



TOGETHER
for a sustainable future

OCCASION

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Agenda item 6(d)

ORGANIZATION OF THE UNIDO SECRETARIAT

Note by the Executive Director

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.

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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. Organization charts of the secretariat are presented in the Annex to this document.

The secretariat of UNIDO comprises the Office of the Executive Director and five Divisions. Details on their functions and set-up are listed below.

Office of the Executive Director

The Executive Director is responsible for the provision of policy guidance and for the over-all planning and direction of UNIDO activities. He undertakes and co-ordinates the following activities in collaboration with the various Divisions and Units of the Organization:

- Relations with Governments of Member States and with intergovernmental, non-governmental and industrial organizations;
- Provision of the secretariat and services for the Industrial Development Board and its subsidiary organs;
- Co-ordination of activities of United Nations organizations in the field of industrial development;
- Maintenance of close liaison, contact and co-operation in fields of common interest with regional economic commissions and the specialized agencies;
- Preparation of documentation for the General Assembly, the Industrial Development Board, the Committee for Programme and Co-ordination and other United Nations bodies;
- Liaison with United Nations Headquarters, UNDP, TARS and other institutions in North America through the New York Liaison Office of UNIDO;
- Dissemination of information on the work and activities of UNIDO.

The Office of the Executive Director is composed of:

The Executive Director
Senior Adviser to the Executive Director
Co-ordination and External Relations Section
Secretariat of the Industrial Development Board
Information Service
New York Liaison Office

Technical Co-operation Division

The functions of this Division are to:

- Programme and implement field activities and their over-all co-ordination;
- Co-ordinate the activities of UNIDO as a participating agency in the United Nations Development Programme and maintain relations with the offices of the resident representatives;
- Organize teams of experts and staff from different branches of industry for field missions as requested by Governments of Member States;
- Report on operational and field activities.

The Division is composed of:

Office of the Director which includes
Evaluation Unit
Reports Unit
Field Advisers Support Unit
Expert Recruitment Planning Unit
Section for Programme Co-ordination
Section for Africa
Section for Latin America
Section for Asia
Section for Europe and Middle East
Section for Interregional Projects and Fellowships

Industrial Technology Division

The functions of this Division are to:

- Provide support for technical assistance activities in developing countries for strengthening existing and establishing new industries;
- Review the development of industrial branches and the applicability of new technologies to the needs of developing countries;
- Provide support for technical assistance activities in developing countries for the introduction of appropriate technologies;
- Organize workshops, seminars and expert group meetings to review and disseminate experience and information on the development of industrial branches and new technologies;
- Prepare publications on industrial branches, technology and processes;
- Prepare documentation for the Industrial Development Board and other United Nations bodies.

The Division is composed of:

Office of the Director
Industrial Sectors Development Section
Metallurgical Industries Section
Engineering Industries Section
Fertilizers, Pesticides and Petrochemicals Industries Section
Basic Chemicals, Pharmaceuticals, and Building Materials Industries Section
Food and Light Industries Section

Industrial Policies and Programming Division

The functions of this Division are to:

- Provide support to technical assistance activities in the field related to industrial policies and programming;
- Deal with matters related to planning and programming of industries, project preparation and project implementation, industrial programming data, industrial location and regional development;

- Deal with matters related to industrial policy measures, particularly in fields of financing and fiscal incentives;
- Deal with matters related to the identification of viable export oriented industries and evaluation of the export potential of existing industries;
- Prepare industrial development surveys and collaborates with developing countries in preparing national industrial surveys, and relevant documentation for the Industrial Development Board.

The Division is composed of:

Office of the Director
Industrial Programming Section
Industrial Policies Section
Survey Section
Export Industries Section

Industrial Services and Institutions Division

The functions of this Division are to:

- Provide support to technical assistance activities in the field and to organize seminars and technical meetings;
- Assist 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;
- Provide central services for industrial information and promotion at UNIDO headquarters and to assist developing countries in these fields;
- Carry out assessments of requirements and facilities for industrial training and organizes relevant programmes;
- Assist developing countries in improving industrial management skills and practices and in developing and using industrial consulting services;
- Assist developing countries in establishing and improving service organizations and programmes for small-scale industries, including industrial estates and industrial extension services;

- Prepare current publications and documentation for the Industrial Development Board and other United Nations bodies.

