

**ACUERDO ENTRE
EL GOBIERNO DE LA REPÚBLICA DEL PERÚ Y
LA ORGANIZACIÓN DE LAS NACIONES UNIDAS PARA
EL DESARROLLO INDUSTRIAL
EN RELACIÓN A LA ORGANIZACIÓN DEL 15º PERÍODO ORDINARIO
DE SESIONES DE LA CONFERENCIA GENERAL DE LA ONUDI**

CONSIDERANDO que, durante la segunda sesión del 40º período de sesiones, celebrada el 20 de noviembre de 2012 en Viena (Austria), la Junta de Desarrollo Industrial de la Organización de las Naciones Unidas para el Desarrollo Industrial (en adelante "la ONUDI") acordó aceptar el ofrecimiento del Gobierno de la República del Perú (en adelante "el Gobierno") para ser la Sede del 15º período ordinario de sesiones de la Conferencia General de la ONUDI (en adelante "la Conferencia"), a celebrarse del 2 al 6 de diciembre de 2013, en Lima (Perú);

CONSIDERANDO que, en el Artículo 8 del Reglamento de la Conferencia General de la ONUDI, se establece que los gastos adicionales efectivos que origine directa o indirectamente la celebración de un período de sesiones fuera de la Sede de la Organización serán sufragados por el Gobierno huésped, y

CONSIDERANDO que, es necesario adoptar disposiciones para la organización de la Conferencia y sus procedimientos conexos, incluida la celebración de la Conferencia Ministerial de los Países Menos Desarrollados (PMD) y de la Conferencia de Ministros de Industria de América Latina y el Caribe en Lima.

La ONUDI y el Gobierno convienen por el presente Acuerdo en lo siguiente:

**Artículo I
La Conferencia**

La Conferencia se celebrará del 2 al 6 de diciembre de 2013 en la ciudad de Lima, en la sede que apruebe la ONUDI. Le antecederán la Conferencia Ministerial de los PMD del 30 noviembre al 1 de diciembre y la Conferencia de Ministros de Industria de América Latina y el Caribe el 1 de diciembre de 2013, que se realizarán en la misma sede, salvo acuerdo distinto. Cuando en el presente Acuerdo se haga referencia a la Conferencia, se entenderá también que se alude a la Conferencia Ministerial de los PMD y a la Conferencia de Ministros de Industria de América Latina y el Caribe.

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Artículo II
Participación en la Conferencia

1. Según se estipula en el Reglamento de la Conferencia General, podrán participar en la Conferencia los representantes, suplentes, asesores y expertos de:

- a) Estados Miembros de la ONUDI;
- b) Observadores de la ONUDI y Estados Miembros de las Naciones Unidas o miembros de sus organismos especializados o del Organismo Internacional de Energía Atómica y de Estados que disfruten de la condición de observadores en la Asamblea General de las Naciones Unidas;
- c) Las Naciones Unidas y los órganos de las Naciones Unidas que hayan sido debidamente autorizados por un órgano intergubernamental competente o por el Secretario General de las Naciones Unidas;
- d) Los organismos especializados y otros organismos asociados al sistema de las Naciones Unidas;
- e) Las organizaciones intergubernamentales y gubernamentales con las que la ONUDI haya concertado un acuerdo de relación a tenor de lo previsto en el apartado a) del párrafo 1 del Artículo 19 de la Constitución de la ONUDI;
- f) Las organizaciones no gubernamentales con las que la ONUDI haya establecido relaciones a tenor de lo previsto en el apartado b) del párrafo 1 del Artículo 19 de la Constitución de la ONUDI y cuya participación haya sido aprobada por la Junta;
- g) Las demás organizaciones intergubernamentales que hayan sido designadas en forma permanente por el Consejo Económico y Social de las Naciones Unidas en virtud de lo dispuesto en el Artículo 79 de su Reglamento;
- h) Las organizaciones que hayan sido invitadas de conformidad con el párrafo 1 del Artículo 4 de la Constitución de la ONUDI y a las que no se haya hecho referencia en ninguno de los párrafos anteriores del presente artículo.

2. La ONUDI dará acceso al recinto de la Conferencia, en calidad de invitados especiales, a las personas que el Gobierno haya invitado oficialmente, previa consulta con la ONUDI.

3. Los Jefes de Estado y Gobierno y otros participantes de alto nivel recibirán la asistencia protocolar que corresponda del Gobierno, en coordinación con los funcionarios de protocolo de la ONUDI, desde su llegada a Lima hasta su partida.



4. El Director General de la ONUDI nombrará a los funcionarios de la mencionada organización y de las Naciones Unidas que deban prestar servicios a la Conferencia.

5. Por invitación del Director General de la ONUDI, la Conferencia Ministerial de los Países Menos Desarrollados estará abierta a la participación de:

- a) Representantes de los PMD;
- b) Representantes de las Naciones Unidas, de órganos de las Naciones Unidas, organismos especializados, otras organizaciones multilaterales e instituciones financieras de desarrollo regionales;
- c) Observadores de otras organizaciones intergubernamentales;
- d) Representantes del sector privado.

6. Por invitación del Director General de la ONUDI y de los Ministros de la Producción y de Relaciones Exteriores del Perú, la Conferencia de Ministros de Industria de América Latina y el Caribe estará abierta a la participación de:

Representantes de los ministerios de industria de América Latina y el Caribe.

7. Las sesiones públicas de la Conferencia estarán abiertas a los representantes de los medios de comunicación acreditados por la ONUDI, previa consulta con el Gobierno.

8. Antes de la apertura de la Conferencia, el Secretario de la Conferencia proveerá al Gobierno una lista de participantes, mencionados en los numerales 1 y 5 del presente artículo. Queda entendido que esa lista no será necesariamente exhaustiva y no menoscabarán el derecho de participación de ningún participante.

Artículo III Financiamiento

1. El Gobierno sufragará los gastos adicionales efectivos que involucre, directa o indirectamente, la celebración de la Conferencia General en la República del Perú y no en la Sede establecida de la ONUDI en Viena.

2. Los gastos, que ascienden aproximadamente a 1.610.836 euros (un millón seiscientos diez mil ochocientos treinta y seis euros), suma estimada con carácter provisional, comprenderán entre otros los gastos adicionales por concepto de viajes y remuneraciones del personal de la ONUDI o de las Naciones Unidas asignados para organizar la Conferencia o asistir a ella, e incluso los gastos de las

misiones preparatorias relacionadas a la Conferencia, así como los gastos de transporte del equipo y los suministros necesarios.

3. Las Secretarías de la ONUDI y de las Naciones Unidas adoptarán las disposiciones para el viaje de los funcionarios de la ONUDI o de las Naciones Unidas que se necesiten para organizar la Conferencia o prestarle servicios y para el transporte del equipo y los suministros necesarios, de conformidad con el Reglamento del Personal y el Estatuto del Personal de la ONUDI y de las Naciones Unidas y con sus prácticas administrativas conexas en lo relativo a las condiciones de viaje, la franquicia para equipaje, las dietas y los pequeños gastos de salida y llegada.

4. Para sufragar los gastos asociados con las misiones preparatorias a la República del Perú que se mencionan en el numeral 2 del presente artículo, el Gobierno debe depositar a la ONUDI la suma estimada para cubrir los gastos de la misión, suma que representará un anticipo inicial. Para dicho fin, la ONUDI, con la debida anticipación, informará las fechas de las indicadas misiones restantes a fin de programar las transferencias oportunamente.

5. Antes del 3 de abril de 2013, el Gobierno depositó a la ONUDI la suma de 1.610.798 euros.

6. De ser necesario, el Gobierno anticipará las sumas adicionales que solicita la ONUDI a fin de que la Organización en ningún momento debeat sufragar temporalmente, con cargo a sus recursos en efectivo, los gastos adicionales que son responsabilidad del Gobierno.

7. Los anticipos depositados a que se hace referencia en el numeral 5 del presente artículo, se utilizarán únicamente para sufragar las obligaciones de la ONUDI respecto de la Conferencia.

8. Una vez terminada la Conferencia, la ONUDI alcanzará al Gobierno un estado de cuentas detallado, elaborado según lo dispuesto en el Reglamento Financiero y en la Reglamentación Financiera Detallada de la ONUDI, en el que se consignarán los gastos en los que incurra la ONUDI y que estarán a cargo del Gobierno, conforme al numeral 1 del presente artículo. Estos gastos se expresarán en euros, utilizando para la conversión el tipo de cambio oficial de las Naciones Unidas vigente en el momento en que se realizaron las operaciones correspondientes.

9. En base al estado de cuentas detallado, la ONUDI reembolsará al Gobierno la parte del depósito o de los adelantos requeridos en virtud del numeral 5 del presente artículo que no se haya gastado. En caso de que los gastos incurridos sean superiores a la suma depositada, el Gobierno abonará la diferencia en el plazo de un mes tras la recepción del estado de cuentas detallado.



10. Las cuentas finales se someterán a auditoría, según lo dispuesto en el Reglamento Financiero y en la Reglamentación Financiera Detallada de la ONUDI. En el ajuste final de las cuentas podrá tomarse en consideración cualquier observación resultante de la auditoría realizada por el Auditor Externo de la ONUDI, cuyo dictamen será aceptado como definitivo tanto por la ONUDI como por el Gobierno.

Artículo IV Locales, equipo, servicios y suministros

1. El Gobierno facilitará, por su propia cuenta y mientras lo requiera la Conferencia, los locales necesarios, incluyendo salas de conferencia para reuniones oficiales y oficiosas, eventos colaterales, ambientes adecuados para oficinas, ambientes para exposiciones, áreas de trabajo y almacenamiento y en general, otras instalaciones conexas, que se especifican en el documento de requerimiento presentado por la ONUDI, que se adjunta como anexo.

2. Los locales e instalaciones mencionados en el numeral 1 del presente Artículo permanecerán las 24 horas a disposición de la ONUDI durante toda la Conferencia y en el período previo a su apertura y posterior a su clausura, siempre que la Secretaría, en consulta con el Gobierno, considere necesario para la preparación y cierre de los asuntos vinculados a la Conferencia.

3. Las salas de conferencia designadas para la Sesión Plenaria y la Comisión Principal estarán dotadas de equipos de interpretación simultánea en seis idiomas, en ambas direcciones, y de equipo de grabación sonora en cada uno de los idiomas. Las cabinas de interpretación tendrán capacidad para cambiar a todos los demás canales (es decir, el canal del orador y los canales de los otros idiomas). Las cabinas de árabe y chino tendrán capacidad para anteponerse a las cabinas de inglés y francés. Las salas de conferencia designadas para eventos colaterales estarán dotadas de equipo de interpretación simultánea en tres idiomas, en ambas direcciones. Las cabinas de interpretación tendrán capacidad para cambiar a los demás canales (es decir, el canal del orador y los canales de los otros idiomas). La tercera cabina tendrá capacidad para anteponerse a las cabinas de inglés y francés.

4. El Gobierno entregará los materiales de oficina adecuados para elaborar los documentos de la Conferencia *in situ*, según se requiera, y la ONUDI reembolsará al Gobierno el costo de tales materiales de oficina en una cantidad que no exceda del costo en que habría incurrido la ONUDI por un volumen de materiales de oficina semejante si la Conferencia se hubiera celebrado en la Sede de la Organización.

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5. El Gobierno proporcionará en el recinto de la Conferencia lo siguiente: área de inscripción, área de información, oficina de cambio y ATM, servicios postales, servicios telefónicos, servicios apropiados de restaurante y comedor, agencia de viajes, centro de servicios de secretaría equipado en consulta con la ONUDI, que podrán utilizar las delegaciones participantes en la Conferencia, y equipo de control de seguridad. Además, se facilitará acceso a Internet y una conexión inalámbrica, con suficiente capacidad para su uso simultáneo ininterrumpido en todo el recinto de la Conferencia, así como un espacio con Internet y computadoras de acceso gratuito a los delegados.

6. El Gobierno proporcionará espacios, servicios e instalaciones necesarios para la cobertura de los medios escritos, la cobertura filmica y la difusión radial y televisiva de las deliberaciones en la medida que requiera la ONUDI. Además, el Gobierno facilitará por su propia cuenta un área de trabajo para la prensa, una sala de reuniones informativas para los corresponsales, estudios de radio y televisión y áreas para entrevistas y de preparación de programas.

7. El Gobierno asumirá los gastos de materiales de oficina, equipamiento y servicio de fotocopiado, computadoras personales, impresoras, escaneadores, equipo de video conferencia, así como todo otro equipo y suministros de oficina que sean necesarios para la realización efectiva de los trabajos de la Conferencia y que puedan utilizar los representantes de prensa para cubrir la Conferencia. Se deberá proveer infraestructura de red de área local (LAN) y acceso a Internet de alta velocidad apropiado para la conectividad de red de área extendida (WAN) y servicios de videoconferencia.

8. El Gobierno asumirá los gastos de mobiliario y equipos, y la preservación en buen estado de los inmuebles e instalaciones mencionados, del modo que la ONUDI considere apropiado para llevar a cabo eficazmente la Conferencia.

