United Nations Institute for Training and Research

Unitar Online Catalogue

Effective Writing in Multilateral Diplomacy

Cross-fertilizing Knowledge

Deadline: 28 May 2020

Type:	Workshop
Location:	Beirut, Lebanon
Date:	4 Jun 2020 to 5 Jun 2020
Duration:	2 Days
Thematic Area:	Multilateral Diplomacy
Website:	http://www.unitar.org/cdt
Price:	$799.00
Event Focal Point Email:	diplomacy@unitar.org
Contact Number:	+41 (0)22 917 8677

BACKGROUND

Report writing is one of the immediate follow-up tasks of participation in intergovernmental conferences, meetings and negotiations. This task is extremely time-consuming, even more so for the conference delegate who does not possess appropriate tools or does not apply a comprehensive methodology. During this training, you will learn how to improve the recording and summarizing of results of conferences and meetings for stakeholders interested in their

outcomes. Presentations and simulation exercises will strengthen the skills needed to analyze internationally agreed instruments and required national follow-up.

To formally apply, kindly send your updated CV and passport ID page to diplomacy [at] unitar.org (diplomacy[at]unitar[dot]org).

Note: Participation is on a first come, first served basis, and applications will be closed once we have reached the maximum number of participants and reopened only where an accepted participant cancels.

LEARNING OBJECTIVES

After this workshop the participants will be able to:

- Discern different forms and styles of diplomatic writing and reporting in multilateral diplomacy;
- Utilize open sources for diplomatic reporting including Meetings Coverage, Summary Records, Process Verbal and other sources;
- Improve the record and summary of results of an international conference/meeting for the national ministry/ department/agency concerned with the outcome;
- Analyze internationally agreed instruments and required national follow-up;
- Sustain the work of their governments in international conferences and negotiations.

METHODOLOGY

The course is designed to be interactive and participatory, including various pedagogical tools to enable the participants to function effectively and efficiently in multilateral conferences. The methodology of this course will include interactive presentations, group discussions, evaluation and discussion of practical guidelines and skills development exercises.

TARGETED AUDIENCE

The course targets mid to senior-level government officials in ministries and diplomats preparing for, taking part in conferences and/or chairing conferences.

The workshop is also open to staff of intergovernmental/nongovernmental organizations and senior managers from the private sector.

ADDITIONAL INFORMATION

The workshop will be conducted in English.

The workshop participation fee is 799 USD. For more information, please write an email to diplomacy [at] unitar.org (diplomacy[at]unitar[dot]org) or call +41 (0)22 917 8677 or visit www.unitar.org/cdt.