

UNITAR United Nations Training Programmes – Comprehensive Proposal

Part I - Online Programmes



UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1963 as an autonomous body within the United Nations with the purpose of enhancing the effectiveness of the work of the UN and its Member States.

UNITAR designs and conducts close to 500 different training and knowledge sharing events per year for more than 322,410 beneficiaries worldwide. Activities include diplomats, other government officials, non-governmental representatives, local authorities and other stakeholders.

At the heart of UNITAR, the Multilateral Diplomacy Programme (MDP) delivers training and support workshops to address the needs of these international actors. MDP's activities cover a wide range of policy domains, including training on the United Nations system and skills development.

PURPOSE

The world has recently undergone a period with limited opportunities to engage in training activities with a face-to-face component. UNITAR has therefore designed a series of Online Training Programmes to keep on bringing the United Nations and its principles closer to the hearts and minds of participants.

In line with UNITAR's mandate, these programmes aspire to enhance participants' knowledge and skills in the areas of international affairs and diplomacy. This will enable them to work more effectively and efficiently in any multilateral environment.

Online training provides specific advantages for geographically and time constrained individuals to obtain information for their daily operations and future projects. The United Nations Online Training Programmes at UNITAR will create a lasting impact on their professional and personal development.



OVERVIEW

The UNITAR Online Training Programmes can last between two to six weeks, and all of them cover around 40-45 hours of workload. The distribution of this workload varies in following five different options in terms of its length, content. Per course a maximum of 50 participants are allowed.

Option 1: Six-week Programmes

This option is in line with most of the standard courses at UNITAR. A maximum of 50 participants can engage in the course and follow the content for the period of six weeks. Participants are not divided into sub-groups and the content runs in one thread from beginning to end.

Option 2: Four-week Programmes

With this option, UNITAR can design programmes with again a maximum of 50 participants per programme. These can either have the same or an entirely different content. Participants are not divided into sub-groups and the content runs in one thread from beginning to end.

Option 3: Three-week Programmes

Just as the previous option, UNITAR can design programmes with 50 participants each. These can also have customized content. Given the shorter period of time, its intensity would be higher than option 2.

Option 4: Two-week Programmes

UNITAR can design programmes with 50 participants. Given the shorter period of time, its intensity would be the highest.

Option 5: Customizable Programmes

Upon request, UNITAR designs and implements courses on multilateral diplomacy in close consultation with beneficiaries and partner organizations in order to meet participants' specific needs.



METHODOLOGY

UNITAR's Online Training Programmes run on UNITAR's virtual learning platform. Participants receive log-in credentials to this platform via email on the Friday before the course's starting date. All UNITAR Online Training Programmes contain the following basic components:

1. E-Learning Component

The e-Learning component serves as the foundation of all Online Training Programme. It consists of a series of reading materials, divided in modules, which can be studied asynchronously at any point during the course on UNITAR's platform. They contain links to external readings, recommended videos, engaging in the written discussion board forum and the assessment quizzes on the readings.

➤ Reading Material

Compulsory reading material teaching the basic concepts of the course's subject-matter, delivered both through the interactive software Articulate Storyline and a downloadable PDF.

➤ Discussion Boards

An online discussion board for participants to post questions or comments and engage in discussion with other participants, the course instructor and UNITAR staff.

➤ Assessment Quizzes

Assessment quizzes at the end of each module. To be eligible for the course certificate, a passing grade of 80% on these quizzes is required.



2. Live Component

Live components serve as the superstructure to the e-Learning Modules. They are held synchronously at defined times and comprise UN experts directly engaging with participants through the online software Zoom. The proportion of time participants spend on e-Learning Modules and Live Components varies and depends on the set-up of the specific Online Training Programme.

➤ 1.5 hour Live-Webinars

Live-webinars primarily focus on knowledge-transfer and allow participants to directly interact with the experts and UNITAR staff regarding the specific content under discussion.

➤ 3-hour E-Workshops

Focused on skills development, e-Workshops contain simulation exercises, group discussions and similar other interactive online elements.

➤ 2-hour Virtual Guided Tours

Participants will be able to get to know high-profile UN buildings such as the Palace of Nations or other UN agencies' headquarters through live-streamed guided tours.

3. Optional Additional Component: Projects

Some of UNITAR's Online Training Programmes also provide the option to incorporate a specific project for participants to work on and to hand in during the course of the programme. These potential projects need to be discussed in advance with the implementing partner and the criteria for grading as well as the workload need to be defined and adjusted. These projects could for instance be:

➤ Group Presentations

Participants form smaller groups of 3-5 individuals and together deliver a group presentation on a topic related to the course content at the end of the programme.

➤ Model United Nations (MUN) Simulation

Participants can receive training on how to engage in popular MUN simulation exercises and represent a country of their choice in the final simulation at the end of the programme.

➤ Mock Job-Interviews

Selected participants can also obtain the chance to participate in simulations of real UN job interviews, held by UN experts, which provide participants with instant feedback.

