

**OFFICE MEMORANDUM**

**SUBJECT: TRAINING PROGRAM OF IDE-JETRO 2021-2022**

The undersigned is directed to state that the Japan External Trade Organization (JETRO), Official Trade & Investment Promotion Agency, Govt. of Japan has invited one nomination from Government of Pakistan for 2021-2022 IDEAS Training Program. Due to COVID-19, IDE-JETRO has introduced on-line training program and overseas fellows are expected to study online from their offices or home from **1<sup>st</sup> September, 2021 to 21<sup>st</sup> January, 2022**. All concerned Ministries / Departments are requested to send nomination of a suitable officer who fulfills the following criteria to the undersigned by **09-07-2021** along with three (3) copies of prescribed IDEAS application form, one copy of surety bond, undertaking, CNIC, passport, FTC Performa for further proceedings.

**Course Objective:**

IDEAS Training Program aims to develop the capacity of the government officials, who are engaged in the policymaking related to trade and investment.

**Eligibility Criteria:-**

The applicants should:-

- Working for the government or public institutions, engaged in the field of promotion of trade and investment.
- Have work experience of more than 3 years. Excellent applicants with less than three years of work experience would also be eligible for training participation on a case-by-case basis.
- Be 35 years of age or younger.
- Have a Master's degree or equivalent experience in the field.
- Excellent applicants who only have bachelor's degree would also be eligible for training participation on a case-by-case basis.
- Proficient in spoken and written English
- Successful applicants or their organizations will be required to prepare PCs, tablets and other devices and to bear internet communication fee to participate in the program.

**Training Period:**

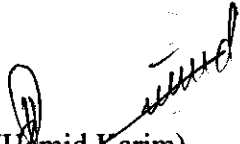
Successful applicants can take:-

- i) Video class- About 1-2 lectures a week at a convenient time.
- ii) Live stream class- Attend live lectures twice a week from 6:00 pm to 7:30 pm (JST) on Monday or Thursdays Seminar classes may be held on other days of the week.
- iii) Successful fellows who complete all of the requirements will be awarded relevant certification and qualified to be invited for the IDEAS short-term (two weeks, or more) program held in Japan in the future.

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2. IDEAS Training Program (on-line) Application Form, specimen of surety bond, undertaking, letter of reference and FTC Performa can be downloaded from EAD's website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" and also available on JETRO's website [www.jetro.go.jp](http://www.jetro.go.jp).

3. Nomination of contractual employees will not be entertained.

  
(Hamid Karim)  
SO /DS (Japan)  
Ph: 051-9206167

1. Secretary, Ministry of Commerce and Textile, Govt. of Pakistan, Islamabad
2. Secretary, Ministry of Finance, Govt. of Pakistan, Islamabad.
3. Secretary, Planning Development and Special Initiatives Division, Govt. of Pakistan, Islamabad
4. Secretary, Ministry of Industries & Production, Govt. of Pakistan, Islamabad
5. Chairman, Board of Investment, Islamabad.
6. Chairman, Planning & Development Board, Government of Punjab, Lahore
7. Chairman, Planning & Development Board, Government of Sindh, Karachi
8. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
9. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta
10. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit
11. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.
12. Joint Secretary (Training), Establishment Division, Islamabad

Copy to:-

- i) Joint Secretary (Admin) Ministry of Economic Affairs, Islamabad
- ii) System Analyst (Computer Center), MoEA with request to kindly upload the training program on MoEA's Website.