



TOGETHER
for a sustainable future

OCCASION

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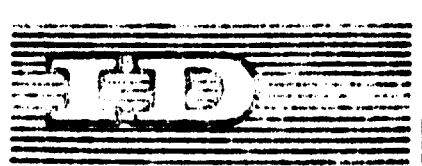
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United Nations Industrial Development Organization

Expert Group Meeting on Building and Facilities,
Design and Lay-out for Industrial Research and
Development Centres

Innsbruck, 23 - 27 September 1974

PROVISIONAL ANNOTATED AGENDA

1. Item No. 1 - Registration and Administrative Matters

Experts and observers will be requested to fill out various registration forms and observers to indicate their preference to any of the specific aspects of the subject for discussion. The experts will be paid their per diems on the basis of their dates of arrival and departure. Information material on the city of Innsbruck, invitations to social engagements, if any, and other pertinent information on the meeting will be given. Registration will take place from 14.00 to 18.00 on Sunday, 22 September at the hotel where most of the participants of the meeting will be staying, and from 09.00 to 09.45 on Monday, 23 September 1974, at the conference site. Registration for any late arrivals will be handled as the occasion arises.

2. Item No. 2 - Opening Session

UNIDO Director of the meeting will welcome the experts and observers to the meeting on behalf of UNIDO. He will then act as Chairman until the officers of the meeting are elected, and would introduce the representatives of the Innsbruck Authorities, if any, to deliver a short welcome address.

3. Item No. 3 - Organization of the Meeting

Officers of the meeting will be Chairman, Vice-Chairman and Rapporteur. The agenda of the meeting will be adopted. Explanations with regard to the conduct of the meeting will be discussed and the procedure, particularly for the discussions adopted. Administrative announcements, with regard to lunch arrangements, social engagements, etc., will also be made.

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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.

4. Item No.4

A background paper on the subject will be presented to set the broad and general theme of the issues to be discussed. This paper will not be discussed in depth, but participants will be allowed sufficient time to pose questions and exchange ideas on the subject.

5. Item No. 5

Discussions on each specific aspect of the subject will be introduced by the presentation of a short paper and/or case study prepared on that topic by an expert. As these papers will be made available to all participants in advance, presentation will not involve reading the article but by a speech not exceeding ten minutes, given by the author, pinpointing the highlights of the article. This will be followed by intensive discussions on the topics for a length of time varying with the scope of the topic. The expert introducing the topic will act as the rapporteur during the discussion on his topic, and will keep a record on the discussion. At the end of the discussions he will work with the UNIDO secretarial staff in summarizing the discussions on his topic and in identifying possible recommendations on the topic.

6. Item No. 6 .. General Discussion

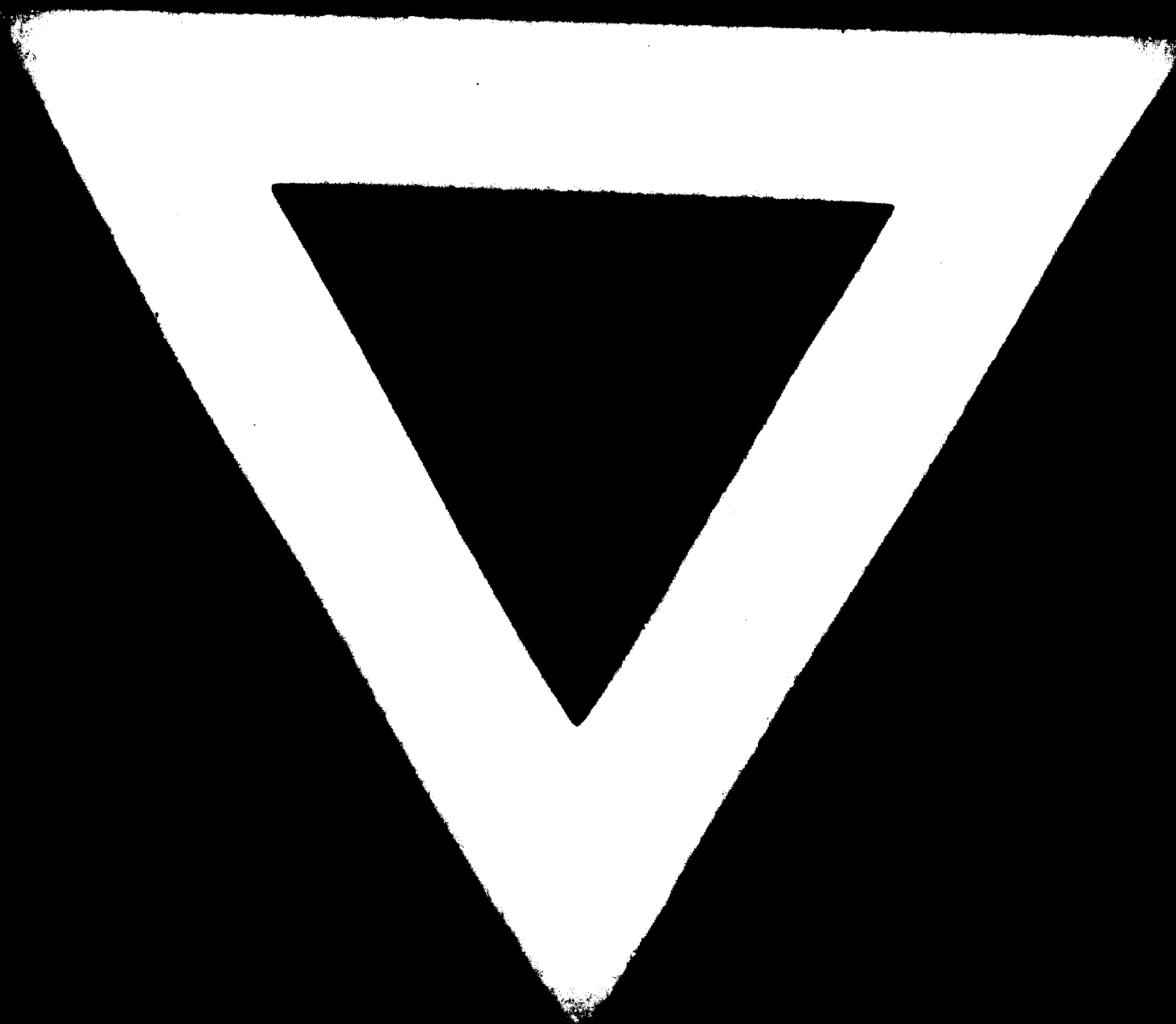
This will provide the opportunity for ideas on any topic that has evolved during the meeting to be discussed. Participants and observers will be requested to submit such ideas in writing to the rapporteur so that they may be organized for more effective discussions.

7. Item No. 7 - Review of Draft Recommendations and Report of the Meeting

Copies of all draft recommendations, prepared on each topic by the respective experts, and compiled by the rapporteurs will be distributed, with summaries of the discussions, in advance of this session. These drafts will be discussed by the entire meeting.

8. Item No. 8 - Closing Session

At this session, all amendments and views of the draft recommendations and report of the meeting will be introduced. The meeting will then adopt this document, which would constitute its final report.



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