

COURSE SYLLABUS

Multilateral Conferences and Diplomacy for SIDs and LDCs Negotiators

e-Learning | 14 October – 10 November 2019



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Disclaimer and Acknowledgements

Please carefully read the Disclaimer and Acknowledgements documents located on this course's home page before beginning the course for more information about the terms and conditions of use of UNITAR's virtual learning environment and acknowledgement of those organizations for their authorization to use audio transcripts, webcasts and photographic imagery.

Course Presentation

The United Nations and its related bodies, agencies and programmes convene thousands of formal and informal, and official and unofficial meetings and conferences each year. Whether for deliberation, negotiation, decision-making or standard-setting, conferences are important vehicles for multilateral diplomacy. Governments and increasingly other actors such as international and non-governmental organizations use multilateral conferences as a means to achieve important policy objectives. As the number of conferences and meetings rises, the number of stakeholders involved in conference processes has increased proportionately. While diplomats remain at the centre of diplomacy, government officers assigned to line ministries and agencies, as well as staff of intergovernmental organizations and NGOs, are increasingly finding themselves in the role of the multilateral conference delegate.

The United Nations Institute for Training and Research (UNITAR) has developed the e-Learning course Multilateral Conferences and Diplomacy to increase awareness and understanding of the mechanics and working methods of multilateral conferences and diplomacy, and impart knowledge and skills to enhance the capacity of delegates to prepare for, and perform effectively in, such conferences.

ECBCheck Certification



This course on Multilateral Conferences and Diplomacy has been ECB Check Certified. You will find the ECB Check Certificate on the homepage of the course.

The ECBCheck is a quality improvement scheme for e-Learning programmes. It supports organizations to measure how successful their e-Learning programmes are and allows for continuous improvement through peer collaboration and benchlearning.

ECBCheck forms a participative quality environment which allows its members to benefit in a variety of ways by having access to tools and guidelines for their own practice on the one hand, and being able to obtain a community based label on the other hand.

Course Outline

Module 1: Introduction to the World of Multilateral Conferences (14 – 20 October 2019)

- Lesson 1: Introduction - Why are there conferences?
- Lesson 2: Purpose and power in conferences
- Lesson 3: Basic elements of conferences

Estimated learning time: 8 – 10 hours

Module 2: The Formal and Informal Process of Conferences (21 – 27 October 2019)

- Lesson 1: Step-by-step through a conference
- Lesson 2: Formal proceedings
- Lesson 3: Informal processes
- Lesson 4: Strategies

Estimated learning time: 8 – 10 hours

Module 3: The Negotiation and Decision-Making (28 October – 03 November 2019)

- Lesson 1: Key concepts of negotiation
- Lesson 2: Successive phases of negotiation
- Lesson 3: Negotiation processes in conferences
- Lesson 4: Negotiation strategies, tactics and techniques
- Lesson 5: Decision-making

Estimated learning time: 8 – 10 hours

Module 4: Preparing for an International Conference (04 – 10 November 2019)

- Lesson 1: Introduction
- Lesson 2: Preparation at the national level
- Lesson 3: Preparation by the delegation
- Lesson 4: General approach to multilateral diplomacy

Estimated learning time: 8 – 10 hours

Contents and Learning Objectives

| Module | Content | Learning objectives At the end of the module, you will be able to: |
|--|--|--|
| Module 1 (1 week) Introduction to The World of Multilateral Conferences | <ul style="list-style-type: none"> • Types, functions and outcomes of conferences • Purposes in conferences at the collective, country and individual level • Power in conferences • Basic elements of conferences • Conference dynamics • Rules of procedure | <ul style="list-style-type: none"> • Describe different types of multilateral conferences • Explain the main functions and outputs of multilateral conferences • Differentiate between the collective, national and individual purposes at conferences • Differentiate between permissive and limiting mandates, and provide examples |
| Module 2 (1 week) The Formal and Informal Process of Conferences | <ul style="list-style-type: none"> • Pre-conference preparations • Opening of the conference and management of the conference • Adoption of the agenda and rules of procedure • Organization of work and other administrative issues • Conference closure and follow-up • Formal proceedings, including the elements of the typical rules of procedure • Informal processes • Strategies at different phases of the conference | <ul style="list-style-type: none"> • Describe what needs to be done at the different stages of an international conference, beforehand, during and afterward • Identify different types of pre-session and in-session conference documents • Differentiate between the successive phases of the work of a conference • Describe the rules of procedure and the main points which they cover • Explain what is meant by consultation, the many forms it takes and its importance • List the five different levels of engagement open to a delegation and describe strategies applicable to each one |
| Module 3 (1 week) The Negotiation and Decision-Making | <ul style="list-style-type: none"> • Key concepts of negotiation • The nature and actors of negotiation • Successive phases of negotiation: the opening, action, and conclusion of negotiations • Negotiation processes of conferences: informal, formal, group and elaborate textual negotiation • Negotiation strategies, tactics and techniques • Decision-making | <ul style="list-style-type: none"> • Describe the nature and dynamics of international negotiation • Explain a number of key negotiation concepts, such as issues, interests, alternatives to a negotiated agreement, and negotiation power • Identify a number of different types of negotiation strategies and techniques • Formulate ways to re-start stalled negotiations, or constructive ways of responding to difficult negotiators • Define the attributes of good negotiated outcomes |
| Module 4 (1 week) Preparing for an International Conference | <ul style="list-style-type: none"> • The meaning, importance and stakes of preparing for a conference • Preparation at the national level • Consultation with the various actors who are involved in the conference • Preparation by the delegation • General approach to multilateral diplomacy | <ul style="list-style-type: none"> • Identify the preparations to undertake at home or abroad before a conference • Describe the requirements for effective management of a delegation • Explain the good practices followed by the most effective delegations to prepare themselves for an international conference • Identify the general approach to conference diplomacy which is likely to produce the best results for you and your government |

