

JITAP II
Concept paper for Module Three:
Enhancing MTS Knowledge and Networks
(Revised version – draft Nr. 3.4, May 2004)

1. Background

JITAP II was launched in February 2003, following a positive evaluation of JITAP I. The programme has three components pertaining to the development of modules and related toolkits:

- Design and development of toolkits for the five substantive programme modules;
- Implementation of the Advanced Track of the modules¹;
- Implementation of the Foundation Track of the modules.

The capacity for beneficial integration into the Multilateral Trading System (MTS) in partner countries will be built at the individual, institutional, and system levels. The present module deals with human capacity development including the setting up and maintenance of a knowledge base on the MTS. The networking aspect of the persons trained is covered under Module V.

This concept paper aims to provide the terms of reference including scope, structure and contents of Module Three of the programme on “Enhancing MTS Knowledge and Networks”. The concept paper indicates the broad modalities for the design, implementation and monitoring of the toolkit and the activities under this module, taking into account the programmes and initiatives implemented by the three JITAP agencies, such as the Trade policy training course by the WTO, the TrainForTrade components delivered by UNCTAD, the seminars organized by ITC in the context of the World Trade Net, etc., in the sense that the trainings provided under this JITAP module and such programmes are complementary.

2. Features and objectives of Module III: Enhancing MTS Knowledge and Networks

a. Purpose and scope of module 3

The building and consolidation over the programme’s implementation period (2003-2006) of an MTS knowledge base in the partner countries and at the related national and subregional organizations must not be considered as an end in itself. The activities under this Module aim to enhance the countries’ capacity for a better participation in the ongoing negotiations at the WTO and other frameworks.

JITAP will provide the partner countries with tools and training programmes on the different aspects of the Multilateral Trading System, particularly those under active negotiations under the Doha work programme.

At the end of the programme, each partner country is expected to have developed a network of MTS trainers and professionals who understand the WTO rules, the policy dimensions and issues related to such rules and the business aspects of both the rules and the policies. The respective networks should become the pillars of the countries’ institutional capacity to understand and take an active part of the Multilateral Trading System. The institutional and infrastructural parts of the MTS capacity in the countries are built under modules 1 and 2 of JITAP.

¹ As per the Programme Document, the advanced track of JITAP’s capacity building modules applies to the countries that participated in the first phase of the programme while the foundation track is meant for the countries that joined the second phase.

b. Main definitions, key concepts and terminology

For the purpose of this concept paper and for the activities proposed or will be proposed under this module, the following definitions will apply (terms in alphabetical order):

Knowledge base	Quantity and quality of the knowledge by individuals involved in MTS issues for the understanding and interpretation of the WTO rules, related policies and business impact.
MTS Capacity building	Actions aiming at supporting institutional and individual ability to understand, better manage and ensure full participation in the Multilateral Trading System.
MTS professionals	Technicians and experts involved in MTS matters.
MTS trainers	Trainers from the faculty or who are active in various departments and institutions, involved in MTS matters.
MTS users	Individuals, entrepreneurs and business persons involved in or concerned by MTS matters.
Negotiators	Individuals involved on behalf of the country to negotiate with other country delegates on MTS issues. Extended to members of the country delegation to WTO official meetings and conferences.
Seminar	Information dissemination activity of a short period of time (under JITAP, usually one day or less), based on presentations by experts and professionals, on a specific subject or a group of subjects. A seminar usually targets MTS users i.e. professionals from a specific sector, or the large public. The expected output of a JITAP seminar is usually “participants in the seminar better informed on the subject matter presented.”
Toolkit	Set of training and implementation tools (training packs).
Tool (Training pack)	Device designed for use by MTS professionals and trainers to undertake capacity building activities on a specific subject.
Technical support	Advice by the agencies’ experts or by country experts on a specific MTS subject, substantiated by related material or reports that are provided to summarize such advice.
Training course	Training cycle of medium-to-long-period (under JITAP, usually less than one month), based on presentations and practical exercises led by experts and professors, usually on a large array of MTS subjects. A course usually targets professionals from the private and public sectors or from the civil society that are active in the subject(s) covered or are expected to become active, as well as academics teaching or training in the same field. The expected output of a JITAP training course is usually “professionals and trainers trained to deliver trainings on their own on several subject matters of the MTS (eventually using elements of the toolkit).”

