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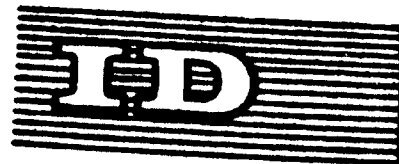
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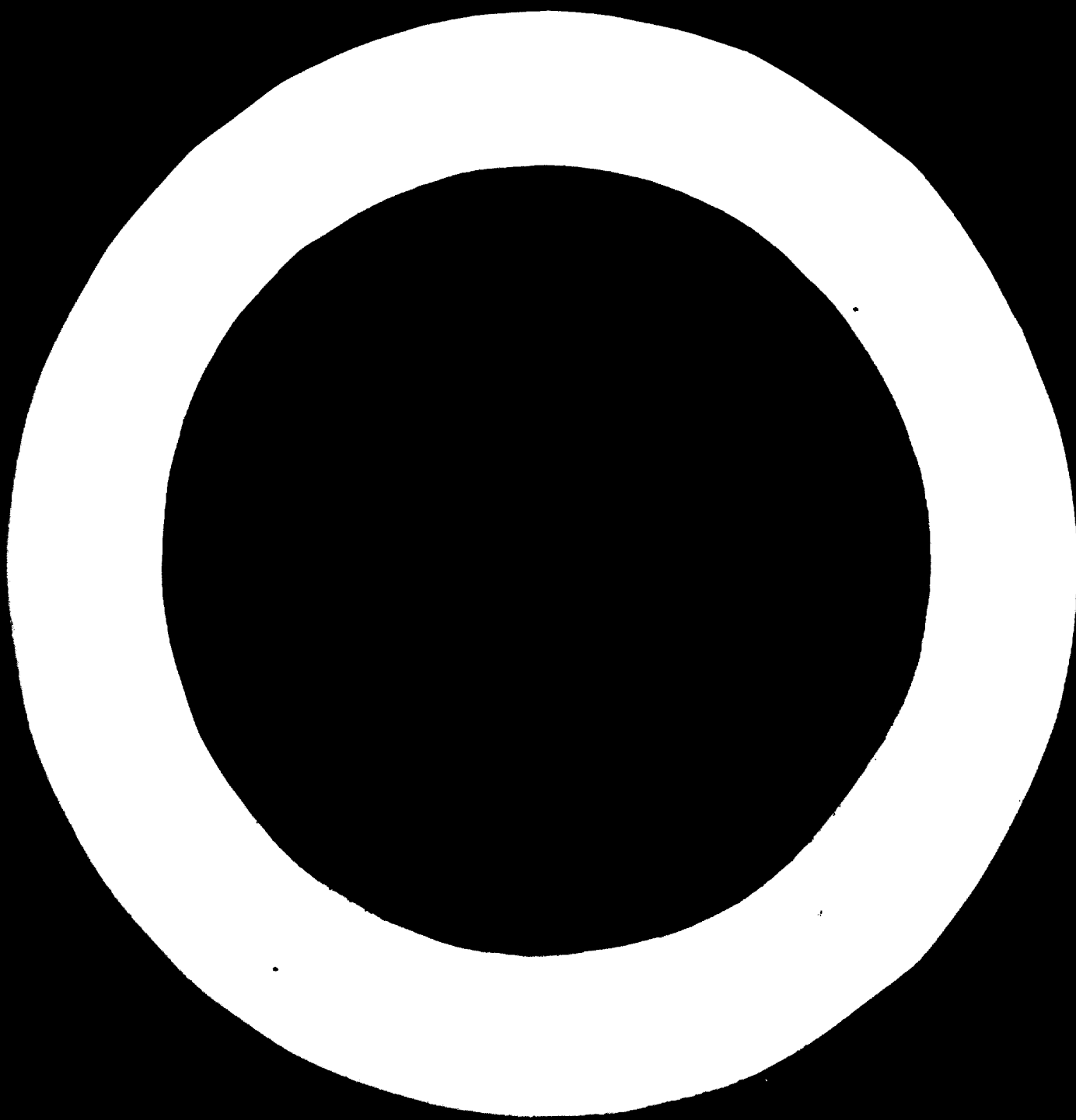
Expert Group Meeting on the "Transfer of know-how
in production and use of catalysts"

ORIGINAL: ENGLISH

Bucharest, Romania, 26 - 30 June 1972

AIDE-MEMOIRE

14.78-1110



EXPERT GROUP MEETING ON THE "TRANSFER OF KNOW-HOW IN PRODUCTION AND USE OF
CATALYSTS"

ORGANIZED BY

THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TO BE HELD IN BUCHAREST, ROMANIA

