



PROGRAMME OF THE MISSION

The mission comprises:

- 1. An advanced training on procurement procedures of the United Nations and individual consultation with employees of the United Nations Office at Geneva (UNOG).**

Date: 4 September 2018 (Tuesday)

Time: 14:00-17:00 (about 3 hrs)

Location: Palais des Nations (Palace of Nations), Geneva¹

Description: the training covers topics such as e.g. types of procurement procedures, preparation of procurement documentation, contacts with the contracting authority, evaluation criteria for the offers, debriefing procedure and possible appeal procedures. The training is addressed in particular to the participants of the educational missions to Geneva which took place in November 2017 and February 2018, as a continuation of trainings carried out at the time with the representatives of the United Nations Office at Geneva. However, participation in the previous missions is not a condition to take part in the planned project.

Participation in the training is free of charge. The training will be held in English.

Additional remarks: Due to security requirements it is necessary for the participants to have a valid ID which shall be presented upon entrance to the Palace of Nations. It is important to arrive at the event venue on time: at least half an hour before the start of the training. In case of a late arrival participation in the event will not be possible.

¹ Location:

https://www.google.pl/maps/place/Palais+des+Nations/@46.2266053,6.1404813,15z/data=!4m2!3m1!1s0x0:0xbaabef97619cd473?sa=X&ved=0ahUKEwjOhZ3xrPDYAhXE0xQKHxb6DooQ_BllmwEwDg



2. Seminar with the experts of the International Telecommunication Union (ITU), possibility to participate in a video promoting company/participant and in the works of the study groups on innovation

Date: 5 September 2018 (Wednesday)

Time: 10:00-12:30 (about 2.5 hrs)

Location: International Telecommunication Union, Montbrillant Building, Place des Nations 1211 Geneva

Description: Development of small and medium-sized enterprises (SMEs) and promotion of their successes is, according to the International Telecommunication Union, one of the key elements which enable global development, including development of the IT/ICT sector. Therefore, the ITU, as a specialised UN agency responsible for the aforesaid scope, undertakes a number of initiatives aimed at supporting SMEs in the global ICT ecosystem.

During the planned seminar, ITU experts will present possibilities of the cooperation for the private sector, especially the IT/ICT companies, with this agency - both as an attractive business partner and the contracting party. Participation in the seminar will also enable the interested participants to further cooperate with the agency by taking part in the meetings of study groups which together with the ITU work on innovative solutions under dedicated programmes, such as e.g.: *Connecting to global ecosystem*.

Additional opportunity for the Polish enterprises which will participate in the seminar is the possibility to prepare a professional video promoting the company. This video will serve to promote the enterprise during ITU events and in the social media of the said enterprise.

Please notify your willingness to participate in the filming directly to the e-mail address:

agata.przychodzen-czajka@uke.gov.pl

The meeting is addressed primarily to enterprises and institutions whose business profile is related to telecommunications technologies and ICT in the broad sense.

Participation in the training is free of charge. The seminar will be held in English.

Additional remarks: Due to security requirements it is necessary for the participants to have a valid ID which shall be presented upon entrance to the ITU premises (Montbrillant Building). It is important to arrive at the event venue on time: at least half an hour before the start of the seminar. In case of a late arrival participation in the event will not be possible.



3. [tbc] Networking meeting at the Permanent Representation of the Republic of Poland to the United Nations Office and other international organisations in Geneva.

Date: 6 September 2018 (Thursday)

Time: [tbc]

Location: 15 l'Ancienne Route, 1218 Grand Saconnex, Geneva²

Participation in the meeting is free of charge. The meeting will be held in Polish.

LOGISTICS:

1. Participation in the meetings indicated in the mission programme is free of charge. The participation shall be notified electronically, through the PARP registration form.
Link to the registration form: <http://www.parp.gov.pl/50236>
2. The participants shall cover the costs of their flights and accommodation themselves.

Possible accommodation close to the Palace of Nations:

- EDEN Hotel:

https://www.galahotels.com/en/Hotel/SWITZERLAND_217/GENEVA_20342/EDEN_156808?gclid=EAlalQobChMIkcTUtsXw2AIVIMqyCh005AzJEAAYAAEgLbm_D_BwE

Other hotels in the proximity:

https://www.tripadvisor.com/HotelsNear-g188057-d1529701-UNOG_Palais_des_Nations-Geneva.html

Please also be informed that at the airport in the luggage retrieval hall/by the exit from the airport you can collect a free, one-way ticket for a travel from the airport to your hotel. The airport is well connected with the city centre and located about 10-15 minutes from the city centre.

3. For further information concerning the mission please contact:

² Location: https://www.google.com/maps/d/viewer?mid=1n294UkRQ3TGSS4KnL-Ws6R_uQ4E&hl=pl&ie=UTF8&source=embed&msa=0&t=m&vpsrc=0&ll=46.2317910000001%2C6.134126000000375&spn=0.010613%2C0.022724&z=16&iwloc=0004672ff22517a85b930



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