The Division is composed of:

Office of the Director
Industrial Information and Promotion Section
Industrial Institutions Section
Industrial Training Section
Industrial Management Section
Small-scale Industry Section

Division of Administration, Conference and General Services

The functions of this Division are to:

- Administer, in close co-operation with the central administrative services of the United Nations, matters pertaining to personnel, budget and finance of UNIDO;
- Provide conference services for UNIDO meetings;
- Provide services for editing, translation, reproduction and distribution of UNIDO official records, documents and publications;
- Provide general services including the management of UNIDO buildings and the co-ordination of planning for the permanent Headquarters buildings in Vienna.

The Division is composed of:

Office of the Director, including
Office of Headquarters Planning and Administrative Management
Technical Equipment Procurement and Contracting Office
Administrative Liaison
Legal Liaison
Protocol and External Relations (Austrian Government)

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

Personnel Services including
Office of the Chief
Professional Recruitment and Placement Section
Staff Services Section
Social Services Section
Joint IAEA/UNIDO Health Service

Conference Services including
Office of the Chief
Editorial and Documents Control Section
Language Section
Interpretation Section
Documents Section

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

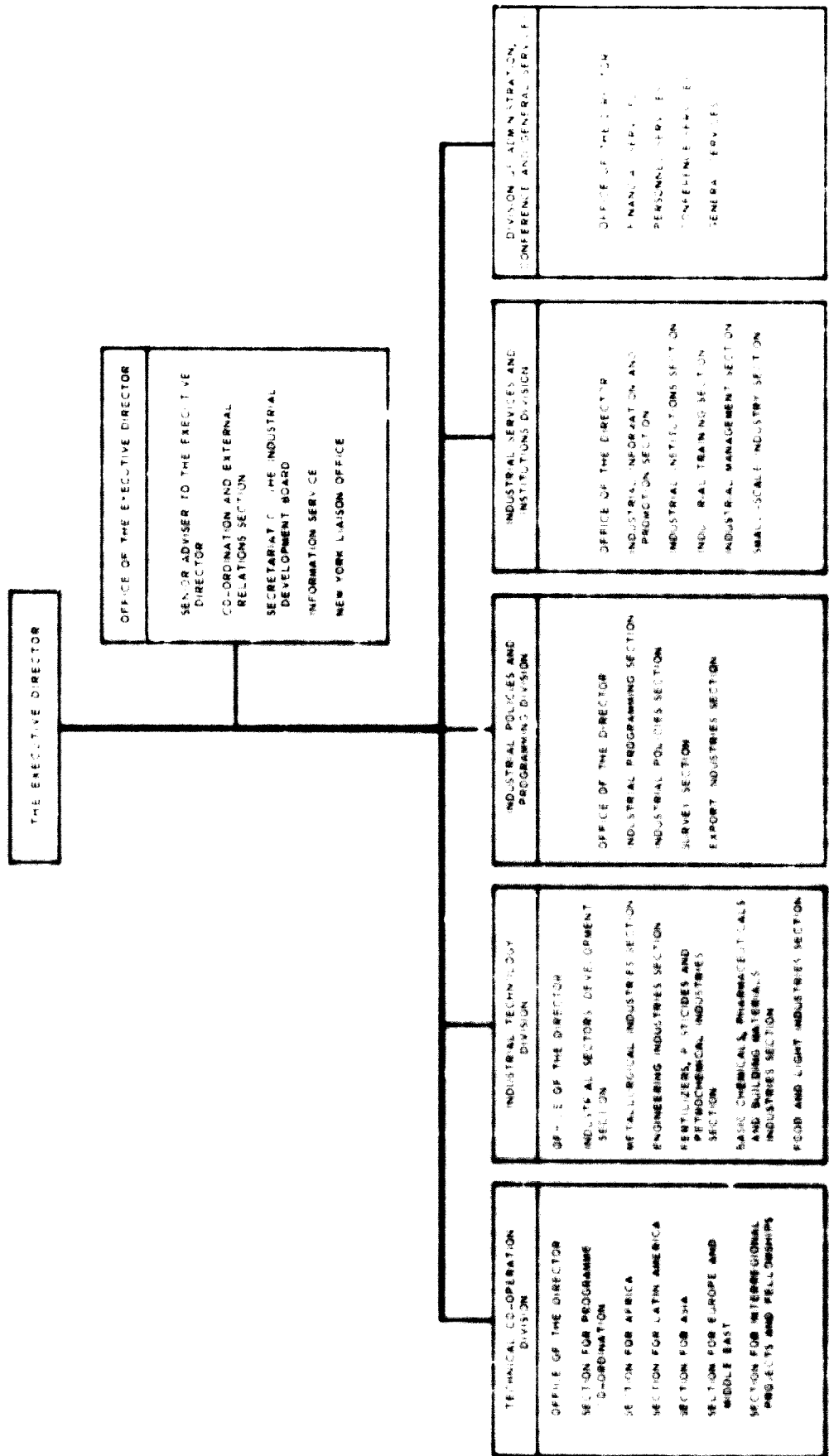
ANNEX

ORGANIZATION CHARTS

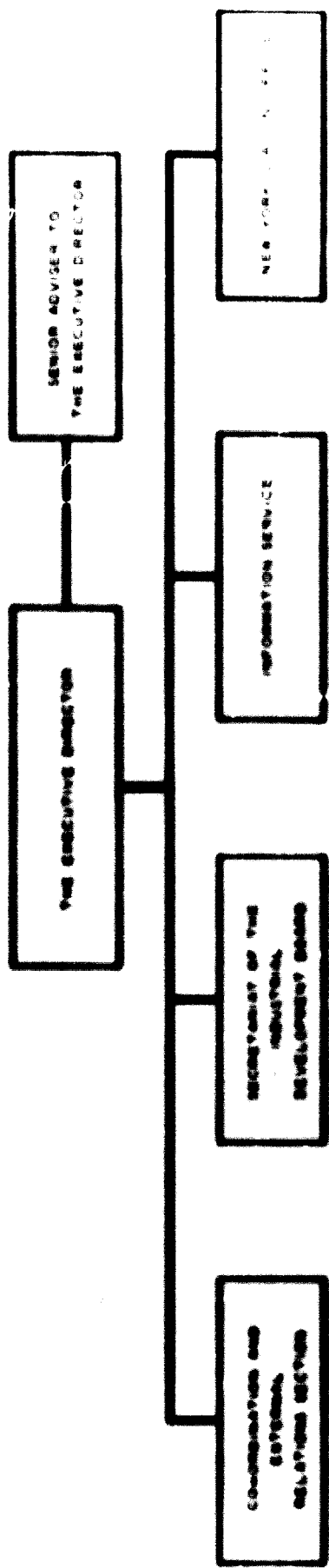
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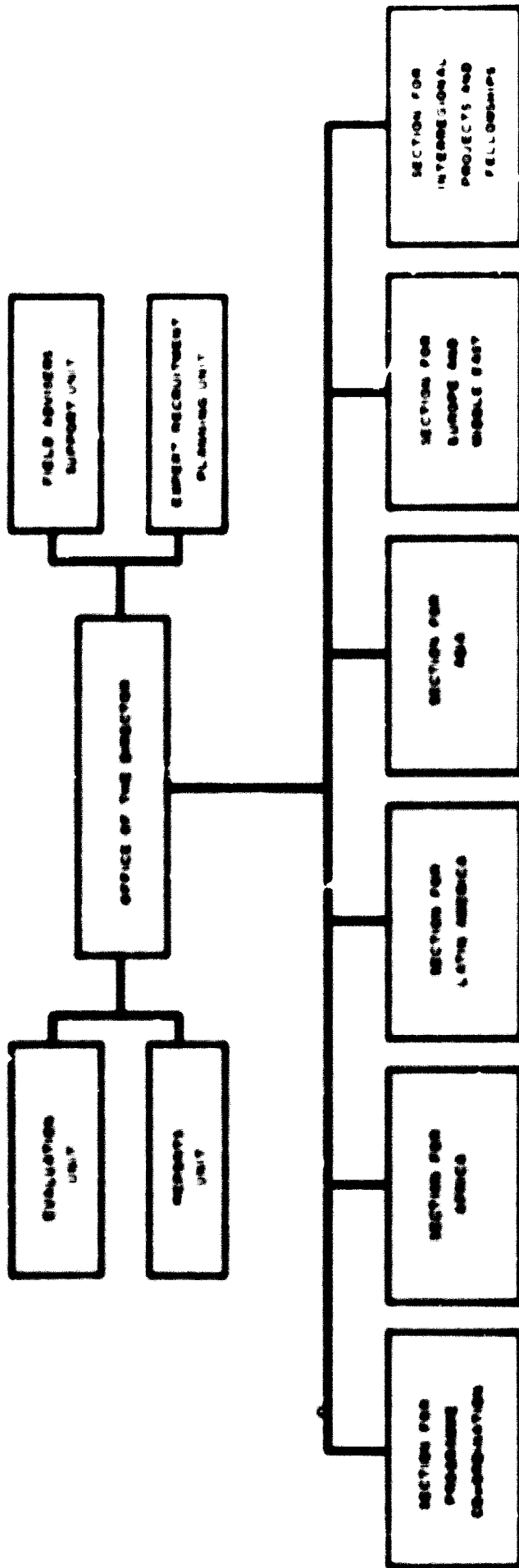
