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United Nations Institute for Training and Research

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Information Session on the Structure, Retrieval, and Use of United Nations Documentation

Type:	Seminar
Location:	Geneva, Switzerland
Date:	29 Sep 2010
Duration:	1 Days
Programme Area:	Multilateral Diplomacy
Website:	http://www.unitar.org/mdp/
Price:	\$0.00
Event Focal Point Email:	diplomacy@unitar.org

BACKGROUND

This session is organized jointly with the Library of the United Nations Office at Geneva and conducted by professional UNOG librarians. The session's main objective is to present the UNOG Library's wealth of information and to enable participants to access and retrieve UN documentation more effectively and

efficiently. As a result, participants will be able to refine their knowledge on specific issues for their respective activities and exploit the wealth of information archived in the UN system.

LEARNING OBJECTIVES

At the end of the session, participants should be able to:

- Comfortably navigate the UNOG Library system;
- Access both hard-copy and electronic resources;
- Utilize other reference tools;
- Understand the interrelationship between the UN system and its complex documentation.

CONTENT AND STRUCTURE

The session will begin at 9:00 and continue until 13:30 at the UNOG Library, and will include a presentation from UNOG Library staff as well as a hands-on lesson using the facility's documentation retrieval system. The session will end with a guided tour of the UNOG Library.

METHODOLOGY

This information session is practice-oriented and includes hands-on training on the Official Document System of the United Nations (ODS) and other UN online reference tools. The UNOG Librarians offer to the participants the possibility to attend during the afternoon following the session information, or the next day, an individual session of exercises tailored to their needs (coaching). Appointments can be set at the group session in the morning.

TARGETED AUDIENCE

The session is open to members of Permanent Missions accredited to the United Nations Office at Geneva, in particular recently accredited diplomats.

ADDITIONAL INFORMATION

The number of participants is limited to 12 in order to ensure an intensive and interactive event. UNITAR reserves the right to make a selection among candidates, if necessary. The selected candidates are requested to regard their participation as a firm commitment and to attend the session in its entirety. Please do not apply if you think you may not be able to attend the session.

As from 1 July 2010, participation of delegates from OECD Member States is subject to a semi-annual subscription for core diplomatic training courses in Geneva (see letter CL/rha/10/249).

Delegates of non-OECD Member States may still participate free of charge. Other individuals wishing to participate may contact the UNITAR's Multilateral Diplomacy Programme to inquire about the terms and conditions.