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# Negotiation refresher

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[name]

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# Brief recap on Negotiations

What is negotiation?

Discussion aimed at reaching an agreement



# Preparing for Negotiations

- **Identify national or regional needs and develop a clear position:**
  - Requires advance planning and consultations
  - You need a **comprehensive understanding of your national or regional interests** in the issues under negotiation, and a good sense of **the interests of other delegations**.
  - Your **final position** should have received appropriate **endorsement**, so that you can represent your position with confidence.

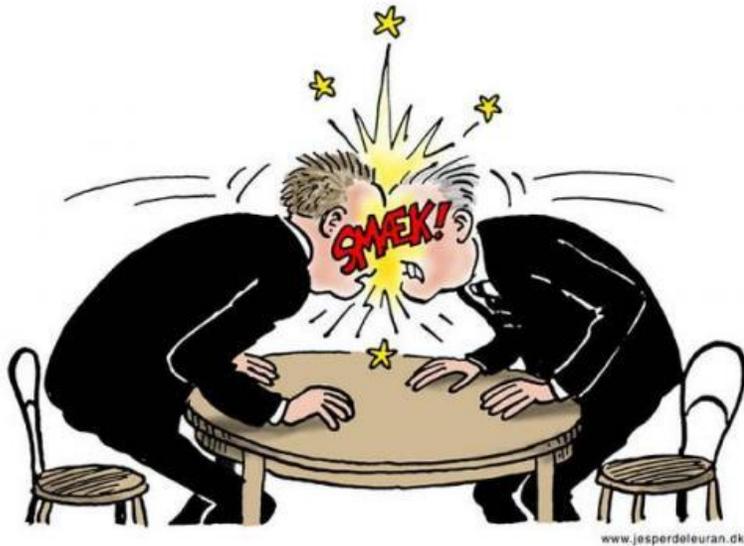


# Example: Review the Agenda

- ✓ What are the **expected outcomes** for the negotiation?
  - *Decisions or resolution?, International legal instrument?*
- ✓ Are there **draft texts** that will need to be advanced?
  - *Locate and read these draft texts*
- ✓ Are there **agreed Rules of Procedure**?
  - *How are decisions taken? By consensus, 2/3 majority, 3/4 majority? etc.*
- ✓ Are there **existing coalitions** in the negotiating process?
  - *If so, which coalitions is your country in?*
  - *Will your coalition meet in advance of the negotiating session to talk and agree on its strategy?*
  - *What position would your country have to influence its position?*



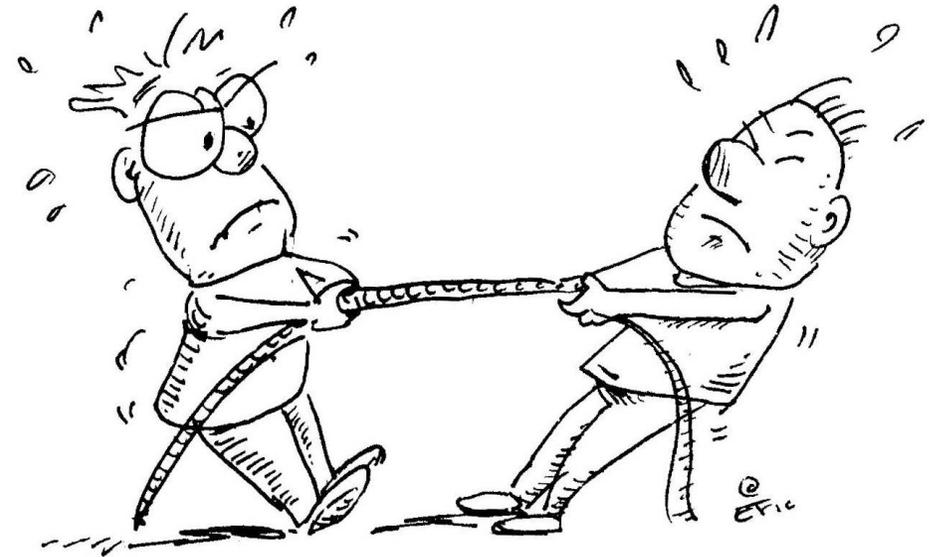
# Negotiation essentials (1)



- **Prepare as much as possible** to understand the subject of the negotiations, your country's interests, and the interests of other countries. Learn about the forum and its rules of procedure.
- **Look for win-win situations**, and opportunities to support other countries.
- **Treat other participants courteously and honestly.** Good relationships, trust and good humour are invaluable assets.
- **Focus on substantive objectives and be flexible on wording.** Focus on the interests of your country and other countries, rather than positions, to make progress.

# Negotiation essentials (2)

- **Take part in informal group consultations**, for more information and deeper understanding of the issues at stake.
- **Prepare carefully for interventions, with a clear focus on objectives.** Prioritize interests, and be concise. Brevity and restraint are often very effective in winning support from others.
- **Familiarise yourself with the outcomes of the previous negotiating session**, because negotiations often build directly upon previous outcomes.



A true victory in negotiation is one where all parties regard the outcome as fair and equitable with all interests having been addressed in some way.



# Thank you for your attention!

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“Apply this knowledge in the simulation exercise!”

