



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

GENERAL CONFERENCE

No. 1

Thirteenth session

Vienna, 7-11 December 2009

SCHEDULE OF MEETINGS

Monday, 7 December 2009

8:30 a.m. EU meeting

Conference Room M5
(ground floor)

**FOR PROTOCOL REASONS, ALL INVITEES ARE EXPECTED TO OCCUPY THEIR SEATS IN
THE PLENARY HALL BY 9.50 A.M.**

10.00 a.m. **Opening of the thirteenth session**
(Item 1 of the provisional agenda, GC.13/1/Rev.2)

Plenary Hall
(first floor)

Followed by **1st plenary meeting**

Plenary Hall
(first floor)

Item 2: Election of officers

Address by the President

The Conference will be opened by
Mr. Reinhold Lopatka
Secretary of State

Federal Ministry of Finance of Austria

Item 3: Adoption of the agenda

Item 22: Appointment of the Director-General

Address by the Director-General

Addresses by Heads of State and
other dignitaries

General debate

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, room M0116.

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Please recycle 



SCHEDULE OF MEETINGS (*continued*)

Monday, 7 December 2009

| | | |
|-----------------------|--|--|
| 2.00 p.m. | EU meeting | Conference Room M5 (ground floor) |
| 3.00 p.m. | 2nd plenary meeting General debate Items 7 to 21 and item 23 | Plenary Hall (first floor) |
| 4.30-6.30 p.m. | Item 9: Industrial Development Forum (Part I): Global Economic Slowdown: the Impact on Manufacturing | Plenary Hall (first floor) |
| 6.30 p.m. | G-77 Task Force meeting | Conference Room MOE 100 (ground floor) |
| 6.30 p.m. | Reception — Hosted by the Director-General | VIC Restaurant |

FORECAST OF MEETINGS

Tuesday, 8 December 2009

| | | |
|-----------------------------|--|---|
| 9.00 a.m. | Meeting of the General Committee | Conference Room M7 (ground floor) |
| 10.00 a.m. | 3rd plenary meeting Item 4: Organization of work Item 5: Credentials of representatives to the Conference General debate Items 7 to 21 and item 23 (<i>continued</i>) | Plenary Hall (first floor) |
| 10.00 a.m.-1.00 p.m. | Main Committee — 1st meeting | MOE 71A (ground floor) |
| 11.00 a.m.-1.00 p.m. | Item 9: Industrial Development Forum (Part II): Global Economic Recovery: Seizing Opportunities for Greening Industries | Plenary Hall (first floor) |
| 3.00 p.m.-7.00 p.m. | 4th plenary meeting General debate Items 7 to 21 and item 23 (<i>continued</i>) | Plenary Hall (first floor) |
| 3.00 p.m.-6.00 p.m. | Main Committee — 2nd meeting | MOE 71A (ground floor) |
| 3.00 p.m.-4.30 p.m. | Round table (Africa): Towards Sustainable Biofuels Industries in Africa | Boardroom A (second floor) |
| 5.00 p.m.-6.30 p.m. | Round table (Asia and the Pacific): Is Green Industry the Next Engine of Growth for Asia and the Pacific? | Boardroom A (second floor) |

ANNOUNCEMENTS

Reception

All participants are cordially invited by the Director-General on the occasion of the thirteenth session of the General Conference to a reception on Monday, 7 December at 6.30 p.m. in the restaurant of the Vienna International Centre (VIC).

Internet corners

Two internet corners will be situated on the ground floor of the M-building, with desktop computers connected to the Internet, together with printing facilities.

Conference coverage on Internet

All official General Conference documents have been published on the UNIDO website ([http://www.unido.org/index.php?id=7881&tx_ttnews\[tt_news\]=417&cHash=5281d5a3f6](http://www.unido.org/index.php?id=7881&tx_ttnews[tt_news]=417&cHash=5281d5a3f6)). The GC13 page can be accessed from the UNIDO homepage www.unido.org.

Launch of “Making It”

Copies of the new UNIDO magazine “Making It” will be distributed during the first plenary meeting. Additional copies will be made available outside the Plenary Hall.

