemented by briefing

sessions with SPS delegates. Former participants of the course, attending the SPS Committee, will also share their experiences with current participants in relation to the development and implementation of their own action plans. A number of external experts, including from Codex, IPPC and OIE, will participate in parts of the course.

37. Each participant will be required to elaborate an action plan with the assistance of coaches. This plan should address at least one or two specific implementation and/or market access challenges encountered in their countries. During the course, participants will regularly meet with their coaches to discuss and develop their action plan. On return to their countries, participants will be required to submit periodic progress reports on their action plans.

38. A follow-up session will be organized in June 2014, where participants to the Advanced SPS Course will report on the implementation of their action plans.

5.2 Selection Process

39. The Secretariat will select a maximum of twenty-five participants for the Advanced SPS Course. The target audience for this course are government officials, in particular those:

- a. holding direct responsibilities in SPS areas, e.g. specialists on food safety, animal health, plant protection or officials from a relevant Ministry in charge of coordinating SPS matters and international trade;
- b. possessing a proven advanced level of understanding of the provisions and structure of the WTO, and the principles and provisions of the SPS Agreement; and
- c. fluent in oral and written English.

40. Government officials from WTO Members and Observers wishing to apply for the Advanced SPS Course must consult the instructions provided in Annex V, and complete and submit the online application form available at: "<https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/>".

41. The Secretariat will inform Members' and Observers' contact points to the WTO (e.g. mission in Geneva) of the proposed selection of candidates from their government before the final selection.

42. Selected participants will receive an economy-class round-trip air-ticket (excursion fare, if applicable), daily subsistence allowance for the duration of the course and terminal expenses at the applicable WTO rate. These will be provided to the participant by the WTO during the activity. Other administrative arrangements will be communicated directly to the selected participants in advance of the course.

5.3 Pre-requisites for Participation

43. There are two pre-requisites for participation in the Advanced SPS Course:

- a. All candidates are required to have successfully completed the WTO E-Learning Course on the SPS Agreement by the time of their application. Applications from candidates who have not successfully completed the E-Learning Course on the SPS Agreement will not be considered. See Section 1 regarding enrolment in the E-Learning Course.
- b. Before the start of the course, the selected candidates will receive a questionnaire to assess the level of implementation of the SPS Agreement in their countries. Completion and submission of the responses to the questionnaire is compulsory for participation in the course.

ANNEX I

SPS-SPECIFIC TECHNICAL ASSISTANCE ACTIVITIES IN 2013 – CHRONOLOGICAL TABLE

Activity	Pre-requisites	January	February	March	April	May	June	July	August	September	October	November	December	
E-Learning Course on SPS (English, French and Spanish)	WTO Certification only for registered Government officials from WTO Members and Observers	<i>Courses available throughout the year^o</i>												
Regional SPS Workshop for French-Speaking Africa	E-Learning course on SPS*	<i>Applications accepted until 7 June.</i>						Results of selection		Workshop from 17-20 Sept.				
Regional SPS Workshop for Arab Countries	E-Learning course on SPS*	<i>Applications accepted until 7 June.</i>							Results of selection			Workshop from 4-7 Nov.		
2013 Advanced SPS Course in English	E-Learning course on SPS Completion and submission of pre-course questionnaire	<i>Applications accepted until 7 June.</i>						Results of selection		Submission of response to the questionnaire	Course from 7-25 Oct.			
Workshop on SPS-related Market Access Challenges and Opportunities	Only for Government officials who are former participants to the Advanced SPS Course	<i>Applications accepted until 7 June.</i>						Results of selection			Workshop & SPS Committee meetings from 14-18 Oct.			

^o Although the E-learning courses are available throughout the year, its completion must take place within three months of having started the process.

* Preference will be given to those candidates that have successfully completed the WTO E-Learning Course on the SPS Agreement by the time of their application. All participants are expected to have completed the E-Learning Course before the start of the workshop. Further information can be found in Section 1 of this document.

ANNEX II

PROGRESSIVE LEARNING STRATEGY¹ SPS-SPECIFIC TECHNICAL ASSISTANCE (TA) ACTIVITIES

1. In order to respond to the need for greater coherence and complementarity in WTO capacity-building, the Institute for Training and Technical Cooperation (ITTC) has developed a progressive strategy to promote higher levels of learning and to encourage the development of participants' autonomy, with a view to building and sustaining the long-lasting human and institutional capacity of beneficiary countries to participate most effectively in the rules-based multilateral training system.

