



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

GENERAL CONFERENCE

No. 1

Eighteenth session

Abu Dhabi, 3-7 November 2019

SCHEDULE OF MEETINGS

Sunday, 3 November 2019

**FOR PROTOCOL REASONS, ALL PARTICIPANTS ARE INVITED
TO TAKE THEIR SEATS IN THE PLENARY HALL BY 9.45 a.m.**

- 10 a.m.–1 p.m. Opening of the eighteenth session** **Plenary Hall**
(Item 1 of the provisional agenda, [GC.18/1](#)) (Etihad Ballroom, floor -1)
- Followed by **1st plenary meeting** **Plenary Hall**
(Etihad Ballroom, floor -1)
- Item 2: Election of officers
- Address by the President
- The Conference will be opened by
H.E. Mr. Suhail Al Mazrouei
Minister of Energy and Industry of the
United Arab Emirates
- Address by the Director General
- Addresses by Heads of States and other
high-level dignitaries
- General debate - Items 7 to 23
- Welcome event by the Host Country
- 2.30–3 p.m. General Committee** **Main Committee Hall**
(Chamber, floor -1)
- 3–6 p.m. 2nd plenary meeting** **Plenary Hall**
(Etihad Ballroom, floor -1)
- Item 3: Adoption of the agenda
- Item 9: UNIDO Forum on Inclusive and Sustainable
Industrial Development

Matters for inclusion in the *Journal* should be sent as far in advance as possible to its editor (Mr. Ahmed Zaabar, telephone: +43(1) 26026-3516 or email: a.zaabar@unido.org)

V.19-10350 (E)



Please recycle

SCHEDULE OF MEETINGS (*continued*)

Sunday, 3 November 2019

6.30–8 p.m. Reception - Hosted by the Director General and the United Arab Emirates (for all participants) **Hotel Grand Hyatt**
(Transportation will be provided)

INVITATION



UNIDO 18TH GENERAL CONFERENCE
INDUSTRY 2030 – INNOVATE. CONNECT. TRANSFORM OUR FUTURE.
3–7 NOVEMBER 2019, ABU DHABI, UNITED ARAB EMIRATES



Mr. LI Yong
Director General
United Nations Industrial Development Organization

and

H.E. Mr. Suhail Al Mazrouei
Minister of Energy and Industry
United Arab Emirates

have the honour to invite

Participants of the eighteenth session of the General Conference

to a reception
on Sunday, 3 November 2019 at 6.30 p.m.

Hotel Grand Hyatt (Luma Terrace)

FORECAST OF MEETINGS

Monday, 4 November 2019

8–9.15 a.m.	<i>Thematic event: Regional Perspectives</i>	Plenary Hall (Etihad Ballroom, floor -1)
9.30–11.30 a.m.	3rd plenary meeting Item 4: Organization of work General debate - Items 7 to 23 (<i>continued</i>)	Plenary Hall (Etihad Ballroom, floor -1)
10 a.m.–1 p.m.	Main Committee – 1st meeting	Main Committee Hall (Chamber, floor -1)
11.30 a.m.–1 p.m.	<i>Thematic event: Gender</i>	Plenary Hall (Etihad Ballroom, floor -1)
11.30 a.m.–12.30 p.m.	Informal meeting of the Credentials Committee (for members of the Credentials Committee only)	Meeting Room 3 (Floor -1)
1.30–3 p.m.	<i>Thematic event: Circular economy</i>	Plenary Hall (Etihad Ballroom, floor -1)
2–4 p.m.	Main Committee – 2nd meeting	Main Committee Hall (Chamber, floor -1)
3.30–6 p.m.	4th plenary meeting General debate Items 7 to 23 (<i>continued</i>)	Plenary Hall (Etihad Ballroom, floor -1)
7-10 p.m.	GMIS official gala dinner	Nahaam Restaurant Jumeirah at Etihad Towers Transportation will be provided

