



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

Programme and Budget Committee

Thirty-seventh session

Vienna, 26–28 May 2021

No. 1

SCHEDULE OF MEETINGS

Wednesday, 26 May 2021

9–11 a.m.	1st plenary meeting		Plenary Hall, M-building (Virtually on Interprefy)
		Opening of the session	
	Item 1:	Election of officers	
	Item 2:	Adoption of the agenda (Statement by the Director General)	
	Item 4:	Report of the External Auditor for 2020 (Statement by the External Auditor)	
11 a.m.	Meeting of the Bureau of the Programme and Budget Committee		M6 (Virtually on Avaya)
12 noon– 2 p.m.	1st plenary meeting (cont'd)		Plenary Hall, M-building (Virtually on Interprefy)
	Items 5, 7, 8 and 9:	Financial situation of UNIDO, including unutilized balances of appropriations Programme and budgets, 2022-2023 Scale of assessments for apportionment of the regular budget expenses for the biennium 2022-2023 Working Capital Fund for the biennium 2022-2023	
3–5 p.m.	2nd plenary meeting		Plenary Hall, M-building (Virtually on Interprefy)
	Items 5, 7, 8 and 9:	(cont'd)	
6–8 p.m.	<i>Informal consultations (1st meeting)</i>		Plenary Hall, M-building (Virtually on Interprefy)

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, email: pmo@unido.org.

For documentation related to the agenda items, please consult PBC.37/CRP.1.



FORECAST OF MEETINGS

THURSDAY, 27 May 2021

9–11 a.m.	3rd plenary meeting	Plenary Hall, M-building (Virtually on Interprefy)
	Item 3: Annual Report of the Director General for 2020	
	Item 6: Report by the informal working group on Programme and Budget Committee-related issues	
	Item 10: Medium-term programme framework, 2022–2025	
<i>12 noon– 2 p.m.</i>	<i>Informal consultations (2nd meeting – if required)</i>	Plenary Hall, M-building (Virtually on Interprefy)
3–5 p.m.	4th plenary meeting	Plenary Hall, M-building (Virtually on Interprefy)
	Item 11: Mobilization of financial resources	
	Item 12: General risk management	
	Item 14: Updated medium-term investment proposals	
	Item 15: UNIDO’s response to the COVID-19 pandemic	
<i>6–8 p.m.</i>	<i>Informal consultations (3rd meeting – if required)</i>	Plenary Hall, M-building (Virtually on Interprefy)

FRIDAY, 28 May 2021

<i>9–9.30 a.m.</i>	<i>Meeting of the Bureau of the Programme and Budget Committee (if required)</i>	M6 (Virtually on Avaya)
9–11 a.m.	5th plenary meeting	Plenary Hall, M-building (Virtually on Interprefy)
	Item 13: Appointment of the External Auditor	
	Item 16: Third Industrial Development Decade for Africa (IDD AIII)	
	Item 17: United Nations development system reform	
<i>12 noon– 2 p.m.</i>	<i>Informal consultations (4th meeting – if required)</i>	Plenary Hall, M-building (Virtually on Interprefy)
3–5 p.m.	6th plenary meeting	Plenary Hall, M-building (Virtually on Interprefy)
	Item 18: Date of the thirty-eighth session Adoption of conclusions	
	Item 19: Adoption of the report Closure of the session	

ANNOUNCEMENTS

Format of the session¹

The thirty-seventh session of the Programme and Budget Committee will take place in a hybrid format involving both in-person and virtual participation.

In light of the COVID-19-related health and safety measures in place at the Vienna International Centre and taking into account the available space, one delegate can participate in the session in person per delegation at any given time. In addition to attending in person, registered delegates may also attend virtually on the Interprefy online platform.

In-person participants: To access the venue, delegates need to present their personalized badge in addition to the floating badge. Access will not be permitted upon presentation of regular VIC access cards.

Virtual participants: The Interprefy log-in link will be circulated to participants registered for virtual attendance. When accessing the platform, please enter your name in the following format: **[COUNTRY/ORGANIZATION] LAST NAME, first name.**

Prepared and video statements

Statements submitted to the Secretariat of the Policymaking Organs will be published on the UNIDO Extranet unless there a clear instruction is given by the submitting delegation that they should not be made available (www.unido.org/extranet).