OVERVIEW OF ONLINE CONTENT

Name of Online Programme	Workload (Hours)	Duration (Weeks)	% of E-Learning-Component	% of Live-Component	Max. participants	Price (USD)
International Civil Servant Training Programme	40-45	6	75%	25%	50	32,000
UN Career Development Programme	40-45	4	35%	65%	50	32,000
UN Future of Work Programme	40-45	4	35%	65%	50	32,000
UN Human Rights Council Training Programme	40-45	3	30%	70%	50	32,000
UN Online Immersion Programme	40-45	2	20%	80%	50	32,000
Law of International Organizations and Treaties	40-45	3	60%	40%	50	32,000
International Humanitarian Law and Cyber Warfare	40-45	4	50%	50%	50	32,000
Training on Law of the Sea	40-45	3	70%	30%	50	32,000
Human Rights, Environmental Protection and Climate Change	40-45	2	20%	80%	50	32,000
UN Space Law Programme	40-45	3	30%	70%	50	32,000
Public Finance and Trade Programme	40-45	2-6	70%	30%	50	32,000

CONTENT

UNITAR is delighted to offer several different programmes, of which partner institutions can freely choose one or more. While all of them run entirely online, they vary in length, intensity and proportion of e-Learning component vis-à-vis live component:

I. International Civil Servant Training Programme

The International Civil Servant Training Programme is 6 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It allows participants to study about aspects at the intersection of diplomacy and technology, including artificial intelligence, cybersecurity and science diplomacy.

- **E-Learning Component (75 % of total workload)**

- The e-Learning course consists of six modules with a different topic each week
- one discussion forum per module
- Students are asked to answer to instructors' questions and engage in discussions

Module 1: The Neoteric Diplomat

Module 3: Cybersecurity

Module 5: Internet Governance

Module 2: Digital and Cyberdiplomacy

Module 4: Artificial Intelligence

Module 6: Science Diplomacy

- **Live Component (25 % of total workload)**

- Every week, there will be at least one live webinar with the experts and UNITAR staff
- Webinars will be 1.5 hour long and implemented every Wednesday of the week



II. The UN Career Development Programme

The UN Career Development Programme is 4 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It aims at building up participants' knowledge and skills on the UN with a specific focus on entry level positions. Its purpose is to bring participants to the point where they will be able to confidently and effortlessly apply for jobs in the UN system.



- **E-Learning Component (35 % of total workload)**

- One e-Learning module per week, focused on the UN system and skills development
- 4-5 hours of studying per week

Module 1: The United Nations System

Module 3: Negotiation Skills

Module 2: Conference Diplomacy

Module 4: Cosmopolitan Communication

- **Live Component (65 % of total workload)**

- 2-3 live components per week, 10-12 such sessions in total on the following topics:

1. Understanding the UN System

2. CV and Cover Letter Writing

3. Career Planning

4. Job Interview Training

III. The UN Future of Work Programme

The UN Future of Work Programme is also 4 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. They learn about rapidly changing world of work, following the four core components of this course: (i) the UN work environment, (ii) sustainable development, (iii) emerging technologies and (iv) skills for the future.



- **E-Learning Component (35 % of total workload)**

- The Program's backbone will be four e-Learning modules on UNITAR's virtual platform.
- Every module contains reading material, a discussion forum and a multiple-choice assessment quiz on the content.

Module 1: The United Nations

Module 2: Human Rights, Climate Change and the SDG's

Module 3: Artificial Intelligence

Module 4: The Art of Speechwriting

- **Live Component (65 % of total workload)**

- A number of 3-hour e-Workshops focused on the development of core diplomatic skills on the following topics:
 - Mastering the UN Job Application Process, Core Diplomatic Communication Skills, Multilateral Conferences and Diplomacy, The Sustainable Development Goals (SDGs), Negotiation Skills and Techniques
- The e-Learning modules will be complemented by a series of 1.5-hour live components with UN on the following topics:
 - The International Labour Organization (ILO), The ILO's Future of Work Initiative, Centennial Declaration on the Future of Work, Women Empowerment in International Affairs, Feminist Foreign Policy and Gender Inequality, UN Women, UN High Commissioner for Refugees (UNHCR)

IV. The UN Human Rights Council Training Programme

The Human Rights Council Training Programme is 3 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It aims to provide participants with the knowledge, skills and attitudes to understand the inner workings of the Human Rights Council and situate them within the broader context of the UN system.



E-Learning Component (30 % of total workload)

- The Program's backbone will be three e-Learning modules on UNITAR's virtual platform.
- In each module, a UN expert stands ready to engage with participants in writing in the Discussion Board Forum.

- **Module 1** – The United Nations
- **Module 2** – Human Rights, Climate Change and the SDG's
- **Module 3** – Conference Diplomacy

● Live Component (70 % of total workload)

- E-workshop trainers are experienced diplomats or other senior international officials
- UNITAR can organize e-workshops on the following topics:
 - The UN Human Rights Council, Leadership Skills, Negotiation Skills, Public Speaking Skills, The Sustainable Development Goals (SDGs), Conference Diplomacy, UN Resolution Writing Skills
- The e-Learning modules will be complemented by a series of 1.5-hour live components with UN on the following topics:
 - Genesis of the Human Rights Council, OHCHR and the Treaty Bodies, The HRC in a changing world, Digital Skills for Human Rights, Human Rights and Climate Change, Human Rights and Business

V. The UN Online Immersion Programme

The UN Online Immersion Programme is 2 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It provides participants with an intensive opportunity to learn about the United Nations' origins, main activities, different agencies as well as about International Geneva as a hub of multilateralism.

- **E-Learning Component (20 % of total workload)**

- The Program's backbone will be three e-Learning modules on UNITAR's virtual platform.
- In each module, a UN expert stands ready to engage with participants in writing in the Discussion Board Forum.

