



## INDUCTION COURSE FOR NEW DELEGATES

8 September 2014, from 10 a.m. to 1 p.m.

and

9 September 2014, from 3 p.m. to 6 p.m.

room XXVI, Palais des Nations, Geneva

- Objectives:**
- To familiarize new delegates covering UNCTAD with the organization's structure and relationship with the United Nations system as well as its activities and programmes
  - To provide an opportunity for newly arrived delegates in UNCTAD to meet each other and key officials of the secretariat
- Focus:**
- UNCTAD's mandate, principal activities and structure; the three pillars and their synergy
 

*What is the history of UNCTAD? What have been its principal accomplishments? What are the key elements of the UNCTAD XIII outcomes?*
  - The secretariat and its main substantive areas of work
 

*How is the secretariat organized? How can delegations best interact with the secretariat? How can delegates better prepare for meetings? What does the secretariat produce and how can the benefits be maximized? What are the services available to delegations before and after meetings?*
  - UNCTAD's intergovernmental machinery
 

*What is the structure and logic behind the intergovernmental machinery? What are the outcomes of meetings? How do they relate with the broader work of the United Nations? What do the various officers of a meeting (Chair, Vice-Chair, Rapporteur) do?*
- Participants:** The course is primarily intended for delegates new to UNCTAD. Other delegates are also welcome
- Organization:** The course will last 6 hours. It is an intensive programme requiring the active involvement of all the participants. Each topic will include a period for discussion and questions on points of specific interest to the participants
- Working languages:** Interpretation in the official languages of the United Nations will be provided



## TENTATIVE PROGRAMME

*Monday, 8 September 2014*

- 10 – 10.10 a.m.      **Welcome and introductory remarks**  
Mr. Petko Draganov  
Deputy Secretary-General of UNCTAD
- 10.10 – 10.20 a.m.   **The role of UNCTAD in the development architecture from the point of view of the President of the Trade and Development Board**  
H.E. Mr. Triyono Wibowo (Indonesia)  
President of the Trade and Development Board
- The presentation will cover the role of the intergovernmental machinery in the broader work of the United Nations
- 10.20 – 10.30 a.m.   **UNCTAD's history, mission and structure**  
Mr. Carlos Moreno  
Legal Adviser, Office of the Secretary-General
- The presentation will include a brief history of UNCTAD, a discussion of the evolution of UNCTAD's mission and mandate, as well as an overview of the three pillars and their symbiotic nature
- 10.30 – 10.40 a.m.   **The Intergovernmental pillar**  
Mr. Miguel R. Bautista  
Chief, Group Liaison Unit, Intergovernmental Support Service (ISS)
- The presentation will trace the origins of the group system, its functioning, and the services provided by the Group Liaison Unit
- 10.40 – 11 a.m.      **Outreach and communications with delegations and the broader development community**  
Ms. Christiane Stepanek-Allen  
Chief, Communication, Information and Outreach (CIO)
- This presentation focuses on UNCTAD's outreach and communications with delegations and the broader development community.
- 11 – 11.10 a.m.      **Coordinating and sustaining UNCTAD's technical cooperation**  
Mr. Raúl Javaloyes  
Officer-in-Charge, Technical Cooperation Service (TCS)
- This presentation focuses on the management of UNCTAD's technical cooperation including its funding, coordination and relation to the United Nations Chief Executives Board Inter-Agency Cluster on Trade and Productive Capacity
- 11.10 – 1 p.m.      **Questions and answers**

*Tuesday, 9 September 2014*

3 – 4 p.m.

**UNCTAD’s main substantive areas of work—presented by staff members from the different divisions**

- Mr. Taffere Tesfachew, Director, Division for Africa, Least Developed Countries and Special Programmes (ALDC)
- Mr. Guillermo Valles, Director, Division on International Trade in Goods and Services, and Commodities (DITC)
- Ms. Yuefen Li, Head, Debt and Development Finance Branch, Officer-in-Charge, Division on Globalization and Development Strategies (DGDS)
- Ms. Anne Miroux, Director, Division on Technology and Logistics (DTL)
- Mr. Alexandre Dabbou, Office of the Director, Division on Investment and Enterprise (DIAE)
- Mr. Samuel Gayi, Head, Special Unit on Commodities (SUC)

**[Presentation max. 10 minutes]**

- The presentations will focus on the analytical work of the divisions, how this informs the intergovernmental pillar and how this work is translated into action through the technical cooperation pillar

4 – 5 p.m.

**Questions and answers**

5 – 5.30 p.m.

**Delegates Portal**

Mrs. Lisanne Losier

Chief, Conference Servicing and Logistics, Intergovernmental Support Service (ISS)

- Features of the Delegates’ Portal

5.30 – 6 p.m.

**Questions and answers**

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