GMIS Global Manufacturing & Industrialisation Summit

Co-chairs

Co-hosts

SENAAT **ستات**

YOU'RE INVITED

4 November 2019

19:00 – 22:00
Nahaam Restaurant
Jumeirah at Etihad Towers
Abu Dhabi, UAE

On the side lines of the 18th Session of the United Nations Industrial Development Organization General Conference

On behalf of its Co-Chairs, the United Arab Emirates Ministry of Energy and Industry and the United Nations Industrial Development Organization, the Global Manufacturing and Industrialisation Summit

Cordially invites you to a Gala Dinner reception

Please confirm your participation by registering [here](#)

Due to capacity limitations, only registered participants will be able to access the venue.

*Dress Code: Business Casual or National Dress

FORECAST OF MEETINGS

Tuesday, 5 November 2019

8.30–10 a.m.	<i>Thematic event: Sustainable energy</i>	Plenary Hall (Etihad Ballroom, floor -1)
9.30–10.15 a.m.	Credentials Committee	Main Committee Hall (Chamber, floor -1)
10a.m.–1 p.m.	5th plenary meeting General debate Items 7 to 23 (<i>continued</i>)	Plenary Hall (Etihad Ballroom, floor -1)
10.30 a.m.–1 p.m.	Main Committee – 3rd meeting	Main Committee Hall (Chamber, floor -1)
1.30–3 p.m.	<i>Thematic event: Industry 4.0</i>	Plenary Hall (Etihad Ballroom, floor -1)
3–6 p.m.	Main Committee – 4th meeting	Main Committee Hall (Chamber, floor -1)
3.30–4.30 p.m.	6th plenary meeting Item 9: Launch of the Industrial Development Report 2020	Plenary Hall (Etihad Ballroom, floor -1)
4.30–6 p.m.	General debate Items 7 to 23 (<i>continued</i>)	

FORECAST OF MEETINGS

Wednesday, 6 November 2019

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|------------------------|---|--|
| 8.30–10 a.m. | <i>Thematic event: Youth and entrepreneurship</i> | Plenary Hall
(Etihad Ballroom, floor -1) |
| 10 a.m.–12 p.m. | 7th plenary meeting
General debate
Items 7 to 23 (<i>continued</i>)

Item 5: Credentials of representatives to the Conference

Item 6: Elections to organs | Plenary Hall
(Etihad Ballroom, floor -1) |
| 10 a.m.–1 p.m. | Main Committee – 5th meeting (<i>tentative</i>) | Main Committee Hall
(Chamber, floor -1) |
| 1.30–3 p.m. | <i>Thematic event: Industrial parks</i> | Plenary Hall
(Etihad Ballroom, floor -1) |
| 3.30–6 p.m. | 8th plenary meeting
General debate (<i>if required</i>)
Items 7 to 23 (<i>continued</i>) | Plenary Hall
(Etihad Ballroom, floor -1) |
| 3.30–6 p.m. | Main Committee – 6th meeting (<i>if required</i>) | Main Committee Hall
(Chamber, floor -1) |

FORECAST OF MEETINGS

Thursday, 7 November 2019

10 a.m.–1 p.m. 9th plenary meeting
Consideration and adoption
of decisions and resolutions

Plenary Hall
(Etihad Ballroom, floor -1)

ANNOUNCEMENTS

Reception

On the occasion of the eighteenth session of the General Conference, all participants are cordially invited to a reception hosted jointly by the UNIDO Director General and the Minister of Energy and Industry of the United Arab Emirates, on Sunday, 3 November at 6.30 p.m. in Hotel Grand Hyatt, Luma Terrace (within walking distance of the Conference venue, transportation will be provided if required).

Dinner event: GMIS official gala dinner (upon registration)

The [Global Manufacturing and Industrialisation Summit \(GMIS\)](#) is hosting a dinner event accompanying the launch of the UNIDO Industrial Analytics Platform. The dinner event will take place on Monday, 4 November 2019 at 7 p.m., at Nahaam, [Etihad Jumeriah Towers](#) (within walking distance of the Conference venue, transportation will be provided, if required, at 6.30 p.m.). For registration, please use the following link: <https://www.gmisummit.com/gmis-evening-reception/>.

