

RULES OF THE CATERING SERVICE  
AT THE VIENNA INTERNATIONAL CENTRE

Article I

GENERAL

- Rule 1.01 The Catering Service at the Vienna International Centre (VIC) has been established as a self-sustaining, non-profit-making operation to provide catering services at the VIC in accordance with these Rules.
- Rule 1.02 Pursuant to paragraph 4 (b) of the Memorandum of Understanding Concerning the Allocation of Common Services at Donaupark Centre in Vienna, which was signed by the United Nations, the International Atomic Energy Agency (IAEA) and the United Nations Industrial Development Organization (UNIDO) on 31 March 1977, the responsibility for managing and operating the Catering Services is assigned to UNIDO.
- Rule 1.03 The Catering Service shall be an integral part of the UNIDO Secretariat and shall have no legal personality of its own. It shall be operated on behalf of the organizations located at the VIC under the authority of the Director-General of UNIDO in accordance with these Rules.

Article II

RIGHT AND CONDITIONS OF ACCESS

- Rule 2.01 The Catering Service shall be open to:
- (a) All staff members and retired staff members of the organizations located at the VIC;
  - (b) Consultants and other persons working under special service agreements;
  - (c) Delegates to and participants in meetings held at the VIC;
  - (d) Participants in training programmes, seminars or study tours;
  - (e) Governors of IAEA, heads of permanent missions and permanent observers accredited to the United Nations, Vienna, IAEA or UNIDO, and their alternates, advisers, experts and secretaries;
  - (f) Members of diplomatic missions and the staff of other United Nations organizations who are stationed in or visiting Vienna;
  - (g) Staff of contractors, commercial firms and other entities working at the VIC;

- Rule 2.02 Members of the families of persons enumerated above and the guests of such persons shall also have access to the Catering Service, provided that guests shall be admitted only in the company of an authorized person as specified in rule 2.01.
- Rule 2.03 Visitors participating in guided tours at the VIC shall have access only to the snack-bar in the visitors' area.
- Rule 2.04 Persons or groups other than those mentioned in rules 2.01 to 2.03 may be authorized by the Director-General of UNIDO to make use of the facilities of the Catering Service.
- Rule 2.05 Persons using the Catering Service shall, if required to do so, produce evidence of their right of access.

### Article III

#### MANAGEMENT OF THE CATERING SERVICE AND THE CATERING ADVISORY COMMITTEE

- Rule 3.01 UNIDO may operate the Catering Service through a commercial contractual arrangement by which UNIDO would be the contracting agent on behalf of the organizations located at the VIC. The contractor shall be selected by agreement between these organizations.
- Rule 3.02 A Catering Advisory Committee shall be established to give guidance to UNIDO on the operation of the Catering Service. UNIDO shall make every effort to accommodate the advice of the Catering Advisory Committee. The Catering Advisory Committee shall not interfere in the management and operation of the Service.
- Rule 3.03 The Catering Advisory Committee shall be composed of 13 members:
- (a) Two members designated by the Director-General of the United Nations Office at Vienna: one from among the staff of the United Nations Office at Vienna and one from among the staff of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA);
  - (b) Two members designated by the United Nations Staff Council, Vienna: one from among the staff of the United Nations Office at Vienna and one from among the staff of UNRWA;
  - (c) Two members designated by the Director General of IAEA from among the staff of IAEA;
  - (d) Two members designated by the Staff Council of IAEA from among the staff of IAEA;
  - (e) Two members designated by the Director-General of UNIDO from among the staff of UNIDO;
  - (f) Two members designated by the Staff Council of UNIDO from among the staff of UNIDO;

(g) One member designated by the Director-General of UNIDO, in consultation with the Director-General of the United Nations Office at Vienna and the Director General of IAEA, from among the governors, resident representatives, permanent representatives, permanent observers and members of permanent missions accredited to the United Nations Office at Vienna, IAEA or UNIDO.

- Rule 3.04 There shall be one alternate for each member, designated according to the same procedure. Alternates shall vote only in the absence of the member for whom they are deputizing.
- Rule 3.05 Staff designated under rule 3.03 and their alternates shall not be staff exercising management responsibilities in relation to the Catering Service.
- Rule 3.06 Designation to the Catering Advisory Committee shall be for a period of two years. Members and alternates may be reappointed.
- Rule 3.07 The Committee shall elect the Chairman of the Catering Advisory Committee from among the staff members of UNIDO serving on the Committee, and the Vice-Chairman from among the staff members of the United Nations organizations other than UNIDO serving on the Committee and IAEA. The Committee shall adopt its own rules of procedure and may establish subsidiary bodies.
- Rule 3.08 At its request, the Catering Advisory Committee shall be provided with all information concerning the operation and financial position of the Catering Service that the Committee deems necessary for its effective functioning.
- Rule 3.09 The Catering Advisory Committee shall endeavour to consider the suggestions and wishes of the clients concerning the Catering Service and may make recommendations thereupon.
- Rule 3.10 The recommendations of the Catering Advisory Committee shall be transmitted by its Chairman to the Director-General of UNIDO with a copy to the management of the Catering Service. The Catering Advisory Committee shall be advised of the Director-General's decision with the reasons therefor.