Training workshop	Training cycle of a short period, based on tutors, experts and trainees interaction on a specific subject or group of subjects, aiming at enhancing the ability of the participants to understand the subject matters and to fulfil their duties more efficiently. Workshops usually target professionals from the private and public sectors or from the civil society that are active in the subject(s) covered or are expected to become active, as well as academics teaching or training in the same field. The expected output of a JITAP workshop is usually “professionals and trainers trained to deliver similar trainings on their own (eventually using elements of the toolkit).”
Videoconference	Similar to a workshop or seminar but based on remote communication. Usually organized for few hours for briefing / debriefing purposes. Videoconferences can also be organized for management and coordination purposes. The expected output of a videoconference will be indicated in its terms of reference.
Webconference	Similar to a videoconference but based on remote communication through computers.

c. Module objectives and related components

i. Objectives

JITAP’s approach to capacity building under Module III will address the needs and aim for:

- The consolidation of the knowledge base about the MTS in all JITAP countries, as a means for self-reliance, effectiveness and sustainability of their participation in world trade;
- The development of the partner countries’ capacity to take part effectively and efficiently in the negotiating process, including the capacity of negotiators to analyze and forecast the impact of negotiating positions and to build alliances, and to incorporate the countries’ present and future interests.

Under this module, JITAP will pay special attention to gender considerations, by associating as many women professionals as possible to the trainings provided by the programme and by dedicating special activities to women groups at the professional and grassroots level, thus favouring poverty alleviation and pro-poor activities. This effort will be further supported by trainings provided under other modules of the programme.

ii. Components of the module

The module will have the following components:

- Production of a set of tools assembled in a toolkit to be made available to the MTS trainers and professionals in the countries to assist them in disseminating information and undertaking trainings of other professionals and MTS users.
- Joint training of trainers and professionals by the three JITAP agencies on selected subjects of the MTS, to build a core group of trainers on the MTS in general and on priority subjects, particularly those that are relevant to the Doha work programme.

- Technical, financial and logistical support to the MTS trainers and professionals for (i) the adaptation of the toolkit or selected tools thereof to national requirements; (ii) undertaking information dissemination and training activities in their countries and other countries as may be required for increased synergy among JITAP countries, and (iii) networking with experts in the three organizations and among themselves (mainly through Module V).

iii. Main activities, outputs and results under Module III

(i). Nature of the capacity building assistance and modes of delivery of MTS knowledge

JITAP will provide assistance to the countries under the following categories of activities:

- Provision of training material developed by the three Agencies compiled in the toolkit for module III, and technical advice on how to use it, consideration is also given to distance learning;
- Organization of generalist training courses to build core trainer groups where they don't exist as a result of other training activities such as the WTO trade policy courses;
 - Direct training of trainers and professionals, in the form of dedicated MTS short courses and technical workshops on selected subjects from among the list of priority topics under section 5.
 - Support of local training operations to be undertaken by trained trainers and academic institutions by providing technical and financial support to organize information dissemination in the country to selected target audiences that directly concerned with the MTS negotiations;
 - Realization of case studies and information tools targeting the audiences above.
 - Assistance in building training syllabus at selected academic institutions
 - Organization of distance learning platforms, if necessary through videoconferences and web-conferencing;
 - Support to national networks of MTS trainers and professionals through cross-fertilization among national capacities (cf. Module V) and sponsoring of internships and secondments from a JITAP country to the other.

(ii). Expected outputs and results of Module III

- Existence of a critical mass of professionals and trainers in each JITAP country that is conversant with MTS issues and that could advise the negotiators, private sector, and other stakeholders on the negotiations and the positions to be developed in order to best serve their interests.
- In each JITAP country existence of a network of professionals and trainers trained under JITAP and other programmes ².

