

Modern Diplomacy for Small States

Course Location: Malta | Course Dates: 19 – 28 March 2014

Application Deadline: 27 December 2013

Organised by

DiploFoundation

Sponsored by

Ministry of Foreign Affairs, Government of Malta

Governance and Institutional Development Division
Commonwealth Secretariat



The Commonwealth

DIPLO DIPLO FOUNDATION



MINISTERU TA' L-AFFARIJET
BARRANIN
MINISTRY OF FOREIGN AFFAIRS,
GOVERNMENT OF MALTA

Training course information

Background

DiploFoundation is a non-profit organisation based in Malta, with offices in Geneva and Belgrade. In June 2006, Diplo was granted Special Consultative Status with the UN Economic and Social Council (ECOSOC). Diplo also plays an important role in a number of global networks, including the Global Knowledge Partnership, the International Forum on Diplomatic Training, and the European Diplomatic Training Initiative.

DiploFoundation is pleased to announce the 6th occasion of the workshop *Modern Diplomacy for Small States* which focuses on the current diplomatic challenges and organisational needs of small states, engaging as speakers experienced diplomats who have first-hand knowledge of the challenges facing small states and how these challenges have been dealt with in Malta.

Objectives

The workshop is designed to encourage interaction between participants and speakers. More specific objectives are covered in the topic description of each module. In summary, participants will:

- be taken through the day to day dynamics of working in a multilateral system. With special focus on the launching of an initiative at the United Nations.
- be given a brief overview of the main E-Tools which are being used in Modern Diplomacy
- recognise the importance of branding to their nation state and discover ways in which they can increase their nation's competitiveness through branding.
- explore the strengths and weaknesses involved in using Honorary Consuls.
- consider the scope and thrust of Commonwealth diplomacy
- fully appreciate the importance of protocol in diplomatic relations
- appreciate and understand the bargaining powers of the negotiator.

Dates, venue and organisation

The workshop will take place in Malta 19 – 28 March 2014, organised by DiploFoundation, and sponsored by the Government of Malta and the Commonwealth Fund for Technical Cooperation (CFTC).

Target participants

The workshop is intended primarily for professionals holding senior/middle management positions within a Ministry of Foreign Affairs and other departments dealing with the foreign affairs of small states. Given the institution-building focus of the programme, participants should be in the position to implement in their respective ministries and government departments the skills and knowledge acquired during the workshop.

Language of instruction

The course will be conducted in English, and all participants are expected to have a good working knowledge of the language.

Resources and methodology

Training will consist of a combination of speakers, participant presentations, and role play/simulations. The programme includes a strong skills-improvement component consisting of hands-on, practical simulation exercises. Content is drawn from current best practices in the area of negotiations, diplomatic protocol, multilateral diplomacy, and consular services, among others.

By sharing their experiences, participants will benefit from the comparison of their national experience with that of other small states.

Participants' presentations

As part of the programme, participants are asked to prepare a short presentation about their country (10 minutes) which may include challenges faced by their country, or experiences that helped overcome a challenge. Prior to each session, participants will be asked to introduce themselves and share with the group/speaker any experiences that they might have had, relevant to the topic.

Certificates

Participants who complete the entire workshop will be presented with a certificate jointly issued by the DiploFoundation, Ministry of Foreign Affairs, Government of Malta, and the Commonwealth Fund for Technical Cooperation.

Training Schedule | Modern Diplomacy for Small States

Wednesday, 19th March

09:00-09:30 Welcome speech by the Ministry of Foreign Affairs Representative (Malta)

10:00-13:00 Introductions, objectives, and expectations. Participants presentations.

Facilitator: Ms Sylvana Bugeja

Participants introduce themselves and share their objectives and their expectations of the workshop, providing a 10-minute overview of their respective countries including any challenges that they are facing.

14:30-17:30 Participant presentations

Facilitator: Ms Sylvana Bugeja

Coordinator: Ms Mary Murphy

Thursday, 20th March

10:00-13:00 UN Procedures – day to day dynamics

Lecturer: Amb Saviour Borg

The session will focus on the process leading to the submission by Malta to the United Nations General Assembly of its 1988 initiative on Climate Change. In this context, the session will trace the initial stages of internal consultations among the line Ministries up to how this initiative reaches the UN Secretary General and the General Assembly, including the final presentation of the draft resolution for the consideration of the General Assembly (UNGA). Ambassador Saviour Borg (former Permanent Representative of Malta to the United Nations), will be sharing his first-hand experiences and will be open to any discussion relevant to the topic. Participants will be instructed on relevant procedures and how to draft a memorandum

14:30-17:30 UN Procedures – day to day dynamics

Lecturer: Amb Saviour Borg

Continuation of the morning session

Friday, 21st March

10:00-13:00 Introduction to negotiations

Speaker: Patrick Tabone

A case study of Malta's EU accession negotiations. The session considers content, linkage, timing, building a team of experts and generalists, balancing demands and concessions, reconciling EU demands with Maltese traditions, keeping the public informed and on-side.