Conference coverage on the Internet

All official General Conference documents are available on the UNIDO website (www.unido.org/gc/18) and the UNIDO extranet (<http://extranet.unido.org>).

In line with decision IDB.46/Dec.3 (e), written summary records will not be provided for this session and will continue to be replaced with digital recordings. The sound recordings will be made of the meetings of the plenary and sessional bodies as appropriate. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>).

Forum on industrial development issues and side events

The seventh UNIDO forum on inclusive and sustainable industrial development (ISID), and the launch of the Industrial Development Report 2020 will be held in the plenary and make up this year's forum on industrial development issues.

Complementing the forum on industrial development issues, a number of additional events will provide a unique and interactive platform for an inclusive discussion and exchange of ideas and information between high-level development policy experts, private sector, academia and leading development partners. These additional events will explore topics such as: Industry 4.0; gender; circular economy; sustainable energy; industrial parks; and youth and entrepreneurship.

The seventh UNIDO forum on inclusive and sustainable industrial development (ISID Forum)

The seventh edition of the UNIDO forum on inclusive and sustainable industrial development (ISID), titled "Partnerships for Industry 2030", will highlight the crucial role of innovative multi-stakeholder partnerships, such as UNIDO's Programme for Country Partnership (PCP), in helping countries to advance ISID and the 2030 Agenda. The event will provide an opportunity to illustrate how PCP mobilizes the knowledge, expertise, technology and financial resources of various actors to accelerate countries' development agendas, as well as how different partners contribute to the industrialization process, in particular in Africa.

The forum will bring together high-level representatives of governments, international and regional organizations supporting Africa's industrialization, financial institutions, the business sector, and other development partners to share their experience and views.

Against this backdrop, the seventh ISID forum will address:

1. How innovative partnerships can support the achievement of the 2030 Agenda, in particular SDG 9 on industry, infrastructure and innovation.
2. How PCP can facilitate the structural transformation of economies and accelerate the implementation of the Third Industrial Development Decade for Africa (IDDA III).
3. What the distinct and complementary roles of governments, financial institutions, the private sector, United Nations entities and other development partners in accelerating industrialization are, and how the various partner initiatives link with PCP.

Date and time: Sunday, 3 November 2019, 3–6 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Achieving the SDGs through Entrepreneurship and Innovation: A Regional Perspective for African and Arab Countries

In response to the challenges of the Fourth Industrial Revolution (4IR) and for Africa and the Arab region to benefit from 4IR's opportunities, the event will highlight and promote the role of impactful investment and innovation for economic development and achieving the Sustainable Development Goals (SDGs), with a focus on proven solutions in Africa and the Arab region.

By offering a line-up of high-level entrepreneurs, investors and academics, this event seeks to empower the audience with the know-how needed, including through testimonies from successful innovators and entrepreneurs, to effectively be part of the 4IR transformation while emphasizing the need to embrace technological innovation as a means of fostering entrepreneurship and productivity.

Moreover, the event will afford a platform to launch the third edition of the World Entrepreneurs Investment Forum 2019 (WEIF 2019) and to introduce its theme "Achieving the Sustainable Development Goals through Entrepreneurship and Innovation, with special focus on investing in the 4th Industrial Revolution in a Digital Economy" to a high-level audience of UNIDO stakeholders and partners.

Date and time: Monday, 4 November 2019, 8–9.15 a.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Launch of the Gender Strategy 2020-23 and the Future of Inclusive Industry

In the context of the theme of the General Conference, "Industry 2030 – Innovate. Connect. Transform our Future", the new UNIDO Strategy for Gender Equality and Empowerment of Women (2020–2023), and the Beijing+25 review process, the session has two main objectives:

- To launch and present the UNIDO Strategy for Gender Equality and the Empowerment of Women (2020–2023), which promotes UNIDO's vision to enable women and men to equally lead, participate in, and benefit from inclusive and sustainable industrial development (ISID).
- To discuss how digitalization, the automatization of production, technological advances and innovation in the industrial sector present both challenges and opportunities to advance gender equality in the industry of the future; and the role of gender-responsive industrial policies to ensure that Industry 4.0 can be inclusive of those who have been left behind in the past.

