



# BUREAU OF CUSTOMS

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OCOM Memo No. 91-2022

## MEMORANDUM

TO : ALL CUSTOMS EMPLOYEES

FROM : REY LEONARDO B. GUERRERO  
Commissioner



BOC-03-16095

SUBJECT : World Trade Organization (WTO) Funded Internship Programme: French-Irish Mission Internship Programme (FIMIP)

DATE : July 11, 2022

- 1.0 This is with regard to the extended invitation to qualified Bureau personnel to the World Trade Organization (WTO) Funded Internship Programme: French-Irish Mission Internship Programme (FIMIP) which will commence in March 2023 in Geneva, Switzerland.
- 2.0 The French-Irish Mission Internship Programme (FIMIP) provides capital based mid-level officials, with a minimum of 5 years of working experience on WTO issues with the opportunity to learn more about matters dealt within the WTO. The FIMIP is available primarily to nationals from least developed countries (LDCs), and other developing countries, with a Geneva mission.
- 3.0 Nominated candidate that will be accepted as intern will receive a lump sum of CHF 5,000 per month plus travel expense.
- 4.0 The internship programme duration will not exceed 10 months.
- 5.0 Interested applicants must meet the following qualifications:
  - a. Mid-level official
  - b. A minimum of five (5) years of working experience in WTO;
  - c. Between 30 and 45 years old
- 6.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship/Fellowship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship/fellowship programs:
  - a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;

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- b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
- c. Have no foreign or local scholarship/fellowship grant in the past two (2) years;
- d. Have no pending service obligation from previous local or foreign scholarship; and
- e. Have no pending criminal and/or administrative case.

7.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before July 29, 2022** for evaluation of who will be nominated by the Commissioner:

- a. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
- b. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);
- c. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods;
- d. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship/fellowship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship/fellowship;
- e. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case;
- f. Copy of the online application form (to be accessed through this link: <https://wto.formstack.com/forms/internshipprogrammes2023>);
- g. Copy of Curriculum Vitae;
- h. Copy of Letter of Motivation;
- i. Copy of specific indications of the tasks that the candidate would like to perform;
- j. Copy of short biography (10 lines maximum for NTP and 150 words for FIMIP);
- k. Copy of passport

For details of the requirements, you may refer to the WTO Website at [https://www.wto.org/english/tratop\\_e/devel\\_e/train\\_e/fimip\\_e.htm](https://www.wto.org/english/tratop_e/devel_e/train_e/fimip_e.htm).

8.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at 0956-809-4668 and/or [ITDDCustoms@customs.gov.ph](mailto:ITDDCustoms@customs.gov.ph). Kindly visit the WTO website ([https://www.wto.org/english/tratop\\_e/devel\\_e/train\\_e/trainee\\_programmes\\_e.htm](https://www.wto.org/english/tratop_e/devel_e/train_e/trainee_programmes_e.htm)).

9.0 For your information.



Direct line: (+41 22) 739 5101  
Email: Bridget.Chilala@wto.org

Head of the Permanent Mission

Div. Reference: **ITTC\_IP2023\_Letter\_e**

Geneva, 9 June 2022

**SUBJECT: WTO FUNDED INTERNSHIP PROGRAMMES (NTP/FIMIP)**

Reference is made to the Trainee Programmes and Internships (NTP/FIMIP) discussed in the Biennial Technical Assistance and Training Plan 2022 - 2023 (**WT/COMTD/W/260/Rev.1**). These programmes are primarily geared towards providing support in the economic and social development of developing countries, LDCs, low-income countries and comparable poor, small and vulnerable economies in areas related to trade policy.

Specific information on conditions and the selection criteria for the **Netherlands Trainee Programme (NTP)** and the **French-Irish Mission Internship Programme (FIMIP)** is contained as an Annex to this letter, which you are kindly invited to carefully review, before candidates are invited to submit applications. Also, it should be noted that only duly completed files will be considered, including all requested information and letters of support. Beneficiary Members and Observers can submit a maximum of 3 applications for the two programmes.

