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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

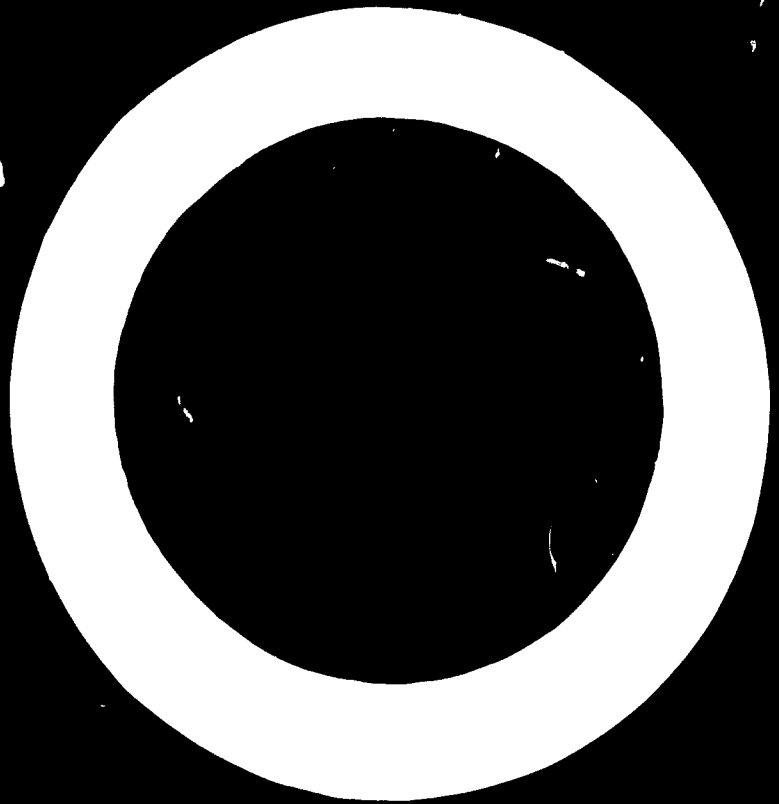
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**INFORMATION  
FOR  
DELEGATIONS**

**INDUSTRIAL DEVELOPMENT BOARD**

**Third Session**

**Vienna 24 April - 15 May 1969**



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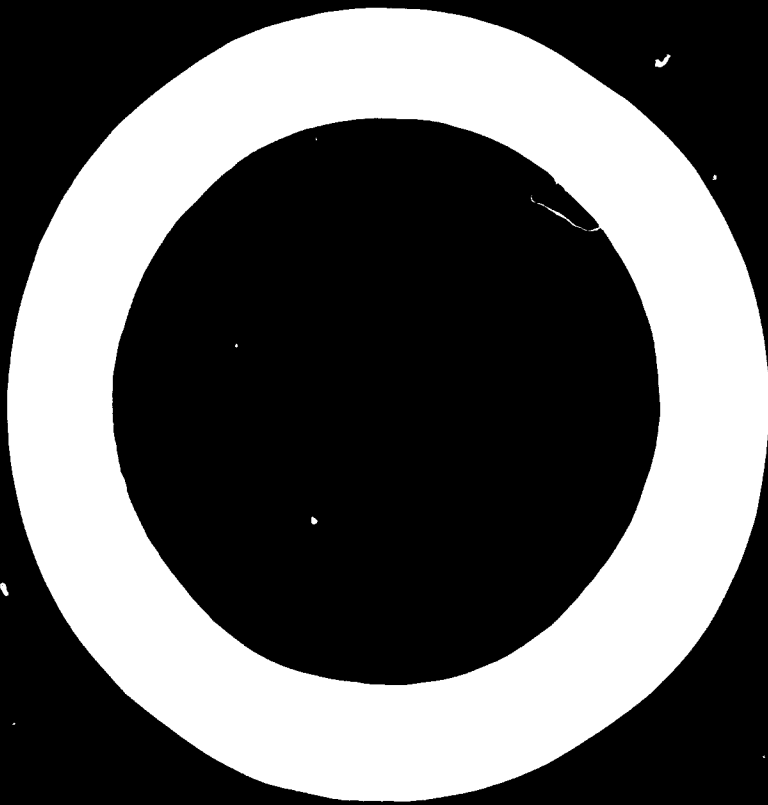
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**INFORMATION  
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**INDUSTRIAL DEVELOPMENT BOARD**

