



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

# journal

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**Industrial Development Board**

**No. 1**

Forty-first session

Vienna, 24-27 June 2013

## SCHEDULE OF MEETINGS

**MONDAY, 24 June 2013**

9.30 a.m.	Heads of delegations	CONFERENCE ROOM M3
<b>10 a.m.</b>	<b>1st plenary meeting</b>	<b>BOARD ROOM B/M1</b>
	Opening of the session	
Item 1:	Election of officers	
Item 2:	Adoption of the agenda (Statement by the Director General)	
	Statements by Ministers and Vice-Ministers	
Item 12:	Recommendation of a candidate for the post of Director General	
1 p.m.	Meeting of the Bureau of the Industrial Development Board	M01 16
<b>3 p.m.</b>	<b>2nd plenary meeting</b>	<b>BOARD ROOM B/M1</b>
Item 12:	<i>Continued</i>	

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Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 2600, extension 27266, room M01 22.

For documentation related to the agenda items, please consult IDB.41/CRP.1.



## FORECAST OF MEETINGS

### TUESDAY, 25 June 2013

- 10 a.m. 3rd plenary meeting** **BOARD ROOM B/M1**
- Item 12: *Continued (if required)*
- Item 3: Annual report of the Director General for 2012
- 10 a.m. *Informal consultations (1st meeting)* CONFERENCE ROOM M3
- 3 p.m. 4th plenary meeting** **BOARD ROOM B/M1**
- Item 13: Preparations for the fifteenth session of the General Conference
- Item 4: Report of the Programme and Budget Committee, including sub-items (a) to (h)
- 3 p.m. *Informal consultations (2nd meeting)* CONFERENCE ROOM M3

### WEDNESDAY, 26 June 2013

- 10 a.m. 5th plenary meeting** **BOARD ROOM B/M1**
- Item 5: Programme and budgets, 2014-2015
- Item 6: Medium-term programme framework
- Item 7: Informal working group on the future, including programmes and resources, of UNIDO
- 10 a.m. *Informal consultations (3rd meeting)* CONFERENCE ROOM M3
- 3 p.m. 6th plenary meeting** **BOARD ROOM B/M1**
- Item 8: UNIDO activities in environment and energy
- Item 9: Activities of the Joint Inspection Unit
- 3 p.m. *Informal consultations (4th meeting)* CONFERENCE ROOM M3

### THURSDAY, 27 June 2013

- 9.30 a.m.** Meeting of the Bureau of the Industrial Development Board (if required) M01 16
- 10 a.m. 7th plenary meeting** **BOARD ROOM B/M1**
- Item 10: Personnel matters
- Item 11: Matters related to intergovernmental, non-governmental, governmental and other organizations
- Item 14: Provisional agenda and date of the forty-second session of the Industrial Development Board
- 10 a.m. *Informal consultations (5th meeting)* CONFERENCE ROOM M3
- 3 p.m. 8th plenary meeting** **BOARD ROOM B/M1**
- Adoption of decisions
- Item 15: Adoption of the report

## INVITATION

*On the occasion of the forty-first session of the Industrial Development Board of UNIDO*



*His Excellency Ambassador Balázs Csuday*  
*President of the fortieth session of the Board, and*  
*Mr. Kandeh K. Yumkella*  
*Director General of the*  
*United Nations Industrial Development Organization*

*have the honour to invite*

*Participants of the forty-first session of the Board*

*to a reception*  
*on Tuesday, 25 June 2013 at 6.30 p.m.*  
*Embassy of Hungary, Bankgasse 4-6, 1010 Vienna*

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**

### **Texts of written statements**

Statements submitted to the Office of the Meetings Management 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/41](http://www.unido.org/idb/41)).

### **Internet corners**

Two Internet corners will be situated on the ground floor of building M, with desktop computers connected to the Internet. Desktop computers connected to the Internet, together with printing facilities, are also available for delegates in room C0751 (seventh floor of building C).

