



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

GENERAL CONFERENCE

No. 1

Ninth session

Vienna, 3-7 December 2001

SCHEDULE OF MEETINGS

Monday, 3 December

10.30 a.m.	Opening of the ninth session (Item 1 of the provisional agenda, GC.9/1) For protocol reasons, all invitees are expected to be occupying their seats in the Plenary Hall by 10.20 a.m. sharp The Conference will be opened by H.E. Mr. Bartenstein, Federal Minister of Economics and Labour of Austria	Plenary Hall Conference Room A (second floor)
Followed by	1st plenary meeting Item 2: Election of officers (a) Election of the President Address by the President Address by the Director-General (b) Election of other officers	Plenary Hall Conference Room A (second floor)
12 noon	Meeting of the General Committee	Conference Room L/M (first floor)

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, room O2 B 548 in the Austria Center Vienna, extension 2012.

ANNOUNCEMENTS

Reception

All participants are cordially invited by the President of the Conference and the Director-General of UNIDO on the occasion of the ninth session of the General Conference to a reception on Monday, 3 December at 6.30 p.m. in the restaurant of the Vienna International Centre.

Exhibition on Integrated Programmes

The opening of an exhibition on integrated programmes will take place on Monday, 3 December at 2.30 p.m. on the ground floor of the Austria Center Vienna.

Appointments with UNIDO Secretariat

Delegates may arrange appointments with UNIDO Secretariat staff in room 03 A 441 in the Austria Centre Vienna.

Industrial Development Fund

Delegates are advised that contributions to the IDF or through trust funds can be presented to, or discussed with, Mr. Adrie de Groot, Coordinator, Funds Mobilization, in room 02 A 251 for the duration of the Conference. Pledge forms for the IDF are available there. Mr. de Groot may also be contacted on extension 2042 on any matter related to funds mobilization.

UNIDO sales publications

UNIDO sales publications may be purchased from the Sales Publications Office in room D1062 in the Vienna International Centre, tel. 88-3697.¹

UNIDO Cybercafé

A Cybercafé will be available in Foyer A, second floor, ACV (ext. 2029), from 8.30 a.m. to 6 p.m. with desktop computers connected to the Internet. UNIDO staff will be available to assist in browsing the World Wide Web (WWW) and demonstrations will be provided on UNIDO's general and business sites. Presentations of UNIDO software products will also be made on request. Furthermore, delegates will have the opportunity to send and receive e-mail, using a temporary e-mail address for the duration of the Conference. The temporary address can be obtained at the Cybercafé.

Conference coverage on Internet

All official General Conference documents have been published on the UNIDO web site (www.unido.org). They can be accessed via "About UNIDO" at the lower right corner, then "Governing bodies". A summary of the Conference will appear in UNIDOScope after the session.

¹ When dialling within the ACV use extension number only.

INFORMATION FOR PARTICIPANTS

Journal

1. The Journal of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the Journal should be sent to its Editor (ACV room 02 B 548, extension 2012).

Secretariat

2. The Executive Secretary of the ninth session of the General Conference is Ms. Jeannine Orłowski (room 02 B 550, ACV extension 2010, UNIDO 88-3599)¹. Her office is located on the second floor of the Austria Center Vienna (ACV).

Registration

3. Registration and issuance of conference passes will be as follows:

29-30 November		
10 a.m.- 4 p.m.		VIC Gate 1
2 December		
10 a.m.- 4 p.m.		ACV main entrance hall
3 December		
8 a.m.- 5 p.m.		ACV main entrance hall
4-6 December		
8.30 a.m.- 5 p.m.		ACV main entrance hall

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration formalities as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants. As of 3 December, participants without badges should enter through the ACV.

4. Registration will be effected only for those delegates whose names have been communicated to the Secretariat in an official letter. In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Credentials

5. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk (see para. 3 above for opening hours) as soon as possible.

