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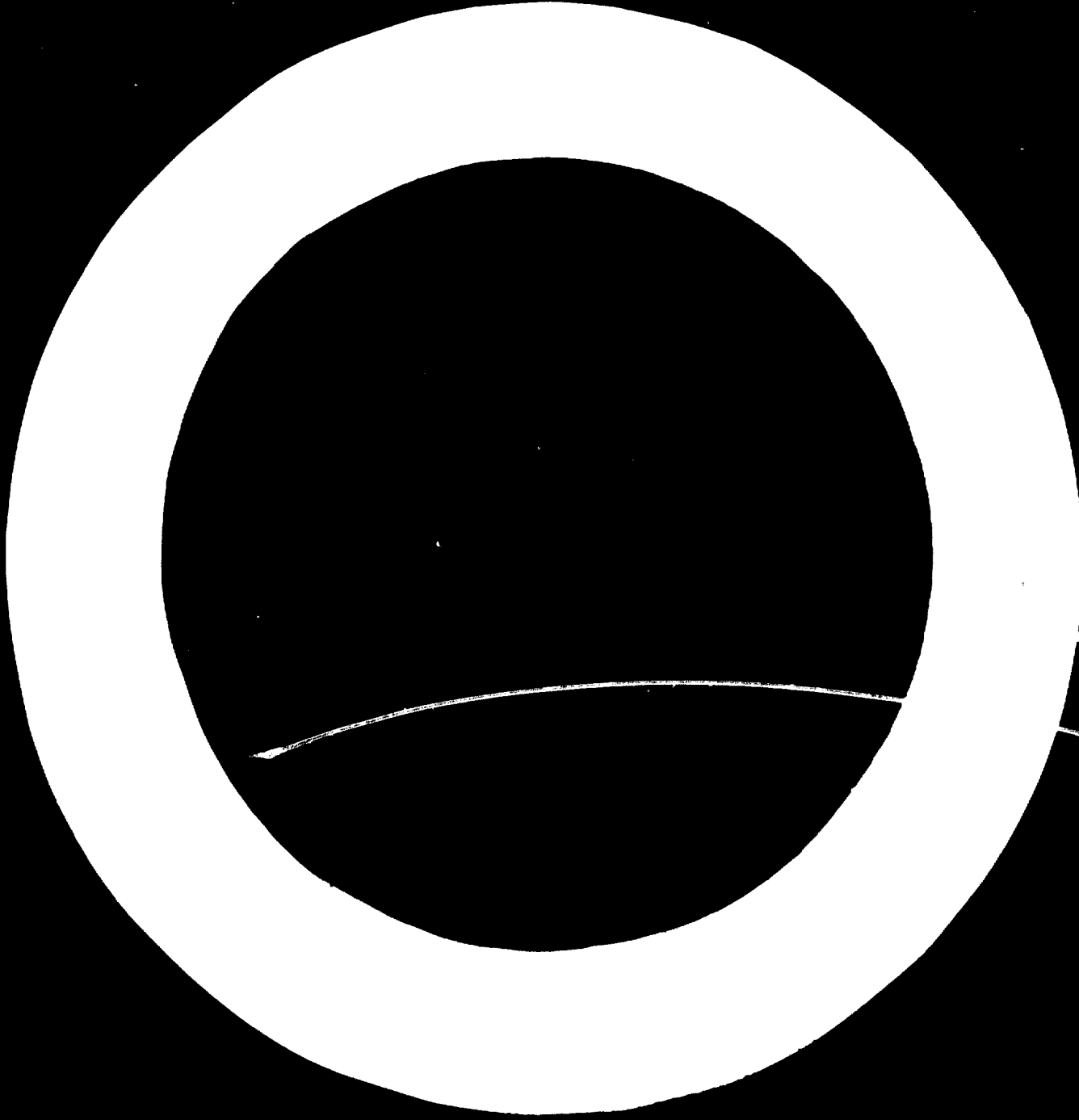
Second Session

Vienna, 17 April - 14 May 1968

Agenda item 10

ORGANIZATIONAL MATTERS

Note by the Executive Director



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ANNEX 1: ORGANIZATION CHART

The purpose of this note is to provide the Industrial Development Board with current information as to the organization and functions of the Secretariat of UNIDO and to outline the main features of administrative developments planned for 1968. An organizational chart of the Secretariat is presented in Annex 1 to this document.

