



# United Nations Industrial Development Organization

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## General Conference

### Fifteenth session

Lima, 2-6 December 2013

## Information for participants\*

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\* The present document contains information concerning the General Conference that was available at the time of printing. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies. For reasons of economy, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies of this and other Conference documents to the session.



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## I. Date and venue

1. In its decision IDB.40/Dec.13, entitled “Date and place of the fifteenth session of the General Conference”, the Board decided to accept the offer of the Government of Peru to host the fifteenth session of the General Conference in Lima.
2. Pursuant to that decision, the fifteenth session of the General Conference will be held from 2 to 6 December 2013. The Conference will meet at the Westin Lima Hotel and Convention Center, Las Begonias, 450 San Isidro, Lima, Peru. A floor plan of the Westin Lima Hotel and Convention Center will be provided on the UNIDO website ([www.unido.org/gc15](http://www.unido.org/gc15)).

## II. Multisectoral Working Group

3. The host Government has appointed a Multisectoral Working Group, headed by Ms. Gladys Triveño Chan Jan, Minister of Production, and composed of:

**Minister of Production — H.E. Ms. Gladys Triveño Chan Jan**

**Minister of Foreign Affairs — H.E. Ms. Eda Rivas Franchini**

**Minister of the Interior — H.E. Mr. Wilfredo Pedraza Sierra**

**Minister of Health — H.E. Ms. Midori de Habich Rospigliosi**

**Minister of Economy and Finance — H.E. Mr. Luis Miguel Castilla Rubio**

**Minister of Foreign Trade and Tourism — H.E. Ms. Magali Silva Velarde-Alvarez**

**Minister of Transport and Communication — H.E. Mr. Carlos Paredes Rodriguez**

**Minister of Culture — H.E. Ms. Diana Alvarez-Calderon Gallo**

**National Superintendent of Customs and Tax Administration — H.E. Ms. Tania Quispe Mansilla**

4. The Ministry of Production, is in charge of coordinating all organizational aspects of the fifteenth session of the Conference. For information regarding the General Conference, address your query to [unidogc@produccion.gob.pe](mailto:unidogc@produccion.gob.pe). Answers will be delivered within 24 hours. Kindly contact:

Ms. Odette Herbozo  
 Ministry of Production of Peru  
 Calle Uno Oeste No. 60, Lima 27 Peru  
 Telephone: +51-1-616-22-05  
 E-mail: [unidogc@produccion.gob.pe](mailto:unidogc@produccion.gob.pe)

## III. Opening ceremony and seating arrangements

5. The opening ceremony will be held on Monday, 2 December 2013, in the Limatambo Room (Plenary Hall) of the Westin Lima Hotel and Convention Center,

beginning at 10 a.m. The Conference will be called to order at 9.50 a.m. sharp. **Delegates are requested to be in their seats by 9.45 a.m.**

6. Delegations will be seated in English alphabetical order. The name of Jordan was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium. The same order will be maintained for meetings of the Main Committee.

7. Each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

8. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

#### **IV. Provisional agenda and proposed organization of work**

9. The provisional agenda for the fifteenth session of the Conference is contained in document GC.15/1, which should be read in conjunction with the annotated provisional agenda (GC.15/1/Add.1). Both documents are available in the six official languages of UNIDO on the website ([www.unido.org/gc15](http://www.unido.org/gc15)). A provisional list of documents prepared for the Conference will be contained in document GC.15/INF/3.<sup>1</sup>

10. In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged.

11. An industrial development forum will be held under item 9 of the provisional agenda. The forum will comprise a number of events, such as interactive panel discussions and interregional debates, which will explore topics linked to the overall theme of the session: “Towards partnerships for a new industrial revolution for inclusive and sustainable growth”. A document containing further information on the planned events is being prepared (GC.15/4) and will be made available on the website ([www.unido.org/gc15](http://www.unido.org/gc15)). Additional information can also be obtained by contacting Ms. Fatou Haidara, Director, Policymaking Organs Secretariat, Advocacy and External Relations Branch, and Executive Secretary of the fifteenth session of the General Conference, Office of the Deputy to the Director General, UNIDO, telephone (+43 1) 26026 5232 or e-mail [f.haidara@unido.org](mailto:f.haidara@unido.org).

