



Preliminary AGENDA of the Business visit and procurement seminar

Activity: Business visit and procurement seminar

Time: 05-07 of February 2024

Location: Geneva, specific seminar location - TBC (organised by the Estonian Mission)

Day. 1 - 5th of February 2024

(Arrival to Geneva)

At 14:00- 17:00 - Visit to UN organisation - TBC

Day 2 – 6th of February 2024, Day 1 – CPAG seminar and UN organisations

Time	Content	Event location and details
9:00-12.30 (3,5h)	<p>CPAG seminar on the procurement procedures</p> <ol style="list-style-type: none"> 1. 9:00 AM Welcome guests 2. 9:30 AM Opening by the representative of the permanent mission 3. 9:40 AM Welcome speech from INGO project 4. 9:50 AM The Common Procurement Activities Group (CPAG) presentation 5. 10:20 AM International Labour Organization (ILO) presentation 6. 10:40 AM World Intellectual Property Organization (WIPO) presentation 7. 11:00 AM Q and A 8. 11:10 AM Break 9. 11:25 AM World Meteorological Organization (WMO) presentation 10. 11:45 AM United Nations Office at Geneva (UNOG) presentation 11. 12:05 PM <i>Organization 5 presentation?</i> 12. 12:25 PM Q and A 	On site, room organised by the Estonian Permanent Mission in Geneva
12:30-13:30	Lunch organised by the project	Funded from the project budget
13:30-16:30 (3h)	<p>On-on-one meetings with UN organisations and SMEs</p> <ol style="list-style-type: none"> 1. International Labour Organization (ILO) - https://www.ilo.org/global/about-the-ilo/procurement/lang--en/index.htm <p>Meeting1 (25min)- 13.30-13.55 5 min break Meeting2 14.00-14.25 10min break Meeting3 14.35- 15.00 5 min break</p>	On-site, room organised by the Estonian Permanent Mission in Geneva

	<p>Meeting4 15.05-15.30 10min break Meeting5 15.40-16.05 Meeting6 16.05-16.30</p> <p>2. World Intellectual Property Organization (WIPO) - https://www.wipo.int/procurement/en/ Meeting1 Meeting2 Meeting3 Meeting4</p> <p>3. World Meteorological Organization (WMO) - https://wmo.int/procurement-and-contract-management Meeting1 Meeting2 Meeting3 Meeting4</p> <p>4. United Nations Office at Geneva (UNOG) - https://help.ungm.org/hc/en-us/articles/360012822020-How-to-participate-in-procurement-opportunities-on-UNGM- https://www.ungm.org/Public/Notice Meeting1 Meeting2 Meeting3 Meeting4</p>	
Dinner/evening activity	Reception in Finnish embassy?	???

7th of February 2024, Day 2- Visit to CERN

9:00-12.30 (3,5h)	Visit to CERN, TBC	TBC, CERN will discuss this next week (by 24 th of Nov)
12:30-13:30	Joint lunch in CERN premises	
End of the business seminar and travel to airport		

United Nations Global Marketplace (UNGM)-
<https://www.ungm.org/>

United Nations Standard Product and Services Code (UNSPSC) -
<https://www.ungm.org/Public/UNSPSC>

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