#### Article IV

##### PRICING

- Rule 4.01 The prices of food, beverages and services set by the Catering Service shall be such as to meet all operational expenses of the Catering Service. The pricing policy shall be oriented towards making the Catering Service self-sustaining on a commercial basis, without making a profit, bearing in mind the desirability of keeping sales prices as low as possible. Prices shall be fixed by the management of the Catering Service in line with the pricing policy adopted by the Director-General of UNIDO after consultation with the Catering Advisory Committee.
- Rule 4.02 The Catering Service shall be entitled to purchase goods from the Commissary at cost, including freight, insurance and an equitable handling charge, which shall be agreed upon between the Commissary and the management of the Catering Service.

Article V

FINANCE AND ACCOUNTS

- Rule 5.01 The Catering Service shall be housed free of charge in the Vienna International Centre. In addition, the United Nations, IAEA and UNIDO shall provide and replace all capital equipment required for the Catering Service facilities within the VIC. Expendable supplies and equipment, however, shall be provided by the Catering Service.
- Rule 5.02 The working capital fund of the Catering Service shall consist of the accumulated surpluses. Current liabilities shall not exceed the working capital fund.
- Rule 5.03 The financial year shall be the period from 1 January to 31 December. Physical inventories shall normally be taken at the end of the second and fourth quarters.
- Rule 5.04 The certification of obligations and commitments incurred on behalf of the Catering Service, as well as the certification of invoices, bills, stock records, inventories etc., in accordance with procedures established by the Director-General of UNIDO for the proper accounting of cash and stocks, shall be the responsibility of the certifying officer and alternate certifying officer(s) designated by the Director-General of UNIDO.
- Rule 5.05 The accounts of the Catering Service shall be kept in accordance with the Financial Regulations, Rules, procedures and practices of UNIDO, but shall be separate from the accounts of UNIDO. Financial data shall be reported also in Austrian schillings. They shall be subject to audit by the internal and external auditors of UNIDO, who shall report thereon to the Director-General of UNIDO, who shall provide a copy of the report to the Director-General of the United Nations Office at Vienna, the Director General of IAEA and the Catering Advisory Committee.
- Rule 5.06 The management of the Catering Service shall submit, by the end of the first quarter, to the Director-General of UNIDO, with copies to the Director-General of the United Nations Office at Vienna, the Director General of IAEA, the Catering Advisory Committee and the staff councils of the United Nations, IAEA and UNIDO, an annual report on the activities of the Catering Service together with the annual accounts, covering the period from 1 January to 31 December of the previous year. The Catering Advisory Committee may submit its comments on the annual report and its recommendations, if any.

Article VI

SANITARY INSPECTIONS

- Rule 6.01 UNIDO, as the organization charged with operating the Catering Service at the VIC, shall be responsible for ensuring that the managing agent fulfils its contractual obligations in respect of health and sanitary standards.

Article VII

LIQUIDATION OF THE CATERING SERVICE

Rule 7.01 In the event of the liquidation of the Catering Service, the following order of priority shall apply:

(a) First, amounts due to suppliers and others outside the organizations, including the managing agent;

(b) Second, any amounts due to the organizations, including the repayment of the capital investments of the United Nations, IAEA and UNIDO.

Rule 7.02 Any balance remaining after the liquidation of liabilities and the repayment of capital investments shall be transferred on an equal basis to the staff welfare funds of the United Nations/UNIDO on the one hand, and IAEA on the other; if these funds have also been liquidated, it shall be transferred on an equal basis to the funds of the United Nations, IAEA and UNIDO.

Article VIII

EFFECTIVE DATE AND AMENDMENTS

Rule 8.01 These Rules shall enter into effect on the date of their promulgation by the Director-General of UNIDO. They may be amended by the Director-General of UNIDO in consultation with the Director-General of the United Nations Office at Vienna in an agreement with the Director General of IAEA, and with the advice of the Catering Advisory Committee. They shall in any case be reviewed by the Director-General of UNIDO in consultation with the Catering Advisory Committee two years after the date of their entry into effect.