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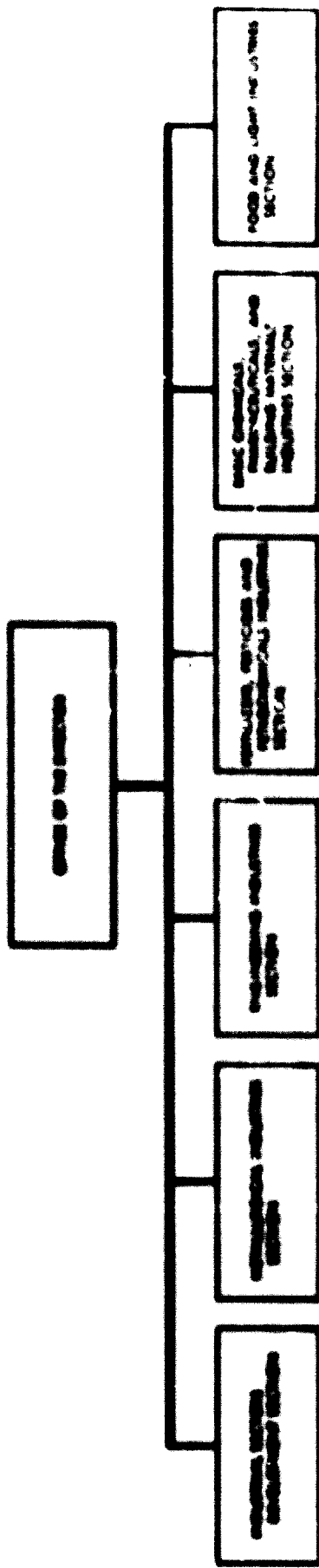
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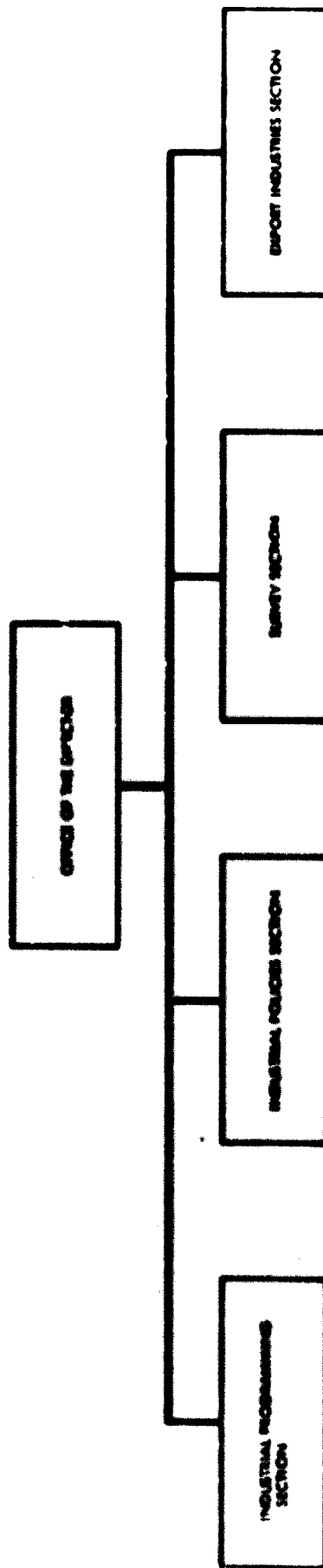
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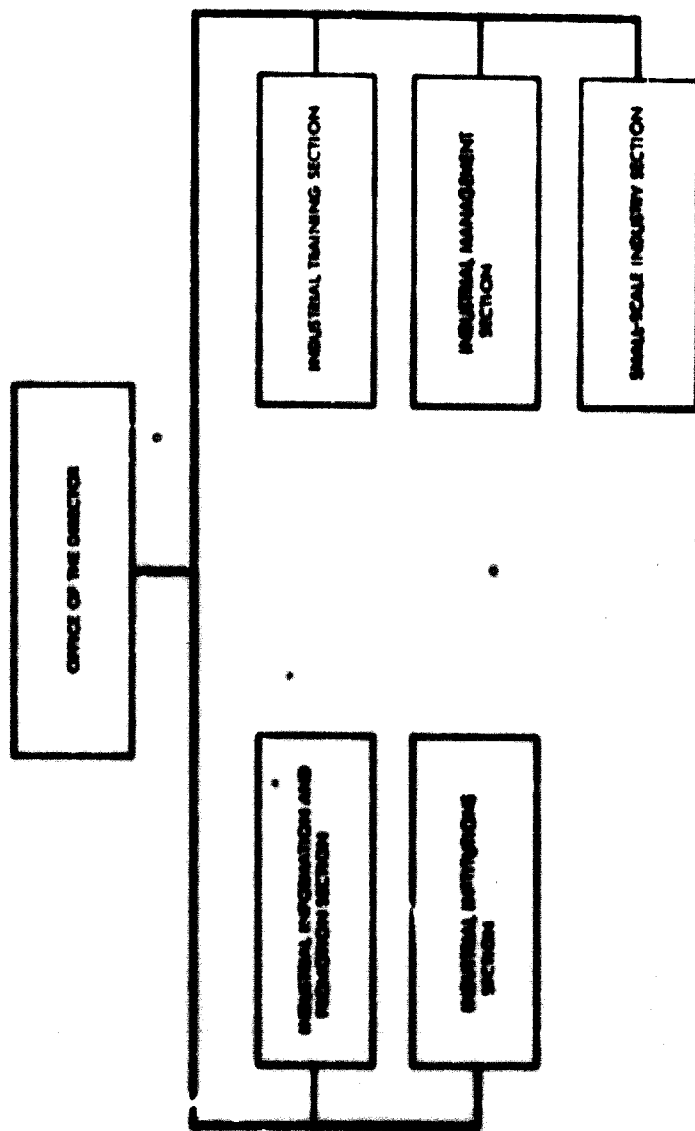
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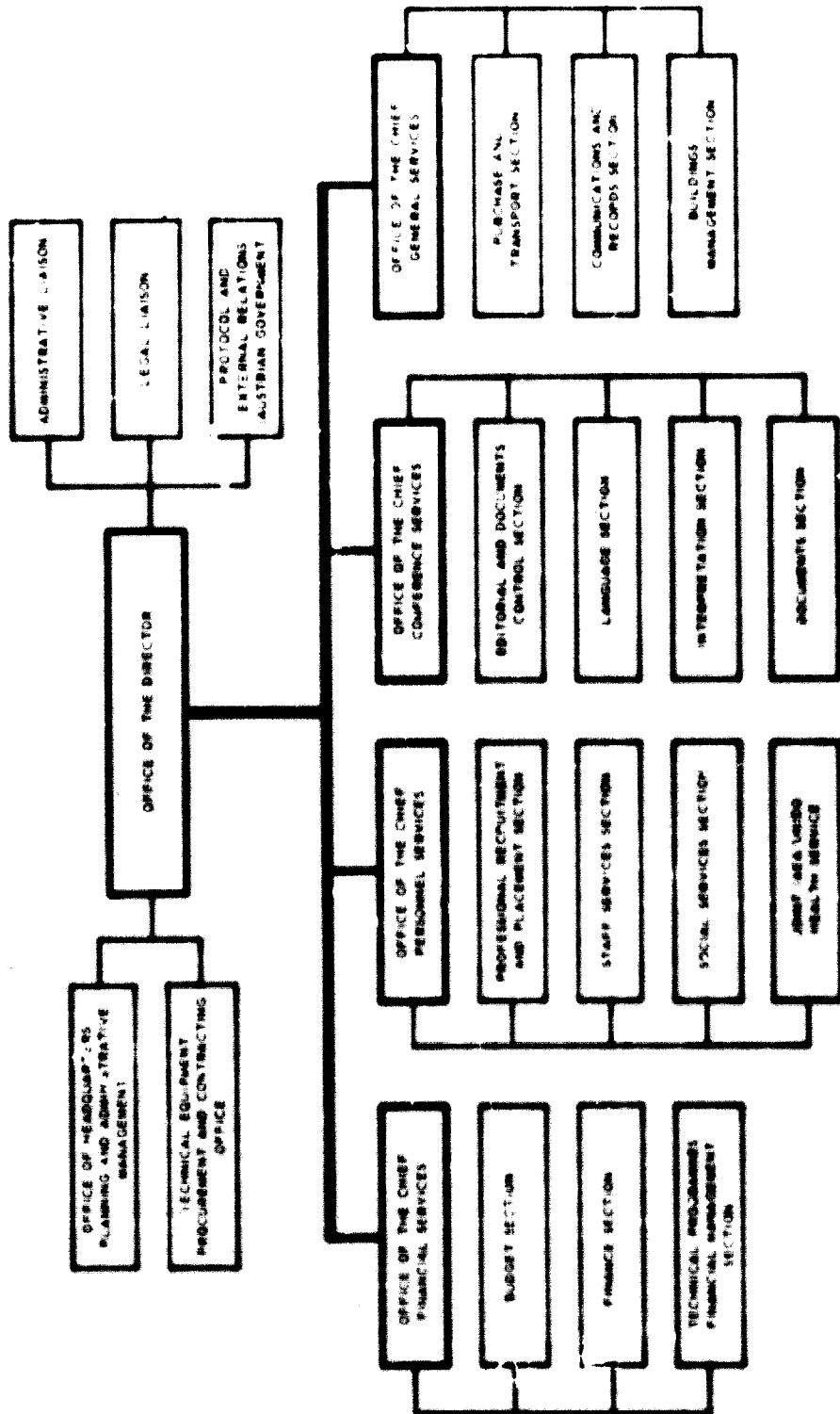
INDUSTRIAL POLICES AND PROGRAMMING DIVISION