- **Module 1** – The United Nations
- **Module 2** – The Evolution of Diplomacy
- **Module 3** – The Sustainable Development Goals (SDGs)

- **Live Component (80 % of total workload)**

- As two-week programmes are the most intense, UNITAR will offer one live component of 3.5 hour every weekday of the programme (excluding weekends)
- UNITAR can organize e-workshops on the following topics:
 - Leadership Skills, Negotiation Skills, Public Speaking Skills, The Sustainable Development Goals (SDGs), Conference Diplomacy, United Nations Career Development, UN Resolution Writing, Digital Diplomacy, Science Diplomacy
- The content of webinars is the purpose and main activities of the specific UN agency:
 - United Nations Office at Geneva (UNOG), United Nations International Children's Fund (UNICEF), United Nations High Commissioner for Refugees (UNHCR), United Nations High Commissioner for Human Rights (OHCHR), World Meteorological Organization (WMO), World Health Organization (WHO), World Trade Organization (WTO)
- A number of 2-hour live-streamed guided tours can also be offered:
 - The historic Palais des Nations
 - Geneva's diplomatic district
 - The facilities of other UN agencies at Geneva such as WMO
 - The House of Peace, hosting the Graduate Institute Geneva and numerous NGOs

VI. Law of International Organizations and Treaties

UNITAR's course on the Law of International Organizations and Treaties is 3 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It is designed to cover both the theoretical and the practical aspects of this subject, starting with the basic notions, sources, subjects, principles, and scope of application of conventions forming the base of the Law of Treaties.



- **E-Learning Component (60 % of total workload)**
 - The course consists of the following modules:
 - **Module 1** – Definition, Principles and Legal issues of international organizations
 - **Module 2** – Functions & International responsibility of international organizations
 - **Module 3** – The Settlement of Disputes involving international organizations
 - **Module 4** – The Basic Notions, Sources and Principles of the Law of Treaties
 - **Module 5** – Preparation of Treaty Text, Reservations and Depositaries
 - **Module 6** – The Operation, Termination, Suspension of Treaties and Consequences
- **Live Component (40 % of total workload)**
 - Participants have the chance to engage with UN experts in webinars and e-workshops

VII. International Humanitarian Law and Cyber Warfare

This course is 4 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. Recent conflicts have demonstrated that the ravages of war continue to have a devastating impact especially on the civilian population. With the increasing number of states developing military cyber capabilities, the interplay between the “cyber” and “real” realm of war is addressed.



- **E-Learning Component (50 % of total workload)**
 - The digital and cyber warfare training includes 8 modules, introducing participants first to the fundamentals of international humanitarian law and then diving into the nexus of international humanitarian law and digital warfare.
 - **Module 1** – Introduction to International Humanitarian Law
 - **Module 2** – Applicability of International Humanitarian Law
 - **Module 3** – The Hague Law: Conduct of Hostilities
 - **Module 4** – The Geneva Law: Protection of the Victims
 - **Module 5** – Applicability of International Law to Cyber Operations
 - **Module 6** – Jus ad Bellum and its applicability to Cyber Operations
 - **Module 7** – The Jus in Bello and its applicability to Cyber Operations
 - **Module 8** – Cyber Participation
- **Live Component (50 % of total workload)**
 - Participants engage with UN experts in webinars and e-workshops

VIII. Training on Law of the Sea

This course is 3 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. The Law of the Sea touches not only upon matters of state's responsibilities and ability to use the world's oceans, but also refers to important environmental matters and addresses questions of the use of marine natural resources. With major trading routes leading over the earth's oceans, the economic and business aspects are of keen interest to states and the private sector alike.



- **E-Learning Component (70 % of total workload)**
 - The training on Law of the Sea is structured into nine modules:
 - **Module 1** – The Origins and Development of the Law of the Sea
 - **Module 2** -- The Establishment of Maritime Territory
 - **Module 3** – Maritime Jurisdiction and Entitlements
 - **Module 4** – Common Areas and the BBNJ Process
 - **Module 5** – Dispute Resolution and the Law of the Sea
 - **Module 6** – Maritime Delimitation
 - **Module 7**– The Exploitation of Marine Living Resources
 - **Module 8** – Piracy, Crime and Law Enforcement at Sea
 - **Module 9** – Under water Cultural Heritage
- **Live Component (30 % of total workload)**
 - The programme will feature a series of live-webinars and e-workshops.

IX. Human Rights, Environmental Protection and Climate Change

This course is 2 weeks of length, comprises a total workload of 40-45 hours and is open for a maximum of 50 participants. It covers the basic principles and concepts of human rights, the SDGs with emphasis on the goals and targets most relevant to environmental protection, and the increasingly relevant relationship between human rights and the environment.