**Third Session**

**Vienna 24 April – 15 May 1969**



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# GENERAL ARRANGEMENTS

## (1) Date and place of the session

The Third Session of the Industrial Development Board will be held from 24 April to 15 May 1969 in the *Kongresszentrum*, Neue Hofburg, Heldenplatz, Vienna 1.

The opening meeting will take place at 3 p.m. on Thursday, 24 April, in the "Neuer Saal".

The premises and facilities of the *Kongresszentrum* will be shared with the United Nations Conference on the Law of Treaties, which will be meeting during the same period.

## (2) Registration of delegations

Delegations are invited to register on arrival in Vienna at the Registration Desk in the Entrance Hall of the *Kongresszentrum*, which will be open as of 2 p.m. on Wednesday, 23 April. Delegations are requested to notify the Registration Desk or the Office of the Secretary of the Board,<sup>1</sup> in writing, of any changes subsequently required in the particulars entered on the registration form, so that the list of delegations may be kept up to date.

## (3) Credentials

Any member of a delegation who has been unable to submit his credentials earlier, is requested to deposit them at the Office of the Secretary of the Board as soon as possible.

## (4) Documents Distribution

During the session, delegations will be able to collect their documents from Documents Distribution in the "Kleiner Saal".<sup>2</sup>

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<sup>1</sup>See the plan on page 16.

<sup>2</sup>See the plan on page 15.

The Chief of Documents Reproduction and Distribution is available to help delegations with documents distribution arrangements. Each delegation is requested to hand in, as early as possible, the form indicating how many copies are requested and in which language.

Documents Distribution will be open every working day of the session, from 8.30 a.m. It will close half an hour after the end of the last meeting of the day.

#### **(5) Information Desk**

The Information Desk will be on the Mezzanine floor of the *Kongresszentrum*, at the top of the main staircase.<sup>3</sup> In addition to giving information about the session, it will take messages for participants, and arrange for them to be paged when necessary, especially for incoming telephone calls.

#### **(6) Public Information Service**

The Chief of the Public Information Service, Miss Leila Doss, will be ready to help delegations to arrange press conferences and to circulate information material.

The location of the office and the telephone number will be indicated in the first issue of the Board Journal.

#### **(7) Accommodation for private meetings**

Two conference rooms will be available for delegations wishing to hold group meetings. Application should be made to the Administrative Co-ordination Office (Room 417) or, during meetings, to the Conference Officer, Extension 300 or 261, respectively.

#### **(8) Passes**

When registering, participants will be given a pass for entry into the premises of the *Kongresszentrum* and a car label if needed.

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<sup>3</sup>See the plan on page 15.

### **(9) Bars**

There is one snack-bar in the "Wintergarten"<sup>4</sup> which will be open from 9:30 a.m. until half an hour after the end of the last meeting of the day. Sandwiches and other light refreshments will also be obtainable there.

There are several restaurants in the immediate vicinity of the *Kongresszentrum*.

### **(10) Bank<sup>5</sup>**

The "Creditanstalt-Bankverein" will provide banking facilities from 9:00 a.m. to 1:30 p.m. and from 2:30 p.m. to 6:30 p.m., Monday to Friday.

### **(11) Post, telegrams and telephones**

The *post office*<sup>6</sup> will be open from 9:00 a.m. to 1:30 p.m. and from 2:30 p.m. to 6:30 p.m., Monday to Friday.

