



## MODALITIES FOR PARTICIPATION IN THE NINETEENTH SESSION OF THE GENERAL CONFERENCE OF UNIDO<sup>1</sup>

(29 November-3 December 2021)

The nineteenth session of the General Conference (GC.19) will be held from 29 November to 3 December 2021, as a **hybrid session**, involving both in-person and virtual participation. All Member States of UNIDO as well as Permanent Observers, non-Member States of UNIDO which are members of the United Nations, United Nations organizations, specialized agencies and related organizations, and Intergovernmental and Non-Governmental Organizations (IGOs/NGOs), are invited to attend the GC.19.

**In-person attendees** can, in line with the limitations outlined below, participate in the GC.19 at the Vienna International Centre (VIC).

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](#).<sup>2</sup>

On this basis, and considering the available space for this session at the VIC, all Member States of UNIDO as well as Permanent Observers, non-Member States of UNIDO which are members of the United Nations, 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 <sup>3</sup>  |  | Plenary sessions        |                         | Main Committee         |                         |
|   |  | In person               | Virtually               | In person              | Virtually               |
| <b>Member States of UNIDO</b>   | - Delegations headed by a Minister attending in person | - Four (4) participants | - Four (4) participants | - Two (2) participants | - Four (4) participants |
|   | - Other delegations                                    | - Two (2) participants  |                         |                        |                         |
| <b>Permanent Observers</b>  |  | - One (1) participant   | - Two (2) participants  | - One (1) participant  | - Two (2) participants  |
| <b>United Nations organizations</b>                                   |  |                         |                         |                        |                         |
| <b>Specialized and related agencies of the United Nations system*</b> |  |                         |                         |                        |                         |
| <b>IGOs*</b>  |  |                         |                         |                        |                         |
| <b>NGOs*</b>  |  | - One (1) participant   | - Two (2) participants  | N/A                    |                         |
| <b>Non-Member States of UNIDO, Members of the United Nations*</b>     |  |                         |                         |                        |                         |

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

<sup>1</sup> Delegates may also wish to refer to document GC.19/INF/1 "Advance information for participants".

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

<sup>3</sup> As per rules 26 and 30 of the rules of procedure of the General Conference (available [here](#)).

Delegations may designate different participants for the plenary and the Main Committee, within the maximum number of delegates allocated for in-person and virtual attendance, as further detailed below.

Delegations are kindly advised that the participants nominated for the plenary and for the Main Committee (if different) cannot be swapped during the session.

## **IN-PERSON PARTICIPATION**

|               |   |  |
|---------------|---|--|
| <b>Venue:</b> | Vienna International Centre (VIC)<br>Wagramerstrasse 5<br>1220, Vienna, Austria | <b>Plenary sessions:</b><br>M-building, Plenary Hall<br><b>Main Committee:</b><br>C-building, Board Room D<br><b>General Committee:</b><br>C-building, Board Room D<br><b>Credentials Committee</b><br>C-building, Board Room D<br><b>Side events:</b><br>M-building, Plenary Hall |
|---------------|---|--|

### ***Conference room access***

In light of the current COVID-19-related health and safety measures in place at the VIC and taking into account the available space in the conference room, the maximum in-person participation of delegations for both the plenary and the Main Committee is outlined in the table below.

Member States to UNIDO can register **up to five representatives** for in-person attendance, while **at any given time, the number of delegates for each Member State in the Plenary Hall is limited to two representatives, or four representatives when the delegation is headed by a Minister attending in-person.**

Other representations (observers, non-Member States of UNIDO which are members of the United Nations, United Nations entities, IGOs and NGOs) can register **up to three delegates** for in-person participation, while **only one representative can be in the Plenary Hall at any given time.**

As such, the maximum number of delegates to be physically present in the conference room at any given time should be as follows:

| <b>In-person participation</b>  |   |   |  |
|---|---|---|--|
| <b>Delegations</b>  |   | <b>Plenary</b>                                | <b>Main Committee</b>                        |
| <b>Member States of UNIDO</b>   | <i>- Delegations headed by a Minister attending in person</i> | - Max. 4 participants<br>- Up to 1 alternates | - Max. 2 participants                        |
|   | <i>- Other delegations</i>                                    | - Max. 2 participants<br>- Up to 3 alternates | - Up to 3 alternates                         |
| <b>Permanent Observers</b>  |   |   |  |
| <b>United Nations organizations</b>                                   |   |   |  |
| <b>Specialized and related agencies of the United Nations system*</b> |   | - Max. 1 participant<br>- Up to 2 alternates  | - Max. 1 participant<br>- Up to 2 alternates |
| <b>IGOs*</b>  |   |   |  |
| <b>NGOs*</b>  |   |   |  |
| <b>Non-Member States of UNIDO, Members of the United Nations*</b>     |   | - Max. 1 participant<br>- Up to 2 alternates  | N/A  |

