

MODALITIES FOR PARTICIPATION IN THE FORTY-NINTH SESSION OF THE INDUSTRIAL DEVELOPMENT BOARD

(12-15 July 2021)

The forty-ninth session of the Industrial Development Board (IDB) will be held from 12 to 15 July 2021, as a **hybrid session**, involving both in-person and virtual participation. All Member States of UNIDO as well as Permanent Observers, United Nations organizations, specialized agencies and related organizations, and Intergovernmental and Non-Governmental Organizations (IGOs/NGOs), are invited to attend the forty-ninth session in-person and/or virtually, as described below. States which are not members of UNIDO, but which are Member States of the United Nations, or which enjoy observer status in the General Assembly of the United Nations, shall also be invited to participate in the Board's session, upon request¹.

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

For **virtual attendees**, login details for the online platform Interprefy will be shared with registered participants.

PARTICIPATION

The current health and safety measures related to the COVID-19 pandemic effective at the VIC require that indoor meetings and gatherings be organized with the necessary physical distancing and health precautions in place. Further information can be accessed [here](#)².

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

SUMMARY TABLE OF PARTICIPATION				
Delegations ³	Plenary sessions		Informal consultations	
	In person	Virtually	In person	Virtually
Member States, members of the Board	- Two participants	- Four participants	- Two participants	- Four participants
Member States, non-members of the Board	- One participant	- Four participants	- One participant	- Four participants
Permanent Observers				
United Nations organizations				
Specialized and related agencies of the United Nations system*	- One participant	- Two participants	- One participant	- Two participants
IGOs*				
NGOs*	- One participant	- One participant	n/a	n/a

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

¹ Please refer to Rule 75 of the rules of procedures of the Industrial Development Board (available [here](#)). Non-Members of UNIDO requesting participation in the session would be allocated the same number of in-person and virtual participants as NGOs.

² Up-to-date information on the COVID-19 pandemic situation and measures in place in Austria is available [here](#).

³ As per rules 21 and 75 of the rules of procedure of the Industrial Development Board (available [here](#)).

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.

IN-PERSON PARTICIPATION

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

In light of the updated COVID-19-related health and safety measures in place at the VIC and taking into account the available space, as well as the requirement that agenda item 18 “Recommendation of a candidate for the post of Director General” be considered in the format of a private meeting, the maximum in-person participation of delegations for both the plenary and informal consultations is outlined in the table below.

Delegations invited to the forty-ninth session of the IDB can register **up to five representatives** for in-person attendance, while **the maximum number of delegates to be physically present in the conference room at any given time should be as follows:**

In-person participation		
Delegations	Plenary	Informal consultations
Member States, members of the Board	- Max. 2 participants - Up to 3 alternates	- Max. 2 participants - Up to 3 alternates
Member States, non-members of the Board	- Max. 1 participant - Up to 4 alternates	- Max. 1 participant - Up to 4 alternates
Permanent Observers	- Max. 1 participant - Up to 4 alternates	- Max. 1 participant - Up to 4 alternates
United Nations organizations		
Specialized and related agencies of the United Nations system*		
IGOs*		
NGOs*	- Max. 1 participant - Up to 4 alternates	n/a

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

Floating badges will be issued for the registered delegations in accordance with the table above. In addition, each registered participant will receive one personalized badge. To access the venue, a delegate needs to present their personalized badge **in addition** to the floating badge. Delegations are requested to exchange the floating badge outside of the venue.

Member States nominating candidates for the post of Director General will be allocated one additional in-person participant and, hence, one additional floating badge.

There will be no additional room or seating facilities provided in the VIC for delegates without access to the conference room.

Health and safety measures⁴

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

⁴ Depending on the development of the health situation in Vienna, the Secretariat may update the measures if required. Participants will be informed in due course.

distance of at least one meter from other participants at all times. No changes of seats will be allowed.

Participants are asked to note that the health and safety instructions 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.

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 show a **proof of vaccination** dating from at least 21 days prior to the holding of the IDB or 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](#).

Delegates who are not already present in Vienna, Austria, and who will be traveling from another country to attend the IDB in person are invited to consult the relevant entry regulations for Austria, available [here](#), as well as for any other transit countries, where applicable. Delegates may wish to also consult the relevant measures and regulations in place when traveling back to their respective countries.