2. In this regard, two broad categories of participants in WTO capacity-building have been identified:

- a. **"Generalists"** are those government officials who will need a broad knowledge of the WTO to conduct their work, such as capital-based officials dealing with WTO issues or delegates posted to Geneva missions with general responsibility for WTO affairs;
- b. **"Specialists"** are those government officials that will require in-depth knowledge in a specific area, such as those officials working on a specific issue in a particular Ministry in their capital (for example, those who are dealing with SPS issues).

3. Following this strategy, each SPS-specific technical assistance activity has been categorized based on a scale of three training levels, ranging from "Level 1" (the least advanced, introductory activities) to "Level 3" (the most advanced, in-depth training activities).

Progressive Learning Strategy	
Level	SPS-specific TA Activity
1 and 2	E-Learning Course on the SPS Agreement ²
2	National SPS Seminars ³
2 and 3	Thematic SPS Workshop, in Geneva
2 and 3	Regional SPS Workshops ⁴
3	Advanced SPS Course, in Geneva

¹ Additional information on the WTO's progressive learning strategy (PLS) is available in JOB/TC/4.

² While an introduction to the SPS Agreement is included in the Level 1 E-Learning course "Introduction to the WTO", this Internet course on the SPS Agreement is the most introductory-level training available specifically on the SPS Agreement.

³ National SPS seminars may have a lower (more introductory) or higher (in-depth, advance training) level, depending on the training needs identified by the requesting Member, and the level of knowledge and experience of the participants. The Secretariat will aim to tailor the structure and content of these seminars according to each specific request and through consultations with the beneficiary Member during the preparation phase of the seminar.

⁴ The training provided in regional SPS workshops will, in general, be more advanced than the training given in national SPS seminars, as it will also focus on regional challenges and coordination matters. In determining the level of each regional workshop, the Secretariat will take into account the level of implementation of the SPS Agreement by the participating countries (for instance, through participation in the SPS Committee, number of notifications, etc.), as well as the overall level amongst the selected candidates.

ANNEX III**THEMATIC SPS WORKSHOP IN 2013**

Title of the activity	Workshop on SPS-related Market Access Challenges and Opportunities
Dates	14 to 18 October 2013¹
Venue	Geneva, Switzerland
Eligible WTO Members and Observers	WTO least-developed and developing country Members and Observers.
Pre-requisites for funding	<p>Only government officials who are former participants to the SPS Advanced Course can apply. Applicants will need to identify relevant experiences in addressing SPS-related market access issues.</p> <p>Preference will be given to those applications from least-developed countries (LDCs), and from developing country Members and Observers that have not been sponsored to participate in a thematic workshop on the SPS Agreement in the recent past.</p>
Application	<p>Candidates must fill-in and submit the online application form which is available at:</p> <p>"https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/"</p> <p>Candidates should complete and submit the online application form before <u>7 June 2013</u>.</p> <p>Incomplete forms or forms sent after the deadline will not be considered.</p>
Results of the selection	<p>Only selected candidates will be informed about the results of the selection during July 2013.</p> <p>Administrative and logistical information will be provided in due course to the selected candidates.</p> <p>Selected candidates will be required to immediately provide their passport information, including number, place and date of issue, and date of expiry.</p>

¹ Dates include participants' attendance at the informal and regular meetings of the SPS Committee.

ANNEX IV**REGIONAL SPS WORKSHOPS IN 2013**

Title of the activity	Regional SPS Workshop for French-speaking Africa
Dates	17 to 20 September 2013
Venue	Libreville, Gabon
Eligible WTO Members and Observers	Algeria, Angola, Benin, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Gabon, Guinea, Guinea-Bissau, Madagascar, Mali, Mauritania, Morocco, Niger, Sao Tome & Principe, Senegal, Togo, Tunisia.
Pre-requisites	Preference will be given to those candidates that have successfully completed the WTO E-Learning Course on the SPS Agreement by the time of their application. All participants are expected to have completed the E-Learning Course before the start of the workshop. The E-Learning Course is available at: http://etraining.wto.org . Fluency in French.
Application	Candidates must fill-in and submit the online application form which is available at: " https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/ " Candidates should complete and submit the online application form before <u>7 June 2013</u> . Incomplete forms or forms sent after the deadline will not be considered.
Results of the selection	Only selected candidates will be informed about the results of the selection during July 2013. Administrative and logistical information will be provided in due course to the selected candidates. Selected candidates will be required to immediately provide their passport information, including number, place and date of issue, and date of expiry.