9. El Gobierno financiará los costos de todos los servicios públicos necesarios, como las llamadas telefónicas locales y de larga distancia realizadas por la secretaría de la Conferencia y las comunicaciones que esta mantenga por teléfono, Internet o fax con la sede de la ONUDI en Viena.

10. El Gobierno asumirá los gastos de transporte y seguros de los equipos y los suministros de la ONUDI necesarios para el buen funcionamiento de la Conferencia entre la sede de la ONUDI o cualquier oficina establecida de las Naciones Unidas y el lugar de celebración de la Conferencia y viceversa. La ONUDI determinará el modo de transporte de dicho equipo y suministros.

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Artículo V

Alojamiento

El Gobierno garantizará la disponibilidad de alojamiento apropiado en hoteles a tarifas comerciales razonables para las personas que confirmen su participación en la Conferencia, de conformidad con los requisitos de seguridad de las Naciones Unidas (normas mínimas operativas de seguridad).

Artículo VI

Servicios médicos

1. El Gobierno facilitará atención médica adecuada de primeros auxilios en casos de emergencia dentro del recinto de la Conferencia.
2. En caso de emergencias graves, el Gobierno garantizará el servicio de transporte inmediato e ingreso a un centro hospitalario. Los participantes de la Conferencia serán responsables del pago de sus gastos médicos.

Artículo VII

Transporte

1. El Gobierno proveerá el transporte entre el Aeropuerto Internacional Jorge Chávez y el lugar de celebración de la Conferencia y los principales hoteles a los miembros de la Secretaría de la ONUDI y de las Naciones Unidas que presten servicios en la Conferencia, tanto a su llegada como a su partida.
2. El Gobierno garantizará la disponibilidad de transporte entre el Aeropuerto Internacional Jorge Chávez, los principales hoteles y el lugar de celebración de la Conferencia para las personas que asistan a la Conferencia.
3. El Gobierno, en consulta con la ONUDI, facilitará por su propia cuenta un número adecuado de automóviles con chófer para el transporte oficial de los principales funcionarios y de los miembros de la Secretaría de la Conferencia, así como todo transporte local que requiera la Secretaría en relación con la Conferencia.
4. La coordinación y utilización de los automóviles, autobuses o minibuses facilitados a tenor del presente artículo correrá a cargo de empresas prestadoras de servicio de transporte por cuenta del Gobierno.

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Artículo VIII
Protección policial

1. El Gobierno proporcionará la protección policial, incluso en las zonas adyacentes a la sede de la Conferencia, que sea necesaria a fin de garantizar el buen funcionamiento de la misma en un ambiente de seguridad y tranquilidad, sin interferencias de ningún tipo. Estos servicios policiales estarán bajo la supervisión y el control directos de un alto oficial nombrado por el Gobierno.

2. Queda convenido que el acceso al lugar de celebración de la Conferencia y su seguridad serán de responsabilidad directa de un funcionario de categoría superior del Departamento de Seguridad de las Naciones Unidas, quien trabajará en estrecha cooperación con un alto oficial de seguridad nombrado por el Gobierno. Las modalidades de cooperación entre el funcionario de categoría superior del Departamento de Seguridad de las Naciones Unidas y el alto oficial de seguridad del Gobierno se especificarán en un Memorando de Entendimiento.

Artículo IX
Personal local

1. El Gobierno nombrará a un funcionario quien actuará como oficial de enlace entre la ONUDI y el Gobierno que, en consulta con el Secretario de la Conferencia, se encargará de adoptar y poner en práctica las disposiciones administrativas y de personal para la Conferencia según lo previsto en el presente Acuerdo.

2. El Gobierno, basándose en los requisitos exactos establecidos por la ONUDI en consulta con los funcionarios públicos, contratará y facilitará por su propia cuenta los servicios de un número suficiente de personal que complementen la dotación de los comisionados de la ONUDI y las Naciones Unidas para los fines siguientes:

- a) Asegurar el correcto funcionamiento de los equipos y los servicios mencionados en el artículo IV durante la Conferencia;
- b) Reproducir y distribuir los documentos, el material informativo y los comunicados de prensa que requiera la Conferencia;
- c) Trabajar, entre otras cosas, en calidad de secretarios bilingües, mecanógrafos, auxiliares de oficina, mensajeros, choferes, auxiliares de salas de conferencia y personal de apoyo en tecnología de la información;
- d) Prestar asistencia en la inscripción de los participantes en el lugar de celebración de la Conferencia; y
- e) Proporcionar servicios de custodia y mantenimiento de los equipos, así como de los ambientes puestos a disposición de la Conferencia.

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3. El Gobierno, a petición del Secretario de la Conferencia, dispondrá lo necesario para que los servicios de algunos miembros del personal local mencionado en el párrafo 2 del presente artículo se encuentren a disposición de la Conferencia antes y después de su clausura, durante las 24 horas, según las necesidades de la ONUDI.

Artículo X Privilegios e inmunidades

1. Con arreglo a lo dispuesto en el Artículo 21 de la Constitución de la ONUDI, será aplicable, respecto de la Conferencia, la Convención sobre Prerrogativas e Inmunidades de las Naciones Unidas, aprobada por la Asamblea General el 13 de febrero de 1946 y de la que la República del Perú es parte.

2. En particular, los representantes, suplentes, asesores y expertos de los Estados o de los órganos intergubernamentales mencionados en los literales a), b) y c) del numeral 1 del artículo II y en los literales a) y b) del numeral 5 del artículo II del presente Acuerdo gozarán de las prerrogativas e inmunidades previstas en el artículo IV de la Convención.

3. Los funcionarios de la ONUDI y de las Naciones Unidas mencionados en el numeral 4 del artículo II del presente Acuerdo que desempeñen funciones relacionadas con la Conferencia, gozarán de las prerrogativas e inmunidades previstas en los artículos V y VII de la Convención; y los expertos en misión que trabajen para la ONUDI en relación con la Conferencia gozarán de las prerrogativas e inmunidades previstas en los artículos VI y VII de la Convención.

4. Los representantes u observadores mencionados en los literales e), f), g) y h) del numeral 1 del artículo II y en los literales c) y d) del numeral 5 del artículo II del presente Acuerdo, gozarán de inmunidad judicial respecto de todo lo dicho y escrito, así como de cualquier acto realizado por ellos en relación con su participación en la Conferencia.

5. El personal proporcionado por el Gobierno en virtud del artículo IX del presente Acuerdo no será considerado responsable por el ejercicio de funciones debidamente autorizadas en relación con la Conferencia.

6. Los representantes de los organismos especializados u organismos conexos mencionados en el literal d) del numeral 1 del artículo II del presente Acuerdo gozarán de las prerrogativas e inmunidades previstas en la Convención de Prerrogativas e Inmunidades de las Naciones Unidas.

7. Sin perjuicio de lo dispuesto en los párrafos anteriores del presente artículo, las personas que desempeñen funciones en relación con la Conferencia, así como todas las que participen en la Conferencia, gozarán de las prerrogativas,

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inmunidades y facilidades necesarias para el libre ejercicio de sus funciones en relación con la Conferencia.

8. Las personas mencionadas en el artículo II tendrán derecho a entrar en el territorio de la República del Perú y a salir de él, y no se les impondrán restricciones para transitar hacia o desde la zona en que se realiza la Conferencia, dando facilidades para desplazarse con celeridad. Cuando sea necesario, se les concederán gratuitamente los visados y los permisos de entrada correspondientes con la mayor rapidez posible. Cuando se requiera un permiso de salida se lo expedirá gratuitamente, con la mayor celeridad posible y, en cualquier caso, antes de que transcurran tres días de la clausura de la Conferencia.

9. A efectos de la aplicación de la Convención sobre Prerrogativas e Inmunidades de las Naciones Unidas, se considerará que los locales de la Conferencia especificados en el numeral 1 del artículo IV del presente Acuerdo son inmuebles de la ONUDI en el sentido de la sección 3 de la Convención y, por consiguiente, el acceso a ellos estará sujeto a la autoridad y el control de la ONUDI. Estos inmuebles serán inviolables durante toda la Conferencia, incluidas la etapa preparatoria y la etapa posterior a la clausura de la Conferencia.

10. Las personas mencionadas en el artículo II del presente Acuerdo tendrán derecho a llevarse de la República del Perú, al momento de salida y sin restricción alguna, todos los fondos no gastados con los que hayan entrado al país en relación con la Conferencia y a volver a cambiar esos fondos al mismo tipo de cambio en el momento de su partida.

11. El Gobierno autorizará la importación temporal, libre de derechos e impuestos, de todo el equipo, incluso del equipo técnico que acompañe a los representantes de los medios de información, y eximirá de derechos de importación e impuestos a los suministros necesarios para la Conferencia. Expedirá sin demora todo permiso de importación y exportación que pudiera ser necesario a estos efectos.

Artículo XI Responsabilidad

1. El Gobierno será responsable de toda acción judicial, demanda o cualquier otra reclamación que se presente contra la ONUDI o sus funcionarios como consecuencia de:

- a) Las lesiones sufridas por personas o los daños o pérdidas de bienes que se produzcan en los locales facilitados por el Gobierno o que estén bajo el control de éste, mencionados en el artículo IV;

- b) La contratación del personal proporcionado por el Gobierno, para la Conferencia, en virtud de los artículos VIII y IX;
 - c) Todo servicio de transporte facilitado por el Gobierno para la Conferencia.
2. El Gobierno indemnizará y exonerará de toda responsabilidad a la ONUDI y a las Naciones Unidas y sus funcionarios respecto de tales acciones judiciales, demandas u otro tipo de reclamaciones.

Artículo XII Solución de controversias

1. Toda controversia entre la ONUDI y el Gobierno con respecto a la interpretación o aplicación del presente Acuerdo que no pueda dirimirse mediante negociación u otro modo de solución convenido, se someterá, a petición de cualquiera de las partes, a un tribunal integrado por tres árbitros, cuya decisión será inapelable. Uno de los árbitros será nombrado por el Director General de la ONUDI, otro por el Gobierno y el tercero, que presidirá el tribunal, por los dos otros árbitros.
2. Si alguna de las partes no designa a un árbitro en el plazo de 60 días después de que la otra parte haya nombrado el suyo, o si los primeros dos árbitros no se ponen de acuerdo sobre el tercero en el plazo de 60 días a partir de su nombramiento, el Presidente de la Corte Internacional de Justicia podrá hacer los nombramientos necesarios previa solicitud de cualquiera de las partes.
3. Toda controversia relativa a una cuestión sujeta a las disposiciones de la Convención sobre Prerrogativas e Inmunidades de las Naciones Unidas se tramitará con arreglo a la sección 30 de dicha Convención.

Artículo XIII Cláusulas finales

1. El presente Acuerdo podrá modificarse por convenio escrito entre la ONUDI y el Gobierno. Cualquier modificación entrará en vigor y constituirá parte integrante de este Acuerdo, de acuerdo a la condición establecida en el numeral 2 del presente artículo.

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2. El presente Acuerdo entrará en vigor en la fecha en que el Gobierno notifique al Director General de la ONUDI el cumplimiento de los procedimientos internos y permanecerá vigente durante toda la Conferencia, así como durante el tiempo posterior que sea necesario para resolver todas las cuestiones relacionadas con cualquiera de las disposiciones contenidas en el presente Acuerdo.

FIRMADO el día 23 de septiembre de 2013 en Nueva York, en duplicado en inglés y español, siendo igualmente auténticas ambas versiones.

Por el Gobierno de la
República del Perú:



Ministra de Relaciones
Exteriores

Por la Organización de las
Naciones Unidas para el
Desarrollo Industrial:



Director General

**AGREEMENT BETWEEN
THE GOVERNMENT OF THE REPUBLIC OF PERU AND THE UNITED
NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
RELATING TO THE ARRANGEMENTS FOR THE FIFTEENTH SESSION
OF THE GENERAL CONFERENCE OF UNIDO**

WHEREAS during its fortieth session, at its second meeting, held in Vienna, Austria, on 20 November 2012, the Industrial Development Board of the United Nations Industrial Development Organization ("UNIDO") agreed to accept the offer by the Government of the Republic of Peru ("the Government") to host the fifteenth regular session of the General Conference of UNIDO ("the Conference") from 2 to 6 December 2013 in Lima, Peru;

WHEREAS rule 8 of the rules of procedure of the General Conference of UNIDO provides that the actual additional costs arising directly or indirectly from holding a session away from the seat of the Organization shall be borne by the host Government; and

WHEREAS it is necessary to make arrangements for hosting the Conference and its associated proceedings, including the Ministerial Conference of the Least Developed Countries and the Conference of Latin American and Caribbean Ministers of Industry, at Lima;

NOW THEREFORE, UNIDO and the Government hereby agree as follows:

**Article I
The Conference**

The Conference shall be held in Lima, in premises approved by UNIDO, from 2 to 6 December 2013. The Conference shall be preceded by the Ministerial Conference of the Least Developed Countries (LDCs) from 30 November to 1 December and the Conference of Latin American and Caribbean (LAC) Ministers of Industry on 1 December 2013, which shall both be held in the same premises, subject to any agreement to the contrary. Any reference herein to the Conference shall be deemed to include a reference to the Ministerial Conference of the LDCs and the Conference of the LAC Ministers of Industry.