VIRTUAL ATTENDANCE

Platform: Interprefy

In addition to attending in person, all Member States of UNIDO as well as Permanent Observers, United Nations organizations, specialized agencies and related organizations, IGOs and NGOs 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		
Delegations	Plenary	Informal consultations
Member States, members of the Board	- Max. 4 participants	- Max. 4 participants
Member States, non-members of the Board		
Permanent Observers	- Max. 2 participants	- Max. 2 participants
United Nations organizations		
Specialized and related agencies of the United Nations system*		
IGOs*		
NGOs*	- Max. 1 participant	n/a

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

USING INTERPREFY⁵

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

Additional guidance on participating in a meeting with remote simultaneous interpretation, including recommended equipment to ensure interventions can be interpreted and understood in all six official languages of the United Nations, can be accessed [here](#).

⁵ Connect user guide for speakers and listeners in all languages available [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 12, 13, 14 and 15 July 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.

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:

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

- **Friday, 9 July 2021, from 12 (noon) to 3 p.m. CEST]**

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 7 July 2021)

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

<https://indico.un.org/event/1000134/>. Participants who do not have an INDICO profile are requested to create a user profile once and to then complete the registration for the forty-ninth session of the IDB⁶. **The deadline for registration is Wednesday, 7 July 2021.**

As in previous sessions, Member States and Permanent Observers are kindly requested to submit a note verbale indicating the composition of the delegation⁷, issued by either the Permanent Mission or the Ministry for Foreign Affairs to pmo-registration@unido.org. The note verbale should indicate the **names, functional titles, email addresses and roles** (in-person attendance and/or virtual participation) of all members of the delegation.

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 for other United Nations conferences and events running INDICO. (Please find the INDICO user guide [here](#). A tutorial video is also accessible [here](#))

⁷ Only representatives of Member States that are members of the Board are entitled to vote. These must be registered as a member of their respective delegation, in line with the above process, in order to cast a vote during the election process for the post of Director General.

22 June 2021

United Nations organizations, specialized agencies and related organizations, IGOs and NGOs are kindly asked to send an official letter to the Secretariat via email to pmo-registration@unido.org. The official letter should indicate the **names, functional titles, email addresses and roles** (in-person attendance and/or virtual participation) of all members of the delegation.

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 IDB. The Head of delegation may be chosen from the in person as well the virtual participants.

LIST OF SPEAKERS

As of Tuesday, 6 July 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 IDB should be item-oriented, Permanent Missions are asked to indicate for which agenda item the request is being made, the name of the speaker and whether the statement would be delivered in person, virtually or via a pre-recorded video.

As of Monday, 12 July 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 message directly in the “Event Chat” on the Interprefy online platform specifying under which item they wish to speak, and by using the “raise hand” function. Please note that all participants will be able to see your comments when you use the “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 forty-ninth session of the IDB has started, delegates attending the session in person should please notify the 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.

Congratulatory statements under item 18 “Recommendation of a candidate for the post of Director General” should be limited to 1 minute.

PRE-RECORDED VIDEO STATEMENTS

Delegations may also **wish to submit pre-recorded video statements** to the session. Delegations wishing to do so are requested to submit the pre-recorded video along with a transcript of the statement **latest by Monday, 5 July 2021**. Further information regarding the technical and procedural requirements can be accessed [here](#).

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

22 June 2021

RECOMMENDATION OF A CANDIDATE FOR THE POST OF DIRECTOR GENERAL (AGENDA ITEM 18)

The forty-ninth session of the IDB will consider the nominations for the post of Director General of UNIDO to make a recommendation to the nineteenth session of the General Conference, taking place from 29 November to 3 December 2021, for the appointment of the next Director General.

Only representatives of Member States that are members of the Board are entitled to vote. These must be registered as a member of their respective delegation, in line with the above registration process, in order to cast a vote during the election process for the post of Director General.⁸

The legislative procedures and timelines related to the selection process for the post of Director General are detailed in document [IDB.48/27](#). Participants are also invited to refer to document [IDB.49/27](#) for information on the candidates for the post of Director General.

CONTACT

Any query regarding the modalities for participation in the forty-ninth session of the Industrial Development Board should be addressed to the Policymaking Organs Secretariat either by telephone: +43 1 26026 5232, or by email: pmo@unido.org.

⁸ As per rules 21.3 and 60.1 of the rules of procedure of the Industrial Development Board (available [here](#)). Please refer to rule 61 as well as Appendix B to the rules of procedure for an overview of the election procedures.