² The network of MTS professionals and trainers would also include trade policy experts and enterprise competitiveness experts, who would be able to work with enterprises directly on assessing how the MTS would affect them. Aggregating the results of such assessment with the firms would constitute a summary of the real or potential business implications of the MTS as perceived in the country. To this end, training will be provided on Policy and business impact assessment in the context of the MTS. The MTS networks under JITAP will also associate trained professional under other capacity building programmes of the

- Utilization of the resource persons trained by JITAP to carry out training activities for other TRTA and MTS-related capacity building projects
- Involvement of the resource persons trained by JITAP in supporting the Reference centres and National Enquiry Points, as well as the work of the IICs and their subcommittees.
- Increased participation of national JITAP professionals in the activities of regional/global research networks.
- Linkage of national policy researchers and experts to relevant regional/global trade policy research networks.
- Linkage of national JITAP trainers and networks to relevant regional/global networks and increased participation of such trainers in the activities of regional / global training networks.

3. JITAP strategy relevant to the implementation of Module III

a. Target audience of JITAP II capacity building activities under Module III

i. Potential beneficiaries of the training and information dissemination activities

The training courses and technical workshops, as well as all knowledge-base development actions under this module will target:

- Government officials and national MTS experts and professionals from different ministerial departments within and outside the Trade Ministry that are in charge of formulating, negotiating, and implementing national trade policy, including those that impinge on the MTS.
- Private sector professionals and technical staff of sectoral organizations and associations, particularly those that are members of the IICs and are concerned with specific subjects of negotiation or are mandated to assist the business community in identifying and deriving benefit from export opportunities and to advocate their trade interests;
- Academia, particularly university professors and professionals from the educational world;
- Media professionals, including editors and journalists in the print, radio, TV and professional press organizations, who should acquire a capacity to understand, relay and interpret information on the MTS;
- Activists from NGOs and the civil society;
- Parliamentarians, concerned with trade issues and who are active in the process of legal adjustment and enhancement of the business environment;
- Women cadres, entrepreneurs and traders involved in external trade and business in general, to enhance their contribution and full participation in the MTS national debate. Apart from systematically incorporating the gender dimension in all training and knowledge-base development activities, this specific focus on women groups aims at filling the gap women are experiencing as compared to male counterparts;

agencies, including Trade Tutors, trainers and advisors trained by ITC who have formed or joined training or professional networks in Africa.

- Other direct stakeholders and opinion makers.

ii. Thematic priorities

Under JITAP I, courses and workshops were organized on the following subjects:

- General Course on MTS;
- TBT/SPS, Quality Control and Export Packaging;
- Customs Valuation, Rules of Origin and Preshipment Inspection;
- Textiles and Clothing;
- Agriculture;
- Services;
- Tariff and Non-Tariff Measures, Trade Policy Review Mechanisms and Dispute Settlement;
- Trade Remedies, Subsidies and State Trading;
- TRIPS; and
- Regional Integration and Public Procurement.

One of the priorities under JITAP II will be to provide refresher courses to trainers already trained under JITAP I or other programmes, on the key subjects corresponding to ongoing negotiations in the Doha work programme.

The selection of priority subjects for the design and implementation of this module (section 5 below) are based on the JITAP I experience and the priorities expressed by the countries during the needs assessment and programming exercise for JITAP II. The needs for technical assistance expressed at the ITC Executive Forum organized from 7 to 10 September 2003 in Cancun, by public and private sector representatives, with regard to their areas of concern were also taken into account.

However, to avoid expanding the scope of this module beyond JITAP's resource capacity, the priority subjects have been limited to topics that are under negotiation, active implementation or have a developmental dimension with an immediate possible impact on the countries. Subjects related to the Singapore issues that are also very important for the countries and other subjects that are not under active negotiation in the context of the Doha work programme have not been retained as a priority.

b. Implementation strategy of Module III

i. Training workshops, courses and information dissemination activities

To enable the countries to acquire the necessary skills and the basic knowledge that should become instrumental in enhancing their role in the negotiations and their taking an active part in the Doha development programme, the delivery of basic training material and the actual training of core groups of professionals and national experts, will need to be undertaken during the two first years of the programme.