**Article II
Participation in the Conference**

1. As specified in the rules of procedure of the General Conference, the Conference shall be open to participation by the representatives, alternates, advisers and experts of:

- (a) Member States of UNIDO;

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- (b) Observers of UNIDO and States Members of the United Nations or of any of its specialized agencies or of the International Atomic Energy Agency, and States which enjoy observer status in the General Assembly of the United Nations;
- (c) The United Nations and United Nations organs when duly authorized by a competent intergovernmental organ or by the Secretary-General of the United Nations;
- (d) The specialized and related agencies of the United Nations system;
- (e) Intergovernmental and governmental organizations with which UNIDO has concluded a relationship agreement pursuant to article 19.1(a) of the Constitution of UNIDO;
- (f) Non-governmental organizations with which UNIDO has established relations pursuant to article 19.1(b) of the Constitution of UNIDO and whose participation has been approved by the Board;
- (g) Any other intergovernmental organizations that have been designated on a continuing basis by the Economic and Social Council of the United Nations under rule 79 of its rules of procedure;
- (h) Organizations which have been invited in accordance with article 4.1 of the Constitution of UNIDO and which have not been referred to in any of the preceding parts of this article.

2. Special guests officially invited by the Government, after consultation with UNIDO, shall be given access to the Conference area by UNIDO.

3. Heads of State and Government, and other high-level participants shall be given relevant protocol assistance by the Government, in coordination with UNIDO protocol, from their arrival in Lima until their departure.

4. The Director General of UNIDO shall designate the officials of UNIDO and the United Nations required to service the Conference.

5. The Ministerial Conference of the Least Developed Countries shall, upon the invitation of the Director General of UNIDO, be open to:

- (a) Representatives of LDCs;
- (b) Representatives of the United Nations, United Nations organs, specialized agencies, other multilateral organizations and regional development finance institutions;

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- (c) Observers of other intergovernmental organizations;
- (d) Representatives of the private sector.

6. The Conference of the Latin American and Caribbean (LAC) Ministers of Industry shall, upon the invitation of the Director General of UNIDO and the Ministers of Production and of Foreign Affairs of Peru, be open to:

Representatives of the ministries of industry in Latin America and the Caribbean.

7. The public meetings of the Conference shall be open to representatives of information media accredited by UNIDO after consultation with the Government.

8. The Secretary of the Conference shall, prior to the opening of the Conference, furnish the Government with a list of participants, referred to in paragraphs 1 and 5 of the present article. It is understood that such list is not necessarily exhaustive and shall not prejudice any participant's right of participation.

Article III Financial arrangements

1. The Government shall bear the actual additional costs directly or indirectly involved in holding the Conference in the Republic of Peru rather than at the established Headquarters of UNIDO at Vienna.

2. The costs, which are provisionally estimated at approximately €1,610,836 (one million six hundred and ten thousand eight hundred and thirty-six euros), shall include, among others, the additional costs involved in the travel and staff entitlements of UNIDO or United Nations staff assigned to plan for or attend the Conference, including the costs of the preparatory missions relating to the Conference, as well as the costs of shipping any necessary equipment and supplies.

3. Arrangements for the travel of UNIDO or United Nations officials required to plan for or service the Conference and for the shipment of any necessary equipment and supplies shall be made by the UNIDO Secretariat and the United Nations Secretariat in accordance with the Staff Regulations and Rules of UNIDO and the United Nations and their related administrative practices regarding travel standards, baggage allowances, subsistence payments (per diem) and terminal expenses.

4. To cover the costs associated with the preparatory missions to the Republic of Peru, referred to in paragraph 2 of this article, the Government shall deposit with

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UNIDO the estimated sum to cover the costs of the mission, representing an initial advance payment. To this end, UNIDO shall inform the Government in good time of the dates of the remaining missions with a view to scheduling transfers at the appropriate time.

5. By 3 April 2013 the Government deposited with UNIDO a total of €1,610,798.

6. If necessary, the Government shall make further advances as requested by UNIDO so that the latter will not at any time have to finance temporarily from its cash resources the extra costs that are the responsibility of the Government.

7. The deposits and the advances referred to in paragraph 5 of this article shall be used only to pay the obligations of UNIDO in respect of the Conference.

8. After the conclusion of the Conference, UNIDO shall give the Government a detailed set of accounts, drawn up in accordance with the Financial Regulations and Rules of UNIDO, showing the actual additional costs incurred by UNIDO and to be borne by the Government pursuant to paragraph 1 of this article. These costs shall be expressed in euros, using the United Nations official rate of exchange at the time of the relevant transactions.

9. UNIDO, on the basis of this detailed set of accounts, shall refund to the Government any funds unspent out of the deposits or the advances required by paragraph 5 of the present article. Should the actual additional costs exceed the deposits, the Government shall remit the outstanding balance within one month of the receipt of the detailed accounts.

10. The final accounts shall be subject to audit as provided in the Financial Regulations and Rules of UNIDO, and the final adjustment of accounts shall be subject to any observations which may arise from the audit carried out by the External Auditor of UNIDO, whose determination shall be accepted as final by both UNIDO and the Government.

Article IV Premises, equipment, utilities and supplies

1. The Government shall provide at its own expense, for as long as required for the Conference, the necessary premises, including conference rooms for formal and informal meetings, side events, suitable office space, rooms for exhibitions, working and storage areas and, generally, other related facilities, as specified in the requirements paper submitted by UNIDO, annexed hereto.

2. The premises and facilities referred to under paragraph 1 of this article shall remain at the disposal of UNIDO 24 hours a day throughout the duration of the Conference and for such period prior to the opening and after the closing of the Conference as the Secretariat, in consultation with the Government, shall deem necessary for the preparation and closure of all matters connected with the Conference.

3. The conference rooms designated for the plenary and the main committee shall be equipped for reciprocal simultaneous interpretation in six languages and shall have facilities for sound recordings in each language. Each interpretation booth shall have the capacity to switch to all other channels (i.e. the speaker plus each language channel). The Arabic and Chinese booths shall have the capacity to override the English and French booths. The conference rooms designated for side events shall be equipped for reciprocal simultaneous interpretation in three languages. Each interpretation booth shall have the capacity to switch to all other channels (i.e. the speaker plus each language channel). The third booth shall have the capacity to override the English and French booths.

4. The Government shall provide adequate office supplies for producing the documentation of the Conference on-site, as required, and UNIDO shall reimburse the Government for the cost of such supplies in the amount not to exceed the cost that would have been incurred by UNIDO for a similar quantity of office supplies had the Conference been held at Headquarters.

5. The Government shall provide within the Conference area the following: a registration desk, an information desk, an exchange bureau and an ATM, postal services, telephone facilities, appropriate restaurant and catering facilities, a travel agency, a secretarial service centre, equipped in consultation with UNIDO, for the use of delegations to the Conference, and security screening equipment. Moreover, Internet access and a wireless connection, with sufficient capacity for uninterrupted simultaneous usage, in the entire Conference area, as well as an Internet corner with computers should be provided for the use of delegates free of charge.

6. The Government shall provide the necessary areas, services and facilities for written press coverage, film coverage, radio and television broadcasting of the proceedings, to the extent required by UNIDO. In addition, the Government shall provide, at its own expense, a press working area, a briefing room for correspondents, radio and television studios and areas for interviews and programme preparation.

7. The Government shall bear the cost of office supplies, equipment and photocopying services, personal computers, printers, scanners, video conferencing and such other equipment and office supplies as is necessary for the effective conduct of the Conference and for use by press representatives covering the Conference. Local Area Network (LAN) infrastructure and high speed Internet

access appropriate for Wide Area Network (WAN) and videoconferencing connectivity are to be provided.

8. The Government shall at its expense furnish, equip and maintain in good repair all aforesaid premises and facilities in a manner that UNIDO considers adequate for the effective conduct of the Conference.

9. The Government shall bear the cost of all necessary utility services, including local and long-distance telephone communications, of the Secretariat of the Conference and its communications by telephone, Internet or fax with UNIDO Headquarters in Vienna.

10. The Government shall bear the cost of transport and insurance charges, from UNIDO Headquarters or any established United Nations office to the site of the Conference and return, of all UNIDO equipment and supplies required for the adequate functioning of the Conference. UNIDO shall determine the mode of shipment of such equipment and supplies.

Article V Accommodation

The Government shall ensure that adequate accommodation in hotels is available at reasonable commercial rates and in accordance with United Nations security requirements (Minimum Operational Security Standards) for all persons who confirm their participation in the Conference.

Article VI Medical facilities

1. Medical facilities adequate for first aid in emergencies shall be provided by the Government within the Conference area.

2. For serious emergencies, the Government shall ensure immediate transportation and admission to a hospital. Each Conference participant shall be responsible for covering his/her own medical expenses.

Article VII Transport

1. The Government shall provide transport between the Jorge Chávez International Airport and the Conference area and principal hotels for the members of the UNIDO and United Nations Secretariats servicing the Conference, upon their arrival and departure.

2. The Government shall ensure the availability of transport for those attending the Conference between the Jorge Chávez International Airport, the main hotels and the Conference area.

3. The Government, in consultation with UNIDO, shall provide at its expense an adequate number of cars with drivers for official use by the principal officers and the Secretariat of the Conference, as well as such other local transportation as is required by the Secretariat in connection with the Conference.

4. The coordination and use of any cars, buses or minibuses made available pursuant to this article shall be ensured by transportation service providers to be provided by the Government.

Article VIII Police protection

1. The Government shall furnish such police protection, including with respect to the area adjacent to the Conference premises, as may be required to ensure the effective functioning of the Conference in an atmosphere of security and tranquillity, free from interference of any kind. Such police services shall be under the direct supervision and control of a senior officer provided by the Government.

2. It is agreed that access to and security within the Conference premises shall fall under the direct responsibility of a designated senior official of the United Nations Department of Safety and Security (UNDSS), who shall work in close cooperation with a senior security officer designated by the Government. The modalities of cooperation between the senior official of UNDSS and the Government's senior security officer will be spelled out in a Memorandum of Understanding.

Article IX Local personnel

1. The Government shall appoint an official who shall act as liaison officer between UNIDO and the Government and shall be responsible, in consultation with the Secretary of the Conference, for making and carrying out the administrative and personnel arrangements for the Conference as required under this Agreement.

2. The Government, based on the exact requirements established by UNIDO in consultation with Government officials, shall engage and provide at its own expense an adequate number of personnel required, in addition to UNIDO and United Nations staff:

A handwritten signature in blue ink, appearing to be a stylized 'S' or 'X'.

- (a) To ensure the proper functioning of the equipment and facilities referred to in article IV above during the Conference;
- (b) To reproduce and distribute documents, information material and press releases, as needed by the Conference;
- (c) To work, inter alia, as bilingual secretaries, typists, clerks, messengers, drivers, conference room ushers and IT support personnel;
- (d) To assist with the on-site registration of participants; and
- (e) To provide custodial and maintenance services for the equipment and premises made available in connection with the Conference.

3. The Government shall arrange, at the request of the Secretary of the Conference, for some local personnel referred to in paragraph 2 of this article to be available 24 hours a day before and after the closing of the Conference, as required by UNIDO.

Article X **Privileges and immunities**

- 1. In accordance with article 21 of the Constitution of UNIDO, the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946, to which the Republic of Peru is a party, shall be applicable in respect of the Conference.
- 2. In particular, the representatives, alternates, advisers and experts of States or of the intergovernmental organs referred to in article II, paragraph 1 (a), (b) and (c), and article II, paragraph 5 (a) and (b) above, shall enjoy the privileges and immunities provided under article IV of the Convention.
- 3. The officials of UNIDO and the United Nations performing functions in connection with the Conference referred to in article II, paragraph 4, of this Agreement shall enjoy the privileges and immunities provided under articles V and VII of the Convention and any experts on mission for UNIDO in connection with the Conference shall enjoy the privileges and immunities provided under articles VI and VII of the Convention.
- 4. The representatives or observers referred to in article II, paragraph 1 (e), (f), (g) and (h), and in article II, paragraph 5 (c) and (d) above, shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in connection with their participation in the Conference.



5. The personnel provided by the Government under article IX of this Agreement shall not be rendered liable for performing their duly authorized responsibilities in connection with the Conference.

6. The representatives of the specialized or related agencies, referred to in article II, paragraph 1 (d), above, shall enjoy the privileges and immunities provided by the Convention on the Privileges and Immunities of the United Nations.

7. Without prejudice to the preceding paragraphs of the present article, all persons performing functions in connection with the Conference and all those participating in the Conference, shall enjoy the privileges, immunities and facilities necessary for the independent exercise of their functions in connection with the Conference.

8. All persons referred to in article II shall have the right of entry into and exit from the Republic of Peru, and no impediment shall be imposed on their transit to and from the Conference area. They shall enjoy facilities for obtaining visas and entry permits, free of charge, as speedily as possible. Exit permits, where required, shall be granted free of charge, as speedily as possible, and in any case not later than three days before the closing of the Conference.

