



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



THE REPUBLIC OF PERU



15 UNIDO GENERAL CONFERENCE
Inclusive and Sustainable Industrial Development

LDC Ministerial Conference 2013

**From the Istanbul Programme of Action to the world we want in 2015 and beyond:
Implementing the UNIDO operational strategy**

**30 November – 1 December 2013
At Westin Lima Hotel, Convention Center, Lima, Peru
Conference Rooms: Limatambo 4 & 5**

AIDE - MEMOIRE

Least Developed Countries
MINISTERIAL CONFERENCE
30 November - 1 December 2013
Lima, Peru

**From the Istanbul Programme of Action
to the world we want in 2015 and beyond**
IMPLEMENTING THE UNIDO OPERATIONAL STRATEGY

UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

UN-CERILL
United Nations Office of the High Representative for
Least Developed Countries, 2009-2013
Countries and Small Island Developing States

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I. Background

UNIDO¹ has so far organized four thematic conferences on the topic of Least developed Countries (LDCs) since 2007. The first was held in Vienna in 2007, in collaboration with the World Trade Organization (WTO) and the Group of 77 (G-77), under the theme “*How Can Aid for Trade Transform LDCs?*” The event pointed to the key role of UNIDO in developing industrial productive capacity in the least developed economies in order to ensure conformity of manufactured products with international norms. During this conference, UNIDO and the World Trade Organization (WTO) signed a framework agreement pertaining to the Standards and Trade Development Facility (STDF). UNIDO became an implementing and supervisory agency for the STDF, which is a WTO mechanism providing financing for technical assistance activities related to international sanitary and phytosanitary standards (SPS).

Following the Ministerial Conference held in 2007, the next LDC Ministerial Conference was held in Siem Reap, Cambodia, in November 2008, which focused on an industrial agenda for LDCs. The conference reaffirmed UNIDO’s and the stakeholders’ full commitment to address, among others, trade and productive capacity building needs for LDCs.

Under the theme - *Impact of the Global Economic Crisis on the LDCs’ Productive Capacities and Trade Prospects: Threats & Opportunities* – and in collaboration with UN-OHRLS², the 2009 conference of the LDC Ministers in charge of industry resulted in a plan of action to help LDCs in their efforts to emerge from the crisis and moving towards a more sustainable direction to industrial development. The sectoral studies commissioned by UNIDO covered cotton, fruit and vegetables, fisheries and dairy in eight African and Asian LDCs, critically reviewed existing policies and analyzed their effectiveness in the regional and global context. These papers also identified key growth drivers and provided policy recommendations for participants. The conference also featured a debate on the role of development partners, and possible synergies between them, in helping LDCs to respond to the effects of the crisis.

During the fourth United Nations Conference on the LDCs (LDC IV) held in May 2011 in Istanbul, UNIDO, in cooperation with the Turkish International Cooperation and Development Agency (TIKA), hosted a side event entitled – “*Enhancing the role of small and medium-sized enterprises (SMEs) in the agribusiness global value chains.*” The event contributed to the shaping of the new development agenda for LDCs. UNIDO also covered a special Event of the United Nations – Chiefs of Executive Boards (UN-CEB) Cluster on Trade and Productive Capacity. Among other actions, the meeting promoted increased industrialization efforts through enhancing the economic diversification of LDCs, and domestic value-added processes as core elements of the manufacturing and services sectors. It also recommended, inter alia, the expansion of access to reliable and modern energy services for productive use, and the promotion of foreign investment to enhance the productive, technological and trading capacities in the countries. LDC-IV resulted in the adoption of an action-oriented Istanbul Programme of Action (IPoA) for the decade 2011-2020.

The IPoA was endorsed by the General Assembly Resolution 65/171 dated 17 June 2011 and called upon all relevant stakeholders – specialized agencies and institutions, donors, private sector, experts from the civil society, academia etc, to commit to implementing the charter by 2020. It provides a comprehensive development roadmap for the LDCs and their development partners in support of the structural transformation of their economies through the following priority areas:

- Productive capacity
- Agriculture, food security and rural development
- Trade
- Commodities
- Human and social development
- Multiple crises and other emerging challenges
- Mobilizing financial resources for development and capacity-building

¹ *United Nations Industrial Development Organization*

² *UN Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States*

- Good governance at all levels.

