



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

GEIPP - GENDER SELF ASSESSMENT TOOL

Advancing Gender Strategies in
Eco-Industrial Parks

2024





GENDER SELF-ASSESSMENT TOOL: A STEP-BY-STEP GUIDE

Objectives

The Gender Self-Assessment Tool aims to enable industrial parks and tenant companies to conduct a self-assessment to establish a workplan for achieving equality and inclusion with equal opportunities for men and women. The results of this tool will allow companies to identify their overall performance in a number of company operations aspects divided into topical components. The assessment will assist the companies in designing short, medium, and long-term actions to manage gender-related issues.

Components of the tools

The Gender Self-Assessment consists of 10 components addressing company policies as well as specific operations and practices to assist industrial parks and tenant companies to progressively advance in gender management. It aims at achieving objectives of equity, inclusion, non-discrimination, and equality between the women and men within the industrial park and tenant company.



The components range from the industrial park and company's commitment to gender equality, to key processes that must be carried out with equal opportunities for women and men. It also includes aspects of the work environment that foster the exercise of individual rights. These assessment components include:

- **Component 1.** Corporate policies and commitments to gender equality
- **Component 2.** Recruitment, promotion and job advancement with equal opportunities
- **Component 3.** Participation and representation in the composition of the workforce
- **Component 4.** Equal pay, benefits, and work-life balance
- **Component 5.** Access to training, education and coaching
- **Component 6.** Occupational health, safety and hygiene
- **Component 7.** Organizational climate and culture
- **Component 8.** Prevention and attention to cases of violence, and complaint mechanisms
- **Component 9.** Suppliers, value and supply chains
- **Component 10.** Community relations and corporate social responsibility

Each of the 10 components that make up the Gender Self-Assessment groups specific elements in a topic to serve as references for establishing the industrial park and company's baseline on particular issue. A total of 32 elements have been incorporated into the tool^[1].

[1] Annex I. Complete list of 32 elements.



Application of the tool

The Gender Self-Assessment comprises of a comprehensive list of 32 elements that industrial park management and tenant companies are required to evaluate internally. Each element is accompanied by a detailed description to facilitate the assessment of whether the park or company fully, partially; does not comply with the said element; or if it is not applicable to the company's context.

For example, in Component 1, which centers on the park and company's corporate policies and commitments to gender equality, there are four distinct elements for assessment. The initial element concerns the presence of gender equality, non-discrimination, and inclusion policies within the park and company.

In assessing this element, companies should indicate:

Does the park or company have a gender equality, non-discrimination, and inclusion policy formally adopted and documented?	Does the park or company comply with this element at the time of self-assessment?	Yes
		Yes, but partially
		No
		Not applicable

If it has been indicated that the park or company fully or partially has the element, then it should also be indicated whether there are opportunities for improvement in that element.

Within the Tool, four areas for improvement are considered: design, implementation, evaluation, and communication. An option is included to identify any other area where improvement opportunities are identified.

For each area, a menu will appear in the below right corner where the park or company should indicate if there are many, some, or few opportunities for improvement, or if it is considered that the element should not be improved.

Does the company comply with the element at the time of the self-assessment?	If the company complies (totally or partially) with the element, specify the Components you consider which element has opportunities for improvement and how many.				
	Design	Implementation	Assessment	Communication	Other (Specify)
Yes					
Yes but partially					
No					
Not applicable					



