



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

journal

Programme and Budget Committee

Thirty-third session

Vienna, 16-18 May 2017

No. 1

SCHEDULE OF MEETINGS

Tuesday, 16 May 2017

9.30 a.m. Heads of delegations

CONFERENCE ROOM C3
(seventh floor)

10 a.m. 1st plenary meeting

BOARD ROOM D
(fourth floor)

Opening of the session

Item 1: Election of officers

Item 2: Adoption of the agenda (Statement by the Director General)

Item 4: Report of the External Auditor for 2016 (Statement by the External Auditor)

12.30 p.m. Meeting of the Bureau of the Programme and Budget Committee

CONFERENCE ROOM C0435
(fourth floor)

3 p.m. 2nd plenary meeting

BOARD ROOM D
(fourth floor)

Item 4: *Continued*

- Items 5, 6, 7 and 8:
- Financial situation of UNIDO, including unutilized balances of appropriations
 - Programme and budgets, 2018-2019
 - Scale of assessments for apportionment of the regular budget expenses for the biennium 2018-2019
 - Working Capital Fund for the biennium 2018-2019



5 p.m. *Informal consultations (1st meeting)*
(time to be
confirmed)

CONFERENCE ROOM C3
(seventh floor)

6 p.m. Meeting of the Friends of the Rapporteur (*if required*)

CONFERENCE ROOM C0433
(fourth floor)

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 26060, extension 5312, room C0731.

For documentation related to the agenda items, please consult PBC.33/CRP.1.

FORECAST OF MEETINGS

WEDNESDAY, 17 May 2017

- 10 a.m. 3rd plenary meeting** **BOARD ROOM D**
(fourth floor)
- Items 5,6,7 *Continued*
and 8:
- Item 3: Annual report of the Director General for 2016
- Item 9: Medium-term programme framework and
medium-term investment plan
- 10 a.m. *Informal consultations (2nd meeting)* **CONFERENCE ROOM C3**
(seventh floor)
- 3 p.m. 4th plenary meeting** **BOARD ROOM D**
(fourth floor)
- Item 9: *Continued*
- Item 10: Mobilization of financial resources
- Item 11: General risk management strategy
- 3 p.m. *Informal consultations (3rd meeting)* **CONFERENCE ROOM C3**
(seventh floor)

THURSDAY, 18 May 2017

- 9.30 p.m. Meeting of the Bureau of the Programme and Budget
Committee (if required)** **CONFERENCE ROOM C0435**
(fourth floor)
- 10 a.m. 5th plenary meeting** **BOARD ROOM D**
(fourth floor)
- Item 12: Appointment of an External Auditor
- Item 13: Date of the thirty-fourth session
- 10 a.m. *Informal consultations (4th meeting)* **CONFERENCE ROOM C3**
(seventh floor)
- 3 p.m. 6th plenary meeting** **BOARD ROOM D**
(fourth floor)
- Adoption of conclusions
- Item 14: Adoption of the report
- Closure of the session

ANNOUNCEMENTS

Texts of written statements

Statements submitted to the Office of the Meetings Management Unit will be published on the Extranet, unless there is a clear indication that they should not be made available (www.unido.org/extranet).

Internet

Delegates can connect to the Internet throughout building C by using the wireless connection named “WLAN-GUEST”, which is available in both the conference rooms and throughout building C.

Programme and Budget Committee coverage on the Internet

All official Programme and Budget Committee documents have been published on the UNIDO website (www.unido.org/pbc/33).

The VIC Online Services will also allow participants convenient access to documentation and information for participants regarding facilities and services available in the VIC. The application can be accessed from participants’ mobile devices such as smart phones and tablet PCs at the following address: <http://myconference.unov.org> and by using the below QR code:



Offices and telephone numbers

	<i>Room No.</i>	<i>Number and Extension*</i>
Chair of the Programme and Budget Committee	C0435	26060-4681
Director General	C0431	26060-4402/3003
Deputy to the Director General	C0427	26020-4230/3005
Managing Director		
Programme Development and Technical Cooperation Division (PTC)	D1901	26026-3101
Policy and Programme Support Division (PPS)	D1602	26026-3708
Secretariat of the Policymaking Organs		
Secretary of the Policymaking Organs	C0417	26060-4660/ 26060-4661/5232
External Relations Officer (plenary, scenarios)	C0433	26060-4680/4677 26026-4567
External Relations Officer (plenary, <i>Journal</i> Editor)	C0731	26060-5312 26026-3504
Senior External Relations Officer (informal consultations)	C0729	26060-4701/5598 26026-3508
Registration	Gate 1	26060-3991/3992
Documents Distribution	Documents Counter Board Room D	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/33).

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 Committee. The note verbale is to be submitted to the staff at the Registration Desk or at the Secretariat, room C0419, 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. 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.

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. 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 17 and 18).

Accommodation for group meetings

8. Delegations wishing to hold group meetings should contact the Office of the Meetings Management Unit of UNOV (room D0779, number 26060, extension 4322).

Prepared statements

9. 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 D0779).

10. Statements submitted to the Office of the Meetings Management Unit will be published on the UNIDO Extranet, unless there is a clear indication that they should not be made available (www.unido.org/extranet).

Simultaneous interpretation

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

12. 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.