- **E-Learning Component (20 % of total workload)**
 - The course consists of the following modules:
 - **Module 1** – Contextualization of Human Rights and Environmental Protection
 - **Module 2** – Environmental Protection and the SDGs
- **Live Component (80 % of total workload)**
 - Participants follow expert lectures by selected UN agencies such as UNEP or WMO.
 - A number of 2-hour live-streamed guided tours can also be offered:
 - The historic Palais des Nations
 - Geneva's diplomatic district
 - The facilities of other UN agencies at Geneva such as WMO
 - The House of Peace, hosting the Graduate Institute and NGOs

XI. Public Finance and Trade Programme

In addition to the above Online Training Programmes, UNITAR also offers the following training and capacity development opportunities to academic institutions in China that would allow young professionals to build up more finance and trade related knowledge and skills:

Training methodologies include:

- Online Training Programmes
- Live Online Training Sessions and Conferences
- Joint Certificate Programmes
- Blended Training Programmes
- On-Campus Training Workshops
- Applied research and project-related traineeship Programmes
- Applied research projects for student groups
- Mentoring of selected students
- Tri-partite training Programmes with the Industry, Academia or International Organizations
- Other training delivery mutually agreed

Like previously-mentioned courses, UNITAR's trade and finance-related Online Training Programmes cover a total workload of 40-45 hours, can be distributed across 2-6 weeks of length, contain different proportions of e-Learning components vis-à-vis live components and are open to a maximum of 50 participants per programme:

Thematic areas include:

- Trade and Finance
- Entrepreneurship and Private Sector Development
- Frontier Technology including Artificial Intelligence, Blockchain, Big Data and Robotics
- Digital Finance and Biotechnology including FinTech Applications and Impact
- Anti-corruption and Combatting Financial Crime
- Upskilling and reskilling for the 4th Industrial Revolution
- Women/Youth empowerment and Leadership
- eHealth and Telemedicine
- Cyber Security, Infrastructure Security, Digital Forensics, Cyberweapon Risk Reduction
- Multilateral Trade Negotiations, Arbitration and Dispute Resolution
- Good Governance and Ethics
- Trade, Business, and Investment Facilitation
- Financial Literacy and Inclusion
- Green and Circular Economy
- Women's Economic empowerment
- Youth Leadership and Global Changemakers
- Post-conflict reconstruction and reconciliation
- Other topics of interest by the academic institutions

ESTIMATED BUDGET

The price for one Online Training Programme of all provided options, covering a total workload of 40-45 hours per programme, distributed across 2-6 weeks, for up to 50 participants per programme, is **32,000 USD**.

Budget Line	USD
E-Learning Platform Self-Learning Content	
Expert Lectures and Webinars	
Digital Reading Materials	
Assessments and Certification	
UNITAR Logistics Assistance	
Feedback and Mentoring from UN Staff	
Cross UN Agency Coordination	
UN Application Simulation	
TOTAL	32,000

The budget estimate is valid for a period of twelve months. Funds for the implementation of the training programme should ideally be transferred to UNITAR immediately upon conclusion of the letter of agreement and at least two weeks before the start date of the training programme

UNITAR United Nations Training Programmes – Comprehensive Proposal

Part II – Field-Visits



PURPOSE

UNITAR designed training programmes offering participants a full immersion into the UN's multilateral working environments in Tokyo and Hiroshima (Japan), Bangkok (Thailand) and Geneva (Switzerland). The overarching purpose of this activity is to bring the United Nations closer to the hearts and minds of participants.

UNITAR also intends to strengthen the participants' conviction of the principles enshrined in the UN charter, especially multilateralism. In the long term, this does not only result in participants' more favourable view on the organisation, but also in a higher willingness to cooperate.

In line with UNITAR's mandate, the UN Immersion Programme (Asia and Geneva) also aspires to enhance participants' knowledge and skills related to international affairs and diplomacy. This will enable them to work more effectively and efficiently in any multilateral environment.



OVERVIEW

I. United Nations Asia Immersion Programme

The UN Asia Immersion Programme consists of an organized study visit of several days for a group of students to Asian cities with strong UN presence, particularly Tokyo and Hiroshima (Japan) and Bangkok (Thailand). In terms of format and length, there are several options:

Option 1: One-Week Study Visit to Japan or Thailand

This option consists of a 5-day agenda, covering a total workload of 40-45 hours of face-to-face training. The programme runs from morning to evening every day of the week. In order to guarantee a smooth implementation, UNITAR suggests to limit the maximum number of participants for this option to 30.

Option 2: Two-Week Study Visit to Japan or Thailand

This option consists of a 10-day programme, covering a total workload of 40-45 hours of face-to-face training, and is suitable for up to 60 participants. It offers half-day programmes, but with two groups of up to 30 students each being in Tokyo and Hiroshima or Bangkok at the same time. Group 1 has programme in the morning and the afternoon free, group 2 vice versa.

UNITAR will tailor the content of the UN Asia Immersion Programme exactly to participants' expectations. For this purpose, it will send a Training Needs Assessment prior to the activity. UNITAR will then coordinate the results with conferences and events offered at that time.



II. United Nations Geneva Immersion Programme

The UN Immersion Programme consists of an organized field visit of several days for a group of participants to Geneva, Switzerland. In terms of format and length, there are several options how this field visit could be organized:

Option 1: One-Week Field Visit

This option consists of a 5-day agenda, covering a total workload of 40-45 hours of face-to-face training, and providing programme from morning to evening every day of the week. In order to guarantee a smooth implementation, UNITAR suggests to limit the maximum number of participants for this option to 30.

Option 2: Two-Week Field Visit

This option consists of a 10-day programme, covering a total workload of 40-45 hours of face-to-face training, and is suitable for up to 60 participants. It offers half-day programmes, but with two groups of up to 30 students each being in Geneva at the same time. Group 1 has programme in the morning and the afternoon free, group 2 vice versa.

UNITAR will tailor the content of the Immersion Programme exactly to participants' expectations. For this purpose, it will send a Training Needs Assessment prior to the activity. UNITAR will then coordinate the results with conferences and events offered at that time.