The session is envisaged to encompass a strategy launch with opening remarks, followed by presentations and a moderated panel discussion, with an interactive question and answer segment.

Date and time: Monday, 4 November 2019, 11.30 a.m.–1 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: SDG Impact Accelerator – Circular Economy

The event will introduce how the SDG Impact Accelerator platform will connect impact investors and small and medium-sized enterprises (SMEs) so as to facilitate private investment to help achieve the Sustainable Development Goals.

The audience will be guided in an interactive manner to experience what challenges investors face in identifying a credible portfolio of SMEs in emerging economies. The event will also show how the platform transforms the way both SMEs and investors can generate SDG-aligned impacts.

Investment in SMEs is destined to evolve in the coming years, primarily through the adoption of emerging technologies which improve operational efficiency and bring the cost of production down. A demonstration of the platform's proof of value will attest to the innovative power of the SDG Impact Accelerator.

Date and time: Monday, 4 November 2019, 1.30–3 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Cleantech as a Catalyst for Climate Action and the Clean Energy Transition

This interactive event will showcase the catalytic role of cleantech innovation, commercialization and deployment for climate action and the clean energy transition. It will elaborate on the impact of cleantech-based businesses in achieving sustainable development, youth and women empowerment, and job creation. An ensuing panel discussion will invite practitioners and experts to share their insights, recommendations and requests on how the international development community and UNIDO can further support climate action and clean energy transition by promoting development and deployment of cleantech solutions.

Innovative cleantech solutions supported by UNIDO and partners, and their high potential to address environmental challenges will be showcased during the event.

The importance of strong and synergistic network partnerships to fulfil a cleantech solution's full impact potential will also be shown. The spectrum of actors and enablers across the value chain of technology, from situational analysis and needs assessment to full-scale commercialization and deployment, will be discussed. Special focus will be given to ways to close the financing gap, typically experienced by cleantech enterprises and project developers. The event will feature perspectives and proposals from investors, financial institutions, and large corporations.

The transformative role of cleantech solutions, financing mechanisms, and business models for engaging both advanced and emerging economies in the low-carbon development path will furthermore be highlighted.

Date and time: Tuesday, 5 November 2019, 8.30–10 a.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Fostering Innovation and Connectivity for a Smooth Transformation to Industry 4.0

This event presents an opportunity to discuss new models and approaches to mobilize collective actions for fostering collaboration, innovation, and connectivity for ensuring a smooth transformation to Industry 4.0.

The event will seek to increase awareness on industry standards and regulations for Industry 4.0, and highlight platforms that promote an innovation ecosystem for startups, and that ensure cyber security. It will furthermore provide participants with exposure to industrial artificial intelligence as well as convergent and nature-inspired technologies.

Three forthcoming UNIDO reports and papers will also be presented at the event, namely a report on convergent and nature-inspired technologies; an industrial safety report, and “Ensuring a smooth transformation to Industry 4.0 – the UNIDO strategic response”.

Date and time: Tuesday, 5 November 2019, 1.30–3 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Launch of the Industrial Development Report (IDR) 2020

The Industrial Development Report (IDR) is a bi-annual flagship publication and the major research output of UNIDO, covering the latest developments and trends in the area of industrial development in a global context.

The launch of the IDR 2020 event will serve to present and discuss the report's main messages, which are expected to bring new insights on how advanced digital production technologies are re-shaping the process of industrial development. It will furthermore elaborate on the possible responses that developing countries can take to prepare for these changes.

The event additionally aims to help stimulate thinking on future courses of action in terms of policymaking, development practices, research and advocacy.

