



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

# Journal

**Programme and Budget Committee**

Thirty-sixth session

Vienna, 29–30 September, 2020

**No. 1**

## SCHEDULE OF MEETINGS

**Tuesday, 29 September 2020**

<b>9.30 a.m.</b>	<b>1st plenary meeting</b>	<b>Plenary Hall, M-building</b>
	Opening of the session	
	Item 1: Election of officers	
	Item 2: Adoption of the agenda (Statement of the Director General)	
	Item 4: Report of the External Auditor for 2019 (Statement of the External Auditor)	
	Item 3: Annual report of the Director General for 2019 (a) Managing for results: Update on the implementation of the MTPF, 2018–2020	
<b>11.30 p.m.</b>	<b>Meeting of the Bureau of the Programme and Budget Committee</b>	<b>M4</b>
<b>12 noon–1.30 p.m.</b>	<b>1st plenary (con't)</b>	
	Item 3: (con't)	
	Item 11: UNIDO's response to the COVID-19 pandemic	
<b>2.30–4 p.m.</b>	<b>2nd plenary meeting</b>	<b>Plenary Hall, M-building</b>
	Items 5: Financial situation of UNIDO	
	Item 10: United Nations development system reform	
	Item 6: Report of the informal working group on Programme and Budget Committee-related issues	

Matters for inclusion in the *Journal* should be sent as far in advance as possible to the *Journal* Editor, email: [pmo@unido.org](mailto:pmo@unido.org).

For documentation related to the agenda items, please consult PBC.36/CRP.1.

V.20-05495 (E)



Please recycle

4.30–6.30 p.m. *Informal consultations (1st meeting)* - **Plenary Hall, M-building**

## **FORECAST OF MEETINGS**

**WEDNESDAY, 30 September 2020**

**9.30 a.m. 3rd plenary meeting Plenary Hall, M-building**

- Item 7: Mobilization of financial resources
- Item 8: Update medium-term investment proposals
- Item 9: Third Industrial Development Decade for Africa

12 noon *Informal consultations (2nd meeting – if required)* **Plenary Hall, M-building**

**3 p.m. 4th plenary meeting Plenary Hall, M-building**

- Item 12: Date of the thirty-seventh session  
Adoption of conclusions
- Item 13: 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](http://www.unido.org/extranet)).

### **Internet**

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

### **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/36](http://www.unido.org/pbc/36))

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>Extension</i>
Chair of the Programme and Budget Committee	M0116	27200
Director General	M0127	3003/27261
Deputy to the Director General	M0110	3470/27390
Assistant to the Director General	M0125	3003/27261
Secretariat of the Policymaking Organs		
Executive Secretary	M0113	3939/21289 (to Assistant 27399)
External Relations Officer (informal consultations)	M0123	3523/ 27241
External Relations Officer (informal consultations)	M0122	3504/ 27000
External Relations Officer (list of speakers)	M0119	3516/ 27266
Policymaking Organs Secretariat	M0118	3006/27210 3623/27243
External Relations Officer (plenary, scenarios)	M0114	4567/27289 3397/27213
Policymaking Organs – Front Office, Assistant to the Deputy of the Director General)	M0112	5232/21399 3075/21390

## 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 ([www.unido.org/pbc/36](http://www.unido.org/pbc/36)).

### Registration

3. Due to the ongoing COVID-19 pandemic, the Programme and Budget Committee will take place as a hybrid meeting, with limited physical participation and virtual access. To be able to accommodate even this limited physical attendance and to allow for the necessary tracking and tracing, access to the conference room in the M-building will be strictly controlled and granted with a specific meeting badge only.

4. Delegations have been requested to notify the Director General of their physical and virtual attendees, using the official registration form (circulated with the meeting notification) submitted under cover of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs. Only those delegates who have been registered in this manner will be eligible for a meeting badge. All registered participants, be they participating in person or virtually, will be included in the list of participants.

### VIC conference access cards

5. Each participant will require a separate conference access card with a photograph for entering the conference room. The conference access card is to be picked up at the Pass Office of the VIC at Gate 1. Please note access to the conference room, both for plenary meetings and informal consultations, will not be permitted upon presentation of regular VIC access cards. Official notes verbales and letters, indicating the name and contact details of the head and other members of the delegation are to be sent as an attachment to an email exclusively to [pmo-registration@unido.org](mailto:pmo-registration@unido.org).

### 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 send it as an electronic copy to [unovconference@un.org](mailto:unovconference@un.org).

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/36](http://www.unido.org/pbc/36)). To reduce expenditure and minimize the environmental 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](http://www.unido.org/extranet)).

15. During the session, legislative documents and journals may be collected from the documents distribution counter, located at the end of the plenary hall in the M-building.

16. Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (room M0118).

### Medical services

19. For emergencies, call extension 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 22224). 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.

### **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 (C0113). 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.

### **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.

33. Two travel agencies 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 building F on the ground floor (F0E16). It is open from 8.30 a.m. to 5.30 p.m. Monday, Tuesday, Thursday to Friday and 8.30 a.m. – 3 p.m. Wednesday.

### **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.