12. During the Conference, a number of side events will be organized. Details on these and other special events will be provided on the website ([www.unido.org/gc15](http://www.unido.org/gc15)).

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<sup>1</sup> To be issued shortly before the Conference.

## V. Participation and costs

13. According to the rules of procedure of the General Conference of UNIDO,<sup>2</sup> the following may take part in the proceedings of the Conference:

- (a) Representatives of States Members of UNIDO;
- (b) Representatives of UNIDO observers and representatives of States not Members of UNIDO, but Members of the United Nations or of any of its specialized agencies or the International Atomic Energy Agency and representatives of States which enjoy observer status in the General Assembly of the United Nations;
- (c) Representatives of the United Nations and United Nations organs;
- (d) Representatives of specialized and related agencies of the United Nations system;
- (e) Representatives of intergovernmental and governmental organizations with which UNIDO has concluded a relationship agreement;
- (f) Representatives of non-governmental organizations having consultative status with UNIDO;
- (g) Representatives of 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) Representatives of organizations invited in accordance with Article 4.1 of the Constitution, and which have not been referred to in any of the preceding parts of this paragraph.

**14. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.**

## VI. Secretariat

15. The Executive Secretary of the fifteenth session of the General Conference is Ms. Fatou Haidara. The Executive Secretary can be contacted by telephone (+43 1 26026-3708 or 26026-5232), by fax (+43 1 26026-6874), by e-mail (pmo@unido.org), or by writing to the following address:

Executive Secretary of the Conference  
 Policymaking Organs Secretariat  
 UNIDO  
 Vienna International Centre  
 P.O. Box 300  
 A-1400 Vienna  
 Austria

<sup>2</sup> The full text of the rules of procedure is available on the UNIDO website ([www.unido.org/who-we-are/structure/pmo/gc/rules-of-procedure.html](http://www.unido.org/who-we-are/structure/pmo/gc/rules-of-procedure.html)).

## **VII. Credentials**

16. In accordance with rule 27 of the rules of procedure of the General Conference, the credentials of representatives (normally the head of delegation) shall be submitted to the Director General, if possible, not less than one week before the opening of the session. The credentials of the representatives must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member concerned.

17. A Permanent Representative to the Organization who is designated as representative does not require special credentials if his or her letter of accreditation to the Organization already specifies that he or she is authorized to represent his or her Government at sessions of the General Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

18. Advance scanned copies of credentials may be sent by e-mail to the Secretariat of the Conference ([pmo-registration@unido.org](mailto:pmo-registration@unido.org)) and the original submitted as soon as possible thereafter.

19. Representatives who have been unable to submit their original credentials before the opening of the Conference are requested to deposit them at the registration desk located on the third floor of the Westin Lima Hotel and Convention Center (see para. 25 below for opening hours) on the first day of the Conference. Delegations are advised that timely submission of credentials will greatly facilitate the work of the Credentials Committee.

## **VIII. Registration and list of participants**

20. As stated in rule 26 of the rules of procedure of the General Conference, each Member shall be represented by one or more representatives, who may be assisted by alternates, advisers and experts. Each delegation shall have a head of delegation. Any alternate, adviser or expert may act as representative upon instruction of the head of his delegation.

21. Registration will be effected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO and Permanent Observers, the Secretariat would appreciate being informed in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of the names of the head and other members of the delegation. For all other entities, the names of the head and other members of the delegation could also be communicated in the form of a letter. In order to facilitate registration procedures and to issue conference access cards, the notes verbales and letters are to be sent as an attachment to an e-mail exclusively to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). Furthermore, a contact e-mail address is required for each member of the delegation. The registration system will automatically send an e-mail to the specified address, requesting the delegate to upload an ID photograph

in .jpeg format (less than 2 MB in size). **It is essential that the original notifications are also mailed to the Secretariat:**

Policymaking Organs Secretariat  
Room D2209  
UNIDO  
Vienna International Centre  
P.O. Box 300  
1400 Vienna  
Austria

### **Pre-registration**

22. Given the large number of participants expected, delegates are encouraged to pre-register as early as possible. Pre-registration is available until close of business on Tuesday, 26 November 2013. As of Wednesday, 27 November 2013, participants will no longer be able to upload photographs themselves. They must then follow the normal procedure of having a photograph taken and the conference access cards issued upon their arrival at the Westin Lima Hotel and Convention Center.

