



AIDE-MEMOIRE

UNIDO First Expert Group Meeting on Private Standards Vienna, Austria 8-9 May 2008

1. BACKGROUND

There is a growing consensus on the emerging role of private standards in trade, not only as an opportunity for producers and suppliers in developing countries to be linked with international supply chains but also as a potential barrier and challenge for them in view of their compliance capacity.

The growing attention to food safety issues and retailers requirements for instance has led to several influential research projects and publications on the role of private standards in agro-food sector in the recent years. There are also increasing number of studies looking at the capacity of developing countries to comply with social and environmental requirements.

However, there seems to be a gap in global knowledge on private standards prevalent in other manufacturing sectors - especially those that can be expected to gain more importance for developing country exporters (such as footwear, garments, leather, toys, gifts and decorative items, furniture and wood products, chemicals etc.) due to structural change and emerging competitive pressures.

As a development agency with a clear mandate to provide technical assistance in the area of industrial development and trade capacity building, UNIDO is initiating a project that will help to bridge this gap by identifying the obstacles faced by developing country suppliers and exporters through the publication of a guidebook on private standards and good practices required by international buyers.

2. OBJECTIVE

The first Expert Group Meeting (EGM) is expected to validate and refine the methodology proposed to be carried out by the project. It is also seen as an opportunity to build partnerships with research organizations and international agencies interested in contributing to the project.

More specifically, the participants will discuss and improve the existing body of knowledge on private standards/buyers demands and their impact on developing countries' exports through new insights. The themes for discussion include:

- What are the most salient points regarding research undertaken to date on private standards?
- How to define private standards?
- Which manufacturing sectors of interest to developing country exporters are likely to be most affected by the growth of buyer requirements/private standards?

- What are the most relevant private standards affecting the exporters in these sectors?
- What are the main obstacles to collecting and disseminating detailed information on these private standards?
- Which developing countries can provide useful case studies for the sectors selected?
- How can the project utilize existing initiatives and leverage private sector organizations in collecting information on specific value chain standards?

3. PLACE, DATE and LOCATION

The meeting will take place in Vienna, Austria, on 8-9 May 2008, and will be hosted by the UNIDO Headquarters at the Vienna International Centre (VIC):

*Room D1973
UNIDO Headquarters in Vienna
Vienna International Centre
Wagramerstrasse 5
A-1400 Vienna
Austria*

4. AGENDA and PROGRAMME

The meeting will last for two days according to the programme set out in Annex 1.

Each session will be led by a presentation of a background note, followed by discussion initiated by a group of pre-selected discussants. The background studies will be made available to the participants one week in advance.

5. LANGUAGE / DOCUMENTATION

The working language of the meeting will be English. No translation facility will be provided.

6. PARTICIPATION

The participants are proven experts in the field of standards with a special interest for private standards and their impact on trade and exports from developing countries. They are from: universities, independent research institutes, NGOs, standards and certification bodies, private companies, UN bodies, international organizations, import promotion agencies and UNIDO.

Participants are normally expected to cover their own transport and accommodation costs. UNIDO will not finance any expenses arising from participation to the EGM unless otherwise indicated.

Round trip air transportation for the most direct and economical route between the home country and Vienna will be paid for by UNIDO for 5 participants from academic institutions and developing country NGOs who are not able to cover the costs of attending the EGM.

7. EXPECTATIONS

The EGM is expected to provide:

- validation of the overall methodology of the project (sectors selected, mapping exercise and buyer survey)
- outline of the topics to be covered in the Guidebook
- pool of motivated experts that would like to contribute to the Guidebook, either by writing articles or providing comments to drafts

8. EVALUATION AND FOLLOW-UP

The organizer shall prepare the minutes of the meeting and distribute it to participants not later than two weeks after the meeting. The summary findings of the meeting will also be shared with the informal expert network formed as part of the project.

9. ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS

Financial and administrative arrangements for the participants will be in accordance with established UNIDO rules and regulations.

