

**THE  
DIPLOMATIC  
ACADEMY**  
OF THE CARIBBEAN



THE UNIVERSITY OF THE WEST INDIES

# Module 2

## Protocol and Diplomatic Law: *Rules and Procedures*

March 9th - 13th, 2015

*Jamaica*



**THE  
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ACADEMY**  
OF THE CARIBBEAN  
THE UNIVERSITY OF THE WEST INDIES

T: 1-876-977-6105

E: [diplomaticacademytt@gmail.com](mailto:diplomaticacademytt@gmail.com)

W: <http://sta.uwi.edu/iir/academy.asp>

## About The Diplomatic Academy of the Caribbean

***The Diplomatic Academy of the Caribbean*** is a new and innovative training centre in Modern Diplomacy for Diplomats and other professionals in the Caribbean and beyond.

Modern international relations and diplomacy exist within a continuously evolving platform of change. In order to be most effective, the instrument of diplomacy requires continuous updating via ongoing learning, training and development.

While the basics of diplomacy remain, namely the pursuit of foreign policy objectives and state interests, this activity today occurs beyond the national level, into the realm of regional and global interests and objectives.

The Academy meets a clearly felt need, in the absence of any proper training and learning facility regionally, to offer programmes in diplomacy at various levels and on diverse subjects relevant to the 21st century socio-political and economic environment.

The result of a cooperative arrangement between the Government of the Republic of Trinidad & Tobago, via its Ministry of Foreign Affairs, and The University of the West Indies through its Institute of International Relations, The Diplomatic Academy will be initially established on a two-year project basis but will continue to exist as long as there is a demand for such a training facility.

The Diplomatic Academy of the Caribbean, the first of its kind, reaches out to a cross-section of target groups and beneficiaries, involved in one way or another in international cooperation, negotiations and transactions - in the CARICOM region and beyond.

The Academy will pursue partnerships with a number of prominent and renowned diplomatic academies and schools of international affairs from various parts of the world.

While it is an integral part of The University of the West Indies (UWI) and its Institute of International Relations (IIR), The Diplomatic Academy of the Caribbean has a separate identity, mandate, programme, staffing and budget.

## Dates

Module 2 on Protocol and Diplomatic Law: Rules and Procedures will be held on:

**March 9th —13th , 2015**

## Duration and Attendance

Training will be delivered from 9.00 a.m. to 4:30 p.m. daily. Full attendance will be taken into account for the satisfactory completion of training and the *award of a certificate*.

## Training Venue



### **The University of the West Indies**

**Mona Campus**

Regional Headquarters

Hermitage Road

Kingston 7, JAMAICA

## Location and Miscellaneous Information

- Secure parking is available.
- The dress code is **Business Attire**.



## Target Group

National and regional governmental and non-governmental officials involved, or likely to be involved in protocol matters, and in the functions of protocol training, including HR Personnel. This training module is targeting in particular persons who, by their very functions, have to treat with foreign visitors and guests, including diplomats, Business Executives, and high level NGO Representatives and Military Personnel.

## Methodology

Protocol and Diplomatic Law: Rules and Procedures is a “Training of Trainers” Module. It is aimed at transferring not only knowledge and aptitude, but also seeks to introduce participants to necessary training technology by equipping them to initiate and conduct training actions at the required level of their respective departments, units, and organizations. The goal is to produce a multiplier effect over time and over future trainees. The module will be conducted via hands-on, practical exercises through case studies and simulations. Interactive discussions with experts and among participants will be encouraged.

## Completion Requirement and Certificate

A certificate from the *Diplomatic Academy of the Caribbean* will be awarded upon satisfactory completion of a given written or oral assignment at the end of each module.



## Background

Diplomatic Protocol, as an art and science, has always been intrinsically linked to the practise of Diplomacy and the peace between nations. It remains a fundamental component of Diplomacy, especially in a more and more globalized and interconnected world. Flows of information and communications are increasing, cultural exchanges are booming and the number of official State visits between countries is unprecedented. Therefore, the modern diplomat of the 21st century must master the codes, rules and processes of Diplomatic Protocol in order to be performant and adaptable to any situation.

## Learning Objective

This module aims at:

Providing participants with knowledge and understanding of basic principles governing: host-country protocol and specific protocol issues and processes.

Transferring appropriate training actions regarding the conventions of protocol codes of behavior.

## Course Content

- Introduction to International Protocol
- Basic Rules and Regulations
- Receiving Foreign Visitors
- Order of Precedence
- Protocol in Social Occasions
- Etiquette and Protocol
- Protocol in multicultural settings
- Code of Conduct and Protocol Training
- The Flag Protocol



## Experts

*The Diplomatic Academy of the Caribbean* invites a number of prominent international and regional experts, each with high academic qualifications and an outstanding record of practical experience in modern diplomacy, to lead the modules .



**Gary R. Biggs** is a veteran protocol officer with over 27 years of experience advising senior officials on a wide range of protocol issues including foreign and domestic visitor programs, conferences, special events and ceremonies. His expertise includes policy development, staff management, program design and execution, funding and team coordination. He is a founding partner of Protocol Partners-Washington Center for Protocol, Inc. Additionally since 2003, Biggs has been an adjunct faculty member in the Event Management Certificate Program at The George Washington University School of Business in Washington, D.C., and at Stratford University, Falls Church, Virginia. Biggs is a member of the Protocol and Diplomacy International Protocol Officers Association and served on its board of directors from 2005-2007. He enjoyed a long and distinguished career in the U.S. Department of Defense, including 10 years as the Chief of Protocol and two years as the Chief of External Communications at the National Geospatial-Intelligence Agency (NGA), and 15 years as the Protocol Officer in the Office of the Chairman of the Joint Chiefs of Staff in the Pentagon.