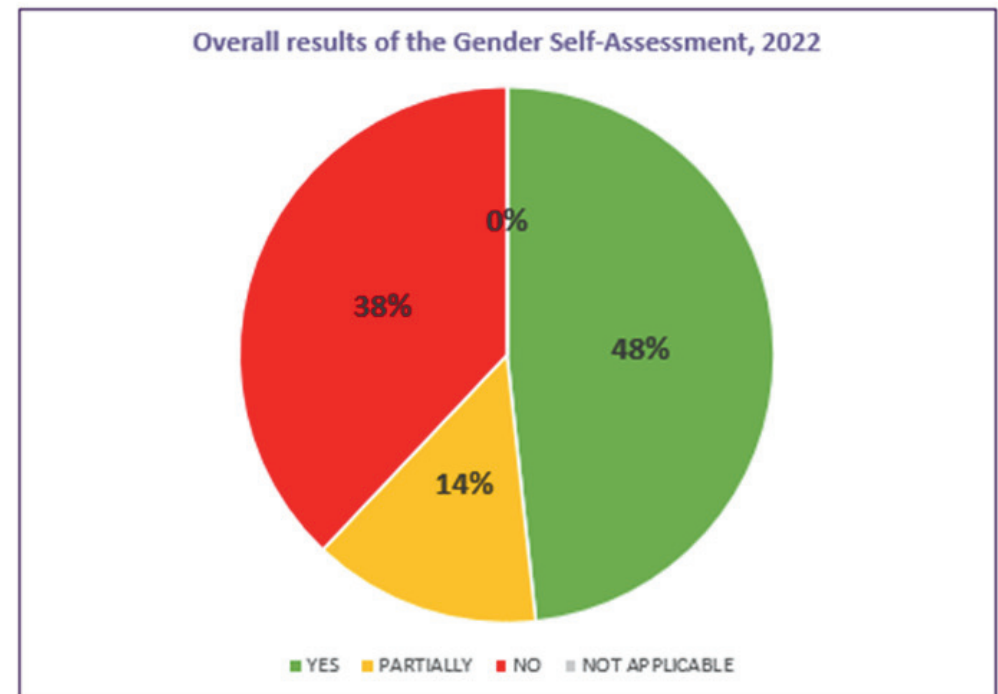
If the company complies (totally or partially) with the element, specify the Components you consider which element has opportunities for improvement and how many.				
Design	Implementation	Assessment	Communication	Other (Specify)
	▼			
	many opportunities for improvement some opportunities for improvement few opportunities for improvement no opportunities for improvement			

If it has been indicated that the said element is not applicable in the park or company, then it should also be indicated whether there are currently no plans to comply with that element, or if measures are already being taken or actions are being promoted to comply with it.

If the company does not comply with the element, specify if measures are currently being taken to comply with the element.	Comments
	▼
The company currently has no plans to comply with the element The company is already taking actions to comply with the element	

Result

Upon completing the self-assessment of each of the 32 elements, the Gender Self-Assessment Tool automatically generates the results, allowing for a practical visualization of the overall performance by component and element.

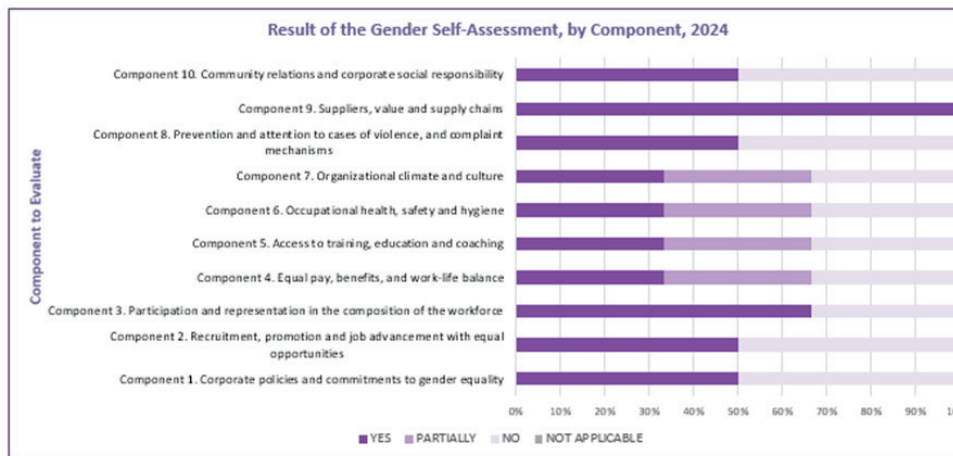




The results will display the overall outcome derived from assessing all 32 elements collectively, using color-coded indicators to visualize the company's overall status.

The results will also show the overall performance for each of the 10 components.

The results will display the performance of each of the 32 elements, utilizing a traffic light visualization to facilitate the identification of elements requiring priority action.