Conference passes

6. Each participant will require a conference pass for entry into the ACV as well as the VIC premises during the session. Conference passes will be issued by the staff of the Pass Office to those designated participants who are not already in possession of a valid VIC grounds pass. Passes must be worn visibly at all times in the ACV conference areas and VIC premises.

7. The loss of a grounds pass must be reported immediately to Security, who will issue a duplicate pass.

Conference rooms available

8. The following conference rooms are available in the ACV:

Room	Purpose
Conference Room A	Plenary
Conference Room E	Main Committee
Conference Rooms B, C, L/M, N and O	Group meetings

9. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Planning, Coordination and Servicing Unit.

Seating arrangements

10. Delegations will be seated in English alphabetical order. The name of Uganda was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium (Conference Room A). The same order will be maintained for meetings of the Main Committee.

11. At the opening of the Conference and at subsequent meetings of the Plenary, each government delegation will be assigned four seats: two seats at a table and two seats behind. There will also be assigned seating for participants representing organizations.

¹ When dialling within the ACV use extension number only.

Simultaneous interpretation

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

13. A participant may speak 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. Each seat in the meeting rooms at the Austria Center Vienna with simultaneous interpretation equipment will be provided with a portable receiver set and headphones. Participants are requested not to remove the portable receiver sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

List of speakers for general debate

15. The list of speakers for the plenary meetings was opened on 19 November 2001. As of 3 December, once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Plenary Hall, Conference Room A. The names of speakers will be entered on the list in the order in which the requests are received.

Prepared statements

16. To facilitate the work of the interpreters, précis-writers and press officers, 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 respective meeting rooms, or to the Office of the Chief, Interpretation and Meetings Section, room 02 A 441 (second floor).

Sound recordings

17. Sound recordings will be made of the meetings of the plenary, the main committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Meetings Planning, Coordination and Servicing Unit.

Documents distribution

18. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Most pre-session documents will have been distributed to all States and

organizations invited. In addition, pre-session documents in English, French and Spanish are published on the UNIDO Internet home page (<http://www.unido.org>, under "Who we are"—"General Conference"). All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

19. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 2nd floor, ACV) where each delegation will have a pigeon-hole. 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. The pigeon-hole of each delegation will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily Journal of the Conference;

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required. Delegates are requested to fill in and return the forms as soon as possible on the first day of the Conference.

20. Delegations are reminded that the pigeon-holes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

21. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

22. Summary records will be prepared for meetings of the plenary and the main committee and will be issued, when available, in English during the session, and in the other official languages after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

23. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a masthead, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

24. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation and Editorial Service, VIC, Room D0708. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

Delegates' Aide

25. At the Delegates' Aide Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. Staff at the Delegates' Aide Desk will take messages for participants and, if necessary, arrange for them to be paged. The Delegates' Aide Desk will be open daily from 8.30 a.m. until the closure of the last meeting of the day.

Commissary

26. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the 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 passes for the duration of the session. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Gate 1, from 8 a.m. to 4 p.m.

27. Any questions in connection with the issuing of commissary passes should be directed to the registration desk.

Postal, telephone and fax services

28. 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. (banking services from 8 a.m. to 5 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.

29. The ACV post office located in the entrance hall offers similar services but sells only Austrian stamps. It is also open on weekdays from 8 a.m. to 6 p.m.

30. Public coin-operated and card-operated telephones are located at the ACV and at the VIC. Telephone cards may be purchased at post offices and tobacco shops (Tabak-Trafik) throughout Vienna.

Banking services

31. Two Austrian banking institutions with multilingual staff offer full banking services at the VIC. Creditanstalt-Bankverein has a branch on the 1st floor of Building C and Bank Austria has a branch on the entrance level of Building D. Their opening hours are as follows:

Monday, Tuesday, Wednesday
and Friday 9 a.m.-3 p.m.

Thursday 9 a.m.-5.30 p.m.