CONTENT

UNITAR will provide a nuanced-balance between UN-related expert lectures, training workshops, guided tours, career development sessions and group projects. It distinguishes between foundational content (which is contained in all field visits to Japan, Thailand, Switzerland) and location-specific content. The exact proportion of these components per training can be discussed with the implementing partner before the implementation of the programme.

Foundational Content

Expert Lectures:

UNITAR organizes a series of 1-2-hour expert lectures on the United Nations, in which participants directly learn from the experience of policy practitioners. UNITAR experts will fly from Geneva to Japan and Thailand to deliver the following foundational components:

- Introduction to the United Nations System
- Themes and Actors in International Affairs
- The Sustainable Development Goals (SDGs)

Hosting 35 international organizations and more than 250 NGOs, Geneva offers itself for a whole series of potentially formative experiences.

UNITAR's contacts across International Geneva allow it to organize a whole series of 1-2-hour expert briefings, in which participants can directly learn from the experience of policy practitioners.



Training Workshops:

As its core activity and *raison d'être*, UNITAR is able to provide several face-to-face workshops to the participants. These are delivered by UN experts such as current policy practitioners or retired ambassadors, which are specifically flown in from Geneva for the purpose of these trainings:

- Leadership Skills
- Negotiation Skills and Techniques
- Public Speaking and Presentation Skills
- Assertiveness and Influencing Skills
- Cross-Cultural Communication Skills
- Multilateral Conferences and Diplomacy



Career Development Sessions:

UNITAR can also offer several 1–2-hour sessions on how to start your professional career and find your way out of university into the world of international organizations. Again, delivered by experienced UN diplomats, these sessions include the following elements:

- How to be selected for UN Internships
- CV and Cover Letter Writing Skills
- Preparing for UN Job Interviews
- UN Projects and Practicalities
- Becoming a UN Diplomat
- Climbing the UN Internal Hierarchy

Group Projects:

UNITAR also sees the organization of group projects during the participant's stay in Japan and Thailand as a vital component of a UN field visit. These projects can take a number of different formats, and can include the following elements:

- delivery of group presentations at the end of the field visit
- organization of a final Model United Nations (MUN) session
- simulation exercises of multilateral or SDG-related negotiations



Location-Specific Content

In addition to the foundational components, which are included in all UN Asia Immersion Programmes, UNITAR is also able to offer a series of content components which are specific to the location in which the field visit takes place:

Japan – Tokyo and Hiroshima

As one of UNITAR's office is located in Hiroshima, it offers itself perfectly to be one center for training participants. The second center in Japan is the "UN House" in Tokyo, which hosts the UN University and other UN organizations. UNITAR can arrange sessions on the following UN agencies:

- UNITAR Hiroshima Office
 - o United Nations Institute for Training and Research (UNITAR)
- UN House Tokyo
 - o United Nations University (UNU)
 - o United Nations Development Programme (UNDP)
 - o International Labour Organization (ILO)
 - o UN Information Centre (UNIC)
 - o United Nations Children Fund (UNICEF)
 - o United Nations Industrial Development Organization (UNIDO)
 - o United Nations Office for Project Services (UNOPS)
 - o United Nations Populations Fund (UNFPA)



- Other UN agencies in close proximity to the UN House Tokyo
 - o UN High Commissioner for Refugees (UNHCR) Regional Representation in Japan
 - o UN Women
 - o World Intellectual Property Organization (WIPO)
 - o IAEA Regional Office Tokyo
 - o International Monetary Fund (IMF) Regional Office
 - o International Organization for Migration (IOM)

- Other international organizations in Tokyo:
 - o Organization of Economic Cooperation and Development (OECD) Tokyo Centre
 - o Asian Development Bank (ADB)
 - o ASEAN Japan Centre



Guided Tours:

In both Tokyo and Hiroshima, UNITAR can arrange a series of tours to complement the field visit. In addition to tours through the UN facilities, this can be a guided tour through the Hiroshima Peace Park, the Hiroshima Castle, the Shukkeien Garden, well as downtown Tokyo.

Cultural Activities:

To complement the experience within the multilateral environment, UNITAR blends the above-mentioned components with cultural activities, allowing participants to enjoy the culture and traditions of Japan. This can be a traditional Japanese dinner and a visit to local museums.

Thailand – Bangkok

Hosting 18 UN organizations and more than 90 NGOs, Bangkok offers itself for a whole series of formative experiences. UNITAR's will host the activity in the UNESCAP Building and offers training sessions with the following local UN agencies:

- United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)
- United Nations Education, Scientific and Cultural Organization (UNESCO) -
- United Nations Office on Drugs and Crime (UNODC)

- United Nations Children's Fund (UNICEF)
- Food and Agriculture Organization (FAO)
- International Labour Organization (ILO)

- United Nations Development Programme (UNDP)
- International Organization for Migration (IOM)
- United Nations Environment Programme (UNEP)

- UN Women
- UN Food and Population Fund (UNFPA)
- UN High Commissioner for Refugees (UNHCR)

- UN Office for Disaster Risk Reduction (UNDRR)
- UN Office for Project Services (UNOPS)
- UN Volunteers



Guided Tours :

Bangkok is rich in historic buildings and other facilities important for international affairs. UNITAR can offer a series of guided tours thanks to its access to United Nations related buildings across the city.

