

The United Nations Online Immersion Programme

Zhejiang University - Project Proposal - January 2021



UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1965 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 some 50,000 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 is currently undergoing a period with limited opportunities to engage in training activities with a face-to-face component. UNITAR therefore designed the UN Online Immersion Programme to keep on bringing the United Nations and its principles closer to the hearts and minds of participants.

In line with UNITAR's mandate, the programme aspires 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 UN Online Immersion Programme at UNITAR will create a lasting impact on their professional and personal development.



METHODOLOGY

UNITAR's UN Online Immersion Programme lasts two weeks and is entirely conducted in English. It runs on UNITAR's virtual e-Learning platform and participants receive log-in credentials shortly before the start. The course contains a total of three e-Learning modules (one module per 4-5 days).

The UN Online Immersion Programme is created and facilitated by senior experts working at UN agencies. In addition to these experts, UNITAR staff assists in the organizational aspects of the course and stands ready to interact with participants on a daily basis.

UNITAR courses are asynchronous, placing emphasis on self-paced learning. Depending on the agreement with the partner institution, a certain amount of live online events at fixed times are incorporated. The UN Online Immersion Programme contains the following components:

➤ **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.

➤ **E-Workshops**

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

➤ **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.

➤ **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;

➤ **Career Coaching**

Online career-coaching sessions, in which participants learn in live-webinars with UNITAR staff about the UN system and entry points for internships or other job application material.



ACTIVITY

UNITAR is delighted to offer a tailor-made UN Online Immersion Programme in cooperation with Zhejiang University, China. The activity is two weeks of length, will comprise all above-mentioned components and will be implemented online from 15 to 28 February 2021.

1) E-Learning Modules

The backbone of the UN Online Immersion Programme will be three e-Learning modules, which will be enabled on UNITAR's virtual platform each four days. They will also stay accessible for participants after the end of the programme for the foreseeable future.



Every module contains reading material in form of interactive Articulate Storyline files or a PDF-Version, several multimedia files, a discussion forum and a multiple choice assessment quiz on the content. The completion of these e-Learning modules will be a crucial part of the course's passing requirements.

15 – 18 February 2021: Module 1 - United Nations Protocol

19 – 23 February 2021: Module 2 – Cosmopolitan Communication

24 – 28 February 2021: Module 3 – Science Diplomacy

2) Live Components

The e-Learning modules will be complemented by a series of live components with UN experts. These will be delivered through the software Zoom, shall have varying lengths and formats and include live-webinars, e-workshops and virtual guided tours:

Week 1:

Mo, 15 Feb, 4.30 – 8.00 PM:	3 hour guided tour	Inside the UN Palace of Nations
Tu, 16 Feb, 4.30 – 8.00 PM:	3 hour e-Workshop	Multilateral Conferences and Diplomacy
We, 17 Feb, 4.30 – 6.00 PM:	1,5 hour live-webinar	Internship Opportunities in the UN System
We, 17 Feb, 6.30 – 8.00 PM:	1,5 hour live-webinar	CV, Cover Letter and Job Interview Skills
Th, 18 Feb, 4.30 – 8.00 PM:	3 hour e-workshop	Sustainable Development Goals (SDGs)
Fr, 19 Feb, 4.30 – 6.00 PM:	1,5 hour live-webinar	The World Trade Organization (WTO)

Week 2:

Mo, 22 Feb, 4.30 – 8.00 PM:	3 hour e-workshop	Leadership Skills in the UN Context
Tu, 23 Feb, 4.30 – 8.00 PM:	3 hour e-workshop	Negotiation Skills and Techniques
We, 24 Feb, 4.30 – 6.00 PM:	1,5 hour live-webinar	Digital and Cyberdiplomacy
We, 24 Feb, 6.30 – 8.00 PM:	1,5 hour guided tour	Inside Geneva's Diplomatic District
Th, 25 Feb, 4.30 – 8.00 PM:	3 hour e-workshop	Public Speaking Skills
Fr, 26 Feb, 4.30 - 6.00 PM:	1,5 hour live-webinar	Final Reflection and Closing Ceremony

Please note that all times are indicated in **Hangzhou local time**, so participants residing in other cities or countries have the responsibility to translate these times into their own time zones. The Zoom Links will be posted on UNITAR's virtual platform and there will be no reminders about the times via email.

