

United Nations Institute for Training and Research (UNITAR)

- **Design and Implementation of Courses for UN Diplomats**
- **Development of the UNITAR-NY Web Site**
- **Content Design (for all areas)**
- **Writing the Official UNITAR Manual on International Trade Negotiations**

This is a letter written by the Director of UNITAR-NY to her UT/A Fellowship partners at UT Austin. They had jointly created and funded this program, which sponsored my work at UNITAR for several months.

This letter describes some of my contributions to content development and copywriting at UNITAR in my first months there. These contributions include:

- **Writing copy for the entire UNITAR-NY web site.**

UNITAR-NY had essentially no web presence when I arrived. I created their entire web site, including design, coding, and **writing copy**. I was also responsible for site maintenance, new content and updating information.

- Creating and implementing the first UNITAR course on International Trade Negotiations (the “Trade Campus”): an intensive 5-day course for UN Diplomats.

I **developed the course’s content and structure** in collaboration with executives from the WTO and the EPA. I coordinated its promotion, enrollment and implementation.

It included a three-day role-playing exercise in which participants, acting as representatives of fictional nations, argued fictional cases before the WTO Dispute Settlement Body – also comprised of participants – which then adjudicated the disputes.

- Writing a ***Manual on International Trade Dispute Resolution*** based on the information and methodologies covered in this course, which was given to course participants as **part of their course collateral**.



Dr. David Eaton
LBJ School
Sid Richardson Hall 3.700
University of Texas
Austin, TX 78712

Mrs. Carolyn Palaima
Institute of Latin American Studies
Sid Richardson Hall 1.304
University of Texas
Austin, TX 78712

18 August 1998

Dear David and Carolyn,

I am writing to give you an update on developments here, as well as well as indications of future plans, with regard to the work of Genève Gil.

1. We are now two thirds into this first phase of the UT/A fellowship. I must say that so far it has been an enriching experience for all concerned. With regard to the Trade Campus and its follow-up, Genève's input was essential, both in terms of substance and process. We all learned a lot from that experience, which would be most valuable for the second campus next year. Genève Gil also took part in two other UNITAR workshops during her stay: a workshop on documentation for new delegates, and another on communications and public speaking. Here, too, she learned quite a bit about our work; we, on the other hand, benefited immensely from her insight and her ability to precisely discern the qualitates and limitations of a training programme.
2. As regards the work on the UNITAR-New York Office web site, this is where we will be keeping complete focus over the next four weeks, till the end of her stay. Much progress has already been made: The UNITAR-New York Office 1998 Programme has been reviewed and is now up and running on the web. Genève is now focussing on each individual programme, to give it more depth and texture, and increase the level of information provided per training event. We hope that by September 11, at least as regards UNITAR's 1998 activities, we will have a credible web site, as well as a *modus operandi* for the short and medium terms, both for its management and development.
3. I would now like to look toward the future. It is obvious that for a small office such as ours, continuity in this endeavour would be of utmost importance. Though we have advanced in leaps and bounds in forwarding the objectives of the UT/A and UNITAR Memorandum of Understanding in the short time since Genève's arrival, much remains to be done. My question to you therefore is: rather than bringing a new UT/A Fellow on board at this stage of the work, is there a possibility of sustaining Genève's fellowship here for a period of six to twelve months, beginning in January of 1999? This would allow her to plan the completion and implementation of what she has initiated here.



In summary, the objectives of this period could be:

- 3.1 To complete work begun on the NYO web site and move into specific applications, such as distance learning and material support to a range of UNITAR courses.
- 3.2 To design and conduct with us the second UNITAR/UTA Campus on International Trade to be held in June of 1999.
- 3.3 To design and conduct with us, hopefully with the direct involvement of LANIC, a new training programme, entitled (approximate title) Latin America and the Internet: Information gathering, analysis and decision-making using new information technologies. We envision a one-week workshop in which participants are trained in the fundamentals of researching on the web and then given a rigorous information-gathering and analytical exercise pertaining to a topic of their choice, resulting in the presentation of a case based on their web research. In the first year we would focus on Latin America, in view of the substantive support we can get from LANIC. If this course is successful, we could develop it further for other regions or themes as well.

Before going any further, I would appreciate hearing your thoughts on these matters. Obviously I have discussed this with Genève who is supportive of the ideas expressed herein. At your early convenience, I would be grateful for your feedback.

Warm regards,

A handwritten signature in black ink that reads "N. Azimi".

Nassrine Azimi
Chief, UNITAR New York Office

cc: Dr. Marcel A. Boisard
Executive Director, UNITAR Geneva