9. For the purpose of the Convention on the Privileges and Immunities of the United Nations, the Conference premises specified in article IV, paragraph 1, above, shall be deemed to constitute premises of UNIDO in the sense of section 3 of the Convention and access thereto shall be subject to the authority and control of UNIDO. The premises shall be inviolable for the duration of the Conference, including the preparatory stage and the winding-up.

10. All persons referred to in article II above shall have the right to take out of the Republic of Peru at the time of their departure, without any restrictions, any unexpended portions of the funds they brought into the Republic of Peru in connection with the Conference and to reconvert any such funds at the same rate at their departure.

11. The Government shall allow the temporary importation, tax and duty free, of all equipment, including technical equipment accompanying representatives of information media, and shall waive import duties and taxes on supplies necessary for the Conference. It shall issue without delay any necessary import and export permits for this purpose.

Article XI Liability

1. The Government shall be responsible for dealing with any action, claim or other demand against UNIDO or the United Nations or their officials arising out of:

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- (a) Injury to persons or damage to or loss of property in the premises referred to in article IV that are provided by or are under the control of the Government;
 - (b) The hiring by the Government of the personnel provided for the Conference under articles VIII and IX;
 - (c) Any transportation service provided by the Government for the Conference.
2. The Government shall indemnify and hold harmless UNIDO and the United Nations and their officials in respect of any such action, claim or other demand.

Article XII Settlement of disputes

1. Any dispute between UNIDO and the Government concerning the interpretation or application of this Agreement that is not settled by negotiation or other agreed mode of settlement shall be referred at the request of either party for final decision to a tribunal of three arbitrators, one to be named by the Director General of UNIDO, one to be named by the Government and the third, who shall be the Chairperson, to be chosen by the first two.
2. If either party fails to appoint an arbitrator within 60 days of the appointment by the other party, or if these two arbitrators shall fail to agree on the third arbitrator within 60 days of their appointment, the President of the International Court of Justice may make any necessary appointments at the request of either party.
3. Any such dispute that involves a question regulated by the Convention on the Privileges and Immunities of the United Nations shall be dealt with in accordance with section 30 of that Convention.

Article XIII Final provisions

1. This Agreement may be modified by written agreement between UNIDO and the Government. Any modification shall enter into force and shall constitute an integral part of this Agreement, in accordance with the conditions provided for in paragraph 2 of this article.
2. This Agreement shall enter into force on the date on which the Government shall notify the Director General of UNIDO of its compliance with domestic procedures and shall remain in force for the duration of the Conference and for



such a period thereafter as is necessary for all matters relating to any of the provisions contained in this Agreement to be settled.

SIGNED this 23rd day of September 2013 at New York in duplicate in English and Spanish, both versions being equally authentic.

For the Government of the
Republic of Peru:



Minister of Foreign Affairs

For the United Nations
Industrial Development
Organization:



Director General

ANNEX I

CONFERENCE PREMISES

The Host Government shall provide, appropriately furnish, equip, service and maintain in good working order the Conference premises in the Westin as described below:

A. Conference rooms equipped for simultaneous interpretation

The conference rooms should be equipped for simultaneous interpretation into and from 6 official UN languages (3 languages for ancillary meetings), according to ISO 2603, with three workstations for Arabic and Chinese and two workstations for English, French, Russian and Spanish and have facilities for sound recording. The Arabic and Chinese booths must be equipped with a channel-cross function, i.e. any of the channels must be selectable by the interpreter as channel B. Interpreters should be able to switch to 7 channels, i.e. the original as well as the six language channels (Attachment 1 of Annex I). The booths require adequate lighting and air-conditioning. The language channels should be announced on a board in the conference room. Monitors, where needed, should be installed either in the booths or placed in the meeting room with an unobstructed view and clear reading range for interpreters. Headsets and infra-red receivers with a minimum of 7 channels (4 for ancillary meetings) should be available for all participants. It should be guaranteed that the light system does not interfere with the infra-red system used for the interpretation channels. The microphone system must be controlled by the sound technician. Delegates should have a button "Request to speak"; microphones can only be activated by the sound technician. The tables should have microphones installed (one microphone for every two seats at table) and loudspeakers for PA system with the floor sound. A sufficient amount of electrical outlets should be available in the conference room to allow delegates to connect their devices.

The simultaneous interpretation systems should comply with:

IEC 60914 Conference Systems; electrical and audio requirements

ISO 2603 Booths for Simultaneous Interpretation

ISO 4043 Mobile Booths for Simultaneous Interpretation.

Conference Rooms	No. of seats	Overlapped Recording 3 sets of MP3 burned on CD/DVD or memory sticks	Interpretation Channels
Plenary Hall/ Forum (Limatambo 1+2+3)	700	(1 Original + 6 languages)	Original + 6
	700	(1 Original + 6 languages)	Original + 6
Main Committee/ Credentials/ General Committee/ LDC Ministerial Conference (Limatambo 4+5)	250	(1 Original + 6 languages) (1 Original + 6 languages) (1 Original + 6 languages) (1 Original + 3 languages)	Original + 6 Original + 6 Original + 6 Original + 3
Side Events/ Press Conference LAC Ministerial meeting (Cusco 2+3)	150	As required As required As required	Original+ 3 Original+ 1 Original+ 3

The Plenary Hall/Forum: Limatambo 1+2+3:

Parliamentarian seating arrangement, 4 seats per delegation, 2 at the table and 2 behind for 172 delegations;

- 344 Seats at tables (2 per delegation) for Member States;
- 344 Advisers' seats behind (2 per delegation);
- 40 Seats at table at the back of the conference room for Representatives of Observer States, Specialized Agencies, UN bodies, IGOs, NGOs;
- 50 Seats at the back of the room for delegations' overflow;
- 100 50 seats on each side of the main block for special invited guests and representatives of the press;
- 50 Seats in front of the first row of tables for special invitees (during opening only);
- 1 Next speaker desk close to the access to the lectern;
- 1 Nine-position podium with 9 microphones, 2 network connections, and a row of advisers' seats behind, 3 additional large flat screens provided in front of the podium for viewing power point presentations and the video feed;
- 1 Standing lectern (rostrum) with microphone and headset (preferably on the podium), 1 laptop with internet connection and DVD playback capability;
- 1 Table for 6 secretariat staff, 4 additional network connections and 4 electrical outlets;
- Chairs for Head of States depending on the number of Heads of State attending;
- 1 Table near the podium for 6 Conference Officers/Ushers with 1 telephone with local line for internal calls only, with blinking light (without ringtone), 2 PCs connected to the network and to the data video projector and sound of the Conference System and large projection screens for presentations, 1 black and white network connected printer; an adequate number of electrical outlets;
- 1 Speech limitation clock/light signal device;
- 1 Electric gong to signal beginning of meetings;
- 2 Flag poles;
- 1 Conference logo/backdrop and additional decoration as required;
- 1 Table for 3 UNIDO staff and 1 journal reporter, close to the Conference Officers desk, 4 network connections;
- 1 Table for 2 Press Officers with 1 telephone with local line for internal calls only, with blinking light (without ringtone), 2 PCs connected to the network;
- 6 Interpretation booths (1 telephone with local line for internal calls only, with blinking light (without ringtone) in the English booth, if possible);
- 2 Large data video projection screens should be installed on each side and behind the podium with the necessary equipment and lighting for TV coverage and for video presentations;
- 2 Video cameras on tripods with movable camera mount heads (preferably dome cameras with 360 degree auto focus auto zoom as part of the Conference System) to capture the image of speakers at the podium and on the floor and project them on the screens, to other areas of the conference premises, i.e. Lounges, Press Area, and some Secretariat offices with the appropriate cabling required therefore;
- 1 Platform for the cameras;
- 1 Platform for media with 3 press boxes (at least 20 outputs each) should be set up for the press, with floor language, English, French and Spanish and connected to the Conference System in overflow area.

Conference/Sound Technician Area:

- 2 Data-video projectors and lighting for video projections and cabled to the plenary hall video cameras of the Conference System;

- 2 long range (>30) wireless mouse/keyboard/laser pointer;
- 2 Wireless microphones in headset format;
- 6 Wireless microphones in hand held format to be available as back-up;
- 1 Digital audio recorder connected to the Conference System (O+6) for floor and all languages, recording in MP3 format. The MP3 audio recordings should be transferred to CDs, DVDs or memory sticks;
- 1 Telephone with local line for internal calls only with blinking light (without ringtone).

Outside Plenary Hall:

- 2 Medium capacity photocopying machines should be placed in an enclosed area outside the Plenary Hall at the nearest exit to the Conference Officers desk;
- 2 40" or larger flat screens with network connected PC to display the conference/meeting schedule monitor network connected at delegates Lounge outside Plenary Hall;
- 2 40" or larger flat screen cabled to plenary camera system video feed of the Conference System in overflow area outside the Plenary Hall.

If the number of participants attending the opening session exceeds the seating capacity of the Plenary Hall, arrangements should be in place for audio (floor + 6 languages channels)/video transmission of the opening ceremony to another Conference Room as overflow.

The whole technical installations should be available and ready for testing 2 days prior to the Conference, on 30 November 2013 a.m.

Main Committee/Credentials Committee/General Committee/LDC Ministerial Conference: Limatambo 4 + 5

Parliamentarian seating arrangement, 2 seats per delegation at the table for 172 delegations:

- 250 Seats at tables for Member States;
- 30 seats at the back of the room for delegations overflow;
- 1 Seven-position podium and a row of advisers' seats behind, with 7 microphones at the table, 2 network connections, 3 additional flat screens on the podium for presentation of Microsoft word working documents;
- 1 Standing lectern (rostrum) with microphone and earphones (preferably on the podium), 1 laptop with internet connection and DVD playback capability with a network connection and electrical outlets;
- 3 Additional large flat screens provided in front of the podium for viewing power point presentations and the video feed;
- 2 PCs connected to network and data video projector and sound of the Conference System with large wall screens installed behind the podium for presentations;
- 1 Table near the podium for 3 conference officers, with telephone with blinking light (without ringtone), 2 PCs connected to a projector for presentations, 1 printer network connected black and white; an adequate number of electrical outlets;
- 1 Electric gong to signal beginning of meetings;
- 1 Table for 6 secretariat staff, 4 PCs with electrical outlets and network connections for secretariat staff or 4 additional network connections;
- 6 Interpretation booths (1 telephone with local line for internal calls only, with blinking light (without ringtone) in the English booth, if possible);
- 3 Press boxes (at least 20 outputs each) should be set up for the press, with

floor language, English, French and Spanish and connected to the Conference System in overflow area. (For LDCs in case required).

1 Conference/Sound Technician Area:

- 2 Data-video projectors and lighting for video projections and cabled to the plenary hall video cameras of the Conference System;
- 2 Long range (>30) wireless mouse/keyboard/laser pointer;
- 2 Wireless microphones in hand held format to be available as back-up;
- 1 digital audio recorder connected to the Conference System (O+3) for floor and all languages, recording in MP3 format. The MP3 audio recordings should be transferred to CDs, DVDs or memory sticks;
- 1 Telephone with local line for internal calls only with blinking light (without ringtone).

Outside Limatambo 4+5:

- 1 Photocopying machine should be placed in an enclosed area outside the Main Committee Hall at the nearest exit to the Conference Officers desk.

The whole technical installations should be available and ready for testing 2 days prior to the first meeting, on 28 November 2013 a.m.

1 Conference Room (Cusco 2+3) for side events and press conferences/Conference of LAC Ministers of Industry

Parliamentarian seating arrangement, with 150 seats at the tables:

- 150 Seats at tables;
- 1 Nine-position podium with 9 microphones, 1 laptop with DVD playback capability on the podium with a network connection and electrical outlets;
- 1 Additional network connection at the podium;
- 3 Network connections, 3 additional large flat screens to be provided in front of the podium for presentations;
- 1 Table near the podium for 2 conference officers, with 1 telephone with local line for internal calls only with blinking light (without ringtone), 1 PCs connected to the network and the data video projector and sound of the Conference System for presentations, 1 printer network connected black and white; an adequate number of electrical outlets;
- 1 Table for 4 Secretariat staff, 2 PCs and 2 additional network connections;
- 3 Interpretation Booths;
- 3 Press boxes (at least 20 outputs each) should be set up for the press, with floor language, English, French and Spanish and connected to the Conference System in overflow area;
- 1 Large screen should be installed behind the podium with the necessary equipment and lighting for video presentations.

Conference/Sound Technician Area:

- 1 Data-video projectors and lighting for video projections;
- 2 Long range wireless mouse/keyboard/laser pointer;
- 2 Wireless microphones in hand held format to be available as back-up;
- 1 digital audio recorder connected to the Conference System (O+3) for floor and all languages, recording in MP3 format. The MP3 audio recordings should be transferred to CDs, DVDs or memory sticks;
- 1 Telephone with local line for internal calls only with blinking light (without ringtone).

Outside Cuzco (2+3):

- 1 Medium capacity photocopying machine should be placed in an enclosed area outside the Conference Room;
- 1 40"or larger screen with network connected PC to display the conference/meeting schedule at the corridor outside Cuzco.

The whole technical installations should be available and ready for testing 2 days prior to the first meeting, on 29 November 2013 a.m.

B. Conference rooms without interpretation

1 Room for regional group consultations (Urubamba)

To be set up in double U-shape, with 70 seats at the table.

