

## **Introduction**

The Department of Short Courses, Research, Consultancy and Publications cater for the provision of consultancy services, coordinates the conduct of research and short courses. The commitment of the CFR to research and consultancy activities is provided for under articles 3(c, d, e, f and g) of the 1978 Constitution of the Centre. The specific functions of the Centre relating to research and outreach services as so provided by the law include:

- (i) Researching in research in problems and needs of selected subjects and to evaluate the results achieved by training programs;
- (ii) Provision of advisory and other ancillary services to the governments and such other bodies or organizations as may be determined by the Governing Council;
- (iii) Sponsoring, arranging or providing facilities for conferences and seminars on subjects within the competence of the Centre;
- (iv) Arranging for the publication and general dissemination of materials produced in connection with the work and activities of the Centre; and
- (v) carrying out transactions which, in the opinion of the Governing Council, are geared towards the performance to facilitate the proper and efficient of functions of the Centre.

The Centre finances research projects which are conducted by academic staff of the Centre in research areas focused by the Centre. In the area of consultancy, the Centre provides services to its stakeholders but also offers consultancy opportunities to its academic staff.

### **The International Diplomatic Review Journal (IDRJ)**

The Centre publishes its scholarly works in its peer reviewed journal of the International Diplomatic Review Journal (IDRJ) which is issued twice annually in June and December. The focus of the journal is in line with one of the Centre's core functions which is to provide Competence Based Education Training (CBET), high quality research and consultancy services in the areas of Diplomacy, Protocol, International Relations and other related areas which are demand-driven, reflective and responsive to the policy needs of Tanzania. The journal enables dissemination and sharing of well researched and analysed social and economic development issues. The International Diplomatic Review Journal is open to both local and international contributors. Authors can get more information about how they can submit their manuscript to IDRJ for publication in the Centre's website.

### **Provision of Short courses and Training**

During the past years the department successfully provided knowledge and skills to the mid and senior level officials through provision of short courses in, Protocol, International Relations, Diplomacy, Etiquette, Conflict Resolution etc.

Currently, the department offers the following short courses;

- i. Protocol and Public Relations,
- ii. Protocol and Etiquette,
- iii. Business Negotiation,
- iv. Economic Diplomacy,
- v. Cyber Security,
- vi. Trade and Investment Promotion,
- vii. Essential of Conflict Resolution and Mediation Skills,
- viii. Languages (French for beginners and Intermediate level; Arabic for beginners and Intermediate level, Kiswahili for Foreigners),
- ix. Scholarly writing skills,
- x. Leadership and Negotiation and
- xi. Public Diplomacy.

**Delivery Method for Short Courses**

Delivery: Lectures, discussions, case studies and simulations

Duration: Five (5) days (full time 8:00am to 4:00pm)

Assessment: Non-examinable

Entry qualification: Diploma or Degree in any discipline

Award: Certificate of attendance

Language of Communication: Kiswahili and English

Fee: TShs. 650,000/= which also covers Breakfast, lunch, and stationery

Payment Mode: The Centre for Foreign Relations  
NMB Bank, A/C No. 20101100203 –.

Coordinators of the Programme: Mr.Abraham Ng'eni

Email: abra.org@yahoo.com

Phone: 0784225225

Mr. Emmanuel Shayo,

Email: Immajshayo@yahoo.com

Phone: 0755428537

**Short Courses Calendar for 2021**

Course Title	Date	Venue
Protocol and Etiquette	08-12 February 2021	Dar Es Salaam
Economic Diplomacy	01-05 March 2021	Dar Es Salaam
Protocol and Public Relations	15-19 March 2021	Dar Es Salaam
Leadership and Negotiations	29 Mar - 02 Apr 2021	Dar Es Salaam

Protocol and Public Relations	05-09 April 2021	Dar Es Salaam
Economic Diplomacy	03 -07 May 2021	Dar Es Salaam
International Security and Arms Control	24 - 28 May 2021	Dar Es Salaam
Essential of Conflict Resolution and Mediation	07-11 June 2021	Dar Es Salaam
Mastering the Art of Business Negotiations	21-25 June 2021	Dar Es Salaam
Protocol and Etiquette	12 -16 July 2021	Dar Es Salaam
Cyber Security	26 - 30 July 2021	Dar Es Salaam
Mastering the Art of Business Negotiations	09- 13 August 2021	Dar Es Salaam
Protocol and Public Relations	23-27 August 2021	Dar Es Salaam
Trade and Investment Promotion For Local Authorities	06 -10 September 2021	Dar Es Salaam
Economic Diplomacy for Industrial Development	20 - 24 September 2021	Dar Es Salaam
Leadership and Negotiations	04 - 08 October 2021	Dar Es Salaam
Essentials of Conflict Resolution and Mediation skills	25 - 29 October 2021	Dar Es Salaam
Trade and Investment Promotion For Local Authorities	01-05 November 2021	Dar Es Salaam
Protocol and Public Relations	22-26 November 2021	Dar Es Salaam
International Security and Arms Control	06-10 December 2021	Dar Es Salaam

## **DEPARTMENT STAFF MEMBER**

### *Ag.Head of Department*

Ms. Janeth Malleo: BA in Economics, PGD in Trade Law & Trade Policy (Trade Policy Training Centre in Africa),, MA in Economics (UDSM).

### *Research Coordinator*

Mr.Said S.Hakum: BA Ed, MAEd (UDSM)

### *Short Courses Coordinators*

Mr. Emmanuel Shayo: BA(Tumaini), MA in Peace and Conflict Resolution (KIU).

Mr. Abraham Ng'eni: BA-PsPA (UDSM), MA in International Cooperation and Development (Open University of Tanzania) \*