Methodology

The course will be delivered via the e-Learning platform Moodle (please see the course *User's Guide* for instructions on using this platform). This pedagogical tool will help the student meet the course's learning objectives through a self-paced study routine supported by multimedia, optional and required readings, discussion forums, assessment quizzes, and a wealth of other information. Adapted specifically to full-time professionals, students will learn by: absorbing (reading), doing (activities), interacting (socializing), and reflecting (relating to personal experience).

Materials will be posted online on a weekly basis (see Complete Course Schedule under Study Planning section for more details). Your course is divided into four modules.

All three modules contain the same structural elements:

- Contents
- Learning Objectives
- Lesson Material (text, video, documents, and glossary terms)
- Assessment
- Discussion Board

Grading Policy and Course Completion

Students are eligible for a course certificate upon successful course completion. Successful completion requires:

- **an 80% passing grade on EACH of the four module-based assessments** (8 out of 10 questions correct); you may take each assessment up to **3 times** (questions are randomized from a larger pool of questions and therefore will change upon assessment attempts);
- participation in the weekly Discussion Board forums; your posts will be evaluated according to both **quantity and quality** (e.g., content relevance and contribution to overall discussion).¹

Before moving to the next module, you should: **(a)** read all the core module texts, **(b)** take the module-based assessments, and **(c)** participate in the weekly Discussion Board forums. You are encouraged to consult the optional external links to enhance your knowledge of the given lesson's topic (e.g., links to websites and additional documents).

All assessments, once made available, will remain accessible until the end of the course and you can be taken anytime during the duration of the course, however assessments should be taken before moving to the next module.

¹ See Disclaimer sections (h), (i) and (j) for more information regarding the terms and conditions of use of forums

UNITAR's e-Learning Committee will make the final decision regarding certificates in consultation with the moderator. UNITAR reserves the right to award certificates of completion only to those considered as "eligible" participants. We urge you to take a clear note of the above requirements. If you need any clarification, please do not hesitate to contact the Multilateral Diplomacy Programme Team.

Study Planning

The following study grid indicates which course activities are mandatory.

| Activity | Mandatory |
|-----------------------------|-----------------|
| Interactive Course | Yes |
| External Links and Readings | No, recommended |
| Cybrary ² | No |
| Module Assessments | Yes |
| Discussion Forums | Yes |
| Course Evaluation | Yes |

What is distinct about this learning experience is that it is an **online** learning experience. Online training, by its very nature, entails delivery of educational content over the internet. As you will proceed in this course, training materials will be made available to you through UNITAR's e-Learning portal. This course will also provide links to other web resources such as references and documents. Additionally, it will require you to use simple collaborative tools such as email exchanges among the group/participants who have registered for this course as well as participate in a discussion forum.

The UNITAR team is available to provide guidance and user information to help you participate and **contribute actively** to the discussion forums, which are an important requirement for completing this course. You will also have access to a course moderator (or instructor) who will animate the discussion board as well as answer substantive and course related questions (either using the Discussion Board or through a traditional e-mail method). There will thus be no face-to-face interaction. All interaction will take place through the internet using UNITAR's e-Learning portal!

The **advantages** of online training are many. You are able to:

- schedule and pace your learning according to your specific needs
- make use of additional resources using the internet
- work from office or home as long as you have a computer with an internet connection
- connect with your fellow participants and instructors through the learning portal

² The Cybrary contains important course information; please see the next section on the course's Learning Content.

The lack of face-to-face interaction will require more discipline and pro-active planning on your end in order to successfully meet the course's learning objectives. In this regard, it is thus different and distinct from a traditional face-to-face training course.

