



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

journal

GENERAL CONFERENCE

No. 1

Tenth session
Vienna, 1-5 December 2003

SCHEDULE OF MEETINGS

Monday, 1 December 2003

**FOR PROTOCOL REASONS, ALL INVITEES ARE EXPECTED TO OCCUPY THEIR SEATS IN
THE PLENARY HALL BY 9.50 A.M. SHARP**

10 a.m.	Opening of the tenth session (Item 1 of the provisional agenda, GC.10/1) The Conference will be opened by H.E. Ms. Benita Ferrero-Waldner, Federal Minister for Foreign Affairs of Austria	Plenary Hall Conference Room A (second floor)
Followed by	High-level segment—eminent speakers	
Followed by	1st plenary meeting Item 2: Election of officers Election of the President	Plenary Hall Conference Room A (second floor)

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, room 02 B 548 in the Austria Center Vienna, extension 2021.

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SCHEDULE OF MEETINGS *(continued)*

Monday, 1 December 2003

2.30 p.m.	2nd plenary meeting	Plenary Hall Conference Room A (second floor)
	Item 2: <i>(continued)</i> Election of other officers	
	Item 3: Adoption of the agenda (GC.10/1 and GC.10/1/Add.1)	
	Item 9: Industrial Development Forum: The role of industrial development in the achievement of the Millennium Development Goals	
4-7 p.m.	General debate	
	Items 7 to 17 and 19	
4.30-6.30 p.m.	Round table 1: The role of industrial development in the achievement of the Millennium Development Goals	Conference Room B (second floor)

FORECAST OF MEETINGS

Tuesday, 2 December 2003

9-11.00 a.m.	Round table 2: Industry and environment— The need for a new industrial revolution	Conference Room B (second floor)
9.30 a.m.	Meeting of the General Committee	Conference Room L/M (first floor)
10 a.m.	3rd plenary meeting	Plenary Hall Conference Room A (second floor)
	Item 4: Organization of work	
	General debate	
	Items 7 to 17 and 19	
11.30 a.m.-1.30 p.m.	Round table 3: Making trade work for the poor— Stimulating the real economy's response	Conference Room B (second floor)
3 p.m.	4th plenary meeting	Plenary Hall Conference Room A
	Item 5: Credentials of representatives to the Conference	
	General debate	(second floor)
	Items 7 to 17 and 19 <i>(continued)</i>	
3-5 p.m.	Round table 4: Post-crisis industrial rehabilitation and reconstruction	Conference Room B (second floor)

ANNOUNCEMENTS

Reception

All participants are cordially invited by the Director-General of UNIDO on the occasion of the tenth session of the General Conference to a reception on Monday, 1 December at 7 p.m. in the restaurant of the Vienna International Centre.

Memorial plaque

During the reception hosted by the Director-General on Monday, 1 December, a memorial plaque for Professor John Degnbol-Martinussen will be unveiled by the Director-General in the presence of Mrs. V. Degnbol-Martinussen, the widow of Professor Degnbol-Martinussen, and her son Mr. Janus Friis Degnbol. The Danish Ambassador, H.E. Mr. Torben Mailand Christensen, will also be present. The ceremony will take place at 7.10 p.m. Afterwards, Mr. R. Fornocaldo, Managing Director of the Division of Administration, will introduce a young pianist from Iraq, Mr. Abbas Ali Abood.

Exhibition

The UNIDO exhibition "Working to make a difference" is open on the ground floor from 1 to 5 December 2003.

Appointments with UNIDO Secretariat

Delegates may arrange appointments with UNIDO Secretariat staff in room 03 A 441 in the Austria Centre Vienna.

Industrial Development Fund

Delegates are advised that contributions to the IDF or through trust funds can be presented to, or discussed with, Mr. Adrie de Groot, Director, Field Coordination and Resource Mobilization Branch, in room 02 A 251 for the duration of the Conference. Pledge forms for the IDF are available there. Mr. de Groot may also be contacted on extension 2042 on any matter related to funds mobilization.

African Investment Promotion Agencies Network (AfrIPANet II), second meeting, 2-4 December 2003

The Network is a working group that explores practical strategies to improve the effectiveness of its member agencies in mobilizing domestic and foreign investment. The meeting will discuss ways to use the survey data for crafting focused strategies and there will be a workshop on competitiveness benchmarking analysis.

UNIDO sales publications

UNIDO sales publications may be purchased from the Sales Publications Office in room D1062 in the Vienna International Centre, tel. 88-3697.*

* When dialling within the ACV use extension number only.