WORKLOAD

The overall workload of the UN Online Immersion Programme is approximately 40 hours. Distributed across the two main elements of the course, the estimated workload is shown below. Please note that this is an estimate and students are free to spend more or less time with these components:

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|-----------------------|---------------------|---------------------|
| 1) E-Learning Modules | → 7 hours per week | → 14 hours in total |
| 2) Live Components | → 13 hours per week | → 26 hours in total |

	Monday	Tuesday	Wednesday	Thursday	Friday
11.00 – 12.30	Studying of Material	Studying of Material	Studying of Material	Discussion and Quiz	Studying of Material
Lunch					
16.00 – 17.30	Live Component	Live Component	Live Component	Live Component	Live Component
Coffee Break					
18.00 – 20.30	Live Component	Live Component	Live Component	Live Component	-



LEARNING GOALS

The United Nations Online Immersion Programme aims to provide participants with the knowledge, skills and attitudes to better understand the United Nations and be able to work in an international environment with confidence and ease. After completion of the course, participants should be able to:

- Explain key components of the United Nations System and its agencies
- Apply core skills and techniques of common diplomatic practice
- Familiarize oneself with International Geneva as a city of multilateralism
- Develop essential knowledge and skills to achieve professional growth
- Adapt values and principles enshrined in the United Nations Charter



E-LEARNING PLATFORM

The e-Learning component 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.

Materials will not be posted on the platform all at once. Instead, they will be made available on a rolling basis, being posted online every four days. This allows the participants to exclusively focus on the module at hand. Already completed modules will stay on the platform until after the course.

The modules mostly contain the same structural elements:

- Introduction Video
- PDF Version of the Content
- Interactive Articulate Storyline Lessons
- Discussion Board
- Assessment Quizzes
- Live Components

COMPLETION REQUIREMENTS

Participants are eligible for a certificate of completion after successfully finalising the below requirements. Participants who fail to fulfil these requirements will receive a certificate of participation of lesser value.

- **Participation in the discussion board forums;** the course moderators will post questions on every module, which participants are supposed to answer in short texts. Your posts will be evaluated according to both quantity and quality (e.g., content relevance and contribution to overall discussion).
- **Passing the multiple choice assessments;** each module will feature an assessment quiz about its content. It contains 10-20 questions, and passing the module requires at least 80% of the questions correctly answered. You may take the test up to three times and your best attempt counts.
- **Playing an active role in the live-components;** during the webinars and e-workshops, participants will have many opportunities to ask questions or to actively engage in interactive exercises. Besides the chat function, participants are encouraged to unmute themselves and ask questions directly.

Before moving to the next module, participants should: **(a)** read the core module text, **(b)** participate in the discussion board forum and **(c)** pass the module's assessment quiz. Given the difficulties for some participants to be present all the time, **attending the live components is optional, not mandatory.**



EXPERTS



Mr. Jérôme L'host trainer for negotiation skills, public speaking 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 & 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. 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.

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.



Professor Paul Arthur Berkman is a science diplomat, applying informed decision-making to balance national interests and common interests for the benefit of all on Earth. He became a Visiting Professor at the University of California Los Angeles at the age of 23, after wintering the previous year in Antarctica on a SCUBA research expedition with Scripps Institution of Oceanography, leading him to all seven continents before the age of thirty.

During the intervening years, Paul received his masters and doctorate as a National Science Foundation graduate fellow at the Graduate School of Oceanography, University of Rhode Island. A decade later, he wrote the textbook on Science into Policy. As a Fulbright Distinguished Scholar at the University of Cambridge, he chaired the Antarctic Treaty Summit at the Smithsonian Institution in 2009, resulting in the first book on Science Diplomacy.