23. For those pre-registering, pre-printed conference access cards can be picked up from the Pass Office, Vienna International Centre, Gate 1, Vienna, Austria, until Friday, 22 November 2013, at 4 p.m. The office hours of the VIC Pass Office are from 8 a.m. to 4 p.m., Monday to Friday. If delegations wish to dispatch someone other than the conference access card holders to collect the conference access cards, a note verbale should be sent to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). A sample note verbale requesting early collection of conference access cards is contained in annex II.

24. Participants who are holders of Vienna International Centre access cards are advised that these access cards will not be valid for access to the fifteenth session of the General Conference in Lima and that they too are required to register for the conference access cards mentioned in this section. However, participants who are holders of Vienna International Centre access cards or who attended prior UNIDO conferences will not be required to upload a new photograph when using the pre-registration facilities.

### **On-site registration**

25. Registration at the Westin Lima Hotel and Convention Center will begin on Thursday, 28 November 2013; on that day and on Friday, 29 November 2013, the registration desk will be open from 10 a.m. to 6 p.m. On Saturday, 30 November, and Sunday, 1 December, the registration desk will be open from 8 a.m. to 7 p.m. From 2 to 5 December, the registration desk will be open from 8 a.m. to 7 p.m. On 6 December, the registration desk will be open from 8 a.m. until the end of the session. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

26. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area in the Westin Lima Hotel and Convention Center to register and obtain their conference access

cards for the session. Access cards must be worn visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

#### **Registration of Heads of State or Government**

27. It is strongly recommended that delegations submit the names of Heads of State or Government to the Secretariat in advance in order to expedite preparation of VIP access cards and minimize inconvenience. Those access cards will be ready for collection by an authorized person either at the VIC Pass Office (see para. 23) or at the registration area located at the Westin Lima Hotel and Convention Center. Questions regarding VIP access cards should be sent by e-mail to [protocol@unido.org](mailto:protocol@unido.org).

#### **Registration of members of the press and the media**

28. Times of press briefings will be announced in advance.

29. Press inquiries should be addressed to Mr. Mikhail Evstafyev, UNIDO Advocacy and External Relations Group, telephone (+43 699) 1459 7329, e-mail: [m.evstafyev@unido.org](mailto:m.evstafyev@unido.org). During the Conference they should be addressed to the Press Accreditation Office at the Westin Lima Hotel and Convention Center.

#### **List of participants**

30. A provisional list of participants will be available on the first day of the Conference, to be revised at a later date. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

31. Delegations are also requested to notify, in writing, the staff at the registration area, or the Secretariat of the Conference of any subsequent changes in the information in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

## **IX. Languages and documentation**

32. The official languages of the Conference are the six official languages of UNIDO: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

33. Each seat in the conference halls of the conference centre for which simultaneous interpretation is available will be provided with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

34. The Secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website ([www.unido.org/gc15](http://www.unido.org/gc15)). As



mentioned in para. 9, a provisional list of documents prepared for the Conference will be contained in document GC.15/INF/3.

35. As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the conference venue in limited number. Each delegation will receive a single, complete set of the documents in the language (or languages) of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the session.**

36. **In the interest of ensuring a more sustainable and efficient use of resources, USB memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the registration desk when the participants are issued their conference access cards.**

37. The main documents distribution counter will be located on the third floor, across the Plenary Hall. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed. The documents distribution counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

38. To determine exact requirements for in-session documents, each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

39. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the documents distribution counter must be submitted to the Executive Secretary.

### **Journal**

40. The *Journal* of the Conference will be issued daily in English, French and Spanish, as well as made available online on the website ([www.unido.org/gc15](http://www.unido.org/gc15)). It will contain such information as the schedule of meetings for the day, a brief summary of the Plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor.