In relation with the training provided by ITC, UNCTAD and WTO under their regular or ad-hoc technical assistance plans, JITAP will address training and skills development needs based on the following implementation principles:

- JITAP will respond to all training needs in a joint way, by combining the expertise of the three agencies on the specified topics, as successfully experimented under

JITAP I.³ The three-dimensional approach of MTS issues is a distinguishing feature of JITAP's capacity building. It helped addressing the concerns of multidisciplinary groups in the partner countries and will be continued under JITAP II. Therefore, activities of knowledge-base development and strengthening of negotiation skills development will address the need of trainees to understand and interpret the rules, the policy aspects of such rules, as well as the business impact of both rules and policies.

- JITAP will apply the subsidiarity principle when addressing country requests for training and negotiation skills development seminars and workshops. This is to say that JITAP will only cover the training subjects areas that the three agencies are not addressing individually in a comprehensive manner. It also implies that training material developed by the agencies under other initiatives will be used by JITAP, instead of developing new didactical material, unless there is a need to create or adapt material that is not available through the other programmes and projects.
- The participation in each training activity will be open to all participating countries in principle, although some training activities may target specific (groups of) countries on selected subjects. To ensure a proper response to the specific needs of the countries for didactical material, training and information dissemination activities, their specific responses will be detailed in the country-specific project documents.
- Still another focus involves strengthening the capacity of business enterprises and their supporting institutions to derive benefit from the business opportunities that either exist, or become available as trade liberalization gains momentum. The main thrust of this effort revolves around a priority analysis of policies for removing supply side constraints and the formulation of priority sector strategies that are anchored in a conducive economic policy environment. To this end, specific tools are developed under Module IV of the programme⁴. They will be used to organize training on trade strategy design, particularly in export, involving local consultants and enterprises or business organizations, as well as government executives.

ii. Networks of MTS trainers

- Trained resource persons from the JITAP MTS networks will be used extensively as trainers and experts to man JITAP workshops and training activities. The qualifications of the experts trained by JITAP will be publicized on the CDF to allow other TRTA partners to call on them. This aspect of module III is fully developed under Module V.

iii. Coordination of training and information dissemination activities

- In view of the above, coordination will be a key feature of JITAP's training actions. At the agency level, coordination will be ensured through the JITAP Coordination Unit in Geneva. At the country level, training activities will be coordinated by the JITAP focal point at the Ministry of Trade, who involves the National Steering Committee in the planning of and the participation in all training activities

³ There are an increasing number of experiences that follow the JITAP approach of combining the ITC, UNCTAD and WTO expertise, which seem successful. Such experiences have to be taken into account when deploying JITAP activities.

⁴ ITC will also contribute to building capacity of professionals and trainers in assessing how an enterprises would design their trade strategy, based on MTS-related opportunities or threats that would be identified in the context of the sector or national strategy formulation.

iv. Development of the Toolkit

- Initiatives will be taken to adapt existing material, together with other technical assistance programmes, and to develop tools that respond to specific MTS knowledge base needs under JITAP. Such tools will be made available to other technical cooperation programmes, as need arises and according to conditions to be determined. The ten training packs developed under JITAP I (see thematic priorities, 3.a.ii above) on the main MTS subjects will provide a source of information for the preparation of the training material related to the twelve priority topics retained.
 - A team of two consultants under the supervision of the Coordination Unit, with the corresponding support staff, will be appointed to prepare the necessary tools and present the toolkit. For most of the components, the work will basically consist of refining and updating the existing training packs developed under JITAP I by adding the new versions of the same material and by splitting the training packs according to the list of priority subjects under section 5 and the structure and contents of the toolkit suggested below.
 - The agencies will make available to the team of consultants all relevant related material, written and electronic that could be incorporated in the toolkit.
 - The delivery of the tools will be made progressively according to the availability of the respective training packs.

c. National implementation of module activities

i. **MTS knowledge base activities**

- In the countries, the specific tools delivered in the toolkit will be used to conduct training and information dissemination activities. Such activities will be described in detail in the country project documents and subsequent implementation plans. Local events will be eligible, if they are listed in the project documents or implementation plans, and to the extent that the JITAP financing complements local efforts to ensure sustainability of the capacity built by such activities.

ii. **Consolidation and expansion of the pool of MTS trainers and professionals, maintenance of the knowledge base**

