



UNCTAD Training Workshop

Module 4

UNCTAD Empowerment Programme for National Trade Facilitation Committees

5 – 11 October 2022

1. MAIN OBJECTIVES

1. To train the NTFC top ten participants of UNCTAD Empowerment Programme, to become TF trainers.
2. To continue with the drafting of a 5 years national trade facilitation roadmap with key performance indicators initiated in Module 3.

2. BACKGROUND AND METHODOLOGY

By signing the WTO Trade Facilitation Agreement, countries have committed themselves to “establish and/or maintain a national committee on trade facilitation or designate an existing mechanism to facilitate both domestic coordination and implementation of the provisions of this Agreement” (Article 23.2).

Setting up and maintaining a national mechanism is in itself one of the most traditional and most important trade facilitation measures to ensure that the main public and private stakeholders are consulted and engaged in the elaboration and implementation of national trade facilitation reforms. Over the past decades, it has received a lot of attention from national and international agencies dealing with trade facilitation.

However, many are the challenges that developing and LDCs face to create sustainable and efficient committees. The lack of knowledge on trade facilitation matters, lack of coordination among different institutions, the frequent replacement of members, the lack of qualitative participation of members are some examples of those challenges.

As part of the training activities of the EU-UNCTAD joint Programme of Support for Angola: Train for Trade II – of the Trade Support Project (ACOM) financed by the EU, the Trade Facilitation Component is a core element present in the project through UNCTAD's Empowerment

CONCEPT NOTE



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Programme for National Trade Facilitation Committees (NTFCs). The interactive approach, which the Trade Facilitation training is based on, looks at tackling these challenges and ensuring that Angola's NTFC is in the best position to deliver the task they were assigned to.

In addition to introductory studies on economic development and trade facilitation, participants will undergo an intensive practical training on trade logistics and developmental benefits of trade facilitation. The program will cover policy and institutional issues related to the flow of goods across borders, the major challenges and tasks of the NTFCs, the precise understanding of WTO TFA Articles, as well as WTO TFA impact measurements, and other related issues.

The focus of Module 4 will be to assist Angola's NTFC top ten UNCTAD Empowerment Programme participants to become trainers on trade facilitation issues as well as to finalizing the drafting of a 5 years National Trade Facilitation Roadmap including key performance indicators. Participants will undergo through an intensive in-person practical training on communication and presentation skills, understanding audiences, directing and adapting messages to key stakeholders, how to properly display and transmit information, among others. In addition, participants will put hands-on on finalizing the national trade facilitation roadmap, based on the fructiferous discussion carried on during Module 3.

All the above, will allow these top ten participants to father important skills to better deliver their roles as NTFC members.

3. TRAINING ACTIVITIES AND OUTPUTS

With application of knowledge through solving practical cases, group exercises, role plays and presentations, participants are encouraged to recognize, understand, assess, experiment, and apply each of the elements deliver during the training. Along the 5-day workshop, participants are guided through:

1. Refreshing and advanced aspects of the process on drafting and developing a National Trade Facilitation Roadmap
 - a) Revision of key information that must be included in Angola's National Trade Facilitation Roadmap
 - b) Advance drafting of Angola's National Trade Facilitation Roadmap



2. Presentation and communication skills
 - a. How to target audiences, national and international
 - b. Delivering the right message
 - c. How to properly present and deliver information
 - d. Presentation tools and how to effectively use them
 - e. How to prepare presentations, agendas, invitations, etc.
 - f. Leading meetings and trainings
 - g. Angola's examples and cases

3. Being a trainer, what this mean?
 - a. Excelling in this task
 - b. Objectives, activities to take into account, risks involved, resources needed, etc.
 - c. TF issues, what is important for Angola?

4. TRAINING MATERIAL

UNCTAD will provide to each participant electronic files (ppts, documents, etc.) in Portuguese and/or English.

5. PARTICIPANTS

Target participants shall be formally designated members of Angola's NTFC as well as the employees that replace them in case of missions, vacations and sick leaves among others. Public and private sectors are expected to be represented among participants. The identification of no more than 16 potential participants will be prepared by UNCTAD based on the top ten scores obtained by the participants during the previous modules of UNCTAD's Empowerment Programme for NTFCs.

6. LOGISTIC INFORMATION

The in-person training will take place at Skyna Hotel, on 05,06,07,10 and 11 October 2022. Training sessions will take place from 09:00 to 18:00 for a maximum of 16 participants (see selection criteria above).



Diplomas will be issued to participants who have a minimum of 90% attendance and that scored in average 60% or up in the quizzes and/or group exercises.

CONCEPT NOTE

7. TRAINERS

- 1) **Julian Fraga-Campos**, works at the United Nations Conference on Trade and Development (UNCTAD) as Economic Affairs Officer within the Trade Facilitation Section. His work focuses on actively supporting the implementation of Trade Facilitation initiatives, especially the strengthening of National Trade Facilitation Committees, as well as the development and implementation of Trade Information Portals in Africa and the Pacific Region. Previously, he worked at the United Nations Economic Commission for Europe (UNECE) in its Trade Facilitation Team, conducting research and coordinating several Trade Facilitation initiatives.

Julian also has experience working in the private sector, where he acquired international experience in logistics, production systems, managing projects and staff, and engaging with diverse stakeholders. He has a background in agribusiness, holds a Master's in Marketing Management and Distribution Channels from the Universitat Autònoma de Barcelona and a B.Sc. in Agronomy from the Mayor University of Chile.