The following **Complete Course Schedule** indicates when materials will be posted online and taken offline. Note that following the fourth week, material will remain available online for the wrap-up session in which participants can take the Course Evaluation, as well as finish all assessments until the specified date.

| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|---|--|-----------|----------|-----------------|
| 14 October 2019 | First Day of Course Module 1 online | Discussion Board (DB) 1 Online Assessment 1 Online | | | Module 2 online |
| 21 October 2019 | | DB 2 Online Assessment 2 Online | | | Module 3 online |
| 28 October 2019 | | DB 3 Online Assessment 3 Online | | | Module 4 online |
| 04 November 2019 | | DB 4 Online Assessment 4 Online Evaluation Online | | | |
| 10 November 2019 | | Discussion Board Closed | | | |
| 17 th November 2019 | Assessments closed Assessments answers online Course Closed | | | | |

Although this online course is asynchronous – meaning that the interaction between you and the trainers or fellow participants will take place intermittently with a time delay – it will be important to establish a course study routine that best adapts to your work schedule, family commitments, Internet connection speed, etc. This will allow you to complete your assignments and tasks in time (on a week-by-week basis) and thus maintain a similar pace as other course participants. *Please note that the MDP e-Learning Team will send a reminder if your module-based assessments have not been completed.*

Learning Content³

The complete set of course materials **will NOT be available all at once on the UNITAR portal. Materials will be posted on a weekly basis.** Learning materials are organized as follows:

1. Interactive Course

The interactive course is the core mandatory learning activity. The various module lessons contain links to external documents and websites, videos, questions and suggested responses, and basic text. The lessons are relevant to a wide demographic of participants, both those with basic knowledge on the topic as well as those with more advanced knowledge who wish to focus on the more specialized points of the course.

2. Cybrary

The Cybrary (Cyber Library) is the Resources section of this course. It contains both optional and mandatory materials to enhance your understanding of a given lesson's subject matter. It contains many additional resources, including:

- Printable PDF version of each module (with the Documents to Download cited in each module)
- Optional Readings
- Assessment Answers (posted at the end of the course)
- Transcripts of Videos
- Endnotes with links to many interesting Websites and Articles

3. Key to Icons used in this course



Quote or Example

This icon is used to draw your attention to quotes or language commonly used by those working in multilateral diplomacy. Such expressions are inserted in the module text to provide you with third-party examples to help illustrate course material, and/or to suggest of what might typically be said in a given context.

³ See Disclaimer for more information regarding the terms and conditions of use of the course material.

**Warning: mistakes to avoid, particular point of interest, etc.**

This icon is used to draw your attention to warnings, hazards or potential errors that can be made by delegates and presiding officers. This icon is also used to signify exceptions to the general rule. While conferences share many features in common, they also vary greatly in form and function, so that there will always be exceptions to our generalizations.

**Video clip or webcast**

A link to a video applicable to the module.

**Question / Interactive Exercise**

This icon is used to draw your attention to a question or interactive exercise that the trainers have inserted for you to check your understanding as you work through the module. Questions do NOT form part of the end of the module assessment, but we encourage you to take a few minutes and respond to each of the questions. You may also wish to discuss your answers or compare them with the course's other participants or trainers on the discussion board forum.



Document to download / Website link This icon is used to draw your attention to documents available to download, as well as internet links to websites related to the course material.

Course Moderator



Ambassador John Tilemann

E-mail: jtilemann.cpconsulting@gmail.com

Office Location: Canberra, Australia

Office hours: I read and respond to my email and to the Discussion Board daily.

John Tilemann is a former Australian diplomat, and amongst other consulting roles is presently a Trainer at UNITAR.

Beginning his diplomatic career in 1968, he has served in the Australian missions in Colombo, Bangkok, Warsaw, Islamabad, Vienna (accredited to Austria and the United Nations Organisations in Vienna), and Amman as Ambassador to Jordan 2001-05.

He served from 1992-98 as Special Assistant to Directors General of the International Atomic Energy Agency, Dr Hans Blix and subsequently Dr Mohamed ElBaradei.

From postings and roles in the capital, he has a diverse background in multilateral diplomacy: from regional Pacific agreements (SPNFZ), nuclear issues (IAEA and NPT), the global environment and development issues (the Rio Earth Summit), to the South East Asian security forum (ARF) and most recently the negotiation of the Arms Trade Treaty.

As a course tutor, Ambassador Tilemann will regularly liaise with the course participants for any questions pertaining to the course contents.

Technical Support

For any technical issue or coordination matter, you may contact the Multilateral Diplomacy Programme e-Learning Team (MDP e-Learning Team) by sending a message through the UNITAR Virtual Learning Environment.

You may also contact us by email. Email support is available 24/7, and Emails will be answered within 24 hours.

MDP e-Learning Team

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