14:30-17:30 Negotiations simulation exercise

Speaker: Patrick Tabone

This simulation negotiation exercise will follow through on the Malta initiative regarding Climate Change which was submitted to the Secretary General and General Assembly in 1988. After the session, participants will be able to compare the simulation resolution with the actual resolution that was adopted during the actual negotiations during the General Assembly.

19:30

Across the cultures/ Public speaking

Sharing of traditions, cultures, food and beverages

Saturday, 22nd March

10:00-13:00 Persuasion

Speaker: Dr Biljana Scott

In order to survive in a competitive world, small states need to tell a 'winning story' about themselves. This session looks at ways to project a strong image, reverse negative branding and otherwise frame and reframe one's national interests. Exercises include verbal and visual spin

14:30-17:30 The language of diplomacy

Speaker: Dr Biljana Scott

This session promotes language awareness as a means of improving the skills of opinion shapers. Close attention is paid to case studies

of treaties, presidential speeches, public announcements, government advertising and media materials in order to link theoretical discussion to practical examples.

Sunday, 23rd March: Free Day

Monday, 24th March

10:00-13:00 Challenges facing small missions

Lecturer: Mr Mike Guy

Description: Participants will be provided with an overview of how Small States can effectively use their overseas missions to advance their national interests and how to draw on available resources to maximize these efforts. Through examining case studies of joint representation and small state offices, participants will be encouraged to identify solutions facing Small States in establishing effective Diplomatic Representation by drawing on the programme's discussions around the role of the Commonwealth Secretariat, the use of Development and Technical Assistance, E-diplomacy and the appointment of an Honorary Consul network.

14:30-17:30 E Diplomacy

Speakers: Mrs Stephanie Borg Psaila and Ms Mary Murphy

Participants will be given an overview of the latest E tools that have now become a way of life in most diplomatic institutions, making way for modern diplomacy.

Tuesday, 25th March

10:00-13:00 Competiveness through nation branding:
The case of island states

Lecturer: Dr Nadia Theuma

A nation brand comprises the images and reputation that a particular country elicits in someone's mind. This three-hour interactive session will discuss the importance of branding for Island States and how they can increase their competitiveness through nation branding. The session is divided into three parts (1) the definition of brand and competitive identity; (2) national images and the challenges and opportunities they afford for small states; and (3) how to put competitive identity into practice

14:30-17:30 Commonwealth Diplomacy: Commonwealth Secretariat's Diplomatic work and role

Speakers: Dr Michael Frendo and Mr Amitav Banerji

Dr Michael Frendo draws on his experience as the former Chair of the Commonwealth Ministerial Action Group and Mr Amitav Banerji, speaks as Director of Political Affairs Division, (Commonwealth Secretariat). Both speakers will discuss the relevance of the Commonwealth, whether a group of countries brought together by a colonial past still has any relevance today and importance for tomorrow?

Wednesday, 26th March

10:00-13:00 Diplomatic Protocol

Lecturer: Mr Olaph Terribile

An overview of the main concerns of protocol, with simulation exercises on ceremonies, seating, invitations, name cards, handshakes, dress code, body language, and more. The importance of protocol as a common code of conduct between different cultures and languages is emphasised, and the use of breaches of protocol as a form of diplomatic signaling is explored. Simulation exercises are included

14:30-17:30 Diplomatic protocol

Lecturer: Mr Olaph Terribile

Continuation from the morning session

Thursday, 27th March

10:00-13:00 Speaking in Public

Speaker: Ms Mary Murphy

Speaking in public is a necessary skill in today's very public environment. This session will recap on basic presentation skills, eye contact, building a rapport with the audience, marrying gestures to words, and offer tips to deliver concise, effective presentations. Participants will get the chance to deliver an impromptu speech, they will be given effective feedback and coached in how to deliver effective feedback.