Delegations can also submit pre-recorded video statements² to the session. Delegations wishing to do so are requested to notify the Secretariat, via email to pmo@unido.org, when enrolling in the list of speakers. To allow sufficient time to check the quality of the audio and video, pre-recorded video statements together with scripts should be submitted to pmo@unido.org **one week** prior to the session, i.e. by 19 May 2021.

Internet access at venue

Delegates attending in person can connect to the Internet throughout the M-building by using the wireless connection named “WLAN-GUEST”, which is available in both the conference rooms and throughout the M-building.

Programme and Budget Committee coverage on the Internet

All official Programme and Budget Committee pre-session documents have been published on the UNIDO website (www.unido.org/psc/37).

The Vienna International Centre Online Services will also allow participants convenient access to documentation and information for participants regarding facilities and services available in the VIC. The application can be accessed from participants’ mobile devices such as smart phones and tablet PCs at the following address: <http://myconference.unov.org> and by using the below QR code:



¹ Additional details on the modalities of the session are available at: https://www.unido.org/sites/default/files/files/2021-04/UNIDO-PBC.37%20modalities_PMO20210430.pdf.

² More detailed technical and procedural requirements are available at: https://www.unido.org/sites/default/files/files/2021-05/Guidelines_VideoStatements.pdf.

Offices and telephone numbers

	<i>Room No.</i>	<i>Extension</i>
Chair of the Programme and Budget Committee	M0116	27200
Director General	M0127	3003/27261
Personal Assistant to the Director General	M0125	3003/27261
Deputy to the Director General	M0110	3075/27390
Assistant to the Deputy to the Director General	M0112	3075/27390
Managing Directors		
Directorate of Corporate Management and Operations (CMO)	D1602	4830
Directorate of Digitalization, Technology and Agri-Business (DTA)	D1302	3978
Directorate of Environment and Energy (EAE)	D1202	3821
Directorate of External Relations and Policy Research (EPR)	D2201	3075
Directorate of Programme, Partnerships and Field Coordination (PFC)	D1947	5177
Secretariat of the Policymaking Organs		
Secretary / Director, External Relations	M0113	3939/21399
Assistant to Secretary	M0112	5232/21399
External Relations Officer (informal consultations)	M0122	3504/ 27000
External Relations Officer (list of speakers – <i>Journal</i> editor)	M0114	3516/27289
Junior Professional Officer (plenary, scenarios)	M0119	3397/ 27266
International Expert – External Relations	M0123	3523/ 27241
Policymaking Organs Secretariat (registration)	M0118	3006/27201 3384/27243
Policymaking Organs Secretariat – Documentation	M0114	3601/27213
Policymaking Organs Secretariat – Front Office	M0112	5232/21399

INFORMATION FOR PARTICIPANTS

Journal

1. During the session, the *Journal* appears early every morning. It gives such information as the schedule of meetings for the day, a brief summary of the plenary meetings held on the previous day, a forecast of meetings for the following day and various announcements.

2. The *Journal* will also appear on the eve of each day of the session on the UNIDO website (www.unido.org/pbc/37).

Participation

3. The thirty-seventh session of the Programme and Budget Committee (PBC) will be held as a hybrid session involving both in-person and virtual participation. All Member States of UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and Intergovernmental Organizations (IGOs), are invited to attend the thirty-seventh session in-person and/or virtually using the Interprefy online platform.

	Plenary/Informal consultations sessions	
	<i>in-person</i>	<i>virtual</i>
Member States of UNIDO	Max. one participant <i>Up to four alternates</i>	Max. four participants
United Nations organizations, specialized agencies and related organizations, and IGOs	Max. one participant <i>Up to four alternates</i>	Max. three participants

Health and safety measures

4. Those participating in person will be provided with designated seating, and will be required to maintain a distance of at least two meters from other participants at all times. No changes of seats will be allowed. To ensure effective contact tracing, all participants entering the conference room are required to fill in a contact tracing form at their seat, indicating the time of their arrival and departure.

5. Participants are asked to note that the health and safety instructions currently in force at the VIC require in-person meeting participants to wear an FFP-2 mask at all times. Furthermore, in-person participants are requested to refrain from gathering in groups during breaks and/or consultations.

6. Throughout the session, the sanitation of the premises will be ensured through periodic cleaning.

In-person participants are kindly requested to facilitate these efforts as and when required, leave the room when requested.

7. Delegates attending in person are strongly encouraged to undertake a COVID test (either PCR or rapid antigen) and present this at the venue. Please note that the validity of the tests is 72 hours for a PCR test and 48 hours for a rapid antigen test. Additional information on how and where you can undertake a COVID-test in Vienna is available [here](#).

