

United Nations Immersion Programme

Welcome Guide

UNITAR

Geneva, 22 – 26 August 2022



List of Participants

	NAME	NATIONALITY
1	Ms. Marion Gillich	GERMANY
2	Ms. Kristen Rose McNeil	USA
3	Dr. Henriette Bouda	BURKINA FASO
4	Dr. Magali Collonnaz	FRANCE
5	Ms. Imola Emmőke Rencsik	HUNGARY
6	Mr. Christos Mansour	FINLAND
7	Ms. Imogen Rose Cowan	AUSTRALIA
8	Ms. Yordanos Tesfay	USA
9	Ms. Hope Constance Glew	UNITED KINGDOM
10	Ms. Feodora Douplitzky-Lunati	FRANCE
11	Ms. Cristina Gonzales	PERU
12	Dr. Mona Mustafa	UNITED KINGDOM
13	Ms. Nermeen Mustafa	UNITED KINGDOM
14	Ms. Zainab Attarwala	USA
15	Mr. Herbert Pell	USA
16	Ms. Ghislaine Gill	NETHERLANDS
17	Mr. Thomas Derksen	GERMANY
18	Ms. Liping Zhu	CHINA

UNITAR Team

	NAME	NATIONALITY
19	Mr. Julian Caletti	GERMANY
20	Ms. Alison Chen	CHINA
21	Mr. Michael Chiribau	CANADA

Learning Goals

The UN Immersion Programme serves to provide an overview of the United Nations. It will help participants build knowledge on international affairs, deliver training in core diplomatic skills and offer activities with Geneva-based agencies.

At the end of the UN Immersion Programme, participants should be able to:

- Explain key components of the United Nations' system and its agencies
- Develop critical knowledge for a career in international organizations
- Familiarize oneself with Geneva as an ecosystem for multilateralism
- Apply core skills and techniques of common diplomatic practice
- Adapt values and principles enshrined in the United Nations Charter

Final Agenda

Day 1

Monday, 22 August

Geneva, Switzerland

TIME	ACTIVITY
8.45 am	Meeting at Place des Nations at the broken chair (Public transport stop: Nations)
9.15 am – 09.30 am	Walk to WMO building and registration (Please bring your passport with you!)
9.30 am – 11.00 am	Welcome Tour through the World Meteorological Organization (WMO) Mr. Julian Caletti, Division for Multilateral Diplomacy, UNITAR
11.00 am – 12:15 pm	Welcome Lecture on the UN Institute for Training and Research (UNITAR) Mr. Nikhil Seth, UN Assistant Secretary-General, Executive Director, UNITAR <i>At UNITAR Training Room</i>
12:15 pm – 1.45 pm	Walk to the Botanical Garden Restaurant Welcome Lunch (courtesy of UNITAR)
2.00 pm – 5.30 pm	Training Workshop on Leadership Skills Ms. Marie-José Astre-Démoulin, former UNOG Staff Development Trainer <i>At UNITAR Training Room</i>

Day 2

Tuesday, 23 August

Geneva, Switzerland

TIME	ACTIVITY
8.45 am	Meeting at Place des Nations at the broken chair (Public transport stop: Nations)
9.15 am – 9.30 am	Walk to Palais des Nations and Registration (Please bring the passport with you!)
9.30 am – 12.30 pm	<p>Training Workshop on the Sustainable Development Goals (SDGs)</p> <p>Ms. Alice Kate Richard, former UNICEF Staff Member and Founder of Co-Creat Impact</p> <p><i>At Palais des Nations Room XXV</i></p>
12.45 pm – 1.45 pm	Lunch at Palais des Nations Cafeteria
2.00 pm – 3.30 pm	<p>Private Guided Tour through the UN Office at Geneva (UNOG) Palais des Nations</p> <p>Mr. Julian Caletti, Division for Multilateral Diplomacy, UNITAR</p>
4.00 pm – 5.30 pm	<p>Attendance of Multilateral Conference</p> <p>Office of the High Commissioner of Human Rights (OHCHR) – Convention of the Rights of Persons with Disabilities (CRPD) – 27th Session</p> <p><i>At Palais des Nations, Room XIX</i></p>

