



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

# Journal

**Programme and Budget Committee**

Thirtieth session

Vienna, 25-26 June 2014

**No. 1**

## SCHEDULE OF MEETINGS

**WEDNESDAY, 25 June 2014**

9.30 a.m.	Heads of delegations	<b>CONFERENCE ROOM C1</b> (second floor)
<b>10 a.m.</b>	<b>1st plenary meeting</b>	<b>BOARD ROOM D</b> (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 2013 (Statement by the External Auditor)	
<b>12.30 p.m.</b>	<b>Meeting of the Bureau of the Programme and Budget Committee</b>	<b>CONFERENCE ROOM C0435</b> (fourth floor)
<b>2.30 p.m.</b>	<b>EU coordination meeting</b>	<b>CONFERENCE ROOM C5</b> (seventh floor)
<b>3 p.m.</b>	<b>2nd plenary meeting</b>	<b>BOARD ROOM D</b> (fourth floor)
	Item 5: Financial situation of UNIDO, including unutilized balances of appropriations	
	Item 3: Annual report of the Director General for 2013	
4.30 p.m.	<i>Informal consultations (1st meeting)</i>	<b>CONFERENCE ROOM C1</b> (second floor)
6 p.m.	Meeting of the Friends of the Rapporteur	<b>CONFERENCE ROOM C0433</b> (fourth floor)

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, telephone 26060, extension 8696, room C0437.

For documentation related to the agenda items, please consult PBC.30/CRP.1.

V.14-04062 (E)



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## FORECAST OF MEETINGS

THURSDAY, 26 June 2014

<b>9 a.m.</b>	<b>EU coordination meeting</b>	<b>CONFERENCE ROOM C5</b> (seventh floor)
<b>10 a.m.</b>	<b>3rd plenary meeting</b>	<b>BOARD ROOM D</b> (fourth floor)
	Item 3: <i>Continued</i>	
	Item 5: <i>Continued</i> (Statement on the United Nations Resident Coordinator system by Mr. Hans d'Orville (Assistant Director-General for Strategic Planning and Representative to the UNDG, UNESCO))	
	Item 6: Mobilization of financial resources	
	Item 7: Date of the thirty-first session	
10 a.m.	<i>Informal consultations (2nd meeting)</i>	<b>CONFERENCE ROOM C1</b> (second floor)
<b>2 p.m.</b>	<b>EU coordination meeting</b>	<b>CONFERENCE ROOM C5</b> (seventh floor)
<b>3 p.m.</b>	<b>4th plenary meeting</b>	<b>BOARD ROOM D</b> (fourth floor)
	Item 8: Adoption of the report Closure of the session	

## **ANNOUNCEMENTS**

### **Group of 77 – 50th Anniversary Celebrations**

Delegates are kindly invited to the commemorative fiftieth anniversary celebrations of the Group of 77. This event is scheduled from 23 to 27 June and will take place in the VIC Rotunda. Under the title of “Living Well: Celebrating Unity for Prosperity” and with the subtitle “Brainstorming for Santa Cruz”, the daily events will showcase the rich and diverse cultural and culinary heritage of the Members of the G-77.

### **Internet room**

Desktop computers connected to the Internet, together with printing facilities, are available for delegates in room C0751.

### **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/30](http://www.unido.org/pbc/30)).

The VIC Online Services will also allow participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events, and information for participants regarding facilities and services available in the VIC. VIC Online Services will also provide access to the digital recordings of public meetings. 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	26060-4230/3003
Deputy to the Director General	C0427	26026-3470/5145/4685
Managing Director		
Programme Development and Technical Cooperation Division (PTC)	D1901	26026-3101
Officer-in-charge		
Programme Support and General Management Division (PSM)	D1602	26026-3079
Secretariat of the Policymaking Organs		
Secretary of the Policymaking Organs	C0417	26060-4660/4661 26060-3708/5232
External Relations Officer (plenary, scenarios)	C0433	26060-4680 26026-4567
External Relations Officer (plenary, <i>Journal</i> Editor)	C0437	26060-8696 26026-3504
External Relations Officer (informal consultations)	C0217	26060-5084/4402 26026-3508
Registration	Gate 1	26060-3991/3992
Documents Distribution	Documents Counter Board Room D	26060-4626

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\* 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/30](http://www.unido.org/pbc/30)).

### 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](mailto: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.

5. If Permanent Missions wish to dispatch someone other than the conference access card holder to collect the conference access cards, a note verbale should be sent to [pmo-registration@unido.org](mailto:pmo-registration@unido.org).

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 18 and 19).

### Accommodation for group meetings

8. Delegations wishing to hold group meetings should contact the Office of the Meetings Management Unit (room D0783 and D0779, number 26060, extension 3115 or 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 D0783/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](http://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/30](http://www.unido.org/pbc/30)). All participants are urged to bring these documents with them, as stocks

are limited. Conference room papers are available on the UNIDO Extranet ([www.unido.org/extranet](http://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).

#### **Internet corner**

17. A room with standard software and Internet access is located on the seventh floor of building C (room C0751).

#### **Commissary**

18. The VIC Commissary is located in building F, floor -1. The Commissary opening hours are from 12 noon to 6:30 p.m. Access to and purchasing in the Commissary are restricted to holders of a conference access card validated for Commissary access.

19. 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](mailto:Commissary.CustomerService@iaea.org).

#### **Medical services**

20. 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 8.00 a.m. to 4 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).

21. A pharmacy is located next to the clinics (room F0709) which is open on weekdays from 10 a.m. to 5 p.m.

#### **Security**

22. Please do not leave any luggage/briefcases unattended. Suspicious objects should be reported to security immediately.

23. 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).

24. The emergency security extension is 99. From mobile phones please dial +43 1 260 60/99.

#### **Parking facilities**

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

26. 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](mailto: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**

27. 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.

28. 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.

29. 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**

30. 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.

31. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

#### **Use of cellular telephones and laptops**

32. 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**

33. Due to ongoing refurbishment of the catering facilities, the previously available restaurant and bar, located in building F, on the entrance level, will be in use as the building's main catering facility. Three different, freshly prepared menus will be available at the former restaurant and bar area. In order to meet the large demand by staff and delegates as well as avoid any possible congestions, kindly be reminded that the C-02, 04, 07 and M-building coffee corners will continue to operate as coffee corners. C-02 will also be used as a cocktail lounge in the evenings and remain open until 8 p.m.

#### **Travel arrangements**

34. 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.

35. 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 4.30 p.m. American Express is located in building C on the ground floor. It is open from 8.30 a.m. to 5 p.m.

#### **Welcome, transportation and reservation of hotel rooms and visas**

36. 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.