Air tickets

Round trip air transportation for the most direct and economical route between the home country and Vienna will be paid for by UNIDO for 5 participants fulfilling the criteria mentioned in 6, according to UNIDO regulations. The participants should await their formal travel authorization and should under no circumstances purchase their own tickets (arrangements made by the participants have to be cleared in advance by UNIDO's Travel Unit). The participants shall cover any additional costs incurred upon deviations from the authorized route.

Those participants whose participation is not financed by UNIDO are expected to cover costs arising from their participation to this meeting.

Arrival/Departure

All participants are expected to arrive at VIC premises on 8 May 2008 morning, and leave on 9 May 2008 evening.

UNIDO will not be financially responsible for earlier arrivals or late departures. Participants should confirm their travel itineraries before their departure and provide UNIDO staff in Vienna with all details of their scheduled arrival date and time in Vienna, indicating flight numbers.

Daily subsistence allowance

For the participants whose air-tickets will be funded by UNIDO, 2 days DSA will also be provided. For those participants whose participation is self-financed, no DSA will be provided.

Hotel Reservation

The participants shall arrange for hotel reservations themselves.

10. UNIDO will not assume any responsibility for any other expenditures in connection with the participants' attendance at the conference including but not limited to:

- All expenses in the home country incidental to travel abroad, including expenditures for passports, visas, and other miscellaneous items, as well as internal travel to and from the airport of departure in the home country;
- Salary and social benefits for the participants during the period of the conference;
- Costs incurred by participants with respect to any insurance, medical bills, and hospitalization fees;
- Compensation in the event of death, disability, or illness;
- Loss or damage to personal property;
- Purchase of personal belongings and compensation for damage caused to them by climatic or other considerations;
- Costs incurred by participants with respect to travel, other than to the costs of airfare and daily subsistence allowance as explained above;
- Travel and any other costs incurred by dependants who might accompany the participants.

11. Contact

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FIRST EXPERT GROUP MEETING ON PRIVATE STANDARDS

Final Agenda

<u>Day 1</u>	<u>8 May 2008</u>
09:00 - 09:30	Arrival and registration
09:30 – 09:45	Welcome and introduction
09:45 - 10:30	Presentation of project objectives and proposed methodology Müge Dolun
10:30 - 10:45	<i>Coffee break</i>
10:45- 11:15	Private Standards: Definitions and the Potential Scope of the Study Pepijn Van de Port, Vrije University
11:15- 12:30	Discussants: Vera Scholz, <i>GTZ</i> Beer Budoo, <i>ISO</i> <i>Open discussion</i>
12:30 - 14:00	<i>Working lunch</i>
14:00 – 14:30	Trends in Manufacturing Exports: Selection of strategic sectors and relevant case studies Carl-Johan Hedberg
14:30 – 16:00	Discussants: Rita Stupf, <i>SIPPO</i>
Open discussion	
16:00 – 16:15	<i>Coffee Break</i>
16:15 – 17:00	Open discussion on the selection of case studies and collaborating local institutions
17:00 – 17:30	Closing of Day 1 – Remarks by Lalith Goonatilake, Director, Trade Capacity Building Branch, UNIDO
<u>Day 2</u>	<u>9 May 2008</u>
09:15 – 09:30	Opening of Day 2
09:30 - 10:00	Scoping Study – Standards relevant to selected sectors (textiles, wood, chemicals, leather) Pierre Hauselmann
10:00 - 10:15	<i>Coffee break</i>
10:15 - 11:15	Discussants: Paul Holthus, <i>ISEAL/UNDP</i>

- 11:15 – 12:00 Open discussion
- 12:00 - 14:00 *Lunch*
- 14:00 – 14:15 Findings from discussions so far – developing a viable methodology for collecting information from MNCs/large buyers
Müge Dolun
- 14:15 – 16:00 Discussants:
Pierre Hauselmann, *Pi Consulting*
Halina Ward, *Independent Analyst, Business and Sustainable Development*
Martin Neureiter, *Chair of Task Group 6 in ISO/TMB/WG for Social Responsibility*
Open discussion
- 16:00 – 16:15 *Coffee Break*
- 16:15 – 17:30 Discussion on the way forward and wrap-up