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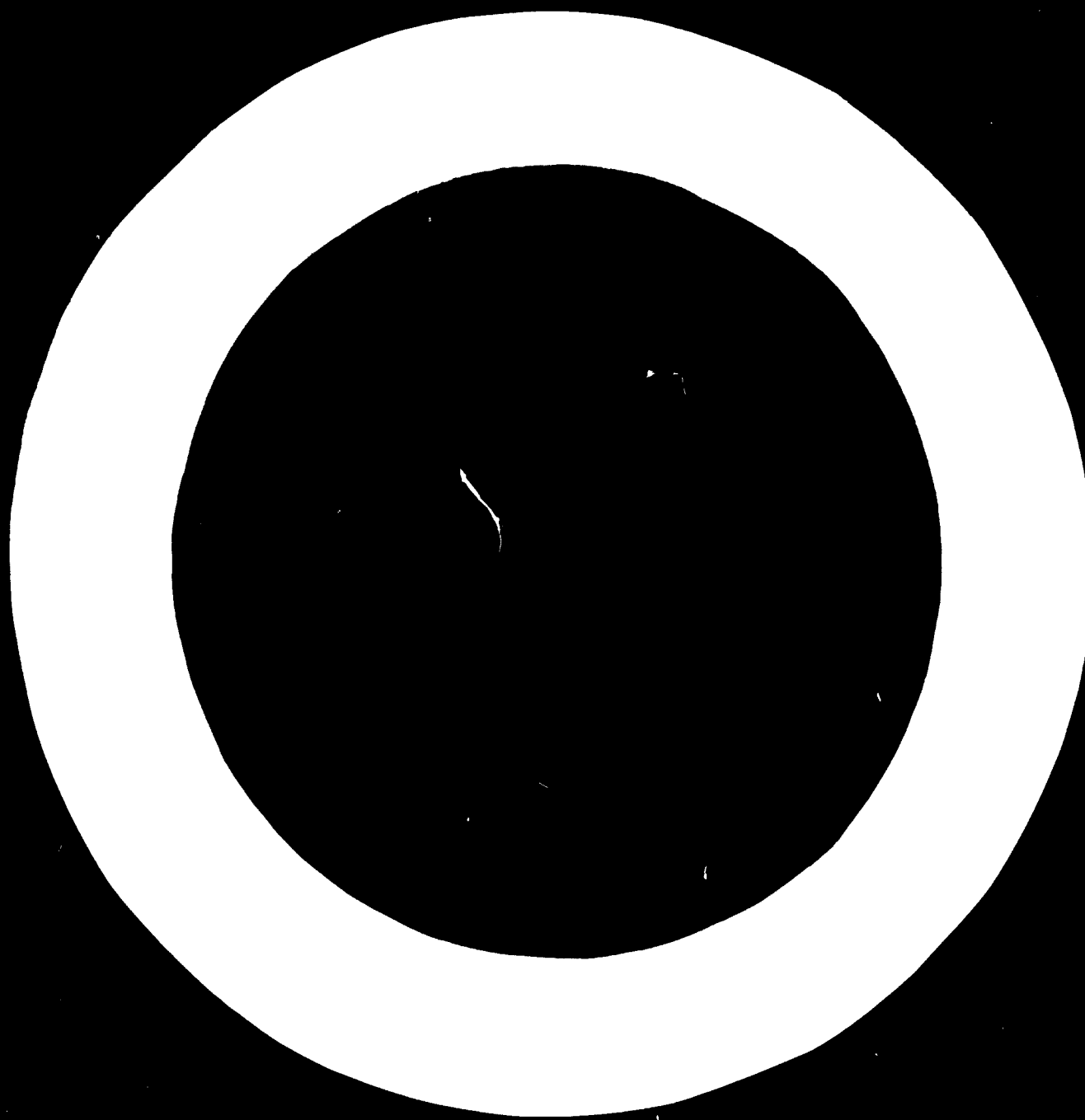
Meeting of Project Managers and Directors
of Selected UNIDO-UNDP/EF Projects
Vienna, 2 - 6 June 1969

OUTLINE AND PURPOSE OF THE MEETING

presented by
the Secretariat of UNIDO

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1. Introduction and background

UNIDO has been designated as the executing and participating agency of several UNDP/SF assisted projects, the main objective of which is the establishment or strengthening of industrial studies and development centres and of industrial research centres. In spite of the diversity of the conditions in the countries and regions where these projects are executed they have similar purposes and functions since they are primarily or significantly engaged in industrial studies. A list of these projects, as well as a summary of their main functions, is provided in Annex I to this aide-mémoire.

