



Journal

Industrial Development Board

Fifty-second session

Vienna, 25–27 November 2024

No. 2

SCHEDULE OF MEETINGS¹

Tuesday, 26 November 2024

**9 a.m.–
12 noon**

3rd plenary meeting

Board Room D
(C-building, 4th floor)
UN Web TV platform

- Item 3: Annual Report of the Director General for 2023
 - (a) Managing for results: Update on the implementation of the medium-term programme framework, 2022–2025
- Item 4: Report of the Programme and Budget Committee, including sub-items (a) to (g)
- Item 5: UNIDO and the 2030 Agenda for Sustainable Development
- Item 6: United Nations development system reform
- Item 7: Third Industrial Development Decade for Africa (IDDA III)
- Item 8: Climate neutral industry and circular economy
 - (a) UNIDO activities related to circular economy
 - (b) UNIDO Climate Change Strategy and its action plan
- Item 9: Inclusive and sustainable development in middle-income countries
- Item 10: UNIDO activities in support of the least developed countries

**12.30–3.30
p.m.**

Informal consultations (2nd meeting)

Conference room C3
(C-building, 7th floor)

**3.30–6.30
p.m.**

4th plenary meeting

Board Room D
(C-building, 4th floor)
UN Web TV platform

- Item 11: Strengthening capacities in developing productive, resilient and sustainable supply chains
- Item 12: Activities of the Joint Inspection Unit
- Item 13: UNIDO Independent Oversight Advisory Committee
- Item 14: Evaluation and internal oversight activities

¹ The schedule of meetings and the order of agenda items reflects the tentative schedule of work, as considered by the Enlarged Bureau on Thursday, 31 October 2024, in addition to proposed updates to be considered by the Board at its 1st plenary.

6.30 p.m. *Informal consultations (3rd meeting)*

Conference room C3
(C-building, 7th floor)

FORECAST OF MEETINGS

Wednesday, 27 November 2024

8:30 a.m. **Meeting of the Bureau of the Industrial Development Board**
(if required)

C0435
(C-building, 4th floor)

**9 a.m.–
12 noon** **5th plenary meeting**

Board Room D
(C-building, 4th floor)
UN Web TV platform

Item 15: Personnel matters

Item 16: Preparations for the selection process for the post of Director General

Item 17: Matters related to intergovernmental, non-governmental and other organizations

Item 18: Preparations for the twenty-first session of the General Conference

12.30–3.30 p.m. *Informal consultations (4th meeting – if required)*

Conference room C3
(C-building, 7th floor)

4.30 p.m. **6th plenary meeting**

Board Room D
(C-building, 4th floor)
UN Web TV platform

Item 19: Provisional agenda and date of the fifty-third session

Item 20: Adoption of the report
Close of the session

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

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 **IDB.52/CRP.1**.

ANNOUNCEMENTS

Format of the session

The fifty-second session of the Industrial Development Board will take place as an **in-person meeting**, with the proceedings of the plenary also being available online in all six languages of UNIDO through the United Nations' official streaming platform, UN Web TV.

To access the venue, registered participants **in possession of a VIC grounds pass will be able to access the venue**. All other participants are invited to collect their personalized conference badge from the Security Pass Office at Gate 1.

Statements

Interventions at the Industrial Development Board should be item-oriented. Statements can be delivered either in person, or via pre-recorded video messages.

Written copies of statements

Statements submitted to the Division of the Policymaking Organs will be published on the UNIDO Extranet for Permanent Missions and on the UNIDO public website, 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

Delegations wishing to **submit pre-recorded video statements** to the session are requested to submit the pre-recorded video along with a transcript of the statement by email to listofspeakers@unido.org **no later than Monday, 18 November 2024**. The technical and procedural **requirements** for submitting a pre-recorded video statement can be accessed [here](#).

Delegations are encouraged to also refer to the **United Nations audio and video requirements** for pre-recorded statements, including a list of recommended equipment, available [here](#).

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.

Industrial Development Board coverage on the Internet

All official Industrial Development Board pre-session documents have been published on the UNIDO website (www.unido.org/idb/52).

From 25 to 27 November 2024, delegates can follow the proceedings of the plenary meetings of the fifty-second session of the Board on UN Web TV following the links listed in the table below (all times are CET):

25 November 2024	1st Plenary	9.30 a.m.–12 noon	https://webtv.un.org/en/asset/kli/kli6rs73z2
	2nd Plenary	2–5 p.m.	https://webtv.un.org/en/asset/klu/kluixlo3mo
26 November	3rd Plenary	9 a.m.–12 noon	https://webtv.un.org/en/asset/klz/klzdmaomv7
	4th Plenary	3.30–6.30 p.m.	https://webtv.un.org/en/asset/klv/klv75q0eej
27 November	5th Plenary	9 a.m.–12 noon	https://webtv.un.org/en/asset/kln/klnhagr54c
	6th Plenary	From 4.30 p.m.	https://webtv.un.org/en/asset/klr/klr5jlopuq