### **Submission of draft decisions or resolutions**

41. Delegates wishing to propose draft decisions or resolutions before the session are requested to submit the text to the President of the forty-first session of the Industrial Development Board by 11 November 2013, in line with decision IDB.41/Dec.5. In light of the experience gained in the preparation of previous sessions of the Conference, it was also recommended that the Board President

conduct informal consultations for the preparation of the fifteenth session of the Conference. It is foreseen that these consultations will take place in Vienna from September to November 2013.

#### **Sound recordings**

42. Sound recordings will be made of the meetings of the Plenary and sessional bodies as appropriate. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org/index.html>).

#### **Summary records**

43. Summary records will be prepared for meetings of the Plenary and Main Committee and will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org/index.html>) after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

### **X. Speakers in the general debate**

44. The list of speakers for the Plenary meetings, when substantive items of the provisional agenda (items 7 to 21) will be under review, will be opened on 4 November 2013. Requests for inscription on the list of speakers made prior to that date will not be considered. Requests should be made to the Policymaking Organs Secretariat, UNIDO, room D2211, telephone (+43-1) 26026-3504, fax (+43-1) 26026-6874 or e-mail [f.castellani-koessler@unido.org](mailto:f.castellani-koessler@unido.org). Once the Conference has started, delegates who wish to speak in the Plenary are requested to give their names to the Conference Officer in the Plenary Hall. The names of speakers will be entered on the list in the order in which the requests are received.

#### **Prepared statements**

45. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible at least 10 copies of their statements to the Conference Officer in the Plenary Hall.

### **XI. Requests for meetings**

46. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Office of Conference Service Coordination.

### **XII. Information and the media**

47. Media facilities, including a room which will occasionally host pre-announced press conferences and a dedicated press area including work spaces will be available in the Westin Lima Hotel and Convention Center. Furthermore, an interview area will be made available.

48. Media representatives wishing to cover the event must apply for accreditation before or during the session via the relevant link on the UNIDO website ([www.unido.org/gc15](http://www.unido.org/gc15)).

49. Accreditation will be granted upon presentation of valid press credentials including:

- A completed online accreditation form;
- A letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-Chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted;
- A photocopy of a valid press card/work pass.

50. Credentials may be sent as attachments to the online form.

51. Media representatives covering the session should contact Ms. Susana Fernández (e-mail: [sfernandez@rree.gob.pe](mailto:sfernandez@rree.gob.pe)) to provide exact details of the equipment that they wish to bring to Peru, as some equipment may require special permission from the national authorities.

52. Starting in the afternoon of Sunday, 1 December 2013, media representatives can receive accreditation by applying in person at the press registration counter, located at the Westin Lima Hotel and Convention Center. The press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have the special conference press passes will have access to meetings, special events and the press working area.

### **XIII. Visas, travel and hotel reservations**

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

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

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

##### **(a) Visa waiver agreements**

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

Algeria	Chile	Guatemala	Mongolia	Serbia
Antigua and Barbuda	China	Guyana	Montenegro	Singapore
Argentina	Colombia	Haiti	Morocco	Slovakia
Austria	Costa Rica	Honduras	Netherlands	Slovenia
	Croatia	Hungary	Nicaragua	Spain

Bahamas	Cuba (diplomatic passports only)	India	Panama	Suriname
Barbados	Czech Republic	Indonesia	Paraguay	Sweden
Belarus	Denmark	Israel	Philippines	Switzerland
Belgium	Dominica	Italy	Poland	Thailand
Belize	Dominican Republic	Jamaica	Portugal	The former Yugoslav Republic of Macedonia
Bolivia (Plurinational State of)	Ecuador	Jordan	Republic of Korea	Trinidad and Tobago
Brazil	Egypt	Kuwait	Republic of Moldova	Tunisia
Brunei Darussalam	El Salvador	Lao People's Democratic Republic	Romania	Turkey
Bulgaria	Finland	Latvia	Russian Federation	Ukraine
Cambodia	France	Luxembourg	Saint Kitts and Nevis	Uruguay
	Georgia	Malaysia	Saint Lucia	Venezuela (Bolivarian Republic of)
	Germany	Malta	Saint Vincent and the Grenadines	Viet Nam
	Greece	Mexico		
	Grenada			