- The United Nations Building in Bangkok (Private guided tour)
- The facilities of the World Health Organization (WHO)
- City tour through the diplomatic district of Bangkok



Multilateral Conferences:

UNITAR offers participants to attend international conference and meetings and thereby experience multilateral negotiations first-hand. These can be meetings, seminars and workshops of UNESCAP, committees and ministerial conferences or other intergovernmental meetings.

Cultural Activities:

To complement the immersion, UNITAR can blend the above-mentioned events with cultural activities, allowing students to immerse themselves in the Thailand culture and enjoy Thailand's beauty. These can be a traditional Thai dinner, an excursion to the Floating Markets or a visit of the Grand Palace.

Switzerland – Geneva

UNITAR's will host the activity in the historic Palace of Nations and aims at a healthy balance between the following different components. UNITAR can arrange sessions on the following Geneva based UN agencies:

United Nations Office at Geneva (UNOG)

- United Nations High Commissioner for Human Rights (OHCHR)
 - United Nations High Commissioner for Refugees (UNHCR)
 - United Nations International Children's Emergency Fund (UNICEF)
 - United Nations Environment Programme (UNEP)
 - United Nations Development Programme (UNDP)
 - World Meteorological Organization (WMO)
 - World Health Organization (WHO)
 - World Trade Organization (WTO)
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- Permanent Mission of Switzerland to the United Nations in Geneva
 - Permanent Mission of Germany to the United Nations in Geneva
 - Permanent Mission of China to the United Nations in Geneva



Guided Tours :

Geneva is rich in historic buildings and other facilities important for international affairs. UNITAR can offer a series of guided tours thanks to its access to buildings across the city. Previous UNITAR field visits have included the following guided tours:

- The United Nations' Historic Palace of Nations (3-hour extensive private guided tour)
- The seat of UN's High Commissioner for Human Rights (Palais Wilson)
- The Museum of the International Committee of the Red Cross (ICRC)
- The facilities of the World Trade Organizations (WTO)
- The House of Peace, hosting the Graduate Institute of International Studies (IHEID) and NGOs



Multilateral Conferences:

With its 10,000 conferences a year, the United Nations Office at Geneva (UNOG) counts as one of the most active international conference centres in the world. UNITAR offers participants to attend such meetings and thereby experience multilateral negotiations first-hand:

- Human Rights Council
- Conference on Disarmament
- Committee against Torture (CAT)
- Committee on the Discrimination against Women
- Committee on the Elimination of Racial Discrimination
- Committee on the Rights of Persons with Disabilities
- Committee on the Protection of Rights of all Migrant Workers
- United Nations Conference for Trade and Development (UNCTAD)

Cultural Activities:

To complement the immersion into the UN environment in Geneva, UNITAR can blend the above-mentioned events with cultural activities, allowing students to immerse themselves in the Swiss culture and enjoy Switzerland's beauty. Previous field visits to Geneva have included the following activities:

- Dinner Cruise on Lake Geneva
- Traditional Swiss dinner including Swiss music
- Open-air cinema and free concerts at Lake Geneva
- Excursion to the UEFA Museum in Nyon
- Excursion to the Olympic Museum in Lausanne
- Excursion to medieval French towns Yvoire and Annecy



TRAINING METHODOLOGY

UNITAR's training programs are designed to be highly interactive and participatory. Activities will include a high level of direct exposure to policy practitioners and diplomatic settings, thereby gaining a thorough knowledge and understanding of the topic.

Any workshop will be built on four pedagogical pillars: concept learning (lectures, presentations), role-playing (exercises, simulations), experience sharing (panels, group discussions) and exposure to real world problems (case illustrations, video analysis).

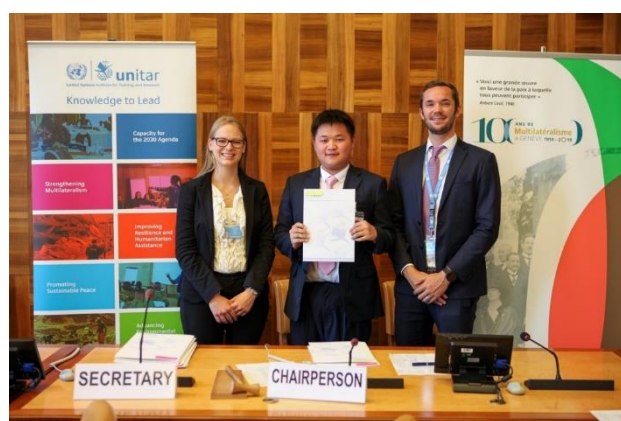
The vast majority of the activities will take place in the English language. However, UNITAR is also able to organize activities in other languages, including briefings with UN officials speaking the requested language or members of a specific country's representation in the city.

PARTICIPANTS

All UN Immersion Programmes are geared towards participants from a variety of different backgrounds. In addition to diplomats or other government officials, these can also include university students and other young aspiring international actors.

While online training programmes at UNITAR are usually limited at fifty participants, the nature of the field visit only allows for a lower ceiling. Either of the three options therefore can accommodate a maximum amount of 30 participants per field visit.

After finishing the field visits programme and meeting all requirements, participants will be awarded a UNITAR certificate of completion. Outstanding participants may qualify for a letter of recommendation written by UNITAR staff to support job applications or other future career steps.