Subsequent to the Istanbul conference, the high level ministerial conference held seven months later in Vienna, adopted the UNIDO operational Strategy 2012-2020, which is expected to support the implementation of the common LDC decennial programme. As UNIDO's contribution to LDC development agenda, it articulates concrete solutions leading to inclusive growth, industrial development and, ultimately, structural transformation of the LDCs' economies. It is anticipated that UNIDO operations under this Strategy enable the countries to promote sustainable sources of income and employment through productive capacities. To achieve this, three (3) core pillars are targeted: (i) the conversion of commodities into products; (ii) the focus on communities; and (iii) the regional dimension for value chain development. Youth and gender concerns are to be mainstreamed in all initiatives, as they constitute the largest and the weakest segment of the LDCs populations. The complementary role of the BRICS as emerging donors in the South South multilateral cooperation framework, as well as the available development solutions will be fully exploited to implementing the Strategy and accelerating industrial development agenda, specifically at a time of growing concerns about prospects for resources mobilization and within the context of the post 2015 development agenda.

II. Objective of the Conference

The 2013 LDC Conference will serve to leverage South-South cooperation potentialities and mechanisms available in the domain of private sector and SMEs development, productive capacity building, trade and employment, in cooperation with the BRICS (Brazil, Russian Federation, India, China and South Africa) and other emerging countries towards implementing the UNIDO LDC operational Strategy 2012-2020. It will specifically:

- Encourage emerging as well as traditional donor countries to develop strategies to support the effective implementation of the UNIDO LDC operational Strategy by 2015 and beyond;
- Promote the critical role of South-South Cooperation in the LDC development efforts, and
- Engage the countries in the implementation of the UNIDO LDC Strategy.

The conference will also provide an opportunity to explore the role of the women in the overall agri value chain approach in the Least Developed Countries. It will further provide a platform to present the Sustainable and Inclusive Development (ISID) for LDCs.

III. Approach

Format of the Conference: The conference will consist of both plenary and sessions/panels. The former will be conducted through interactive discussions, in order to facilitate greater engagement of all participants and to promote open exchange of views and experience among all stakeholders. All sessions/panels of the conference will be led by a high-level panel comprising of ministers, relevant stakeholders and moderators.

The plenary will be informed by presentations on the outcomes of the discussions. This will aim at building consensus towards the summary of each panel/session that will be compiled to form the roadmap of the implementation of the UNIDO operational Plan. It will be then captured in the Ministerial Declaration and further endorsed at the General Conference. This will include a range of concrete measures that will help push forward the UNIDO agenda for LDCs. At the end of the conference, the Director-General will make concluding remarks highlighting key contributions and major recommendations.

IV. Expected outcome

The conference will result in concrete measures, including pledges and commitments from the stakeholders, which will feed into the overall roadmap on the implementation of the UNIDO agenda for LDCs through programmatic activities by 2015 and beyond.

V. Draft summary agenda

First day: 30 November 2013

1. Opening remarks and keynote speeches/interactive session;
2. Review of the progress report on the implementation of the Istanbul Programme of Action 2011-2020
3. Presentation of the progress and challenges on the implementation of the UNIDO LDC Operational Strategy in the context of the post 2015 development agenda
4. Session on the “role of BRICS and other emerging economies for inclusive sustainable growth of the LDCs”
5. Session on “South-South Industrial Cooperation: The Role of Southern Enterprises in Least Developed Countries”
6. Session on “Inclusive and Sustainable Industrial Development (ISID) for LDCs”.

Second day: 1 December 2013

7. Session on "Converting commodities into products: the role of women in LDCs".
8. Consideration and Adoption of the Draft Ministerial Statement and roadmap of the implementation of the UNIDO LDC agenda.

