

**TRADE INFORMATION SEMINAR
TIMINGS, VENUES, SESSIONS & TRAINERS**

"Methods and Resources for the Management of Trade Information Services"

ITC, 20 November – 1 December 2006

A./ Geneva, First week

Time	Room	Monday 20 November	Session leaders
8.30	4-40	Registration of participants	
9.30	4-40	Opening of the seminar Presentation of the participants Presentation of the seminar programme	Friedrich Von Kirchbach Stephan Blanc Bertrand J. Monrozier
10.00	4-40	DPMD – Information resources	Friedrich Von Kirchbach
10.30	4-40	DTCC – Technical cooperation projects	Magdi Farahat
11.00	4-40	DTSS – Training and information resources	Osman Atac
		Lunch break	
14.00	4-40	Need for Trade Information Data, Services and Activities	Bertrand J. Monrozier
16.00	Library	Visit of the Trade Information Reference Centre of ITC	Nadia Hebboul
Tuesday 21 November			
9.00	4-40	<i>Internet Search Techniques</i>	Bertrand J. Monrozier
11.00		<i>Coffee Break</i>	
11.30	2-40	Exercises and Individual Practice on IST	BJM + David Cordobes
		Lunch break	
14.00	4-40	Sources of Trade Statistics	Christian Delachenal
15.00	4-40	Presentation of ITC Trade Map	Christophe Durand
15.30		<i>Coffee Break</i>	
16.00	4-40	Market research exercises using Trade Map	Christophe Durand
17.15	Cafeteria	Cocktail	
Wednesday 22 November			
9.00	4-40	Sources on market characteristics and trends	Nadia Hebboul
10.30		<i>Coffee Break</i>	
11.00	2-40	Looking for product-specific information using PMAP	Jose Da Luz
12.00	2-40	Exercises and Individual Practice	Divya Ajmera Alexandre Tolipan
		Lunch break	
14.00	4.40	Information sharing and networking tools on the Web	Bertrand J. Monrozier
15.15	4.40	Mid-week review and group discussion	Bertrand J. Monrozier
16.00		Meetings (ITC + external) / Practice & Consolidation	BJM + DC
Thursday 23 November			
9.00	4-40	Sources on trade contacts – company information	David Cordobes Daniele Colauzzi
10.30		<i>Coffee Break</i>	
11.00	2-40	Exercises and Individual Practice	DC + DL
		Lunch break	
14.00	4-40	Market Access Information Sources	Nadia Hebboul
15.30		<i>Coffee Break</i>	
16.00	4-40	Presentation of ITC MacMap Market access exercises using MAC MAP	Teddy Soobramanian
Friday 24 November			
9.00	4-40	Review of price Information sources	Medea Metreveli
10.00	4-40	Market News Service of ITC	Shitaye Lemma
10.30	4-40	Price information on cell phones	Martin Labbe
11.00		<i>Coffee Break</i>	
11.30	2-40	Exercises and Individual Practice on Price Information	MM + SL + RD
		Lunch break	
13.45	ITC	Meeting of the group at reception + Transfer to WTO	BJM + DC + Candela M.
14.30	WTO Room A	Presentation of WTO information resources	Jean-Guy Carrier
16.00	WTO	Visit to the WTO Library	Sudesh Morarjee

B/ Geneva, Second week

Time	Room	Monday 27 November	Session Leaders
9.00	4-40	Options for Disseminating Trade Information	Medea Metreveli
10.00	4-40	Options for Promoting Trade Information Services	Medea Metreveli
11.00		<i>Coffee Break</i>	
11.30	4-40	Options for Selling Trade Information & related services	Bertrand J. Monrozier
		<i>Lunch breack</i>	
13.45	ITC	Meeting of the group at the reception + Transfer to UN	BJM + DC + CM
14.30	Palais	Visit of the Palais des Nations (guided tour)	
16.00	E-3071	Visit to UNCTAD Reference Unit	Micheline Massabni
16.30	E-7108	Review of UNCTAD's Website and other info. resources	Christine Cattell
17.00	E-7108	Presentation of UNCTAD's Infocomm portal	Alexandra Laurent
17.30	E-7108	Presentation of the e-commerce activities of UNCTAD	Genevieve Feraud
Tuesday 28 November			
9.00	4-40	Options for Evaluating TIS and Measuring Performance	David Cordobes
10.00	4-40	Strategic Planning - Formalizing Business Information Development Plans; drafting a Strategy.	Bertrand J. Monrozier
11.00		<i>Coffee Break</i>	
11.30	4-40	Evaluation of the Seminar	BJM + DC
12.30	4-40	Delivery of Certificates and Closing of the first part of the Seminar (Geneva).	Stephan Blanc
		<i>Lunch break</i>	
18.35	Geneva	Departure of Flight BA 735 to London	Bertrand J. Monrozier
19.30	Airport	Arrival at London Heathrow Transfer by train to London Kensington Travel Inn	David Cordobes

C./ London

Wednesday 29 November			
9.00	Hotel Kensington	Meeting of the group at the lobby of the Hotel Transfer to Olympia by tube and train	
10.00	Olympia	Visit to Online Information 2006	
		<i>Lunch on the spot (at Olympia)</i>	
14.00	Olympia	Visit to Online Information 2006	
Thursday 30 November			
9.00	Hotel Kensington	Meeting of the group at the lobby of the Hotel Transfer to Liverpool tube station	
10.30	Liverpool station	European Bank for Reconstruction and Development Visit to the Business Information Centre	Frank Ryan Sheila O'Sullivan
		<i>Lunch at EBRD</i>	
15.00	St Pancras	British Library Visit to the Business and Intellectual Property Centre	Peter O'Reilly
Friday 1 December			
9.00	Hotel Kensington	Meeting of the group at the lobby of the Hotel Transfer to Moorgate tube station	
10.30	Moorgate	Visit to the City Business Library	Wendy Foster Pal Carter
		<i>Final Lunch</i>	
15.00		Individual Contacts/Visits in London	