**Lawrence P. Dunham** served as U.S. Assistant Chief of Protocol from 1989 until 2005, and held a variety of other positions in the State Department Protocol Office beginning in 1983. He was Acting Chief of Protocol from January until June 2001. He now consults for government and private sector clients. As Assistant Chief of Protocol, Dunham headed Protocol's Diplomatic Affairs Division, which oversaw the State Department's relations with foreign embassies in Washington, and foreign government offices throughout the United States. In addition to his primary responsibilities, Dunham coordinated or participated in a number of events such as the Summit of the Americas, the NATO 50th Anniversary Summit Meetings, Presidential Inaugurations, State Funerals of former U.S. Presidents, State Visits of foreign leaders to the United States, and travel by the President and of Presidential Delegations representing him overseas.

## Language

The course will be conducted in English.

Participants are expected to be proficient or have a good working knowledge of the English Language.

## Application

1. To apply, complete the attached application form.
2. E-mail your completed application to:

[DiplomaticAcademyTT@gmail.com](mailto:DiplomaticAcademyTT@gmail.com)

## Deadline for Application: **March 6th, 2015**

Applications submitted via e-mail will be assessed by The Diplomatic Academy of the Caribbean and applicants will be contacted for confirmation by the next working day.

Participants are encouraged to apply early as there is a limited intake capacity.

## Tuition Fee

All modules have a flat rate of USD 1,000.00.

This covers ***tuition, course material, morning, lunch and afternoon breaks.***

Participants may be self-funded or sponsored by their employer/organisation. **Discounts\*** are available for groups of ten (10) persons from same Non-Governmental, Private Sector Organisations or Ministry.

Overseas participants must prepare their own travel and accommodation arrangements.

## Logistics in Jamaica

Participants are expected to make their own travel, accommodation, visa and insurance arrangements prior to attending the Module.

Overseas participants are encouraged to book accommodation at the Mona Visitors' Lodge and Conference Centre located on University of the West Indies, Mona Campus 2 Garden Lane, Kingston 7 The University of the West Indies' Mona Campus.



## Cancellation Policy

We try to be as fair as possible with cancellations and refunds as we understand that cancellations are sometimes unavoidable.

If, for any reason, you must cancel an agreed registration, notify us by e-mail no later than one (1) week before the start of the training.



## Contact Us

*For more information:*

**Telephone Contact in Jamaica:** 1 (876) 977-6105

**Telephone Contact in Trinidad:** 1 (868) 662-2002 ext. 83237

**Email Address:** [diplomaticacademytt@gmail.com](mailto:diplomaticacademytt@gmail.com)

### **Mailing Address:**

***The Diplomatic Academy of the Caribbean (Head Office)***

*Institute of International Relations*

*The University of the West Indies*

*St. Augustine Campus*

*St. Augustine*

*Trinidad and Tobago*

## Find us online



The Diplomatic Academy of the Caribbean



DAOC14

**Website** <http://sta.uwi.edu/iir/academy.asp>

## Partnerships

*The Diplomatic Academy of the Caribbean* is in the process of establishing partnerships with a number of prominent and renowned diplomatic academies, schools of international affairs and organizations from various parts of the world.



THE DIPLOMATIC ACADEMY OF LONDON



Ministerio de  
Relaciones Exteriores y Culto  
República Argentina

THE NATIONAL FOREIGN SERVICE INSTITUTE OF THE  
MINISTRY OF FOREIGN AFFAIRS AND WORSHIP OF ARGENTINA



국립외교원  
Korea National Diplomatic Academy

THE KOREA NATIONAL ACADEMY



Instituto Matías Romero

THE MATIAS ROMERO INSTITUTE OF MEXICO

*They trust us*

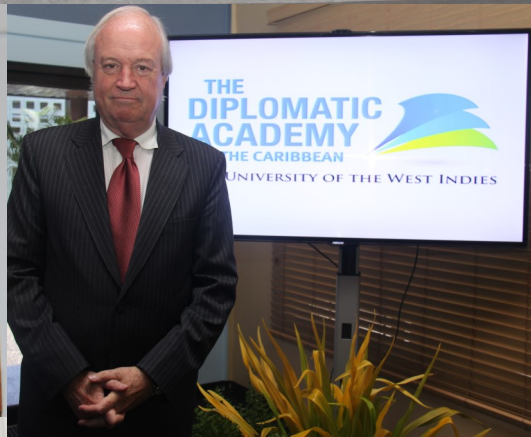
« I have taken the liberty of sharing my experience at the Diplomatic Academy of the Caribbean, with my colleagues at the Ministry of Foreign Affairs, always highlighting, that the Academy is the real mover and shaker of the concept of a new Caribbean diplomacy.»

**Gilberto Jaimes, expert of Module 3 Climate Change Diplomacy**

« The programme offered great practical insight about Contemporary Diplomacy. I am thrilled to be among the pioneering students of the Diplomatic Academy. »

**Naim Mohammed, participant of Module 1 Contemporary Diplomacy**

# The Diplomatic Academy of the Caribbean



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