



Journal

Programme and Budget Committee

No. 1

Thirty-ninth session

Vienna, 15-17 May 2023

SCHEDULE OF MEETINGS MONDAY, 15 May 2023

10 a.m. -12.30 noon	1st plenary meeting Opening of the session Item 1: Election of officers Item 2: Adoption of the agenda <i>Opening Statement of the Director General</i> Item 3: Annual report of the Director General for 2022	Board Room D <i>(C-building, 4th floor)</i> Interprefy online platform
12.30 p.m.	Meeting of the Bureau of the Programme and Budget Committee	C0435 <i>(C-building, 4th floor)</i>
3 - 6 p.m.	2nd plenary meeting Item 3: Annual report of the Director General for 2022 <i>(continued)</i> Item 4: Report of the External Auditor for 2022 <i>Statement by the External Auditor</i> Item 6: Report of the informal working group on Programme and Budget Committee-related issues	Board Room D <i>(C-building, 4th floor)</i> Interprefy online platform
6 p.m.	<i>Informal Consultations (1st meeting) (time to be confirmed)</i>	C3 <i>(C-building, 7th floor)</i> Interprefy online platform

Note: Should the debate on an item be completed earlier than expected, the Committee would immediately proceed with the next item on the schedule. Should the consideration of an item take longer than expected, the Committee would take up the following agenda items in the following Plenary meeting(s) and/or days.

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal Editor*, email: pmo@unido.org.
For documentation related to the agenda items, please consult PBC.39/1

FORECAST OF MEETINGS

TUESDAY, 16 May 2023

9–12 a.m.	3rd plenary meeting	Board Room D <i>(C-building, 4th floor)</i> <i>Interprefy online platform</i>
	Item 5: Financial situation of UNIDO, including unutilized balances of appropriations	
	Item 10: Budget implementation flexibility	
	Item 7: Programme and budgets, 2024–2025	
	Item 8: Scale of assessments for apportionment of the regular budget expenses for the biennium 2024–2025	
	Item 9: Working Capital Fund for the biennium 2024–2025	
12 noon	<i>Informal consultations (2nd meeting)</i>	Conference room C3 <i>(C-building, 7th floor)</i> <i>Interprefy online platform</i>
3–6 p.m.	4th plenary meeting	Board Room D <i>(C-building, 4th floor)</i> <i>Interprefy online platform</i>
	Item 5, 10, 7, 8, 9: <i>Continued</i>	
	Item 11: Medium-term programme framework, 2022–2025	
	Item 12: Mobilization of financial resources	
	Item 13: General risk management	
6 p.m.	<i>Informal consultations (3rd meeting)</i>	Conference room C3 <i>(C-building, 7th floor)</i> <i>Interprefy online platform</i>

FORECAST OF MEETINGS

WEDNESDAY, 17 May 2023

8.30 a.m.	Meeting of the Bureau of the Programme and Budget Committee (<i>if required</i>)	C0435 (<i>C-building, 4th floor</i>)
9–12 a.m.	5th plenary meeting	Board Room D (<i>C-building, 4th floor</i>) Interprefy online platform
	Item 15: Updated medium-term investment proposals, 2024-2025	
	Item 14: Appointment of the External Auditor	
	Item 16: Third Industrial Development Decade for Africa (IDDA III)	
	Item 17: United Nations development system reform	
12 noon	<i>Informal consultations (4th meeting, if required)</i>	Conference room C3 (<i>C-building, 7th floor</i>)
3 - 6 p.m.	6th plenary meeting	Board Room D (<i>C-building, 4th floor</i>) Interprefy online platform
	Item 18: Date of the fortieth session Adoption of Conclusions	
	Item 19: Adoption of the report Closure of the session	

ANNOUNCEMENTS

Format of the session

The thirty-ninth session of the Programme and Budget Committee will take place in a hybrid format involving both in-person and virtual participation.

In-person participation: To access the venue, delegates need to **present their personalized conference badge**. Access will not be permitted upon presentation of regular VIC access cards.

Virtual participants: The Interprefy log-in link will be circulated to participants registered for virtual attendance. When accessing the platform, please enter your name in the following format: **[COUNTRY/ORGANIZATION] LAST NAME, first name**.

Statements

Interventions at the Programme and Budget Committee should be item-oriented. Statements can be delivered either in person, or virtually on the Interprefy online platform, or via pre-recorded video messages.²

Written copies of statements

Statements submitted to the Secretariat of the Policymaking Organs will be published on the UNIDO Extranet for Permanent Missions unless a clear instruction is given by the submitting delegation that they should not be made available (www.unido.org/extranet).

Pre-recorded video statements

When enrolling in the list of speakers, delegations wishing to submit pre-recorded video statements are requested to notify the Secretariat via email to: Listofspeakers@unido.org. To allow sufficient time to verify the quality of the audio and video, pre-recorded video statements together with their scripts should be submitted to Listofspeakers@unido.org by 10 May 2023.