- An important number of resource persons were trained over the years by ITC, UNCTAD and WTO and by other partners particularly in the initial group of JITAP countries. To ensure sustainability and an appropriate maintenance of the knowledge base, the MTS resource persons, trainers, and specialists will be encouraged to form networks and associations to organize their activities, notably in supporting the Reference Centres, the National Enquiry Points, in servicing the IICs and in disseminating information on the ongoing negotiations. To a larger extent, this will also encourage the utilization of capacities built to extend advisory and training services to other countries.
- As part of the objective of developing sustainable national networks of trainers, JITAP will identify opportunities to work with some of the established university and training networks in Africa. To this effect, various means to link national and regional networks to sources of new training on an on-going basis will be explored. These may include use of the CDF and video- and web conferencing, to link networks with operational distance learning platforms being developed in UNCTAD or other existing platforms. In this respect complementary activities will be carried out under the corresponding modules, notably Modules I, IV and V. These will also involve research institutions and universities as may be relevant.

iii. Priorities in targeting beneficiaries of training and information dissemination activities

- For the purpose of strengthening the MTS institutional framework, covered under Module I and subject to its implementation strategy and activities, the priority for training and information dissemination will be given to the members of the IICs and their subcommittees.
- Members of existing networks of trainers and professionals will benefit from refresher courses to be organized locally, using the Module III toolkit, with an objective of maintenance of the MTS knowledge base built in the country.
- Under the original JITAP, considerable efforts were made to train a cadre of national specialists and trainers on the MTS at the individual level focusing on three main groups of national stakeholders: government executives and staff, business sector professionals and cadres, and professors from Universities and education institutions. This focus will be maintained and expanded under JITAP II, by more involving the academic community, professionals and technical executives from the civil society and media organizations into the ambit of the national networks of trade experts being developed through JITAP.

d. Performance indicators for activities under Module III

Detailed output and performance indicators must be indicated in the country-specific project documents, with regard to Module III activities, such as the minimal number and targets of the training events and information dissemination activities, the number of new trainees to be trained by the programme, the extent to which the reach of training programmes will be expanded to new groups of trainees and MTS users, including the media and legislature, etc.

To ensure performance, general criteria should be adopted for the selection of trainees and for ensuring the quality of the inputs from the agencies, as well as the outputs of the training and capacity building activities in the countries.

i. Criteria for enrolling trainees in the JITAP training activities

- For every training activity, the selection criteria for enrolling trainees must be determined in the terms of reference and the evaluations must include an assessment of whether the selection criteria were followed.

ii. Quality assurance and certification of MTS knowledge base activities

- All activities of Module III to be conducted in the countries will be evaluated based on the evaluation forms and guidelines provided in the terms of reference. A procedure will be adopted for the assessment of the training provided and the certification of skills.

iii. Outcome indicators and criteria of success

Performance framework	Performance indicators	Data sources
<u>Outcomes</u>		

Performance framework	Performance indicators	Data sources
Existence in each JITAP country of a critical mass of professional and trainers that are conversant with MTS issues.	Number of professional and trainers: at least 4 to 6 should be identifiable in each country on each relevant subject, as will be determined in the country project documents.	Progress reports and related result sheets Mid-term and final evaluation reports.
Existence in each JITAP country of a network of professionals and trainers trained under JITAP and other programmes on the main MTS issues.	Networks organized in non-profit associations or NGOs, according to the country's traditions and customs. Networks have work plans and some way of funding of their activities. Resources mobilized for the main activities, including through allocations other TRTA and MTS-related capacity building projects.	Progress reports and related result sheets. Budget allocation documented. Mid-term and final evaluation reports.
Utilization of the resource persons trained and the capacity built under JITAP, by other TRTA and MTS-related capacity building projects for delivering their training activities.	Resource persons trained by JITAP involved in other TRTA activities.	Progress reports and related result sheets Mid-term and final evaluation reports.
Involvement of the resource persons trained by JITAP in supporting the Reference centres and National Enquiry Points, as well as the work of the IICs and their subcommittees	Presentations made and technical papers prepared for use by IIC subcommittees.	Progress reports and related result sheets Technical papers prepared for the IICs Mid-term and final evaluation reports.
Increased participation of national JITAP trainers and professionals in the activities of regional/global negotiations, notably those related to regional integration.	Missions by JITAP trainers and professionals in regional and subregional activities.	Progress reports and related result sheets Mid-term and final evaluation reports.
Linkage of national policy researchers, trainers, MTS professionals and experts to relevant regional/global trade policy research networks.	Missions by JITAP trainers and professionals in regional and subregional activities and linkage with research networks substantiated	Progress reports and related result sheets Mid-term and final evaluation reports.
<u>Expected Outputs and Results</u>		