INFORMATION FOR PARTICIPANTS

Journal

1. The *Journal* of the Conference will be issued daily in English, French and Spanish, and made available online on UNIDO's website (<http://www.unido.org/index.php?id=1000257>). 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 (room M0116, extension 4231/3537).

Secretariat

2. The Executive Secretary of the thirteenth session of the General Conference is Ms. Jeannine Orłowski (room M0118, extension 4402/5709/3599). Her office is located on the first floor of the M-building.

Registration

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

| | | |
|--|----------------------|-----------------------------|
| 3-4 December | 10.00 a.m.-5.00 p.m. | VIC Gate 1 (Pass Office) |
| 6 December | 10.00 a.m.-6.00 p.m. | VIC Gate 1 (Pass Office) |
| 7, 8, 9, 10 December | 8.00 a.m.-5.00 p.m. | VIC Gate 1 (Pass Office) |
| 11 December (limited registration) | 8.00 a.m.-11.00 a.m. | VIC Gate 1 (Pass Office) |

Participants registering on 11 December 2009 will be reflected in an addendum to the list of participants (GC.13/INF.2/Rev.1) to be issued after the session. 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.

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 paragraph 3) as soon as possible.

Conference passes

6. Each participant will require a pass with a photograph for entry into 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 conference areas and VIC premises.

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

List of participants

8. A provisional list of participants will be available on the first day of the Conference. It will contain information on the composition of delegations which has been communicated to the Secretariat by 5 p.m. on Wednesday, 2 December 2009. In accordance with new standards for lists of participants, full names and titles will be shown rather than first initials and family names as in previous years. Names and titles will be entered in accordance with information received from Governments and organizations. Delegations are requested to notify, in writing, the staff at the Registration Desk, or the Secretariat of the Conference, of any subsequent changes to ensure the accuracy of the final list.

Conference rooms available

9. The following conference rooms are available in the M-building:

| Room | Purpose |
|------------------------------------|--|
| Plenary Hall | Plenary and Industrial Development Forum |
| Boardroom A | Round tables |
| Conference Room MOE 71A | Main Committee |
| Conference Room M7 | General Committee Credentials Committee |
| Conference Rooms M5, M6, and M7 | Group meetings |

10. 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 Control and Servicing Unit, room M0222, extension 4615, 3115, 5455/5304.

Seating arrangements

11. Delegations will be seated in English alphabetical order. The name of Venezuela (Bolivarian Republic of) 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. The same order will be maintained for meetings of the Main Committee.

12. 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.

Simultaneous interpretation

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

14. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Control and Servicing Unit in advance and 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.

15. Each seat in the meeting rooms at the M-building with simultaneous interpretation equipment, will be provided with a portable receiver set and headphones. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meetings rooms.**

Speakers in the general debate

16. The list of speakers for the plenary meetings was opened on 9 November 2009. As of 7 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. The names of speakers will be entered on the list in the order in which the requests are received.

17. Delegates are urged to keep the duration of their statements in the general debate to a maximum of 10 minutes.

18. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the debate.

Prepared statements

19. 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 Meetings Control and Servicing Unit in M0222 or to the Conference Officer in the Plenary Hall.

Sound recordings

20. 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 Control and Servicing Unit in M0222.

Documents distribution

21. As UNIDO is committed to reducing its carbon footprint, all participants are urged to consult documents online. When printing, use the double-sided printing feature and ecological paper.

22. 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 are published on the UNIDO website (<http://www.unido.org/index.php?id=1000257>). All participants are asked to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

23. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 1st floor, M-building) 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. The pigeonhole of each delegation will contain, initially:

(a) The first issue of the daily *Journal* of the Conference;

(b) A form on which participants should state the number of copies of in-session documents they will require during the Conference, mentioning the working language(s) required, to be distributed in their pigeonhole. Delegates are requested to fill in and return the forms as soon as possible to the Documents Distribution Counter on the first day of the Conference.