26 - 30 JUNE 1972

TENTATIVE AIDE-MEMOIRE

Background and Purpose

- 1) In accordance with the UNIDO Work Programme for 1972, it is planned to convene this year an expert group meeting on the "Transfer of know-how in production and use of catalysts (ID/B/80, Add.1, para. 194, 5.01.09).
- 2) The purpose of the expert group meeting is to identify problems related to the production and use of catalysts for the fertilizers and petrochemical industries in developing countries and to provide guidelines for the future work programme of UNIDO in this field. Promotion of new investments and transfer of know-how will also form part of the objectives. It is hoped that the meeting will assist certain developing countries in planning future production of catalysts and in recognizing future trends in the utilization of new types of catalysts for the fertilizers and petrochemical industries.
- 3) In order to give the experts from the interested developing countries an overall picture of the main problems on the subject, UNIDO will commission to different industrial organizations and companies, two to three surveys which will incorporate the new developments and achievements obtained during the last years in this particular area and recommendations due to help the developed countries in selecting the processes for catalysts manufacture and the type of catalyst to be used by various technologies.

Apart from this, it is expected that the experts from developing and developed countries will present papers at the meeting covering similar aspects.

The surveys and various papers to be presented by the experts from developing and developed countries are expected to be submitted to UNIDO by 15 April 1972.

Venue and dates of the expert group meeting

4) The expert group meeting is scheduled to be held from 26 - 30 June 1972 in Bucharest, Romania, as part of the UNIDO/Romania Joint Centre Work Programme for 1972. Visits to fertilizers and petrochemical plants and/or research organizations dealing with the manufacture and utilization of catalysts is expected to be arranged with the co-operation of the appropriate authorities and organizations in Romania during the last days of the meeting.

Participants

5) Eight experts will be selected from eight developing countries, on the basis of their technological experience and interest in all aspects related to the objectives of the meeting, to participate in the meeting. The probable countries are: Algeria, India, Israel, Iran, Yugoslavia, Turkey and Venezuela.

6) The participants will take part in their own capacity and not as official representatives of their Governments or organizations. UNIDO will bear the cost of participation of all eight experts coming from the above mentioned countries. This will cover international air transportation by economy class and a daily subsistence allowance at the established UNDP rate for Romania.

- 7) The governmental agencies, production and research organizations of the eight mentioned countries interested in the manufacture and utilization of catalysts are each requested to nominate one candidate who will participate in the meeting.
- 8) The candidates nominated should have substantial practical experience in production, research and development work and management or planning activities related to the manufacture and/or utilization of catalysts in the above mentioned fields. Each selected participant is requested to prepare a paper not exceeding 5,000 words, double-space typing, dealing with one of the topics mentioned in the guidelines or in the tentative agenda, as well as with other subjects which may in the candidate's opinion be of interest to the other participants of the meeting. In general, the paper should highlight the technical and economic problems facing the manufacture and utilization of catalysts in the fertilisers and petrochemical industries in the participant's country and should suggest possible solutions including assistance by UNIDO.

..... Guidelines for preparing the papers are attached herewith.

- 9) All papers submitted to the expert group meeting must be in English.

It is requested that, together with the name of the candidates nominated, a summary not exceeding 200 - 300 words should be delivered to UNIDO by 1 April 1972, and completed papers by 15 April 1972. In order to inform the other participants of the meeting on the main subjects envisaged to be discussed, UNIDO will undertake to deliver to each of the participants by 15 May 1972 copies of the surveys and papers proposed to be presented by each participant. In this respect, it is requested that each participant should submit to UNIDO by 15 April 1972, his complete paper in 30 copies.

10) The United Nations Regional Commissions, UNCTAD and IBERD, and major companies and international organizations dealing with the manufacture and utilization of catalysts, will be invited to send experts to the meeting and also to present papers. Since the UNIDO budget for this meeting is limited, participation of the above will be at their own expense.

Working Language and Interpretation

11) The principal working language of the meeting will be English and therefore, it is highly desirable that all nominees have good proficiency in the English language.

No facilities will be provided at the meeting for simultaneous translation in other languages.

Staff

12) UNIDO will nominate an Officer-in-Charge from the Industrial Technology Division who will co-ordinate the preparatory work related to the organization of the meeting and who will also organize the meeting.

During the first day of the meeting, the Chairman of the expert group meeting will be elected by the participants.

Documentation

13) Documents for the expert group meeting will include discussion and background papers.

The preparation of the programme and discussion papers will be the responsibility of the Industrial Technology Division, UNIDO. The discussion papers will be in English and will be distributed to the participants at the meeting.

Other papers presented by the participants following the procedures described in paras. 8 and 9 of the tentative aide-memoire, will be submitted to the meeting as background papers.