Given the paperless environment of the WTO, E-candidature forms should be submitted for consideration by **31 August 2022**. Applicants for the NTP and the FIMIP should complete the candidature form by using the following link: [WTO Funded Internship Programmes Form 2023 - Formstack](#). You are kindly invited to forward this link and information to the relevant Ministry for submission of applications. Please note that a letter of support from the Mission for the FIMIP is mandatory as the retained candidates will be housed in the Permanent Missions.

The selected interns are expected to start the programmes in Geneva in March 2023.

If you have any questions regarding the above programmes, please do not hesitate to contact Mr Juan Manuel Fernandez Azpiroz, Head of the TA Coordination, Partnership and Internship Programmes Section (Tel: +41 22 739 69 25; Email: [Juan-Manuel.Fernandez@wto.org](mailto:Juan-Manuel.Fernandez@wto.org)) or Ms Queen King'ori, Assistant, TA Coordination, Partnership and Internship Programmes Section (Tel: +41 22 739 64 56; Email: [Queen.Kingori@wto.org](mailto:Queen.Kingori@wto.org)) at the Institute for Training and Technical Cooperation.

Yours sincerely,

Bridget Chilala  
Director

Institute for Training and Technical Cooperation



## THE NETHERLANDS TRAINEE PROGRAMME (NTP)

### OBJECTIVES, CONDITIONS & APPLICATION PROCEDURE

#### Objectives, main features of the NTP and eligibility criteria:

The aim of the NTP is to assist in the economic and social development of least developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies in areas related to trade policy.

The NTP seeks to generate measurable results and thus leave a lasting trace, through:

- building sustainable capacity in beneficiary countries, by providing officials with an opportunity to participate directly in the WTO's work in Geneva;
- providing exposure to on-going activities in the Secretariat, which will assist officials in enhancing their understanding of the functioning of the WTO and the MTS and providing relevant policy advice to governments;
- facilitating the identification of areas where implementation of Members' commitments in the WTO is required;
- contributing to specific work on needs assessments, notifications, etc.

The programme targets least developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies, and pays particular attention to African countries and to the promotion of gender equality.

- It provides capital based mid-level public officials from these countries with the opportunity to learn more about matters dealt with in the WTO, under the direction of staff members of the WTO.
- Selected NTP interns will spend a total period of up to ten months with the WTO.
- Internships will normally start in March/April and finish before the end of the calendar year. The internship cannot under any circumstances exceed 10 months.
- Selected NTP interns will be expected to complete specific and well defined tasks in that period in conformity with the objectives of the NTP. Tasks will need to have relevance for the beneficiary country in terms of capacity building in the work programme of the WTO, including on-going negotiations, and will be defined at the beginning of the traineeship. The tasks will be reviewed and established in close co-operation with the Head of the TA Coordination, Internships Programmes and Partnership Section and the relevant regional desks in ITTC.
- As part of the internship, a study tour to the Netherlands may be undertaken. Specific training events will be organized during the programme, but the emphasis will be on completing the tasks identified for the internship.
- NTP interns will receive a lump sum of CHF 5,000 per month plus travel expenses.



- Candidates should typically be between 30 and 45 years of age.
- Candidates should have a minimum of 5 years of working experience on WTO issues.
- With a view to providing appropriate guidance and supervision to the interns, the total number of NTP interns shall not exceed 15.

#### **How to apply?**

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC) as specified in the letter, with:

- a complete curriculum vitae (CV),
- a letter of motivation,
- specific indications of the tasks that the candidates would like to perform,
- a short biography of 10 lines maximum,
- a letter of support from the nominating national authority and/or a letter of support from the Permanent Mission is required.

Incomplete files will not be considered.

#### **The selection process**

Candidacies will be reviewed by a WTO selection committee comprising the Institute for Training and Technical Cooperation (ITTC), the Development Division (DD) and the Human Resources Division (HRD).

As the NTP is considered to be the highest level of learning, with a particular focus on the direct application of skills, the selection committee will carefully review the qualifications of each of the candidate and assess with all means at its disposal, including through the WTO's data base, to what extent the candidate has undergone prior WTO training, including the number of e-Learning courses completed, face to face training, through regional seminars and RTPCs and ATPCs.

In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme.

The selection committee will endeavour to maintain a regional and gender balance, and give priority to LDC candidates.