24. Delegations are reminded that the pigeonholes 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

25. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible and by the deadline that will be established by the General Committee at its first meeting. The submission of a text 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

26. Summary records will be prepared for meetings of the plenary and the Main Committee and will be issued 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.

Information Desk (entrance to M-building)

27. At the Information Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. The Information Desk will be open daily from 8.30 a.m., extension 5612/5368.

Media

28. Inquiries should be addressed to Mr. M. Evstafyev, Public Advocacy and Communications Unit, extension 5364/5021.

Commissary

29. 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 8.00 a.m. to 4.00 p.m., as of 7 December 2009.

The Commissary is located on level -1 of the Vienna International Centre (VIC) of the F-building. Opening hours, Monday through Friday from 12 noon to 7 p.m.

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

Postal, telephone and fax services

31. A post office, on the first floor of the C-building, provides all regular postal services, express mail service and banking services, Monday through Friday from 8.00 a.m. to 6.00 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.

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

Banking services

33. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria has a branch on the first floor of the C-building and another at the entrance level of the D-building. Their opening hours are as follows:

Monday, Tuesday, Wednesday 9.00 a.m.-3.00 p.m.
and Friday

Thursday 9.00 a.m.-5.30 p.m.

International ATM machines are available on the first floor (C0113) and the ground floor (D0E71). Some banking services are also provided from 8.00 a.m. to 5.00 p.m. by the post office on the first floor of the C-building.

Language, currency and credit cards

34. The official language of Austria is German.

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

36. 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

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

38. While some commercial parking is available near the VIC, 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.

Medical services

39. Medical attention is available in the clinics operated by the Joint Medical Service on the 7th floor of the F-building (extensions 22223/4; for emergencies, 22222). The clinics are open on weekdays from 8.30 a.m. to 12 noon and from 2.00 p.m. to 4.30 p.m. (Thursdays from 2.00 p.m. to 3.00 p.m.). For emergencies, the clinics are open from 8.30 a.m. to 5.30 p.m.

40. A pharmacy is located next to the clinics (room F0715) which is open on weekdays from 10.00 a.m. to 5.00 p.m.

Sanitizers

41. Taking into account the H1N1 influenza epidemic, sanitizers have been installed in various places in the VIC, addressing the importance of washing hands properly several times a day, as recommended by medical experts. Sanitizers are located in the restrooms and at the entrance from the A-building.

Security advice

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

Lost and found

43. During the Conference, a lost and found office will operate on the ground floor of the F-building, room F0E18.

Catering services

44. The M-building catering services are as follows:

Coffee corner on ground floor:

Monday-Thursday, 9.00 a.m.-6.30 p.m.

Friday, 9.00 a.m.-4.00 p.m.

Coffee corner on first floor:

Monday-Thursday, 9.00 a.m.-6.30 p.m.

Friday, 9.00 a.m.-4.00 p.m.

Coffee corner on second floor:

Tuesday-Thursday, 9.00 a.m.-6.30 p.m.

45. In addition to facilities in the M-building, catering services located in the F-building on the entrance level will be in operation with opening hours as follows:

VIC Cafeteria:

Monday-Friday,

7.30 a.m.-3.00 p.m.

VIC Restaurant:

Monday-Friday, 11.30 a.m.-3.00 p.m.

(for table reservations, call 26060-4877)

VIC Cocktail lounge:

Monday-Friday,

11.30 a.m.-3.00 p.m. and

4.30 p.m.-8.00 p.m.

46. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (extension 4870 or 4875).

Travel services

47. The travel agencies Carlson Wagonlit Travel and American Express are available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office of Carlson Wagonlit Travel is located in the F-building on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m. American Express is located in the C-building on the ground floor. It is open on weekdays from 8.30 a.m. to 5.00 p.m.

