



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

# journal

**Industrial Development Board**

**No. 1**

**Fortieth session**

Vienna, 20-22 November 2012

## SCHEDULE OF MEETINGS

**TUESDAY, 20 November 2012**

9 a.m.	EU Coordination meeting	CONFERENCE ROOM M2
9.30 a.m.	Heads of delegations	CONFERENCE ROOM M1
<b>10 a.m.</b>	<b>1st plenary meeting</b>	<b>BOARD ROOM B</b>
	Opening of the session	
Item 1:	Election of officers	
Item 2:	Adoption of the agenda (Statement by the Director-General)	
	Statements by Ministers	
Item 3:	Annual Report of the Director-General for 2011	
12.30 p.m.	Meeting of the Bureau of the Industrial Development Board	M01 16
2 p.m.	Group of 77 Task Force meeting	MOE 100
2 p.m.	EU Coordination meeting	CONFERENCE ROOM M2
<b>3 p.m.</b>	<b>Side event on sustainable industrial development: The experience of BRICS in achieving competitiveness, innovation and job creation</b>	<b>BOARD ROOM B</b>
<b>5 p.m.</b>	<b>2nd plenary meeting</b>	<b>BOARD ROOM B</b>
Item 13:	Date and place of the fifteenth session of the General Conference	
Item 11:	Selection process for the post of Director-General: Introduction of a candidates' forum	
Item 4:	Report of the Programme and Budget Committee	
	(a) Report of the External Auditor	
	(b) Financial situation of UNIDO	



- (c) Strengthening UNIDO programmes through unutilized balances of appropriations
- (d) Mobilization of financial resources

5.30 p.m. *Informal consultations (1st meeting)*

CONFERENCE ROOM M1

6 p.m. Meeting of the Friends of the Rapporteur

M01 23

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Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 26060, extension 4660, room M01 23.

For documentation related to the agenda items, please consult IDB.40/CRP.1.

## FORECAST OF MEETINGS

WEDNESDAY, 21 November 2012

<b>10 a.m. 3rd plenary meeting</b>	<b>BOARD ROOM B</b>
Item 4: <i>Continued</i>	
Item 5: Activities of the Evaluation Group	
Item 6: Activities of the Joint Inspection Unit	
Item 7: UNIDO activities in environment and energy	
10 a.m. <i>Informal consultations (2nd meeting)</i>	CONFERENCE ROOM M1
<b>2.30 p.m. Opening of exhibition “Energies, for a sustainable world”</b>	<b>Outside BOARD ROOM B</b>
<b>3 p.m. Side event on the Green Industry Platform</b>	<b>BOARD ROOM B</b>
<b>5 p.m. 4th plenary meeting</b>	<b>BOARD ROOM B</b>
Item 8: Review of the progress of the deliberations of the informal working group	
Item 9: Personnel matters	
Item 12: Industrial innovation and productive capacity	
5 p.m. <i>Informal consultations (3rd meeting)</i>	CONFERENCE ROOM M1

THURSDAY, 22 November 2012

9.30 a.m. Meeting of the Bureau of the Industrial Development Board (if required)	M01 16
<b>10 a.m. 5th plenary meeting</b>	<b>BOARD ROOM B</b>
Item 10: Matters related to intergovernmental, non-governmental, governmental and other organizations	
10 a.m. <i>Informal consultations (4th meeting) (if required)</i>	CONFERENCE ROOM M1
<b>3 p.m. 6th plenary meeting</b>	<b>BOARD ROOM B</b>
Item 14: Provisional agenda and date of the forty-first session	
	Adoption of decisions
Item 15: Adoption of the report	

## INVITATION

*On the occasion of the fortieth session of the Industrial Development Board of UNIDO*



*The Director-General of the  
United Nations Industrial Development Organization  
Mr. Kandeh K. Yumkella*

*has the honour to invite all participants*

*to a reception  
on Tuesday, 20 November 2012, at 6.30 pm*

*VIC Restaurant*

In keeping with the “UNIDO goes paperless” initiative, delegations are informed that the Secretariat no longer prints individual invitations for delegations in order to reduce paper use and minimize environmental impacts.

## **ANNOUNCEMENTS**

### **Side event on sustainable industrial development: The experience of BRICS in achieving competitiveness, innovation and job creation**

The side event will take place on Tuesday, 20 November 2012, from 3 to 5 p.m. in Board Room B. It will provide a platform to discuss industrial development challenges BRICS countries are currently facing and will include Mr. Jomo Kwame Sundaram, Assistant Director-General, Economic and Social Development, Food and Agriculture Organization (FAO) of the United Nations, as keynote speaker.