14:30-17:30 Developing Networks of Honorary Consuls

Speaker: Amb Leslie Agius

Honorary Consuls play an instrumental role in projecting a good image of the country, protecting the rights of its citizens and visitors in the area and promoting tourism, trade,

investment, and cultural cooperation. The first part of this session considers the strengths and weaknesses of using Honorary Consuls, the criteria for selection, location of offices, job-specification, length of tenure, rewards and remuneration, and dealing with the problems which might arise.

Friday, 28th March

10:00-13:00 Development Diplomacy

Most diplomats are likely to come into contact with development cooperation sooner or later in their careers. They may be posted in a country which has strong development cooperation ties to their own country; they may represent their country in a multilateral organization focused on development; or they may come to negotiate the incorporation of development assistance packages into wider deals on climate change, trade, etc.

What are the main issues that diplomats should be aware of in such instances? How does one make sure that development cooperation actually leads to poverty reduction, more secure livelihoods, and a more dignified existence for poor people?

13:00-13:30 Wrap up Session

Free Afternoon

**** Lunch breaks are from 13:00 – 14:30

***** Coffee Breaks are from 15:30 – 15:45

Disclaimer

The organisers reserve the right to change the course content at its discretion, or to cancel the course entirely should there be an insufficient number of participants.

Sponsorship information

Selected applicants will receive a scholarship funded by the Malta Commonwealth Third Country Training Programme and the Commonwealth Fund for Technical Cooperation.

The scholarship will cover the following costs:

- Participants' workshop fees
- Accommodation for up to 11 nights; breakfast; lunch (course days only) at the designated course venue; and local transport
- Sponsored applicants will also receive a one-time partial subsistence allowance of Euro 200

No additional costs will be covered by the Government of Malta, the Commonwealth Fund for Technical Cooperation or DiploFoundation

Participants, their employers, and/or nominating ministries will be responsible for any additional costs, including:

- Travel to and from Malta
- Fees and arrangements for visas to enter Malta
- Funds to cover sundry costs (telephone & Internet usage; laundry costs, drinks at the bar, etc). As a recommendation, Euro 20 per day should be allowed
- Accommodation and living expenses beyond 11 nights

Applications and nominations

In order to qualify for sponsorship, applicants must be nominated by the employing department/ministry/organisation, and should be duly endorsed by the POC.

Applicants are expected to hold the relevant entry documentation. Prospective participants are advised to apply for a Schengen Visa through their respective foreign office as soon as they receive confirmation of their place on the training course. Note that it can take up to six weeks to secure a visa and may also involve travelling to another country to apply/pick up the visa.

To apply for a sponsorship, nominated applicants must complete the application form available from the Point of Contact (POC) of the Commonwealth Secretariat's Governance and Institutional Development Division in their own country or on the Commonwealth website www.thecommonwealth.org/mctctp, and send it to **all three** of the following:

Emailed documents are accepted – no need to send by courier post

1) Commonwealth Point of Contact

2) Director, Governance and Institutional Development Division, Commonwealth Secretariat, through:

Ms Shakira Lukmanji
Programme Assistant, Technical Cooperation & Strategic Response Group
Governance and Institutional Development Division (GIDD)
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HY
UK

Tel: + 44 (0) 20 7747 6368
Fax: + 44 (0) 20 7747 6515/6335
Email: s.lukmanji@commonwealth.int

3) Institution Director Dr Jovan Kurbalija, DiploFoundation, through:

3) Institution Director Dr Jovan Kurbalija, DiploFoundation, through:

Sylvana Bugeja
DiploFoundation
Ground Floor, Anutruf, Hrireb Street, Msida, MSD1675, MALTA

Tel: 00356 21 333323/00356 99806858
Fax: 00356 21 315574
Email: s.bugeja@diplomacy.edu

Application Deadline 27 December 2013

Application review and response:

Applications will be assessed by DiploFoundation together with a representative of the Malta Ministry of Foreign Affairs, in consultation with the Commonwealth Fund for Technical Cooperation.

Confirmation of acceptance will be sent to successful applicants by **18 January 2014**.

Self-funded applications

Interested persons who do not qualify for sponsorship under the Malta Commonwealth Third Country Training Programme may also apply to participate in this course. They will be charged a fee of Euro 1500 to cover course participation fees, course materials, lunches and coffee breaks. Any further costs (travel, accommodation, etc.) will be the responsibility of the participant.

Those interested in self-funded applications should send a c.v. to the contact person, details below.

