• I. TRAINING WORKBOOK

The purpose of the training workbook is to provide you with a summary of the subjects that are going to be addressed every day of the training. It will give you a short overview of the issues. Space for your notes is provided to be used for additional points, thoughts and questions.

The workbook is a tool to enhance your educational experience and remains in your possession.

• II. LEARNING LOG

The purpose of the Learning Log is to facilitate your learning experience throughout the training. It is a tool to register and sum up personal thoughts, questions and various links that come to your mind during the week.

It is up to each student to use this tool and it will remain in your possession during the week. Training facilitators will not collect or review the document. It is solely a way to facilitate your learning.

However, we recommend that you use it at the end of each day for individual recap and reflection on what you have learned during the day. At the end of the week we will address remaining thoughts and questions.

Notes to be put down in the document may include:

- What have I experienced?
- What struck me the most?
- What surprised me?
- What are the main things I have learnt?
- What have I understood?
- What questions remain unanswered?
1. TRAINING WORKBOOK
DAY 1: INTRODUCTION TO THE UNITED NATIONS

UN in general

The United Nations is an international organization founded in 1945 after the Second World War by 51 countries committed to maintaining international peace and security, developing friendly relations among nations and promoting social progress, better living standards and human rights.

The three main pillars of the UN are:

- Peace and Security
- Sustainable Development
- Human Rights

Due to its unique international character, and the powers vested in its founding Charter, the Organization can take action on a wide range of issues, and provide a forum for its 193 Member States to express their views, through the General Assembly, the Security Council, the Economic and Social Council and other bodies and committees.

The UN has 4 main purposes

- To keep peace throughout the world;
- To develop friendly relations among nations;
- To help nations work together to improve the lives of poor people, to conquer hunger, disease and illiteracy, and to encourage respect for each other’s rights and freedoms;
- To be a centre for harmonizing the actions of nations to achieve these goals.

My notes:
DAY 2: GREENING THE GLOBE. ROLE PLAY

The Millennium Development Goals (MDGs)

- The MDGs are a set of 8 goals established in 2000. They are the guidelines set for the horizon of 2015 and are supposed to be achieved by 2015.
- These goals are: to eradicate extreme poverty and hunger; to achieve universal primary education; to promote gender equality and empower women; to reduce child mortality rates; to improve maternal health; to combat HIV/AIDS, malaria and other diseases; to ensure environmental sustainability; to develop a global partnership for development.
- Each goal has specific targets and dates to achieve them.
- Progress towards the goals has been uneven, depending on the countries and the goals.
- The Post-2015 Development Agenda is currently being discussed in the lights of the progresses made and the ones to come.

The Sustainable Development Goals (SDGs)

- The Sustainable Development Goals (SDGs), otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity.
- These 17 Goals build on the successes of the Millennium Development Goals, while including new areas such as climate change, economic inequality, innovation, sustainable consumption, peace and justice, among other priorities. The goals are interconnected—often the key to success on one will involve tackling issues more commonly associated with another.
- The SDGs work in the spirit of partnership and pragmatism to make the right choices now to improve life, in a sustainable way, for future generations. They provide clear guidelines and targets for all countries to adopt in accordance with their own priorities and the environmental challenges of the world at large. The SDGs are an inclusive agenda. They tackle the root causes of poverty and unite us together to make a positive change for both people and planet.

UNDP

- UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.
- The annual Human Development Report, commissioned by UNDP, focuses the global debate on key development issues, providing new measurement tools, innovative analysis and often controversial policy proposals. The global Report’s analytical framework and inclusive approach carry over into regional, national and local Human Development Reports, also supported by UNDP.
DAY 3: TRADE AND DEVELOPMENT

The United Nations Development Program

- The UNDP is the United Nations’ global development network.
- Its mission is to help developing countries build their own solutions to national and global development challenges.
- It partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life of everyone.
- UNDP works in four main areas: poverty reduction and achieving the Millennium Development Goals (MDGs); democratic governance; crisis prevention and recovery; environment and sustainable development.
- It operates in more than 170 countries.

