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COURSE BROCHURE

Advanced Diplomatic Process and Practice Training Course

24 May – 4 June 2027
Vienna

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Registered in the United Kingdom and Saudi Arabia

Advanced Diplomatic Process and Practice Training Course

Ref: 277_9041 **Date:** 24 May – 4 June 2027 **Location:** Vienna **Fees:** 10600 GBP

Diplomatic Process and Practice is a 2-week advanced training course for junior and mid-career diplomats and international affairs officers who run the daily machinery of a mission, and each participant leaves with a mission reporting and negotiation brief. Ministries expect their officers to draft, report and negotiate with precision from their first posting, because a vague cable or a mishandled demarche can weaken a position that took years to build. Jupiter Prime Training offers this course for officers moving into that responsibility.

Why Diplomatic Process and Practice Matters Now

Three pressures shape the craft. Headquarters want shorter, faster and more analytical reporting, so cables compete with open-source news and must add judgement rather than repeat events. Negotiating agendas have widened to trade, energy, health and technology, drawing technical ministries into talks that diplomats must coordinate. Citizens abroad expect quick consular help, making each mission a public service desk as well as a political post. Missions that master these processes gain credibility with host authorities and headquarters alike; those that do not lose influence quietly. The course rests on the Vienna Convention on Diplomatic Relations VCDR and the Vienna Convention on Consular Relations VCCR.

Who Gains Most from Diplomatic Process and Practice

- Political officers who track host developments and write analytical reporting cables
- Desk officers at headquarters who brief leadership and instruct missions abroad
- Officers who draft notes verbales, aide-memoires and formal letters to host institutions
- Delegation members who prepare positions and texts for bilateral and multilateral talks
- Consular officers who handle citizen services, documents and emergencies at posts

A foreign ministry's incoming cohort of officers gains most when several of its members attend together, since they then share one drafting standard, one reporting style and one approach to negotiation briefs.

Diplomatic Process and Practice Capabilities

Participants turn the procedures of a mission into habits they can apply on a busy posting, from the first draft of a note to the last line of a negotiation brief.

- Apply the mission functions of the VCDR to daily representation and reporting — heads of mission
- Design notes verbales, aide-memoires and demarche talking points — host foreign ministry contacts
- Build reporting cables that separate fact, assessment and recommendation — headquarters desk officers
- Assess negotiation positions, red lines and fallback options — delegation leaders
- Specify consular procedures for documents, detentions and evacuations — citizens abroad and their families
- Communicate headquarters instructions accurately to host interlocutors — senior officials who sign off positions

Key Diplomatic Process and Practice Terms

- Demarche — a formal approach to a host government to present a position, request action or register a protest on instructions.
- Aide-memoire — an informal written summary left after a meeting to record what was said or proposed.
- Reporting cable — a structured message from a mission to headquarters giving facts, analysis and recommendations on a development.
- Agrement — the receiving state's consent to a proposed head of mission before the appointment is announced.
- Persona non grata — a declaration by the receiving state that a member of a mission is no longer acceptable.
- Ratification — the act by which a state confirms its consent to be bound by a treaty it has signed.

Diplomatic Process and Practice Day by Day

Day 1: How a Diplomatic Mission Works

- Mission Structure and Sections — Political, Economic, Consular and Defence Roles
- Mission Functions Under the VCDR — Representation, Protection, Negotiation and Reporting
- Headquarters and Post Relationship — Instructions, Delegated Authority and Escalation
- Agrement and Appointment of Heads of Mission — Sequence of Consent
- Mission Annual Objectives — Linking Daily Activity to Foreign Policy Aims

Day 2: Diplomatic Correspondence Forms

- Note Verbale Structure and Courtesy Formulas — Third-Person Drafting
- Aide-Memoire and Non-Paper — Recording Positions Without Commitment of Signature
- Formal Letters Between Ministers — Tone and Signature Choices
- Circular Notes to the Diplomatic Corps — Collective Messages From Hosts
- Correspondence Registers and Numbering — Traceability of Official Exchanges

Day 3: Demarches and Representations

- Demarche Planning From Instructions — Choosing Level and Timing
- Talking Points and Non-Papers for Demarches — Precision Versus Flexibility
- Joint and Parallel Demarches With Partners — Coordinated Pressure
- Protests and Expressions of Concern — Calibrating Diplomatic Signals
- Recording Host Responses — Accurate Read-Outs for Headquarters

