



## Training course outline

Title	Introduction to ITU's Plenipotentiary Conference and Negotiation skills for women delegates
Modality	Online instructor-led
Dates	2 May – 30 June  3 live sessions in total will also be conducted (exact date and time will be duly communicated after registration)
Duration	For self-learning: 15hrs split into 5-6hrs per week  For live sessions: 8h in total: <ul style="list-style-type: none"><li>• 1h 30 min – Module 1</li><li>• 1h 30 min – Module 2</li><li>• 5hrs – Module 3</li></ul>
Registration deadline	29 April 2022
Training fees	Free
Description	The course will equip women delegates with basic knowledge on ITU's structure, its Plenipotentiary Conference and its rules and procedures. It will also cover ITU's gender mainstreaming key documents, projects and initiatives and negotiation skills and techniques. The training will also generate a space for women networking which will enable peer-to-peer support and encourage women to chair meetings, take on leadership positions and negotiate resolutions with the goal to reduce the gender digital divide.
Code	22OI500036MUL-E-D

### 1.LEARNING OBJECTIVES

- Provide women delegates with knowledge and tools to participate actively in PP-22;
- Provide women delegates with negotiation skills that they can continue to apply at any other international event and/or in their daily work.

### 2. LEARNING OUTCOMES

At the end of the course, participants will have acquired knowledge and understanding on:

- ITU's structure and governance,
- ITU's Plenipotentiary Conference and its key processes,
- ITU's gender-responsive initiatives,
- Principles of negotiation skills and techniques,



- Tools on how to support delivering an intervention, present, defend and negotiate a proposal as well as reach consensus and overcoming deadlocks.
- Tools on how to support chairing meetings and take on leadership positions.

### 3.TARGET POPULATION

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Women delegates nominated to participate at PP-22.

### 4.ENTRY REQUIREMENTS

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Women delegates nominated to attend the PP-22 as part of a Member State Delegation; with readiness to participate actively in the Conference, including in taking on leadership positions as chairs and vice-chairs of committees, and drafting groups; and interested in building a network with other women delegates at PP-22.

### 5.TUTORS/INSTRUCTORS

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Name of tutor(s)/instructor(s)	Contact details
Melanie Cremona	<a href="mailto:Melanie.cremona@itu.int">Melanie.cremona@itu.int</a>
Robert Weibel	<p>Bob Weibel is Founder, Center for European Negotiation and Decision-Making (CENAD). Since 1986, Mr. Weibel has designed and led intensive training seminars on international multilateral and bilateral negotiations, including conflict resolution, mediation and chairmanship. From 1989 until 1997 he was a Visiting Associate Professor at the European Institute of Public Administration (EIPA), Maastricht. He founded the Centre for European Negotiation and Decision-Making (CENAD) in 1988 and has since conducted high-level trainings worldwide, with extensive experience in both the Geneva and Brussels contexts.</p> <p>His portfolio of programmes and seminars has been conducted for EU Member States, the European Commission, Parliament and Council Secretariat as well as accession countries. He has also provided consulting services for United Nations agencies such as UNHCR, UNCTAD, WMO and WHO. His activities have led him to be posted in various cities including Kabul, Cairo and Jakarta. Weibel also conducts diplomatic training activities as well as WTO programmes for African and Gulf States.</p>



	Programmes have been conducted for the Deutsche Bundesbank and the European Central Bank as well as several large international companies such as Novartis and Nestlé.
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## 6. TRAINING COURSE CONTENTS

### Module 1

- ITU's structure and governance,
- Plenipotentiary Conference's structure,
- Plenipotentiary Conference's key processes.

### Module 2

- ITU's gender mainstreaming resolutions, key projects and initiatives,

### Module 3

- Negotiation skills and techniques,
- Tools on conference dynamics and skills to chair meetings.

## 7. TRAINING COURSE SCHEDULE

Module	Topic	Exercises and interactions	Date
<b>Module 0</b>	Introduction to the training course	<ul style="list-style-type: none"> <li>- Videos of SG &amp; the Australian Administration welcoming the participants</li> <li>- Introduce yourself to other participants and meet course coordinators (Forum)</li> <li>- Introduction to the course and methodology (expectations and grading system)</li> </ul>	
<b>Module 1</b>		<ul style="list-style-type: none"> <li>- Access to PowerPoint presentations (including recordings)</li> </ul>	Complete by May 2 <sup>nd</sup>