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.

Language, currency and credit cards

32. The official language of Austria is German.

33. The currency unit is the schilling. The schilling is subdivided into groschen (100 groschen = 1 schilling). Most hotels and many restaurants and shops accept internationally recognized credit cards.

34. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Parking facilities

35. Parking facilities will be available to delegates free of charge, as follows:

Austria Center Vienna (ACV)

Tickets obtained upon entering the ACV garage may be exchanged at the ACV Information Counter for an exit ticket.

Vienna International Centre (VIC)

Delegates should apply at the Registration Desk to receive a parking permit for the duration of the session, with space reserved in garage Pl, level -1.

Medical services

36. Medical attention is available in the clinic operated by the Joint Medical Service on the 7th floor of Building F of the VIC (telephone 2600-22223/4; for emergencies, 2600-22222). The clinic is open on weekdays from 8.30 a.m. to 12 noon and from 2 p.m. to 4.30 p.m. (Thursdays from 2 p.m. to 3 p.m.)

37. A pharmacy located next to the clinic (room F0715) is open on weekdays from 12.30 to 4.30 p.m.

Emergency staircases in the ACV

38. Participants are advised that the emergency staircases in the ACV cannot be used for accessing one floor to another. Although they can be entered on any floor, the only exits are at the -3 level.

Security advice

39. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to security immediately.

Photocopying

40. At present no commercial photocopying services are available at the ACV. There is a coin-operated photocopying machine in the VIC on the 7th floor of Building C, at the beginning of the corridor that leads to Building D, opposite the entrance to Conference Room III.

Catering services

41. In addition to facilities in the ACV, catering services located in Building F of the VIC on the

entrance level will be in operation with opening hours as follows:

VIC Cafeteria:

Monday-Friday,
7.30-10 a.m. and 11.30 a.m.-2.30 p.m.

VIC Restaurant:

Monday-Friday, 11.30 a.m. -2.30 p.m.
(for table reservations, call 26060-4877)

VIC Coffee lounge and bar:

Monday-Friday,
11.30 a.m. - 3 p.m. and 4.30 - 8 p.m.

42. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (telephone 26060-4870 or 26060-4877).

Travel services

43. The travel agency Verkehrsbüro is available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office is located in Building F on the ground floor. It is open on weekdays from 8.30 a.m. to 5 p.m.

Smoking

44. Smoking is permitted in the VIC only in specially designated areas. Smoking is not permitted in the cafeteria, in the restaurant or in conference and meeting rooms, including those of the ACV, which is a part of the conference area. Smoking is restricted to special areas in the delegates' lounges and coffee bars, where, in order to facilitate the enforcement of this policy, "smoking permitted" signs are displayed.