SAMPLE CERTIFICATE AND RECOMMENDATION LETTER

Sample UNITAR Certificate of Completion – Front:



Sample UNITAR Certificate of Completion – Back:

UNITAR UNITED NATIONS YOUTH DEVELOPMENT PROGRAMME	
LEARNING OBJECTIVES <p>In line with UNITAR's founding mandate, this programme's main purpose is to enhance participants' knowledge and skills in the area of international affairs and diplomacy. This will empower them to work more effectively and efficiently in any multilateral setting.</p> <p>By the end of the programme, participants should be able to:</p> <ul style="list-style-type: none">• Explain key components of the United Nations system and its agencies• Familiarize oneself with International Geneva as a city of multilateralism• Apply core skills and techniques of common diplomatic practice• Develop critical knowledge for careers in international organizations• Adapt values and principles enshrined in the United Nations Charter	METHODOLOGY <p>This programme provides participants with a series of different educational formats. During the field visit, UNITAR hosts most of the activities in the historic Palace of Nations and provides a balance between the following different components:</p> <ul style="list-style-type: none">• Expert lectures• Training workshops• Multilateral conferences• Private guided tours• Career development sessions• Simulation exercises• Cultural activities
MODULES <p>The UN Youth Development Programme consists of a one-week-long field visit to the United Nations and other international organizations in Geneva. The content of the programme consists of the following five broad themes:</p> <ul style="list-style-type: none">• Theme 1: The United Nations• Theme 2: Environment and Sustainable Development• Theme 3: Core Diplomatic Skills• Theme 4: Global Governance• Theme 5: International Affairs	CERTIFICATE <p>UNITAR attests that the bearer of this certificate has successfully completed this programme and has fulfilled all course requirements including: reading and assimilating all course modules and resources; participating in discussions; attending all conferences, seminars and cultural activities during the field visit; completed daily briefings.</p>
<div><div>UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (UNITAR) DIVISION FOR MULTILATERAL DIPLOMACY POSTAL ADDRESS: UNITAR Palais des Nations 1211 Geneva 10, Switzerland STREET ADDRESS: 7 bis, Avenue de la Paix CH-1211 Geneva, Switzerland TELEPHONE: +41 22 917 87 16 EMAIL: diplomacy@unitar.org WEBSITE: www.unitar.org/mdp Ref: August 2023</div></div>	

Sample UNITAR Letter of Recommendation:



RHA/jc/2023/0962

Geneva, 09 September 2023

Subject: Recommendation Letter for Mr. Wu Zhenyu

Dear Sir or Madam,

It is with absolute pleasure that I write this letter of recommendation for Mr. Wu Zhenyu. I have known Mr. Wu as one of my participants during the *United Nations Youth Development Programme*, a study-visit organized by UNITAR that took place from 21 August – 25 August 2023 in Geneva, Switzerland. The programme consisted of a series of expert lectures, training workshops, multilateral conferences and guided tours related to the United Nations and other international organizations in Geneva.

As the UN Youth Development Programme brought students into a highly international environment, it required them to be competent in the use of English language, demonstrating cross-cultural sensitivity as well as a decent understanding of international affairs. Mr. Wu excelled in all of these aspects. From my observation, he also developed an excellent rapport with his fellow participants and proved curious and outspoken in his relation to the United Nations' experts and trainers.

From the very beginning, Mr. Wu stood out by being among the most motivated participants to learn about international affairs. His performances in the training workshops on the Sustainable Development Goals (SDGs), negotiation skills and public speaking skills bore testimony to a genuine interest in contributing to the UN and its cause.

I am thus convinced that Mr. Wu is an excellent choice for your programme as he was for mine. I am certain he will prove to be a valuable member to your group and make most of any opportunity he is being offered. Please do not hesitate to contact me in case you may need further elaboration regarding my assessment of Mr. Wu's character and capability.

Yours sincerely,



Julian Caletti

Division for Multilateral Diplomacy

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EXPERT BIOGRAPHIES



Mr. Jérôme L'host, expert for Negotiation Skills and Leadership Skills, is a dedicated senior consultant based in Geneva and Moscow, working internationally with both the private and the public sectors.

Mr. L'host attended the University of Savoie where he studied Public Administration & Economics (AES). Mr. L'host is a certified Myers-Briggs Type Indicator (MBTI) Coach, a UN-certified Coach and Trainer, as well as a Synaps-certified, and LSA (Leadership Style Analysis) Coach. Prior to establishing himself as an Independent Consultant in 2009, Mr. L'host was a European Board Member and the Country Manager of both Switzerland and Russia for Dynargie Switzerland SA (International Training & Consulting group), with whom he worked for thirteen years.

Mr. L'host has managed more than 40 large-scale international projects in more than 30 different countries. He is the founder and general manager of *The November Company*, a training and consulting group.

Mr. Rabih El-Haddad, is the Director of the Division for Multilateral Diplomacy at the United Nations Institute for Training and Research (UNITAR).

His work also includes developing and delivering training on the United Nations system with a focus on the multilateral working environment at Geneva. Rabih is also closely involved in the Institute's training in areas related to conference diplomacy and multilateral negotiations, the universal human rights protection mechanism and the work of the Human Rights Council.



His training primarily targets diplomats at missions accredited to UN Offices at Geneva, Vienna and Nairobi, as well as government officials from foreign affairs and other ministries at the country level in Africa, Asia, Europe and South America. Before joining the UN, Rabih worked in the field of Management Development with private business consulting companies. He holds a “Diplôme D'études Approfondies” (DEA) and a Master of Laws (LLM) in International Economic and European Law from the Universities of Geneva and Lausanne.