- 70 Seats at table;
- As much seats as possible for overflow;
- 1 Five-position podium/head table;
- 1 Desk for the Conference Officers with 1 telephone with local line for internal calls only with blinking light (without ringtone); 1 PC connected to the network and the data video projector with large screen for presentations, 1 network connected printer, enough electrical plugs, 1 long range (>30m) wireless mouse/keyboard/ laser pointer; 1 TFT large in front of the podium;
- 2 Extra tables for documents.

1 Room for regional group consultations (Arequipa)

To be set up in double U-shape, with 70 seats at the table.

- 70 Seats at table;
- As much seats as possible for overflow;
- 1 Five-position podium/head table;
- 1 Desk for the Conference Officers 1 telephone with local line for internal calls only with blinking light (without ringtone); 1 PC connected to the network and the data video projector with large screen for presentations, 1 network connected printer, enough electrical plugs, 1 long range (>30) wireless mouse/keyboard/ laser pointer; 1 large flat screen in front of the podium;
- 2 Extra tables for documents.

1 Room for bilateral meetings (Office 6, fifth floor)

To be set up in square seating arrangement for 6-8 seats at tables with as many chairs as possible along the walls.

- 1 Laptop with a network connection and DVD playback capability connected to LCD projector with screen;
- 1 Long range (>30) wireless mouse/keyboard/laser pointer;
- 1 Additional network connection;
- 1 Telephone with local line for internal calls only with blinking light (without ringtone).

1 Room for bilateral meetings (Office 5, fifth floor)

To be set up in square seating arrangement for 6-8 seats at tables with as many chairs as possible along the walls with 1 telephone with local line for internal calls only with blinking light (without ringtone).

1 Secretariat meeting room (Office 13, fifth floor)

To be set up in square seating arrangement for 20 seats at tables with as many chairs as possible along the walls.

- 1 Laptop with a network connection and DVD playback capability connected to LCD projector with screen;
- 1 Long range (>30) wireless mouse/keyboard/laser pointer;
- 1 Additional network connection;
- 1 Telephone with local line for internal calls only with blinking light (without ringtone).

Press and media lounge (Terraza Merino Reyna):

- 1 Photocopier coin operated machine;
- 1 CCTV with cabling to Conference System Plenary camera system video feed;
- 1 Telephone for internal calls only.

2 TV/Radio interview studios (partitioned area at Terraza Merino Reyna):

Should be set up with lounge furniture, a narrow table, the UNIDO flag, the logo of the Conference and possibly a flower arrangement, 1 telephone with blinking light (without ringtone).

All conference and meeting rooms shall be made available from 29 November to 6 December 2013, unless otherwise specified. During that period all conference and meeting rooms shall be cleaned before each meeting and fresh water and clean glasses shall be provided for the podium, the speaker's rostrum in the Plenary Hall, in all interpretation booths and to all participants in all conference rooms twice a day.

ANNEX II

OFFICES AND OTHER SPACE

Offices should have the usual office furniture and equipment including telephone, PC with LAN printer, network connections, WLAN connectivity, electrical outlets and lockable cabinets. Fresh water and clean glasses shall be provided in all offices of the Conference. Electricity, ventilation and lighting will be required around the clock in certain service areas and offices.

All offices and service areas shall be made available, equipped and furnished according to specifications, from Friday, 29 November 2013, except where otherwise specified. In addition to the office space, a lockable room/storage area should be made available for the shipment of conference equipment and material. Some offices should be available up to 7 days prior to the opening of the Conference until 1 day after its closure.

A. Offices of the President

- 1 Large office for the President of the Conference (Ica and corridor outside Chincha), to be furnished and equipped at the discretion of the Host Country organizers.
- 1 Large office for the Coordination Committee of the Host Country (Pisco) to be furnished and equipped at the discretion of the Host Country organizers.

B. Offices for the Conference Secretariat

- 1 Large office for the UNIDO Director General (Chincha), 1 executive desk with chair, lounge furniture for 8, 1 meeting table for 12 with chairs, 2 lockable cabinets, 1 flag pole, 1 Chief/Secretary multifunctional telephone with open international line, 1 PC and printer network connected, 1 CCTV (video transmission); 1 cell phone with international line.

For the security officer in the corridor, outside of the Director General's office, there should be 1 small table with chair, 1 telephone with local line for internal calls only and a flag pole.

- 1 Office of the Director General (ODG), Assistants to the DG and local support staff (Chincha pre-function, partitioned), 4 desks, 4 PCs network connected, 1 printer network connected black and white, 1 colour printer network-connected, 1 duplex scanner, 1 Chief/Secretary multifunctional telephone with international line, 1 local cell phone, 1 telephone with local line for internal calls only, 2 lockable cabinets, 2 working tables, 4 visitors chairs, 1 fax, 1 CCTV cabled to Conference System Plenary camera system video feed.

For the use of ODG office, 1 photocopier medium-size and 1 table (outside close to the ODG office).

- 1 Office of the Deputy to the Director General, Assistant and local staff (Office 8, fifth floor), 2 desks, 1 small meeting table, 1 PC network connected, 1 printer black and white, 1 telephone with local line for internal calls only, 1 lockable cabinet; 1 cell phone with international line.
- 1 VIP waiting room (open partitioned area in front of Chincha pre-function) 2 independent lounge arrangements with low tables.

- 1 Office for the Advocacy and External Relations Group (partitioned area in the Terraza Merino Reyna), 3 desks, 3 chairs, 3 PCs network connected, 1 printer network connected, 1 telephone with local line for internal calls only, 1 working table, 1 lockable cabinet, 1 CCTV cabled to Conference System Plenary camera system video feed, 2 visitors chairs; international cell phone.
- 1 Office for Protocol (Partitioned area behind elevators, facing VIP holding room back part of VIP waiting area), 2 desks with chairs, 2 extra chairs, 2 PCs network connected, 1 printer black and white network connected, 1 duplex scanner, 1 international cell phone, 1 telephone with local line for internal calls only, 1 lockable cabinets, 1 working table; **to be ready 25 November**.
- 1 VIP holding room (Partitioned area at Limatambo Pre-Function, facing the entrance to Limatambo 4+5) 3 independent lounge arrangements with low tables.
- 1 Office for the Executive Secretary of the Conference (Directorio 2, Room C, esquina) **to be ready 27 November**, 1 executive desk with chair, 1 meeting table with 8 chairs, lounge furniture for 4, 1 PC network connected, 1 Chief/Secretary multifunctional telephone with international line, 1 international cell phone, 1 telephone with local line for internal calls only, 1 lockable cabinet.
- 1 Office for the assistants to the Executive Secretary of the Conference and 1 local support staff, (Directorio 2, Room B, in the middle), **to be ready 27 November**, 3 desks with chairs, 3 PCs network connected, 1 printer network connected, 1 duplex scanner, 1 Chief/Secretary multifunctional telephone with international line, 1 telephone with local line for internal calls only, 1 lockable cabinet, 2 working tables, 4 visitors chairs, 2 local cell phones.
- 1 Office for PMO Plenary Secretariat (Partition in Directorio 2, Room A), **to be ready 26 November**, 4 desks with chairs, 4 PCs network connected, 1 printer network connected, 1 telephone with local line for internal calls only, 1 international cell phone, 1 local cell phone, 1 lockable cabinet.

For the use of PMO, 1 photocopier medium-size and 1 table (corridor between Directorio 1 and Directorio 2).

- 1 Office for PMO Main Committee Secretariat (Foyer Directorio 1), **to be ready 27 November**, 3 desks with chairs, 3 PCs network connected, 1 printer network connected, 1 telephone with local line for internal calls only, 1 local cell phone, 1 international cell phone, 1 lockable cabinet.
- 1 Office for the Chairman of the Main Committee (Directorio 1), 1 desk, 1 PC network connected and 1 printer network connected, 1 telephone with local line for internal calls only, 1 lockable cabinet.

Office for LDC coordinator (Same office will be occupied by LDC coordinator until 1 December, Directorio 1), 1 safe, 1 international cell phone (until 1 December) **to be ready 27 November**.

- 1 Office for Legal and Credentials Committee (partition back part of Business Center), 3 desks with chairs and a meeting table, 3 PCs network connected and 1 printer network connected, 1 colour printer, 1 duplex scanner, 1 international cell phone, 1 local cell phone, 1 telephone with local line for internal calls only , 1 lockable cabinet.

- 1 Office for IT specialists, (Amazonas Pre-function) Conference/Sound technician and local IT staff, **to be ready 25 November**, 4 desks with chairs, lockable storage area for servers, 10 PCs network connected, 1 printer network connected black and white, 1 printer network connected color, 1 scanner flat bed, 1 scanner high speed duplex with feeder, 10 additional network connections, 1 Windows File server with UPS, 10 local cell phones, 2 telephone with local line for internal calls only; 1 international cell phone.
- 1 Office for Managing Director (Office 9, fifth floor), 2 desks with chairs and a small lounge arrangement, 1 PC network connected and 1 printer network connected, 1 telephone with local line for internal calls only, 2 local cell phones, 1 lockable cabinet.
- 1 Office for Managing Director (Office 10, fifth floor), 2 desks with chairs and a small lounge arrangement) 1 PC network connected and 1 printer network connected, 1 telephone with local line for internal calls only, 2 local cell phones, 1 lockable cabinet.
- 1 Office/meeting room for G-77 (Amazonas), 1 desk with chair, 1 meeting table 50 chairs, 1 PC connected to the network and the data video projector with large screen for presentations, 1 network connected printer, enough electrical plugs, 1 long range wireless mouse/keyboard/ laser pointer, 1 lockable cabinet; 1 international cell phone, 1 blinking telephone (without ringtone) with local line for internal calls only.
- 1 Staff Cyber Corner/Credentials waiting lounge (Foyer Business Center Lounge), 6 desks with chairs, 1 small lounge arrangement, 1 PC network connected, 1 printer network connected, 6 additional network connections, 1 telephone with local line for internal calls only, 1 lockable cabinet.
- 1 Office for Operational Support and Donor Partnerships (Office 3, fifth floor), 4 desks with chairs and a small meeting table, 8 chairs, 2 PCs and 1 printer, network connected and 2 additional network connections, 1 telephone with local line for internal calls only, 1 lockable cabinet; 2 local cell phones.
- 1 Office for HR and Financial Services, (Office 4, fifth floor), 4 desks with chairs and a small meeting table, 8 chairs, 2 PCs and 1 printer, network connected and 2 additional network connections, 2 telephones with local lines for internal calls only, 2 local cell phones, 1 lockable cabinet.
- 1 Office for responsible officers for Forum (Office 1, fifth floor), 4 desks with chairs and a small meeting table, 8 chairs, 2 PCs and 1 printer, network connected and 2 additional network connections, 1 telephone with local line for internal calls only, 1 international cell phone, 1 lockable cabinet.
- 1 Office for responsible officers side events, and Regional Programmes (Office 2, fifth floor), 4 desks with chairs and a small meeting table, 8 chairs, 2 PCs and 1 printer, network connected and 2 additional network connections, 1 telephone with local line for internal calls only, 1 international cell phone, 1 lockable cabinet.
- 1 Office for international support staff (Office 11, fifth floor), 4 desks with chairs, 1 PC, 1 printer, 1 telephone with local line for internal calls only, 1 lockable cabinet, 2 tables.

- 1 Office for local support staff (Office 12, fifth floor), 4 desks with chairs, 1 PC, 1 printer, 1 telephone with local line for internal calls only, 1 lockable cabinet, 2 tables, 1 photocopier.

For the security officer in the corridor, fifth floor, there should be 1 small table with chair, 1 telephone with local line for internal calls only.