### **Energies, for a sustainable world**

The exhibition will be opened on Wednesday, 21 November 2012, at 2.30 p.m. outside Board Room B. Energy is at the heart of human, social, economic and sustainable development issues. On the occasion of the international year of Sustainable Energy for All, the Permanent Mission of France to UNIDO is organizing an exhibition in cooperation with UNIDO, designed by the Centre Sciences (Centre régional de promotion de la Culture Scientifique, Technique et Industrielle) with the support of the French Institute (Institut français) and the assistance of several research institutions. The exhibition highlights the importance of access to energy in developing countries, improvement of energy efficiency and renewable energy use. The relation between energy and development, the impact on climate change of ever-growing energy needs, the renewable energy potential are some of the topics presented in this exhibition targeting the general public.

### **Side event on the Green Industry Platform**

The side event will take place on Wednesday, 21 November 2012, from 3 to 5 p.m. in Board Room B. It will begin with a presentation of the features and objectives of the Platform, followed by a panel discussion on the paradigm shift in economic growth models from labour to resource productivity, with an emphasis on the potential role which the Green Industry Platform could play in the transition. The event will be moderated by Mr. Paul Hohnen, Sustainability Strategies, and panellists include H.E. Ms. Veronica Sión, Minister of Industry and Productivity (Ecuador); H.E. Mr. Marcin Korolec, Minister of Environment (Poland); Ms. Monique Barbut, Former Chief Executive Officer of the Global Environment Facility, and Mr. Friedrich Hinterberger, President, Sustainable Europe Research Institute.

### **Texts of written statements**

Statements submitted to the Office of the Meetings Control and Servicing Unit will be published on the UNIDO website, unless there is a clear indication that they should not be made available on the Internet ([www.unido.org/idb/40](http://www.unido.org/idb/40)).

### **Internet corners**

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

### **Industrial Development Board coverage on the Internet**

All official Industrial Development Board documents have been published on the UNIDO website ([www.unido.org/idb/40](http://www.unido.org/idb/40)).

### Offices and telephone numbers

	<i>Room No.</i>	<i>Number and Extension*</i>
President of the Industrial Development Board	M01 16	26060-4230/4685
Director-General	M01 27	26060-4680
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	26060-4680
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 23	26060-4661/4708 26026-4567
External Relations Officer (informal consultations)	M01 22	26060-4663/4664 26026-3508
<i>Journal</i> Editor	M01 23	26060-4660
Registration	Gate 1	26060-3991/3992
Documents Distribution	Documents Counter M 1	26060-4617

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\* 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/idb/40](http://www.unido.org/idb/40)).

### Registration

2. All participants who are not holders of a valid conference access card 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](mailto: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 VIC 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. Delegates already in possession of a VIC 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.

6. 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 (see paragraphs 18 and 19).

### Accommodation for group meetings

7. 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

8. 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).

9. Statements submitted to the Office of the Meetings Control and Servicing Unit will be published on the UNIDO website, unless there is a clear indication that they should not be made available on the Internet ([www.unido.org/idb/40](http://www.unido.org/idb/40)).

### 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. The sound recordings of every plenary meeting will be made available in all official languages on the UNIDO Extranet ([www.unido.org/extranet](http://www.unido.org/extranet)).

### 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/idb/40](http://www.unido.org/idb/40)). All participants are urged to bring these documents with them, as stocks are limited. Conference room papers are available on the UNIDO Extranet ([www.unido.org/extranet](http://www.unido.org/extranet)).

15. During the session, documents may be collected from the documents distribution counter (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).

#### **Internet corner**

17. An Internet corner with standard software and Internet access is located on the ground floor of the building M.

#### **Commissary**

18. 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 conference access card validated for Commissary access.

19. 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](mailto:Commissary.CustomerService@iaea.org).

#### **Medical services**

20. For emergencies, call 22222. It should be noted that the Joint Medical Service is not equipped to handle general medical consultations for participants, such as those required for prescriptions. Emergency medical attention is available in the clinics operated by the 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).

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

#### **Security**

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

23. 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).

24. The emergency security extension is 99.

#### **Parking facilities**

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

26. 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](mailto:protocol@unido.org) (see annex). 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**

27. 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.

28. 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.

29. 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**

30. 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.

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

#### **Use of cellular telephones and laptops**

32. 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**

33. 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 2.30 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 4875 or 4870.