VI. Documentation

Three studies will be made available during the conference on the following topics: (1) “The role of BRICS for inclusive sustainable growth of LDCs”, (2) “South South business solutions for LDCs”, (3) Challenges and opportunities of LDC Women in business. The discussions of the Conference will be facilitated by the issues papers of the respective sessions. Other documents and reports to be presented at the Conference will be determined in consultation with the relevant technical branches, in order to highlight UNIDO interventions in LDCs. A progress report of UNIDO activities in LDCs since 2011 will be also shared.

VII. Participation

The following participants are expected to attend or be represented at the Conference:

- a. 49 LDC Ministers and delegation in charge of industry;
- b. Relevant UN agencies (UN-OHRLLS, UNCTAD, ILO, UNDP etc);
- c. Representatives of Regional Economic Communities (RECs) from Africa, Asia and Pacific;
- d. Representatives of BRICs grouping and other emerging countries
- e. Representatives of the donor community;
- f. Financial institutions and regional development banks;
- g. Representatives of the private sector operating in LDCs;
- h. Representatives of the Civil Society

VIII. Date and venue

The LDC Ministerial Conference will be held from 30 November to 1 December 2013, in Lima, Peru. The Conference will take place at the Westin Lima Hotel and Convention Center, Las Begonias, 450 San Isidro, Lima, Peru, Conference rooms: Limatambo 4&5. *A floor plan of the Westin Lima Hotel and Convention Center will be provided on the UNIDO website (www.unido.org/gc15).*

IX. Financial and administrative arrangements

Air Tickets

UNIDO will cover the travel costs to and from Lima, Peru, for LDC Ministers of Industry in business class.

The UNIDO Travel Office at headquarters in Vienna and travel agencies in the field will make the reservations for Ministers on the most direct and economical route in line with UNIDO rules. The itinerary will be sent to them for their approval of the same. Upon receipt of approval, if possible, e-tickets will be issued and the participant informed accordingly.

Subsistence Allowance

To cover the costs of boarding and lodging in Lima, UNIDO will provide to LDC Ministers a daily subsistence allowance (DSA) at the current rate for four (4) nights.

Other Costs

Participants will be responsible for costs of travel and all other expenses incidental to travel abroad incurred in the home country, e.g. passports, required medical examinations, inoculations and other such miscellaneous expenditures, as well as internal travel to and from the airport of departure in the home country.

UNIDO and the host Government will not assume any responsibility for any other costs, including but not limited to the following expenditures, which may be incurred by participants:

- a) Compensation for salary and any related allowance during the period of the Conference;
- b) Costs incurred if there is a deviation in the routing after approval of the itinerary by UNIDO;
- c) Travel and other costs incurred by dependants;
- d) Costs incurred in respect of travel and accident insurance, as well as medical and hospitalization bills in connection with attendance at the Conference;
- e) Compensation in the event of death, disability or illness;
- f) Loss or damage to personal property while attending the Conference;
- g) Purchase of personal belongings and compensation in the event of damage caused by climatic or other conditions;
- h) Other unforeseen costs.

Registration

To facilitate arrangements, a registration form is attached as *Annex 1*. Participants are requested to fill in the form and return it as soon as possible by e-mail to the conference mailbox: LDC2013@unido.org ; or fax : +43 1 26026 6820.

Participants intending to attend both the Least Developed Countries Ministerial Conference and the fifteenth session of the UNIDO General Conference should indicate this using the attached registration form. It should be noted however, that a delegate to the LDC Conference who will be the head of the country's delegation to the UNIDO General Conference will require formal credentials issued either by the Head of State or Government or by the Minister for Foreign Affairs of the relevant country.

Accommodation

Participants are **responsible for making their own hotel reservations** through the link provided on the UNIDO website (www.unido.org/gc15). Participants are invited to consult this site regularly, as it will also provide additional information on accommodation.

Only the recommended hotels listed in *Annex 2* will offer during the session: security services provided by

the host Government; and a shuttle bus service to take participants to the Westin Lima Hotel and Convention Center every morning and return them to their hotels every evening. Additional information on accommodation will be made available on the website (www.unido.org/gc15).

Medical facilities

Medical facilities adequate for first aid in emergencies will be provided by the Government within the Conference area. For serious emergencies, the Government will ensure immediate transportation and admission to a hospital. Each Conference participant shall be responsible for covering his/her own medical expenses.