C. Conference Service

- 1 Office for Conference Service (Cusco 1, 4 partitioned areas as described below)
to be ready 25 November:
 - Coordinator: 2 desks with chair, 1 PC network connected, 1 printer and one additional network connection, 1 telephone with local line for internal calls only, 1 international cell phone, 1 lockable cabinet 1 lounge arrangement.
 - Deputy-Coordinator and Senior Conference Officer: 3 desks with chairs, 3 PCs network connected, 1 printer, 1 laptop, 1 international cell phone, 2 local cell phones , 2 telephones with local line for internal calls only , 2 working tables, 3 lockable cabinets, 1 CCTV (video transmission).
 - Documents Control: 3 desks with chairs, 2 working tables, 3 PCs and 1 laser jet printer network connected, 1 scanner, 1 telephone with local line for internal calls only, 2 international cell phones, 1 fax machine and 1 local cell phone, 1 lockable cabinet.
 - Large working area for Conference officers: 4 desks with chairs, 3 tables for conference material, cupboards and shelves for storage of nameplates, conference material and office supplies, 2 lockable cabinets, 4 PCs and 1 laser jet printer connected to the network, 2 additional network connections, 2 telephones with local lines for internal calls only, 1 medium size photocopier; 3 local cell phones.
- 1 Office for Chief Interpreter and Interpretation Section Assistant (Arequipa Pre-function with partition): 2 desks with chairs, 2 extra chairs, 2 PCs connected to the network and 1 printer connected to the network, 1 working table, 1 lockable cabinet 1 international cell phone , 1 local cell phone, 1 telephone with local line for internal calls only.
- 1 Interpreters lounge (front part of Arequipa pre-function) large enough to accommodate 34 interpreters: lounge furniture for 20, flip chart for interpreters' assignments, 2 desks with chairs, 2 PCs, WLAN connectivity is required, 1 printer connected to the network, 2 local cell phones for team leaders, 2 telephones with local line for internal calls only.
- 1 Documents reproduction area – (Westin storage room, back area of Limatambo)
to be ready 27 November to be equipped with documents reproduction equipment (2 high-speed photocopiers, 1 medium-size photocopier, 6 shelves, 10 large tables and chairs, trolleys, large waste paper bins, etc.). An enclosed working area, with one desk with chair, 1 PC and a printer connected to the network, 1 telephone with local line for internal calls only, 1 local cell phone for the supervisor. A climate-controlled photocopying paper storage area should be made available next to the documents reproduction area.
- 1 Documents distribution area (Limatambo Foyer, in front of the entrance of Limatambo 3) **to be ready 28 November**: 1 documents distribution counter, 300 pigeon holes for A-4 sized document, 1 per delegation (detailed description

in Attachment A to Annex II) It should be equipped with a counter (10 meters long), with tables for the sorting and shelves with dividers for the storing of documents (pigeon-holes type), large waste paper bins, 6 chairs 1 medium size photocopier: 1 working area for the supervisor behind the counter with 1 desk with chair, 1 PC and printer network connected, 1 lockable cabinet, 8 tables for publications outside the counter, 1 telephone with local line for internal calls only, 1 local cell phone for the supervisor.

D. Security

1. Security Office Space with required partitions (Urubamba Pre-Function) **to be ready 25 November**:
Merged office for Security Coordinator and Security Control Centre: 2 desks with chairs, 1 round table with 8 chairs, 2 PCs connected to the network, 1 printer, 1 scanner, 1 fax machine, 1 desk phone with local line for internal calls only, 2 international cell phones, 1 large safe for weapons storage of fifteen UNSSS Glock 19 firearms, 1 clearing barrel for loading and unloading firearms, 1 lockable metal cabinet/ 1 large safe for lost/found items, 1 First Aid Kit, 1 CCTV (video transmission), 1 black/white board, 1 lounge arrangement for 6.
2. Registration Area – (Limatambo Pre-function) **to be ready 27 November**:
 - A large counter for registration of delegates, organizations, IGOs, special invitees, etc. and for issuing of pre-printed badges, 7 high chairs (or 7 desks with 7 chairs), 3 PCs network connected and 1 printer network connected, 4 additional LAN connections, 16 cordons for line separation, 2 extra table and 1 extra high chair, 2 telephones with local line for internal calls only.
 - Signage:
 - REGISTRATION
 - PRE-PRINTED CONFERENCE PASSES, A-M
 - PRE-PRINTED CONFERENCE PASSES, N-Z
 - PHOTO BADGES
 - VIP
 - NGOs, IGOs, PRESS
 - Four (4) workstations with photographic capture points will be set up for the camera operators issuing badges and one point in the registration supervisor's office to provide assistance to last minute VIP requests. This area has to be equipped with power points for computers, printers, a scanner and a photocopier, as well as telephones and fax machines and properly furnished with appropriate desks and chairs. A VIP holding room will be set up close to the Registration Area.
 - An enclosed working area should be available next to the counter for the preparation of the list of participants with, 1 desk, 1 PC and a printer connected to the network, 1 small photocopier, 1 international cell phone, 1 telephone with local line for internal calls only, 1 fax machine, 1 scanner.
 - Office of the Security Registration Supervisor (must be lockable) (partitioned area close to registration, place to be determined): 1 PC, 1 laser printer, 1 colour printer, 1 lockable filing cabinet, 1 scanner, 1 international cell phone, 1 telephone with local line for internal calls only.
 - CCTV system screen.

3. Standard equipment required to ensure the Conference is carried out in a safe environment:
 - a. Partitioning: A partitioning wall of 2 meters in height must be setup at the third floor escalator to ensure control pedestrian traffic flow from the escalator to the security screening and registration area. The partitioning wall must include a lockable door.
 - b. Security Screening Equipment: The current access control concept foresees three access points and screening locations into the extraterritorial area which results in the following equipment requirements.
 - Main conference site entrance: 3 x-ray machines, 3 walk-through metal detectors with accompanying tables for screening, 6 hand-held metal detectors.
 - Service staff/deliveries third floor: 1 x-ray machine and 1 walk-through metal detector with accompanying tables for screening, 1 hand-held metal detector.
 - Service staff/deliveries fourth floor: 1 x-ray machine and 1 walk-through metal detector with accompanying tables for screening, 1 hand-held metal detector.
 - c. Additional standard conference equipment: 25 radios with extra battery, chargers, earpieces and designated channel (for UNDSS, Host Government Security and Safety Liaison Officers and Westin Hotel Security Unit); 4 local cell phones (1 Security Event Coordinator, 1 SSS Vienna Conference Supervisor, 1 VIP Protection Coordination Officer, 1 Security Operations Centre); 4 megaphones; 2 spare hand-held metal detectors, 60 stanchions with cordons (type tbc with UN Security).

Note: Additional security requirements (human or physical security measures) that are expected to be implemented by the Host Government Authorities, such as vehicle crash barriers at the vehicle access points, vehicle and pedestrian screening operations, static and mobile security coverage, explosion detection devices, etc. will be included in the Memorandum of Understanding (MOU) as well as the Security Plan for the event.

E. Other areas

- 1 Delegates' Lounge/Cybercafé – (Cusco Pre-Function) to be equipped with lounge furniture, card-operated international telephones, tables with a minimum of 15 networked PCs, 1 printer connected to the network and photocopying facilities (at the participants' expense), 1 CCTV (video transmission) and chairs. The Cybercafé will have its own independent access to Internet. It should not use the link to Vienna assigned to the Conference. WLAN (802.11b or compatible) connectivity is required, 2 telephone with local line for internal calls only.
- 1 Exhibition equipment – to be allocated as needed depending on final requirements, 4 LCD/TV with HDMI VGA DVI for exhibitions and 2 LCD projector with screens for exhibitions.
- 1 Large locked and climate-controlled Storage Area for shipment and supplies/working area for transportation coordinator/dispatcher (place to be determined), 1 desk, 1 chair, 1 lockable cabinet, 1 telephone with local line for internal calls only.
- 1 Meditation room (Fifth floor, office 7), quiet room with dimmed light, some chairs or bench at the side and a roll carpet.

All offices and service areas shall be made available, equipped and furnished according to the above specifications, from 29 November to 6 December 2013, except where otherwise specified. Certain offices should be available 7 days prior to the opening of the Conference until 1 day after its closure. Fresh water and clean glasses shall be provided in the offices of the senior officials of the Conference. All offices and service areas shall be equipped with telephone, as well as power points for computers, printers and photocopiers and should have lockable cabinets. In light of the needs of the Conference, electricity and full lighting will be required until late at night and very early in the morning in certain service areas and offices.

ANNEX III

SUMMARY OF EQUIPMENT, UTILITIES AND SUPPLIES

(The allocation and placement of equipment and telephones are indicated in annexes I and II)

The Host Government shall provide at the Conference venue, from 29 November to 7 December 2013, except where otherwise specified, the following communications facilities and services for:

A. Equipment

The Host Government shall provide, install and maintain in good working order (including servicing around the clock, provision of spare parts, maintenance kits, disposables such as toner, inks developers) the following equipment, accessories and cables/connectors/parts:

Personal Computer Equipment

- 109 Network connected PCs with monitors, mice and licensed software in English at latest patch levels of below specifications or higher (these specifications are minimum requirements!):

i5 processor
4 GB RAM
80 GB hard disk
2 or more USB 2.0
DVD-ROM
Graphics controller
Ethernet adapter
optical two button wheel mouse wired
22" or larger TFT monitor
US International English keyboard wired
Microsoft Windows 7 Professional
Microsoft Office 2010 Standard
Adobe Acrobat Reader and a free Standard for PDF package
Anti-virus software
Skype software
Microsoft Internet Explorer 9 or higher
Email connectivity for UNIDO via webmail

Provided by UNIDO for the standard PC backup image will be VMware View Client, Juniper Pulse Client (VPN access.unido.org) and two copies of photoshop. Provided by UNOV for the standard PC image backup will be a Citrix Client. Required is one Windows file server with UPS.

- 50 Additional skype headsets (similar to logitech pc 860 type)
16 40"or larger flat screens for in front of podiums with VGA/SVGA sharing switch (see Annexes)
3 15" flat screens for on podiums with VGA/SVGA sharing switch
39 Network connected black and white laser printers with duplex and 250+ sheet paper tray
4 Network connected color laser printer duplex and 250+ sheet paper tray
6 Laptops with mice and network connected to be used in the conference rooms with specifications and software as outlined for PCs
4 Flat bed color scanners
6 High speed color scanners with duplex and 50+ sheet automatic document feed (ADF)
1 UPS 500VA

53 Additional network connections with cables.

An adequate number of extension cables for additional electrical outlets. All computers and printers must be covered by local technical support staff in case of hardware/software failures.

LAN/WAN

A wired network environment is required (100BASE-TX or 1000BASE-T Ethernet) for all workstations in all offices in the conference centre, including the Media Centre and the Exhibition Areas.

Wireless access points (802.11b or compatible) for WiFi connectivity is required at the conference venue.

A redundant internet connection, with a symmetrical capacity of 10Mbps/10Mbps, must be provided, to be used for secretariat staff/registration PCs on one VLAN and delegates/internet cafe/press/WiFi/other on another VLAN. Either internet line must provide fully transparent connection to the Internet, without exclusion of any protocols or internationally routable addresses. Each Internet connection must provide at least a /28 network range (i.e. 13 publically routable addresses available to UNIDO). Firewall protection is required.

The internal wired network must support assignment of any port to one of the two VLANs (Secretariat/UNSSS Security, Delegates/Press). Wireless access points will only be connected to the Delegates/Press VLAN and served by the Delegates/Press internet connection.

UNIDO will provide VPN routers to be installed between the Secretariat VLAN(s) and the Secretariat Internet Uplink.

The Internet Service Provider (ISP) must be able to provide a 24-hour service with fallback possibilities throughout the duration of the Conference. Different sites need to be interconnected to form a single network in case additional buildings are used. VLAN access controls need to be preserved in this case.

Note: All computers, even if not explicitly stated, need to be on a Local Area Network (LAN), and have access to the Internet!

Equipment and material for visual presentation and closed circuit television

- 2 Digital video cameras connected to data video projectors as part of the Conference System
- 8 data video projectors with cabling to video cameras and as part of the Conference System
- 9 Large data video projector screens (6mx8m)
- 4 LCD projectors (4000 ANSI lumen) with screens for video and XVGA presentations
- 4 LCD TVs 32" with VGA DVI HDMI as part of the Conference System for Plenary Video feed, CCTV, UNIDO exhibitions and as part of the meeting schedule announcement system (see Annex for placement)
- 8 CCTV (see the other annexes)
- 11 Long range (30 meters) wireless mouse/keyboard/ Laser pointers
- 10 Wireless microphones hand held
- 2 Wireless microphones as head sets
- 3 Digital audio recorders as part of the Conference System
- 9 Audio distribution boxes for press as part of the Conference System.

Photocopying machines

- 2 Heavy-duty photocopiers (Xerox 9500 or equivalent), 100 impressions per minute, double stapling and collating capability 100 sheets, and an operator/technician to be assigned to each machine for reproduction of documents including press releases.
- 11 Medium-size photocopiers (CANON/NP 6085 or equivalent), 75 copies per minute, with automatic feeder, sorter and automatic stapler for secretariat use and conference rooms (location to be determined).
- 3 Coin-operated medium-size photocopiers.

Technicians should be available at all times around the clock to handle breakdowns and other repairs.

All photocopying machines need sorters and automatic stapling facilities.

Reproduction and distribution equipment

- 2 Heavy-weight trolleys for the transportation of documents from the reproduction to the distribution area;
- 3 Small trolleys for transporting documents and conference material;
- 10 Large tables for sorting documents at the reproduction area;
- 8 Tables to place brochures, folders, etc. next to distribution counter;
- 300 Pigeonholes for delegations near the Documents Distribution Counter.

Public announcement system

An audio public announcement system in corridors, lounges and open areas. Should not interfere with meetings in closed rooms (2 signal gongs to signal beginning of meetings).

Equipment for Security and Safety

The security requirement estimate will be included in the Memorandum of Understanding, which will determine the division of responsibilities and cooperation between Department of Safety and Security (DSS) and the local law enforcement agencies involved.

The following standard conference equipment is initially estimated to be required in order to ensure the conference is carried out in a safe environment:

Main entrance/ Registration area

- 3 X-ray machines
- 3 Walk-through metal detectors with accompanying tables for screening
- 6 Hand-held metal detectors

Service staff deliveries third and fourth floor

- 2 X-ray machine
- 2 Walk-through metal detectors with accompanying tables for screening
- 2 Hand-held metal detectors

Additional standard conference equipment

- 25 Radios with extra battery, chargers, earpieces and designated channel for UNSSS and Host Country Security Liaison Officers

- 4 Megaphones
- 2 Spare hand-held metal detectors
- 60 Stanchions with cordons (type tbc with UN Security).

