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United Nations Institute for Training and Research

Unitar Online Catalogue

Workshop on Effective Writing in Multilateral Diplomacy

Deadline: 6 Nov 2025

Type:	Workshop
Location:	Geneva, Switzerland
Date:	13 Nov 2025 to 14 Nov 2025
Duration:	2 Days
Programme Area:	Multilateral Diplomacy
Website:	http://unitar.org/cdt
Price:	\$1,000.00
Event Focal Point Email:	diplomacy@unitar.org

BACKGROUND

Writing reports and other kinds of documents is one of the immediate follow-up tasks of participation in intergovernmental conferences, meetings, and negotiations. This task is extremely time-consuming even more so for the conference delegate who does not possess appropriate tools or does not apply a comprehensive methodology. A successful report depends firstly on the specific body of knowledge that the writer possesses and secondly on specialized techniques which allow the written transfer of that knowledge to be as smooth and as effective as possible. Good and effective statements, reports, and other written documents leave no opportunity for the reader to miss or misunderstand

any facts or arguments.

LEARNING OBJECTIVES

At the end of the workshop, participants should be able to:

- Discern different forms and styles of diplomatic writing and reporting in multilateral diplomacy;
- Apply criteria of good report writing;
- Utilize open sources for diplomatic reporting including meetings coverage, summary records, process verbal and other sources;
- Analyse internationally agreed instruments and required national follow-up;
- Recognize the different textual elements of decisions and resolutions;
- Recognize and draft different types of diplomatic correspondence.

METHODOLOGY

The course is designed to be interactive and participatory, including various pedagogical tools to enable the participants to function effectively and efficiently in multilateral conferences. The course will be built on four pedagogical pillars: concept learning (lectures and presentations), role-playing (group exercises), experience sharing (roundtable discussions), and exposure to real-world problems and policy choices delegates are confronted with.

TARGETED AUDIENCE

This course is primarily open to:

- Members of Permanent Missions accredited to the United Nations Office in Geneva;
- Delegates of Ministries of Foreign Affairs and other government officials;
- Representatives of international, intergovernmental, and non-governmental organizations and Diplomatic academies;
- Professionals from the private sector.

ADDITIONAL INFORMATION

Insurance Waiver:

By applying to the Workshop on Effective Writing in Multilateral Diplomacy, all participants confirm that they are aware that the United Nations Institute for Training and Research (UNITAR) does not insure participants for this course. All participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including travel time.

Fellowship:

In the case of remaining availability, staff members of Permanent Missions in Geneva may be considered eligible to apply for our fellowship, granting participation in this workshop free of charge. For further information on the application procedure, please contact [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)).

Discount for Eastwest European Institute Alumni:

Alumni from the Eastwest European Institute can benefit from a 10% discount for this training. After you complete your application, kindly send your Eastwest Certificate of Participation to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)). UNITAR will verify your alumni status and, upon confirmation of the latter, apply the discount.

Certificate:

Participants who have attended all the sessions will receive a certificate of participation.

Note: The dates are provisional and are subject to change. Participation is on a first-come, first-served basis, and registration will be closed once we have reached the maximum number of participants.

Disclaimer: By submitting an application to this workshop, applicants acknowledge and confirm their commitment to upholding the principles and values of the United Nations and UNITAR. UNITAR maintains a zero-tolerance policy regarding conduct that is incompatible with its mission, including but not limited to abuse of authority, sexual exploitation and abuse, sexual harassment, and all forms of discrimination.