Anness A

Ministeru	*Ministeru għall-Finanzi u x-Xogħol*
L-impjieg	*Liaison Officer mal-World Trade Organisation*

MINISTERU GĦALL-FINANZI U X-XOGĦOL
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Dmirijiet u responsabbiltajiet

i. Jsegwi u jirrapporta dwar id-dossiers ewlenin fil-World Trade Organisation (WTO) fejn jipprovdi kontribut għall-proċess ta' tfassil ta' politika fuq diskussjonijiet dwar il-kummerċ multilaterali li jsiru fil-WTO. Jipparteċipa u jirraporta f'diversi fora fosthom f' laqgħat tal-Unjoni Ewropea (UE) HEBDO u f' laqgħat ta' koordinazzjoni tal-UE fir-rigward ta' WTO kif ukoll dwar kwistjonijiet kummerċjali internazzjonali f' Ġinevra kif meħtieġ;

ii. Jikkoordina, b'kollaborazzjoni mal-Ministeru għall-Finanzi u x-Xogħol, il-parteċipazzjoni ta' Malta fil-Konferenzi Ministerjali tal-Organizzazzjoni Dinjija tal-Kummerċ, il-Kunsill Ġenerali u laqgħat oħra ta' Ġinevra dwar il-kummerċ internazzjonali fejn se jkunu preżenti uffiċjali bbażati f'Malta;

iii. Jikkompila u jissottometti rapporti wara kull laqgħa f'konformità mal-lista approvata kif ukoll jikkomunika / jinforma, l-entitajiet rilevanti fi ħdan il-Gvern bit-telefown, b'telefonata bil-vidjo jew b'posta elettronika, f'każ ta' kwistjonijiet urġenti;

iv. Jistabbilixxi u jorganizza laqgħat ma' kontropartijiet minn, jew rappreżentanti ta': l-Stati Membri tal-UE fid-WTO, Stati membri oħra tad-WTO, il-Kunsill tad-WTO u s-Segretarjat tat-WTO u korpi tax-xoghol tad-WTO, sabiex jissaħħu l-kuntatti ta' Malta f'din l-organizzazzjoni;

v. Jżomm kont tal-interessi u l-prijoritajiet tal-politika ta' Malta dwar punti li jaqgħu taħt din il-pożizzjoni. Jgħarraf lir-Rappreżentant Permanenti ta' Malta għal-WTO u lis-Segretarju Permanenti jew lid-delegat tiegħu fi ħdan il-Ministeru għall-Finanzi u x-Xogħol fuq bażi kontinwa;

vi. Jipprepara noti ta' informazzjoni speċifiċi ffukati fuq kwistjonijiet kummerċjali multilaterali abbażi ta' talbiet mir-Rappreżentant Permanenti ta' Malta għat-WTO u s-Segretarju Permanenti jew id-delegat tiegħu fi ħdan il-Ministeru għall-Finanzi u x-Xogħol;

vii. Jżomm rekord u jimmonitorja l-obbligi ta' Malta lit-WTO u jsegwi l-iskadenzi;

viii. Jagħti informazzjoni u jaġġorna lis-Segretarju Permanenti jew lid-delegat tiegħu fi ħdan il-Ministeru għall-Finanzi u x-Xogħol, qabel il-laqgħat ewlenin tal-Kunsill tal-UE biex jindirizzaw kwistjonijiet multilaterali tal-politika kummerċjali;

ix. Jwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Finance and Employment*
Job title	*Liaison Officer with the World Trade Organisation*

MINISTERU GĦALL-FINANZI U X-XOGĦOL
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Duties and responsibilities

i. Follows and reports on the key dossiers in the World Trade Organisation (WTO), providing input to capital-based policy processes related to ongoing WTO discussions on multilateral trade. Participates and reports in the European Union HEBDO, European Union (EU) coordination and other EU meetings on WTO and international trade matters in Geneva where required;

ii. Coordinates, in collaboration with the Ministry for Finance and Employment, Malta’s participation at the Ministerial Conferences of the WTO, the General Council and other Geneva meetings on international trade where Malta based officials will be present;

iii. Compiles and submits reports after each meeting in line with the approved distribution list as well as communicating/alerting, the relevant entities within the Government by telephone, video call or email, in the event of urgent issues;

iv. Set up and hold regular meetings with counterparts from, or representatives of: the EU Delegation to the WTO, other WTO member states, the WTO Council and the WTO Secretariat and working bodies of the WTO, in order to strengthen Malta’s contacts within the WTO;

v. Keeping track of Malta’s policy interests and priorities on items falling under this position and to brief the Permanent Representative to the WTO and the Permanent Secretary or his delegate within the Ministry for Finance and Employment on an ongoing basis;

vi. Preparing specific briefing notes focused on WTO multilateral trade matters and based on requests by the Permanent Representative to the WTO and the Permanent Secretary or his delegate within the Ministry for Finance and Employment;

vii. Keeping track and monitor Malta’s reporting obligations to the WTO and following up on deadlines;

viii. Briefing and updating the Permanent Secretary or his delegate within the Ministry for Finance and Employment, on an ongoing basis with regard to WTO discussions prior to key EU Council meetings addressing multilateral trade policy matters;

ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required.

x. Any other duties as directed by the Principal Permanent Secretary.