Additional security requirements (human or physical security measures) that are expected to be implemented by the Host Government Authorities, such as vehicle crash barriers at the vehicle access points, vehicle and pedestrian screening operations, static and mobile security coverage, explosion detection devices, etc. will be included in the Memorandum of Understanding (MOU) as well as the Security Plan for the event.

Other equipment:

- 3 Large safes (2 for UNSSS, 1 LDC coordinator)
- 10 Flip charts
- 1 Speech limitation clock/light signal device
- 10 Flag poles
- 3 Black/white boards
- 1 Shredder

B. Telephones

Telephones (as indicated in Annex II) with direct-dialing for international calls and internal telephones with capability of local calls should be operational 24 hours a day. (2 international lines at desk phones (Chief/Secretary multifunctional telephones) will be required. In order to reduce telephone costs, local desk phones should be made available for internal calls only. Staff which needs to be able to make phone calls outside the Westin Hotel, shall receive cell phones as summarized below (and specified in Annex II):

- 1 Dedicated telephone and line for local calls, for the interpretation answering machine (repondeur system) for the daily interpretation assignment program;
- 4 Desk telephones with Chief/Secretary apparatus with international lines (2);
- 14 Silent telephones (without ringtones, with blinking light) in the conference rooms, in the technicians' areas;
- 62 Cellular phones with chargers for local calls within Lima and for calls to the desk phones in the Conference venue, 22 will have access codes for international lines;
- 61 Telephones with local line for internal calls only;
- 4 Dedicated international fax-lines to be installed for:
 - Director General UNIDO
 - Documents control for remote translation
 - Security Coordination
 - Registration.

The Host Government shall make available for Delegates at the Conference site from Friday, 29 November to 6 December 2013 international and local telephone services, fax, telex and other telecommunications services on a fee-paying, credit card or collect-call basis.

Telecommunications facilities on a fee-paying basis shall be made available for media, including telephones, modem connections (analogue lines) in the Media Centre for the exclusive use of media representatives should be available from Friday, 29 November to 6 December 2013.

C. Supplies

The United Nations Industrial Development Organization shall make available the following supplies:

- Mobile registration equipment;
- UNIDO flags;
- Nameplates and holder.

The Host Government shall provide the following supplies:

- Wastepaper baskets, bottled water, glasses, coat racks;
- Directional signs according to specifications provided by the Secretary of the Conference;
- Extension cords, plug adapters, voltage converters in adequate numbers;
- All duplicating, offset and photocopying paper;
- Toner and chemicals for printers, reproduction and photocopying machines and consumable;
- Spare parts;
- Miscellaneous office supplies (a detailed list will be provided)
- 400 reams A4 paper for reproduction of documents.

The types, dates of availability, and disposition of the equipment and supplies referred to above, will be in accordance with specifications provided by the Secretary of the Conference.

ANNEX IV

A. Commercial Services

The Host Government shall provide at the Conference site the following services on a commercial basis for the exclusive use of Conference participants:

- Delegates' Lounge;
- Post, telephone, telecommunications and fax services (place to be determined) (the same service has to be available in the media area for the exclusive use of media representatives);
- Bank, Exchange Bureau and ATM service (Entrance level, ground floor);
- Travel agency (including car rental service) (Entrance level, ground floor);
- Newsstand with principal foreign papers and journals (Entrance level, ground floor);
- Business Centre with capacity to translate, type and reproduce in the working languages of the Conference on a fee-paying basis (place to be determined).

B. Non-commercial Services

- Cafeteria and restaurant service (Sotano -1, to be confirmed);
- Bar with snack service (operational until late at night if required) (Terraza Limatambo, to be confirmed);
- Medical service with facilities for emergencies (partitioned area in Limatambo Prefunction, right back side of entrance to Limatambo 4+5);
- Meditation room (Office 9, fifth floor);
- Information counter for Participants (Delegates Lounge Limatambo).

All the above-mentioned services shall be appropriately staffed without cost to the United Nations Industrial Development Organization. The timetable and operating hours of the above-mentioned services shall be determined by agreement between the Multisectoral Working Group for the Conference and the Executive Secretary of the Conference.

The Host Government shall install at its own expenses, within the Conference area, as appropriate, restaurant facilities for the use of delegations to the Conference and will offer lunch service for 700 participants.

C. Local transport

Transfer Airport and Welcome Desks - Hotels - Airport

- The arrangements for the transfer between the airport and hotels of United Nations and United Nations Industrial Development Organization staff shall be determined by agreement between the Multisectoral Working Group for the Conference and the Executive Secretary of the Conference.
- Welcome desks with around the clock services should be available at the airport to assist delegations and UN/UNIDO staff with last minute visa requests and transport coordination.

Shuttle service Hotels - Conference Centre - Hotels

- The schedule and timetable of the shuttle service for delegations shall be determined by the Secretary of the Conference in the light of the needs of the Conference, and in consultation with the Multisectoral Working Group for the Conference.
- Coordination at conference centre for delegations, buses, mini buses, cars for VIPs, separate bus service for delegations, should be coordinated by the Host Government.

D. Vehicles for official use

The Host Government shall provide for official use by the United Nations Industrial Development Organization, the following vehicles with drivers:

- 1 car for the Director General of UNIDO
- 1 car for the Deputy to the Director General of UNIDO
- 1 car for the Executive Secretary of the Conference/ Protocol
- 1 car for the Logistics and Conference Service Coordinator
- 1 car for the UN Security Coordinator
- 5 mini bus/vans (20 seats) for the official use by UNIDO/UNOV staff
- 1 van for transportation of shipment Airport - Conference Centre - Airport and on stand-by during the period of the conference.

The schedule and timetable of the above-mentioned vehicles shall be in accordance with specifications provided by the Secretary of the Conference.

Depending on the chosen conference hotels, the vehicles requirements are subject to change.

E. Hotel accommodation

A minimum of 50 rooms at the Conference Venue shall be made available for the use of Secretariat key servicing staff.

The Host Government shall provide on a commercial basis, at the vicinity of the Conference site sufficient hotel accommodation, for the exclusive use of Secretariat and Conference participants.

ANNEX V

INTERNATIONAL STAFF / LOCAL STAFF

The local staff should be provided at no cost to UNIDO. All local staff must be fluent in English and possibly another UN official Language. Local staff should meet high professional standards and posses the expertise necessary to service a United Nations international conference. Some of the local staff should be available prior to the starting of the Conference, the rest on 29 November (to be confirmed).

A. UNIDO Staff

The estimated number of UNIDO staff to be assigned to the Conference and the required local support staff assigned to UNIDO is as follows:

UNIDO	No. of staff	Local staff (to be provided by host government)
OFFICE OF THE DIRECTOR GENERAL	6	
Director General	1	
Special Assistants to the Director General	2	
Personal Assistant to the Director General	1	
<i>Secretary to Office of Director General</i>		1
Internal Oversight Services (IOS)		
Director	1	
Evaluation Group (EVA)		
Director	1	
OFFICE OF THE DEPUTY TO THE DIRECTOR GENERAL (ODG/DDG)	6	
Deputy to the Director General	1	
Senior Advisor to the Deputy to the Director General	1	
Secretary	1	
<i>Secretary</i>		1
UNIDO Liaison Offices (Brussels, Geneva, New York)		
Directors	3	
<i>Secretary</i>		1
Development Policy, Statistics and Research Branch (DDG/DPR)	3	
Director	1	
Industrial Research Officers	2	
Strategic Planning, Donor Partnerships and Quality Assurance Branch (DDG/SDQ)	4	
Director	1	
Unit Chief	1	
Strategic Planning Officer	1	
Donor Partnerships Officer	1	
Policymaking Organs Secretariat, Advocacy and External Relations Branch (DDG/PMR)	20	
Policymaking Organs Secretariat (PMO)		
Director and Executive Secretary of the Conference	1	
International expert	1	
<i>Main office</i>		
Assistant to the Director	1	

<i>Secretary, main office</i>		1
<i>Messenger, main office</i>		1
Plenary		
External Relations Officers	2	
Assistant (scenarios)	1	
Assistant (journal)	1	
Main Committee		
External Relations Officer	1	
Assistants	2	
<i>Secretary, Main Committee</i>		1
Protocol		
Liaison Officer	1	
Assistants	2	
<i>Assistant protocol</i>		1
Registration		
Registration coordinators	3	
<i>Registration clerks</i>		3
Advocacy and External Relations Group (media and communications)		
Advocacy and Communications Coordinator	1	
Communications Officer	1	
External Relations expert	1	
Multimedia expert	1	
Office of Legal Affairs (LEG) (Credentials)		3
Legal Adviser	1	
Legal Officer	1	
Senior research clerk	1	
<i>Secretary to Legal Office</i>		1
PROGRAMME DEVELOPMENT AND TECHNICAL COOPERATION DIVISION (PTC)		22
Officer-in-Charge	1	
Assistant	1	
PTC Directors	6	
Chiefs, Regional Programme	5	
Unit Chiefs	2	
Industrial Development Officers	3	
Secretaries	4	
<i>Secretary to PTC</i>		1
PROGRAMME SUPPORT AND GENERAL MANAGEMENT DIVISION (PSM)		11
Officer-in-Charge	1	
Assistant	1	
Financial Services Branch (FIN)		
Director	1	
Finance Assistant	1	
Human Resource Management Branch (HRM)		
Director	1	
Unit Chief	1	
Information and Communication Management Services (ICM) (IT technical support staff to support Secretariat and Conference (network, access to internet/extranet, installation, configuration of PCs, helpdesk, etc.)		
IT support clerks	2	
<i>IT support technicians</i>		4

Operational Support Services Branch (OSS) (Logistics, shipment, visa, customs, sound etc.)		
Director	1	
Conference technicians	2	
<i>Support technicians/assistants</i>		5
UNIDO Field Representatives (URs)	3	
Total - UNIDO	78	21

B. UNOV Conference Service Staff

The estimated number of UNOV Conference Service staff to be assigned to the Conference and the required local support staff assigned to Conference Service is as follows:

UNOV Conference Services	From HQ	Local staff (provided by HG)
Conference Services Coordinator	1	
Deputy Service Coordinator	1	
Senior Conference Officer	1	
<i>Secretary to the Conference Service Coordinator</i>		1
Conference Officers, Plenary, Main Committee and Side events	4	
<i>Conference Clerks</i>		6
<i>Ushers</i>		7
<i>Messengers, Conference Services</i>		9
<i>Micro switchers</i>		3
Senior Documents Assistant and Night Supervisor Distribution-Reproduction	2	
<i>Messengers Documents Control</i>		2
Supervisor, Reproduction/Distribution on demand	1	
<i>Reproduction clerks/messengers</i>		8
Supervisor Distribution	1	
<i>Distribution clerks/messengers</i>		8
Chief Interpreter	1	
Assistant to the Chief Interpreter	1	
<i>Messenger Interpretation Office</i>		1
Interpreters for GC *	46	
English/Spanish translator		1
Delegates' Aide		3
Sub Total:	59	49
IT		
IT support and Registration System	1	
IT Supervisor	1	
Please note that for IT out of the 4 on the staffing list of UNIDO, 2 will be UNOV/UNODC and 2 from UNIDO		
Sub Total:	2	
Security**		

Security Coordinator	1	
Security Officers	14	
<i>Camera operators/messengers</i>		10
Subtotal:	15	10
Total – UNOV:	76	59
* This team of 46 interpreters covers only the Plenary,(including forum that uses the time of the plenary meetings), Main Committee, General Committee, Credentials Committee and LDC Ministerial Meeting (6 interpreters). Press Conference could be covered within available resources. No provision made for side events.		
** The Translator would be assisting the Secretariat with the Scenarios for the President of the Conference to be translated from English into Spanish.		
** The final number of UNSSS staff will depend on the venue of the GC.		

