

Updated modalities for participation in the thirty-seventh session of the Programme and Budget Committee

(26-28 May 2021)

The thirty-seventh session of the Programme and Budget Committee (PBC) will be held as a **hybrid session** involving both in-person and virtual participation. All Member States of UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and Intergovernmental Organizations (IGOs), are invited to attend the thirty-seventh session in-person and/or virtually, as described below.

In-person attendees can, in line with the limitations outlined below, participate in the thirty-seventh session of the PBC at the Vienna International Centre (VIC), in the M-building, Plenary Hall.

In case of **virtual attendance**, login details for the online platform Interprefy¹ will be shared with registered participants.

PARTICIPATION

The current health and safety measures related to the COVID-19 pandemic effective at the Vienna International Centre require that indoor meetings and gatherings be organized with the necessary physical distancing and health precautions in place. Further information can be accessed [here](#).

On this basis, and considering the available space for this session at the VIC, all Member States of UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and IGOs, may participate in person and/or assign delegates to attend virtually, as follows:

SUMMARY TABLE OF PARTICIPATION				
	Plenary sessions		Informal consultations (if required)	
	In person ²	Virtually	In person	Virtually
Member States of UNIDO	- One participant	- Four participants	- One participant	- Four participants
United Nations organizations, specialized agencies and related organizations, and Intergovernmental Organizations (IGOs)	- One participant*	- Three participants	- One participant*	- Three participants

**On matters of particular concern and within the scope of respective activities, in line with applicable rules of procedure.*

Member States may designate different participants for the plenary and the informal consultations.

Member States are kindly advised that the participants nominated for the Plenary and for the informal consultations (if different) cannot be swapped during the session.

¹ Login details will be sent to registered participants (individual email address required for registration).

² Member States to UNIDO, United Nations entities and IGOs can register up to five representatives for in-person attendance, while only one can be in the conference room at any given time. One floating badge will be provided for each registered delegation.

IN-PERSON PARTICIPATION

Venue: M-building, Plenary Hall
Vienna International Centre (VIC)
Wagramerstrasse 5
1220 Vienna - Austria

Conference room access

In light of the COVID-19-related health and safety measures in place at the VIC and taking into account the available space, one delegate can participate in the session in person per delegation at any given time.

Member States to UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and IGOs can register up to five representatives for in-person attendance, while only one can be in the conference room at any given time.

In-person participation		
	Plenary	Informal consultations (if required)
All Member States of UNIDO	- One participant	- One participant
United Nations organizations, specialized agencies and related organizations, and Intergovernmental Organizations (IGOs)	- One participant*	- One participant*

**On matters of particular concern and within the scope of respective activities, in line with applicable rules of procedure.*

One floating badge will be issued for each registered delegation. In addition, each registered participant will receive one personalized badge. To access the venue, a delegate needs to present her/his personalized badge **in addition** to the floating badge. Delegations are requested to exchange the floating badge outside of the venue (preferably outside the VIC premises).

There will be no additional room or seating facilities in the VIC for delegates not having access to the conference room. Delegates are requested to only come to the VIC for the time that they are representing their delegation in the designated conference room.

Health and safety measures³

To ensure effective contact tracing, all participants entering the conference room are required to fill in a contact tracing form at their seat, indicating the time of their arrival and departure. Those participating in person will be provided with designated seating, and will be required to maintain a distance of at least two meters from other participants at all times. No changes of seats will be allowed.

Participants are asked to note that the health and safety instructions⁴ currently in force at the VIC require in-person meeting participants to **wear an FFP-2 mask at all times**. Furthermore, participants are requested to **refrain from gathering** in groups during breaks and/or consultations.

³ Depending on the development of the health situation in Vienna, the Secretariat may apply additional measures if required. Participants will be updated in due course.

⁴ Health and safety instructions available at the following link: <https://nucleus.iaea.org/sites/covid19/SitePages/Home.aspx>

Because of the limitations on available space, and to comply with applicable health and safety measures, any informal consultations required will also take place in the conference room (i.e. M-building, Plenary Hall) when the Plenary is not in session. Throughout the session, the sanitation of the premises will be ensured through periodic cleaning. In-person participants are kindly requested to facilitate these efforts as and when required, leave the room when requested.

Delegates attending in person are strongly encouraged to undertake a **COVID test** (either PCR or rapid antigen) and present this at the venue. Please note that the validity of the tests is 72 hours for a PCR test and 48 hours for a rapid antigen test. Additional information on how and where you can undertake a COVID-test in Vienna is available [here](#).

VIRTUAL ATTENDANCE

Platform: Interprefy

In addition to attending in person, all Member States of UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and IGOs, may also attend virtually. In-person attendance **cannot be exchanged** for additional virtual attendees.

Due to the technical limitations of the Interprefy online platform, the number of registered devices/electronic links per delegation will be limited as follows:

Virtual attendance		
	Plenary	Informal consultations (if required)
All Member States of UNIDO	- Four participants	- Four participants
United Nations organizations, specialized agencies and related organizations, and Intergovernmental Organizations (IGOs)	- Three participants	- Three participants

USING INTERPREFY

Guidelines on how to use Interprefy are available [here](#). Please click [here](#) for a short tutorial video.

4-steps guidelines to participate in a meeting with remote simultaneous interpretation and recommended equipment could be found [here](#).