A. ORGANIZATION AND FUNCTIONS OF THE SECRETARIAT OF UNIDO

The Secretariat of UNIDO comprises the following units:

I. Office of the Executive Director

- Is responsible for the over-all planning, direction and co-ordination of UNIDO activities;
- Provides the secretariat of the Industrial Development Board and its subsidiary organs; plans and organizes the meetings; arranges for the issuance and distribution of documents;
- Maintains liaison with Governments of Member States, international organizations and agencies;
- Provides information services.

This Office is composed of the following:

- (a) The Executive Director
- (b) Adviser to the Executive Director
- (c) Co-ordination and External Relations Section
- (d) Secretariat of the Industrial Development Board
- (e) Information Service
- (f) New York Liaison Office

II. Technical Co-operation Division

- Is responsible for the programming and implementation of field activities and their over-all co-ordination;
- Co-ordinates the activities of UNIDO as a participating agency in the United Nations Development Programme and maintains relations with the offices of the resident representatives;
- Organizes teams of experts and staff from different branches of industry for field missions as requested by member Governments;
- Is responsible for reporting on operational and field activities.

The units of this Division are:

- (a) Office of the Director
- (b) Operational Programme Co-ordination and Projects Preparation Section
- (c) Project Implementation Section for Africa
- (d) Project Implementation Section for Asia
- (e) Project Implementation Section for Latin America
- (f) Project Implementation Section for Europe and Middle East
- (g) Field Advisers Support Unit

III. Industrial Technology Division

- Undertakes continuing review of existing and newly developed technological processes in respect to specific branches of industry and provides technical support to direct assistance activities in the field;
- Organizes seminars and study groups for the dissemination of technological information on industries of special importance to the developing countries;
- Prepares publications on industrial technology and processes for practical application in the developing countries;
- Prepares documentation for the Industrial Development Board and the United Nations bodies.

III. Industrial Technology Division (continued)

The units of this Division are:

- (a) Office of the Director
- (b) Industrial Sector Development Section
- (c) Metallurgical Industries Section
- (d) Engineering Industries Section
- (e) Fertilizers, Pesticides, and Petrochemical Industries Section
- (f) Basic Chemicals, Pharmaceuticals, and Building Materials Industries Section
- (g) Food and Light Industries Section

IV. Industrial Policies and Programming Division

- Provides technical support to direct assistance activities in the field related to industrial policies and programming;
- Deals with matters related to planning and programming of industries, project preparation and project implementation, industrial programming data, industrial location and regional development;
- Deals with matters related to industrial policy measures particularly in fields of financing and fiscal incentives;
- Deals with matters related to the identification of viable export oriented industries and evaluation of the export potential of existing industries;
- Prepares industrial development surveys and collaborates with developing countries in preparing national industrial surveys, and relevant documentation for the Industrial Development Board.

The units of this Division are:

- (a) Office of the Director
- (b) Industrial Programming Section
- (c) Industrial Policies Section
- (d) Survey Section
- (e) Export Industries Section

V. Industrial Services and Institutions Division

- Assists developing countries in establishing and strengthening institutions serving industry, including legislation and patent systems; relevant government departments; research institutions; industrial development centres; and relevant non-governmental organizations;
- Provides central services for industrial information and promotion within UNIDO and assists developing countries in these fields;
- Carries out assessments of requirements and facilities for industrial training and organizes relevant programmes;
- Assists developing countries in improving industrial management skills and practices and in developing and using industrial consulting services;
- Assists developing countries in establishing and improving special service organizations and programmes for small-scale industries, including industrial estates and industrial extension services;
- Provides technical support to direct assistance activities in the field; organizes seminars and technical meetings;
- Prepares current publications and documentation for the Industrial Development Board and other United Nations bodies.