Guidelines for Simultaneous Interpretation Systems

The Interpretation system should fully conform to internationally agreed standards in the latest version:

ISO 2603	Booths for Simultaneous Interpretation
ISO 4043	Mobile Booths for Simultaneous Interpretation
IEC 60914	Conference Systems; electrical and audio requirements

Interpreters' console should bring a maximum of comfort for the interpreter and clearly arranged controls, divided into logical sections:

- Monitoring section
- User controls and indications
- Speaking section
- Additional features

Interpretation general features (see diagram in annex 1)

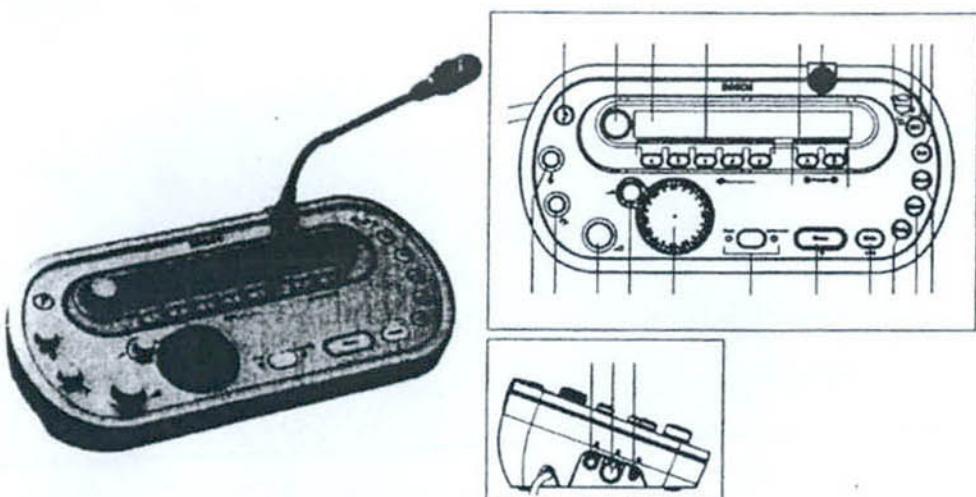
- a) The system should include provision for simultaneous interpretation facilities for the 6 official UN languages and at least 1 additional spare language, with a maximum of 3 interpreter desks to be connected in each booth.
- b) Three interpreter desks have to be installed in the interpreter booths where the alternate B-channel is used. (e.g. Arabic and Chinese, where the interpreters using the B-channel for interpretation into English or French).
- c) Three microphone interlock settings between booths should be provided by the system.
 - o Mixed mode (should be the standard mode):
Different interpreters are enabled to speak into the same language channel. This should ensure that if an interpreter forgets to switch-off his microphone, that language channel is not blocked (for alternate outgoing channel B). If more than one microphone is activated on the same outgoing channel, the indicator lights of the microphones concerned should flash.
 - o Blocking mode: Outgoing channels are blocked until interpreter switches-off microphone.
 - o Override mode: activating a microphone will take over the corresponding outgoing language channel.
- d) Each Interpreter Desk should have a minimum of two outgoing language channels A and B.
- e) Outgoing channel A should be used for output of the first languages (e.g. Arabic from Arabic Booth, English from English Booth etc.).
- f) Outgoing channel B should solely be used for output of alternate languages (e.g. English or French from Arabic Booth, English or French from Chinese Booth etc.)
- g) Each interpreter should be able to select the language for the B-channel.
- h) The system operator should be able to enable/disable any language, which then is available for the selection of the interpreter for the B channel, for each individual interpreter desk.
- i) The language channels on output A should be fixed by the system and only the system operator should be able to edit them.

Interpreter booth equipment

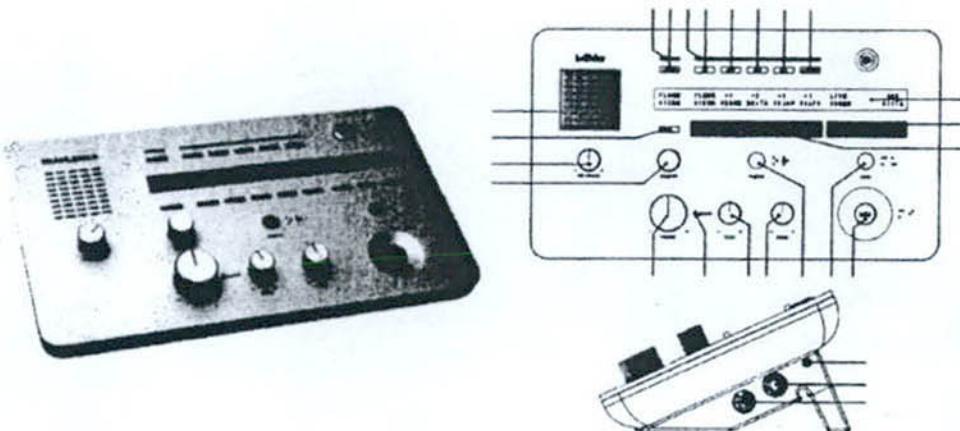
- a) The conference system should be able to accommodate at least 3 Interpreter Desks per booth.
- b) Each desk should be provided with a pluggable microphone on a flexible stem, one output sockets for connection of a headphone and/or one for connection of a headset.
- c) An illuminated red ring on the microphone and/or the microphone button should indicate that the microphone is active.
- d) A built-in loudspeaker with volume control and channel selection possibility should automatically switch off when any microphone in the booth becomes active.
- e) A microphone on/off button and a microphone mute key should be provided.
- f) Tone (bass and treble) and volume controls should be provided for the headphone outputs.
- g) Selection of language output channels under control of the interpreter should be restricted to the choice of output channel B; channel A must be preset from the system for direct interpretation of the floor language, and channel B for relay interpretation, which can also be used as 'auto relay' language.
- h) Indicators should be provided to indicate the selection of either channel A or channel B and preferable language name and language number.
- i) Indicators should be provided if an output channel is already engaged by another interpreter.
- j) If a channel is already engaged the mixed mode should enable any other interpreter to speak into that channel.
- k) If more than one microphone is activated on the same outgoing channel, the indicator lights of the microphones concerned should flash.
- l) Autofloor function: When channel B is selected at a particular interpreter desk, the interpreted language from that desk should automatically replace the floor language for monitoring.
- m) The 'channel select' button should work in both directions for faster selection. Changing the outgoing channel between A and B must be possible without deactivating the microphone.
- n) A selector switch should be provided in each interpreter desk to allow pre-selection of incoming language channels for monitoring. .
- o) When no microphone for a language channel is active, the floor language has to be inserted into that channel.
- p) It should not be susceptible to interference from mobile phones, walky-talkies and any other kind of electronic equipment
- q) A mute key should be provided.

Examples of products which correspond to the requirements

- BOSCH – DCN-IDesk Interpreter Desk



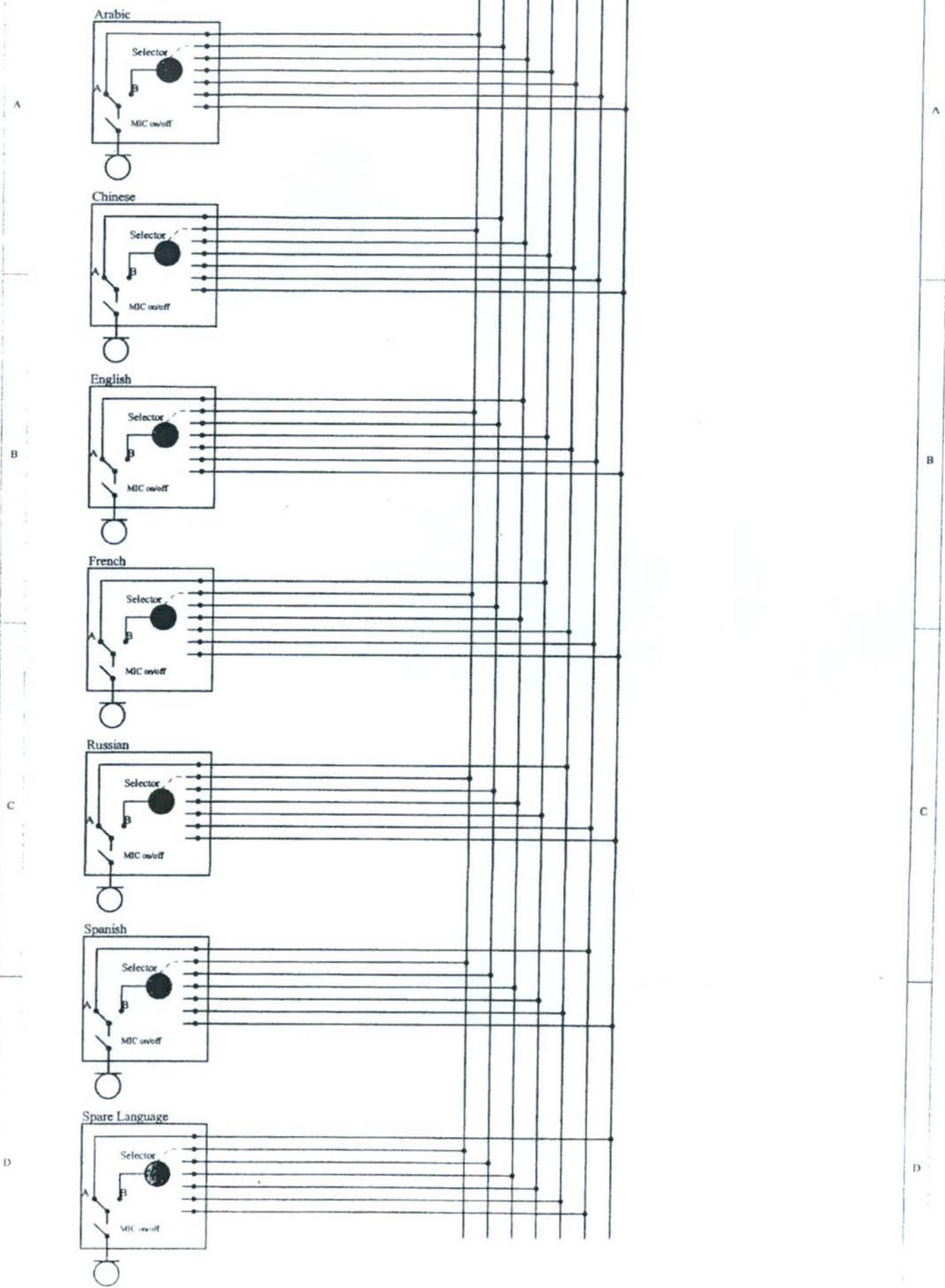
- BRÄHLER – Digital Interpreter Console DOLV



- DIS – Danish Interpretation System – IS 6162



ANNEX I: Output Channel Routing



DOCUMENTS DISTRIBUTION COUNTER

DELEGATION PIGEON-HOLES

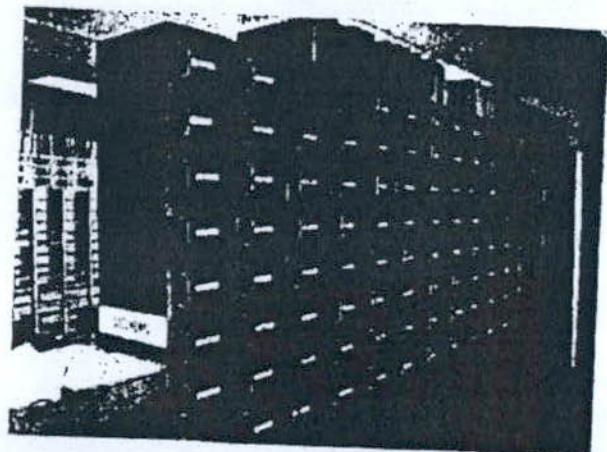
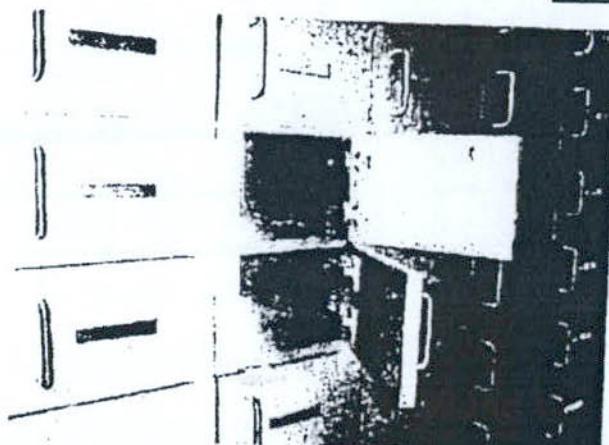
With front door and open back

Size: Width 23cm

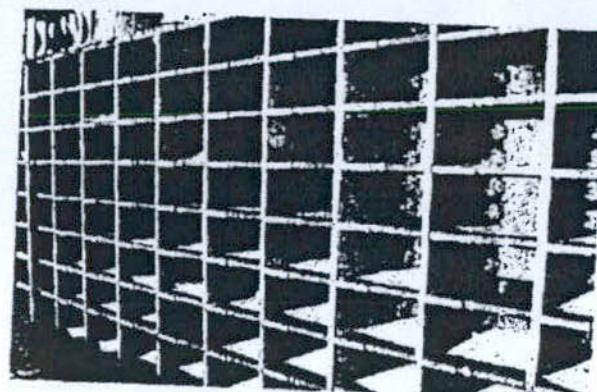
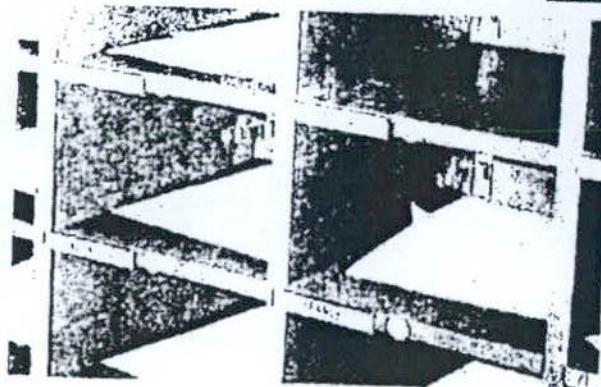
Height 16cm

Depth 33cm

FRONT VIEW



BACK VIEW



Additional shelves behind the counter