Registration

8. In light of the COVID-19-related health and safety measures in place at the Vienna International Centre (VIC) and taking into account the available space, Member States to UNIDO, as well as United Nations organizations, specialized agencies and related organizations, and IGOs can register up to five representatives for in-person attendance, while only one can be in the conference room at a time. In addition, Member States to UNIDO can register up to four participants to attend virtually on the Interprefy online platform. United Nations organizations, specialized agencies and related organizations, and IGOs can register up to three participant to attend the session virtually. In-person attendance cannot be exchanged for additional virtual attendees.

9. Delegations have been requested to register for the session, by 19 May 2021, using the online platform INDICO. Delegations have been requested to submit a note verbale, issued by either the Permanent Mission or the Ministry for Foreign Affairs to pmo-registration@unido.org. United Nations organizations, specialized agencies and related organizations, and IGOs have been asked to send an official letter to the Secretariat via email to pmo-registration@unido.org. In addition, a copy of the note verbale/official letter has been required to be uploaded by all participants to the INDICO registration page as well.

10. Delegations have been also requested to specify their Head of delegation when registering for the PBC. The Head of delegation may be chosen from the in-person as well the virtual participants.

11. Only those delegates who have been registered in this manner will be eligible for an access badge for the session. All registered participants, be they participating in person or virtually, will be included in the list of participants.

VIC conference access badges

12. One floating badge will be issued for each registered delegation. In addition, each registered participant will receive one personalized badge. To

access the venue, a delegate needs to present her/his personalized badge in addition to the floating badge. Delegations are requested to exchange the floating badge outside of the venue (preferably outside the VIC premises).

13. There will be no additional room or seating facilities in the VIC for delegates not having access to the conference room. Delegates are requested to only come to the VIC for the time that they are representing their delegation in the designated conference room.

14. The personalized conference access card can be picked up at the Pass Office of the VIC at Gate 1, as of Monday, 24 May 2021, daily until the end of the conference from 8 a.m. to 4 p.m. Floating badges will be provided at the entrance of the Plenary Hall of the M-building to the respective delegate registered as in-person participant. Please note access to the conference room, both for plenary meetings and informal consultations, will not be permitted upon presentation of regular VIC access cards.

Online platform (Interprefy)

15. Delegates may participate virtually using the Interprefy online platform.

16. Delegates are strongly advised to test their connectivity, as well as their video and audio devices in advance of the session.

17. A testing window for all participants to test connectivity to the platform and the functioning of all necessary equipment will be open on Friday, 21 May 2021 from 9.30 a.m. to 1.30 p.m. Registered delegates will receive the log-in modalities for the test via email and will be able to log in to test their connection and system at any point during this time. Participants are strongly advised to conduct the test using the computer, equipment and internet connection which they will also use during the actual session. Participants are encouraged to join the test as early as possible during the allocated time to ensure that everyone can have an opportunity to test their connection and system.

18. When accessing Interprefy with the registered email address on 26, 27 and 28 May 2021, the system will automatically send an email to the delegate's email address with a unique code to access the meeting virtually. All participants are therefore requested to indicate their individual email address when registering through INDICO and to ensure access to this email account when logging on to the platform.

List of speakers

19. Registration on the list of speakers for the plenary meetings is open as of 17 May 2021. Requests for registration on the list of speakers

should be addressed via email to the Policymaking Organs Secretariat at pmo@unido.org. As interventions at the PBC should be item-oriented, Permanent Missions, as well as IGOs, are asked to indicate for which agenda item the request is being made, and whether the speaker will be attending in person or virtually.

20. Once the thirty-seventh session of the PBC has started on 26 May 2021, delegates connecting virtually wishing to speak during the plenary, and who have not already signed up to the list of speakers, can be accommodated by sending a chat message to the "Event Chat" specifying under which item they wish to speak, and using the "raise hand" function.

21. When requesting the floor, delegates are requested to specify either:

"[COUNTRY/ORGANIZATION] REQUESTS THE FLOOR" (for urgent interventions), or

"PLEASE ADD [COUNTRY/ORGANIZATION] UNDER ITEM [X]" (to register in the list of speakers)

22. Delegates attending the session in person wishing to speak during the plenary, and who have not already signed up to the list of speakers before the start of the session, should please notify Secretariat staff on site of their intention to be inscribed on the list of speakers. By lifting their nameplate, delegates attending in person signify their intention to take the floor immediately for an urgent intervention.