*Telegrams* can be dispatched from the post office. Incoming telegrams will be held at the Information Desk and announced on a blackboard there and by paging. If not applied for, they will be forwarded after a few hours to the addressee's private address in Vienna.

Local *telephone calls* are free of charge from telephones in the Lounge, and in the lobbies alongside the "Festsaal". Long-distance calls may be placed only with the post office. The number of the *Kongresszentrum* switchboard is 57 55 71. Incoming calls can be taken by the Information Desk.

### **(12) Car traffic**

A car park for participants, the Press and the Secretariat will be provided in the Heldenplatz immediately outside the *Kongresszentrum*.

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<sup>4</sup> See the plan on page 15.

<sup>5</sup> See the plan on page 14.

<sup>6</sup> See the plan on page 14.

Only cars displaying a car label issued by the Registration Desk will be admitted to it. Participants are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the police officers at the entrance to the car park.

Participants may have their chauffeur-driven cars summoned by loudspeaker when they leave the building if they apply to the porter. The porter will also call taxis on request.

### **(13) Travel desk<sup>7</sup>**

A Travel Desk will be at the disposal of participants for any assistance concerning travel, sight-seeing and excursions, and for booking theatre tickets, etc. Hours of business will be 9:00 a.m. to 6:00 p.m. Monday to Friday.

### **(14) First aid (Ground floor, ext. 295)<sup>8</sup>**

Emergency medical attention will be obtainable in the First-aid Room during the working days of the session, from 9:30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the porter in the entrance lobby (telephone 57 55 71, extension 523).

## **ARRANGEMENTS CONCERNING THE SESSION**

### **(15) Board Journal**

The Board Journal will appear every day first thing in the morning. It will give such information as the programme of meetings for the day, a brief summary of the meetings held the day before, a forecast of the meetings for the following day and various announcements, including any necessary changes in the information given in this handbook, and notice of social events taking place during the session.

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<sup>7</sup>See the plan on page 14.

<sup>8</sup>See the plan on page 14.

### **(16) Times of meetings**

Morning meetings will normally begin at 10:00 a.m. and afternoon meetings at 3:00 p.m.

### **(17) Meeting rooms**

Plenary meetings will take place in the "Neuer Saal" and group meetings can be held in the "Ratsaal".

### **(18) Languages and interpretation**

Chinese, English, French, Russian and Spanish are the official languages of the Board. English, French and Spanish are the working languages.

Portable radio sets which participants can use to listen to the proceedings will be available; directions for their use will be provided in the meeting rooms. It is particularly asked that these sets, with their headphones, be left behind after meetings, since they must be serviced and tested before they can be used again.

### **(19) Sound recordings of meetings**

A participant wishing to listen to the sound recording of a meeting should request the Conference Officer to make the necessary arrangements.

### **(20) Draft resolutions and other documents**

Delegations wishing to submit draft resolutions or other documents to the Board are requested to provide the Board Secretariat with five copies of the text as early as possible.

### **(21) Voting by show of hands**

To facilitate the counting of a vote by show of hands, delegates are asked to register their votes by raising the name plate they will find on their desks.

## (22) Offices

The officers of the Board and senior members of the Secretariat will have use of the following offices:<sup>9</sup>

<i>President</i>	Room 409	Extension 223
<i>Rapporteur</i>	Room 407	Extension 243
<i>Executive Director</i>	Room 401	Extension 203/204
<i>Senior Adviser to</i> <i>Executive Director</i>	Room 404	Extension 234
<i>Directors</i>	Room 406	Extension 238/239
<i>Secretary of the Board</i>	Room 408	Extension 248
<i>Chief, Co-ordination and</i> <i>External Relations Section</i>	Room 405	Extension 236
<i>Chief, Conference Services</i>	Room 417	Extension 307/310
<i>Chief, Languages Section</i>	Room A-212 <sup>10</sup>	Extension 505/506
<i>Chief, Documents Section</i>	Room A-10 <sup>10</sup>	Extension 591/592
<i>Chief, Public Information</i> <i>Service</i>	Room 252	Extension 267
<i>Legal Liaison Officer</i>	Room 413c	Extension 258
<i>Chief Interpreter</i>	Room 422	Extension 263
<i>Assistant Secretary</i> <i>of the Board</i>	Room 413a	Extension 253
<i>Administrative Co-ordinator</i>	Room 417	Extension 308/310

<sup>9</sup> All offices, except Rooms 252, A-10 and A-212, are on the first floor of which a plan is given on page 16.