#### **Monitoring and evaluation**

The overall performance of the NTP programme is monitored according to the targets and indicators established by the Biennial TA plan. At the individual level, the performance of selected NTP interns is monitored on an ongoing basis by the Head of the TA Coordination, Internships Programmes and Partnership Section, reviewing their day to day work in light of the tasks identified with the support of the regional desks, their active participation in the training events, as well as the achievements made in specific fields, i.e. needs assessments, notifications etc.

NTP interns are required to produce monthly reports detailing the tasks carried out and the results achieved.



At the end of the internship, the NTP interns are required to submit a final internship report and complete an evaluation questionnaire on tasks performed.

**Communication of results of the selection process**

**No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.**

**The Human Resource Division will also inform the unsuccessful candidates by email.**



**THE FRENCH-IRISH MISSION INTERNSHIP PROGRAMME (FIMIP)**

**OBJECTIVES, CONDITIONS &  
APPLICATION PROCEDURE**

**Objectives, main features of the FIMIP and eligibility criteria:**

- The FIMIP provides capital based mid-level public officials, with a minimum of 5 years of working experience, on WTO issues with the opportunity to learn more about matters dealt with in the WTO.
- Through the programme the FIMIP interns are expected to:
  - enhance knowledge and understanding of the WTO multilateral trading system and of trade policy in general,
  - strengthen the understanding of the negotiation process at the WTO, and
  - support the mission in participating in the daily activities of the WTO.
- The FIMIP is available primarily to nationals from least developed countries (LDCs), and other developing countries, with a Geneva mission. Preference will be given to those beneficiaries with lower per capita GNP and the least number of staff in Geneva together with those who stand to gain most from such a programme.
- Candidates will come from the capital of the beneficiary country.
- The retained candidates will work at the Geneva-based permanent missions of the beneficiary countries and can represent their country in the various bodies within the WTO.
- FIMIP interns will spend a total period of up to ten months under the programme.
- Candidates are typically between 30 and 45 years of age.
- The programme will normally start in March/April and finish before the end of the calendar year. The internship cannot under any circumstances exceed the 10 months.
- FIMIP interns will receive a lump sum of CHF 5,000 per month plus travel expenses.
- The total number of FIMIPs shall not exceed 20.

**How to apply?**

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC) as specified in the letter. It should include:

- a complete curriculum vitae (CV),
- a letter of motivation,
- specific indications of the tasks that the candidates are expected to perform,
- a short biography of 150 words,



- a letter of support from the nominating national authorities,
- a letter of support from the Permanent Mission in Geneva.
- Incomplete files will not be considered.

**The selection process:**

Candidacies will be reviewed by a WTO selection committee, comprising the Institute for Training and Technical Cooperation (ITTC), the Development Division (DD) and the Human Resources Division (HRD). The committee will carefully review the qualifications of each candidate and assess with all means at its disposal including the WTO's data base, the extent to which the candidate has undergone prior WTO training, the number of e-Learning courses completed, face to face training, regional seminars and RTPCs/ATPCs attended. In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme. The selection may include telephone interviews and the permanent mission may also be consulted on the candidates to be retained.

The selection committee will endeavour to maintain a regional and gender balance.

**Monitoring and evaluation**

The overall performance of the FIMIP programme is monitored according to the targets and indicators established by the Biennial TA plan. At the individual level, the performance of selected FIMIP interns is monitored on an ongoing basis by the Head of the TA Coordination, Internships Programmes and Partnership Section, reviewing the day to day work in light of the tasks identified by the Permanent Representative of the Mission in Geneva and with the support of the regional desks. The general duties could include providing support in the:

- collection, analysis, interpretation and organization of material of interest to the Mission,
- preparation of meetings of WTO bodies, including attendance and follow-up of such meetings
- preparation of reports for the capital, documentation and communication of economic and/or legal nature related to WTO

NTP interns are required to produce monthly reports detailing the tasks carried out.

At the end of the internship, an evaluation will be done by the intern's supervisor at the mission.

The intern will also submit a final internship report and complete an evaluation questionnaire on tasks performed.

**Communication of results of the selection process**

**No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.**

**The Human Resource Division will also inform the unsuccessful candidates by email.**