Airport reception and transportation

A welcome area, fast-track visitors' entry and information desk will be set up at Jorge Chávez international airport in Lima to assist participants arriving for the Conference session.

A shuttle bus service between Jorge Chávez international airport and the officially recommended hotels of the session will be available free of charge to participants. In order to ensure the timely availability of this service, participants are requested to register for the airport transfer via the relevant link on the UNIDO website (www.unido.org/gc15/).

Taxicabs and rental cars are also available at the airport. Shuttle buses will transport participants to and from the officially recommended hotels (listed in Annex 2 of this document) every morning and every evening during the session.

X. Languages

The Conference will be conducted in English and French with simultaneous interpretation service in these languages, including Spanish.

XI. Other information

Visas

A visa for entry into Peru may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Peruvian diplomatic or consular missions in their home countries. However all Peruvian Embassies and Consulates have been instructed to issue, if required, an entry visa free of charge to all duly accredited participants to the fifteenth session of the General Conference of UNIDO.

Please read the information in *Annex 2* to confirm if you need an entry visa to Peru.

All visa applications must be submitted at least two weeks before departure

Contact Persons

Mr. Mahammed Dionne, Chief of the Africa Programme and LDC coordinator, and Mr. Bashir Conde, Programme officer, are the Focal Points for the LDC Conference. All communications with regard to the Ministerial Conference, including confirmation of participation, should be addressed to UNIDO. Your response may please be sent to: LDC2013@unido.org ; fax : +43 1 26026 6820.

Annex 1 – List of recommended hotels

The table below shows the price of a room with breakfast for one night in various recommended hotels. Quoted rates will be honoured for reservations made before 31 October 2013. Foreigners (staying a maximum of 60 days in the country) are exempted from paying 18 per cent value added tax (VAT) on hotel accommodation. This exemption will be applicable upon presentation of a valid passport and entrance immigration form. Participants are advised that a service charge is applicable. This service charge is included in the rates quoted in the table below.

<i>HOTEL</i>	<i>ROOM</i>	<i>RATE INCLUDING SERVICE CHARGE (US \$)</i>	<i>CONTACT PERSON</i>
IBIS HOTEL ***	SINGLE	85.31	h6971-re@accor.com Claudy.VALDIVIA@accor.com Tel.: +51-1-6348888 www.accorhotels.com/es/hotel-6971-ibis-larco-miraflores/index.shtml
	MATRIMONIAL	92.81	
ATTON HOTELES ****	SINGLE STANDARD	140.40	spinglo@atton.pe jvallejos@atton.pe Tel.: +51-1-2081225 www.sanisidro.atton.com
	DOUBLE STANDARD	162.00	
NOVOTEL LIMA ****	STANDARD SIMPLE/DOUBLE	148.50	Karla.BICHARA@accor.com h6339-re@accor.com Tel.: +51-1-4414171 www.novotel.com/es/hotel-6339-novotel-lima/index.shtml
DAZZLER LIMA ****	CLASSIC KING/DOUBLE	140.40	gbianchi@dazzlerlima.com Tel.: +51-1-6344001 www.dazzlerlima.com
MELIA *****	DELUXE SIMPLE	148.50	reservas4@melialima.com.pe valeria.noriega@melialima.com.pe Tel.: +51-1-4119000 ext.2525 www.melia.com
	JUNIOR SUITE	178.50	
	THE EXECUTIVE LEVEL	198.50	
	THE JUNIOR SUITE LEVEL	245.00	
EL PARDO DOUBLETREE *****	STANDARD	179.00	sylvia.llona@hilton.com Tel.: +51-1-2738121 / 511-6171000 www.lima.doubletree.com cod ID: 0002738121
	SUPERIOR	199.00	
	JUNIOR SUITE	229.00	
	SENIOR SUITE	279.00	
	MASTER SUITE	329.00	
DELFINES HOTEL Y CASINO *****	SUPERIOR	148.50	nloayza@losdelfineshotel.com.pe Tel.: +51-1-2159696 www.losdelfineshotel.com
	EXECUTIVE	187.00	
	JUNIOR SUITE	242.00	
	SENIOR SUITE	308.00	
	SUITE DELUXE	440.00	
	SUITE OLIMPO	550.00	
SWISSOTEL LIMA *****	PREMIER ROOM	198.00	miluska.llaque@swisslim.com.pe manuel.calle@swisslim.com.pe Tel.: +51-1-4214400 www.swissotel.com/lima
	SWISS BUSINESS ADVANTAGE	198.00	
	SWISS EXECUTIVE ROOM	302.50	
	JUNIOR SUITE	357.50	

