SCHEDULE OF MEETINGS

Monday, 7 December 2009

8:30 a.m. EU meeting

Conference Room M5
(ground floor)

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

10.00 a.m. Opening of the thirteenth session

Plenary Hall
(first floor)

(Item 1 of the provisional agenda, GC.13/1/Rev.2)

Followed by 1st plenary meeting

Item 2: Election of officers

Address by the President
The Conference will be opened by
Mr. Reinhold Lopatka
Secretary of State
Federal Ministry of Finance of Austria

Item 3: Adoption of the agenda

Item 22: Appointment of the Director-General

Address by the Director-General
Addresses by Heads of State and other dignitaries
General debate

Matters for inclusion in the Journal should be sent as far in advance as possible to the Journal Editor, room M0116.
SCHEDULE OF MEETINGS (continued)

Monday, 7 December 2009

2.00 p.m.  EU meeting  
Conference Room M5  
(ground floor)

3.00 p.m.  2nd plenary meeting  
Plenary Hall  
(first floor)

General debate  
Items 7 to 21 and item 23

4.30-6.30 p.m.  Item 9:  Industrial Development Forum (Part I):  
Global Economic Slowdown: the Impact on Manufacturing  
Plenary Hall  
(first floor)

6.30 p.m.  G-77 Task Force meeting  
Conference Room MOE 100  
(ground floor)

6.30 p.m.  Reception — Hosted by the Director-General  
VIC Restaurant

FORECAST OF MEETINGS

Tuesday, 8 December 2009

9.00 a.m.  Meeting of the General Committee  
Conference Room M7  
(ground floor)

10.00 a.m.  3rd plenary meeting  
Plenary Hall  
(first floor)

Item 4:  Organization of work  
Item 5:  Credentials of representatives to the Conference

General debate  
Items 7 to 21 and item 23 (continued)

10.00 a.m.-1.00 p.m.  Main Committee — 1st meeting  
MOE 71A  
(ground floor)

11.00 a.m.-1.00 p.m.  Item 9:  Industrial Development Forum (Part II):  
Global Economic Recovery: Seizing Opportunities for Greening Industries  
Plenary Hall  
(first floor)

3.00 p.m.-7.00 p.m.  4th plenary meeting  
General debate  
Items 7 to 21 and item 23 (continued)  
Plenary Hall  
(first floor)

3.00 p.m.-6.00 p.m.  Main Committee — 2nd meeting  
MOE 71A  
(ground floor)

3.00 p.m.-4.30 p.m.  Round table (Africa): Towards Sustainable Biofuels  
Industries in Africa  
Boardroom A  
(second floor)

5.00 p.m.-6.30 p.m.  Round table (Asia and the Pacific): Is Green Industry the Next Engine of Growth for Asia and the Pacific?  
Boardroom A  
(second floor)
ANNOUNCEMENTS

Reception

All participants are cordially invited by the Director-General on the occasion of the thirteenth session of the General Conference to a reception on Monday, 7 December at 6.30 p.m. in the restaurant of the Vienna International Centre (VIC).

Internet corners

Two internet corners will be situated on the ground floor of the M-building, with desktop computers connected to the Internet, together with printing facilities.

Conference coverage on Internet

All official General Conference documents have been published on the UNIDO website (http://www.unido.org/index.php?id=7881&tx_ttnews[tt_news]=417&cHash=5281d5a3f6). The GC13 page can be accessed from the UNIDO homepage www.unido.org.

Launch of “Making It”

Copies of the new UNIDO magazine “Making It” will be distributed during the first plenary meeting. Additional copies will be made available outside the Plenary Hall.
INFORMATION FOR PARTICIPANTS

Journal
1. The Journal of the Conference will be issued daily in English, French and Spanish, and made available online on UNIDO’s website (http://www.unido.org/index.php?id=1000257). 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 (room M0116, extension 4231/3537).