Day 3

Wednesday, 24 August

Geneva, Switzerland

TIME	ACTIVITY
8.45 am	Meeting at Place des Nations at the broken chair
9.15 am – 9.30 am	Walk to WIPO and registration
9.30 am – 11:00 am	<p>Expert Lecture on the World Intellectual Property Organisation (WIPO)</p> <p>Ms. Lise McLeod, Head, WIPO Knowledge Centre, WIPO</p> <p><i>At WIPO headquarters</i></p>
11.00 am – 11.30 am	Walk to WTO and registration
11.30 am – 12.30 pm	<p>Expert Lecture on the World Trade Organisation (WTO)</p> <p>Mr. Javier Gutierrez, Councillor, External Relations, WTO</p> <p><i>At WTO headquarters</i></p>
12.45 pm – 1.45 pm	Lunch at WMO Cafeteria
2.00 pm – 5.30 pm	<p>Training Workshop on Negotiation Skills and Techniques</p> <p>Mr. Jerome L'host, UNITAR expert, certified Myers-Briggs trainer</p> <p><i>At UNITAR Training Room</i></p>

Day 4

Thursday, 25 August

Geneva, Switzerland

TIME	ACTIVITY
8.45 am	Meeting at Place des Nations at the broken chair
9.30 am – 12.30 pm	Training Workshop on Public Speaking Skills Ms. Claire Doole, former BBC Reporter, former Spokesperson for the United Nations <i>At UNITAR Training Room</i>
12.45 pm - 1.45 pm	Lunch at Maison de la Paix Cafeteria
2.15 pm - 3.45 pm	Expert Lecture on the World Health Organization (WHO) Mr. Oliver Rosenbauer, External Relations Department, WHO <i>At WHO Headquarters</i>
4.00 pm – 5.00 pm	Museum of the International Committee of the Red Cross (ICRC) Interactive Visit and Debriefing
6.45 pm – 10.00 pm	Dinner Cruise on Lake Geneva Meeting at 6.45 PM in front of Beau Rivage Hotel (boat and dinner courtesy of UNITAR) <i>Address: Quai du Mont-Blanc 13, 1201 Genève</i>

Day 5

Friday, 26 August

Geneva, Switzerland

TIME	ACTIVITY
8.45 am	Meeting at Place des Nations at the broken chair
9.00 am – 9.30 am	Walk towards UN Pregny Gate and entry into the Palais des Nations
9.30 am – 11.00 am	<p>Ten Personal Lessons for a Career in the UN</p> <p>Mr. Julian Caletti, Division for Multilateral Diplomacy, UNITAR</p> <p><i>at Palais des Nations Room XXV</i></p>
11.00 am – 12.30 pm	<p>Training Workshop on UN Career Development I</p> <p>Ms. Marie-Jose Astre-Démoulin, former UNOG Staff Development Trainer</p> <p><i>at Palais des Nations Room XXV</i></p>
12.30 pm – 2.00 pm	Lunch at Palais des Nations Cafeteria
2.00 pm – 3.30 pm	<p>Training Workshop on UN Career Development II</p> <p>Ms. Marie-Jose Astre-Démoulin, former UNOG Staff Development Trainer</p> <p><i>at Palais des Nations Room XXV</i></p>
4.00 pm – 5.00 pm	<p>Official Closing Ceremony</p> <p><i>at Palais des Nations, Human Rights Council Room XX</i></p>

Expert Biographies



Mr. Nikhil Seth was appointed by the United Nations Secretary-General Ban Ki-moon as UN Assistant Secretary-General, Executive Director of the United Nations Institute for Training and Research.

Before assuming the post of the UNITAR Executive Director, Nikhil Seth was the Director of the Division for Sustainable Development, Department of Economic and Social Affairs (DESA) at the United Nations Secretariat in New York. In this role he served as head of the Rio+20 secretariat and of the secretariat for the Third

International Conference on Small Island Developing States, spearheading the preparations for these conferences in Rio, Brazil, and Apia, Samoa. He was also closely engaged in coordinating and advancing their follow-up.

Mr. Seth's Division was also responsible for supporting the intergovernmental negotiations for the post-2015 development agenda, which was adopted at the United Nations Sustainable Development Summit 2015 in September 2015.



Mr. Jérôme L'host 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.