<sup>10</sup> Offices situated in Annex A of UNIDO Headquarters, Lerchenfelderstrasse 1, A-1070 Vienna.

**ANNEXES**

## ANNEX I

### MEMBERS OF THE INDUSTRIAL DEVELOPMENT BOARD FOR 1969

	<i>Expiration of Membership</i>
1. Argentina	31 December 1969
2. Austria	31 December 1970
3. Belgium	31 December 1970
4. Brazil	31 December 1971
5. Bulgaria	31 December 1969
6. Cameroon	31 December 1969
7. Canada	31 December 1969
8. Chile	31 December 1971
9. Colombia	31 December 1969
10. Cuba	31 December 1971
11. Czechoslovakia	31 December 1970
12. Denmark	31 December 1971
13. Federal Republic of Germany	31 December 1969
14. France	31 December 1971
15. Ghana	31 December 1969
16. Guinea	31 December 1970
17. India	31 December 1971
18. Indonesia	31 December 1970
19. Iran	31 December 1969
20. Iraq	31 December 1971
21. Italy	31 December 1970
22. Ivory Coast	31 December 1969
23. Japan	31 December 1971
24. Kuwait	31 December 1971



Annex I (continued)

25. Netherlands	31 December 1971
26. Nigeria	31 December 1970
27. Pakistan	31 December 1969
28. Peru	31 December 1970
29. Philippines	31 December 1969
30. Poland	31 December 1971
31. Rwanda	31 December 1970
32. Somalia	31 December 1970
33. Spain	31 December 1969
34. Sudan	31 December 1971
35. Sweden	31 December 1970
36. Switzerland	31 December 1970
37. Thailand	31 December 1971
38. Trinidad and Tobago	31 December 1970
39. Turkey	31 December 1969
40. Union of Soviet Socialist Republics	31 December 1970
41. United Kingdom of Great Britain and Northern Ireland	31 December 1969
42. United Republic of Tanzania	31 December 1969
43. United States of America	31 December 1971
44. Upper Volta	31 December 1971
45. Uruguay	31 December 1969