The units of this Division are:

- (a) Office of the Director
- (b) Industrial Information and Promotion Section
- (c) Industrial Institutions Section
- (d) Industrial Training Section
- (e) Industrial Management Section
- (f) Small-Scale Industry Section

VI. Division of Administration

- Acting in close co-operation with the central administrative services of the United Nations is responsible for personnel, budgetary and financial administration of UNIDO;
- Is responsible for providing conference services for UNIDO meetings;
- Is responsible for the editing, translation, reproduction and distribution of UNIDO official records, documents and publications;
- Is responsible for general services including the management of UNIDO buildings and the co-ordination of planning for the permanent Headquarters buildings in Vienna.

The units of this Division are:

(a) Office of the Director

(b) Financial Services

Office of the Chief
Budget Section
Finance Section
Technical Programmes Financial Management Section

(c) Personnel Services

Office of the Chief
Professional Recruitment Section
General Service Recruitment Section
Staff Services Section

(d) Conference Services

Office of the Chief
Editorial and Documents Control Section
Language Section
Interpretation Section
Documents Section

(e) General Services

Office of the Chief
Purchase and Transport Section
Communications and Records Section
Buildings Management Section

B. ADMINISTRATIVE DEVELOPMENTS FOR 1968

During the course of 1967, administrative efforts were necessarily concentrated on the major tasks of staff recruitment, the establishment of the Headquarters in Vienna and preparation for the International Symposium on Industrial Development held in Athens. A resumé of these activities appears in the Report of the Executive Director on the Activities of the Secretariat in 1967 (document ID/B/22). The coming year will witness a consolidation and refinement of administrative arrangements of which the salient features are outlined below.

Personnel

The recruitment of staff to fill all vacancies in the official manning table will continue to be a major activity in 1968. In addition, the need to recruit short-term (temporary) language staff and typists to prepare documentation and service conferences and meetings is likely to increase.

Another main task in 1968 will be the establishment of joint consultative machinery with the UNIDO Staff Association as provided in the Staff Regulations. It is hoped that this machinery will be established in February. Joint bodies to be set up include a Joint Advisory Board, Joint Disciplinary Committee and an Appointment and Promotion Panel for the General Service and Manual Worker staff.

Several special tasks, already begun in 1967, require completion or supplementary action in 1968. They are: the establishment of a medical insurance scheme for UNIDO staff; the preparation and promulgation of staff regulations governing the conditions of employment of General Service staff in UNIDO, Vienna; the conclusion of a supplementary agreement with the Austrian Government on social security; and a survey of the best prevailing local conditions of employment with a view to the upward revision of the local salary schedule applicable to General Service and Manual Worker staff. These tasks will require close collaboration with the IAEA and with United Nations Headquarters.

Finally, the recruitment and administration of project personnel for UNIDO technical co-operation projects in developing countries will require close attention, clarification and action, in consultation with the Technical Co-operation Division and the Technical Programmes Financial Management Section, Division of Administration, within UNIDO, and equally with the United Nations Technical Assistance Recruitment Service of the Office of Personnel in New York and Geneva.

Finance

In order to respond more efficiently to the growing requirements of the substantive units of UNIDO and those of the supporting administrative services, the Finance Section will utilize more advanced mechanical equipment in the forthcoming year than was possible in the first stages of the organizational period which preceded it. The equipment will facilitate the mechanization of both the regular UNIDO and technical assistance expert payrolls. In addition, it will allow for the more rapid preparation of periodic and year-end financial statements and will provide statistical and other information concerning the substantive programmes of UNIDO.