The theme of the report is closely related to the theme of the eighteenth session of the General Conference. As such, the report will address key conditions necessary for innovation and transformation in industry and will outline relevant policies.

Date and time: Tuesday, 5 November 2019, 3.30–4.30 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Young Entrepreneurs as Drivers of Innovation and Job Creation for Competitive and Resilient Economies

Inspired by the stories of young entrepreneurs, the proposed event will showcase how young entrepreneurs are contributing to the modernization of local industries and have gained access to new markets by applying their creativity and skills to realize opportunities in a broad scope of areas including agripreneurship, industrial design and branding. Their stories will be testimony to the role that the global youth has in driving local innovation and job creation, and thereby contributing to the improved and sustainable livelihoods in rural communities, to social inclusion and cohesion, and to economic competitiveness.

The event will showcase how UNIDO engages with young entrepreneurs, in line with the Lima Declaration on Inclusive and Sustainable Industrial Development. Examples will be drawn from the current project portfolio, and will include themes such as the integration of entrepreneurs in agro-based industries and related services or enhancement of their competitiveness through branding and industrial design.

Date and time: Wednesday, 6 November 2019, 8.30–10 a.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

Thematic event: Promoting Sustainable Industrial Parks and Low-Carbon Urban-Industrial Development for Inclusive and Sustainable Industrialization

The 2030 Agenda for Sustainable Development recognizes the importance of inclusive and sustainable industrialization and the infrastructure that supports it in order to eradicate poverty. Industrial parks can serve to overcome constraints that developing countries face in achieving industrialization, including barriers related to access to information, technology, and finance; as well as high production and transaction costs due to lack of infrastructure and weak institutions. It also provides opportunities for the sustainable and inclusive industrialization of cities.

In line with the General Conference’s theme of “Industry 2030 – Innovate. Connect. Transform our Future”, this event focuses on promoting an innovative approach for developing inclusive and sustainable industrial parks and pursuing low-carbon urban-industrial development through an integrated framework of actors and stakeholders. The event also brings together and connects stakeholders and partners by organizing a platform for the exchange of know-how and experience on different aspects of industrial parks and showcase their contributions to the Sustainable Development Goals (SDGs), in particular Goal 9. It also contributes towards streamlining and transforming UNIDO’s approach on industrial parks and sustainable cities by ensuring coherence and alignment of activities, as well as strengthening local ownership, partnerships and investment promotion.

Date and time: Wednesday, 6 November 2019, 1.30–3 p.m.

Venue: Plenary Hall (Etihad Ballroom, floor -1)

INFORMATION FOR PARTICIPANTS

Journal

1. The *Journal* of the Conference will be issued daily in English and Arabic and made available online on UNIDO's website (www.unido.org/gc/18). It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day, and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor (Mr. Ahmed Zaabar, telephone: +43 (1) 26026-3516 or +971 50 522 7623 or email: a.zaabar@unido.org).

Secretariat

2. The Executive Secretary of the eighteenth session of the General Conference is Mr. Kai Bethke, Director, Department of External Relations. The Executive Secretary can be contacted by telephone: +43 (1) 26026-5232 or +971 50 522 7623, by email: pmo@unido.org.

Registration

3. Registration and issuance of conference access cards during the session will be as follows:

31 October-1 November	8 a.m.–6 p.m.	Registration desk
2-6 November	8 a.m.–7 p.m.	Registration desk
7 November	8 a.m.–end of session	Registration desk

Participants registering after 3 November 2019 will be reflected in a revision to the list of participants (GC.18/INF.2/Rev.1) to be issued after the session, if necessary.

Registration will be effected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO and Permanent Observers, the Secretariat would appreciate being informed in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of the names of the head and other members of the delegation. For all other entities, the names of the head and other members of the delegation could also be communicated in the form of a letter. In order to facilitate registration procedures and to issue conference access cards, the notes verbales and letters are to be sent as an attachment to an email exclusively to pmo-registration@unido.org. Furthermore, a contact email address is required for each member of the delegation. The registration system will automatically

send an email to the specified address, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size).

