



Induction Course

Friday, 19 October 2012
10 a.m. to 1 p.m.
Room XXVI, Palais des Nations, Geneva

- Objectives:**
- To familiarize new delegates covering UNCTAD with the organization's structure, relationship with the United Nations system as well as its activities and programmes
 - To provide an opportunity for newly arrived delegates to meet, discuss and network with each other on trade and development-related issues

- Focus:**
- UNCTAD's mandate, principal activities, structure of UNCTAD; the three pillars and their synergy

The history of UNCTAD; It's principal accomplishments; The key elements of the UNCTAD XIII outcomes

- The secretariat and its main substantive areas of work

Organization; Main substantive areas of work; The services available to delegations before and after meetings

- UNCTAD's intergovernmental machinery

Work and procedures

Participants: The course is intended for members of permanent missions who are new to UNCTAD. Other delegates are also welcome

Organization: The course will last 3 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 will be provided in the official languages of the United Nations



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PROGRAMME

- 10 a.m. –
10.10 a.m. **Welcome and introductory remarks**
Mr. Petko Draganov
Deputy Secretary-General of UNCTAD
- 10.10 a.m. –
10.25 a.m. **UNCTAD's history, mission and structure**
- 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
Ms. Masoumeh Sahami
Chief, ISS and Secretary of the Trade and Development Board
- 10.25 a.m. –
11.50 a.m. **UNCTAD's main substantive areas of work**
Presented by officials from the substantive divisions
- The presentations will focus on the analytical work of the divisions, and how this informs the intergovernmental pillar, and how this work is translated into action through the technical cooperation pillar
 - **Globalization, interdependence and development**
Mr. Raja Khalidi, DGDS
 - **Investment and enterprise**
Mr. James Zhan, Director, DIAE
 - **International trade**
Mr. Guillermo Valles, Director, DITC
 - **Africa, least developed countries and special programmes**
Mr. Shigehisa Kasahara, ALDC
 - **Technology and logistics**
Ms. Anne Miroux, Director, DTL
 - **Commodities**
Mr. Samuel Gayi, SUC

- 11.50 a.m. –
12 noon
- Coordinating and sustaining UNCTAD’s technical cooperation**
- This presentation focuses on the management of UNCTAD’s technical cooperation including its funding, coordination, and relation to the UN-CEB inter-agency cluster on trade and productive capacity
- Ms. Manuela Tortora
Chief, TCS
- 12 noon –
12.10 p.m.
- Outreach and communications** with delegations and the broader development community
- Ms. Christianne Stepanek-Allen
Chief, CIO
- 12.10 p.m. –
12.20 p.m.
- The Role of Group Liaison**
- This presentation focuses on the dynamics of the group system, and discusses key elements inherent in UNCTAD’s consensus building activities
- Mr. Miguel Bautista
Chief, Group Liaison Unit, ISS
- 12.20 p.m. –
12.30 p.m.
- The role of UNCTAD in the development architecture from the view point of the President of the Trade and Development Board**
- H.E. Mr. Jüri Seilenthal
President, Trade and Development Board
- 12.30 p.m. –
1 p.m.
- Questions and answers**

Abbreviations:

ISS	Intergovernmental Support Service
DGDS	Division on Globalization and Development Strategies
DIAE	Division on Investment and Enterprise
DITC	Division on International Trade in Goods and Services, and Commodities
ALDC	Division for Africa, Least Developed Countries and Special Programmes
DTL	Division on Technology and Logistics
SUC	Special Unit on Commodities
UN-CEB	United Nations System Chief Executives Board for Coordination
TCS	Technical Cooperation Service
CIO	Communications, Information and Outreach