BEFORE THE SESSION:

Participants are strongly advised to test their connectivity, as well as the video and audio devices in advance, using the following links:

- To test connectivity speed: <https://interprefy.speedtestcustom.com/>
- To test video and audio devices: <https://interpret.world/test>

DURING THE SESSION:

When accessing Interprefy with the registered email address on 26, 27 and 28 May 2021, the system will automatically send an email to the delegate's email address with a unique code to access the meeting virtually. All participants are therefore requested to indicate their **individual email address** when registering through INDICO (see "Registration", below), and to **ensure access** to this email account when logging on to the platform.

12 May 2021

When joining the session on Interprefy, participants are asked to indicate their name using the following format:

[COUNTRY/ORGANIZATION] LAST NAME, First name.

TESTING OF THE PLATFORM FOR PARTICIPANTS:

Two testing windows⁵ for all participants to test connectivity to the platform and the functioning of all necessary equipment will be open on:

- **Thursday, 20 May 2021 from 2.30 p.m. to 4.30 p.m.** ([add to calendar](#))
- **Friday, 21 May 2021 from 9.30 a.m. to 1.30 p.m.** ([add to calendar](#))

Registered delegates will receive the log-in modalities for the test via email and will be able to log in to test their connection and system at any point during this time. Participants are strongly advised to conduct the test using the computer, equipment and internet connection which they will also use during the actual session.

Participants are encouraged to join the test as early as possible during the allocated time to ensure that everyone can have an opportunity to test their connection and system.

REGISTRATION (no later than 19 May 2021)

All participants are required to register for the thirty-seventh session of the PBC using the online platform INDICO, which can be accessed via the following link:

<https://indico.un.org/event/1000107/>. Participants who do not have an INDICO profile are requested to create a user profile once and to then complete the registration for PBC.⁶

The deadline for registration is 19 May 2021.

As in previous sessions, Member States are kindly requested to submit a note verbale indicating the composition of the delegation, issued by either the Permanent Mission or the Ministry for Foreign Affairs to pmo-registration@unido.org.

United Nations organizations, specialized agencies and related organizations, and intergovernmental organizations (IGOs) are kindly asked to send an official letter to the Secretariat via email to pmo-registration@unido.org. **A copy of the note verbale/official letter shall be uploaded by all participants to the INDICO registration page as well.**

Delegations are requested to specify their **Head of delegation** when registering for the PBC. The Head of delegation may be chosen from the in person as well the virtual participants.

LIST OF SPEAKERS

As of 17 May 2021, requests for registration on the list of speakers for the plenary meetings should be addressed via email to the Policymaking Organs Secretariat at pmo@unido.org. As interventions at the PBC should be item-oriented, Permanent Missions, as well as IGOs, are asked to indicate for which agenda item the request is being made, and whether the speaker will be attending in person or virtually.

⁵ Please note that the proposed testing windows are the same for participants of the thirty-seventh session of the Programme and Budget Committee (26-28 May 2021) and of the forum of candidates for the post of Director General (25 May 2021).

⁶ Each participant will have to create a user account in INDICO, if they do not already have one. This account can thereafter be used to register in other United Nations conferences and events running INDICO. (Please find the INDICO user guide [here](#). A tutorial video is also accessible [here](#))

12 May 2021

As of 26 May 2021, delegates connecting virtually wishing to speak during the plenary, and who have not already signed up to the list of speakers, can be accommodated by sending a chat message to the “Event Chat” specifying under which item they wish to speak, and using the “raise hand” function. Please note that all participants will be able to see your comments when you use “Event Chat”.

When requesting the floor, delegates are requested to specify either:

- “[COUNTRY/ORGANIZATION] REQUESTS THE FLOOR” (for urgent interventions), or
- “PLEASE ADD [COUNTRY/ORGANIZATION] UNDER ITEM [X]” (to register in the list of speakers)

Once the thirty-seventh session of the PBC has started, delegates attending the session in person should please notify Secretariat staff on site of their intention to be inscribed on the list of speakers. By lifting their nameplate, delegates attending in person signify their intention to take the floor immediately for an urgent intervention.

The names of the speakers will be entered on the list of speakers in the order in which requests are received, with due regard to protocol requirements.

Statements delivered by Ministers should be limited to 5 minutes. All other delegates are requested to limit their statements to a maximum of 3 minutes. Statements on behalf of regional groups should be limited to 5 minutes. Delegates are requested to provide the Secretariat with a copy of their statements, both for the use of the interpreters during the session and for them to be uploaded on the UNIDO Extranet after the session. These are to be sent by email to pmo@unido.org.

VIDEO STATEMENTS

Delegations will also **be able to submit pre-recorded video statements** to the session. Delegations wishing to do so are requested to notify the Secretariat, via email to pmo@unido.org, when enrolling in the list of speakers. Further information regarding the technical and procedural requirements can be accessed [here](#).

Delegations may wish to consider also the United Nations audio-video requirements for pre-recorded statements, as well as a list of recommended equipment available [here](#).

CONTACT

Any query regarding the modalities for participation in the thirty-seventh Session of the Programme and Budget Committee should be addressed to the Policymaking Organs Secretariat either by telephone +43 1 26026 5232, or by email: pmo@unido.org.