8. CONTACTS

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9. DURATION OF THE COURSE

In-person Training

Start date: October, 05th, 2022 at 9:00 (Luanda time)

End date: October, 11th, 2022 at 18:00 (Luanda time)

10. TRAINING SCHEDULE AND AGENDA

CONCEPT NOTE

DAY 1, 05 October 2022	
09:00-09:30	Welcome words <i>Speakers: Chairman of the Angola National Trade Facilitation Committee and Julian Fraga-Campos UNCTAD</i> <i>Speakers: UNCTAD, MINDCOM</i>
09:30 – 9:45	Agenda, objectives of the week and methodology to be used. Ice breaker exercise. Refreshing of M1, M2 and M3 <i>Speakers: UNCTAD</i>
09:45-10:30	Revision of key information that must be included in Angola's National Trade Facilitation Roadmap <i>Speakers: UNCTAD and future trainers</i>
10:30-10:45	Coffee break
10:45-12:30	Improvement of the Roadmap <i>Speakers: UNCTAD and future trainers</i>
12:30-13:30	Lunch break
13:30-15:00	Presentation skills Group exercise 1 Presentation of the Roadmap: adapting the message to different target groups Group exercise <i>Speakers: Future trainers and UNCTAD</i>
15:00-15:20	Coffee break
15:20-16:30	Communication skills: what each trainer should know <i>Speakers: Julian Fraga-Campos, UNCTAD</i>
16:30-17:30	Adapting the message, tips and feedback to the presentations Group exercise <i>Speaker: UNCTAD</i>

DAY 2, 06 October 2022	
09:00-10:30	Adapting the message, tips and feedback to presentations (continuation) Group exercise <i>Speaker: UNCTAD</i>



CONCEPT NOTE

DAY 2, 06 October 2022	
10:30-10:45	Coffee break
10:45-12:30	Knowledge management and sharing in the context of the NTFC <ul style="list-style-type: none"> - Role of the committee in terms of communication and awareness - Communication channels and internal and external stakeholders - Knowledge management and transfer strategy <i>Speakers: UNCTAD</i>
12:30-13:30	Lunch break
13:30-15:00	Presentation skills Group exercise 2 Presentation of the Roadmap: adapting the message to different target groups <i>Speakers: Future trainers and UNCTAD</i>
15:00-15:20	Coffee break
15:20-16:30	Presentation skills (continuation) Group exercise 2 Presentation of the Roadmap: adapting the message to different target groups <i>Speakers: Future trainers and UNCTAD</i>
16:30- 17:30	Communication and presentation skills for trainers <ul style="list-style-type: none"> - Understand the process of learning and memorization - Participate in a virtual event - Structuring a presentation for an IMPACT - Be a good facilitator <i>Speakers: UNCTAD</i>

DAY 3, 07 October 2022	
09:00-10:30	Improvement of the TF Roadmap (continuation) <i>Speakers: UNCTAD and future trainers</i>
10:30-10:45	Coffee break
10:45-12:30	Improvement of the Roadmap (continuation) <i>Speakers: UNCTAD and future trainers</i>
12:30-13:30	Lunch break
13:30-15:00	Communication skills: what each trainer should know (continuation) <i>Speakers: Julian Fraga-Campos, UNCTAD</i>
15:00-15:20	Coffee break



CONCEPT NOTE

DAY 3, 07 October 2022	
15:20-17:30	Drafting a training strategy for new NTFC members (continuation) Group exercise <i>Speakers: UNCTAD</i>

DAY 4, 10 October 2022	
09:00-10:30	Drafting a training strategy for new NTFC members (continuation) Group exercise <i>Speakers: UNCTAD</i>
10:30-10:50	Coffee break
10:50-12:30	Presentation skills Group exercise 3 Presentation of the training strategy for new NTFC members: to different target groups <i>Speakers: Future trainers and UNCTAD</i>
12:30-13:30	Lunch break
13:30-15:00	Presentation skills (continuation) Group exercise 3 Presentation of the training strategy for new NTFC members: to different target groups <i>Speakers: Future trainers and UNCTAD</i>
15:00-15:20	Coffee break
15:20-16:30	Training trainers: TF issues, what is important for Angola? <i>Speakers: UNCTAD and future trainers</i>
16:30 – 17:30	Improvement of the TF Roadmap (continuation) <i>Speakers: UNCTAD and future trainers</i>

DAY 5, 11 October 2022	
09:00-10:30	<ul style="list-style-type: none"> - Preparing a Roadmap presentation and Training Strategy presentation for high level representatives and for the rest of the NTFC. - Presentation and communications skills summary and revision <i>Speakers: Future trainers and UNCTAD</i>
10:30-10:50	Coffee break



CONCEPT NOTE

DAY 5, 11 October 2022	
10:50-12:30	Preparing a Roadmap presentation and Training Strategy presentation for high level representatives and for the rest of the NTFC (continuation) <i>Speakers: UNCTAD and future trainers</i>
12:30-13:30	Lunch break
13:30-15:00	TF roadmap revision and launch strategy discussion <i>Speakers: UNCTAD and future trainers</i>
15:00-15:15	Coffee break
15:15-16:00	Closing session <ul style="list-style-type: none">- Evaluation of the workshop- Next steps- Closing ceremony, presentation of results and certificates

With funding by the European Union