Permanent Headquarters

It is anticipated that preparation of designs for the permanent Headquarters buildings by the Austrian authorities will be intensified during 1968 in the expectation of meeting the four-year target for completion of construction by July 1971. As previously announced, the permanent Headquarters complex to be located in the Donaupark, will accommodate both the Headquarters of UNIDO and the International Atomic Energy Agency (IAEA).

In close collaboration with IAEA, agreement has been reached for the establishment of various common services in the Headquarters complex. UNIDO has provided the Austrian Government with provisional estimates of the surface requirements for office and related facilities to accommodate some 1,300 to 1,500 staff members. In addition, UNIDO has reached agreement with IAEA on the combined space for the common service areas, the requirements of which have also been transmitted to the Austrian Government.

Detailed studies of the space and functional requirements for the complex will be undertaken by a team of Austrian architects in close consultation with UNIDO and IAEA. The completion of these studies will provide the technical data required for the mounting of an international architectural competition for the design of the permanent Headquarters buildings.

The Division of Administration will remain in constant liaison with the Austrian authorities concerned with the planning and construction to ensure that every effort is made to expedite the various stages and to avoid unnecessary delays. Towards this end, UNIDO plans to establish a special Management and Headquarters Planning Office to provide the Austrian Government with the necessary information and advice before and during the planning and construction stages and to co-ordinate the over-all programme with IAEA.

Temporary Headquarters

It has now become evident that the present office and related space provided to UNIDO (Felderhaus and two prefabricated office buildings) will be fully occupied by mid 1968. As these premises have the maximum potential space to accommodate only 600 staff members, the Austrian Government has been requested as a matter of urgency to make available to UNIDO a third prefabricated building or equivalent accommodation in the latter part of 1968.

Further, based on current estimates of staffing for UNIDO for the period 1969 to 1971, which is calculated at some 900 staff (including affiliates, consultants, conference staff, temporary assistance etc.), it will no doubt be necessary for the Austrian Government to provide additional accommodation until the Headquarters buildings are constructed.

Finally, accommodation will also have to be provided in 1968 for the proposed Industrial Information Centre which UNIDO will establish in Vienna. This Centre would have to be established in conjunction with the library and equipment facilities which will be fully provided for in the permanent buildings in the Donaupark.

Conferences

In addition to servicing the regular programme of UNIDO conferences and meetings in Vienna, the Conference Services of UNIDO will also have a role in the preparatory and administrative arrangements for the United Nations conferences listed below, which will be held in Vienna this year. The assistance rendered to these conferences will range from giving advice to the actual management and servicing of the meetings in co-operation with other United Nations offices.

The following United Nations conferences are scheduled to be held in Vienna during 1968:

