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*for a sustainable future*

## OCCASION

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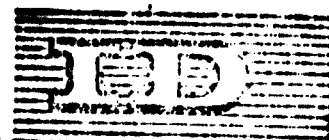
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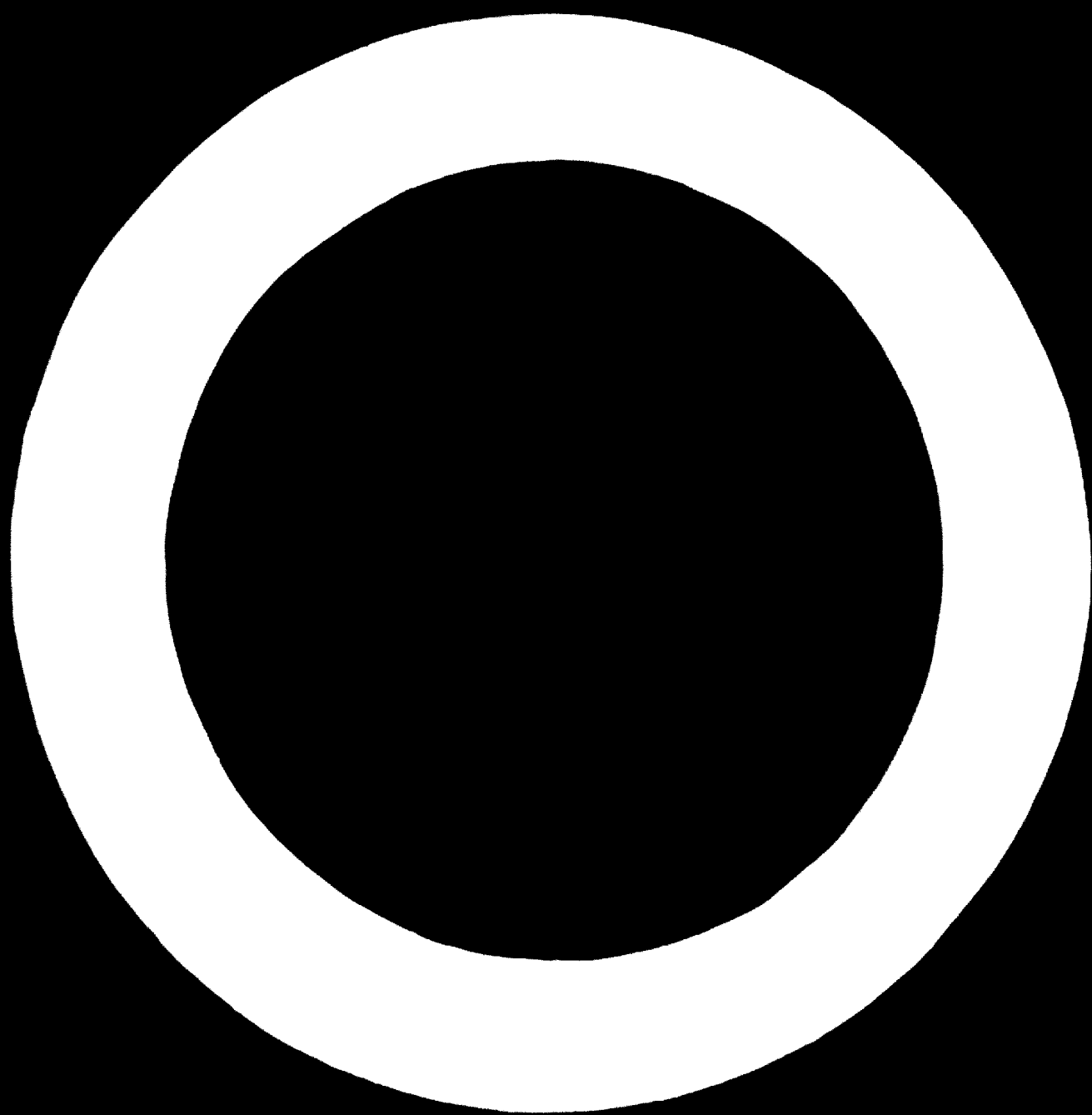
**ORIGINAL: ENGLISH**

**Seminar on the Organization and Administration of  
Industrial Services (for Asia and the Middle East)**

**Tashkent, USSR, 12 - 26 October 1970**

**FORM FOR PARTICIPANTS**

We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards, even though the best possible copy was used for preparing the master fiche.



I. The Seminar on the Organization of Industrial Services (for Asia and the Middle East), will be held in Tashkent, USSR, from 12 to 26 October 1970.

Copies of the Aide-Memoire, the Provisional Agenda, and the Provisional Annotated Agenda, are enclosed.

II. DATES

Arrival in Tashkent - 10-11 October;  
Departure Tashkent - 27-28 October,  
subject to availability of transport.