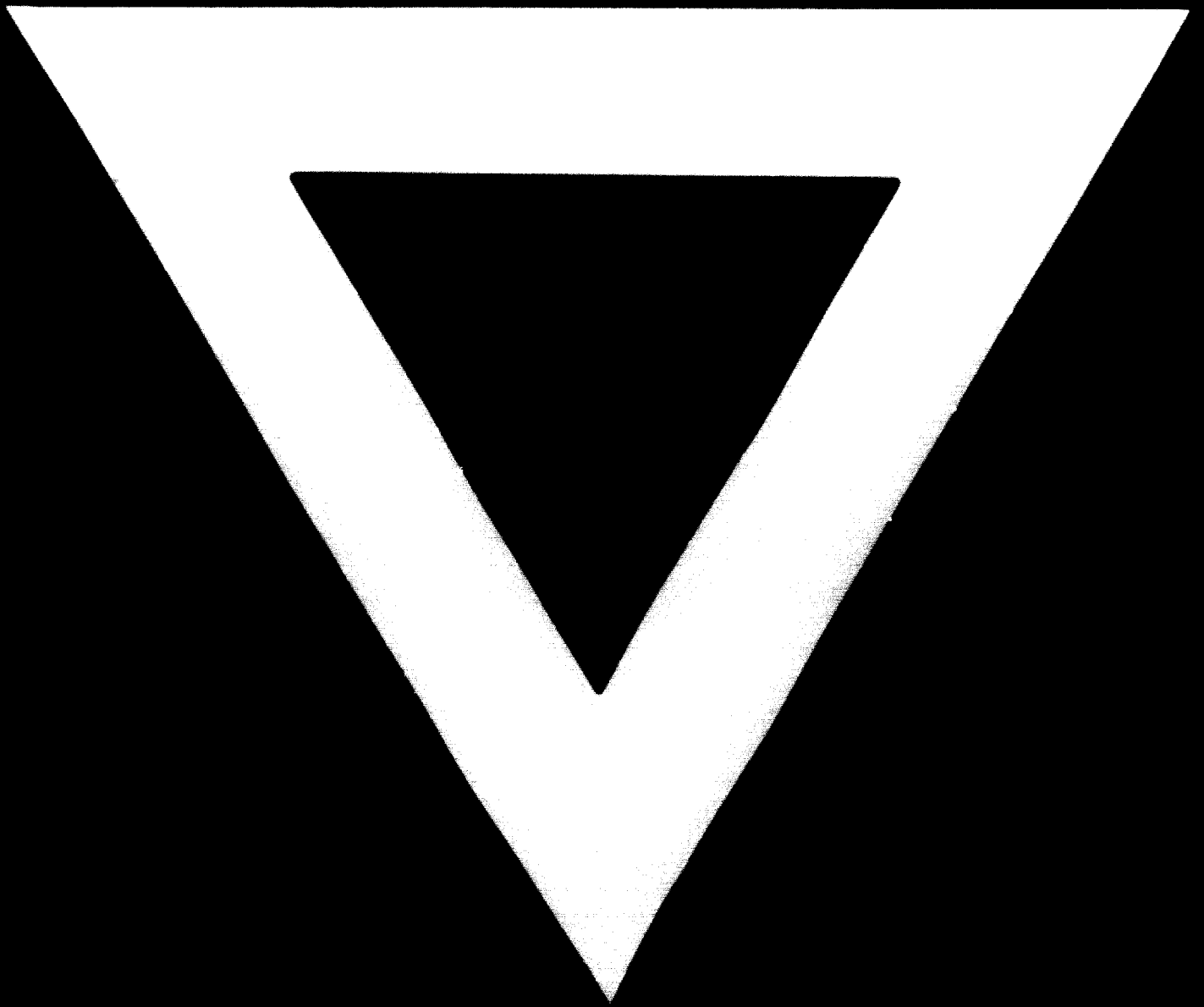


INDUSTRIAL SERVICES AND INSTITUTIONS DIVISION



**OFFICE OF ADMINISTRATIVE
CONTRACTS AND GENERAL SERVICES**





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