International Telecommunication Union

- Specialized agency for information & communication technologies
- Assign global radio spectrum and satellite orbits, and make sure that networks and technologies flawlessly communicate
- Develop access to ICT to underserved universal communities

World Trade Organisation

- THE WORLD TRADE ORGANIZATION (WTO) IS THE ONLY GLOBAL INTERNATIONAL ORGANIZATION DEALING WITH THE RULES OF TRADE BETWEEN NATIONS. AT ITS HEART ARE THE WTO AGREEMENTS, NEGOTIATED AND SIGNED BY THE BULK OF THE WORLD’S TRADING NATIONS AND RATIFIED IN THEIR PARLIAMENTS. THE GOAL IS TO HELP PRODUCERS OF GOODS AND SERVICES, EXPORTERS, AND IMPORTERS CONDUCT THEIR BUSINESS.

International Labour Organisation

- THE ONLY TRIPARTITE U.N. AGENCY, SINCE 1919 THE ILO BRINGS TOGETHER GOVERNMENTS, EMPLOYERS AND WORKERS OF 187 MEMBER STATES, TO SET LABOUR STANDARDS, DEVELOP POLICIES AND DEVISE PROGRAMMES PROMOTING DECENT WORK FOR ALL WOMEN AND MEN.
- THE MAIN AIMS OF THE ILO ARE TO PROMOTE RIGHTS AT WORK, ENCOURAGE DECENT EMPLOYMENT OPPORTUNITIES, ENHANCE SOCIAL PROTECTION AND STRENGTHEN DIALOGUE ON WORK-RELATED ISSUES.
DAY 4: HUMANITARIAN AFFAIRS

United Nations Office of the High Commissioner for Refugees

- UNHCR leads and co-ordinates international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees.
- It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.
- UNHCR has also a mandate to help stateless people.

International Committee of the Red Cross

- The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and armed conflict.
- On ICRC’s initiative States adopted the Geneva Convention, which in times of armed conflict, protects wounded, sick and shipwrecked members of armed forces, prisoners of war and civilians.
- ICRC works to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.
- The organization is present in some 80 countries with around 11,000 staff worldwide.
Day 5: Career Management

Visit to a Permanent Mission to the UN
- The Permanent Representation represents the interests and ideals of the different States in a range of International Organisations in Geneva, dealing with human rights, disarmament, trade and economics, health and humanitarian issues. They work to ensure that the views and opinions of their citizens are taken on board by the International Bodies and its Member States.

Career Development Action Plan
- We will work on developing a plan to achieve your career goals.

Presentation from Students
- Students will have time to present their lessons learnt from this week’s work.

My notes:
II. LEARNING LOG
<table>
<thead>
<tr>
<th>WHAT (THAT I READ) GRABBED MY ATTENTION?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT WERE THREE MAIN THINGS I LEARNED FROM THIS SESSION?</td>
</tr>
<tr>
<td>WHAT DID I PREVIOUSLY THINK WAS TRUE, BUT NOW KNOW TO BE INCORRECT/WRONG?</td>
</tr>
<tr>
<td>WHAT WAS NEW OR SURPRISING TO ME?</td>
</tr>
<tr>
<td>ONE THING I LEARNED IN THIS SESSION THAT I MAY BE ABLE TO USE IN FUTURE IS...</td>
</tr>
<tr>
<td>ONE THING I AM STILL UNSURE ABOUT...</td>
</tr>
<tr>
<td>Station #</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### DAY 3: TRADE AND DEVELOPMENT

<table>
<thead>
<tr>
<th>QUESTIONS:</th>
<th>RESPONSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What did I learn?</td>
<td></td>
</tr>
<tr>
<td>What did I find interesting?</td>
<td></td>
</tr>
<tr>
<td>What questions do I have?</td>
<td></td>
</tr>
<tr>
<td>What was the point of today's lesson?</td>
<td></td>
</tr>
<tr>
<td>What connections can I make?</td>
<td></td>
</tr>
<tr>
<td>Additional Comments:</td>
<td></td>
</tr>
</tbody>
</table>
1. What in my prior knowledge will help me with this particular topic?

2. Why do I need to know this material?

3. What should I do first?

4. How much time do I have to complete the task?

---

1. Am I on the right track?

2. How should I proceed?

3. What information is important to remember?

4. What do I need to do if I do not understand?

---

1. How well did I do?

2. What have I gained from this activity?

3. What could I have done differently?

4. Do I need to go back through the task to fill in any “blanks” in my understanding?
DAY 5: YOU AND THE UNITED NATIONS

Briefly describe your contribution to the cooperative learning project

If you were doing this project again, what would you do differently to improve your outcome?

How could teams work more effectively next time?

You peer’s comments

Other notes