It is essential that the original notifications are still mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre (VIC), P.O. Box 300, 1400 Vienna, Austria. Any queries relating to registration should be referred to the Office of the Executive Secretary of the Conference.

Credentials

4. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk (see para. 3) or the Office of the Policymaking Organs, as soon as possible.

Conference access cards

5. Each participant will require a conference access card with a photograph for entry to the Conference areas of the Emirates Palace Hotel during the session. Conference access cards will be issued to all accredited participants. Access cards must be worn visibly at all times in the Conference areas of the Emirates Palace Hotel during the session.

6. The loss of an access card must be reported immediately to the United Nations Security and Safety Service, who will issue a duplicate card.

List of participants

7. A provisional list of participants will be available on the first day of the Conference, to be revised at a later date, if necessary. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

8. Delegations are also requested to notify, in writing, the staff at the registration area, or the Secretariat of the Conference of any subsequent changes in the information in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

Conference rooms available

9. The following conference rooms are available in the Conference areas of the Emirates Palace Hotel during the session:

Room	Purpose
Plenary Hall (Etihad Ballroom, floor -1)	Plenary, and side events
Main Committee Hall (Chamber, floor -1)	Main Committee and Credentials Committee
Meeting Room 1 and 2	Regional Group meetings
Meeting Rooms 3,4 and 5	Bilateral meetings (reservations limited to 30 minutes)

10. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Conference Services Coordination Office (right wing corridor, outside of Plenary) or by email (unov.conference@un.org).

Seating arrangements

11. Delegations will be seated in English alphabetical order. The name of South Africa was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium. In the Main Committee, delegates will find their nameplates at the entrance to Chamber and are requested to take them along to their seat of choice.

12. Each Government delegation will be assigned two seats at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

13. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

Simultaneous interpretation

14. In the proceedings of the plenary and the Main Committee, interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

15. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Management Unit, located in floor -1, in advance and provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat’s official interpreters.

16. Each seat in the meeting rooms at the Conference venue with simultaneous interpretation equipment will be provided with a portable receiver set

and headphones. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meetings rooms.**

Speakers in the general debate

17. The list of speakers for the Plenary meetings was opened on 7 October 2019. As of 3 November, once the Conference has started, delegates who wish to speak in the Plenary are requested to give their names to the Conference Officer in the Plenary Hall. The names of speakers will be entered on the list in the order in which the requests are received.

18. Delegates are urged to keep the duration of their statements in the general debate to a maximum of **5 minutes for national statements, 10 minutes for statements of regional groups.**

19. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the general debate.

Prepared statements

20. To facilitate the work of the interpreters and press officers, speakers are requested to submit in advance and as early as possible, at least 10 copies of their statements to the Conference Services Desk in the Plenary Hall.

Sound recordings

21. Sound recordings will be made of the meetings of the Plenary and the Main Committee. The sound recordings will be available at <https://extranet.unido.org/>.

Documents distribution

22. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Pre-session documents are published on the UNIDO website (www.unido.org/gc/18). As part of the Secretariat’s efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, documents are only issued electronically. English versions of the pre-session documents are provided on the USB stick distributed to participants at the registration desk together with the conference access cards. **All participants are urged to bring these documents with them.** Participants are also urged to bring with them UNIDO basic documents – i.e. the Constitution, rules of procedure, decisions of the General Conference and the Board, etc. – since, as part of its saving measures, the

Secretariat does not reproduce documents that have been the subject of wide distribution on previous occasions. These basic documents are also available on the UNIDO website (www.unido.org). Participants are also informed that conference room papers will not be printed and are available from the Permanent Missions' Extranet.

23. During the Conference, in-session documents (except for the conference room papers) may be collected from the Documents Distribution Counter (outside the Plenary Hall) where each delegation will have a pigeonhole. The Documents Distribution Counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

24. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

25. The deadline set by the informal consultations for the submission of draft decisions and resolutions has expired. The General Committee will take a decision in relation to any additional texts at its first meeting.