Secretariat
2. The Executive Secretary of the thirteenth session of the General Conference is Ms. Jeannine Orloowski (room M0118, extension 4402/5709/3599). Her office is located on the first floor of the M-building.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 December</td>
<td>10.00 a.m.-5.00 p.m.</td>
<td>VIC Gate 1 (Pass Office)</td>
</tr>
<tr>
<td>6 December</td>
<td>10.00 a.m.-6.00 p.m.</td>
<td>VIC Gate 1 (Pass Office)</td>
</tr>
<tr>
<td>7, 8, 9, 10 December</td>
<td>8.00 a.m.-5.00 p.m.</td>
<td>VIC Gate 1 (Pass Office)</td>
</tr>
<tr>
<td>11 December (limited registration)</td>
<td>8.00 a.m.-11.00 a.m.</td>
<td>VIC Gate 1 (Pass Office)</td>
</tr>
</tbody>
</table>

Participants registering on 11 December 2009 will be reflected in an addendum to the list of participants (GC.13/INF.2/Rev.1) to be issued after the session. 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.

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 paragraph 3) as soon as possible.

Conference passes
6. Each participant will require a pass with a photograph for entry into 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 conference areas and VIC premises.

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

List of participants
8. A provisional list of participants will be available on the first day of the Conference. It will contain information on the composition of delegations which has been communicated to the Secretariat by 5 p.m. on Wednesday, 2 December 2009. In accordance with new standards for lists of participants, full names and titles will be shown rather than first initials and family names as in previous years. Names and titles will be entered in accordance with information received from Governments and organizations. Delegations are requested to notify, in writing, the staff at the Registration Desk, or the Secretariat of the Conference, of any subsequent changes to ensure the accuracy of the final list.

Conference rooms available
9. The following conference rooms are available in the M-building:

<table>
<thead>
<tr>
<th>Room</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plenary Hall</td>
<td>Plenary and Industrial</td>
</tr>
<tr>
<td></td>
<td>Development Forum</td>
</tr>
<tr>
<td>Boardroom A</td>
<td>Round tables</td>
</tr>
<tr>
<td>Conference Room MOE 71A</td>
<td>Main Committee</td>
</tr>
<tr>
<td>Conference Room M7</td>
<td>General Committee</td>
</tr>
<tr>
<td>Conference Rooms M5, M6, and M7</td>
<td>Credentials Committee</td>
</tr>
<tr>
<td></td>
<td>Group meetings</td>
</tr>
</tbody>
</table>

10. 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, room M0222, extension 4615, 3115, 5455/5304.
Seating arrangements

11. Delegations will be seated in English alphabetical order. The name of Venezuela (Bolivarian Republic of) 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. The same order will be maintained for meetings of the Main Committee.

12. 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

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

14. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Control and Servicing Unit in advance and 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.

15. Each seat in the meeting rooms at the M-building with simultaneous interpretation equipment, will be provided with a portable receiver set and headphones. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meetings rooms.**

Speakers in the general debate

16. The list of speakers for the plenary meetings was opened on 9 November 2009. As of 7 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. The names of speakers will be entered on the list in the order in which the requests are received.

17. Delegates are urged to keep the duration of their statements in the general debate to a maximum of 10 minutes.

18. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the debate.

Prepared statements

19. 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 Meetings Control and Servicing Unit in M0222 or to the Conference Officer in the Plenary Hall.

Sound recordings

20. 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 in M0222.

Documents distribution

21. As UNIDO is committed to reducing its carbon footprint, all participants are urged to consult documents online. When printing, use the double-sided printing feature and ecological paper.

22. 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 are published on the UNIDO website (http://www.unido.org/index.php?id=1000257). All participants are asked to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

23. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 1st floor, M-building) 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) The first issue of the daily Journal of the Conference;

(b) A form on which participants should state the number of copies of in-session documents they will require during the Conference, mentioning the working language(s) required, to be distributed in their pigeonhole. 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.

24. 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
25. Delegates wishing to propose draft decisions or
resolutions during the session are requested to submit
the text to the President as soon as possible and by the
deadline that will be established by the General
Committee at its first meeting. The submission of a text
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
26. Summary records will be prepared for meetings
of the plenary and the Main Committee and will be
issued 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.

Information Desk (entrance to M-building)
27. At the Information Desk, general information
may be obtained about the Conference, such as the
location of meeting rooms and offices, telephone
extensions and the various services. The Information
Desk will be open daily from 8.30 a.m., extension
5612/5368.

