

Committee for Coordinating Statistical Activities (CCSA) Training Network

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A. CONTACT INFORMATION:

AGENCY:	World Trade Organization		
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B. STATISTICAL COMPETENCIES (please fill in specific skills under each category that applies to your organization):

LEARNING	STATISTICS	COMMUNICATION	CLIENT RELATIONS	MANAGEMENT	TECHNOLOGY	INTERPERSONAL
<p>Willingness to learn and keep abreast of new developments in the area of:</p> <p>1) international trade and related economic statistics</p> <p>2) computer science applications for applied statistics, including database management systems and statistical programming</p> <p>3) management techniques, team building and communication</p>	<p>1) In-depth knowledge of concepts and definitions of international trade, including knowledge of best practices in data collection, processing and dissemination</p> <p>2) Ability to critically assess data for conformity to WTO concepts and definitions</p> <p>3) Ability to analyze and interpret international trade and related economic statistics</p> <p>4) Ability to carry out statistical capacity building</p>	<p>Good communication skills (verbal and written), especially:</p> <p>1) the ability to draft clear, accurate and concise reports and methodological notes</p> <p>2) the ability to conduct presentations and make statements at meetings, clearly formulating issues, making and defending recommendations in an articulate and persuasive manner;</p> <p>3) excellent knowledge of English or at least one of the organization's working languages</p>	<p>The ability to:</p> <p>1) communicate clearly, accurately and concisely, and in a tactful and diplomatic manner</p> <p>2) give advice on statistical concepts, definitions and methodologies in a WTO context</p>	<p>The ability to:</p> <p>1) have vision and strategy, establish priorities, coordinate work</p> <p>2) plan and coordinate simultaneous and concurrent activities of varying nature, delegating when necessary, and exercising transparency in all work-related matters</p>	<p>Demonstrated in-depth technical knowledge with respect to:</p> <p>1) data management and processing tools</p> <p>2) statistical programming</p> <p>3) web applications</p>	<p>The ability to:</p> <p>1) integrate and work effectively in a multi-cultural, multi-ethnic environment exercising tact, discretion and respect for diversity;</p> <p>2) establish and maintain effective working relations both as a team member and team leader.</p>

C. TRAINING PROGRAMS (brief description):

[Example: Objectives of program; who can access program, e.g., availability to participants from other organizations; who provides courses—internal arrangements, affiliated training institute or joint program with other organization or university, etc. How is the program linked to the statistical competencies listed above?]

Training Courses/Seminars (please list course title, duration and date/s offered, target audience, and language of instruction):^{1/}

Course Title	Begin and End Date	Course No.^{2/}	Target Audience^{3/}	Language	Competencies Addressed^{4/}
Courses for Statistics Staff in Agency (including contracted courses)					
Report writing, Presentation skills, Training for trainers	as needed		P2	E	Communication
Communication in multicultural environments	as needed		A, P	E	Communication
Project Management, Managing people	as needed		M, P	E, F	Management
IT courses (Excel, SAS, databases, etc.)	as needed		P	E, F	Technology
Improving Leadership skills	as needed		P3	E	Management
Team Building	as needed		P	E	Management, Interpersonal skills
Courses for Agency Staff More Generally					
Language courses	trimestrial		A, P	E, F, S	Communication
Courses for Country Officials					
Seminars on Measuring International Trade in Services Flows				E, F	Statistics
Lectures on International trade in Merchandise and Services statistics				E, F, S	Statistics
Historical/Nonrecurrent Courses					

^{1/} Courses include those that can be accessed by statistical staff in the organization, even if they may have been targeted at a broader audience, e.g., other staff in the organization or member country officials.

^{2/} Please provide number/I.D. for course and make sure it corresponds to the number/I.D. for the relevant training materials.

^{3/} Use a combination of letters and numbers to indicate targeted audience: A - administrative staff; P - professional staff; M - managers and 1 - beginning; 2 - intermediate; 3 - advanced. Thus, P2 would indicate an intermediate course for professional staff.

^{4/} Please relate to the competencies identified in Section B above.

Training Materials (please specify):

Training Materials	Field	Course No.^{1/}	Format^{2/}
Measuring Trade in Services, a training module	Trade in Services		AA: e-version BB: Powerpoint slides

^{1/} Please provide number/I.D. for course and make sure it corresponds to the number/I.D. for the relevant training materials.

^{2/} Use double letters to indicate format, e.g., AA: video, BB: hard copy, CC: e-version, etc.