Summary records

26. In line with decision IDB.46/Dec.3 (e), written summary records will not be provided for this session and will continue to be replaced with digital recordings. The sound recordings will be made of the meetings of the Plenary and the Main Committee. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>).

Information Counter

27. An information counter for participants will be available at the venue for general information related to the facilities of the Conference venue and Abu Dhabi. The Information Desk is located at the entrance of the Main Lobby, close to the Documents Distribution area.

Media

28. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – who fully meet United Nations media accreditation requirements can be registered. Please send an email to: s.sackda@unido.org with a copy to c.groessing@unido.org.

29. Media representatives wishing to cover the event must apply for accreditation before or during the session via the relevant link on the Conference website (www.unido.org/gc/18).

30. Times of press briefings will be announced in advance.

31. Media representatives covering the session should contact Mr. Sayaphol Sackda (email: s.sackda@unido.org) to provide exact details of the equipment that they wish to bring to the United Arab Emirates, as some equipment may require special permission from the national authorities.

Conference premises and services

32. The following facilities will be available to participants at the conference centre:

United Nations Security and Safety Service

33. The United Nations Security and Safety Service will be available 24 hours/day at the Emirates Palace Hotel. The Duty Officer can assist with general queries.

Medical services

34. Medical attention will be available at the medical centre in the Main Lobby (close to the escalators). The centre will be open on weekdays from 8.30 a.m. to 4.30 p.m. In case of an emergency after regular working hours, please apply to the Security Duty Room.

Meditation rooms

35. Meditation rooms for men and for women will be available on site. Further details could be provided at the Information Counter.

Lost and found

36. During the Conference, a lost and found office will operate in the Emirates Palace. Further details could be provided at the Information Counter.

Parking facilities

37. Parking is available on-site and is free of charge for all guests staying at the Emirates Palace. The protocol cars of the delegations can be parked at the on-site parking free of charge, provided they have been registered by 30 October 2019 at: Yusri.naji@emiratespalace.ae.

Office space for delegations

38. Due to space limitations at the venue, it will not be possible for delegations to rent office space.

Delegates' lounge

39. A delegates' lounge will be available in the main lobby/exhibition area close to the Plenary Hall. Should delegates wish to meet in a separate room, a room will be made available directly in front of the Plenary Hall (right next to the main lobby/exhibition area).

Cyber corners

40. A cyber corner will be available on floor -1 with desktop computers connected to the internet. Delegates may use these computers to access the Internet. Delegates with devices with wireless capability will be able to wirelessly access the Internet throughout the venue.

Catering services

41. Coffee bars and snack corners, as well as dining areas for participants will be operational at preferential rates at the venue.

Banking services

42. Banking services/Exchange Bureau and ATM services will be available on floor 1, close to the registration area.

Security advice

43. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the United Nations Security and Safety Service immediately.

Travel services

44. A travel agency will be available to participants requiring assistance with travel, sightseeing, car rental and excursions.

Smoking

45. Smoking is not permitted in the Emirates Palace Hotel except in specially designated areas (i.e. on a terrace in front of the Plenary Hall). Smoking is not permitted in conference and meeting rooms.

Use of cellular telephones and laptops

46. Participants are reminded that mobile telephones should be either switched off or switched to "silent" mode during all proceedings.

Geography

47. The United Arab Emirates is situated in the Middle East/South-West Asia, bordering the Gulf of Oman and the Persian Gulf. It borders Qatar in the north-west, Saudi Arabia in the west, south, and south-east, and Oman in the south-east and north-east.

Climate

48. The climate of the United Arab Emirates is generally very hot and sunny during the day, and cool at night. The average temperature in November is 25°C. Abu Dhabi gets on average one day of measurable rain in November.

Language

49. The official language in the United Arab Emirates is Arabic. Other widely spoken languages include Bengali, English, Farsi, Hindi, Malayalam, Mandarin, Nepali, Russian, Sinhalese, Tagalog and Urdu.