23. The names of the speakers will be entered on the list of speakers in the order in which requests are received, with due regard to protocol requirements.

24. Statements delivered by Ministers should be limited to 5 minutes. All other delegates are requested to limit their statements to a maximum of 3 minutes. Statements on behalf of regional groups should be limited to 5 minutes.

25. When given the floor by the Chair of the session, and in order for the technicians to enable the microphone and camera, virtual speaker are kindly requested to raise their hand using the electronic feature on Interprefy.

Prepared and video statements

26. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, a copy of their statements to the Secretariat staff on site, or send it as an electronic copy to pmo@unido.org.

27. Statements submitted to the Secretariat of the Policymaking Organs will be published on the UNIDO Extranet, unless there is a clear instruction from the submitting delegation that they should not be made available (www.unido.org/extranet).

28. Delegations will also be able to submit pre-recorded video statements to the session³. Delegations wishing to do so are requested to notify the Secretariat, via email to pmo@unido.org, when enrolling in the list of speakers and provide the pre-recorded video **one week** prior to the session (by 19 May 2021) to allow sufficient time to check the quality of the audio and video.

Simultaneous interpretation

29. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian and Spanish) will be interpreted into the other official languages.

30. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the session's official interpreters.

31. For meetings with simultaneous interpretation, seats in the conference rooms will be equipped with a portable receiving set and a headset. Participants are requested not to remove these from the meeting rooms so that the equipment may be checked, cleaned and, if necessary, batteries may be reloaded before the next meeting takes place.

Documents distribution

32. Pre-session documents are available in Arabic, Chinese, English, French, Russian and Spanish on the UNIDO website (www.unido.org/pbc/37). To reduce expenditure and minimize the environmental impact of printing, pre-session documents will only be distributed electronically (document IDB.41/5/Add.1-PBC.29.5/Add.1, para. 12 refers). Conference room papers are available on the UNIDO Extranet (www.unido.org/extranet).

Medical services

33. For emergencies, call extension 22222. It should be noted that the Joint Medical Service is not equipped to handle general medical consultations for participants, such as those required for prescriptions. Emergency medical attention is available in the clinics operated by the Service on the seventh floor of building F (telephone number 2600, extensions 22223 and 22224). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, number 26060, extension 99 or 3903). A COVID-19 hotline has additionally been set up and

can be reached on extension 21588 or from outside the VIC on 01-2600-21588

34. A pharmacy is located next to the clinics (room F0715) which is open on weekdays from 10 a.m. to 5 p.m. (extension 21599)

Security

35. The emergency security extension, dialled from inside the VIC, is 99. From mobile phones, please dial +43 1 260 60/99.

36. Please do not leave any personal items such as luggage, bags or briefcases unattended. Suspicious objects should be reported to security immediately.

37. The Lost and Found Office is operated by the United Nations Security and Safety Section at the Security Duty Room situated opposite the entrance to the Cafeteria, in room F0E18 (number 26060, extension 3903 or 3904).

Parking facilities

38. Registered cars of Permanent Missions will be able to park as usual.

Bank

39. An Austrian bank with multilingual staff offers full banking services at the VIC. Bank services are provided by the Bank Austria on the first floor of building C. The bank is open Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and Thursday from 9 a.m. to 5.30 p.m.

40. International ATM machines are available on the first floor of building C (C0113), and the ground floor of building D (DOE71).

41. Some banking services are also provided from 8 a.m. to 6 p.m. by the post office on the first floor of the C-building.

Postal services

42. A post office, on the first floor of the C-building, provides all regular postal services, express mail service and banking services, Monday through Friday from 8 a.m. to 6 p.m. Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration and lottery tickets.

³ Further information regarding the technical and procedural requirements can be accessed at:

Use of cellular telephones and laptops

43. Delegates are invited to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

Travel arrangements

44. The Secretariat does not make travel arrangements, nor does it cover expenses associated with travel. All members of delegations and other participants will be responsible for their own travel expenses and arrangements.

Welcome, transportation and reservation of hotel rooms and visas

45. The Secretariat regrets that it is not in a position to assist delegations in making hotel reservations or visa arrangements. Furthermore, delegations will not be greeted at the airport upon arrival and should arrange for their own transportation to Vienna. It is suggested that delegations take the necessary action through their diplomatic missions.