

INSTRUCTIONS FOR THE DISPATCH OF REPORTS

PLEASE NOTE COMPLIANCE WITH THE FOLLOWING INSTRUCTIONS IS MANDATORY

1. The Contractor shall dispatch all copies of his interim, preliminary, draft final and final reports as may be requested to the addresses stipulated in the Contract via air parcel post or airfreight or in electronic format depending upon the stipulation in UNIDO Terms of Reference. If the reports consist of several volumes, and are bulky and of considerable weights, the Contractor shall obtain appropriate instructions from UNIDO prior to effecting shipment or transmission.
2. In all instances, if reports shall be packed in suitable containers, which shall be carefully marked with the following information:
 - Name(s) and address (es) of the consignee(s) as stipulated in the Contract
 - Description of Contents (i.e. interim, preliminary, draft final or final report)
 - Project No. And Title
 - UNIDO Contract No.
3. An envelope shall be securely fastened to the outside of the container(s) which shall enclose a detailed list of the contents specifying:
 - No. of copies of the reports contained in the package
 - Volume(s) number(s) (when the reports consist of more than one volume)
 - Language(s) of the report.
4. The Contractor shall ensure that the recipient(s) of the reports is (are) notified in advance of the shipment by airmail letter accompanied by copies of the above-mentioned list(s) and shipping documents if any.
5. When the Contractor is required to ship his reports to a recipient other than UNIDO Headquarters, he shall ensure that copies of the correspondence relating to and the shipping documents covering such shipments are sent, for information, to UNIDO Headquarters.
6. Transmission of reports may be requested solely through electronic format or a combination of hard copies and electronic form as may be requested in a subsequent UNIDO Contract.

It should be noted that “Monthly Progress Reports” may be solely in electronic format.