



# United Nations Industrial Development Organization

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## General Conference

### Fourteenth session

Vienna, 28 November-2 December 2011

## Advance information for participants

### Addendum

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*Note:* The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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1. The present document provides updated information subsequent to the issuance of document GC.14/INF.1.

#### **Conference access cards**

2. As stated in paragraph 13 of document GC.14/INF.1, each participant will require a conference access card with a photograph for entry into the Vienna International Centre (VIC) premises during the session. **It is emphasized that every effort should be made by participants to register and be issued with conference access cards PRIOR to the Conference to avoid delays at the entrance to the VIC. This is particularly important taking into account security procedures for visitors, who have to pass through X-ray screening BEFORE proceeding to Gate 1 for the issuance of a conference access card.**

3. To assist delegates in this respect, and thereby avoid queues on the opening day, a number of pre-session possibilities exist. Permanent Missions in Vienna may arrange for the issuance of conference access cards prior to the arrival of delegates from outside Vienna by communicating in writing the full names, titles and e-mail addresses of the members of the delegation. Written notifications bearing an authorized signature are to be sent as an attachment to an e-mail to [pmo-registration@unido.org](mailto:pmo-registration@unido.org) by latest Monday, 21 November 2011. It is essential that the original notifications are still mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre, P. O. Box 300, 1400 Vienna, Austria.

4. Delegates travelling to Vienna are strongly encouraged to take advantage of pre-session registration. To facilitate early registration, the opening hours of the registration desk at Gate 1 of the VIC will be as follows:

Thursday-Friday, 24-25 November	8 a.m.-4 p.m.
Sunday, 27 November	3 p.m.-6.30 p.m.
Monday, 28 November	8 a.m.-4 p.m.
Tuesday, 29 November	8 a.m.-4 p.m.

5. Those delegates who are unable to register before 28 November 2011 are encouraged to arrive as early as possible that morning, as space constraints and security measures may result in queues.

6. If Permanent Missions wish to dispatch someone other than the conference access card holder to collect the conference access cards, a note verbale should be sent to [pmo-registration@unido.org](mailto:pmo-registration@unido.org). A sample note verbale requesting early collection of conference access cards is contained in annex 1.

7. Delegates already in possession of a pass will only be mentioned in the list of participants if their names have been included in communications to the Secretariat concerning the composition of the delegation.

#### **Commissary access cards**

8. Commissary access cards for heads of delegations are available for collection at the Pass Office at Gate 1 on Monday, 28 November 2011, from 12 noon to 4 p.m., and on Tuesday, 29 November 2011, from 8 a.m. to 4 p.m. Should a head of

delegation be unable to collect the commissary access card in person, a member of his/her delegation can collect the card on his/her behalf.

#### **VIC entry for official cars**

9. Cars of Permanent Missions registered at the VIC will be able to park as usual. Parking facilities for non-registered cars are not available at the VIC. However, if informed in writing, non-registered cars will be allowed entry via Gate 2 for drop-off and pick-up of passengers. A note verbale requesting car access should be forwarded to the Policymaking Organs Secretariat, Room D2209, e-mail [protocol@unido.org](mailto:protocol@unido.org), fax (+43-1) 26026 6874. Vehicle entry permits will be available at the Pass Office at Gate 1 prior to the Conference. A sample note verbale is included in annex 2.

10. Taxis are not permitted to access the premises of the VIC. Should delegates be arriving by taxi, they should arrange to be dropped off at Gate 1 and proceed to the VIC on foot.

11. 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.

#### **List of speakers**

12. As stated in document GC.14/INF.1, paragraphs 20 and 21, the list of speakers for the general debate will open on 9 November 2011. Requests should be directed to the Policymaking Organs Secretariat, Room D2213, e-mail [a.larcos@unido.org](mailto:a.larcos@unido.org), fax (+43-1) 26026 6874, telephone (+43-1) 26026 3031.

#### **List of participants**

13. As indicated in document GC.14/INF.1, paragraphs 7 and 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, 23 November 2011. 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.

#### **Statements of delegates**

14. In line with the recommendations of Permanent Missions in Vienna on the organization of work discussed on 31 October 2011, delegates are urged to keep the duration of their statements in the general debate to 10 minutes.

#### **Seating inside the Plenary hall**

15. It is anticipated that seating space inside the Plenary hall during the opening ceremony of the Conference on Monday, 28 November 2011, will be extremely limited. Accordingly, it has been necessary to restrict the seating allocation for each Member State. These restrictions will apply only during the opening ceremony on the morning of Monday, 28 November 2011.