Internet access at venue

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

Programme and Budget Committee coverage on the Internet

All official Programme and Budget Committee pre-session documents have been published on the UNIDO website (<https://www.unido.org/psc/39>).

The Vienna International Centre 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, through the following address: <http://myconference.unov.org> and by using the below QR code:



¹ Additional details on how to access the Interprefy online platform are included in the modalities document which is available at the following link: <https://docs.unido.org/OTCS/cs.exe/link/30450749>

² Technical requirements for pre-recorded video statements are included in the modalities document which is available at the following link: <https://docs.unido.org/OTCS/cs.exe/link/30450749>

Offices and telephone numbers

	<i>Room No.</i>	<i>Extension</i>
Chair of the Programme and Budget Committee	C0435	4681
Director General	C0431	3003
Assistants to the Director General	C0429	3003/ 3797/4230/4402
Managing Directors		
Directorate of Corporate Services and Operations (COR)	D1601	3470
Directorate of SDG Innovation and Economic Transformation (IET)	D1501	3660
Directorate of Global Partnerships and External Relations (GLO)	D1902	3708
Directorate of Technical Cooperation and Sustainable Industrial Development (TCS)	D1202	3386
Secretariat of the Policymaking Organs		
Secretary	C0417	4660
Policymaking Organs Secretariat	C0419	4663/5513/4664/4661
Policymaking Organs Secretariat (Informal consultations)	C0729	3060/4701/4685
Policymaking Organs Secretariat (Protocol)	C0419	4664
Policymaking Organs Secretariat (Plenary)	C0433	3685/4680/4677
Documents and Registration	Board Room D	

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.

2. The *Journal* will also appear on the eve of each day of the session on the UNIDO website (<https://www.unido.org/psc/39>).

Registration

3. The thirty-ninth session of the Programme and Budget Committee will take place as a hybrid meeting, involving both in-person and virtual participation.

4. Member States have been requested to notify the Director General of the composition of their delegations in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, to be submitted by email to pmo-registration@unido.org. United Nations entities, specialized agencies and related organizations, and IGOs have been asked to submit an official letter to the Secretariat via email to pmo-registration@unido.org. The note verbale/official letter should indicate the names, functional titles, email addresses and modality of participation (in-person attendance and/or virtual participation) of all members of the delegation.

5. All participants are required to register for the thirty-ninth session of the PBC using the online platform INDICO, which can be accessed via the following link: <https://indico.un.org/e/UNIDO-PBC.39>. Participants who do not have an INDICO profile are requested to create one and to then complete the registration for PBC.39. A copy of the above-mentioned note verbale/official letter shall be uploaded by all participants to the INDICO registration page.

6. Only those delegates who have been registered following the process described above will be eligible to receive a personalized meeting access badge. All registered participants, be they participating in person or virtually, will be included in the list of participants.

In-person participation

7. Each registered Government delegation of Member States that are members of the Committee will be assigned two seats, i.e. one seat at the table and one alternate seat behind the table. Each registered Government delegation, not member of the

Committee, will also be assigned two seats, one seat at the table and one alternate seat behind the table.

VIC conference access cards

8. To access the venue of the session, in-person participants should show their personalized conference badge, which must be collected from the Security Pass Office at Gate 1. The registration desk will be open on Friday, 12 May 2023, from 12 p.m. (noon) to 4 p.m., on Monday, 15 May 2023, from 8 a.m. to 4 p.m., on Tuesday, 16 May 2023, from 8 a.m. to 4 p.m., as well as on Wednesday, 17 May 2023, from 8 a.m. until the end of the session.

Virtual attendance

9. In addition to attending in person, all Member States of UNIDO, as well as United Nations entities, specialized agencies and related organizations, and IGOs may also attend virtually via the Interprefy online platform.

10. When accessing Interprefy with the registered email address on 15, 16 and 17 May 2023, the system will automatically send an email to the delegate's email address with a unique code to access the meeting virtually. All participants are therefore requested to indicate their individual email address when registering through INDICO and to ensure access to this email account when logging on to the platform.

11. When joining the session on Interprefy, participants are asked to indicate their name using the following format:

[COUNTRY/ORGANIZATION] LAST NAME, First name

Prepared statements

12. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, a copy of their statements to the Secretariat staff in the plenary, or send it as an electronic copy to Listofspeakers@unido.org and unov.conference@un.org.

13. Submitted statements will be published on the UNIDO Extranet for Permanent Missions, unless there is a clear indication that they should not be made available (www.unido.org/extranet).

Simultaneous interpretation

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

15. 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 session's official interpreters.

16. For meetings with simultaneous interpretation, some seats in the conference rooms will be provided with a portable receiving set and a headset. 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

17. The official pre-session documents are available in Arabic, Chinese, English, French, Russian and Spanish. Pre-session documents are published on the UNIDO website (<https://www.unido.org/pbc/39>). To reduce expenditure and minimize the environmental impact of printing, pre-session documents will only be distributed electronically (document IDB.41/5/Add.1-PBC.29.5/Add.1, para. 12 refers). Conference room papers are available on the UNIDO Extranet for Permanent Missions (www.unido.org/extranet).

