



# NOTIFICATION

## Working Party on the Programme Plan and Programme Performance Eighty-eighth session

7 to 11 October 2024

Room XVII of the Palais des Nations, Geneva

IOSS/MISC/2024/4  
(24/149gd)

The eighty-eighth session of the Working Party on the Programme Plan and Programme Performance will be held in room XVII of the Palais des Nations, Geneva, from 7 to 11 October 2024. The session will open on Monday, 7 October, at 10 a.m. The provisional agenda for the session, together with the secretariat's annotations thereto, is contained in document TD/B/WP/329.

### Participation and registration

Registration should be completed online at [Working Party, eighty-eighth session](#).

Member States are requested to submit to the UN Trade and Development secretariat the names of the representatives, alternate representatives and advisers that will participate in the session by Friday, 4 October 2024. Representatives from United Nations bodies and programmes, specialized agencies and other intergovernmental bodies that may wish to participate in the session as observers are also requested to inform the UN Trade and Development secretariat of the names of their representatives by the same date.

All communications concerning representation should be sent to the UN Trade and Development secretariat, Intergovernmental Outreach and Support Service, Palais des Nations, CH-1211 Geneva 10; email: [meetings-unctad@un.org](mailto:meetings-unctad@un.org).

### Logistics

The session will be held with physical participation in room XVII of the Palais des Nations. Those who cannot attend the meeting in person will be able to listen to the live audio stream. However, remote interventions will not be possible. The link to listen live will be sent to registered participants, at the email address used for registration, one day in advance of the start of the meeting.

Before entering the Palais des Nations, participants are requested to scan their badges at the United Nations Security Service, Pregny Gate entrance, 14 avenue de la Paix. The Security Service is open from 8 a.m. to 5 p.m. As part of the new system at the United Nations Office at Geneva, participants will receive a digital badge consisting of their photo, a quick response (QR) code and the name and date of the meeting. The digital badge will be sent to each participant by email once they have been accredited by the meeting organizer and should be downloaded to a mobile telephone or other mobile device. Participants may also print the digital badge in order to use the



QR code. The Security Service is open from 8 a.m. to 5 p.m. Because of the security measures in force, participants are strongly advised to arrive well in advance in order to complete entry procedures in good time and proceed to the meeting in Building E of the Palais.

### **Contact details**

Enquiries on preparations for the session should be addressed to Lianne Losier, Deputy Secretary, Trade and Development Board; tel.: 41 22 917 4054; email: [correspondence@unctad.org](mailto:correspondence@unctad.org).

A handwritten signature in black ink that reads "Rebeca Grynspan". The signature is written in a cursive, flowing style.

Rebeca Grynspan  
Secretary-General of UN Trade and Development

18 July 2024