RESULTS BY ELEMENT					
ID	SELF-ASSESSMENT ELEMENT	YES	PARTIALLY	NO	NOT APPLICABLE
1.1	Gender equality policy	1	0	0	0
1.2	Gender equality goals and objectives	0	0	1	0
1.3	Gender budget	1	0	0	0
1.4	High-level commitment to gender equality	0	0	1	0
2.5	Equal Opportunity Recruitment	0	0	0	0
2.6	Training of talents and leadership of women	1	0	0	0
2.7	Participation of women in promotion committees	0	1	0	0
3.8	Targeted hiring of women	0	0	1	0
3.9	Equal gender representation	0	0	0	0
3.10	Analysis of participation and representation gaps	1	0	0	0
4.11	Wage gap analysis	0	0	1	0
4.12	Maternity, paternity and care leave	1	0	0	0
4.13	Performance evaluation with equal opportunities	0	0	0	0
4.14	Reconciliation of work, family and personal life	0	1	0	0
5.15	Training aimed at women	0	0	0	1
5.16	Trainings on gender equality	1	0	0	0
6.17	Safe and adequate health services for women	0	0	1	0
6.18	Safe lactation rooms	0	0	0	0
6.19	Safe transfer of women and risk detection	0	1	0	0
6.20	Safety protocols at work for women	0	0	1	0
7.21	Surveys that measure progress in gender equality	0	0	0	0
7.22	Climate and work environment surveys	0	1	0	0
7.23	Participation of women in the evaluation of their employment situation	0	0	1	0
8.24	Policy to prevent, address and punish sexual harassment	1	0	0	0
8.25	Trainings on sexual harassment	0	0	0	1
8.26	Mechanisms for complaints and reports in cases of sexual harassment	0	0	0	0
9.27	Procurement processes that promote gender equality	0	0	0	1
9.28	Recruitment of local women suppliers	0	0	1	0
10.29	External grievance mechanisms	0	1	0	0
10.30	Human rights impact assessment	0	0	0	0
10.31	Dialogue and consultation with stakeholders	0	1	0	0
10.32	Corporate responsibility with a gender perspective	0	1	0	0
RESULT BY ELEMENT		7	7	8	3



Action Plan

Based on the assessment results, the park or company should identify critical points and proceed to the Action Plan tab. In the Action Plan tab, choose the priority level from the drop-down menu in the provided column. The selected option will automatically generate practical actions based on the chosen priority level. Industrial parks and tenant companies should indicate the detailed time plan for implementing the generated action plan in the last column.

COMPONENT	COMPONENT OF SELF ASSESSMENT	PRIORITIZATION
Component 1.	Corporate policies and commitments to gender equality	#N/A

PRIORITIZATION	ACTION
Short Term	<ul style="list-style-type: none"> •Conduct a gender self-assessment process. •Communicate the results of the gender self-assessment. •Establish a gender area or responsible person within the company. •Allocate a budget for gender-related actions.
Short Term Medium Term Long Term	

ACTION	Time
<ul style="list-style-type: none"> •Conduct a gender self-assessment process. •Communicate the results of the gender self-assessment. •Establish a gender area or responsible person within the company. •Allocate a budget for gender-related actions. 	



Process of rolling-out the Gender Self -assessment

Define Leadership for the Initiative

It is advisable for the industrial park and tenant company to identify the department best suited to lead the initiative. This step is crucial for ensuring smooth implementation. Typically, HR or business development, which handles Corporate Social Responsibility (CSR), should take the lead in conducting the gender self-assessment. Management and the company's board should be informed from the outset to ensure their endorsement of the action plan and approval of the associated budget at later stages.

Form an Assessment Team

It is advisable for the industrial park and tenant company to create a diverse and inclusive group of individuals from different units and functions, with gender-balanced representation, to carry out the self-assessment. This ensures a collaborative process that reflects diverse views. Broader participation should also be encouraged, allowing interested individuals to get involved. This broad involvement is crucial for socializing the company's efforts, accurately identifying the existing situation, and enabling individuals to recognize and participate in addressing critical issues.

If possible, seeking external assistance from a gender specialist is recommended, particularly if there is no designated person for gender-related issues.