Media
28. Inquiries should be addressed to Mr. M.
Evsatfeyev, Public Advocacy and Communications Unit,
extension 5364/5021.

Commissary
29. 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 8.00 a.m. to 4.00 p.m., as of
7 December 2009.

The Commissary is located on level -1 of the Vienna
International Centre (VIC) of the F-building. Opening
hours, Monday through Friday from 12 noon to 7 p.m.
30. Any questions in connection with the issuing of
commissary passes should be directed to the
registration desk.

Postal, telephone and fax services
31. 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 8.00 a.m. to 6.00 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.

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

Banking services
33. An Austrian bank with multilingual staff offers
full banking services at the VIC. The Bank Austria has
a branch on the first floor of the C-building and another
at the entrance level of the D-building. Their opening
hours are as follows:
Monday, Tuesday, Wednesday 9.00 a.m.-3.00 p.m.
and Friday
Thursday 9.00 a.m.-5.30 p.m.

International ATM machines are available on the first
floor (C0113) and the ground floor (D0E71). Some
banking services are also provided from 8.00 a.m. to
5.00 p.m. by the post office on the first floor of the
C-building.

Language, currency and credit cards
34. The official language of Austria is German.
35. 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.

36. 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
37. Registered cars of Permanent Missions will be
able to park as usual.
38. While some commercial parking is available near
the VIC, participants without access to authorized cars
are advised to use the excellent public transportation system, as the VIC is located directly next to the underground station “Kaisermühlen — Vienna International Centre” on the U1 line.

**Medical services**

39. Medical attention is available in the clinics operated by the Joint Medical Service on the 7th floor of the F-building (extensions 22223/4; for emergencies, 22222). The clinics are open on weekdays from 8.30 a.m. to 12 noon and from 2.00 p.m. to 4.30 p.m. (Thursdays from 2.00 p.m. to 3.00 p.m.). For emergencies, the clinics are open from 8.30 a.m. to 5.30 p.m.

40. A pharmacy is located next to the clinics (room F0715) which is open on weekdays from 10.00 a.m. to 5.00 p.m.

**Sanitizers**

41. Taking into account the H1N1 influenza epidemic, sanitizers have been installed in various places in the VIC, addressing the importance of washing hands properly several times a day, as recommended by medical experts. Sanitizers are located in the restrooms and at the entrance from the A-building.

**Security advice**

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

**Lost and found**

43. During the Conference, a lost and found office will operate on the ground floor of the F-building, room F0E18.

**Catering services**

44. The M-building catering services are as follows:

   - **Coffee corner on ground floor:**
     - Monday-Thursday, 9.00 a.m.-6.30 p.m.
     - Friday, 9.00 a.m.-4.00 p.m.
   - **Coffee corner on first floor:**
     - Monday-Thursday, 9.00 a.m.-6.30 p.m.
     - Friday, 9.00 a.m.-4.00 p.m.
   - **Coffee corner on second floor:**
     - Tuesday-Thursday, 9.00 a.m.-6.30 p.m.

45. In addition to facilities in the M-building, catering services located in the F-building on the entrance level will be in operation with opening hours as follows:

   - **VIC Cafeteria:**
     - Monday-Friday, 7.30 a.m.-3.00 p.m.
   - **VIC Restaurant:**
     - Monday-Friday, 11.30 a.m.-3.00 p.m.
     - (for table reservations, call 26060-4877)
   - **VIC Cocktail lounge:**
     - Monday-Friday, 11.30 a.m.-3.00 p.m. and 4.30 p.m.-8.00 p.m.

46. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (extension 4870 or 4875).

**Travel services**

47. The travel agencies Carlson Wagonlit Travel and American Express are available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office of Carlson Wagonlit Travel is located in the F-building on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m. American Express is located in the C-building on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m.

**Smoking**

48. Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

**Cellular telephones and computers**

49. 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**

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

**UNIDO telephone number**

51. Telephone number – (00 43 1) 26026 0.

**For further information refer to documents**

   GC.13/INF.1 and GC.13/INF.1/Add.1 “Advance Information for Participants”.