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

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

Afghanistan	Côte d'Ivoire	Kazakhstan	Niger	Syrian Arab Republic
Albania	Cuba	Kenya	Nigeria	Tajikistan
Andorra	Cyprus	Kiribati	Norway	Timor-Leste
Angola	Democratic People's Republic of Korea	Kyrgyzstan	Oman	Togo
Armenia	Democratic Republic of the Congo	Lebanon	Pakistan	Tonga
Australia	Djibouti	Lesotho	Palau	Turkmenistan
Azerbaijan	Equatorial Guinea	Liberia	Papua New Guinea	Tuvalu
Bahrain	Eritrea	Libya	Qatar	Uganda
Bangladesh	Estonia	Liechtenstein	Rwanda	United Arab Emirates
Benin	Ethiopia	Lithuania	Samoa	United Kingdom of Great Britain and Northern Ireland
Bhutan	Fiji	Madagascar	San Marino	United Republic of Tanzania
Bosnia and Herzegovina	Gabon	Malawi	Sao Tome and Principe	United States of America
Botswana	Gambia	Maldives	Saudi Arabia	
Burkina Faso		Mali	Senegal	
Burundi		Marshall Islands		
		Mauritania		

Cameroon	Ghana	Mauritius	Seychelles	Uzbekistan
Canada	Guinea	Micronesia	Sierra Leone	Vanuatu
Cape Verde	Guinea-Bissau	(Federated States of)	Solomon Islands	Yemen
Central African Republic	Iceland	Monaco	Somalia	Zambia
Chad	Iran (Islamic Republic of)	Mozambique	South Africa	Zimbabwe
Comoros	Iraq	Myanmar	South Sudan	
	Ireland	Namibia	Sri Lanka	
	Japan	Nauru	Sudan	
	Jordan	Nepal	Swaziland	
		New Zealand		

### Holders of ordinary passports

57. To confirm if you need an entry visa to Peru, please consult the following website: [www.rree.gob.pe/servicioalciudadano/Documents/VisasxExtran\\_Agosto\\_2013.pdf](http://www.rree.gob.pe/servicioalciudadano/Documents/VisasxExtran_Agosto_2013.pdf).

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

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

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

**60. All visa applications must be submitted at least two weeks before travelling to Peru.**

### **Press visas**

61. All foreign journalists require a visa to enter Peru, which is issued free of charge. The relevant visa form can be downloaded from: [www.rree.gob.pe/onudi/visas/DGC005.pdf](http://www.rree.gob.pe/onudi/visas/DGC005.pdf).

62. Foreign media representatives will also have to fill out and submit to Peruvian Embassies or Consulates a “Temporary Entrance of Professional Equipment Form” to be exempted from temporary import duties of such professional equipment. The form can be downloaded from the following link: [www.rree.gob.pe/noticias/Documents/Form%20C.%20Internamiento.docx](http://www.rree.gob.pe/noticias/Documents/Form%20C.%20Internamiento.docx).

### **Inquiries**

63. For more information about visas please contact:

For official visas:

Mr. Jose Miguel Nieto Frías, e-mail: [jnietof-onudi@rree.gob.pe](mailto:jnietof-onudi@rree.gob.pe)

Ms. Tatiana Mego, e-mail: [tmego-onudi@rree.gob.pe](mailto:tmego-onudi@rree.gob.pe)

For journalist visas and temporary entrance of professional equipment issues:

Ms. Susana Fernández, e-mail: [sfernandez@rree.gob.pe](mailto:sfernandez@rree.gob.pe)

### **Accommodation**

64. Participants are responsible for making their own hotel reservations through the link provided on the UNIDO website ([www.unido.org/gc15](http://www.unido.org/gc15)).

65. Only the recommended hotels listed in annex I will offer during the session: security services provided by the host Government; and a shuttle bus service to take participants to the Westin Lima Hotel and Convention Center every morning and return them to their hotels every evening. Additional information on accommodation will be made available on the website ([www.unido.org/gc15](http://www.unido.org/gc15)). Participants are invited to consult this site regularly.