III. SEMINAR MANAGEMENT

The Seminar is being organized by the United Nations Industrial Development Organization (UNIDO) in co-operation with the Government of the Union of the Soviet Socialist Republics.

UNIDO will designate staff members to service the Seminar.

There will be two Co-Directors of the Seminar - one from UNIDO and one from the Government of USSR.

The Government of the USSR has designated the following personnel for the Seminar:

1. Mr. B.F. Saidov, Chief of the Protocol Department, Ministry for Foreign Affairs of Uzbek SSR, to serve as a Co-Director of the Seminar.
2. A Chief Conference and Documents Officer responsible for overall administrative arrangements concerning the physical facilities and documentation of the Seminar, as well as for meeting and seeing off the participants at the airport.
3. An Administrative Officer responsible for the provision of the required administrative support and services i.e. hotel accommodation, seminar premises, transport facilities, field trips, etc.

IV. CORRESPONDENCE PROCEDURE

(a) Correspondence of technical nature should be addressed to:

Mr. Y. Prokhorov,  
Industrial Development Officer,  
Industrial Services and Institutions Division,  
UNIDO, P.O. Box 707,  
1011 - Vienna, Austria

(b) Correspondence of general administrative nature should be addressed to:

for Letters:

Mr. Leif G. Haug  
Chief  
Section for Interregional Projects  
and Fellowship Operations  
Technical Co-operation Division  
UNIDO, P.O. Box 707  
1011 - Vienna, Austria

For Cables:

Haug  
UNIDO  
Vienna (Austria)

(c) All correspondence of interest to and for action by the host authorities, as well as participants' personal mail while in Tashkent, should be addressed to:

for Letters:

C/o Mr. B. Saidov  
Ministry for Foreign Affairs of Uzbek SSR,  
1 Ahunbabaev Street  
Tashkent 47, USSR

for Cables:

Saidov  
Tashkent MID  
Uzbekistan  
USSR

V. PARTICIPANTS CONTRIBUTION

Each participant, as mentioned in the Aide-Memoire of the Seminar, is expected to prepare a paper on his country's experience in the organization and administration of one or more of the industrial institutions indicated in item 6 of the provisional agenda. Four copies of each paper should be sent to Mr. Y. Prokhorov (UNIDO) no later than 31 August 1970

VI. TRAVEL ARRANGEMENTS

Participants are requested to leave their home countries in time to arrive in Tashkent no later than 11 October 1970. Travel will be by economy class air. Flights will be arranged by UNIDO in co-operation with the USSR "Aeroflot" Agency to follow the most

economical routes. The air tickets for participants will be issued in "Aeroflot" Branch Offices, located in respective countries, in exchange for the vouchers which will be previously sent to participants from the Central Aeroflot Agency in Moscow.

The arrangements and expenses of transporting participants from countries where there is no Aeroflot service to cities from which Aeroflot planes fly to the USSR, will be borne by UNIDO.

Participants routed to Tashkent via Moscow are requested to cable Mr. Shumaev, Head of Department, State Committee for External Economic Relations, Ovehinnikovskaya Naberezhnaya 18/1, Moscow, USSR, seventy-two hours in advance of the Seminar, advising (a) date of arrival and (b) flight number. Participants routed via Kabul or Karachi, or other points to Tashkent, are requested to send the same information to Mr. B.F. Saidov at the above-mentioned address.

Prior to departure from their home country, participants are urged to verify that confirmed reservations have been made for their return journey from Tashkent.

The host country will make every possible effort, should difficulties arise, to ensure that participants are provided with confirmed reservations to leave Tashkent immediately after the conclusion of the Seminar.

Participants will be met at the airport in Moscow and/or Tashkent by a representative of the host authorities, who will guide them to a hotel.

If a change occurs en route affecting arrival time in either Moscow or Tashkent, cables advising this change should be sent immediately by a participant to either Mr. Shumaev or Mr. Saidov, as appropriate. If any situation arises affecting the availability of participants for attendance at the Seminar, UNIDO, as well as the appropriate host authorities, should be immediately informed.

#### VII. VISAS AND HEALTH REQUIREMENTS

UNIDO will notify the USSR authorities concerned of the names of the participants, so that the appropriate USSR diplomatic representatives in the countries of the participants will be informed in advance that

requests for visa application to attend the Seminar are forthcoming.

Participants are requested to verify what health regulations apply to visitors from their countries to the USSR. As a rule, visitors from countries other than Europe and Mongolia require valid smallpox vaccinations; inoculation against smallpox is not required if documentary proof is produced that the person in question has spent more than fourteen days in European countries immediately preceding his arrival in USSR. Inoculation against cholera is required for those arriving from an infected area in any country and it is obligatory for those arriving from Afghanistan, Burma, Cambodia, India, Indonesia, Iran, Iraq, Laos, Nepal, Pakistan, Philippines, Singapore, and Thailand.

VIII. BOARD AND LODGING

The Tashkent authorities will provide hotel rooms to Seminar participants, and a daily cash allowance for incidental expenses in local currency (roubles).