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 (UNOG). She delivered workshops linked to 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 (UNOG), training 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. Alice Richard, trainer for the Sustainable Development Goals, is passionate about driving social impact and innovation. Her purpose is to inspire and enable people to take positive action.

Today she does this through Co-CREATE ImpACT, applying her experience in the private and non-profit sectors, her knowledge in business and social impact, and her design background to develop innovative tools and deliver engaging training.

The mission of Co-CREATE ImpACT is to make work meaningful. She does this by taking companies and employees on social impact journeys to co-create initiatives that are good for business and society, resulting in engaged employees, increased competitive advantage and social value.

At her core she is an enabler who loves having ideas and facilitating others to generate ideas. Before co-founding her organisation, she worked for several years at UNICEF.



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.



Mr. Julian Caletti, expert for the UN System and UN Career Development, is a young German 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 to Geneva and other cities with UN presence, such as the Hague, Vienna and Washington. In addition, he is in charge of a series of

online training programmes, including on the United Nations Human Rights Council.

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.

Useful Information

GENEVA

On the shores of the Lac Léman, Geneva is a Swiss city of 202'000 inhabitants, which has been hosting intergovernmental organizations since the early 20th century. International conferences take place in the United Nations Office at Geneva (UNOG), in the five United Nations specialized agencies which have their headquarters in the city, in the Geneva headquarters or offices of United Nations bodies, commissions, programmes and in other United Nations or non-UN entities.

With Geneva's complex horizontal network of intergovernmental organizations and the presence of over 100 international NGOs, the city has clearly become a centre for world discussion and debate on issues as broad as peace and security, disarmament, human rights, humanitarian affairs, labour standards, health, telecommunications, intellectual property, environment, trade and development. All told, some 15'000 meetings and conferences take place under the auspices of the various organizations located in this important city and UN venue.

Geneva prides itself as being one of the most beautiful and cultured cities in the world, combining the splendours of nature with a rich palette of historic and architectural offerings. It has a rich history that dates back more than 4000 years and continues to influence the development of the city today. Evidence of Geneva's past is preserved throughout the city in its many museums, monuments and architectural treasures.

WEATHER

Due to the tempering effects of the lake and surrounding mountains, Geneva can have unpredictable weather patterns. In August, the temperature ranges between 25° and 35°C with a low chance of rain. It is common for Geneva's residents to swim in the Lake during that time of the year.

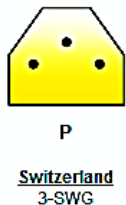
For more reliable weather forecasts, please visit [Météo Suisse](https://www.meteo.ch).

Time Zone: GMT/UTC +1

LANGUAGE

Switzerland has four official languages: French, German, Italian and Romansh. German is widely spoken in Switzerland; however, French is the predominant language used in Geneva. Since Geneva is considered as an international city, English is spoken by about a quarter of the local population and by the majority of foreigners. Of course, you can hear just about every other language in Geneva if you listen hard enough.

ELECTRICITY



Electricity in Switzerland is 220 volts, 50 cycle AC. Some European appliances may require an adaptor as Switzerland uses a 3-prong outlet system that is smaller than most Continental plugs.

TELEPHONE

Switzerland's country code is +41. Mobile phones can be purchased in different shops. You can choose between monthly payments or with pre-paid cards. Please note that you can only register for a monthly telephone subscription if you have a working permit. If not, you can buy a pre-paid sim card by just providing an address. The most popular networks are Swisscom, Salt and Sunrise.

CURRENCY

The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted in some establishments but expect to pay a premium rate. Check www.xe.com/ for the most up-to-date exchange rates.

Most transactions in the city are conducted in cash, a surprising number of shops and restaurants do not accept credit cards. Automated Teller Machines (ATMs) are widely available throughout the city, dispensing notes up to 1000 CHF. These will normally indicate the exchange rate and the total amount in both CHF and your card's currency before withdrawal for your information. Additionally, there are a number of official money exchanges throughout the city.

HEALTH & SAFETY

Switzerland is a very safe country to live or visit. Unlike many other European countries, violent crime including assault and robbery is virtually unheard of in Switzerland. However, petty crimes such as pick-pocketing are common around the central train station 'Gare Cornavin', the 'Paquis' area and the 'Plainpalais' area, it is important to be cautious. Hospitals and clinics are available 24 hours throughout the city.