UNIDO Cybercafé

A Cybercafé will be available in Foyer A, second floor, ACV (ext. 2029), from 8.30 a.m. to 6 p.m. with desktop computers connected to the Internet, together with printing facilities. Presentations of UNIDO software products will be made on request. Furthermore, delegates will have the opportunity to send and receive e-mail, either by using their own web e-mail address or by using a temporary e-mail address for the duration of the Conference. The temporary address can be obtained at the Cybercafé.

Conference coverage on Internet

All official General Conference documents have been published on the UNIDO web site (www.unido.org). They can be accessed via “Hot Topics”, “General Conference, 10th session, 1-5 December 2003”. Daily highlights will inform on the events during the Conference.

INFORMATION FOR PARTICIPANTS

Journal

1. The *Journal* of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor. (ACV room 02 B 548, extension 2012).

Secretariat

2. The Executive Secretary of the tenth session of the General Conference is Ms. Jeannine Orlowski (room 02 B 550, ACV extension 2010, UNIDO 88-3599).^{*} Her office is located on the second floor of the Austria Center Vienna (ACV).

Registration

3. Registration and issuance of conference passes will be as follows:

27-28 November	10 a.m.- 4 p.m.	VIC Gate 1 (Pass Office)
30 November	10 a.m.- 4 p.m.	ACV main entrance hall
1 December	8 a.m.- 5 p.m.	ACV main entrance hall
2-4 December	8.30 a.m.- 5 p.m.	ACV main entrance hall

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration formalities as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants. As of 1 December, participants without badges should enter through the ACV.

4. Registration will be effected only for those delegates whose names have been communicated to the Secretariat in an official letter. In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Credentials

5. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk

(see para. 3 above for opening hours) as soon as possible.

Conference passes

6. Each participant will require a conference pass with a photograph for entry into the ACV as well as the VIC premises during the session. Conference passes will be issued by the staff of the Pass Office to those designated participants who are not already in possession of a valid VIC grounds pass. Passes must be worn visibly at all times in the ACV conference areas and VIC premises.

7. The loss of a grounds pass must be reported immediately to Security, who will issue a duplicate pass.

Conference rooms available

8. The following conference rooms are available in the ACV:

Room	Purpose
Conference Room A	Plenary
Conference Room B	Round Tables
Conference Room E	Main Committee
Conference Rooms B, C, L/M, N and O	Group meetings

9. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Control and Servicing Unit.

Seating arrangements

10. Delegations will be seated in English alphabetical order. The name of Ireland was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium (Conference Room A). The same order will be maintained for meetings of the Main Committee.

11. At the opening of the Conference and at subsequent meetings of the Plenary, each government delegation will be assigned four seats: two seats at a table and two seats behind. There will also be assigned seating for participants representing organizations.

Simultaneous interpretation

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

^{*} When dialling within the ACV use extension number only.

13. A participant may speak 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 Secretariat's official interpreters.

14. Each seat in the meeting rooms at the Austria Center Vienna with simultaneous interpretation equipment will be provided with a portable receiver set and headphones. Participants are requested not to remove the portable receiver sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

Speakers in the general debate

15. The list of speakers for the plenary meetings was opened on 17 November 2003. As of 1 December, once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Plenary Hall, Conference Room A. The names of speakers will be entered on the list in the order in which the requests are received.

Prepared statements

16. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Chief, Interpretation Section, room 02 A 441 (second floor).

Sound recordings

17. Sound recordings will be made of the meetings of the plenary, the main committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Meetings Control and Servicing Unit.

Documents distribution

18. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Most pre-session documents will have been distributed to all States and organizations invited. In addition, pre-session documents in English, French and Spanish are published on the UNIDO Internet home page (<http://www.unido.org>). All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

19. During the Conference, documents may be collected from the Documents Distribution Counter

(outside the Plenary Hall, 2nd floor, ACV) where each delegation will have a pigeonhole. The Documents Distribution Counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day. The pigeonhole of each delegation will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily Journal of the Conference;

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required. Delegates are requested to fill in and return the forms as soon as possible to the Documents Distribution Counter on the first day of the Conference.

20. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

21. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

22. Summary records will be prepared for meetings of the plenary and the main committee and will be issued, when available, in English during the session, and in the other official languages after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

23. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a masthead, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

24. Corrections to the summary records should be sent, under the signature of the delegation concerned,

to the Chief, Conference Management Service, VIC, Room D0708. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

Delegates' Aide

25. At the Delegates' Aide Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. Staff at the Delegates' Aide Desk will take messages for participants and, if necessary, arrange for them to be paged. The Delegates' Aide Desk will be open daily from 8.30 a.m. until the closure of the last meeting of the day.

