

OFFICE DES NATIONS UNIES À GENÈVE



UNITED NATIONS OFFICE AT GENEVA

Facsimilé : +41 22 917 01 23
Télégrammes : UNATIONS, GENÈVE
Télex : +41 92 62 UNO CH
Téléphone : +41 22 917 12 34

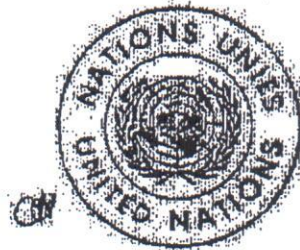
Palais des Nations
CH 1211 Genève 10

The United Nations Office at Geneva presents its compliments to the permanent missions and permanent observer offices to the United Nations Office at Geneva, and has the honour to advise that the Common Procurement Activities Group (CPAG), whose members are listed in Annex I, shall organize a business seminar entitled "How to do Business with CPAG" hosted by UNOG at the Palais des Nations in Geneva on Tuesday, 6 November 2018. This event will be conducted in English.

As per the programme enclosed herewith (Annex II), the main purpose of the CPAG business seminar is to inform potential vendors and trade entities about CPAG's procurement activities. The seminar, in which all interested entities are encouraged to participate, will provide information on procurement procedures, practical tips as well as information on how to best identify business opportunities.

The permanent missions and permanent observer offices to the United Nations Office at Geneva may therefore wish to inform potential vendors, particularly small and medium enterprises as well as youth and women-led entities, trade entities, including their Chambers of Commerce, of this event and invite them to register at <https://reg.unog.ch/event/26063>. More information can be obtained by sending an email to procurementunog@un.org.

The United Nations Office at Geneva thanks the permanent missions and permanent observer offices to the United Nations Office at Geneva for their attention to this matter, and avails itself of this opportunity to renew to them the assurances of its highest consideration.



To permanent missions and permanent observer offices
to the United Nations Office at Geneva

Annex I.Common Procurement Activities Group (CPAG) Member Organizations

CPAG comprises the following 19 members:

- Gavi Alliance
- International Bureau of Education (IBE-UNESCO)
- International Labour Organization (ILO)
- International Organization for Migration (IOM)
- International Telecommunication Union (ITU)
- International Trade Centre (ITC)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- United Nations Children's Fund (UNICEF)
- United Nations Development Programme (UNDP)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Institute for Training and Research (UNITAR)
- United Nations International Computing Centre (UNICC)
- United Nations Office at Geneva (UNOG)
- United Nations Office for Project Services (UNOPS)
- The Global Fund
- World Health Organization (WHO)
- World Intellectual Property Organization (WIPO)
- World Meteorological Organization (WMO)
- World Trade Organization (WTO)

Annex II

Business Seminar: How to do Business with CPAG**Tuesday, 6 November 2018****at the****Palais des Nations**8-14 Avenue de la Paix
1211 Geneva 10
Switzerland**6 November 2018**

8.30 a.m. to 9.30 a.m. Registration

A.M.

<u>ROOM XXI</u>	
9.30 a.m. to 9.45 a.m.	Welcome and Opening Remarks by UNOG
9.45 a.m. to 10.00 a.m.	Introducing CPAG by CPAG Chairperson
10.00 a.m. to 10.45 a.m.	Doing Business with CPAG and Corporate Ethics
10.45 a.m. to 11.00 a.m.	Sustainability in Procurement by UNOPS
11.00 a.m. to 11.15 a.m.	Break
11.15 a.m. to 11.45 a.m.	UNGM and eProcurement by ILO
11.45 a.m. to 12.30 p.m.	Questions & Answers
12.30 p.m. to 2 p.m.	Lunch

P.M.

	<u>ROOM XXI</u>	<u>ROOM XXII</u>
2 p.m. to 4 p.m.	Networking with CPAG Procurement Officers and Requisitioners by Commodity Tendering Tips Helpdesk UNGM Live Support	Scheduled One-on-One Meetings with Procurement Officers and Requisitioners (15 min sessions)
4 p.m. to 4.30 p.m.	Closing Ceremony	