Offices and telephone numbers

	<i>Room No.</i>	<i>Extension</i>
President of the Industrial Development Board	C0435	-
Director General	C0431	3003
Assistant to the Director General	C0433	3003
Managing Directors		
Directorate of Technical Cooperation and Sustainable Industrial Development (TCS)	D1202	5177
Directorate of Corporate Services and Operations (COR)	D1601	3075
Directorate of Global Partnerships and External Relations (GLO)	D1901	4830
Directorate of Strategic Planning, Programming and Policy (SPP)	D2001	3330
Directorate of SDG Innovation and Economic Transformation (IET)	D1501	3661
Division of the Policymaking Organs		
Secretary	C0427	3939
Division of Policymaking Organs	C0429	5232
Division of Policymaking Organs (Informal consultations)	C0727	3504
Division of Policymaking Organs (List of speakers)	C0729	3628
Division of Policymaking Organs (Plenary, Scenarios)	C0419	3060
Division of Policymaking Organs (Documentation/Registration)	C0417	3429
Division of Policymaking Organs (Protocol)	C0731	3692

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/idb/52>).

Registration

3. The fifty-second session of the Industrial Development Board will take place as an in-person meeting.

4. All participants have been requested to register for the fifty-second session of the IDB using the online platform INDICO, which can be accessed via the following link: <https://indico.un.org/e/UNIDO-IDB.52>. Participants who do not have an INDICO profile are requested to create one and to then complete the registration for the IDB.

5. Member States have been requested to submit a note verbale indicating the composition of their delegations, issued by either the Permanent Mission or the Ministry of Foreign Affairs, to pmo-registration@unido.org. United Nations entities, specialized agencies and related organizations, and intergovernmental organizations (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 and email addresses of all members of the delegation. A copy of the note verbale/official letter shall be uploaded by all participants to the INDICO registration page.

6. Delegations have also been requested to specify their Head of delegation when registering for the IDB.

7. Only those delegates who have been registered following the process described above will be eligible to access the venue. All registered participants will be included in the list of participants.

Participation

8. Each registered Government delegation will be assigned two seats, i.e. one seat at the table and one seat in the row directly behind the table. Registered United Nations entities, specialized agencies and related organizations, and IGOs will be assigned one seat at the table only. While there is no limitation on the number of participants that can be registered, delegations are required to limit the number of delegates present in the room at any given time to the number of seats allocated to them. There will be no additional seats.

VIC conference access cards

9. To access the venue of the session, in-person participants should, when requested, present their VIC

grounds pass, or their personalized conference badge which must be collected from the Security Pass Office at Gate 1. The registration desk will be open on Friday, 22 November 2024 from 12 noon to 4 p.m., on Monday, 25 November 2024 from 8 a.m. to 4 p.m., on Tuesday, 26 November 2024 from 8 a.m. to 4 p.m. and on Wednesday, 27 November 2024 from 8 a.m. until the end of the session or 4 p.m., whichever is earlier. Participants are reminded that in case the uploaded ID photograph in INDICO is not suitable, they will have to proceed to the Security Pass Office at Gate 1 to take a photograph to collect their personalized conference badge.

Prepared statements

10. 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 listofspeakers@unido.org and unov.conference@un.org.

11. 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

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

13. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Division for Policymaking Organs 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.

14. 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 periodically, and, if necessary, batteries may be recharged.

Documents distribution

15. 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/idb/52>). 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).

16. All session documentation will be provided electronically only, including L-documents containing the draft conclusions and session report that will be considered

during the closing plenary. Delegates are asked to take appropriate measures to ensure their access to relevant documentation online.

17. Distribution of documents other than legislative documents must be cleared by the Secretary of the Policymaking Organs (room C0427).

Medical services

18. For medical emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service on the seventh floor of the F-building (telephone number +43 (1) 2600, extension 22223). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, number +43 (1) 26060, extension 99 or 3903)).

19. A pharmacy located next to the clinics (room F0707) is open on weekdays from 10 a.m. to 5 p.m. (extension 21599).

Security advice

20. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the United Nations Security and Safety Service immediately.

Lost and found

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

Transport and access to the VIC

22. Registered cars of Permanent Missions will be able to park in the VIC garage as usual. Parking facilities for non-registered cars are not available at the VIC.

23. Taxis are not permitted to access the premises of the VIC. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramer Strasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of the C-building.

24. Participants arriving at the VIC by underground transport (U-Bahn) should take line U-1, get off at the station "Kaisermühlen – Vienna International Centre", and follow the signs to the VIC. A variety of public transport tickets are available. Tickets may be purchased at machines in every U-Bahn station throughout Vienna.

Bank

25. An Austrian bank with multilingual staff offers full banking services at the VIC on the first floor of building C.

26. 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.

27. International ATM machines are available on the first floor of building C (C0113), and the ground floor of building D (DOE71). Some banking services are also

provided from 9 to 11.15 a.m. and from 12 noon to 5 p.m. by the post office on the first floor of the C-building.

28.

Postal services

29. A post office, on the first floor of the C-building, provides all regular postal services, express mail service and some banking services, Monday through Friday from 9 to 11.15 a.m. and 12 noon to 5 p.m. Other services include express money transfers with Western Union, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration, etc.

30. Telephone cards may be purchased at post offices and other locations such as newsagents or 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.

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.