TRANSPORT

Like any other city in Switzerland, Geneva has its own public transportation. It is very clear and easy to access. Prices differ according to zones and time. Please see below for the ticket prices.

Bus/Tram ticket	Price ranges from 3.00 CHF to 8 CHF
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You can get a regular bus/tram ticket at bus/tram stops. The website <http://www.tpg.ch/> is the best journey planner site for Geneva. The airport is close to the city center and can be easily accessed by train (to Gare Cornavin), tram No. 10, bus No. 6 or 23 and taxi.

FOOD

Geneva is the second largest city in Switzerland and the most international city in Europe with over 40% of its population coming from outside Switzerland. This is reflected in its cuisine that offers a variety of international flavours and dishes. From Baklava to Sushi, you will find everything to delight your taste buds. However, no visit to Switzerland would be completed without the traditional Cheese Fondue and some fine Swiss Chocolate for dessert. Bon appétit!



Some selected restaurants:

- Luigia
- Relais de l'Entrecote
- Brasserie Lipp
- Les Armures
- Le Sesflo

ACTIVITIES

There are many things to do in Geneva and its surroundings. You can visit the historic city centre with the famous St. Peter's Cathedral, take a stroll along the lakeside and its beautiful Bains des Paquis (<http://www.bains-des-paquis.ch/>), go shopping for Swiss watches, knives or chocolate, visit one of the many museums such as the Patek Philippe Museum (<http://www.patekmuseum.com/>), go hiking in the surrounding hills and mountains (we recommend the Mount Salève Hike for a splendid view of Geneva) (<http://www.geneva.info/saleve/hiking/>), or enjoy the cozy Carouge Neighbourhood with its cafés and bars. Find more recommendations and activities on the following links:

- [Tripadvisor – Activities in Geneva](#)
- Geneva City Guide (You can download the City Guide Geneva Smartphone App)
- Shopping: <https://www.geneve.com/en/see-do/shopping/>

CONTACTS

Contacts after arrival in Geneva and in case of emergency:

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Mr Michael Chiribau: +41 076 622 91 22



The United Nations System

UN PRINCIPAL ORGANS

GENERAL ASSEMBLY

SECURITY COUNCIL

ECONOMIC AND SOCIAL COUNCIL

SECRETARIAT

INTERNATIONAL COURT OF JUSTICE

TRUSTEESHIP COUNCIL⁶

- Subsidiary Organs**
- Disarmament Commission
 - Human Rights Council
 - International Law Commission
 - Joint Inspection Unit (JIU)
 - Main Committees
 - Standing committees and ad hoc bodies

- Subsidiary Organs**
- International Residual Mechanism for Criminal Tribunals
 - Military Staff Committee
 - Counter-Terrorism Committee

- Functional Commissions**
- Crime Prevention and Criminal Justice
 - Narcotic Drugs
 - Population and Development
 - Science and Technology for Development
 - Social Development
 - Statistics
 - Status of Women
 - United Nations Forum on Forests

- Departments and Offices^a**
- EOSG** Executive Office of the Secretary-General
 - DCO** Development Coordination Office
 - DESA** Department of Economic and Social Affairs
 - DGACM** Department for General Assembly and Conference Management
 - DGC** Department of Global Communications
 - DMSPC** Department of Management Strategy, Policy and Compliance
 - DOS** Department of Operational Support
 - DPD** Department of Peace Operations
 - DPPE** Department of Political and Peacebuilding Affairs
 - DSS** Department of Safety and Security
 - OCHA** Office for the Coordination of Humanitarian Affairs

- Funds and Programmes¹**
- UNDP** United Nations Development Programme
 - UNCDF** United Nations Capital Development Fund
 - UNV** United Nations Volunteers Programme
 - UNEP** United Nations Environment Programme
 - UNFPA** United Nations Population Fund
 - UN-HABITAT** United Nations Human Settlements Programme
 - UNICEF** United Nations Children's Fund
 - WFP** World Food Programme (UN/FAO)

- Peacekeeping operations and political missions
- Sanctions committees (ad hoc)
 - Standing committees and ad hoc bodies