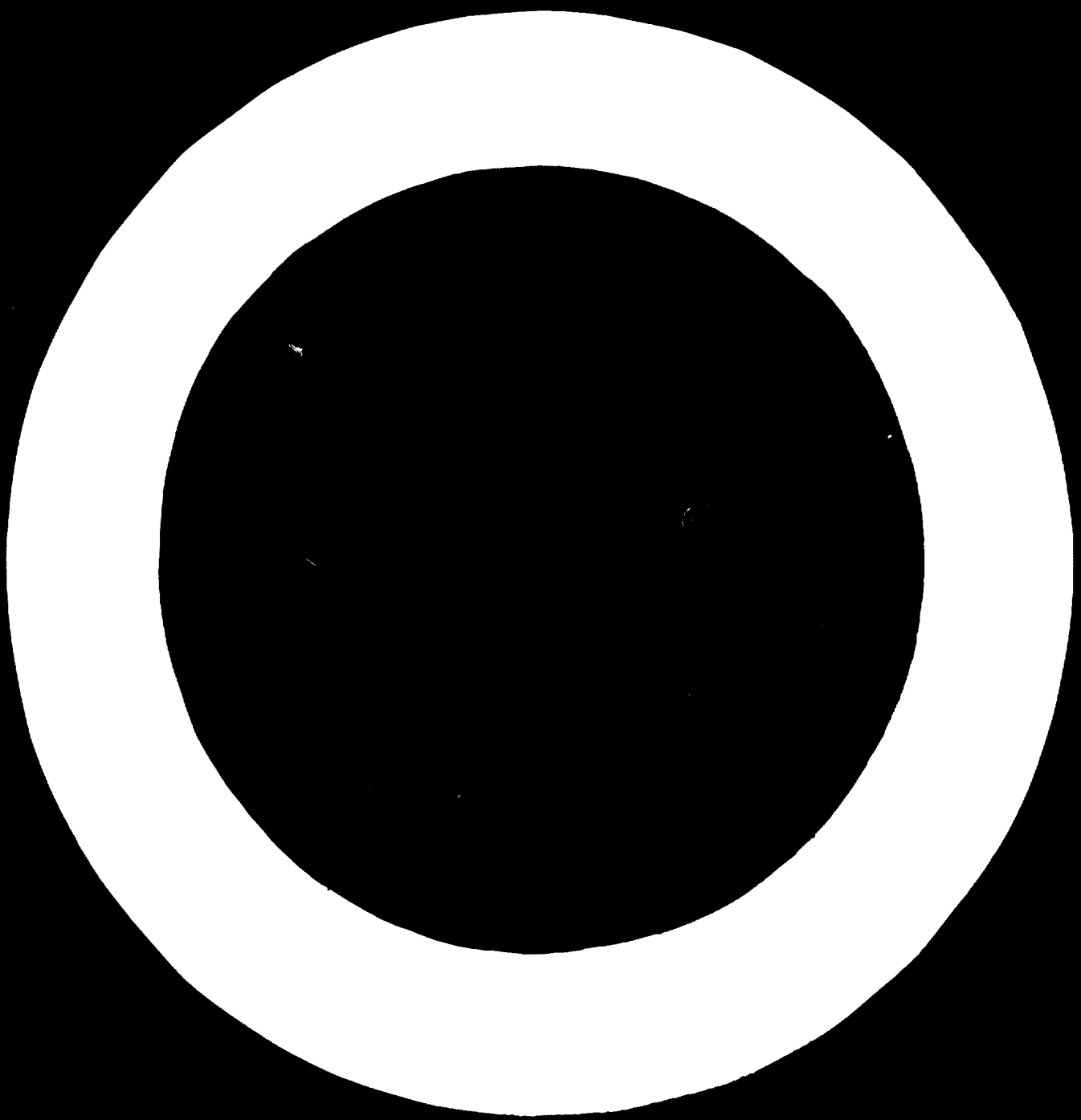
- United Nations Conference on the Law of Treaties, 26 March to 24 May 1968. Expected number of participants - 400;
- Governing Council of UNDP during June 1968 for 3 weeks. Expected number of participants - 250;
- United Nations Conference on the Exploration and Peaceful Uses of Outer Space, 14 to 27 August 1968. Expected number of participants - 1,000; and
- United Nations International Conference on Road Signs and Signals, 7 October to 11 November 1968. Expected number of participants - 500.

Supplemental agreements

The text of the Agreement between the United Nations and the Republic of Austria regarding the Headquarters of the United Nations Industrial Development Organization has been circulated to the Board as Annex III to the Report of the First Session of the Board (A/6715/Rev.1). Pursuant to its Section 47, the Agreement entered into force by an exchange of notes dated 7 July 1967.