Smoking

48. Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

Cellular telephones and computers

49. 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

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

UNIDO telephone number

51. Telephone number – (00 43 1) 26026 0.

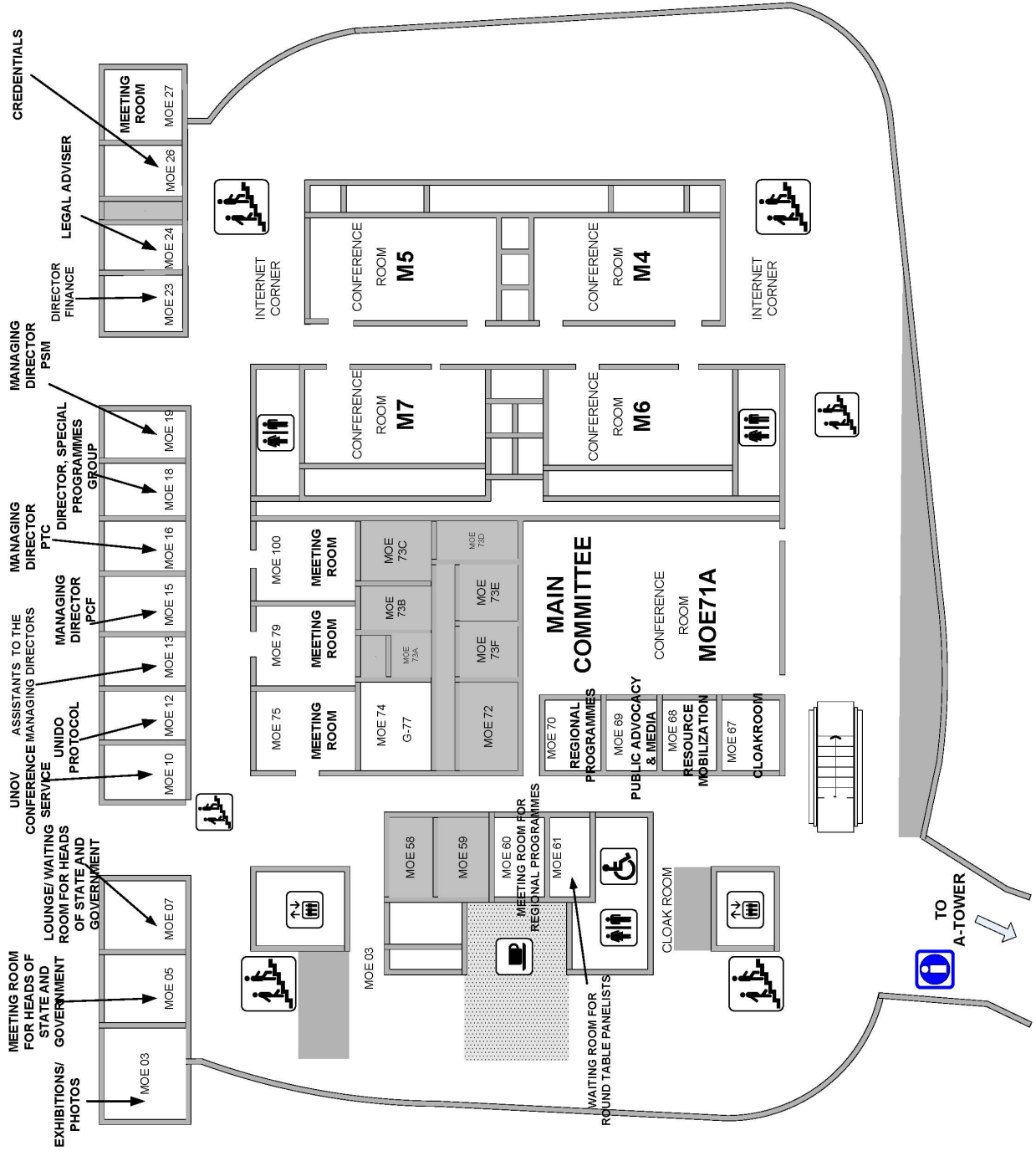
For further information refer to documents GC.13/INF.1 and GC.13/INF.1/Add.1 “Advance Information for Participants”.



