



Workshop on Effective Writing in Multilateral Diplomacy (FULLY BOOKED)

Date limite: 11 déc 2023

Type:	Workshop
Emplacement:	Geneva, Switzerland
Date:	11 déc 2023 to 12 déc 2023
Durée:	2 Days
Zone du programme:	Multilateral Diplomacy
Site internet:	http://unitar.org/cdt
Prix:	1 000.00 \$US
Personne de référence de l'événement:	diplomacy@unitar.org

ARRIÈRE PLAN

Writing reports and other kinds of documents 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. A successful report depends firstly on the specific body of knowledge that the writer possesses and secondly on specialized techniques which allow the written transfer of that knowledge to be as smooth

and as effective as possible. Good and effective statements, reports, and other written documents leave no opportunity for the reader to miss or misunderstand any facts or arguments.

OBJECTIFS D'APPRENTISSAGE

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.

MÉTHODOLOGIE

The methodology of this course will include:

- Interactive Presentations
- Group discussions
- Evaluation and discussion of practical guidelines
- Skills development exercises

AUDIENCE VISÉE

This course is primarily open to:

- Members of Permanent Missions accredited to the United Nations Office in Geneva;
- Delegates of Ministries of Foreign Affairs and other government officials;
- Representatives of international, intergovernmental, and non-governmental organizations and Diplomatic academies;
- Professionals from the private sector.

INFORMATIONS SUPPLÉMENTAIRES

Insurance Waiver:

By applying to the Workshop on Effective Writing in Multilateral Diplomacy, all participants confirm that they are aware that the United Nations Institute for Training and Research (UNITAR) does not insure participants for this course. All participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including travel time.

Discount for Eastwest European Institute Alumni:

Alumni from the Eastwest European Institute can benefit from a 10% discount for this training. After you complete your application, kindly send your Eastwest Certificate of Participation to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)). UNITAR will verify your alumni status and, upon confirmation of the latter, apply the discount.

Certificate:

Participants who have attended all the sessions will receive a certificate of participation.

Registration:

To complete your registration, please write an email to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)) with your CV and a copy of your passport.

Note: Participation is on a first-come, first-served basis, and registration will be closed once we have reached the maximum number of participants.