13. For meetings with simultaneous interpretation, some seats 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.

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/33). In order to reduce expenditure and minimize the environment impact through the digitization of conference materials, pre-session documents will only be distributed electronically (document IDB.41/5/Add.1-PBC.29.5/Add.1, para. 12 refers). All participants are

urged to bring these documents with them. Conference room papers are available on the UNIDO Extranet (www.unido.org/extranet).

15. During the session, documents may be collected from the documents distribution counter, located at the entrance of Board Room D 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 C0419).

Commissary

17. 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.

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 C0419). For more information regarding Commissary purchases, please contact Commissary.CustomerService@iaea.org.

Medical services

19. 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 12 p.m. and from 2 to 4.30 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 F0715) 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. From mobile phones please dial +43 1 260 60/99.

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. 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 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 2.30 p.m. The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee counter in the cafeteria is open from 8 a.m. to 3 p.m. In addition to the above services, private luncheons and receptions at the Vienna International Centre can be arranged through EUREST catering, number 26026, extension 4875, e-mail: CateringVIC@eurest.at.

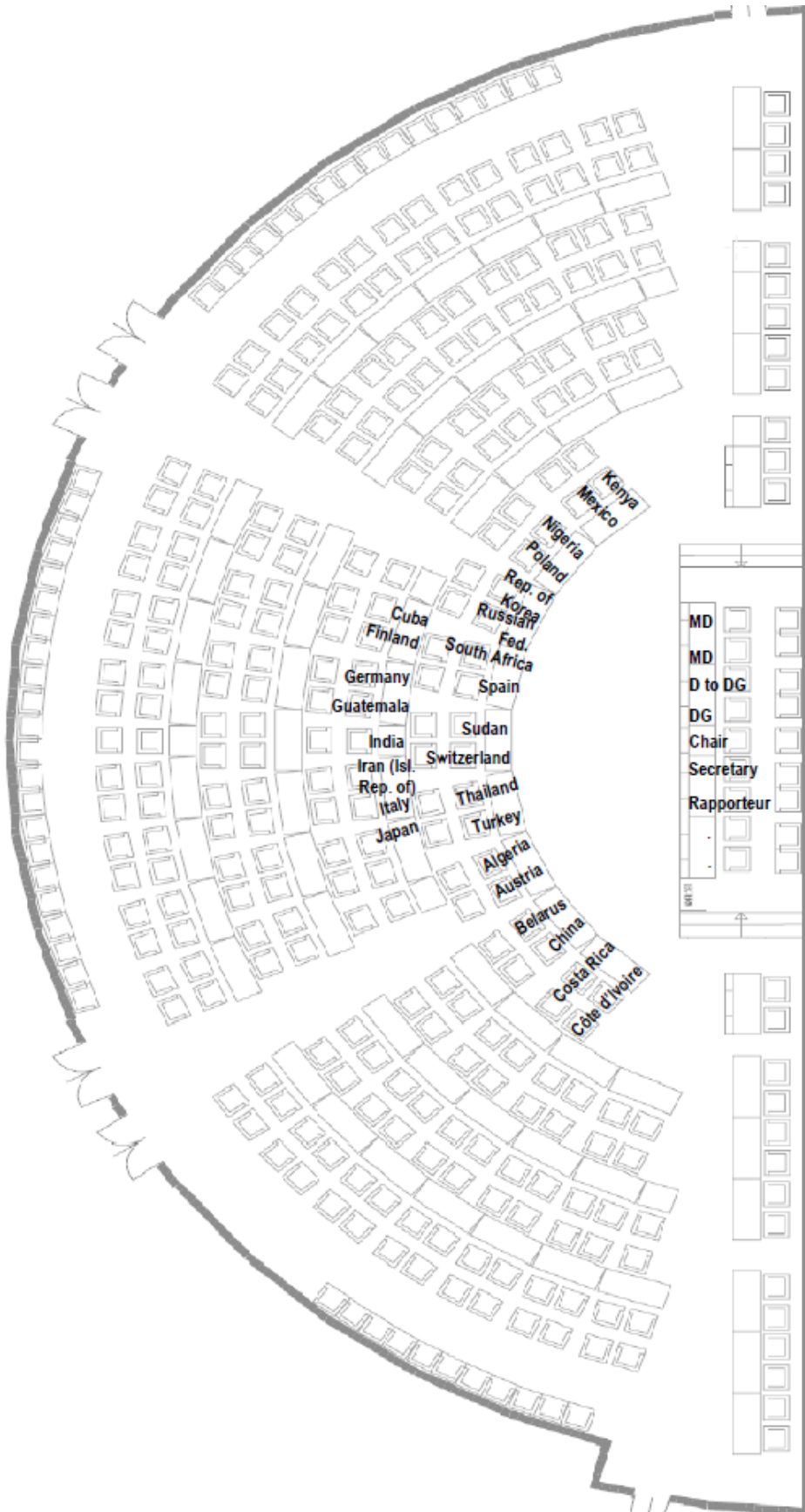
Travel arrangements

33. 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.

34. The travel agencies Carlson Wagonlit Travel and American Express are available to participants requiring assistance with such matters as private 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 5.30 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.



UNIDO
PROGRAMME AND BUDGET COMMITTEE, 33RD SESSION