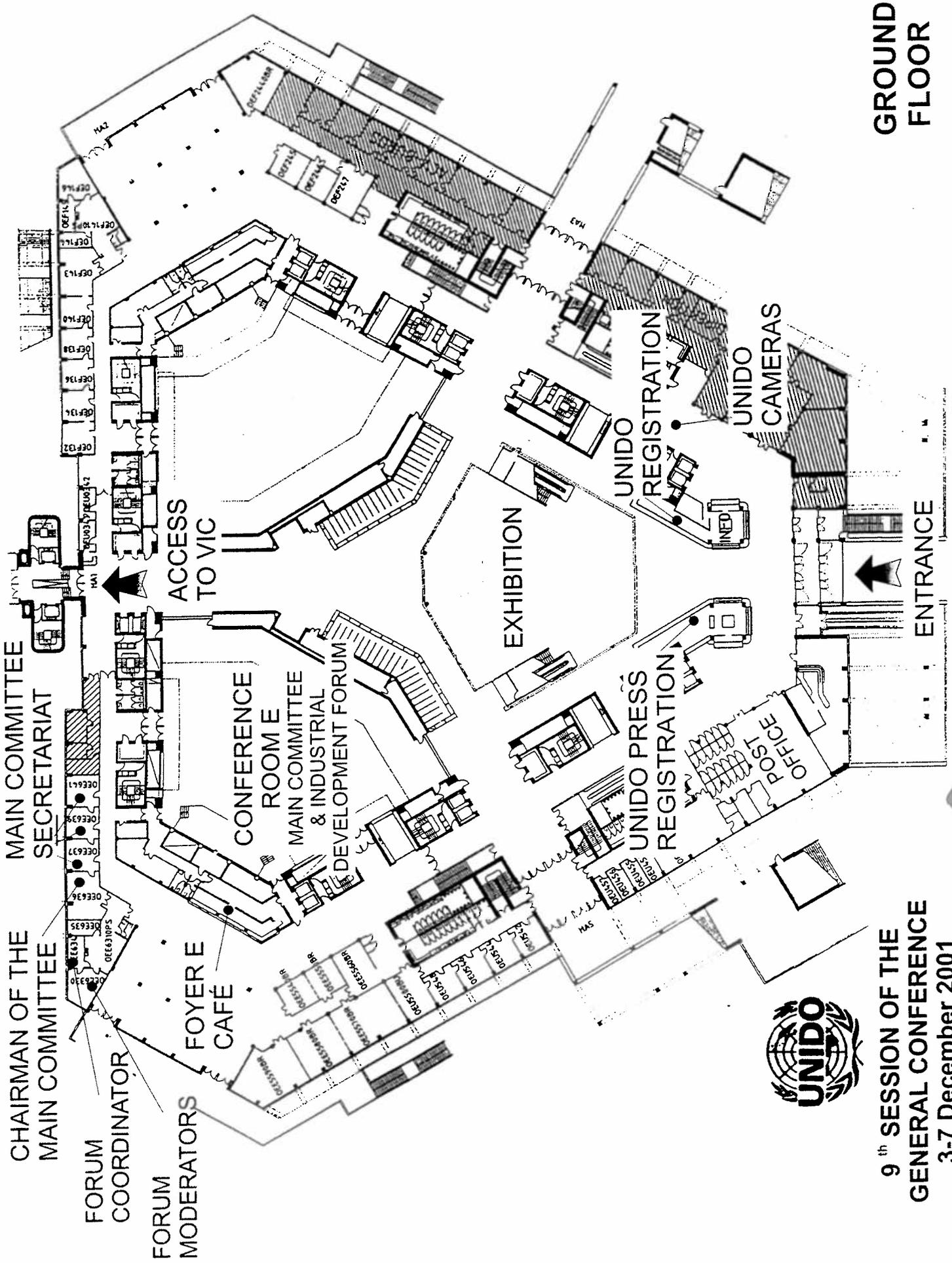
Electronic equipment

45. The use of cellular telephones and laptop computers during meetings can be disruptive and can disturb the infrared transmission of interpretation equipment. Participants are requested to ensure that such equipment is switched off during meetings.