Currency

50. The Emirati Dirham is the official currency of the United Arab Emirates, abbreviated as AED. The dirham is divided into 100 fils.

51. The Emirati Dirham is pegged to the US\$. 1 US\$ = AED 3.673*. Most hotels, restaurants and shops accept internationally recognized credit cards. Taxis in Abu Dhabi generally accept cash only.

52. Bank notes and travellers' cheques may be brought into the United Arab Emirates without restriction. However, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts of major currency exchange transactions in case they need to exchange currency again before leaving the country.

Time

53. The United Arab Emirates lies within the Gulf Standard Time (GMT/UTC + 4 hours).

Taxes and tipping

54. The United Arab Emirates levies a value added tax (VAT) of 5 per cent on the consumption or use of goods and services.

55. Tipping is not expected, but is commonly practised. Gratuities to hotel and restaurant staff are at the customer's discretion. Many fine dining and high-end restaurants may add a service charge (usually around

* As of 30 October 2019.

10 per cent) and a tourism levy of 6 per cent to the bill. These charges are often included in the menu prices and the menu will mention it when they are. If these charges are not included, one may wish to add a 10 to 15 per cent tip to the total bill.

Electricity

56. Domestic supply is 220/240 volts at 50 Hz. Sockets suitable for three-pin 13 AMPs plugs of British standard design are the norm. Appliances have two-pin plugs attached.

Telephone services and useful telephone numbers

57. The country code for the United Arab Emirates is 971.

58. Telephone services are available in hotels, restaurants and cafes.

59. The United Arab Emirates have two main network providers: Etisalat and du. Pre-paid mobile telephone cards are available at the airport and in branded stores in the main shopping malls. Both network providers have shops in the arrival halls of all three terminals at the airports of Dubai and Abu Dhabi, where the SIM card can be purchased without surcharge. For buying a SIM card, a passport with a visa stamp is required. Dialling is as follows:

For local calls:

(a) From landline telephone to landline telephone: (landline telephone number);

(b) From landline telephone to mobile phone: (mobile phone number);

(c) From mobile phone to landline phone: (02) + (landline phone number) for the Emirate of Abu Dhabi; (04) for the Emirate of Dubai;

(d) From mobile phone to mobile phone: (mobile phone number).

For international calls:

(a) 00 + (country code) + (city code) + (landline telephone number);

(b) 00 + (country code) + (mobile phone number).

Flights information

60. Flight information may be obtained by accessing the following websites: <http://www.abudhabiairport.ac/english/flight-information/> for Abu Dhabi (AUH) and <https://www.dubaiairports.ac/flight-status> for Dubai (DXB).

61. Participants are responsible for making their own arrangements for accommodation. A facility for booking accommodation has been provided by the host country and is available online via: <https://www.etihadholidays.com/en-ot/events/unido#transferFormto>. Should participants require assistance with the booking of flights, and to avail of discounted rates on select carries and routes, they are welcome to contact conferencetravel@etihad.ae.

Postal, facsimile and Internet services

62. Postal and facsimile facilities are available at post offices and in most major hotels (including the Emirates Palace). Internet services are also available at most major hotels and cybercafés in Abu Dhabi.

Business hours

63. Government offices are generally open Sunday to Thursday from 7 a.m. to 3 p.m. or from 8 a.m. to 4 p.m. Some might end their working days at 5 p.m. Private companies normally operate between 9 a.m. and 5 p.m. (or 6 p.m.), and some of them also work on Saturdays.

64. Malls typically open around 10 a.m. in the morning and stay open until 10 at night or longer. Especially on weekends, opening times continue late into the night. On Fridays, the majority of shops only open in the afternoon, and some smaller shops do not open at all.

For further information, please refer to documents GC.18/INF.1/Rev.1 “Information for participants”.

Floor plans of the General Conference facilities in the Emirates Palace Hotel