Collect and Analyze Available Data

The self-assessment should be based on company data, which can be collected from the following sources:

- o Quantitative Data:
 - Employee Demographics: Gender distribution across roles, levels, and departments.
 - Recruitment and Hiring: Gender ratio of applicants, shortlisted candidates, and hires.
 - Promotions and Career Progression: Track promotions, raises, and career advancement by gender.
 - Pay and Compensation: Conduct a gender pay gap analysis.
 - Retention Rates: Examine turnover rates by gender.
- o Qualitative Data:
 - Employee Surveys: Anonymous surveys on workplace culture, perceived gender equality, and barriers faced.
 - Focus Groups: Discussions on experiences and suggestions related to gender issues.
 - Interviews: One-on-one interviews with employees, especially those from underrepresented genders, for deeper insights [2].

[2] Annex II. List of ideas for data sources to assess each assessment components



Process of rolling-out the Gender Self -assessment

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Process of rolling-out the Gender Self -assessment

4. Conduct the Assessment

To conduct the assessment, a two-hour weekly meeting is advisable. Each meeting should cover at least three components. After 3-4 meetings, all 10 components should be completed. The company will then be ready to develop an action plan. The action plan requires at least two meetings, each up to two hours. Set specific, measurable, achievable, relevant, and time-bound goals for each component. Discuss timelines for implementing the action plan, with short-term, medium-term, and long-term goals, and budget considerations for implementing the assessment results.

5. Communication of Findings and Plans

To ensure the implementation of the action plan, assessment results should be communicated to the company board or management group. It is advisable to discuss the result and the proposed action plan in the company's internal meeting.

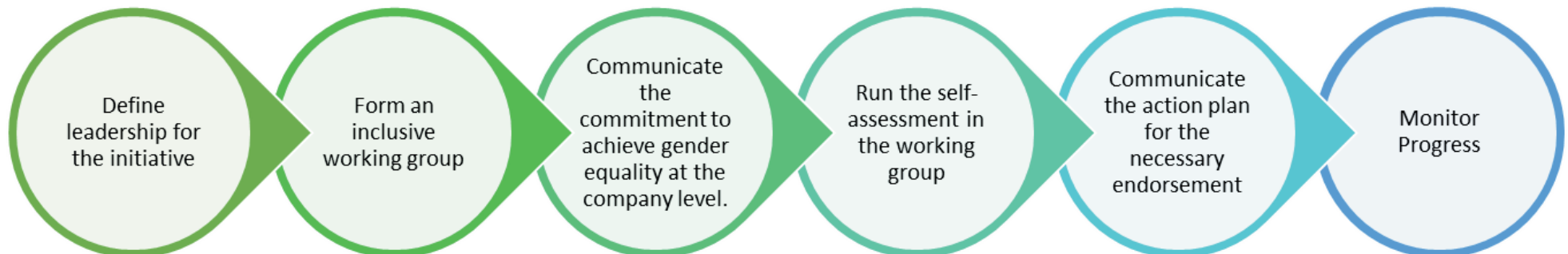
The park or company should also inform employees about the self-assessment process (timing, participants) and share the results. For this purpose, internal communication channel, such as internal newsletters, meetings, and the company intranet, can be used.

If appropriate, share the company's commitment, plans, and achievement in gender equality with a broader audience. For this purpose, the company website, social media, and promotional material can be used.

6. Monitor Progress

Companies should conduct regular reviews and updates of gender self-assessment, monitor progress against the set goals, and make necessary adjustments. Regular updates should be provided to stakeholders and shareholders, fostering a culture of continuous improvement. To ensure the initiative's sustainability, establishing feedback mechanisms like suggestion boxes, anonymous surveys, and regular check-ins would encourage open discussions about gender equality and inclusivity.

Integrating gender lens into any performance related mechanisms is highly recommended.