Performance framework	Performance indicators	Data sources
Toolkit prepared and delivered	Toolkit available to national trainers and MTS professionals	Progress reports and related result sheets Mid-term and final evaluation reports.
Toolkit adapted to each country's need	Selected tools available according to country-specific terms of reference	Actual training material and publications Progress reports and related result sheets Mid-term and final evaluation reports.
Training provided on selected subjects, as per priorities highlighted in the country project documents	Groups of generalist and specialized trainers trained	Progress reports and related result sheets Individual evaluation reports of the training and capacity building activities under this module Mid-term and final evaluation reports.
Networks of trainers set up and operational in connection with activities under module V	Constitution of MTS trainers network published	Progress reports and related result sheets Mid-term and final evaluation reports.

4. The Toolkit for Module III

a. Contents and structure of the toolkit

The Toolkit for Module III will include the following elements:

- i. A compilation of training tools available with the agencies on the priority subject matters listed under section 5, with background and reading documents, technical notes, case studies as well as easy-to-use illustrations and guidelines, relating to each of the subjects. Two of the listed subjects will consist of a simple easy-to-read brochures that will be prepared using material from the WTO, UNCTAD and ITC.

Each of the twelve MTS training packs will be developed to contain the following components, to the extent possible:

- Background,
- Reading documents,
- Technical notes,
- CD ROMs
- Case studies
- Illustrations and slideshows,
- Set of terms of reference for training activities and other related actions, as per module content;
- Guidelines for delivering MTS training on the specified subject.

ii. A pedagogical training pack with the appropriate learning material and related didactical tools and teaching notes on the approaches and best practices for strengthening the knowledge base and disseminating knowledge and good understanding of the issues at stake. Such pedagogical training pack will cross-cut all subjects and provide guidance on the design and delivery of MTS training activities, including seminars, workshops and preparation of didactical material.

With regard to the pedagogical training pack, a valuable experience has been developed by the TrainForTrade and WorldTradeNet programmes of UNCTAD and ITC respectively that may be useful to use. In particular, the TrainForTrade Programme has adopted a proven methodology to develop training materials. It combines substantive inputs provided by substantive departments with pedagogical expertise. This approach offers a common shell that will benefit the coherence of the training materials while allowing the substantives departments from the three organizations to provide their inputs. TrainForTrade's expertise in modern teaching techniques (forum, chat, web cam) will be particularly used for adapting the training packs, and to develop to distance learning techniques in a way that suits the requirements and conditions of African countries according to the JITAP approach. This would include course adaptation and partial distance learning delivery through local universities and through the JITAP MTS networks. TrainForTrade's expertise will also be used for the design of a tailor-made course on Multilateral Trade System issues addressing specifically the needs of African media and journalists.

iii. A road map for national implementation of the module, including critical activities and outputs, timelines and benchmarks, all based on the contents of the country project documents;

iv. A set of terms of reference and programmes for selected training and information dissemination activities to be undertaken by local trainers, academia and professionals with a methodological guide for the identification of required national and international inputs;

v. A quality assessment and certification module of the training provided under JITAP, including evaluation forms and procedures;

vi. A networking component, as per the specifications below relating to the composition of trainers and professionals' networks. To conceptualize and implement the networking component the following elements will be provided (cross-check with module V):

- A set of templates of organizational texts and charts, on how to set up and manage a network of trainers, based on field experiences in Côte d'Ivoire and Kenya, under JITAP I;
- An example of work plan and budget to cover the training objectives to be determined in the country project documents;
- Access to the UNCTAD Training Resources Platform to help selected academic institutions in JITAP countries integrate MTS issues into their regular curricula and keep their training material and methods up-to-date.

