



Embassy of the Czech Republic  
to Austria



EMBASSY  
OF THE SLOVAK REPUBLIC  
IN VIENNA



BOTSCHAFT VON UNGARN  
WIEN

SARIO  
SLOVAK INVESTMENT AND  
TRADE DEVELOPMENT AGENCY



# INTERNATIONAL PROCUREMENT SEMINAR DOING BUSINESS WITH THE UNITED NATIONS

Vienna, June 9<sup>th</sup> and 10<sup>th</sup>, 2026



# Vienna

---

## TUESDAY 9<sup>th</sup> June

- 8:30 – 9:00     **Registration**
- 9:00 – 9:10     **Welcome and Opening**
- Mr. Jan BUMBA (Moderator)*
- Neris Mercedes Baez Garcia De Mazzora, Director of Procurement Division,  
UN Secretariat*
- 9:10 – 9:40     **Opening by Host Countries**
- H.E. Jiří ŠITLER Ambassador of the Czech Republic to Austria*
- H.E. Jan Marian, Ambassador and Permanent Representative of the Czech  
Republic to the UN and to OSCE*
- H.E. Jozef POLAKOVIČ Ambassador of the Slovak Republic to Austria*
- H.E. Edit Szilágyiné Bátorfi, Ambassador of Hungary to Austria*
- 9:40 – 10:00    **Doing Business with the UN**
- Understanding the UN Market, the UN Global Marketplace, General UN  
Procurement Procedures & Practical Tips (Video)
- 10:00 – 10:10    **Slovak Investment and Trade Development Agency (SARIO)** Presentation of  
the Agency and Its Services
- 10:10 – 10:20    **Czech Trade Promotion Agency (CzechTrade)** Presentation of the Agency  
and Its Services
- 10:20 – 10:50    Coffee Break, Parallel Sessions!



Embassy of the Czech Republic  
to Austria



EMBASSY  
OF THE SLOVAK REPUBLIC  
IN VIENNA



BOTSCHAFT VON UNGARN  
WIEN

SARIO  
SLOVAK INVESTMENT AND  
TRADE DEVELOPMENT AGENCY



10:50 – 11:00 **Introduction to Procurement UNOPS**

11:00 – 11:10 **Introduction to Procurement UNICEF**

11:10 – 11:20 **Introduction to Procurement UNDP**

11:20 – 11:30 **Introduction to Procurement WHO**

### **11:30 – 12:30 INTERACTIVE PANEL DISCUSSION: BEST PRACTICES**

12:30 – 13:30 Lunch Break

13:30 – 13:40 **Introduction to Procurement WIPO**

13:40 – 13:50 **Introduction to Procurement ILO**

13:50 – 14:00 **Introduction to Procurement WFP**

### **14:00 – 15:00 WORKSHOP: UNGM TIPS AND TRICKS**

15:00 – 15:30 Coffee Break

15:30 – 15:40 **Introduction to Procurement OSCE**

15:40 – 15:50 **Introduction to Procurement IAEA**

15:50 – 16:00 **Introduction to Procurement UNHCR**

### **16:00 – 17:00 INTERACTIVE PANEL DISCUSSION: MEDICAL SUPPLIES & PHARMACEUTICALS**

17:00 – 17:15 **Closing Remarks**

*Ms. Lilla HORVATH (Embassy of Hungary in Austria)*

*Ms. Julie HAVLOVA (CzechTrade Austria)*

17:15 – 20:00 **Reception and Networking**

### **PARALLEL SESSIONS**

10:30 – 17:00 INDIVIDUAL MEETINGS WITH VENDORS AND UN AGENCIES

## WEDNESDAY 10<sup>th</sup> June

- 8:30 – 9:00 **Registration**
- 9:00 – 9:10 **Opening Remarks and Wrap up of Day 1**
- 9:10 – 9:20 **Introduction to Procurement FAO**
- 9:20 – 9:30 **Introduction to Procurement CTBTO**

### 9:30 – 10:30 INTERACTIVE PANEL DISCUSSION: IT & COMMUNICATION

- 10:30 – 11:00 Coffee Break

### 11:00 – 12:00 INTERACTIVE PANEL DISCUSSION: SUPPLY CHAIN, TRANSPORTATION & LOGISTICS

- 12:00 – 12:10 **Introduction to Procurement UNIDO** (TBC)
- 12:10 – 12:20 **Introduction to Procurement UNOV/UNODC** (TBC)
- 12:20 – 13:20 Lunch Break

### 13:20 – 14:20 INTERACTIVE PANEL DISCUSSION: SERVICES (MANAGEMENT, CONSULTANCY, TRAINING & TRANSLATION)

- 14:20 – 14:30 **Closing Remarks**

*Ms. Adriana DUBENOVA (Embassy of Slovak Republic in Austria)*  
*Mr. Robert OTEPKA (Embassy of the Czech Republic in Austria)*

### PARALLEL SESSIONS

9:10 – 15:00 INDIVIDUAL MEETINGS WITH VENDORS AND UN AGENCIES