Institution Director, DiploFoundation, through:

Sylvana Bugeja
DiploFoundation
Ground Floor, Anutruf, Hrireb Street,
Msida, MSD1675, MALTA

Tel: 00356 21 333323
Mob: 00356 99806858
Fax: 00356 21 315574
Email: s.bugeja@diplomacy.edu

Course organisers

DiploFoundation

Website: www.diplomacy.edu

DiploFoundation is a non-profit organisation based in Malta, with offices in Geneva and Belgrade. In June 2006, Diplo was granted Special Consultative Status with the UN Economic and Social Council (ECOSOC). Diplo also plays an important role in a number of global networks, including the Global Knowledge Partnership, the International Forum on Diplomatic Training and the European Diplomatic Training Initiative.

Several key concepts underlie DiploFoundation's activities:

- **Innovation:** Diplo is a leading training organisation in the field of diplomacy and international relations today because of its commitment to innovation in online learning.
- **Quality:** Diplo strives to offer high-quality educational experiences and materials, equally attractive and useful for individuals and institutions in developed and developing countries.

- **Personal touch:** The personal dedication of the Diplo team and the recognition of each learner as an individual are always highly rated in surveys, informal reviews, and feedback from course participants and collaborators.
- **Development cooperation:** Diplo has an ongoing commitment to strengthening diplomatic practice and international relations for a range of stakeholders in developing countries in particular.
- **Contemporary focus:** Diplo's education, training, and capacity-building initiatives focus on topics of relevance to today's diplomatic scene, whether these are new areas of study, or traditional topics examined through a contemporary lens.
- **Theory to practice:** Diplo's activities aim to bridge the gap between theoretical concepts and practical solutions; this is done through close links with real communities of practice and through studying real-life problems.
- **Multistakeholder approach:** Diplomacy is no longer the exclusive domain of states and diplomats; Diplo promotes the involvement of new players, including NGOs, academia, the private sector, and the media.

Course sponsors

The Commonwealth Secretariat

www.thecommonwealth.org

The Commonwealth is a voluntary association of 53 countries that support each other and work together towards shared goals in democracy and development.

The Commonwealth Secretariat is the primary intergovernmental organisation within the Commonwealth and carries out programmes based on mandates set by Commonwealth Heads of Government at their biennial summit. The Secretariat works as a trusted partner for all Commonwealth people as:

- a force for peace, democracy, equality and good governance;
- a catalyst for global consensus-building; and
- a source of assistance for sustainable development and poverty eradication.

The Commonwealth Fund for Technical Cooperation promotes sustainable development through comprehensive work programmes that maximise available resources to benefit member countries. It uses comparative advantages to assist members to achieve Commonwealth priorities and the MDGs. These comparative advantages include common values, a diverse membership, large number of small states, similarity of judicial and public administration systems,

Pan-Commonwealth networks, and regular meetings of heads of government and ministers.

The Commonwealth provides relevant and cost-effective technical assistance quickly, flexibly, and sensitively to member countries. It promotes South–South cooperation as an integral part of the provision of development assistance and advice. Assistance is provided to member countries without the stringent conditions of some donors, and addresses some of the strategic gaps that large donors may overlook.

Thirty-two out of the 54 Commonwealth member countries are small states who are geographically small or have populations of less than 1.5 million. These states face particular challenges such as physical remoteness, susceptibility to natural disasters, limited institutional capacity, limited diversification, vulnerable to external economic changes, need of access to foreign capital, and poverty. As a result, more than 60% of Commonwealth technical assistance is directed towards small states.

Ministry of Foreign Affairs, Government of Malta

www.mfa.gov.mt

The Malta Cooperation Programme of the Ministry of Foreign Affairs of the Maltese Government provides the means for Maltese professionals to share their experience and skills with participants from developing countries and small states with limited human resources. Having attained

a high degree of competence in human resources over the years, and being fully supportive of the Commonwealth's efforts in the field of development training, Malta has embarked on the Third Country Training Programme. Under this scheme, specialised training has been delivered in the fields of information technology, banking and finance in small states, competitiveness for small states, port management, insurance management, and diplomacy.

The Malta Commonwealth Third Country Training Programme marks the transition from technical assistance to mutual co-operation between Malta and its Commonwealth partners. This programme is jointly funded and administered by the Ministry of Foreign Affairs and the Commonwealth Secretariat, and was formally established in 1995 with the objective of training senior to middle level personnel from developing countries of the Commonwealth.

Travel and accommodation

Accommodation

All sponsored participants will be accommodated on a bed-and-breakfast basis, with lunches provided on workshop days at the designated course venue. Please specify on the application form whether you have any particular access, dietary, or other special requirements.

