UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

journal

Programme and Budget Committee **No. 1**

Twenty-first session
Vienna, 10-12 May 2005

SCHEDULE OF MEETINGS

TUESDAY, 10 May 2005

9 a.m.	EU meeting	CONFERENCE ROOM II
9.30 a.m.	Heads of Delegations	CONFERENCE ROOM III
10 a.m.	**1st plenary meeting**	**BOARD ROOM**
	- Opening of the session	
	Item 1: Election of officers	
	Item 2: Adoption of the agenda (followed by statement of the Director-General)	
	Items 3, 4 and 9: - Interim report of the External Auditor, financial performance report and programme performance report for the biennium 2004-2005 - Implementation of the recommendations of the External Auditor - Financial regulations	
12.30 p.m.	**Bureau meeting**	**C0434**
3 p.m.	**2nd plenary meeting**	**BOARD ROOM**
	Items 3, 4 and 9: (continued)	
	Items 6, 7, 8 and 10: - Programme and budgets, 2006-2007 - Scale of assessments for apportionment of the regular budget expenses for the biennium 2006-2007 - Working Capital Fund for the biennium 2006-2007 - Security enhancements and proposed new conference facilities	
5 p.m.	*Informal consultations (1st meeting)*	CONFERENCE ROOM III
6 p.m.	Meeting of the Friends of the Rapporteur	C0727

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 26060, extension 4680, room C0433.

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FORECAST OF MEETINGS

WEDNESDAY, 11 May 2005

9 a.m.	**EU meeting**	CONFERENCE II
10 a.m.	**3rd plenary meeting** Items 6, 7, 8 and 10: (continued)	**BOARD ROOM**
10 a.m.	*Informal consultations (2nd meeting)*	CONFERENCE ROOM III
3 p.m.	**4th plenary meeting** Items 5 and 11: - Financial situation of UNIDO - Mobilization of financial resources Item 12: Appointment of an External Auditor Item 13: Date of the twenty-second session	**BOARD ROOM**
3 p.m.	*Informal consultations (3rd meeting)*	CONFERENCE ROOM III

ANNOUNCEMENTS

PC for delegates

Personal computers are available for delegates in room C0719.

Pledges to the Industrial Development Fund

Delegates are advised that completed pledge forms for the Industrial Development Fund (IDF) can be deposited at the office of Mr. A. de Groot, Director, Field Coordination and Resource Mobilization Branch, who is responsible for IDF, room D1866, from Monday to Friday from 9 a.m. to 5 p.m. Additional pledge forms are also available at that office. Should a delegate have a query with regard to IDF or the pledging procedure, Mr. de Groot may also be contacted on extension 5356.

UNIDO sales publications

UNIDO sales publications may be purchased from the Sales Publications Office in room D1062, extension 3697.

Programme and Budget Committee coverage on Internet

All official Programme and Budget Committee documents, including the Annual Report of UNIDO 2004, have been published on the UNIDO Internet home page (http://www.unido.org). Please search under “Governing Bodies/PBC, twenty-first session”.

Offices and telephone numbers

	Room No.	*Number and Extension*[*]
Chairman of the Programme and Budget Committee	C0434	26060-4681/4680
Rapporteur of the Programme and Budget Committee	C0421	26060-5314
Director-General	C0431	26060-4231/4402
Managing Directors		
Programme Coordination and Field Operations Division (PCF) Deputy to the Director-General	D1962	26026-3470
Programme Development and Technical Cooperation Division (PTC)	D1556	26026-3510
Division of Administration (ADM)	D1604	26026-3670
Comptroller General	D2203	26026-3593
Secretariat of the Governing Bodies		
Chief of the Governing Bodies	C0417/C0419	26060-4660/4661 26026-3599/5232
Conference Liaison Officer (plenary)	C0421	26060-4663/4664 26026-3508
Conference Liaison Officer (information consultations)	C0729	26060-4701/5598 26026-3031
Journal Editor	C0433	26060-4680
Registration	Gate 1	26060-3991/3992
Documents Distribution	C04	26060-4626

[*] When dialling within the Conference Building use extension number only.