### **Airport reception**

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

### **Transportation to and from hotels**

67. A shuttle bus service between Jorge Chávez international airport and the officially recommended hotels of the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport.

68. Shuttle buses will transport participants to and from the officially recommended hotels every morning and every evening during the session.

## **XIV. Facilities at the Westin Lima Hotel and Convention Center**

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

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

## **XV. Useful information about Peru**

### **Geography**

70. Peru is located in western South America and borders Ecuador and Colombia to the north, Brazil to the east, Bolivia to the southeast, Chile to the south, and the Pacific Ocean to the west. The Andes Mountains run parallel to the Pacific Ocean.

### **Climate**

71. Lima is the capital and the largest city of Peru. It is located in the central coastal part of the country, in a valley on a prevalent desert coast overlooking the Pacific Ocean.

72. Lima's climate is mild with an average temperature of 24° C (or 75° F) in December.

### **Language**

73. The official languages are Spanish and Quechua, the native language of the Incas. English is used in touristic areas.

### **Currency**

74. The currency unit is the Nuevo Sol (PEN). The exchange parity (as of 26 August 2013) has been set at US\$ 1 = PEN 2.85 or EUR 1 = PEN 3.88.

75. Major credit cards (Visa, MasterCard, American Express, Diners Club) are generally accepted in large hotels, restaurants, department stores and several large stores. For payments with traveller's cheques, it is advisable to check beforehand whether they are accepted. ATM services are also available.

**Time**

76. Peru is 5 hours behind Greenwich mean time (GMT – 05:00).

**Taxes and tipping**

77. Value added tax (VAT) is 18 per cent. Visitors commonly give a tip of 10 per cent (for example, for meals).

**Electricity**

78. Electrical power in Peru is supplied at 220 volts (60 hertz). There are two types of electrical outlets in Peru. One accepts two-pronged plugs with flat, parallel blades, while the other takes plugs with two round prongs. Many Peruvian electrical outlets are designed to accept both types.

**Telephone services and useful telephone numbers**

79. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at the airport and local shops. Dialling is as follows:

- For local calls:
  - From landline telephone to landline telephone: (landline telephone number)
  - From landline telephone to mobile phone: (mobile phone number)
  - From mobile phone to landline phone: 0 + (1) + (landline phone number)
  - From mobile phone to mobile phone: (mobile phone number)
- For international calls:
  - 00 + (country code) + (city code) + (landline telephone number)
  - 00 + (country code) + (mobile phone number)

80. Flight information may be obtained by calling Jorge Chávez international airport (tel.: (+51-1 517-3100)) or by accessing the following website: [www.lap.com.pe](http://www.lap.com.pe).

81. Information on tourism may be obtained by following the relevant link provided on the UNIDO website ([www.unido.org/gc15](http://www.unido.org/gc15)).

**Postal, facsimile and Internet services**

82. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafes in Lima and the Westin Lima Hotel and Convention Center (at the Concierge area).

**Business hours**

83. Banking hours are from 9 a.m. to 6 p.m. from Monday to Friday. (Money exchange US\$/Euros to Nuevos Soles and ATM services are also available in most hotels.)



## Annex I

### Hotel arrangements

#### A. Hotel reservations

1. Participants are requested to make their own hotel reservations by following the relevant link provided on the UNIDO website ([www.unido.org/gc15](http://www.unido.org/gc15)). Participants are invited to consult this site regularly, as it will also provide additional information on accommodation.