Cloakroom

46. Delegates are kindly requested to leave their coats in the cloakroom on the ground floor.

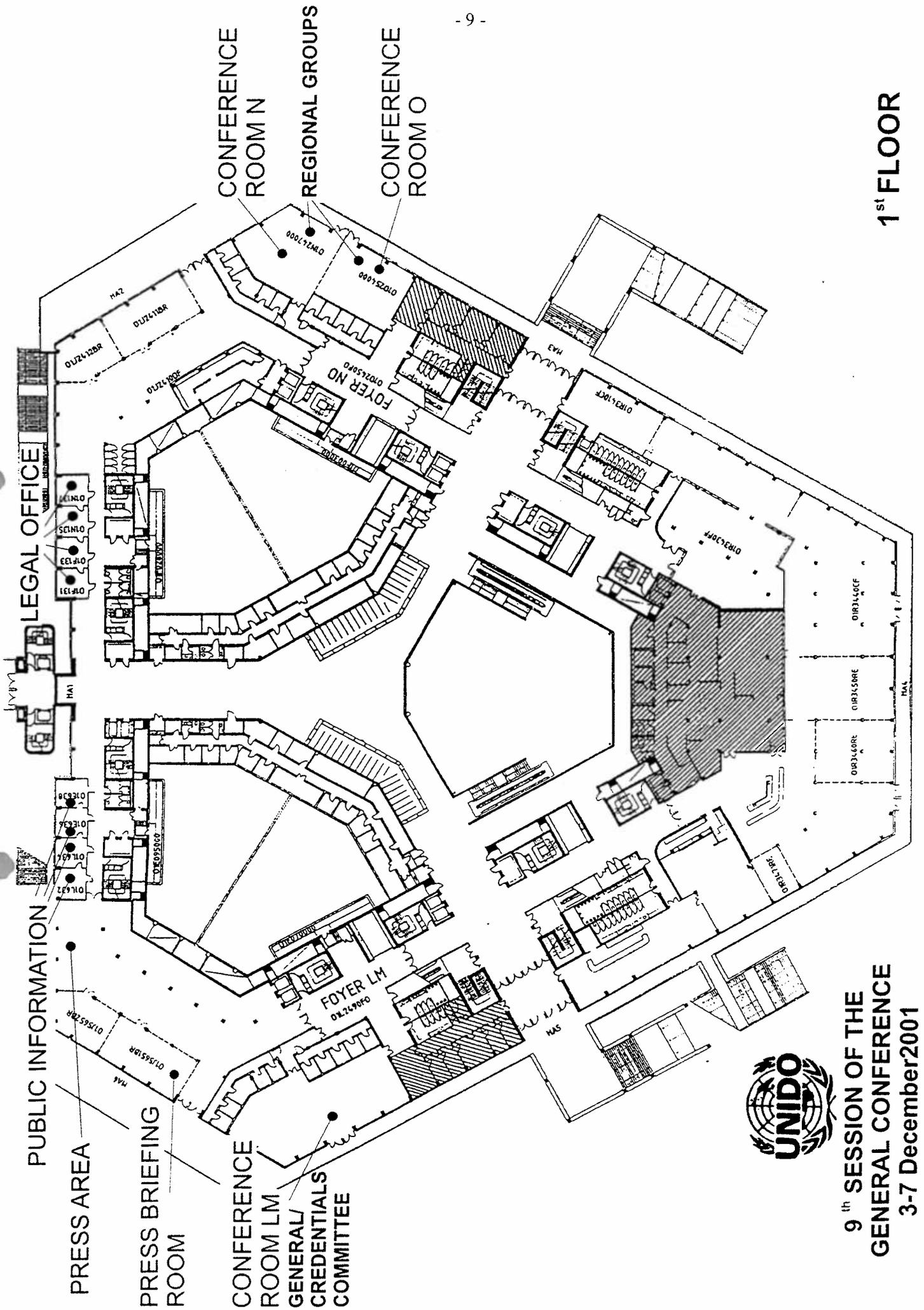
**For further information refer to documents GC9/INF.1 and GC.9/INF.1/Add.1
"Advance Information for Participants".**



