



## INDUCTION COURSE FOR NEW DELEGATES

Monday, 2 December 2019, from 3 p.m. to 6 p.m.

Room XXVI, Palais des Nations, Geneva

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### Objectives

- To familiarize new delegates covering UNCTAD with the organization's structure and functioning as well as its relationship with the United Nations system.
- To provide an opportunity for newly arrived delegates in UNCTAD to meet each other and key officials of the secretariat.

### Programme

- 3–3.45 p.m.**      **Welcome remarks, history and evolution of UNCTAD** by Ms. Isabelle Durant, Deputy Secretary-General of UNCTAD
- Founding principles and purposes
  - The evolution of UNCTAD
  - The UNCTAD secretariat
- 3.45–4.30 p.m.**      **The UNCTAD quadrennial conference** by Mr. Miguel R. Bautista, Secretary of the Trade and Development Board
- Historical overview and highlights from recent quadrennial conferences
  - Preparing for UNCTAD XV
- 4.30–5.15 p.m.**      **The Trade and Development Board and its subsidiary bodies** by Ms. Lisanne Losier, Deputy Secretary of the Trade and Development Board
- Setting the agenda
  - Working methods
- 5.15–6 p.m.**      **Working together** by Mr. Juan Martínez Badillo, Chief, Group Liaison Section
- The set-up and work of member States as groups
  - How the UNCTAD secretariat can support you
- Participants**      The course is intended primarily for delegates new to UNCTAD. Other delegates are also welcome.
- Organization**      The course will last 3 hours. Each topic will include a period for discussion and questions on points of specific interest to the participants.
- Languages**      Interpretation in the official languages of the United Nations will be provided.