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

Whenever **voting** is required in the Plenary, at least one representative per Member State with voting rights will be required to be physically present in the Plenary Hall, where the voting will take place in person. Casting a vote virtually will not be possible.

**Floating badges** will be issued for 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.

### ***Health and safety measures<sup>4</sup>***

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 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.

By swiping their grounds pass/badge, participants entering the VIC will be declaring that they possess valid documentation meeting one or more of the **low epidemiological risk criteria** as defined by the host country and as further detailed below. Participants will also confirm that they will provide the documentation to the United Nations Security and Safety Service (UNSSS) officers, the VIC Medical Service, and/or the UNIDO Policymaking Organs Secretariat, upon request.

According to the law of the host country, low epidemiological risk is defined as meeting one or more of the following criteria, broadly referred to in German as **“3G” – “geimpft, getestet, genesen” or “vaccinated, tested, recovered”**. The corresponding documentation consists of<sup>5</sup>:

- Proof of a full vaccination with a vaccine not older than 360 days and valid from the date of second vaccination, or proof of full vaccination with a vaccine that does not require a second dose (e.g. Johnson & Johnson) not older than 360 days and valid from the 22<sup>nd</sup> day after vaccination; or proof of one vaccination dose not older than 360 days following a positive PCR test or positive antibodies test; or
- A certificate of recovery from COVID-19 illness not older than 180 days, or proof of positive COVID-19 antibody test (with a result of 15 BAU or above) not older than 90 days; or
- Proof of a negative PCR test not older than 48 hours (as applied in Vienna).

Additional information on how and where you can undertake a COVID-19 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 Conference in person are invited to consult the relevant entry regulations for Austria, available under the sub-heading “Entering Austria” [here](#), as well as for any other transit countries, where applicable. Delegates may also wish to consult the relevant measures and regulations in place when traveling back to their respective countries.

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<sup>4</sup> 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.

<sup>5</sup> Please refer to the guidance for organizing in-person meetings at the VIC (available [here](#))

## VIRTUAL ATTENDANCE

**Platform:** Interprefy

In addition to attending in person, all Member States of UNIDO as well as Permanent Observers, non-Member States of UNIDO which are members of the United Nations, 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               | Main Committee        |
| <b>Member States</b>  | - Max. 4 participants | - Max. 4 participants |
| <b>Permanent Observers</b>  | - Max. 2 participants | - Max. 2 participants |
| <b>United Nations organizations</b>                                   |                       |                       |
| <b>Specialized and related agencies of the United Nations system*</b> |                       |                       |
| <b>IGOs*</b>  | - Max. 2 participants | n/a                   |
| <b>NGOs*</b>  |                       |                       |
| <b>Non-Member States of UNIDO, Members of the United Nations*</b>     | - Max. 2 participants | n/a                   |

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

Furthermore, and as the General Conference is an open session, additional participants may follow the plenary sessions on the UNIDO Website where the session will be streamed live. Details concerning the live streams will be made public in due course.

## USING INTERPREFY

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](#).

## 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:

Whenever accessing Interprefy with the email address provided during registration, the system will automatically send an email to the email address with a unique code to access the meeting virtually. All participants are therefore requested to indicate an **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** (e.g. [SPAIN] CERVANTES, Ricardo)

## 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, 26 November 2021, from 12 noon to 3 p.m. CET**

Registered delegates will receive the log-in modalities for the testing window 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.

## THEMATIC SIDE EVENTS

Thematic side events taking place at the margins of the General Conference will be hybrid, combining in-person and virtual participation. In-person participation will be possible for participants registered to the Conference, within the limitations outlined above.

Those events taking place during the plenary sessions will also be accessible through the Interpretify platform and will be open to participants registered to the Conference. The events taking place prior to the plenary sessions will be hosted on Zoom and will be accessible to all interested participants via a dedicated link. The links for each event will be provided in due course.