Title of the activity	Regional SPS Workshop for Arab Countries (co-organized with the Arab Monetary Fund)
Dates	4 to 7 November 2013
Venue	Abu Dhabi, United Arab Emirates
Eligible WTO Members and Observers	Algeria, Kingdom of Bahrain, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Mauritania, Morocco, Qatar, Kingdom of Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, Yemen.
Pre-requisites	<p>Preference will be given to those candidates that have successfully completed the WTO E-Learning Course on the SPS Agreement by the time of their application. All participants are expected to have completed the E-Learning Course before the start of the workshop. The E-Learning Course is available at: http://etraining.wto.org.</p> <p>Fluency in English.</p>
Application	<p>Candidates must fill-in and submit the online application form which is available at:</p> <p>"https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/"</p> <p>Candidates should complete and submit the online application form before <u>7 June 2013</u>.</p> <p>Incomplete forms or forms sent after the deadline will not be considered.</p>
Results of the selection	<p>Only selected candidates will be informed about the results of the selection during August 2013.</p> <p>Administrative and logistical information will be provided in due course to the selected candidates.</p> <p>Selected candidates will be required to immediately provide their passport information, including number, place and date of issue, and date of expiry.</p>

ANNEX V**2013 ADVANCED SPS COURSE**

Title of the activity	2013 Advanced SPS Course (in English)
Dates	7 to 25 October 2013
Venue	Geneva, Switzerland
Eligible WTO Members and Observers	WTO least-developed and developing country Members and Observers
Pre-requisites	<p>Successful completion of the WTO E-Learning Course on the SPS Agreement.</p> <p>Candidates are required to have successfully completed the WTO E-Learning Course on the SPS Agreement by the time of their application. Applications from candidates who have not successfully completed the E-Learning Course on the SPS Agreement will not be considered. The E-Learning Course is available at: http://etraining.wto.org.</p> <p>Completion and submission of the responses to the questionnaire is compulsory for participation in the course.</p> <p>Fluent in oral and written English.</p>
Application	<p>Candidates must fill-in and submit the online application form which is available at:</p> <p>"https://worldtradeorganization.wufoo.eu/forms/wto-sps-technical-assistance-application-form/"</p> <p>Candidates should complete and submit the online application form before <u>7 June 2013</u>.</p> <p>Incomplete forms or forms sent after the deadline will not be considered.</p>
Results of the selection	<p>Only selected candidates will be informed about the results of the selection during July 2013.</p> <p>Administrative and logistical information will be provided in due course to the selected candidates.</p> <p>Selected candidates will be required to immediately provide their passport information, including number, place and date of issue, and date of expiry.</p>

ATTACHMENT I

JOB/TC/2

6 February 2012

**IMPLEMENTATION OF THE BIENNIAL TECHNICAL ASSISTANCE
AND TRAINING PLAN 2012-2013**

REQUESTS FOR NATIONAL TA ACTIVITIES

1. The Biennial Technical Assistance Plan (TA Plan) for 2012-2013 was adopted by the Committee on Trade and Development on 14 November 2011 (WT/COMTD/W/180/Rev.1).
 2. Members are invited to **submit requests** for national activities to be held in 2012 at their earliest convenience. The TA Plan leaves considerable room for flexibility in matching available resources with national demands. The main objective of national activities is to address specific issues that in terms of priority cannot be adequately covered in the planned regional seminars and trade policy courses. ***All requests should be addressed to the Director of the Institute for Training and Technical Cooperation (ITTC).***
 3. The requests should, as much as possible, be based on a **needs assessment** undertaken by the beneficiary or by the WTO Secretariat as reflected in Trade Policy Review Reports and other documents as well as by other organisations. Beneficiaries are invited to use the TRTA National Request Form annexed. The requests should contain precise information on the topics/issues to be addressed, so as to best tailor the assistance provided. Members are invited to indicate any support already offered by other agencies and/or donors on the same or related needs, so as to allow for efficient use of the Secretariat's financial and human resources.
 4. Pursuant to the implementation of the progressive learning strategy and the results based management approach to TRTA by the Secretariat, considerable emphasis is being placed on identifying the expected results or objectives of training activities. Therefore, the beneficiary would be requested prior to the activity to clearly state the expected outcomes or objectives that would result from the activity. ITTC and the beneficiary country will agree on what indicators will be used to ascertain whether the expected results have been achieved.
 5. Given the constraints in WTO resources, both human and financial, we need to plan carefully so that the demands are met to the extent possible. Resources permitting, no more than two national activities will be provided to the developing countries and no more than three for LDCs for each calendar year. This figure is indicative and aimed at ensuring that a disproportionate allocation of national seminars to the same beneficiary does not occur.
 6. All requests will be given serious and equal attention, but for organisational purposes, it would be helpful if requests are timely submitted by delegations. The Secretariat encourages Members to provide equal opportunity for men and women to participate in WTO's TA programmes.
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ANNEX TO JOB/TC/2