Annex

Annex I. List of Elements

Component 1. Corporate policies and commitments to gender equality

- C1.1 Gender equality policy
- C1.2 Gender equality goals and objectives
- C1.3 Gender budget
- C1.4 High-level commitment to gender equality

Component 2. Recruitment, promotion and job advancement with equal opportunities

- C2.5 Equal Opportunity Recruitment
- C2.6 Training of talents and leadership of women
- C2.7 Participation of women in promotion committees

Component 3. Participation and representation in the composition of the workforce

- C3.8 Targeted hiring of women
- C3.9 Equal gender representation
- C3.10 Analysis of participation and representation gaps

Component 4. Equal pay, benefits, and work-life balance

- C4.11 Wage gap analysis
- C4.12 Maternity, paternity and care leave
- C4.13 Performance evaluation with equal opportunities
- C4.14 Reconciliation of work, family and personal life

Component 5. Access to training, education and coaching

- oC5.15 Training aimed at women
- oC5.16 Trainings on gender equality

Component 6. Occupational health, safety and hygiene

- C6.17 Safe and adequate health services for women
- C6.18 Safe lactation rooms
- C6.19 Safe transfer of women and risk detection
- C6.20 Safety protocols at work for women

Component 7. Organizational climate and culture

- C7.21 Surveys that measure progress in gender parity
- C7.22 Climate and work environment surveys
- C7.23 Participation of women in the evaluation of their employment situation

Component 8. Prevention and attention to cases of violence, and complaint mechanisms

- C8.24 Policy to prevent, address and punish sexual harassment
- C8.25 Trainings on sexual harassment
- C8.26 Mechanisms for complaints and reports in cases of sexual harassment

Component 9. Suppliers, value and supply chains

- C9.27 Procurement processes that promote gender equality
- C9.28 Recruitment of local women suppliers

Component 10. Community relations and corporate social responsibility

- C10.29 External grievance mechanisms
- C10.30 Human rights impact assessment
- C10.31 Dialogue and consultation with stakeholders
- C10.32 Corporate responsibility with a gender perspective



Annex

Annex II. Ideas for data sources to assess each component.

Component 1. Corporate policies and commitments to gender equality

Corporate Policies and Manuals:

- Gender Equality Policies
- Diversity and Inclusion Policies
- Anti-Harassment Policies
- Equal Opportunity Policies

Strategic Plans and Mission Statements:

- Company Mission and Vision Statements
- Strategic Plans with goals related to gender equality

Annual; Sustainability; and/or Diversity, Equity, and Inclusion (DEI) Reports:

- Sections on corporate social responsibility (CSR) or environmental, social, and governance (ESG) initiatives
- Reports detailing gender diversity statistics and initiatives

Employee Handbooks:

- Sections covering gender equality, diversity, and inclusion

Internal Memos and Communications:

- Communications from senior leadership on gender equality and diversity initiatives

Component 2. Recruitment, promotion and job advancement with equal opportunities

Recruitment Data

- Applicant Tracking System (ATS) Reports: Gender breakdown of job applicants at different stages of the recruitment process, conversion rates from application to interview, interview to offer, and offer to acceptance
- Recruitment Metrics: Time-to-hire and offer acceptance rates by gender/ sources of hire and gender distribution (e.g., job boards, referrals, social media).
- Job Descriptions and Advertisements: Language analysis for gender-neutral terms/ Placement and visibility of job postings to ensure diverse applicant pools
- Recruitment Policies: Internal guidelines and protocols for ensuring gender equality in hiring / Diversity hiring initiatives and programs

Promotion and Advancement Data

- Employee Demographics: Gender distribution across different levels and departments / Comparison of gender representation in entry-level, mid-level, and senior roles.
- Performance Reviews: Analysis of performance ratings by gender / Feedback and evaluation criteria consistency across genders
- Promotion Records: Data on promotions granted over a defined period, disaggregated by gender / Time to promotion and frequency of promotions by gender
- Career Development Programs: Participation rates in leadership development programs, mentorship, and training by gender / Success rates of participants in advancing to higher roles



Job Advancement Data

- Salary and Compensation Data: Analysis of salary equity by gender across similar roles and levels / Review of bonuses, incentives, and other financial rewards by gender
- Succession Planning: Gender representation in succession plans for key leadership roles / Inclusion of diverse candidates in talent pipelines
- Exit Interviews: Analysis of reasons for leaving by gender/ Insights into any perceived or real barriers to advancement
- Promotion and Advancement Policies: Review of policies to ensure they support equal opportunities / Documentation on how promotion decisions are made
- Recruitment and Promotion Committees: Composition of committees responsible for hiring and promotions / Training provided to committee members on unconscious bias and diversity
- Employee Feedback: Surveys assessing perceptions of fairness in recruitment, promotion, and job advancement processes / Questions on perceived barriers to advancement and suggestions for improvement

