



INDUCTION COURSE FOR NEW DELEGATES

3 September 2015, from 10 a.m. to 1 p.m.

Room XXVI, Palais des Nations, Geneva

- Objectives:**
- To familiarize new delegates with UNCTAD’s structure and relationship with the United Nations system as well as its activities and programmes.
- Focus:**
- UNCTAD’s mandate, principal activities and structure; the “three pillars” and their synergy.
What is the history of UNCTAD? What have been UNCTAD’s 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 welcomed.
- 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.
- Working languages:** Interpretation in the official languages of the United Nations will be provided.



PROGRAMME

Thursday, 3 September 2015

10 – 10.15 a.m.

Welcome and introductory remarks

- Mr. Joakim Reiter
Deputy Secretary-General of UNCTAD

10.15 – 11 a.m.

UNCTAD's history, mission and structure

- Mr. Miguel Bautista
Chief, Group Liaison Unit, Intergovernmental Support Service (ISS)

UNCTAD's intergovernmental pillar

- Ms. Lisanne Losier
Chief, Conference Servicing and Logistics, Intergovernmental Support Service (ISS)

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.

11 a.m. –

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

12.30 p.m.

- Ms. Anne Miroux, Director, Division on Technology and Logistics (DTL)
- Mr. Joerg Weber, Head, Investment Policies Branch, Division on Investment and Enterprise (DIAE)
- Mr. Alfredo Calcagno, Head, Macroeconomic and Development Policies Branch, Division on Globalization and Development Strategies (GDS)
- Mr. Bonapas Onguglo, Officer-in-Charge, Trade Environment, Climate Change and Sustainable Development Branch, Division on International Trade in Goods and Services, and Commodities (DITC)

[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.



PROGRAMME

Thursday, 3 September 2015 (cont'd)

11 a.m. –
12.30 p.m.

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

- Mr. Janvier Nkurunziza, Chief, Commodities Research and Analysis, Special Unit on Commodities (SUC)
- Ms. Lisa Borgatti, Economic Affairs Officer, Division for Africa, Least Developed Countries and Special Programmes (ALDC)

[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.

12.30 – 12.45 p.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.

12.45 – 1 p.m.

Questions and answers