#### B. List of recommended hotels

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

<i>HOTEL</i>	<i>ROOM</i>	<i>RATE INCLUDING SERVICE CHARGE (US \$)</i>	<i>CONTACT PERSON</i>
IBIS HOTEL ***	SINGLE	85.31	h6971-re@accor.com Claudy.VALDIVIA@accor.com Tel.: +51-1-6348888 <a href="http://www.accorhotels.com/es/hotel-6971-ibis-larco-miraflores/index.shtml">www.accorhotels.com/es/hotel-6971-ibis-larco-miraflores/index.shtml</a>
	MATRIMONIAL	92.81	
ATTON HOTELES ****	SINGLE STANDARD	140.40	spinglo@atton.pe jvallejos@atton.pe Tel.: +51-1-2081225 <a href="http://www.sanisidro.atton.com">www.sanisidro.atton.com</a>
	DOUBLE STANDARD	162.00	
NOVOTEL LIMA ****	STANDARD SIMPLE/DOUBLE	148.50	Karla.BICHARA@accor.com h6339-re@accor.com Tel.: +51-1-4414171 <a href="http://www.novotel.com/es/hotel-6339-novotel-lima/index.shtml">www.novotel.com/es/hotel-6339-novotel-lima/index.shtml</a>
DAZZLER LIMA ****	CLASSIC KING/DOUBLE	140.40	gbianchi@dazzlerlima.com Tel.: +51-1-6344001 <a href="http://www.dazzlerlima.com">www.dazzlerlima.com</a>
MELIA *****	DELUXE SIMPLE	148.50	reservas4@melialima.com.pe valeria.noriega@melialima.com.pe Tel.: +51-1-4119000 ext.2525 <a href="http://www.melia.com">www.melia.com</a>
	JUNIOR SUITE	178.50	
	THE EXECUTIVE LEVEL	198.50	
	THE JUNIOR SUITE LEVEL	245.00	

HOTEL	ROOM	RATE INCLUDING SERVICE CHARGE (US \$)	CONTACT PERSON
EL PARDO DOUBLETREE *****	STANDARD	179.00	sylvia.llona@hilton.com Tel.: +51-1-2738121 / 511-6171000 www.lima.doubletree.com cod ID: 0002738121
	SUPERIOR	199.00	
	JUNIOR SUITE	229.00	
	SENIOR SUITE	279.00	
	MASTER SUITE	329.00	
DELFINES HOTEL Y CASINO *****	SUPERIOR	148.50	nloayza@losdelfineshotel.com.pe Tel.: +51-1-2159696 www.losdelfineshotel.com
	EXECUTIVE	187.00	
	JUNIOR SUITE	242.00	
	SENIOR SUITE	308.00	
	SUITE DELUXE	440.00	
	SUITE OLIMPO	550.00	
SWISSOTEL LIMA *****	PREMIER ROOM	198.00	miluska.llaque@swisslim.com.pe manuel.calle@swisslim.com.pe Tel.:+51-1-4214400 www.swissotel.com/lima
	SWISS BUSINESS ADVANTAGE	198.00	
	SWISS EXECUTIVE ROOM	302.50	
	JUNIOR SUITE	357.50	
JW MARRIOT *****	HABITACIONES DELUXE	256.50	bertha.belotti@marriott.com reservations.lima@marriott.com Tel.: +51-1-2177171 www.jwmarriottlima.com cod ID: M-1711GAN
THE WESTIN LIMA HOTEL AND CONVENTION CENTER *****	DELUXE SIMPLE	231.00	solazo@libertador.com.pe Tel.:+51-1-712 7000 Ext.5646 www.starwoodhotels.com/westin/property/overview/index.html?propertyID=3286 www.libertador.com.pe
	DELUXE DOUBLE	247.50	
	GRAND DELUXE	253.00	
	GRAND DELUXE DOUBLE	269.50	
	WESTIN EXECUTIVE SIMPLE	308.00	
	WESTIN EXECUTIVE DOUBLE	324.50	
EL LIBERTADOR *****	SUPERIOR SIMPLE	148.50	corporativo@libertador.com.pe Tel.:+51-1-712 7000 Ext. 5541 www.libertdor.com.pe
	SUPERIOR DOUBLE	159.50	
	DELUXE SIMPLE	170.50	
	DELUXE DOUBLE	181.50	
	GRAND DELUXE SIMPLE	181.50	
SERVICES	Breakfast and Wi-Fi (additional features available in some hotels)		

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

## Annex II

### **Sample note verbale for early collection of conference access cards**

[Letterhead]

The Permanent Mission of [Country] to UNIDO has the honour to confirm that [First Name Last Name] has been authorized to collect the pre-printed conference access cards for the following participants of the fifteenth session of the General Conference:

[First Name Last Name, Functional Title]

[Date]

[Official seal]

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