**UNIDO GENERAL
CONFERENCE,
13TH SESSION
7-11 DECEMBER 2009**

COFFEE CORNER
NOT AVAILABLE

MOE

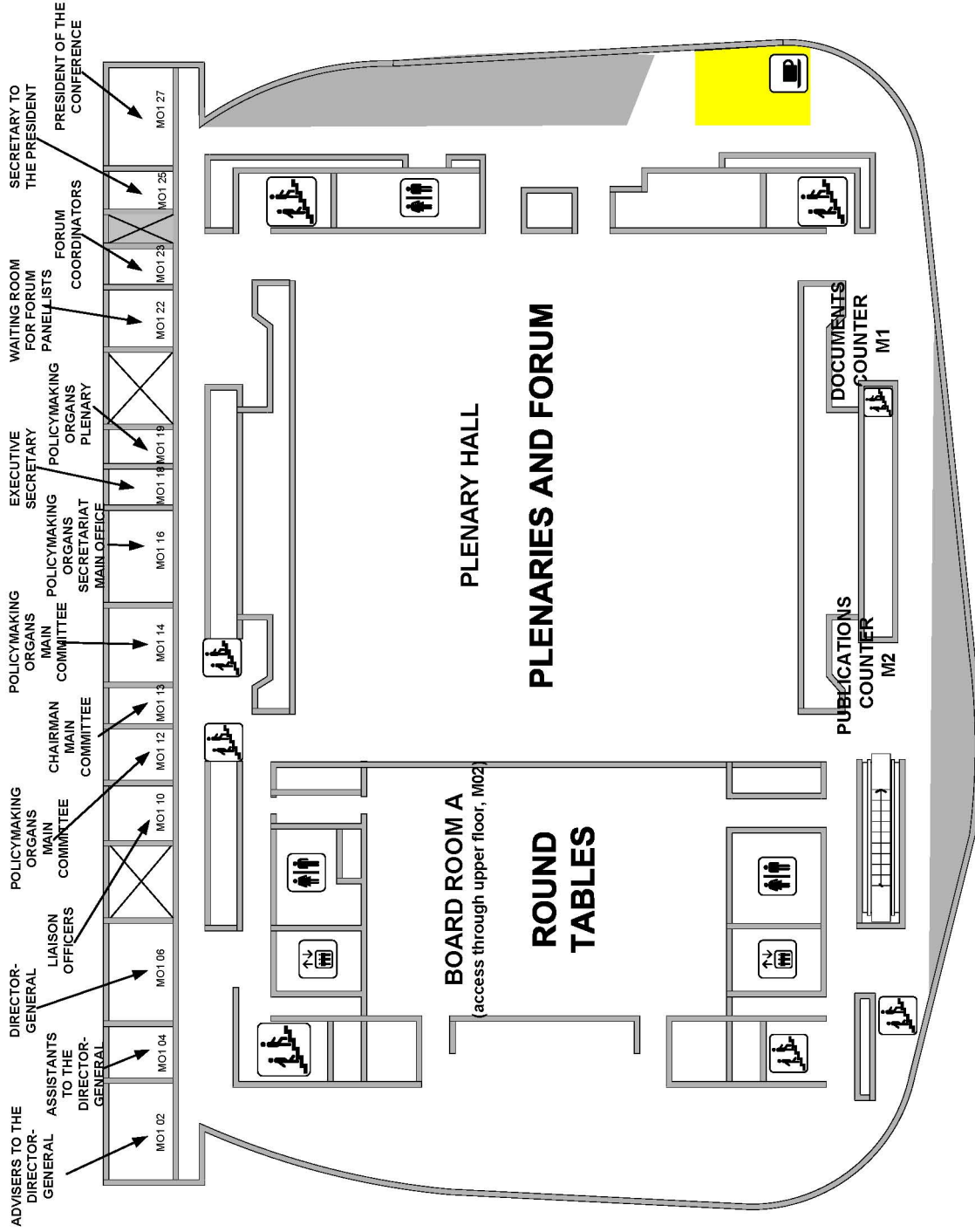




**UNIDO GENERAL
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COFFEE CORNER
NOT AVAILABLE

M01





UNIDO GENERAL
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COFFEE CORNER
NOT AVAILABLE

M02