These projects have been in operation for different periods of time. Some started operations 2-3 years ago, some have been working for a rather short time. Valuable experience has been accumulated by all the projects and by headquarters.

It has been considered that the time has come to pool the experience and to evaluate it. At the same time the purpose of mutual information could be met.

2. Purpose of the meeting

- a) Establishing closer working contacts between the Centres and UNIDO headquarters by:
- 1) Informing the participants about UNIDO's general policies of industrial development and technical assistance.

The participants will be informed on the policies recommended by the Industrial Development Board, on the principles of UNIDO's technical assistance and the role the Centres can play in their implementation.

ii) Establishing closer contacts with the substantive divisions of UNIEO.

The Centres are being informed about UNIDO's substantive activities from the Work Programmes of UNIDO, from the Index to UNIDO Publications and Documents, from various documents prepared for meetings, missions, etc. It will, however, be more efficient if the present and programmed activities are described, explained and discussed by the Chiefs of Sections and/or staff members in charge.

On the other hand, the Project Managers are expected to describe briefly their activities and to indicate the difficulties which could be better overcome with the substantive assistance of UNIDO. It is expected that the activities and programmes will be mutually coordinated upon and that possibilities of joint action and/or mutually supported actions could be defined.

iii) Reviewing together the status of the respective projects, the progress made, the problems met and providing the opportunity for individual consultations with UNIEO substantive officers and with the Chiefs of Sections of the Technical Cooperation Division, the Technical Programme Financial Management and with the Technical Equipment, Procurement and Contracting Offices.

b) Evaluation of accumulated experience.

Much experience has been accumulated so far by the Centres. This experience should be evaluated and general principles and/or recommendations formulated. It is suggested that the discussions proceed along the following lines:

- the objectives and concepts of the Centres (most important functions, work programme of the Centres, cooperation with other institutions);
- organization of the Centres (internal organization, composition of the international staff, qualifications of the experts and counterparts, etc.);

- administrative problems (composition of non-professional personnel, staff rules and regulations, communications with UNIDO, procurement of equipment and control over it, etc.).

c) Exchange of experience among the Project Managers.

The need for convening a meeting at which the Project Managers would have an opportunity to exchange experience and discuss their approaches to resolving problems of conception and operation of the Centres has always been evident. The Project Managers have repeatedly expressed the belief that such meetings would be most useful and could bring about new ideas and approaches to particular projects.

The Project Managers also point out that the present system of communication is not geared to serve their needs for informing each other about the experiences acquired. Each project goes through its own trial and error period. On the other hand, while UNIDO disseminates information on the experience built up by Centres with longer periods of operation, these efforts are undertaken on an ad-hoc basis and established channels for continuous exchange of experience do not exist. A system permitting a regular flow of information among the Centres could be recommended by the Meeting. For this purpose the Project Managers should present information regarding the following:

1) What kind of information and documentation - if available from other Centres - could be most useful to the operation of your own Centre regarding the following subject areas:

- Plan of operation
- Work programme
- Staff rules
- Regular progress reports
- Selected studies
- List of publications in the library
- Others

ii) In which of the above categories of information would the Government have no objection to releasing data to other Centres? (This is important since the Centres are national or regional entities and the interest of the governments need not be uniform.)

Knowing the positions of the Project Managers and the governments and the scope of information desired to be exchanged, the channels of distribution could then be defined.

3. Duration and date

Five working days are considered to be sufficient.

It is suggested that the meeting be held during the first week of June (2-6 June 1968).

