



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

Programme and Budget Committee

No. 1

Twenty-eighth session

Vienna, 25-26 June 2012

SCHEDULE OF MEETINGS

MONDAY, 25 June 2012

9 a.m.	EU coordination meeting	CONFERENCE ROOM M2
9.30 a.m.	Heads of delegations	CONFERENCE ROOM M3
10 a.m.	1st plenary meeting	BOARD ROOM B
	Opening of the session	
	Item 1: Election of officers	
	Item 2: Adoption of the agenda (Statement by the Director-General)	
	Item 3: Annual Report of the Director-General for 2011	
12.30 p.m.	Meeting of the Bureau of the Programme and Budget Committee	M01 16
3 p.m.	2nd plenary meeting	BOARD ROOM B
	Item 4: Report of the External Auditor (Statement by the External Auditor)	
	Item 6: Strengthening UNIDO programmes through unutilized balances of appropriations	
	Item 7: Informal working group on the future, including programmes and resources, of UNIDO	
4 p.m.	<i>Informal consultations (1st meeting)</i>	CONFERENCE ROOM M3
6 p.m.	Meeting of the Friends of the Rapporteur	M01 19

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 26060, extension 4686, room M01 14.

For documentation related to the agenda items, please consult PBC.28/CRP.1.

V.12-54153 (E)



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FORECAST OF MEETINGS

TUESDAY, 26 June 2012

10 a.m. 3rd plenary meeting

BOARD ROOM B

Items 5 and 8: -Financial situation of UNIDO
-Mobilization of financial resources

Item 9: Date of the twenty-ninth session

10 a.m. *Informal consultations (2nd meeting)*

CONFERENCE ROOM M3

3 p.m. Side event on the outcome of Rio+20

BOARD ROOM B

4.30 p.m. 4th plenary meeting

BOARD ROOM B

Adoption of conclusions

Item 10: Adoption of the report

Closure of the session

ANNOUNCEMENTS

Side event on the outcome of Rio+20

The side event will take place on Tuesday, 26 June 2012, from 3 to 4.30 p.m. in Board Room B and will include video links to H.E. Mr. Carsten Staur (Permanent Representative of Denmark to the United Nations, New York) and H.E. Mr. Hardeep Singh Puri (Permanent Representative of India to the United Nations, New York) who will be invited to share their perspectives on the outcome of Rio+20.

Internet corners

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

Programme and Budget Committee coverage on the Internet

All official Programme and Budget Committee documents have been published on the UNIDO website (<http://www.unido.org/psc/28>).

Offices and telephone numbers

	<i>Room No.</i>	<i>Number and Extension*</i>
Chairperson of the Programme and Budget Committee	M01 16	26060-4230/4685
Director-General	M01 27	26060-4080
Managing Directors		
Programme Development and Technical Cooperation Division (PTC)	D1901	26026-5578
Strategic Research, Quality Assurance and Advocacy Division (SQA)	D2108	26026-4820
Programme Support and General Management Division (PSM)	D1661	26026-5427
Deputy to the Director-General	D2201	26026-3470
	M0127	26060-4080
Secretariat of the Policymaking Organs		
Secretary of the Policymaking Organs	M01 14	26060-4685/4686 26060-4644/4691 26026-3708/5232
External Relations Officers (plenary)	M01 19	26060-5513/5314 26026-3031/4567
External Relations Officer (informal consultations)	M01 22	26060-4663/4664 26026-3508
<i>Journal</i> Editor	M01 14	26060-4686
Registration	Gate 1	26060-3991/3992
Documents Distribution	Documents Counter Board Room B	26060-4626

* When dialing 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 website (www.unido.org/pbc/28).

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, room M01 14, 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 access cards

4. Each participant will require a conference access card with a photograph for entry into the Vienna International Centre (VIC) premises during the session. Written notifications bearing an authorized signature are to be sent as an attachment to an e-mail to pmo-registration@unido.org. Furthermore, a contact e-mail address is required for each member of the delegation who is not already in possession of a valid Vienna International Centre access card. The registration system will automatically send an e-mail to the specified address, requesting the delegate to upload an ID photograph in .jpeg format (less than 2 MB in size). It is essential that the original notifications are also mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre, P.O. Box 300, 1400 Vienna, Austria.