TRTA NATIONAL REQUEST FORM

Consistent with the demand driven nature of TRTA provided by the Secretariat, the attached form is designed to assist beneficiary countries, who would like to request a national technical assistance activity to be held in their country, in providing more detailed and specific background information on the nature of the activity to be conducted. This includes precise information on the outputs and outcomes set for the activity, the required levels of specificity of the presentations, the target audience, expected participants' knowledge of subject(s) covered, etc.

Also, it would be useful for the Secretariat to understand how the activity fits in the beneficiaries' overall strategies and if and how it is based on a specific needs assessment. This would allow the Secretariat to better tailor the technical assistance to the specific needs of the beneficiary, thus ensuring that expectations can be met.

To facilitate the process, the Secretariat stands ready to provide support and can give detailed information on the technical assistance that has been provided in beneficiary countries over the past two or three years.

The Secretariat would kindly request beneficiaries of TRTA to complete this form and send it back as an attachment to the official request. All forms should be addressed to the Director of the Institute for Training and Technical Cooperation and sent by fax to +41 22 739 57 64.

PLEASE COMPLETE THIS FORM FOR EACH TRTA AND CAPACITY BUILDING ACTIVITY
AND FORWARD IT WITH YOUR COVER LETTER TO:
THE INSTITUTE FOR TRAINING AND TECHNICAL COOPERATION (ITTC) – WTO - GENEVA
FAX: +41 22 739 57 64

Government of ...		
Requesting governmental authority (Ministry, Permanent Mission):		
Contact person(s) in capital responsible for the activity:	Name:	Email:
	Address:	Tel: Fax: Mobile:
Topic(s) for the Activity:	Academics <input type="checkbox"/> Accession <input type="checkbox"/> Competition Policy <input type="checkbox"/> Customs Valuation <input type="checkbox"/> Development Issues <input type="checkbox"/> Dispute Settlement <input type="checkbox"/> Environment <input type="checkbox"/> General Capacity-Building <input type="checkbox"/> Government Procurement <input type="checkbox"/> IT / WTO Reference Centre <input type="checkbox"/> Non-Agricultural Market Access <input type="checkbox"/> Notifications <input type="checkbox"/> Outreach <input type="checkbox"/> Regional Trade Agreements <input type="checkbox"/> Rules <input type="checkbox"/> Sanitary and Phytosanitary Measures <input type="checkbox"/> Services <input type="checkbox"/> Technical Barriers to Trade <input type="checkbox"/> Trade Facilitation <input type="checkbox"/> Trade Negotiation Skills/Techniques <input type="checkbox"/> Trade Policies Review Mechanism <input type="checkbox"/> Trade-Related Aspects of Intellectual Property Rights <input type="checkbox"/> Other <input type="checkbox"/>	
Please indicate if any particular aspect of the chosen topic needs to be addressed in detail.		
Has this topic been covered by other TRTA providers?		

<p>Justification: Please indicate if this request is based, for example, on a needs assessment emanating from a Trade Policy Review, a Diagnostic Trade Integration Study (DTIS) under the Enhanced Integrated Framework (EIF) STDF, TF or any other relevant study or document. If not, please provide reasons for the request:</p>	
<p>Outputs: Please state the expected immediate outputs and proposed indicators to be used to measure the success of the activity</p>	
<p>Outcomes: Please state the expected medium-term outcomes for this activity along with proposed indicators that can confirm the outcomes have been achieved.</p>	
<p>Target audience:</p>	<p>Government officials <input type="checkbox"/> Journalists <input type="checkbox"/> Civil society <input type="checkbox"/> Academics <input type="checkbox"/> Private sector <input type="checkbox"/> Others <input type="checkbox"/> Parliamentarians <input type="checkbox"/></p>
<p>Background/Expertise: Please provide succinct information on the background and expertise of the participants.</p>	
<p>Resource persons: Can national or other speakers/experts be involved in the activity?</p>	
<p>Proposed venue and preferred dates for the activity:</p>	
<p>In which of the WTO official language is the activity to be conducted?</p>	<p>English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/></p>
<p>List WTO National TRTA requests for the last two years:</p>	
<p>Any additional comments:</p>	