



AGENDA

UNPAN Document Management System Training

One UN Plaza, Room 244, New York, 27-28 November 2000

Time	DAY 1 27 November	Time	DAY 2 28 November
10:00	Welcome introduction/UNPAN overview by Ms. Haiyan Qian	09:30	Continuation of Intra.doc training by Mr. James Zheng
11:15	Coffee break	10:45	Coffee break
11:30	<ul style="list-style-type: none"> • Continuation of UNPAN overview • Q & A 	11:00	Visit to the United Nations Library
12:30	Lunch	12:30	Lunch
13:30	Intra.doc training by Mr. James Zheng	13:30	Consultations and decisions on the follow-up actions to be undertaken at UNPAN-NY/ORCs convened by Ms. Haiyan Qian: <ul style="list-style-type: none"> • Substantive Issues • Technical Issues • Administrative Issues
15:15	Coffee break	15:15	Coffee break
15:30	Continuation of Intra.doc training	15:30	Continuation of consultations
17:00	Training adjourned	17:00	<ul style="list-style-type: none"> • Issuing of Certificates • Conclusion of the training