



## Induction Course

**Friday, 19 October 2012**  
**Palais des Nations, Room XXVI, Geneva, 10 a.m.**

- 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.



**Induction course  
Programme**

**Friday, 19 October 2012  
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10:00-10:10

**Welcome and Introductory Remarks**

Mr. Petko Draganov  
Deputy Secretary-General, UNCTAD

10:10-10:25

**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. Massoumeh Sahami  
Chief, UNCTAD's Intergovernmental Support Service, and  
Secretary of the Trade and Development Board

10:25-11:50

**UNCTAD's main substantive areas of work - *Presented by officials from the substantive***

- 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** ( DGDS, Mr. Raja Khalidi)
  - **Investment and enterprise** (DIAE, Director, Mr. James Zhan - tbc)
  - **International trade** (DITC, Director, Mr. Guillermo Valles - tbc)
  - **Africa, Least Developed Countries and special programmes** (ALDC, Director, Mr. Taffere Tesfachew)
  - **Technology and logistics** (DTL, Director, Ms. Anne Miroux - tbc)
  - **Commodities** (SUC, Mr. Samuel Gayi - tbc)

- 11:50-12:00      **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, Technical Cooperation Service
- 12:00-12:10      **Outreach and communications** with delegations and the broader development community
- Ms. Christianne Stepanek-Allen  
Chief, CIO
- 12:10-12:20      **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
- 12:20-12:30      **The role of UNCTAD in the Development Architecture from the view point of the President of the TDB**
- H.E. Mr. Jüri Seilenthal  
President of the Trade and Development Board
- 12:30-13:00      **Q & A**