Component 3. Participation and representation in the composition of the workforce

Workforce Demographics

- Employee Demographics Reports: Gender distribution by department, role, and level (entry, mid, senior management)/Gender breakdown by location if the organization operates in multiple regions
- Organizational Charts: Visual representation of gender distribution across different levels and functions
- Workforce Composition Metrics: Analysis of full-time, part-time, and temporary workforce by gender/ Gender distribution in critical and non-critical roles

Employee Engagement and Participation

- Employee Surveys: Surveys focusing on employee satisfaction and engagement levels disaggregated by gender/ Questions about perceived inclusiveness and representation in decision-making processes
- Participation in Committees and ERGs: Gender distribution in employee resource groups (ERGs) and diversity committees/ Involvement in cross-functional teams and special projects by gender

Leadership and Governance

- Board and Executive Team Composition: Gender distribution in the board of directors and executive leadership team / Analysis of gender representation in key decision-making roles
- Leadership Accountability: Data on accountability measures and targets set for gender diversity at leadership levels

Component 4. Equal pay, benefits, and work-life balance

Equal Pay

- Compensation Data: Salary and wage records disaggregated by gender across different roles and levels / Data on base pay, bonuses, and other forms of compensation
- Pay Gap Analysis: Reports on gender pay gap within the organization / Analysis of median and mean earnings by gender
- Job Evaluation and Classification: Job descriptions and classifications to ensure equal pay for work of equal value / Internal benchmarking of salaries for similar roles across genders
- Performance and Reward Data: Performance review scores and their correlation with pay increases and bonuses by gender / Criteria and transparency of performance-based pay



Benefits

- **Benefits Utilization Reports:** Data on the uptake of health benefits, retirement plans, and other employee benefits by gender / Analysis of gender-specific benefits utilization (e.g., maternity vs. paternity leave)
- **Benefits Offerings:** Review of benefits packages to ensure they are equally accessible and beneficial to all genders / Documentation on any gender-specific benefits and their accessibility
- **Employee Surveys:** Feedback from employees on satisfaction with benefits packages / Surveys on perceived fairness and adequacy of benefits provided

Work-Life Balance

- **Flexible Working Arrangements:** Data on the availability and uptake of flexible working options (e.g., remote work, flexible hours) by gender / Policies on flexible working and their application

Parental Leave/Care Leave Policies:

- Records of parental leave usage (maternity, paternity, and parental leave) by gender / Policies and procedures for taking and returning from parental leave

Work-Life Balance Programs:

- Participation rates in work-life balance programs and initiatives (e.g., wellness programs, childcare support) by gender / Feedback on the effectiveness of these programs in supporting work-life balance

Component 5. Access to training, education and coaching

Training and Development Programs

- **Training Participation Records:** Gender breakdown of employees participating in various training programs (technical skills, soft skills, leadership development, etc.) / Analysis of training completion rates by gender
- **Training Feedback and Evaluation:** Employee feedback on training programs disaggregated by gender / Evaluations and effectiveness assessments of training sessions by gender

- **Training and Development Policies:** Documentation of policies related to training, education, and coaching to ensure they are gender-inclusive / Review of policy implementation and adherence
- **SHR Records and Reports:** HR reports on employee development activities, disaggregated by gender / Records of any complaints or grievances related to access to training, education, and coaching

Employee Engagement and Feedback

- **Employee Surveys and Feedback:** Surveys assessing perceptions of access to training, education, and coaching opportunities by gender / Feedback from employees on barriers or challenges faced in accessing these opportunities

Component 6. Occupational health, safety and hygiene

Health and Safety Policies and Records

- **Health and Safety Policies:** Documentation of occupational health and safety (OHS) policies and procedures / Specific provisions addressing gender-specific health and safety needs