b. Adaptation of training tools to local needs and target groups

- Individual country priorities for developing skills in different areas of the MTS vary; therefore the potential target groups for the training and dissemination activities will also differ from a country to another. Therefore, resource and reference material supplied in the Toolkit will be basically generic. Based on the assessment of the specific needs and priority areas for training and dissemination activities in each country, the onus will be on the concerned networks of trainers and MTS professionals in each country to adapt the relevant modules from the references

provided and to add local content, case studies, etc. JITAP will provide guidance and limited resources, as may be necessary, for the adaptation of generic material to the country conditions. Complementarity among MTS networks to exchange adapted versions will also be ensured.

c. Preparation and delivery of the Toolkit

The resources and timetable for the preparation of the Toolkit can be summarized as follows:

Training pack / Tool	Resources required / Collaboration	Time table
Compilation of training packs with material available in the agencies on the 12 <u>subject matters</u> listed under section 5, incorporating suitable material from the ten JITAP I training packs	Team of International consultants to prepare the training packs. One Senior Consultant to supervise the work.	June 2004 – August 2004
Set of terms of reference and programmes for selected training and information dissemination activities by local trainers;		
Preparation of the two brochures (Doha agenda and way forward) targeted to specific audiences: Media and Women MTS trainers and professionals		
One pedagogical training pack with the appropriate learning material and related didactical tools and teaching notes	TrainForTrade and WorldTradeNet Programmes to be subcontracted. If not, International consultant.	Jun –Sept 2004
Road map for national implementation of Module III	WorldTradeNet Programme to be subcontracted. If not, International consultant.	Jun – Sept 2004
Quality assessment and certification module of the training provided under JITAP	International Consultant	Jun –Sept 2004
Networking component, as per the specifications relating to the composition of trainers and professionals' networks (Module V).	National consultants from selected countries for the respective language groups	Jun–Sept 2004
Adaptation of selected elements of the toolkit to national needs	National consultants from all JITAP countries for the respective subject matters	October 2004 – December 2005

5. Recapitulation of module activities as a basis for the JITAP implementation plans

a. Highlights of the Implementation plan

Preparation and delivery of the Module III toolkit

The toolkit under preparation will be finalized jointly by the agencies and delivered to the countries in both English and French in 2004. Two subregional workshops will be held to train trainers on the use of the toolkits. The complete set of **twelve** training packs and components of the toolkit will be delivered to the users in the countries over the period of June to December 2004. As all tools will not be ready at the same time in French and English simultaneously, a

staggered delivery schedule of the tools will be applied, notably through the remittance of the relevant training material to the trainees attending the different workshops and course.

~~///~~ Geneva Courses to train trainers, particularly on the legal, developmental, policy and business implications of the MTS on national economies

Two training courses will be organized in 2005 in both English and French to train policy and business analysts in various subjects and on general matters of the MTS. The three organizations will manage the courses, which will use the training packs to be prepared. The courses aim at constituting a core group of generalist trainers and policy and business analysts in the countries that are capable of understanding and training other stakeholders on the MTS subject matters. This will be particularly relevant to the new JITAP partner countries. For the initial JITAP countries, the participation of the initial core trainers who attended the Geneva courses organized under JITAP I will need to be associated for a refresher course, as well as new trainers currently involved in MTS matters. The courses will be open to 4 to 5 professionals from each of the sixteen JITAP countries.

~~///~~ Specialized training of MTS policy and business analysts in selected subjects

Ten subregional workshops, to be selected from among the list of priority topics indicated under section 5, on the basis of countries' preferences. Each course will involve 4 to 5 professionals from each of the sixteen JITAP countries. For the initial JITAP countries, selected specialized trainers who attended in the JITAP I training workshops will need to be associated for refresher courses. All specialized courses will be organized at the subregional level, to ensure maximum participation.