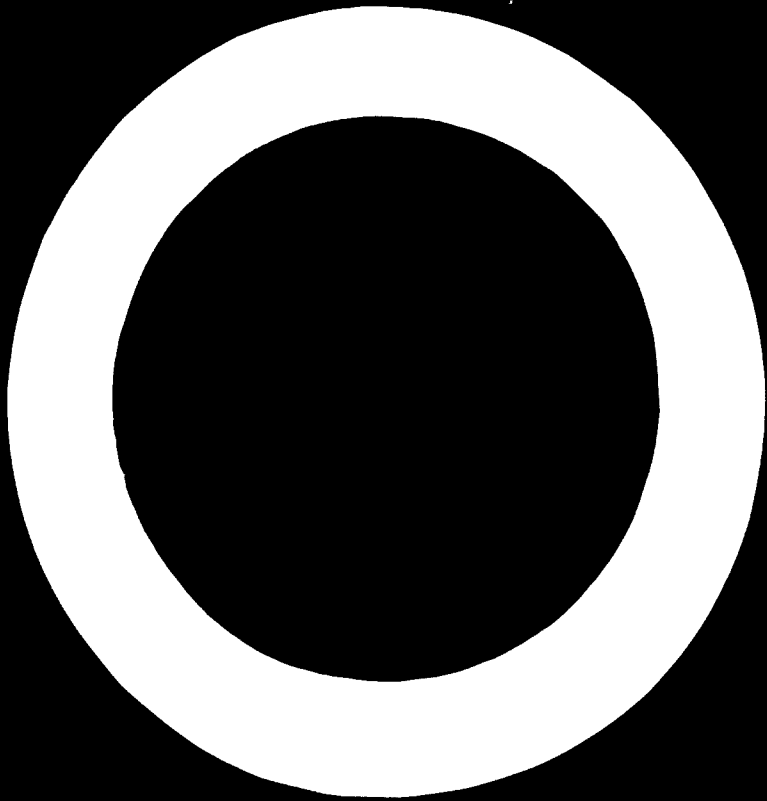
## ANNEX II

### ADDRESSES OF EMBASSIES AND MISSIONS IN VIENNA

Albania	1030, Jacquingasse 41	73 51 95
Argentina	1010, Hoher Markt 1/1	63 85 77
Australia	1010, Concordiaplatz 2/III	63 98 41/42
Belgium	1010, Parkring 12/III	52 86 88/89
Brazil	1010, Lugeck 1/V/15	52 06 31
Bulgaria	1040, Schwindgasse 8	65 64 44
		65 31 13
Canada	1020, Obere Donaustrasse 49-51	33 42 27/28
Chile	1010, Lugeck 1/III/8	52 33 70
Colombia	1010, Stadiongasse 6-8	42 42 49
Cuba	1040, Wiedner Hauptstrasse 57	82 10 372
Czechoslovakia	1140, Penzinger Strasse 11-13	82 21 01
Denmark	1010, Fuhrichgasse 6	52 79 04/05
Finland	1030, Bayerngasse 1	73 47 12/13
France	1040, Technikerstrasse 2	57 96 07
Germany, Federal Republic of	1030, Mettemichgasse 3	73 65 11-17
Greece	1040, Argentinierstrasse 14	65 31 03
Hungary	1010, Bankgasse 4-6	63 26 31
India	1010, Opernringhof	57 81 03/12
Indonesia	1010, Schwedenplatz 2/V/38-43	63 71 27/28
Iran	1010, Schwarzenbergplatz 2	73 14 68
Iraq	1010, Johannesgasse 26	73 81 95
Israel	1190, Peter Jordanstrasse 66	36 16 50
Italy	1030, Rennweg 27	72 51 21
Japan	1010, Neuer Markt 1/V	52 12 88/89
		52 56 71/72
Korea, Republic of	1130, Hietzinger Hauptstrasse 31	82 63 41/42
Lebanon	1030, Reisnerstrasse 50/II	73 64 35
Mexico	1010, Parkring 12/X/67	63 59 33
Netherlands	1030, Jacquingasse 10	73 35 01

Annex II (continued)