Commissary

26. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO—Austrian nationals and stateless persons resident in Austria excluded—are entitled to commissary passes for the duration of the session. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Gate 1, from 8 a.m. to 4 p.m., as of Tuesday, 2 December 2003.

27. Any questions in connection with the issuing of commissary passes should be directed to the registration desk.

Postal, telephone and fax services

28. A post office, on the first floor of building C, provides all regular postal services, express mail service and banking services, Monday through Friday from 8 a.m. to 6 p.m. (banking services from 8 a.m. to 5 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.

29. The ACV post office located in the entrance hall offers similar services but sells only Austrian stamps. It is also open on weekdays from 8 a.m. to 6 p.m.

30. Public coin-operated and card-operated telephones are located at the ACV and at the VIC. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

Banking services

31. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria-Creditanstalt has a branch on the 1st floor of Building C and another on the entrance level of Building D. Their opening hours are as follows:

Monday, Tuesday, Wednesday and Friday	9 a.m.-3 p.m.
Thursday	9 a.m.-5.30 p.m.

Some banking services are also provided from 8 a.m. to 5 p.m. by the post office on the first floor of Building C.

Language, currency and credit cards

32. The official language of Austria is German.

33. The currency unit is the euro. The euro is subdivided into cents (100 cents = 1 euro). Most hotels and many restaurants and shops accept internationally recognized credit cards.

34. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Parking facilities

35. Parking facilities will be available to delegates free of charge, as follows:

Austria Center Vienna (ACV)

Tickets obtained upon entering the ACV garage may be exchanged at the ACV Information Counter for an exit ticket.

Vienna International Centre (VIC)

Delegates should apply at gate 3 to receive a parking permit.

Medical services

36. Medical attention is available in the clinic operated by the Joint Medical Service on the 7th floor of Building F of the VIC (telephone 2600-22223/4; for emergencies, 2600-22222). The clinics are open on weekdays from 8.30 a.m. to 12 noon and from 2 to 4.30 p.m. (Thursdays from 2 to 3 p.m.). For emergencies, the clinics are open from 8.30 a.m. to 5.30 p.m.

37. A pharmacy located next to the clinic (room F0715) is open on weekdays from 12.30 to 4.30 p.m.

Emergency staircases in the ACV

38. Participants are advised that the emergency staircases in the ACV cannot be used for accessing one floor to another. Although they can be entered on any floor, the only exits are at the -3 level.

Security advice

39. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to security immediately.

Photocopying

40. At present no commercial photocopying services are available at the ACV. There is a coin-operated photocopying machine in the VIC on the 7th floor of Building C, at the beginning of the corridor that leads to Building D, opposite the entrance to Conference Room III.

Catering services

41. The ACV catering services are as follows:

Foyer Café A:
Monday-Friday,
8.30 a.m.-5 p.m.

Foyer Café E:
Wednesday and Thursday,
9.30 a.m.-1 p.m. and 2.30-5 p.m.

42. In addition to facilities in the ACV, catering services located in Building F of the VIC on the entrance level will be in operation with opening hours as follows:

VIC Cafeteria:
Monday-Friday,
7.30 a.m.-10 a.m. and 11.30 a.m.-2.30 p.m.

VIC Restaurant:
Monday-Friday, 11.30 a.m.-3 p.m.
(for table reservations, call 26060-4877)

VIC Cocktail lounge:
Monday-Friday,
11.30 a.m.-3 p.m. and 4.30-8 p.m.

43. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (telephone 26060-4870 or 26060-4875).

Travel services

44. The travel agencies Verkehrsbüro and American Express are available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office of the Verkehrsbüro is located in Building F on the ground floor. It is open on weekdays from 8.30 a.m. to 5 p.m. American Express is located in Building C on the ground floor. It is open on weekdays from 8.30 a.m. to 5 p.m.

Smoking

45. Smoking is permitted in the VIC only in specially designated areas. Smoking is not permitted in the cafeteria, in the restaurant or in conference and meeting rooms, including those of the ACV, which is a part of the conference area. Smoking is restricted to special areas in the delegates' lounges and coffee bars, where, in order to facilitate the enforcement of this policy, "smoking permitted" signs are displayed.

Electronic equipment

46. The use of cellular telephones and laptop computers during meetings can be disruptive and can disturb the infrared transmission of interpretation equipment. Participants are requested to ensure that such equipment is switched off during meetings.

Cloakroom

47. Delegates are kindly requested to leave their coats in the cloakroom on the ground floor.

**For further information refer to document GC.10/INF.1
"Advance Information for Participants".**