Health and Safety Training

- **Training Content:** Review of health and safety training materials to ensure they address gender-specific issues / Feedback from employees on the relevance and adequacy of training

Health Services and Support

- **Occupational Health Services:** Utilization data of occupational health services by gender (e.g., health check-ups, ergonomic assessments) / Records of health issues reported and addressed, categorized by gender

Workplace Hygiene

- **Hygiene Facilities:** Availability and condition of hygiene facilities (e.g., restrooms, sanitary supplies) for different genders / Feedback from employees on the adequacy and cleanliness of these facilities



Component 7. Organizational culture

Employee Feedback and Surveys

- Employee Engagement Surveys: Surveys that assess employee satisfaction, engagement, and perceptions of the workplace climate, disaggregated by gender / Specific questions related to inclusivity, diversity, and gender equality.
- Exit Surveys and Interviews: Data from departing employees on their perceptions of the organizational climate and any gender-specific issues they encountered / Analysis of gender-specific reasons for leaving.

Component 8. Prevention and attention to cases of violence, and complaint mechanisms

Policies and Procedures

- Workplace Violence and Harassment Policies: Documentation of policies related to workplace violence, harassment, and discrimination / Specific provisions for prevention, reporting, and addressing gender-based violence and harassment.
- Complaint and Grievance Procedures: Documentation of procedures for filing complaints and grievances / Clarity and accessibility of these procedures for all employees.

Incident and Complaint Records

- Incident Reports: Records of reported incidents of violence, harassment, and discrimination, disaggregated by gender / Analysis of the types and frequencies of incidents.
- Complaint Logs: Detailed logs of complaints filed, including the nature of the complaint, the parties involved, and the outcomes / Gender analysis of complaint trends and patterns.

Training and Awareness Programs

- Training Participation Records: Gender breakdown of employees participating in training programs on workplace violence, harassment prevention, and conflict resolution / Analysis of the effectiveness and reach of these training programs.

- Training Materials: Review of training content to ensure it addresses gender-specific issues and promotes a safe and inclusive workplace / Feedback from employees on the relevance and adequacy of the training.

Employee Feedback and Surveys

- Employee Surveys: Surveys assessing employee perceptions of safety, the effectiveness of prevention measures, and confidence in the complaint mechanisms / Specific questions related to gender-based violence and harassment.

Component 9. Suppliers, value and supply chains

Supplier Management and Policies

- Supplier Contracts and Agreements: Review of contracts and agreements with suppliers to ensure they include clauses on gender equality, prevention of violence, and harassment / Specific requirements for suppliers to adhere to the organization's standards on gender-related issues.
- Supplier Code of Conduct: Documentation of the code of conduct provided to suppliers, including provisions related to gender equality, violence prevention, and harassment / Compliance requirements for suppliers to uphold these standards.

Supplier Audits and Assessments

- Supplier Audits: Records of audits conducted on suppliers to evaluate their compliance with gender equality and violence prevention standards / Gender-specific findings and recommendations from these audits.
- Self-Assessment Questionnaires: Responses from suppliers to self-assessment questionnaires on their practices related to gender equality, violence prevention, and harassment / Analysis of suppliers' self-reported data on these issues.



Component 10. Community relations and corporate social responsibility

Community Engagement and Impact

- Community Engagement Records: Documentation of community engagement activities, including gender-focused initiatives / Data on the participation of different genders in these activities.
- Impact Assessments: Reports on the social impact of the organization's community programs, with a focus on gender-specific outcomes / Metrics and indicators used to measure the success of gender-related community initiatives.
- Stakeholder Feedback: Feedback from community members and stakeholders on the organization's impact on gender equality / Surveys, focus groups, and interviews with community stakeholders to gather qualitative data.

Corporate Social Responsibility (CSR) Programs

- CSR Program Documentation: Records of CSR programs and initiatives, including those specifically aimed at promoting gender equality / Objectives, targets, and outcomes of gender-focused CSR activities.
- Partnerships and Collaborations: Information on partnerships with NGOs, community organizations, and other stakeholders focused on gender equality / Data on joint projects and their impact on the community. *)

*) The list is not exhaustive





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