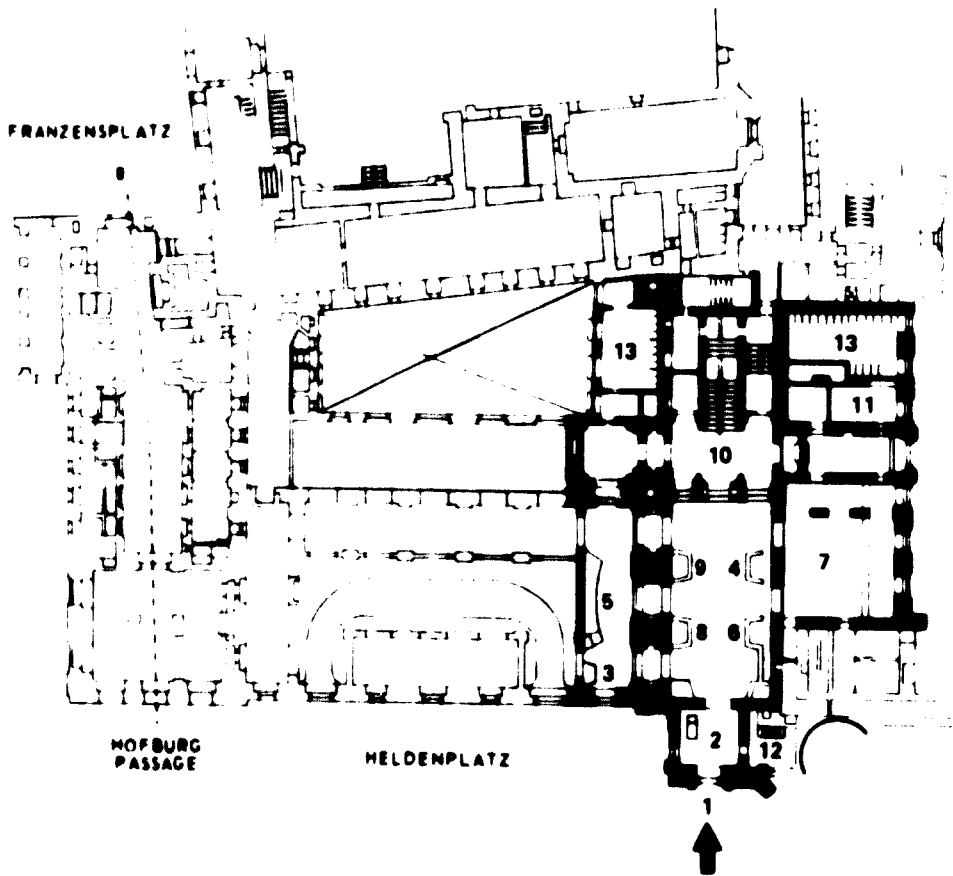
Norway	1030, Bayerngasse 3	72 58 23
Pakistan	1030, Bayerngasse 3/4 12	73 53 67/68
Panama	1040, Johann Straussgasse 6	65 85 88
Peru	1030, Gottfried Kellergasse 2	73 43 77
Poland	1130, Hietzinger Hauptstrasse 42 c	82 31 03
Portugal	1010, Strauchgasse 3/1	63 93 25
Romania	1040, Prinz Eugenstrasse 60	65 32 27
		65 23 43
Saudi Arabia	1010, Wallnerstrasse 3/V	63 82 74
		63 62 45
South Africa	1030, Reischerstrasse 48	73 56 32/33
Spain	1040, Argentinierstrasse 34	65 91 66
		65 85 54
Sweden	1020, Obere Donaustrasse 51	33 45 45-47
Switzerland	1030, Prinz Eugenstrasse 7	72 51 11-15
Thailand	1010, Renngasse 4	63 13 22
Turkey	1040, Prinz Eugenstrasse 40	65 34 17
		65 34 78
		65 35 08
		73 12 15
Union of Soviet Socialist Republics	1040, Wuhlebengasse 4	65 81 75
United Arab Republic	1190, Galmeyergasse 5	36 11 34/35
United Kingdom of Great Britain and Northern Ireland	1030, Reischerstrasse 40	73 15 75-77
United States of America	1090, Boltzmannngasse 16	34 66 11
		34 75 11
Uruguay	1010, Opernring 1/V/534	57 83 72
Venezuela	1010, Rotenturmatrassen 9/VII/18	63 59 20/27
Yugoslavia	1030, Rennweg 3	73 25 95-98