<i>HOTEL</i>	<i>ROOM</i>	<i>RATE INCLUDING SERVICE CHARGE (US \$)</i>	<i>CONTACT PERSON</i>
JW MARRIOTT *****	HABITACIONES DELUXE	256.50	bertha.belotti@marriott.com reservations.lima@marriott.com Tel.: +51-1-2177171 www.jwmarriottlima.com cod ID: M-1711GAN
THE WESTIN LIMA HOTEL AND CONVENTION CENTER *****	DELUXE SIMPLE	231.00	solazo@libertador.com.pe Tel.:+51-1-712 7000 Ext.5646 www.starwoodhotels.com/westin/property/overview/index.html?propertyID=3286 www.libertador.com.pe
	DELUXE DOUBLE	247.50	
	GRAND DELUXE	253.00	
	GRAND DELUXE DOUBLE	269.50	
	WESTIN EXECUTIVE SIMPLE	308.00	
	WESTIN EXECUTIVE DOUBLE	324.50	
EL LIBERTADOR *****	SUPERIOR SIMPLE	148.50	corporativo@libertador.com.pe Tel.:+51-1-712 7000 Ext. 5541 www.libertador.com.pe
	SUPERIOR DOUBLE	159.50	
	DELUXE SIMPLE	170.50	
	DELUXE DOUBLE	181.50	
	GRAND DELUXE SIMPLE	181.50	
SERVICES	Breakfast and Wi-Fi (additional features available in some hotels)		

Note: Foreigners (staying a maximum of 60 days in the country) are exempted from paying 18 per cent value added tax (VAT) on hotel accommodation. This exemption will be applicable upon presentation of a valid passport and entrance immigration form. However, a service charge is applicable and has been included in the rates listed above.

Annex 2 – Visa arrangements

Citizens of some countries may need an entry visa to Peru. All Peruvian Embassies and Consulates have been instructed to issue, if required, an entry visa free of charge to all duly accredited participants to the fifteenth session of the General Conference of UNIDO.

Please read the following information to confirm if you need an entry visa to Peru.

Holders of laissez-passer, diplomatic, special, consular, official, and service passports attending the General Conference

(a) Visa waiver agreements

1. The Government of Peru has signed with the following countries visa waiver agreements for holders of diplomatic, special, official and service passports:

Algeria	Chile	Guatemala	Mongolia	Serbia
Antigua and Barbuda	China	Guyana	Montenegro	Singapore
Argentina	Colombia	Haiti	Morocco	Slovakia
Austria	Costa Rica	Honduras	Netherlands	Slovenia
Bahamas	Croatia	Hungary	Nicaragua	Spain
Barbados	Cuba (diplomatic passports only)	India	Panama	Suriname
Belarus	Czech Republic	Indonesia	Paraguay	Sweden
Belgium	Denmark	Israel	Philippines	Switzerland
Belize	Dominica	Italy	Poland	Thailand
Bolivia (Plurinational State of)	Dominican Republic	Jamaica	Portugal	The former Yugoslav Republic of Macedonia
Brazil	Ecuador	Jordan	Republic of Korea	Trinidad and Tobago
Brunei Darussalam	Egypt	Kuwait	Republic of Moldova	Tunisia
Bulgaria	El Salvador	Lao People's Democratic Republic	Romania	Turkey
Cambodia	Finland	Latvia	Russian Federation	Ukraine
	France	Luxembourg	Saint Kitts and Nevis	Uruguay
	Georgia	Malaysia	Saint Lucia	Venezuela (Bolivarian Republic of)
	Germany	Malta	Saint Vincent and the Grenadines	Viet Nam
	Greece	Mexico		
	Grenada			