18. During the session, legislative documents and journals may be collected from the documents distribution counter, located at the main entrance of the Board Room C.

19. Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (room C0417).

Medical services

20. For emergencies, call extension 2222. 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 22224). The clinics are open on weekdays from 8.30 a.m. to 12 noon and from 2 to 4.30 p.m. (Thursdays until 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 F0715) and is open on weekdays from 10 a.m. to 5 p.m.

Security

22. Please do not leave any personal items, such as luggage, bags or 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 (telephone number 26060, extension 3903 or 3904).

24. The emergency security telephone 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.

Bank

26. An Austrian bank with multilingual staff offers full banking services at the VIC. 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 of building C (C0113) and on the ground floor of building D (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 Ria, 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-Traffik*) throughout Vienna.

Use of cellular telephones and laptops

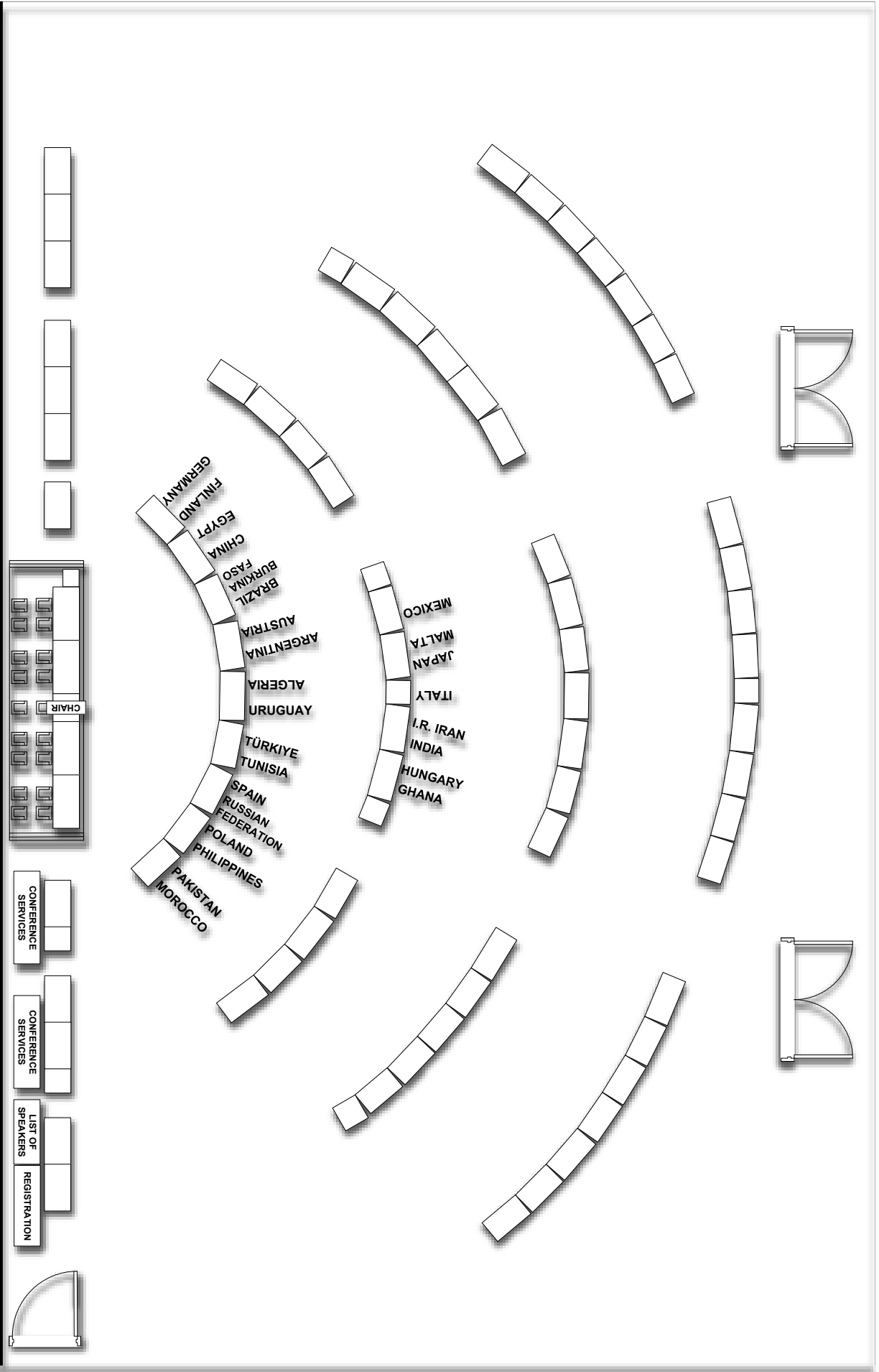
31. Delegates are invited to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

Travel arrangements

32. 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.

Welcome, transportation and reservation of hotel rooms and visas

33. 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, 39TH SESSION

15-17 MAY 2023