Flights

Travel to and from Malta is the responsibility of the training participants, their employers, and/or nominating ministries.

Airport transfers

Participants are requested to provide DiploFoundation with their flight details to and from Malta as early as possible, so that airport transfers may be arranged. Organisers will be using MaltaTransfer.Com to take care of the transfers. Please send your flight details to:

Sylvana Bugeja
DiploFoundation
Ground Floor, Anutruf,
Hriereb Street,
Msida, MSD1675, MALTA

Tel: 00356 21 333323
Mob: 00356 99806858
Fax: 00356 21 315574
Email: s.bugeja@diplomacy.edu

Insurance

In order to qualify for a visa, participants are required to arrange adequate overseas travel, accident, and health insurance before departing for Malta to cover them during their stay.

The organisers cannot be responsible for any medical or other emergency expenses which may arise during the participant's stay in Malta.

Visas

Visa fees and arrangements are the sole responsibility of training participants, their employers, and/or nominating ministries.

Malta forms part of the Schengen area and follows the Schengen Convention's common rules of entry that apply to all member states.

Participants are advised to check their visa requirements through www.mfa.gov.mt and apply for the required visa as early as possible after receiving confirmation of their place on the training course.

Participants who intend to stop over in a third country on their way to Malta are also advised to obtain the required transit visa/s before leaving their country of origin.

Logstics while in Malta

Geography

Malta is the largest of the Maltese Islands, which are located in the middle of the Mediterranean Sea, about 100km south of Sicily and 300km off North Africa. Its total area is 320 km² and the total number of inhabitants is around 400 000, of whom about 10% live on the island of Gozo.

Climate

The climate is typically Mediterranean, with hot, dry summers, warm and sporadically wet autumns, and short, cool winters with adequate rainfall. The average temperature in March is around 17° C during the day and 10° C at night.

Currency

Malta's currency is the euro (€) which is divided into 100 cents. At the time of printing of this brochure, the exchange rate is approximately US\$1.23 to the euro.

Language

The official languages of Malta are Maltese and English. Most Maltese speak English, and Italian is also widely spoken.

Customs

Personal belongings and clothing intended for own use are not liable to duty. The duty free allowance for adults is 200 cigarettes, one litre each of spirits and wine, and a reasonable quantity of perfume.

Banks

Banks are usually open from 0830 to 1330 hrs, Monday to Friday and till 1130 hrs on Saturday. Foreign exchange facilities are also available round the clock at Malta International Airport and at a number of automated teller machines situated in the major commercial and touristic

areas. Major credit cards are accepted by most hotels and restaurants as well as by a good number of retail outlets.

Shopping

Shops are usually open between 0900 and 1900 hrs, with a lunch break between 1300 hrs and 1600 hrs. In commercial areas frequented by tourists, however, most shops remain open until around 2200 hrs. Shops are not open on Sundays and public holidays. Major credit cards, travellers cheques and euro cheques are accepted at most leading shops and restaurants.

Restaurants

There is a wide variety of restaurants in Sliema, St Julians, Valletta, and other tourist areas, ranging from fast-food outlets to modestly priced and more expensive restaurants. Food in Malta is often influenced by Italian cuisine, but there are quite a few restaurants which serve oriental food.

Public transport

Malta's public transport system offers a cheap and efficient way of touring the Island. The Arriva Company started a new service in July 2011. For more information please ask at the reception desk or visit its local website. <http://www.arriva.com.mt>

Medical care

Malta enjoys a high level of medical care, and there are several public and private hospitals and clinics on the islands.

Electricity

The electrical supply is 240 volts, single phase, 50 cycles. The 13 amp, three-pin rectangular sockets are used in Malta (UK style). Kindly remember to bring along an appropriate adaptor for your appliances.

For further information about your stay in Malta, please contact:

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Ground Floor, Anutruf
Hriereb Street
Msida, MSD1675
MALTA

Tel: 00356 21 333323

Mob: 00356 99806858

Fax: 00356 21 315574

Email: s.bugeja@diplomacy.edu

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please contact:

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Mob: 00356 99806858
Fax: 00356 21 315574
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or

Ms Shakira Lukmanji
Programme Assistant
Technical Cooperation & Strategic Response Group
Governance and Institutional Development Division
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Sponsored by:
Ministry of Foreign Affairs, Government of Malta
and
Governance and Institutional Development Division
Commonwealth Secretariat, London, UK

Thank you for your interest in the Malta
Commonwealth Third Country Training course –
Modern Diplomacy for Small States. We look forward to
welcoming your application.