INFORMATION FOR PARTICIPANTS

Journal

1. *During the present 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*.

The journal will also appear on the eve of each day of session on the Internet homepage.

Registration

2. All participants who are not holders of a valid VIC pass are invited to present themselves personally at the Registration Desk located at Gate 1 on arrival.

3. Delegations are requested to notify, in writing, the staff at the Registration Desk or at the Secretariat office, C0419, of any subsequent changes in the information submitted on the official communication, in order that the records for the list of participants of the present session may be kept up to date. Only those delegates who have communicated their names in writing will be included in the list of participants.

VIC conference passes

4. Delegation members not part of the Permanent Mission will be issued VIC conference passes (not to be confused with Commissary cards (see paras. 16-19 below)), bearing their name and country or organization. After registration the necessary photographs for the conference passes will be taken at the United Nations Pass Office at Gate 1. For security reasons, the display of conference passes/grounds passes is necessary for admittance to the VIC as well as to the conference premises. Grounds passes should be worn visibly at all times while on the premises. Heads of delegations of Member States entitled to use the Commissary will be issued Commissary cards that are valid for admittance to the Commissary and conference rooms.

Accommodation for group meetings

5. The following rooms are available for delegations wishing to hold group meetings: Conference room II, C0713 and D0780. Conference room III is available for informal consultations. Applications should be made to the Office of the Meetings Control and Servicing Unit (room D0783, number 26060,* extensions 4615 and 3114) or, during meetings, to the Conference Officer (Board Room, number 26060,* extension 4621).

Prepared statements

6. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, at least 16 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Meetings Control and Servicing Unit (room D0783).

Simultaneous interpretation

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

8. 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 Secretariat's official interpreters.

Sound recordings

9. Sound recordings will be made of the meetings of the plenary. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Office of the Meetings Control and Servicing Unit (room D0783).

Documents distribution

10. The main documents are available in Arabic, Chinese, English, French, Russian and Spanish.

11. During the present session, in-session documents may be collected from the Documents Distribution Counter (fourth floor of building C) where each delegation will have a pigeon-hole. This will contain, initially:

(a) The first issue of the *Journal* of the session;

(b) A form on which participants should state the number of copies of in-session documents

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they will need, mentioning the working language(s) required.

12. The Documents Distribution Counter will be open each working 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.

13. *Pre-session documents are distributed to all Member States. All participants are urged to bring these documents with them, as stocks are limited. Participants are also urged to bring with them UNIDO basic documents—i.e. the Constitution, rules of procedure, decisions of the General Conference and the Board, etc.—since, as part of its savings measures, the Secretariat is refraining from reproducing documents that have been the subject of wide distribution on previous occasions.*

14. Delegates are requested to fill in and return on the first day of the session the form mentioned in subparagraph 11 (b) above concerning document requirements during the session. The Supervisor of the Documents Distribution and Reproduction Unit (F-355, number 26060,* extension 3237) is available to assist delegations with arrangements for distributing documents.

15. Delegates are reminded that the use of delegation pigeon-holes is restricted to official UNIDO and United Nations documents and publications and announcements of official meetings of the various groups in Vienna. Official invitations may also be accepted at the Documents Distribution Counter for insertion into the pigeon-holes only for the duration of the meeting. (*Note*: Distribution of documents other than legislative documents must be cleared by the Chief, Secretariat of the Governing Bodies (C0417)).

Commissary

16. The VIC Commissary is located in building F, floor -1. The Commissary opening hours are from 12 noon to 7 p.m. Access to and purchasing in the Commissary are restricted to holders of a grounds pass validated for Commissary access.

17. According to the Commissary Agreement between UNIDO and the Republic of Austria, 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 access *for the duration of the present session*. Any questions in connection with the issuing of grounds pass(es) validated for Commissary access should be directed to the Registration Desk at Gate 1, extension 3991 or the Secretariat Offices, C0419, extension 4661.