	Introduction to ITU and its Plenipotentiary Conference	<ul style="list-style-type: none"> <li>- 1 Live Zoom session (1hr and 30 min) to discuss on the content, with former delegates as invited speakers to share their experiences, and Q&amp;A</li> </ul>	<p>Group 1&amp;2 May 3<sup>rd</sup></p> <p>Group 3&amp;4 May 4<sup>th</sup></p>
		<ul style="list-style-type: none"> <li>- Forum discussions:               <ul style="list-style-type: none"> <li>o 1 post per person on the forum: 'Considering the PP structure, where do you see you could contribute and take an active role (explain)'</li> <li>o 1 reply to another person on the forum: Networking and open discussion on expectations from PP-22</li> </ul> </li> <li>- Quiz (multiple choice, true/false)</li> <li>- Group exercise (to be confirmed and discussed in due time and in conjunction with the live sessions)</li> </ul>	Complete by May 13 <sup>th</sup>
<b>Module 2</b>	Bridging the gender digital divide	<ul style="list-style-type: none"> <li>- Access to PowerPoint presentations (including recordings)</li> </ul>	Complete by May 23 <sup>rd</sup>
		<ul style="list-style-type: none"> <li>- 1 Live Zoom session (1h and 30 min) to discuss on the content, with invited speakers to share their experiences, and Q&amp;A</li> </ul>	<p>Group 1&amp;2 May 24<sup>th</sup></p> <p>Group 3&amp;4 May 25<sup>th</sup></p>



		<ul style="list-style-type: none"> <li>- Forum discussions:               <ul style="list-style-type: none"> <li>o 1 post per person on the forum: 'Now that you had seen how the PP works and now the main contributions you can make, can you prepare a proposal to review PP-Resolution 70 (Rev. Dubai, 2018) - resolution to be attached in the assignment'</li> </ul> </li> <li>- 1 reply to another person on the forum: Open discussion on possible contributions to PP-22 related to gender mainstreaming</li> <li>- Quiz (multiple choice, true/false)</li> </ul>	Complete by June 3 <sup>rd</sup>
<b>Module 3</b>		<ul style="list-style-type: none"> <li>- Access to PowerPoint presentations (including recordings)</li> </ul>	Complete by June 17 <sup>th</sup>



	Negotiating at an international conference (practice)	<ul style="list-style-type: none"> <li>- Quiz (multiple choice, true/false)</li> <li>- 1 Live Zoom session per group (5h)</li> </ul>	Group 1 June 20 <sup>th</sup>
		Exercises to take place during the live sessions:	Group 2 June 21 <sup>st</sup>
		<ul style="list-style-type: none"> <li>- Simulation exercise in the form of practical immersion and learning by doing:</li> <li>- 2 “easy entry” ITU-specific simulations will match reality, respecting the subjects, modalities and procedures and benefit from peer discussion and video debriefing which emphasize the presidency role(s) vis-à-vis the other “actors”</li> </ul>	Group 3 June 22 <sup>nd</sup>
			Group 4 June 23 <sup>rd</sup>

## 8.METHODOLOGY (Didactic approach)

The training will be conducted exclusively online and in English only, and will be designed to be fast, flexible, interactive and participatory to meet the busy schedules of women delegates.

The course will be self-paced divided into 3 modules delivered through the ITU Academy platform and with one live Zoom session per Module, to take place between end of April and June 2022. Live Zoom sessions will be offered in different time zone slots considering there will be participants from all regions, and to adapt to learning requirements.

The online sessions facilitated by experts will be preceded by case studies as well where participants can picture scenarios and plan steps accordingly.

All modules will include either a mix of simulation exercises or pedagogical tools to enable participants to acquire a thorough knowledge and understanding of negotiation practice and substantive issues at work, in addition to the transfer of skills and techniques to enable them to function effectively and efficiently in a multilateral environment.

## 9.EVALUATION AND GRADING

Participants will be evaluated using multiple choice quizzes and through monitoring their attendance and participation, including their active participation in the forums.

Quiz 50%



Participation in live sessions 30% (10% per week/module)

Forums 20% (10% per each module 1 and 2)

Pass mark for the overall course is at least 60% to be eligible for ITU certificate of completion.

#### 10. TRAINING COURSE COORDINATION

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ITU Course coordinator: Name: Melanie Cremona Email address: <a href="mailto:melanie.cremona@itu.int">melanie.cremona@itu.int</a>	ITU Course coordinator: Name: María Victoria Sukenik Email address: <a href="mailto:Victoria.sukenik@itu.int">Victoria.sukenik@itu.int</a>
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