5. 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. A sample note verbale requesting early collection of conference access cards is contained in annex 1.

6. Delegates already in possession of a Vienna International Centre access card 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.

7. Heads of delegations of Member States entitled to use the Commissary will be issued conference access cards that are validated for admittance to the Commissary.

Accommodation for group meetings

8. Delegations wishing to hold group meetings should contact the Office of the Meetings Control and Servicing Unit (room M02 22, number 26060, extension 5455 or 3115 or 4615).

Prepared statements

9. To facilitate the work of the interpreters, 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 plenary, or to the Office of the Meetings Control and Servicing Unit (room M02 22).

Simultaneous interpretation

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

11. 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.

12. For meetings with simultaneous interpretation, each seat in the conference rooms will be provided with a portable receiving set and a headphone. Participants are requested not to remove these from the meeting rooms so that the equipment may be checked and, if necessary, batteries may be reloaded before the next meeting takes place.

Sound recordings

13. 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 Secretariat (room M01 14).

Documents distribution

14. The main documents are available in Arabic, Chinese, English, French, Russian and Spanish. Pre-session documents are published on the UNIDO website (www.unido.org/pbc/28). All participants are urged to bring these documents with them, as stocks are limited.

15. During the session, documents may be collected from the documents distribution counter (outside Board Room B, first 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.

16. 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. Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (room M01 14).

Commissary

17. 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 conference access card validated for Commissary access.

18. 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 conference access cards validated for Commissary access should be directed to the Secretariat (room M01 14). For more information regarding Commissary purchases, please contact Commissary.CustomerService@iaea.org.

Medical services

19. For emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service, on the seventh floor of building F (telephone number 2600, extensions 22223 and 22225). The clinics are open on weekdays from 8.30 a.m. to 4 p.m. (Thursdays to 3 p.m.). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, number 26060, extension 99 or 3903)).

20. A pharmacy is located next to the clinics (room F0709) which is open on weekdays from 10 a.m. to 5 p.m.

Security

21. Please do not leave any luggage/briefcases unattended. Suspicious objects should be reported to security immediately.

22. 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 F0E18 (number 26060, extension 3903 or 3904).

23. The emergency security extension is 99.

Parking facilities

24. Registered cars of Permanent Missions will be able to park as usual.

25. Parking facilities for non-registered cars are not available at the VIC. However, if informed in advance, non-registered cars will be allowed entry for drop off and pick-ups. A note verbale requesting car access should be forwarded to protocol@unido.org (see annex 3). 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.

Bank

26. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria has a branch on the first floor of building C and another at the entrance level of building D. Bank services are provided by the Bank Austria on the first floor of building C.

27. The bank is 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.

28. International ATM machines are available on the first floor (C0113) and the ground floor (D0E71). 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.

Postal services

29. 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. 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.

30. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

Use of cellular telephones and laptops

31. Delegates are invited to keep their cellular telephones switched off inside conference rooms, as

they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

Catering services

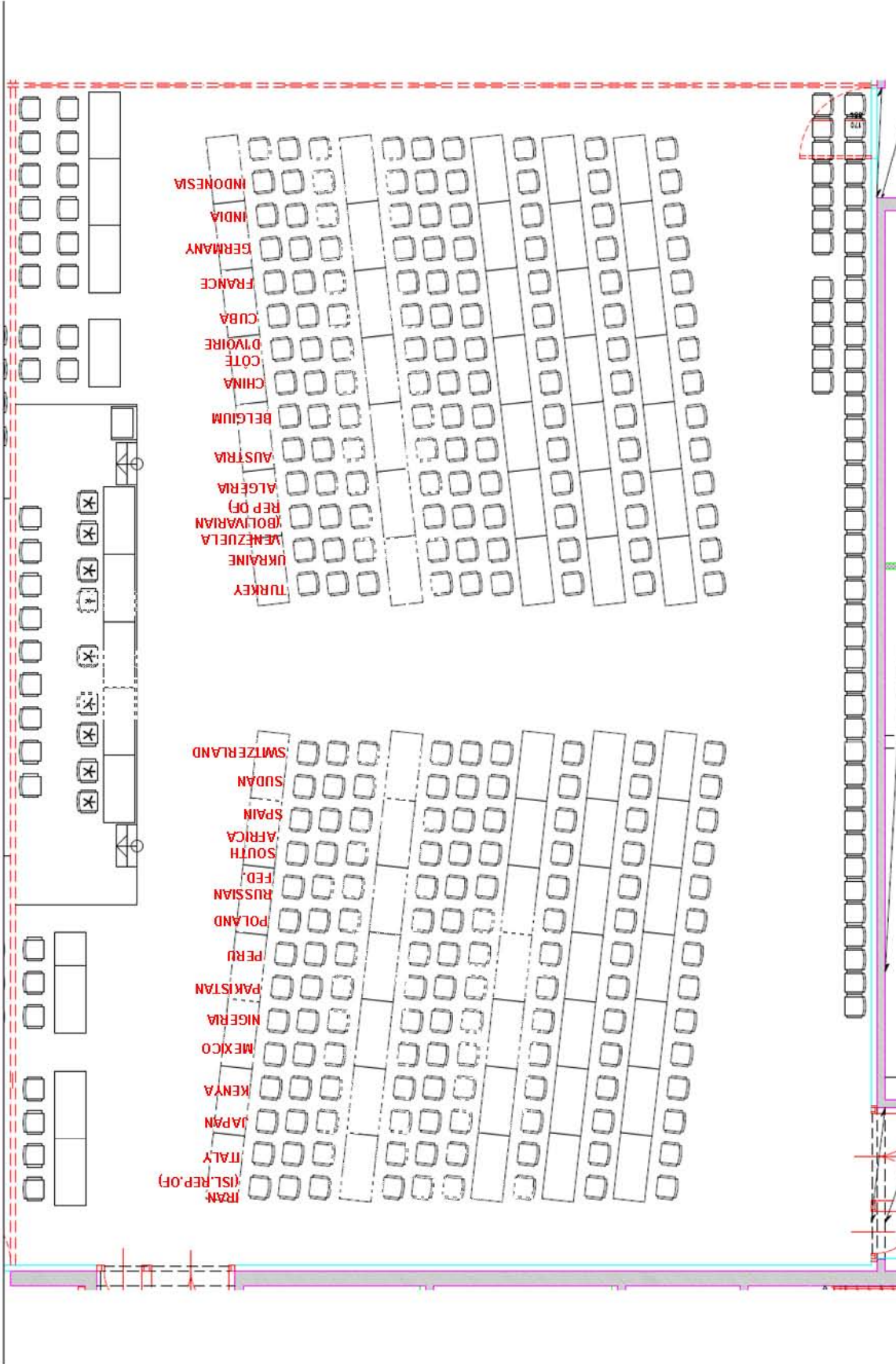
32. A cafeteria, a restaurant and a bar are located in building F, on the entrance level. The restaurant (table reservation recommended, number 26026, extension 4877) is open from 11.30 a.m. to 3 p.m. The cafeteria is open from 7.30 to 10 a.m. and from 11:30 a.m. to 2:45 p.m. The coffee counter in the cafeteria is open from 8 a.m. to 3:30 p.m. Snacks and beverages will be available at the coffee bars in building M, on the ground floor and first floor, open from 9 a.m. to 4.30 p.m. and 9 a.m. to 4 p.m. respectively. In addition to the above services, private luncheons and receptions at the Vienna International Centre can be arranged at the WIWAG catering operations office, room F-184C, number 26026, extension 4870.

Travel arrangements

33. 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 building F on the ground floor. It is open from 9 a.m. to 5 p.m. American Express is located in building C on the ground floor. It is open from 8.30 a.m. to 5 p.m.

Welcome, transportation and reservation of hotel rooms and visas

34. 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.



BOARD ROOM B