Applying lessons of science diplomacy, the following year, as Head of the Arctic Ocean Geopolitics Programme at the University of Cambridge, he co-directed the first formal

NATO-Russia dialogue regarding Environmental Security in the Arctic Ocean, which became the title of an edited book with over 60,000 downloads. He also co-convened the 1st and 2nd International Dialogue on Science and Technology Advice in Foreign Ministries in Austria (2016) and France (2017). He currently coordinates the Arctic Options and Pan-Arctic Options projects (involving national science agencies in the United States, Russian Federation, France, China and Canada from 2013-2020).



Mr. Lars Tillfors, trainer 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. He is widely-revered for his intellectual depth, approachability as well as his humour.



Ms Marie-José Astre-Démoulin 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.



Mr. Shaun Riordan is a Senior Visiting Fellow of the Netherlands Institute for International Relations “Clingendael”, a member of the Social Media Team of The Hague Journal of Diplomacy, and a member of the Public Diplomacy Advisory Board of the Sustainable Development Goals Fund. He served 16 years as a British Diplomat, including postings to New York, Beijing and Madrid, and spells in the Counter-Terrorism and Eastern Adriatic Units of the Foreign Office.

Since leaving the Diplomatic Service, he lectures in Diplomatic Academies in Armenia, Spain, the Dominican Republic and Bulgaria. His publications include *The New Diplomacy* (2003), *Adios a la Diplomacia* (2005) and *Cyberdiplomacy: Doing Diplomacy in Cyberspace*.



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.

Alice is skilled at combining her experience in the private and non-profit sectors with her knowledge in business and social impact, to develop and deliver powerful training that engages participants in sustainability in an innovative and fun way. She is the first certified facilitator of the 2030 SDGs Game in Switzerland.



Ms. Phillipa Lawrence is the former Chief of Protocol at the United Nations Office at Vienna where she coordinated visits of Royalty, Heads of State and Government, and liaised with Ministries of Foreign Affairs and Permanent Missions to the UN Office at Vienna. She also arranged diplomatic and protocol ceremonies and was a key interlocutor for protocol arrangements for High Level Meetings, Congresses and Conferences.

She worked previously at the Ministry of Foreign Affairs of Jamaica between 1987-1997, Alternate Permanent Representative of Jamaica to the Organisation of American States (1992-1994) and Deputy Chief of Mission at the Embassy of Jamaica to Mexico (1994-1997). Following this, she went to work at the Caribbean Community (CARICOM) Secretariat in Guyana, between 1998-2004.



Mr. Julian Caletti, expert for the UN System and UN Projects and Practicalities, is a young professional at the United Nations Institute for Training and Research (UNITAR). 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 to Geneva.

Julian holds a master's degree in international affairs from the Graduate Institute Geneva and a bachelor's degree in liberal arts from the University College Maastricht. He is fluent in German, English, Spanish, French, Portuguese and Chinese.

PARTICIPANTS

The UN Online Immersion Programme is primarily geared towards students from Zhejiang University (and depending on circumstance also students from one or two other universities). A decent command of the English language is desirable to ensure participants' comprehension of the content.

While face-to-face training programmes at UNITAR are usually limited to thirty participants, the nature of the UN Online Immersion Programme allows for a higher ceiling. The tailor-made programme with Zhejiang University therefore can accommodate a maximum amount of 50 participants.

After finishing the training programme and meeting all requirements, participants will be awarded a UNITAR certificate of completion. Outstanding participants will have the chance to obtain an official UNITAR letter of recommendation to support them for future applications.



ROLES AND RESPONSIBILITIES

UNITAR will be responsible for the overall design, coordination and implementation of the UN Online Immersion Programme. It will closely liaise with Zhejiang University regarding the organizational details, substantive content and design of the course.

Zhejiang University will be responsible for advertising the activity. It will further manage the recruitment of participants and ensure individual fees are paid by each participant to UNITAR via its EMS system. The sum of individual payments must reflect the full amount specified in the budget section.

CONTACT

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