Day 4: Political Reporting and Cables

- Reporting Cable Structure — Summary, Facts, Comment and Recommendation
- Source Handling and Contact Networks — Reliability of Host Information
- Open-Source Monitoring for Missions — Adding Judgement to Public News
- Classification and Distribution of Cables — Need-to-Know Decisions
- Meeting Records and Read-Outs — Capturing Commitments and Follow-Ups

Day 5: Economic and Thematic Diplomacy

- Economic Reporting on Trade and Investment — Opportunities for Home Firms
- Energy and Climate Files at Missions — Technical Briefs for Negotiators
- Health and Science Cooperation Files — Coordinating Line Ministries
- Commercial Advocacy for Bidding Companies — Limits of Official Support
- Thematic Briefing Notes for Visiting Ministers — One-Page Formats

Day 6: Negotiation Preparation

- Interest and Position Mapping — Identifying Room for Agreement
- Best Alternative to a Negotiated Agreement BATNA — Setting Walk-Away Points
- Mandate and Red Lines From Headquarters — Delegation Authority Limits
- Delegation Composition and Roles — Lead, Note-Taker and Technical Experts
- Coalition Building With Like-Minded Partners — Strengthening Leverage

Day 7: Treaty Negotiation Stages

- Pre-Negotiation Contacts and Agenda Setting — Framing the Talks
- Drafting Texts and Bracketed Language — Managing Open Points
- Initialling, Signature and Ratification Steps — Moving From Text to Obligation
- Reservations and Interpretative Declarations — Protecting National Positions
- Implementation Committees and Review Clauses — Life After Signature

Day 8: Consular Functions in Practice

- Consular Functions Under the VCCR — Scope of Assistance to Nationals
- Passports, Visas and Legalisation Services — Accuracy and Fraud Controls
- Consular Access to Detained Nationals — Notification and Visits
- Crisis Evacuation and Wardens Networks — Preparing Citizens Abroad
- Consular Case Notes and Family Liaison — Sensitive Communication

Day 9: Multilateral Process and Diplomatic Immunities

- Multilateral Delegation Work — Statements, Resolutions and Voting Explanations
- Informal Consultations and Corridor Diplomacy — Building Consensus
- Privileges and Immunities of Mission Staff — Duties Toward Host Laws
- Persona Non Grata and Reciprocal Measures — Handling Expulsions
- Mission Security and Information Hygiene — Protecting Sensitive Exchanges

Day 10: Practising the Mission Reporting and Negotiation Brief

- Applying Cable Structure to a Case Development — Drafting the Assessment
- Drafting a Note Verbale and Demarche Points — Case Instructions
- Building the Negotiation Position Map — Interests, BATNA and Red Lines
- Peer Challenge on Clarity and Recommendations — Testing for Headquarters
- Completing the Mission Reporting and Negotiation Brief — Facts, Positions, Next Steps

Applying Diplomatic Process and Practice After the Course

- Restructure your next reporting cable into summary, facts, comment and recommendation, and ask your desk officer for feedback on its usefulness
- Prepare a position map with interests, BATNA and red lines for an upcoming meeting and agree it with your head of section beforehand

Diplomatic Process and Practice Questions FAQ

What is diplomatic process and practice and why does it matter now?

Diplomatic process and practice is the set of procedures by which missions represent, report, negotiate and protect nationals abroad. It matters now because headquarters want sharper reporting, negotiation agendas are wider and citizens expect fast consular help from every post.

Which roles gain most from diplomatic process and practice training?

Junior and mid-career diplomats and international affairs officers gain most. Political officers, desk officers, drafters of official correspondence, delegation members and consular officers benefit when their daily work depends on precise notes, cables and negotiation preparation.

How does diplomatic process and practice training differ from a protocol and etiquette course?

It covers the substance of mission work rather than ceremony and courtesy. You practise correspondence, demarches, cables, treaty stages and consular procedures, while a protocol course focuses on precedence, visits, seating and ceremonial arrangements.

What do you bring back from diplomatic process and practice training?

You bring back a brief that combines a reporting cable, correspondence drafts and a negotiation position map for a realistic case. It can serve as a model for reporting and preparing talks at your next posting.

Diplomatic Process and Practice: The Way Forward

The mission reporting and negotiation brief first informs how an officer reports a host development and prepares for the talks that follow it. Political officers draft it, heads of section refine it and headquarters desks act on its recommendations. After its first use, the position map deserves a second look, since host responses often reveal interests that were not visible beforehand.