**Receivers in meeting rooms**

16. Portable receivers will be available in the Plenary and Main Committee to enable participants to follow the proceedings in the official languages of the Conference. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meeting rooms.**

**Information desk**

17. An information desk will be set up at the entrance to the M-building where general information concerning the Conference, location of meeting rooms and offices, telephone extensions, etc. may be obtained.

**Media contact**

18. Information concerning facilities for the media was provided in document GC.14/INF.1, paragraphs 57 and 58. Inquiries should be addressed to Mr. Mikhail Evstafyev, Advocacy and Communications Group, UNIDO, VIC, P. O. Box 300, 1400 Vienna, e-mail [m.evstafyev@unido.org](mailto:m.evstafyev@unido.org). telephone (+43-699) 1459 7329.

## Annex 1

### Sample note verbale requesting collection of conference access cards

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that [FIRST NAME LAST NAME] has been authorized to collect the pre-printed conference access cards for the following participants of the fourteenth session of the General Conference on [24/25/27/28/29] November 2011:

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[FIRST NAME LAST NAME, FUNCTIONAL TITLE]

[Date]

[Official seal]

## Annex 2

### Sample note verbale requesting car access

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to inform the Policymaking Organs Secretariat of UNIDO that the following cars would need access to the Vienna International Centre (Gate 2) from 28 November to 2 December 2011 in order to drop-off and pick-up the delegation attending the General Conference.

License plate number:

Name of driver:

[Date]

[Official seal]

## Annex 3

## Proposed tentative schedule of work

<i>Monday, 28 November</i>	<i>Tuesday, 29 November</i>	<i>Wednesday, 30 November</i>	<i>Thursday, 1 December</i>	<i>Friday, 2 December</i>
<b>1st plenary meeting</b> <u>10 a.m.-12.30 p.m.</u>	9 a.m. General Committee	9.15-10.15 a.m. Credentialed Committee (tentative)		
Opening of the session	<b>3rd plenary meeting</b> <u>10 a.m.-1 p.m.</u>	<b>5th plenary meeting</b> <u>10 a.m.-1 p.m.</u>	<b>7th plenary meeting</b> <u>10 a.m.-1 p.m.</u>	<b>9th plenary meeting</b> <u>10 a.m.-2 p.m.</u>
Statements by Heads of State and Government	General debate	General debate	Credentialed representatives to the Conference (item 5)	<b>Consideration and adoption of decisions and resolutions</b>
Opening of General Debate	Round Table (AFR) Economic diversification strategies: a key driver in Africa's new industrial revolution <u>9.30-11 a.m.</u>	Round Table (EUR) Promoting innovative industries and technologies for a sustainable future of the Europe and NIS region <u>9.30-11 a.m.</u>	Appointment of an External Auditor (item 10 (e)) [voting if required]	
	<b>Main Committee – 1st meeting</b> <u>10.30 a.m.-1.30 p.m.</u>	<b>Main Committee – 3rd meeting</b> <u>10 a.m.-1 p.m.</u>	<b>Main Committee – 5th meeting</b> <u>12 noon</u> (tentative).	
	Round Table (ASP) Prosperity for the billions in Asia and the Pacific: green growth and poverty reduction <u>11.30 a.m.-1 p.m.</u>	Round Table (LAC) Will the new green industrial revolution reduce social inequalities in Latin America and the Caribbean? <u>11.30 a.m.-1 p.m.</u>		
<b>2nd plenary meeting</b> <u>3-4.30 p.m.</u>				
General debate	Round Table (ARB) Youth participation in the inclusive economic development of the Arab region <u>2.30-4 p.m.</u>	Side event: Industrial skills for a better world <u>2-3.30 p.m.</u>	<b>8th plenary meeting</b> <u>3-6 p.m.</u>	
	<b>4th plenary meeting</b> <u>3-7 p.m.</u>	<b>6th plenary meeting</b> <u>3.30-6.30 p.m.</u>	General debate	
Forum making it sustainable <u>4.30-6.30 p.m.</u>	General debate	General debate	<b>Main Committee – 6th meeting</b> <u>4.30-7.30 p.m.</u> (tentative)	
	<b>Main Committee – 2nd meeting</b> <u>3-6 p.m.</u>	<b>Main Committee – 4th meeting</b> <u>3.30-6.30 p.m.</u>		
	Side event on the “Networks for prosperity programme” <u>4.30-5.30 p.m.</u>			
<u>6.30-8 p.m.</u> Reception hosted by Director-General				