18. The issuance of grounds passes validated for Commissary access to entitled heads of delegations will take place in the Pass Office of the United Nations Security and Safety Section at Gate 1 as of Tuesday, 10 May from 2 p.m. to 4 p.m., and on Wednesday and Thursday, 11 and 12 May from 8 a.m. to 4 p.m. Entitled heads of delegations who had returned their grounds passes validated for Commissary access from previous sessions should have it revalidated in the Pass Office.

19. Opening hours of the Customer Service are 12 noon to 6 p.m.

United Nations stamps

20. Available United Nations stamps and postal stationery are on sale at the United Nations Postal Administration sales counter, Checkpoint 1. United Nations stamps are also available at the Austrian Post Office, first floor, building C, but can be used only for outgoing mail posted in the VIC.

First aid

21. For emergencies, call 22222. Medical attention is available from the clinics operated by the Joint Medical Service, building F, floor 7 (telephone number 2600, extensions 22223 and 22224). The clinics are open from 8.30 a.m. to 12 noon and from 2 p.m. to 4.30 p.m. (to 3 p.m. on Thursday). For emergencies the clinics are open from 8.30 a.m. through 5.30 p.m. For emergency assistance at other times, please apply to the Security Duty Room (F0E21, extension 99 or 3903).

Security

22. Please do not leave any luggage/briefcases unattended. 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 (extension 3903 or 3904). The emergency security extension is 99.

Parking facilities

23. Parking for delegations will be in garage P1, level -1. Upon request at Gate 3, delegates will receive a parking permit, valid for the duration of the session, which will allow access to the parking facilities by way of Wagramerstrasse (Gate 2). Only cars displaying such a permit will be permitted to park in garage P1, level -1. Delegates are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as

* When dialling within the Conference Building use extension number only.

the directions of the security officers in the VIC complex.

24. It should be noted that Checkpoint 2 is in operation from 7.30 a.m. to 7 p.m. After 7 p.m. arrival and departure by car from the VIC is via Checkpoint 3 only.

Banks

25. Bank services are provided by the Bank Austria-Creditanstalt, first floor of building C and entrance level of building D.

26. Both banks are open Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and on Thursday from 9 a.m. to 5.30 p.m.

Currency

27. Bank notes and travelers' cheques may be brought into Austria without restriction, but some currencies may not be easily negotiable. There are no restrictions on foreign currencies or euros when traveling to Austria or leaving the country. Cash advances are given upon presentation of world-wide issued cash cards or credit cards (including foreign) at the cash dispenser machines in the VIC, as well as in the banks.

Post, telephone and facsimile services

28. A post office, on the first floor of building C, provides all regular postal services, Monday through Friday from 8 a.m. to 6 p.m. (money services from 8 a.m. to 6 p.m.). Express money transfers with Western Union are available. Special arrangements have been made with regard to:

(a) **Telephone calls**: Outgoing local calls and direct dial long-distance calls can be made from the coin-operated telephone boxes near the Board Room on the fourth floor and the conference rooms on the seventh floor, or from telephone boxes that work with telephone cards purchased from the post office. All other long-distance calls must be placed at the post office.

(b) **Fascimile services**: Delegates may send and receive facsimile messages at the post office (facsimile number 263349010).

Cellular telephones

29. Delegates are kindly requested to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system. These produce noise bursts that hamper communication and consequently the quality of interpretation as well as of the recordings of proceedings. Even the vibrating and stand-by modes generate interference.

30. Delegates are also asked to ensure that laptops are not placed and used next to open microphones, as this causes similar problems.

Travel arrangements

31. Carlson Wagonlit Travel, the official travel service of UNIDO, is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. It is located in room F0E11 and is open from Monday through Friday from 8.30 a.m. to 5.30 p.m.

Reservation of hotel rooms and visas

32. The Secretariat regrets that it is not in a position to assist delegations in making hotel reservations or visa arrangements. It is suggested that delegations take the necessary action through their diplomatic missions.