- Other Bodies¹⁰**
- Committee for Development Policy
 - Committee of Experts on Public Administration
 - Committee on Non-Governmental Organizations
 - Permanent Forum on Indigenous Issues
 - UNAIDS Joint United Nations Programme on HIV/AIDS
 - UNEGEN United Nations Group of Experts on Geographical Names
 - UNGGM Committee of Experts on Global Geospatial Information Management

- Research and Training**
- UNICRI** United Nations Interregional Crime and Justice Research Institute
 - UNIRISD** United Nations Research Institute for Social Development
 - UNDRR** United Nations Office for Disaster Risk Reduction
 - UNODC** United Nations Office on Drugs and Crime
 - UNOG** United Nations Office at Geneva
 - UN-OHCHR** Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
 - UNON** United Nations Office at Nairobi
 - UNOP** United Nations Office for Partnerships
 - UNOV** United Nations Office at Vienna

- Research and Training**
- UNIDIR** United Nations Institute for Disarmament Research
 - UNITAR** United Nations Institute for Training and Research
 - UNSSC** United Nations System Staff College
 - UNU** United Nations University

- Other Entities**
- ITC** International Trade Centre (UN/WTO)
 - UNCTAD**¹² United Nations Conference on Trade and Development
 - UNHCR** Office of the United Nations High Commissioner for Refugees
 - UNOPS** United Nations Office for Project Services
 - UNRWA** United Nations Relief and Works Agency for Palestine Refugees in the Near East
 - UN-WOMEN** United Nations Entity for Gender Equality and the Empowerment of Women

- Related Organizations**
- CTBTO** Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
 - IAEA**¹³ International Atomic Energy Agency
 - ICC** International Criminal Court
 - IOI** International Organization for Migration
 - ISA** International Seabed Authority
 - ITLOS** International Tribunal for the Law of the Sea
 - OPCW**¹⁴ Organization for the Prohibition of Chemical Weapons
 - WTO**¹⁵ World Trade Organization

Peacebuilding Commission

- HLPF**
High-level Political Forum on Sustainable Development

Specialized Agencies¹⁵

- FAO** Food and Agriculture Organization of the United Nations
- ICAO** International Civil Aviation Organization
- IFAD** International Fund for Agricultural Development
- ILO** International Labour Organization
- IMF** International Monetary Fund
- IMO** International Maritime Organization
- ITU** International Telecommunication Union
- UNESCO** United Nations Educational, Scientific and Cultural Organization
- UNIDO** United Nations Industrial Development Organization
- UNWTO** World Tourism Organization
- UPU** Universal Postal Union
- WHO** World Health Organization
- WIPO** World Intellectual Property Organization
- WMO** World Meteorological Organization
- WORLD BANK GROUP**⁷
 - IBRD International Bank for Reconstruction and Development
 - IDA International Development Association
 - IFC International Finance Corporation

Notes:

- 1 Includes: of the United Nations System Chief Executives Board for Coordination (CEB).
- 2 UN Office for Partnerships (UNOP) is the UN's focal point vis-a-vis the United Nations Foundation, Inc.
- 3 IAEA and OPCW report to the Security Council and the General Assembly (GA).
- 4 WTO has no reporting obligation to the GA, but contributes on an ad hoc basis to GA and Economic and Social Council (ECOSOC) work on, inter alia, finance.
- 5 Specialized agencies are autonomous organizations whose work is coordinated through ECOSOC (intergovernmental level) and CEB (inter-secretariat level).
- 6 The Trusteeship Council suspended operation on 1 November 1994, as on 1 October 1994 Palau, the last United Nations Trust Territory, became independent.
- 7 Independent Centre for Settlement of Investment Disputes (ICSID) and Multilateral Investment Guarantee Agency (MIGA) are not specialized agencies in accordance with Articles 57 and 63 of the Charter, but are part of the World Bank Group.
- 8 The secretariats of these organs are part of the UN Secretariat.
- 9 The Secretariat also includes the following offices: The Ethics Office, United Nations Ambassador and Mediation Services, and the Office of Administration of Justice.
- 10 For a complete list of ECOSOC Subsidiary Bodies see un.org/ecosoc.

This Chart is a reflection of the functional organization of the United Nations System only. It does not include all offices or entities of the United Nations System.