IX. WEATHER CONDITIONS

Air temperature in Tashkent varies between 20-25 Centigrade during the days in October. Past experience indicates there might be rain and relatively low temperatures during the night. Participants, especially from tropical climates, are advised to have some heavy clothing, e.g. pullover sweater, woollen overcoats, etc. Raincoats and rainhats may also be useful.

X. USSR CURRENCY

The local currency system is as follows:

1 rouble equals 100 kopeks


The United Nations operational rate of exchange is 90 kopeks for 1 US\$.

Coins: 1 kopek, 2 kopeks, 5 kopeks, 10 kopeks, 20 kopeks, 50 kopeks, 1 rouble.

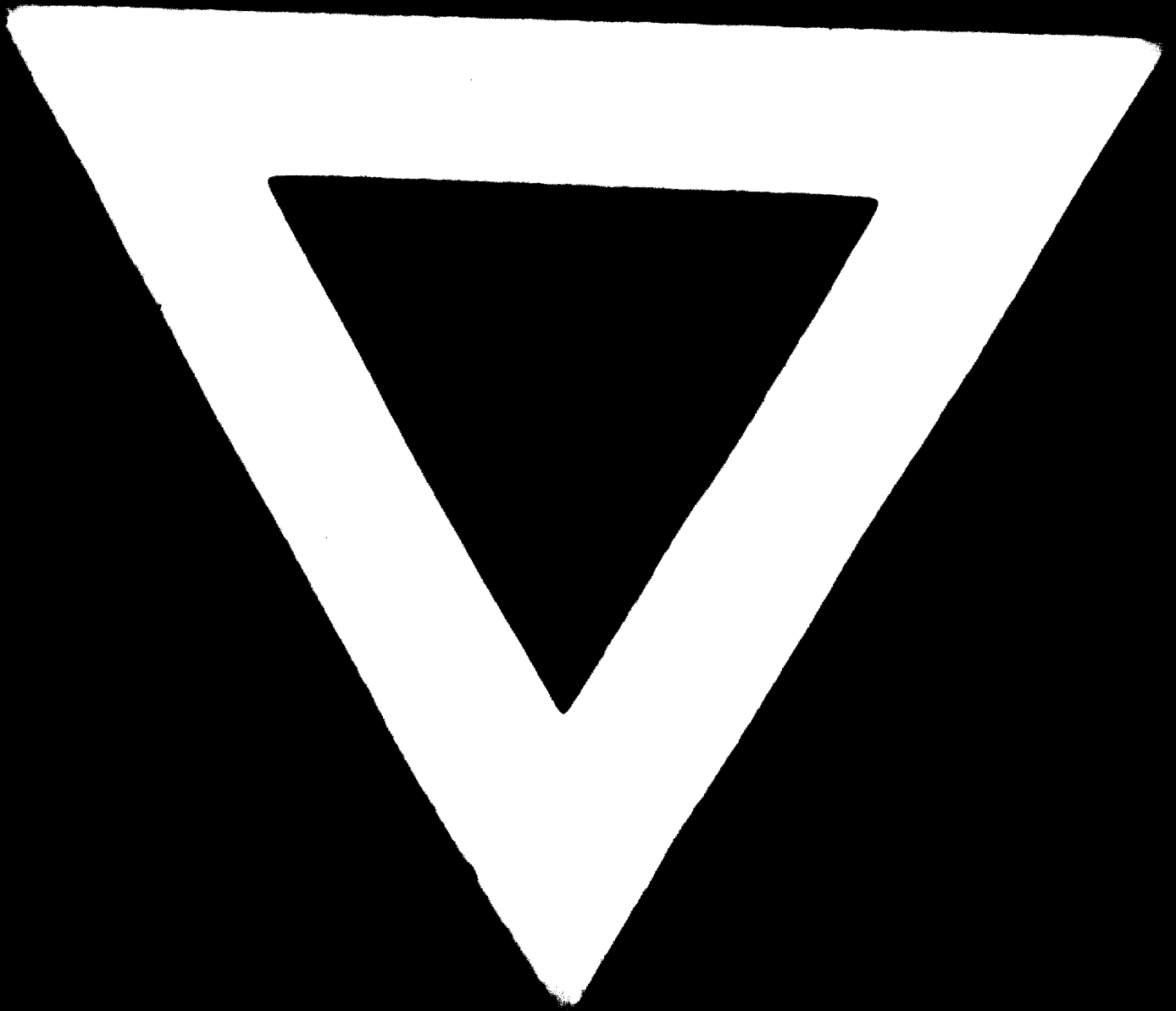
Notes: 1 rouble, 3 roubles, 5 roubles, 25 roubles, 50 roubles, 100 roubles.

XI. INFORMATION CENTRE

The United Nations has an Information Centre in Moscow, located at: Moscow G-2, Ulitsa Lunacharskogo dom 4/16







**74.10.18**