Ms. Marie-José Astre-Démoulin, expert for Leadership Skills and UN Career Development, worked for 15 years in the *Staff Development and Learning Section* of the United Nations Office in Geneva. She delivered workshops linked with conflict resolution, interpersonal skills and performance management to UN staff members. She conducted team building sessions and assisted managers faced with difficult situations across continents.

Marie-José also developed and delivered activities linked with career development: CV writing and interviewing skills. Overtime, she became a lead trainer for HR officers and managers at the United Nations Office at Geneva sitting in recruitment panels. She is now a consultant and a coach. Her clients include private companies, international organizations and universities.

In addition, she acts as an Expert for Cross-Cultural Communication issues in the *Museum of Communication* in Bern.



Ms. Claire Doole, expert for Public Speaking Skills and Media Relations, is a former BBC reporter in London, Brussels and Geneva and spokesperson for the UN, International Federation of the Red Cross and WWF International. Claire specialises in working with international organisations and companies. *She truly believes that communications is a skill not a talent. With preparation and practice, every person she has trained has improved in leaps and bounds.*

Whether you are starting your career, in mid or senior management or leading a company or organisation, Claire can help you get your message across clearly, concisely and compellingly. *From training all over the world, she is convinced that non-native speakers can be just as effective*

communicators, sometimes more so, than native speakers.

As well as an expert coach and trainer, Claire is a sought after moderator and Master of Ceremonies. She has facilitated panel discussions with presidential candidates, Vice-Presidents, government ministers, heads of international agencies and the CEOs of Fortune 500 companies. Holding British and Swiss nationalities, Claire speaks 4 languages and is based in Geneva. She works with a team of expert trainers for specific workshops, who are former international broadcasters and communications professionals. They ensure you will get the knowledge and skills to be a more impactful communicator.



Mr. Lars Tillfors, expert for Multilateral Conferences and Diplomacy, is a former Swedish Diplomat with a long experience of both Multilateral and Bilateral Diplomacy and negotiations with postings in New York, Geneva and Washington D.C. as a delegate and international civil servant.

He is experienced in running international and intergovernmental meetings and in interagency affairs as well as managing contacts with Missions and Member States delegates. He has been a consultant for UNITAR for many years and has performed training of Young Diplomats and International Civil Servants in Multilateral Diplomacy and UN negotiations.



Ms. Alice Richard, expert for the Sustainable Development Goals, is passionate about driving social impact. Her purpose is to inspire and empower people to take positive action.

A former United Nations staff member, she worked for UNICEF for 14 years, leading product-based fundraising and managing strategic corporate partnerships, before co-founding Co-CREATE ImpACT, an innovative social impact training company. In her new role, she harnesses the power of play to bring sustainability to life using game-based learning and immersive workshops.

She is the first certified facilitator of the 2030 SDGs Game in Switzerland.



Mr. Julian Caletti, expert for the UN System and virtual guided tours, is a young professional at the United Nations Institute for Training and Research (UNITAR) based in Geneva. Prior to this post, he worked for three years at the Information Service of the United Nations Office at Geneva (UNOG).

At UNITAR's Division for Multilateral Diplomacy, Julian is primarily responsible for the United Nations Immersion Programme, the Young Leaders Training Programme as well as other field visits and online programmes. In addition, he is in charge of trainings regarding UNITAR's new concept of the International Civil Servant Programme, examining the intersection between diplomacy and technology.

ESTIMATED BUDGET

The standard budget for a one-day training, comprising a total workload of 8-9 hours with UNITAR is **11,000 USD**.

The standard budget for a full one-week study visits, comprising a total workload of 40-45 hours, the cost for a field visit to Japan or Thailand or Geneva for a group up to 30 participants is **46,000 USD**.

In case two groups will be run simultaneously for two weeks of half-day programmes, comprising a total workload of 40-45 hours per group, the cost for a field visit to Japan or Thailand or Geneva, with a total of up to 60 students, is **92,000 USD**.

Budget Line	USD
Exclusive UN Welcome Package	
Welcome Lunch	
Boat Cruise on Lake Geneva	
Public Transport Coverage during Field Visit	
Entrance Fees for UN/Geneva Attractions	
Expert Lectures Inside UN Geneva	
Exclusive Guided Tour	
Reading Materials	
TOTAL	46,000

The budget estimate is valid for a period of twelve months. Funds for the implementation of the training programme should ideally be transferred to UNITAR immediately upon conclusion of the letter of agreement and at least two weeks before the start date of the training programme

ROLES AND RESPONSIBILITIES

UNITAR will be responsible for the overall development, design and implementation of the Online Training Programme and field-visits. It will closely liaise with CCIPE and the individual partner institution regarding the organizational details, needs assessments, design of substantive content and evaluations.

CCIFE will be responsible to distribute UNITAR's offer of training programmes across its network of Higher Education Institutions (HEIs) in China. CCIPE will be further responsible to facilitate the authorization of the programmes with relevant Chinese authorities.

The individual partner institution will be responsible for advertising the selected activity among its student body. It will further manage the recruitment of participants, the collection of their personal data necessary for course registration and further organizational details.

The partner institution will, where possible, also support the programme financially and will collect the (remaining) individual fees from students and transfer the required budget to UNITAR.

CONTACT

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