(b) Laissez-passer, and diplomatic, special, consular, official, and service passports of other countries

2. To facilitate their participation at the fifteenth session of the General Conference of UNIDO, the Government of Peru will grant until 8 December 2013 a temporary visa waiver to holders of laissez-passer issued to staff members of international organizations, and of diplomatic, consular, special, official and service passports of the following countries:

Afghanistan	Côte d'Ivoire	Kazakhstan	Niger	Syrian Arab Republic
Albania	Cuba	Kenya	Nigeria	Tajikistan
Andorra	Cyprus	Kiribati	Norway	Timor-Leste
Angola	Democratic People's Republic of Korea	Kyrgyzstan	Oman	Togo
Armenia	Republic of Korea	Lebanon	Pakistan	Tonga
Australia	Democratic Republic of the Congo	Lesotho	Palau	Turkmenistan
Azerbaijan	Djibouti	Liberia	Papua New Guinea	Tuvalu
Bahrain	Equatorial Guinea	Libya	Qatar	Uganda
Bangladesh	Eritrea	Liechtenstein	Rwanda	United Arab Emirates
Benin	Estonia	Lithuania	Samoa	United Kingdom of Great Britain and Northern Ireland
Bhutan	Ethiopia	Madagascar	San Marino	
Bosnia and Herzegovina	Fiji	Malawi	Sao Tome and Principe	
Botswana	Gabon	Maldives	Saudi Arabia	
Burkina Faso	Gambia	Mali	Senegal	
Burundi	Ghana	Marshall Islands	Seychelles	
Cameroon	Guinea	Mauritania	Sierra Leone	
Canada	Guinea-Bissau	Mauritius	Solomon Islands	
Cape Verde	Iceland	Micronesia (Federated States of)	Somalia	
Central African Republic	Iran (Islamic Republic of)	Monaco	South Africa	
Chad	Iraq	Mozambique	South Sudan	
Comoros	Ireland	Myanmar	Sri Lanka	
	Japan	Namibia	Sudan	
	Jordan	Nauru	Swaziland	
		Nepal		
		New Zealand		

Holders of ordinary passports

To confirm if you need an entry visa to Peru, please consult the following website: www.ree.gov.pe/servicioalciudadano/Documents/VisasxExtran_Agosto_2013.pdf.

Should you need an entry visa please contact the nearest Peruvian Embassy or Consulate with sufficient anticipation prior to your travel to Lima. Persons attending the fifteenth session of the General Conference of UNIDO who are holders of an ordinary passport should submit the following documents to the Peruvian consular officer when applying for a visa:

- Visa application form (www.ree.gov.pe/onudi/visas/DGC005.pdf), duly filled out and signed;
- Current passport, valid at least six months counted from the date of entry to Peru;
- One current photograph;
- Confirmation from the Secretariat of the General Conference of registration to the fifteenth session of the General Conference of UNIDO. This is an indispensable prerequisite without which the appropriate visa cannot be issued.

Exceptionally, a person attending the fifteenth session of the General Conference of UNIDO who holds an ordinary passport and has a place of residence beyond a reasonable distance (50 km) from the nearest Peruvian Embassy or Consulate can obtain an electronic authorization to travel to Peru. For that purpose, the participant will have to submit scanned copies of the documents listed above (in the case of the passport, a clear copy of its identification sheet only) to the following e-mail address: visaonudi@ree.gob.pe.

All visa applications must be submitted at least two weeks before departure.

Annex 3- Facilities at the Westin Lima Hotel and Convention Center

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

- (a) Delegates lounge, with a coffee and snack bar;
- (b) Cybercafe;
- (c) Wireless connectivity, available throughout the conference centre at no additional cost to participants;
- (d) First aid room;
- (e) Bank and postal services, including an automated teller machine (ATM);
- (f) Travel assistance: the conference organizer will have a representative at the conference centre for participants wishing to reconfirm or change flights, rent cars or book tours;
- (g) Information counters for participants.