## **REGISTRATION** (no later than Monday, 22 November 2021)

All participants are required to register for the nineteenth session of the Conference using the online platform INDICO, which can be accessed via the following link:

<https://indico.un.org/event/1000223/>

Participants who do not have an INDICO profile<sup>6</sup> are requested to create a user profile once and to then complete the registration for the nineteenth session of the Conference. **The deadline for registration is Monday, 22 November 2021.**

As in previous sessions, Member States, Permanent Observers and non-Member States of UNIDO which are members of the United Nations, 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](mailto: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.

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](mailto: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.

Delegations are requested to specify their **Head of delegation** when registering for the GC.19. The Head of delegation may be chosen from the in-person as well the virtual participants.

**A copy of the note verbale/official letter shall be uploaded by all participants to the INDICO registration page as well.**

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<sup>6</sup> 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](#))

The registration system will automatically send an email to the specified address of delegates registered as in-person participants, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size).

Given the large number of participants expected, delegates are encouraged to pre-register as early as possible. The deadline for registration is **Monday, 22 November 2021**, after which in-person participants will no longer be able to upload photographs themselves. They must then have a photograph taken upon their arrival at Gate 1 of the VIC where their conference access cards will also be issued.

In-person participants registered by Monday, 22 November 2021 will be able to pick up their pre-printed conference access cards from the Pass Office located at Gate 1 of the VIC, on Friday, 26 November 2021, from 8 a.m. to 4 p.m. and on Sunday, 28 November 2021, from 1 to 4 p.m. If delegations wish to dispatch someone other than the conference access card holders to collect the conference access cards, a note verbale should be sent to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). A sample note verbale requesting early collection of conference access cards is annexed to this document.

The registration desk at Gate 1 will be open from Monday, 29 November 2021 (first day of the Conference) to Thursday, 2 December 2021 from 8 a.m. to 4 p.m. On Friday, 3 December 2021, the registration desk will be open from 8 a.m. until the end of the session.

Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to present themselves at the registration desk during opening hours as early as possible upon their arrival.

## LIST OF SPEAKERS

**As of Monday, 1 November 2021**, requests for registration on the list of speakers should be addressed via email to the Policymaking Organs Secretariat at [pmo@unido.org](mailto:pmo@unido.org).

Delegations may wish to register for the following speaking slots:

- Opening ceremony: For high-level dignitaries and special guests only (Heads of State and Government, Ministers and Executive heads of United Nations organizations);
- General debate (national statements);
- Congratulatory statements following the appointment of the new Director General which will take place on Tuesday, 30 November 2021, at 9.30 a.m.; and
- Tribute to the outgoing Director General, Mr. Li Yong, which will take place on Friday, 3 December 2021 during the closing session.

When registering for the list of speakers, delegations are asked to indicate:

- For which slot the request is being made;
- The name, function and title of the speaker; and
- Whether the statement would be delivered in person, virtually or via a pre-recorded video.

As of Monday, 29 November 2021, delegates connecting virtually wishing to speak at one of the mentioned slots, and who have not already signed up to the relevant list of speakers, can be accommodated by sending a message directly in the “Event Chat” on the Interprefy online platform specifying the slot where they would like to speak and the name, function and title of the speaker, as well as 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] TO THE LIST OF SPEAKERS” (to register in the list of speakers)

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Once the nineteenth session of the Conference 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.**

The list of speakers will be made available through this [link](#) at the start of the Conference and will be updated in real time.

Statements delivered during the General Debate should be limited to 5 minutes. Statements on behalf of regional groups should be limited to 10 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 Website and Extranet after the session. These are to be sent by email to [pmo@unido.org](mailto:pmo@unido.org).

Congratulatory statements made following the appointment of the Director General, as well as statements made during the tribute to the outgoing Director General, Mr. LI Yong, 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, 22 November 2021**. The technical and procedural **requirements** for submitting a pre-recorded video statement can be accessed [here](#).

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

## CONTACT

Any query regarding the modalities for participation in the nineteenth session of the General Conference should be addressed to the Policymaking Organs Secretariat either by telephone: +43 1 26026 5232, or by email: [pmo@unido.org](mailto:pmo@unido.org).

## ANNEX

### Sample note verbale requesting early collection of conference access cards

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that FIRST NAME LAST NAME has been authorized to collect the pre-printed conference access cards for the following participants of the nineteenth session of the General Conference:

FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]