~~///~~ Preparation of information brochures on the MTS with policy and business focus

For some of the priority subjects listed under section 5, there will be no training courses organized, due to the fact that such trainings have been, or are being organized by the agencies in the framework of other programmes. Some of these subjects have been addressed by other TRTA programmes. JITAP will prepare in collaboration with other related programmes of the three agencies, or other technical cooperation partners, **two** information brochures with a focus on the rules as well as the policy and business aspects for special audiences, namely the media and MTS women trainers and professionals.

~~///~~ Organization of Videoconferences and Web-conferences as refresher courses and for briefings on the negotiations

In addition to the training on each of the selected subjects, the agencies will endeavour to update the resource persons trained and other MTS stakeholders in the countries on the course of the WTO negotiations. To this end, **six series** of videoconferences will be organized in English and French. JITAP is exploring the possibility to use web-conferencing. As soon as possible, this technique will also be utilized, in connection with activities under the other modules.

~~///~~ Support to local training and information dissemination activities

JITAP will provide support to locally-organized activities for training trainers or MTS professionals, both at the initiative of the National Steering Committees, the Inter-institutional Committees or the Networks of Trainers. Such support will be granted mainly in the form of technical guidance, updated documentation, financial means to contribute to the cost (this should be part of a local effort, to the extent possible, especially in the non-LDC countries), and with resource persons from ITC, UNCTAD and WTO. The participation of resource persons has to be planned well in advance and take into account regional synergies to the extent possible. As indicated earlier, resource persons from the sub-region, priority-wise from JITAP countries will be used. Geneva-based personnel will only be solicited when their contributions are essential.

b. List of training packs and priority subjects

The following is a tentative list of priority subjects to be considered for the organization of training and information dissemination activities. The list must be adjusted, based on the ongoing national needs assessment and programming exercise, as reflected in the respective country project documents. The nature of activities indicated in this concept paper is summarized in the respective columns, as well as the sequencing of activities.

Subject	Training activities and workshops			Preparation of toolkit		Support to local training workshops and seminars
	Training trainers		Wider audience	Brochures	Training packs	
	Geneva courses	Regional Workshops	Video & web conferences			
1. MTS for the media		2005		2004		On demand as per implementation plans
2. MTS for women trainers and professionals.		2005		2004		
3. MTS negotiating skills	2004				2004	
4. Agreement and negotiations on Agriculture		2005	Briefing 2004		2004	On demand as per implementation plans
5. Sanitary and Phytosanitary Measures (SPS)		2005	Briefing 2004		2004	
6. Agreement and negotiations on Services ⁵		2005	Briefing 2004		2004	On demand as per implementation plans
7. Business impact assessment involving legal, developmental, policy and business implications and requirements of MTS negotiations	2005				2004	On demand as per implementation plans
8. Non-tariff barriers, Special and differential treatment, Non-Agricultural Market Access (NAMA) Trade remedies, Dispute settlement		2005	Briefing 2004		2004	On demand as per implementation plans
9. Customs Valuation, with a focus on price inspection, Rules of Origin		2005			2004	On demand as per implementation plans

⁵ The training tools that are available in ITC that were tested in several countries and could be adapted for incorporation in the Module III toolkit are:

- "Business Guide to the GATS " + 2-day training: field-tested under WorldTradeNet, training programme to be revised and trainer's guide to be written;
- Online GATS Consultation Kit + video on how to use it;
- Government training module covering GATS issues and the impact of services' trade liberalisation on trade development;
- Methodology for learning about a country's service sector and implications for GATS negotiations.

Subject	Training activities and workshops			Preparation of toolkit		Support to local training workshops and seminars
	Training trainers		Wider audience	Brochures	Training packs	
	Geneva courses	Regional Workshops	Video & web conferences			
10. Technical Barriers to Trade (TBT), with a focus on standards as a means for accessing technologies and quality management		2005			2004	On demand as per implementation plans
11. Intellectual property rights (TRIPS), TRIPS and public health TRIPS		2005			2004	On demand as per implementation plans
12. Textiles and Clothing			Briefing 2004		2004	
13. Regional Trade Agreements			Briefing 2005		2004	
14. Pedagogical skills for delivering MTS capacity building and training		2005			2004	Embedded in other field support interventions, as may be possible.

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