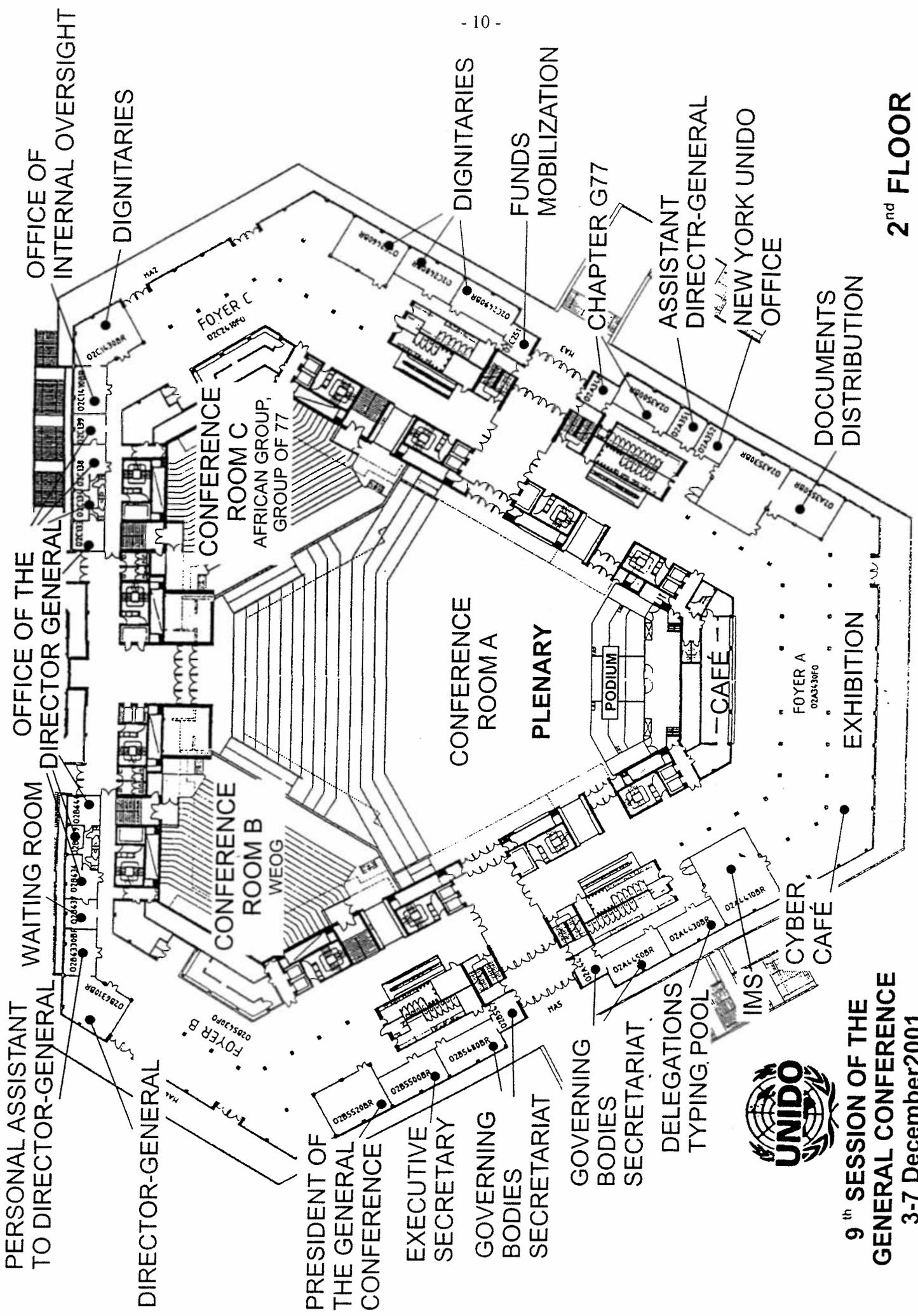
GROUND FLOOR



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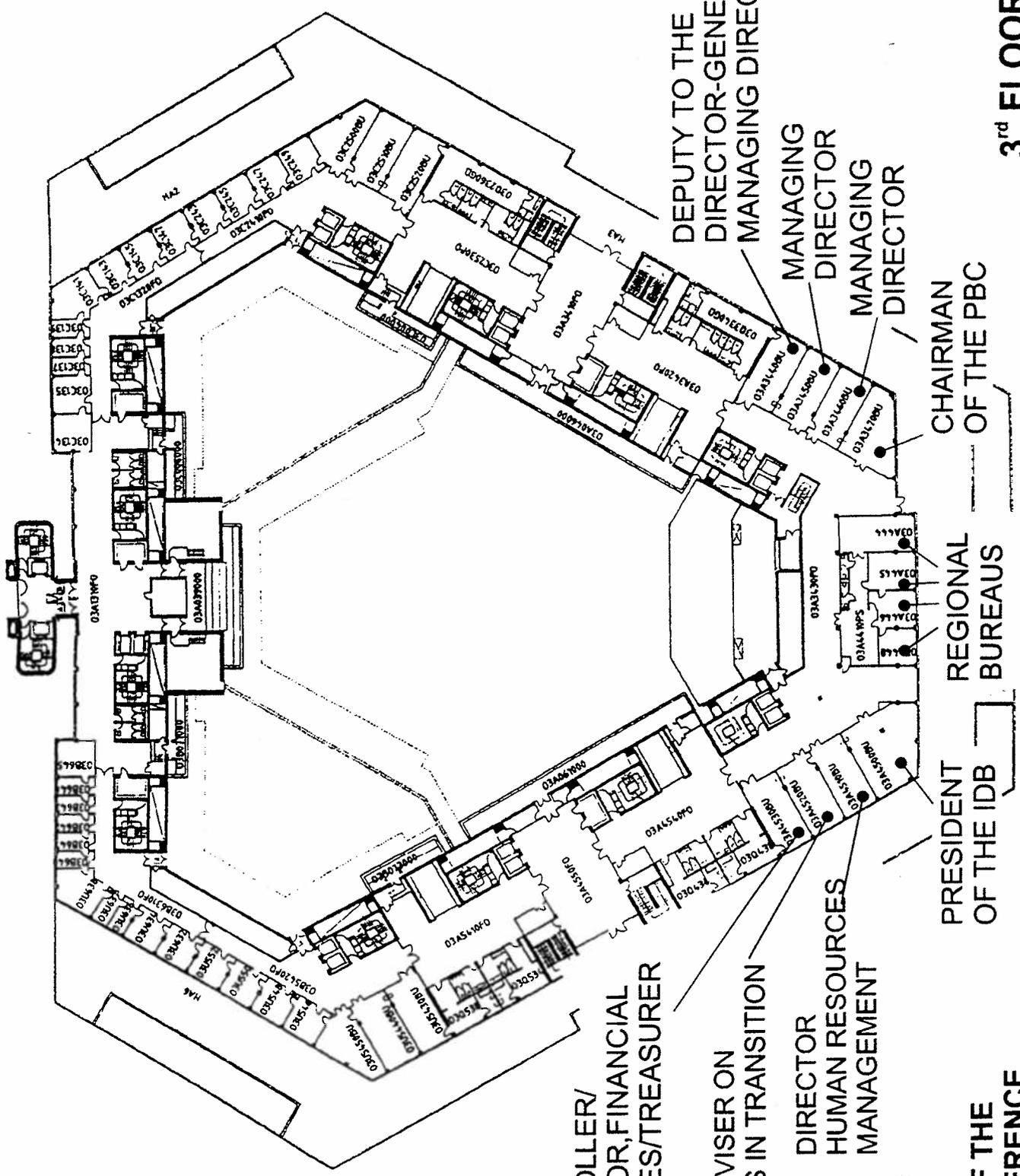
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2nd FLOOR



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CONTROLLER/
DIRECTOR, FINANCIAL
SERVICES/TREASURER

SPECIAL ADVISER ON
ECONOMIES IN TRANSITION

DIRECTOR
HUMAN RESOURCES
MANAGEMENT

DEPUTY TO THE
DIRECTOR-GENERAL,
MANAGING DIRECTOR

MANAGING
DIRECTOR

MANAGING
DIRECTOR

CHAIRMAN
OF THE PBC

REGIONAL
BUREAUS

PRESIDENT
OF THE IDB



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3rd FLOOR

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