Financial Arrangements

14) UNIDO will provide for the eight selected experts from developing countries:

- a) Round trip economy-class air transportation between the airport of departure in the participant's home country to Bucharest and back to the original airport of departure in the home country;
- b) A daily subsistence allowance of US\$ 29 for the period of attendance in Bucharest (five days) including additional subsistence for day of arrival and day of departure. (Total subsistence for 7 days in Romania)

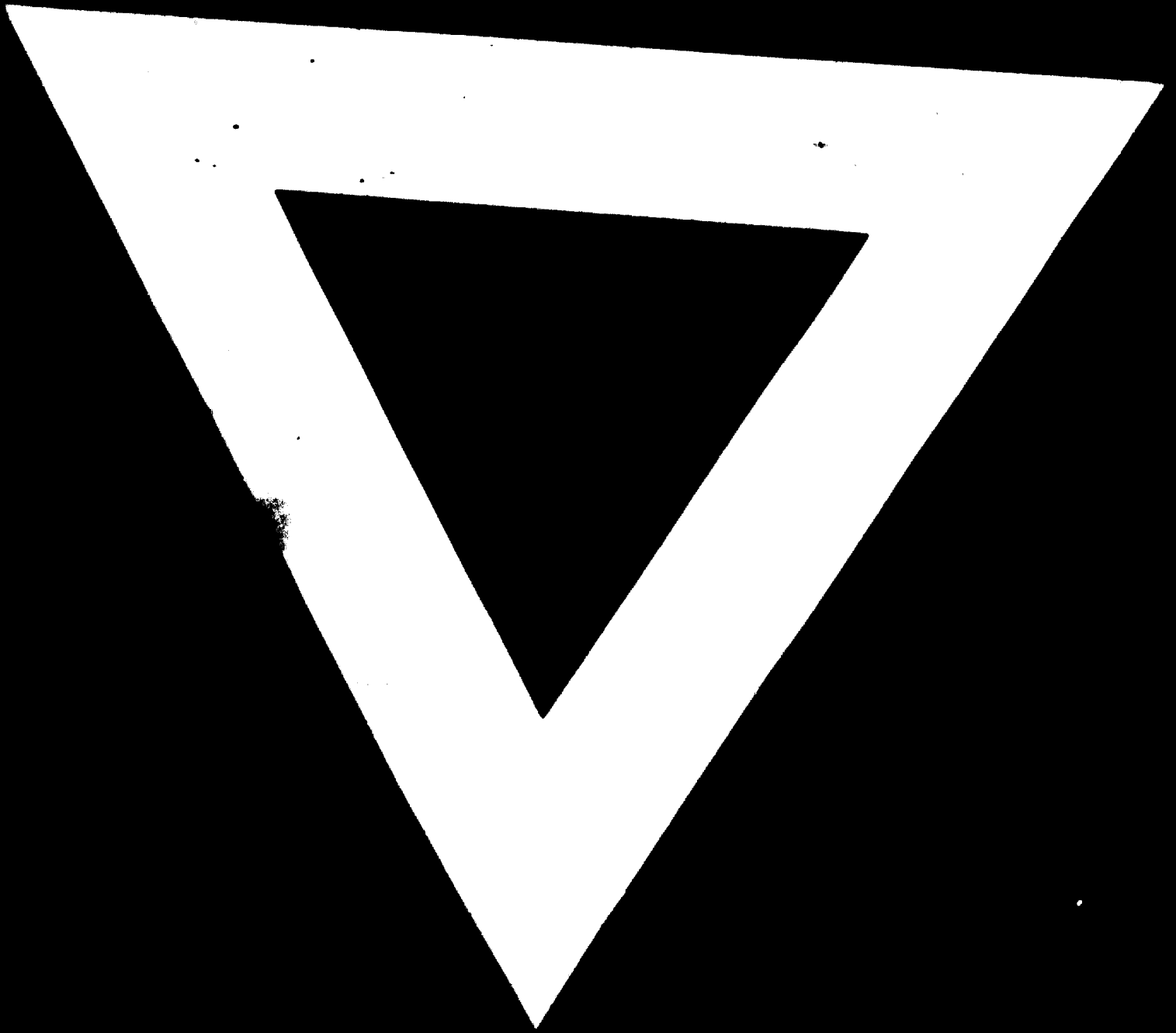
The participant's Government, or the organisation employing the participant, will be required to bear the following costs:

- a) All expenses in the participant's home country incidental to travel abroad, including expenditures for passports, necessary medical examinations, inoculations and other such miscellaneous items, as well as internal travel to and from the airport of departure in the home country;
- b) Salary and any related allowances for the participants during the period of the expert group meeting.

15) UNIDO will not assume responsibility for the following expenditures:

- a) Costs incurred by participants with respect to travel and medical insurance;
- b) Compensation in the event of death, disability or illness of participants in connection with their attending the expert group meeting;
- c) Loss of, or damage to personal property of the participants while attending the expert group meeting;
- d) Purchase of personal belongings and compensation of damage caused to them by climatic or other conditions;
- e) Travel and any costs incurred by dependants who might accompany the participants.





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