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

All official Industrial Development Board documents have been published on the UNIDO website ([www.unido.org/idb/41](http://www.unido.org/idb/41)).

### Offices and telephone numbers

	<i>Room No.</i>	<i>Number and Extension*</i>
President of the Industrial Development Board	M01 16	2600-27200
Director General	M01 27	2600-27260
Officers-in-Charge		
Programme Development and Technical Cooperation Division (PTC)	D1901	26026-3101
Programme Support and General Management Division (PSM)	D1602	26026-3079
Deputy to the Director General	D2201	26026-3470
	M01 27	2600-27260
Secretariat of the Policymaking Organs		
Secretary of the Policymaking Organs	M01 10	2600-27209/21390 26026-3708/5232
External Relations Officers (plenary)	M01 22	2600-27266 26026-4567/3504
External Relations Officer (informal consultations)	M01 13	2600-21389 26026-3508
<i>Journal</i> Editor	M01 22	2600-27266
Registration	Gate 1	26060-3991/3992
Documents Distribution	Documents Counter M 1	27114

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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/41](http://www.unido.org/idb/41)).

### 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 the Director General, in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of any subsequent changes in the composition of the delegation attending the Board. The note verbale is to be submitted to the staff at the Registration Desk or at the Secretariat, room M01 12, 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 VIC premises during the session. Official notes verbales and letters indicating the head and other members of the delegation are to be sent as an attachment to an e-mail exclusively 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 also be 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](mailto:pmo-registration@unido.org).

6. 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.

7. Participants who have been registered for the forty-first session of the Industrial Development Board and for the special session of the General Conference (28 June 2013) are informed that the conference access card issued for the Board will also be valid for the special session.

8. 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 19 and 20).

### Accommodation for group meetings

9. Delegations wishing to hold group meetings should contact the Office of the Meetings Management Unit (room M02 22, number 26060, extension 3115 or 4615).

### Prepared statements

10. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, at least 10 copies of their statements to the Conference Officer in the plenary, or to the Office of the Meetings Management Unit (room M02 22).

11. Statements submitted to the Office of the Meetings Management 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/41](http://www.unido.org/idb/41)).

### Simultaneous interpretation

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

13. 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.

14. 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**

15. 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**

16. 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/41](http://www.unido.org/idb/41)). 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)).

17. During the session, documents may be collected from the documents distribution counter (first floor, building M), 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.

18. 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 12).

### **Internet corner**

19. An Internet corner with standard software and Internet access is located on the ground floor of building M. Desktop computers connected to the Internet, together with printing facilities, are also available for delegates in room C0751 (seventh floor of building C).

### **Commissary**

20. 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.

21. 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 12). For more information regarding Commissary purchases, please contact [Commissary.CustomerService@iaea.org](mailto:Commissary.CustomerService@iaea.org).

### **Medical services**

22. 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).

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

### **Security**

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

25. 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).

26. The emergency security extension is 99. From mobile phones please dial +43 1 260 60/99.

### **Parking facilities**

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

28. 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) (a sample note verbale is contained in the 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**

29. 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.

30. The bank is open Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and Thursday from 9 a.m. to 5.30 p.m.

31. 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**

32. 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.

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

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

34. 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**

35. 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. 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.

#### **Travel arrangements**

36. The Secretariat does not make travel arrangements, nor does it cover expenses associated with travel. All members of delegations and other participants will be responsible for their own travel expenses and arrangements.

37. The travel agency American Express is available to participants requiring assistance with such matters as private travel, sightseeing, car rental and excursions. The office of American Express is located in building C on the ground floor. It is open from 8.30 a.m. to 5.30 p.m.

#### **Welcome, transportation and reservation of hotel rooms and visas**

38. 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 24 to 27 June 2013 in order to drop-off and pick-up the delegation attending the Industrial Development Board.

License plate number:

Name of driver:

..... [Date]

..... [Official seal]

