

INSTITUT DES NATIONS UNIES
POUR LA FORMATION ET LA RECHERCHE
Bureau de New York



UNITED NATIONS INSTITUTE
FOR TRAINING AND RESEARCH
New York Office

One, United Nations Plaza
New York, N.Y. 10017, USA

Tel : (212) 963 9196
Fax : (212) 963 9686
E-mail : unitar.ny@un.org

POLICY AWARENESS AND TRAINING IN INFORMATION TECHNOLOGY GLOBAL E-LEARNING 2004

*Organized by the United Nations ICT Task Force, Intel Corporation and UNITAR
under the auspices of the Working Group on Informatics*

INFORMATION NOTE

INTRODUCTION

The ICT Task Force, Intel Corporation and UNITAR are launching the PATIT series on an e-learning platform in 2004 in accordance with the mandate given to the United Nations ICT Task Force for the building of capacities in basic information and communication technologies and ICT Policies for senior policy-makers in Ministries in capitals.

FOCUS AND OBJECTIVES

In the current environment decision-makers are not only required to master the use of information technology in their daily work, but they also have to be aware of, and address, new challenges. Therefore the series has three objectives. a) To enable senior policy-makers and ministry officials in Member States to acquire specific computer skills and be exposed to workings of the Internet. b) To raise awareness and understanding of policy and security issues related to the information society. c) To help provide input towards preparation for the World Summit for Information Society to be held in 2003 and 2005.

STRUCTURE AND METHODOLOGY

Programme Requirements: Each participant will be asked to --

- take 5 core selected courses (in MS Windows, E-mail and Internet search techniques, MS Word, basics in website planning and design, and policy and security issues with ICTs),
- submit related homework, and
- will be sent a certificate of completion when exercises have been received and we have records indicating that courses have been taken.

E-learning Platform for training in computer basics: Intel and UNITAR continue to work with Element K the authors of the core training material. The sponsors have acquired 100 IDs for 2004 to access training courses on this platform. These IDs will give the participant access to the e-learning courses on the Element K site for 1 year from the day of activation.

Module Five: Policy and Security Issues in Information Technology: Due to the critical importance of this area to all Member States, and the sponsors' commitment to awareness-building on these issues, the series offers an on-line reading seminar module entirely devoted to policy and security issues on the Internet. This module also aims at providing input for the preparation for the upcoming IT World Summits in 2003 and 2005. The focus of this seminar ranges from a host of security issues, to the issues of development and digital divide. Participants will be asked to go through the readings and submit a written assignment at the end of the module.

ORGANIZATION

Logistics: Participants will --

- register with UNITAR through e-mail or on-line
- each selected participant will be directed to the training plan outlining the required core courses, exercises and readings on the UNITAR website, and



- assigned an ID as an Element K student
- they will then be directed to their Element K e-learning platform.

Management and Monitoring: The student will --

- participate in the required courses, and
- submit their home-work assignments to UNITAR and complete the evaluation forms for each course, and the overall programme
- The assignments will be reviewed, and attendance records monitored by UNITAR.
- Once the PATIT required modules are completed, certificates of completion will be mailed to the participant.

Bonus Opportunity: The participant's ID however will stay valid for a year and continue to give access to the participant to more advanced levels of training or access to courses covering other MS Office programmes not part of the core PATIT requirements --

- For example, if after completing the core PATIT programme the participant wants to take a more advanced course in MS Word, or take another course such as Power Point or Excel, the Element K IDs will continue to give access to these courses to the participant, as long as the one year of activation has not expired.

TRAINING MATERIAL

Participants to the programme will be provided with a comprehensive set of training materials on the UNITAR and Element K websites, which may be accessed with the IDs and passwords provided by UNITAR over the period of one year.

PARTICIPANTS

The programme has been developed for Senior Policy-Makers and Ministry Officials in capitals of Member States of the United Nations.

- Due to the limited IDs in the 2004 programme each Member State is asked to nominate ten (10) candidates each. Registrations will be considered on a first-come-first-served basis among the qualifying candidates.
- ***All participants are required to have a minimum level of skill and familiarity with the use of a computer mouse and keyboard and an active email address***
- UNITAR reserves the right to make a selection among the candidates, if necessary.

WORKING LANGUAGE

The primary language of the programme is English. However a number of the programmes will also be available in other languages.

REGISTRATION

Senior members of government ministries in capitals who wish to participate in the 2004 programme, are requested to complete the online registration form at

http://www.un.int/unitar/patit/training/elearning_reg_intro.html or request a copy of the form from the UNITAR office at the following address.

UNITAR (Attn.: PATIT Global eLearning Team)
1 United Nations Plaza, Suite DC1-603, New York, NY 10017-3515
Phone: (212) 963-9196 or 3021 Fax: (212) 963-9686 or 0995
E-mail: unitar.patit@un.int