#### **Travel arrangements**

34. 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 8.30 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**

35. 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.

**Annex**

[LETTERHEAD]

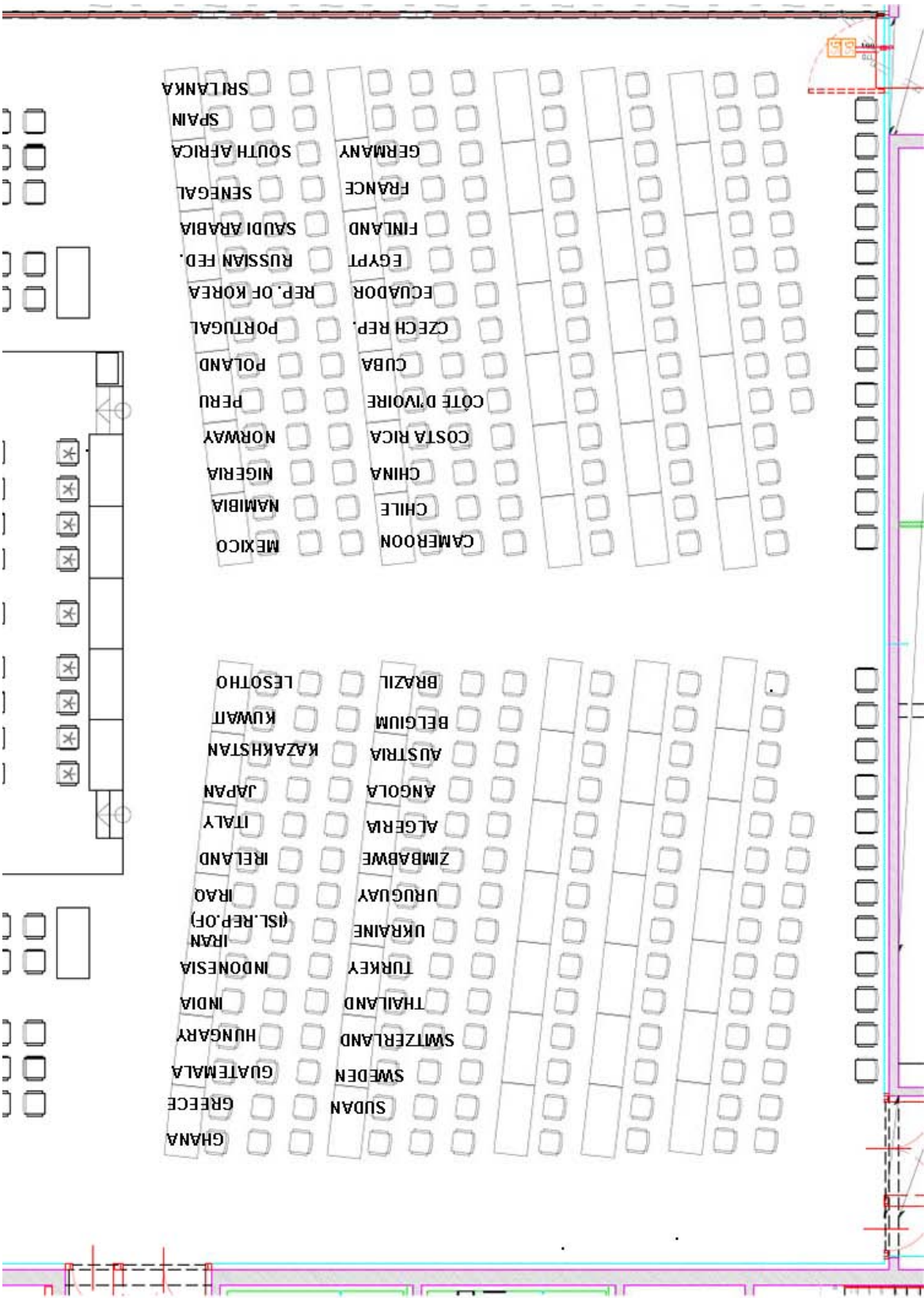
The Permanent Mission of [COUNTRY] to UNIDO has the honour to inform the Policymaking Organs Secretariat of UNIDO that the following cars would need access to the Vienna International Centre (Gate 2) from 20 to 22 November 2012 in order to drop-off and pick-up the delegation attending the Industrial Development Board.

License plate number:

Name of driver:

[Date]

[Official seal]



**BOARD ROOM B**