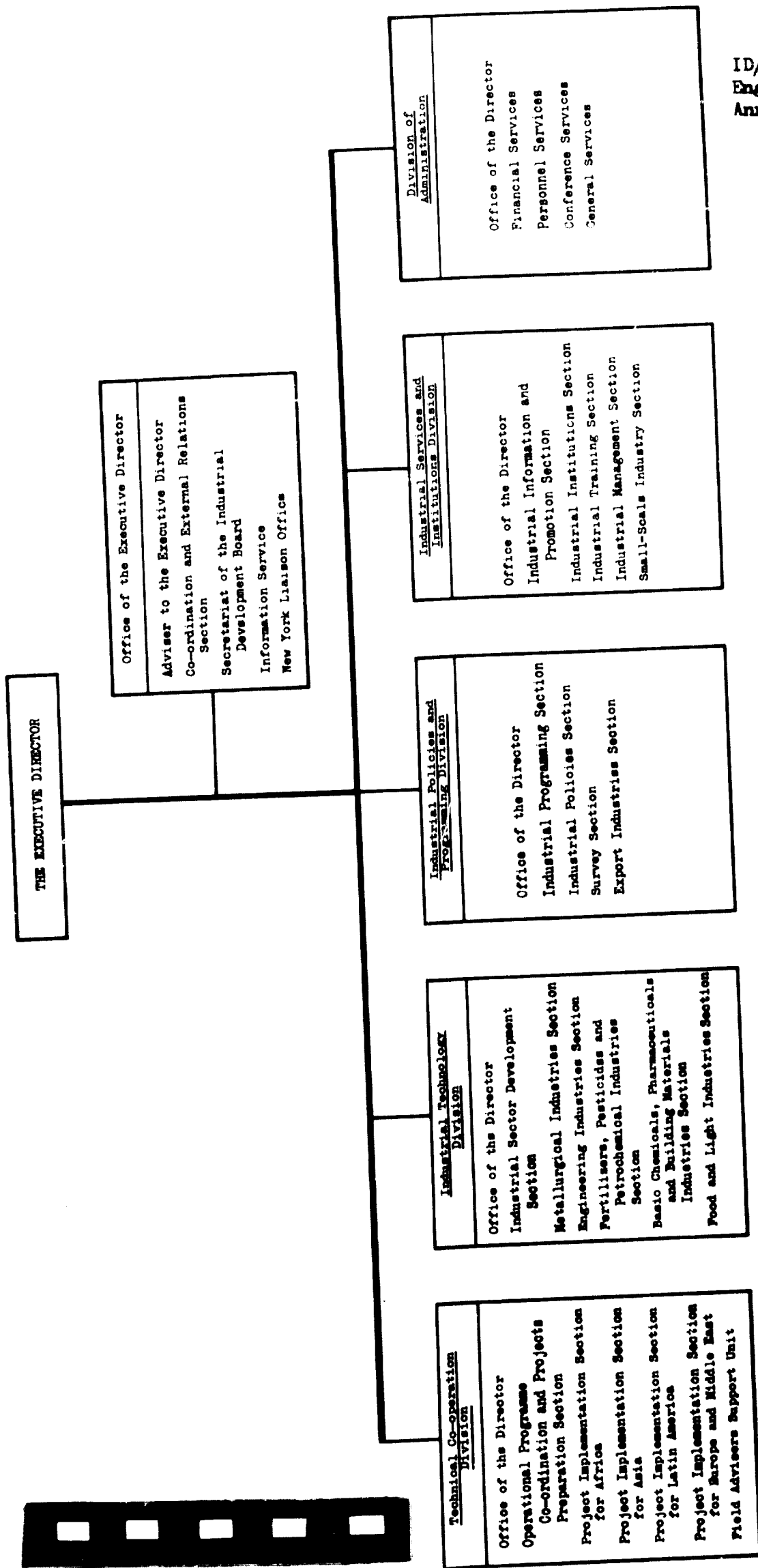
It is anticipated that supplemental agreements to the Headquarters Agreement will be concluded in 1968 with the Government of Austria regarding:

- (a) The temporary headquarters facilities for the period until UNIDO will be able to move to its permanent headquarters site;
- (b) The Social Insurance and Pension Insurance of staff members of Austrian nationality or stateless persons resident in Austria;
- (c) The UNIDO Commissary (Article XII, Section 27 (j) (iii) of the Headquarters Agreement).



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

ORGANIZATION CHART





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