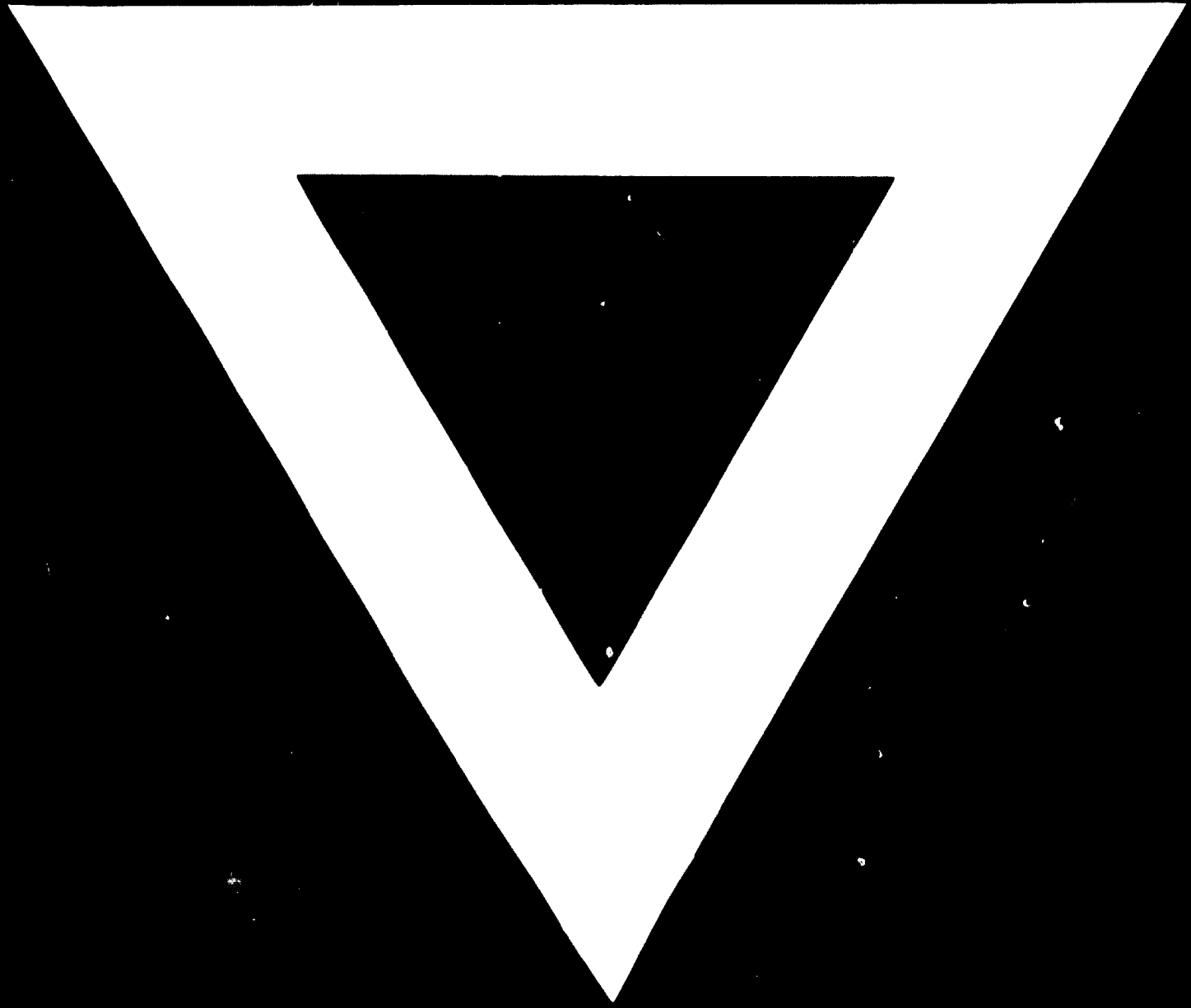
4. Procedure

There will be a few papers prepared by UNIDO for the meeting. However, more emphasis will be placed upon discussion of the items presented on the agenda. Major recommendations will be recorded.

ANNEX NO. 1

List of Projects and their Brief Description

1. The Project Manager and one senior counterpart official (Director) from each of the following projects will be invited:
REG-72 Centre of Industrial Studies for the Maghreb, Libya
ALG-18 Centre for Industrial Studies and Technology, Algeria
COL-30 Institute for Technological Research, Colombia
IRA-16 Research Centre for Industrial and Trade Development, Iran
JOR-13 Centre for Industrial Development, Jordan
SAU-14 Industrial Studies and Development Centre, Saudi Arabia
SUD-12 Sudan Industrial Research Institute, Sudan
TNZ-10 Industrial Studies and Development Centre, Tanzania
TUN-15 National Centre for Industrial Studies, Tunisia
2. All these projects assist in establishing or strengthening national or regional autonomous bodies, the functions of which are as follows:
 - advising on and assisting the governments in the preparation of a programme of industrial development;
 - advising on and assisting the governments in the preparation of sectoral programmes;
 - formulating and evaluating industrial projects;
 - advising governments on the policies for industrial development.In addition to the functions mentioned above, the Centres perform one or more of the following functions:
 - investigating the possibilities of and advising on the financing of specific projects;
 - advising on implementation of industrial projects;
 - advising on the measures for export promotion;
 - advising on policies for regional cooperation;
 - assisting in establishing and improving standards and quality control;
 - assisting in the planning and establishment of industrial estates;
 - other non-specified.



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