



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

journal

Programme and Budget Committee

No. 1

Twenty-fourth session

Vienna, 3-4 September 2008

SCHEDULE OF MEETINGS

WEDNESDAY, 3 September 2008

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 (Statement by the Director-General)	
	Item 3: Report of the External Auditor, financial performance report and programme performance report for the biennium 2006-2007 (Statement by the External Auditor)	
12.30 p.m.	Bureau meeting	C0434
2 p.m.	EU meeting	CONFERENCE ROOM II
3 p.m.	Presentation by Prof. Paul Collier and Dr. Isher Ahluwalia on the draft Industrial Development Report 2008	BOARD ROOM
4 p.m.	2nd plenary meeting	BOARD ROOM
	Items 4 and 6: - Financial situation of UNIDO - Mobilization of financial resources	
	Item 5: Accounting standards	
5 p.m.	<i>Informal consultations (1st meeting)</i>	CONFERENCE ROOM III
6.30 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 4660 or 4661, room C0427.

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FORECAST OF MEETINGS

THURSDAY, 4 September 2008

10 a.m.	3rd plenary meeting	BOARD ROOM
	Item 7: Medium-term programme framework, 2010-2013	
	Item 8: Date of the twenty-fifth session	
10 a.m.	<i>Informal consultations (2nd meeting)</i>	CONFERENCE ROOM III
3 p.m.	4th plenary meeting	BOARD ROOM
	Adoption of conclusions	
	Item 9: Adoption of the report	
	Closure of the session	

ANNOUNCEMENTS

Industrial Development Report 2008

At 3 p.m. on Wednesday, 3 September 2008, delegates are kindly invited to attend a briefing on the draft Industrial Development Report 2008. The presentation will be made by Professor Paul Collier who is the principal author of the Report and Dr. Isher Ahluwalia who will comment in her capacity as a discussant and peer reviewer of the Report.

PCs 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, Resource Mobilization and Quality Assurance Branch, who is responsible for IDF, room D2180, 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 D1066, extension 3697.

Industrial Development Board coverage on the Internet

All official Programme and Budget Committee documents have been published on the UNIDO Internet home page (<http://www.unido.org>). Please search under "About UNIDO/Policymaking organs/PBC, twenty-fourth session".

Offices and telephone numbers

	<i>Room No.</i>	<i>Number and Extension*</i>
Chairperson of the Programme and Budget Committee	C0434	26060-4681/4680
Rapporteur of the Programme and Budget Committee	C0427	26060-4686
Director-General	C0431	26060-4230/4231
Managing Directors		
Programme Coordination and Field Operations Division (PCF) Deputy to the Director-General	D2101	26026-3470
Programme Development and Technical Cooperation Division (PTC)	D1901	26026-5578
Programme Support and General Management Division (PSM)	D1602	26026-3668
Chief of Cabinet	D2218	26026-4820/4821
Secretariat of the Policymaking Organs		
Secretary of the Policymaking Organs	C0417/ C0419	26060-4660/4661/4664 26026-3599/5232
External Relations Officers (plenary)	C0427	26060-4686/4685 26026-4567/3031
External Relations Officer (informal consultations)	C0729	26060-4701/5598/4675 26026-3508
<i>Journal</i> Editor	C0427	26060-4661/4660
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 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 the session on the UNIDO Internet home page.

Registration

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

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 grounds passes that are validated for admittance to the Commissary.

Accommodation for group meetings

5. The following rooms are available for delegations wishing to hold group meetings: Conference room II, C0232, C0713 and C0727. Applications should be made to the Office of the Meetings Control and Servicing Unit (rooms D0782 and D0783, number 26060,* extensions 4615 and 3115) 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 plenary, or to the Office of the Meetings Control and Servicing Unit (rooms D0782 and 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 (rooms D0782 and D0783).

Documents distribution

10. The main document is 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 pigeonhole. This will contain, initially:

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

(b) A form on which participants should state the number of copies of in-session documents they will need, mentioning the working language(s) required.

12. The Documents Distribution Counter will be open on the 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. –*

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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 Reproduction and Distribution 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 pigeonholes 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 pigeonholes only for the duration of the meeting. (Note: Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (C0417).)

Commissary

16. The VIC Commissary is located in building F, floor -1. The Commissary opening hours are from 12 noon to 6.30 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 issuance of grounds pass(es) validated for Commissary access should be directed to the Registration Desk at Gate 1, number 26060,* extension 3991.

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 Wednesday, 3 September from 8 a.m. to 4 p.m. until Thursday, 4 September. Entitled heads of delegations who had returned their grounds passes validated for Commissary access from previous sessions should have them revalidated in the Pass Office.

19. Opening hours of the Customer Service are 12 noon to 6.30 p.m.

United Nations stamps

20. Available United Nations stamps and postal stationery are on sale at the United Nations Postal Administration sales counter, Gate 1. Opening hours are Monday through Friday: 10 a.m. to 4 p.m. The sales counter can be contacted at number 26060,* extension 5243. 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 Services, 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 4.30 p.m. For emergency assistance at other times, please apply to the Security Duty Room (F0E21, number 26060,* 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, in room F0E21 (number 26060,* extension 3903 or 3904). The emergency security extension is 99.

Parking facilities

23. After having been issued a VIC conference pass at the Pass Office, participants can obtain a parking permit at the Pass Office, Garage Administration, by presenting the car papers (“Zulassungsschein”). Such permits, valid for the duration of the session, will allow access to the parking facilities. Only cars displaying such a permit will be allowed to park in the garage. Access for participants coming by car is through Gate 4. For holders of red parking stickers, such as permanent missions cars, Gate 2 can be used. Gate 2 is open from 7:30 a.m. to 7 p.m. and Gate 4 is open 24 hours. Delegates are requested to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the security officers in the VIC complex.

24. It should be noted that Gate 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 Gate 4 only.

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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 8.30 a.m. to 5 p.m.

Currency

27. Bank notes and travellers' 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 travelling to Austria or leaving the country. Cash advances are given upon presentation of worldwide 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) Facsimile services: Delegates may send and receive facsimile messages at the post office (facsimile number 43 05776781400).

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 standby 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 FOE11 and is open from Monday through Friday from 8 a.m. to 5 p.m. The office can be contacted at number 26026,* extension 3187.

Welcome, transportation and 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. 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.*

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BOARD ROOM

PROGRAMME AND BUDGET COMMITTEE

Twenty-fourth session, 3-4 September 2008