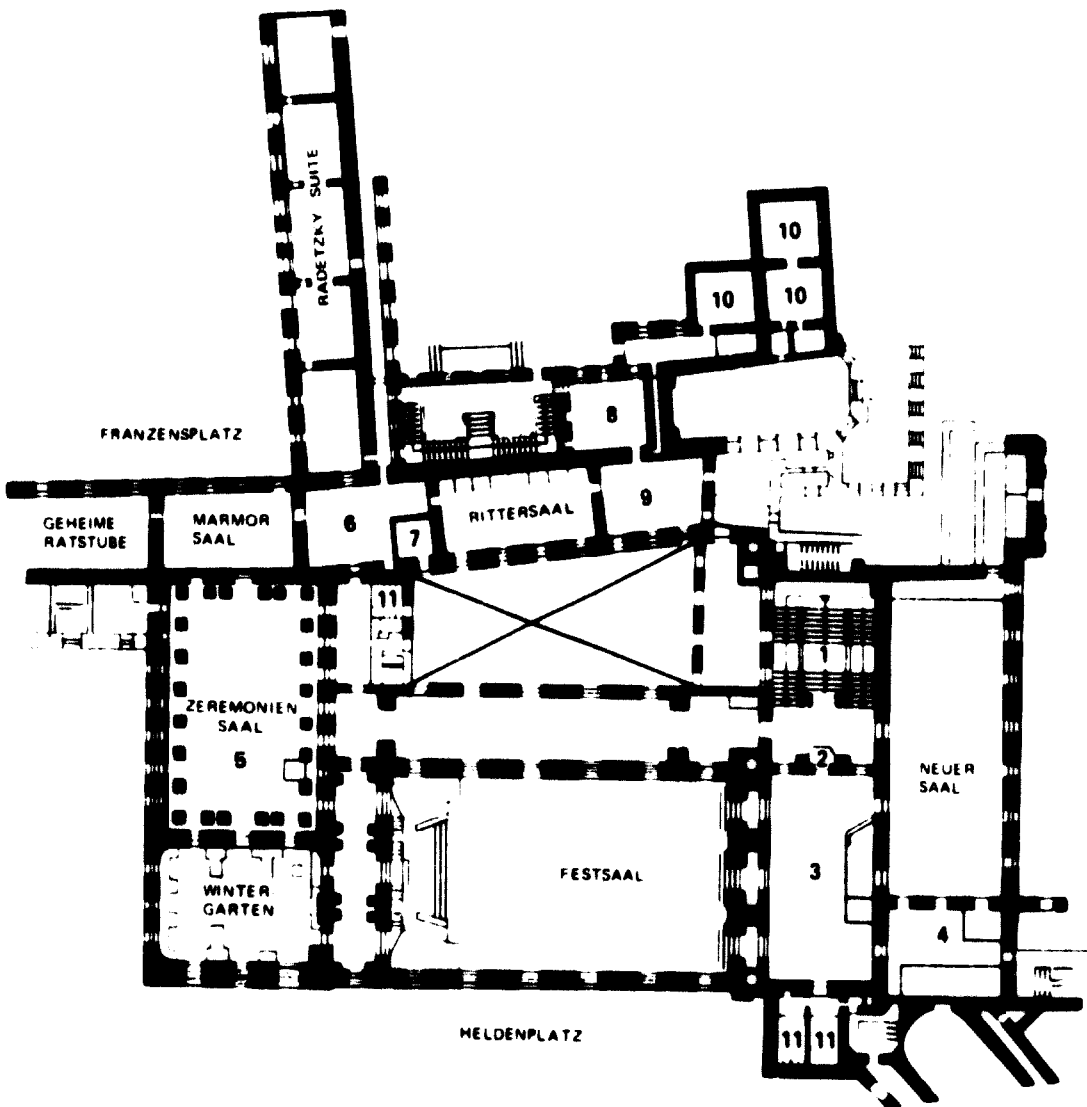
## GROUND FLOOR

- |                 |                             |
|-----------------|-----------------------------|
| 1 Main Entrance | 8 Registration Desk (UN)    |
| 2 Porter        | 9 Registration Desk (UNIDO) |
| 3 Newspapers    | 10 Main Staircase           |
| 4 Bank          | 11 First Aid                |
| 5 Post Office   | 12 Lift                     |
| 6 Travel Desk   | 13 Lavatories               |
| 7 Cloakroom     |                             |



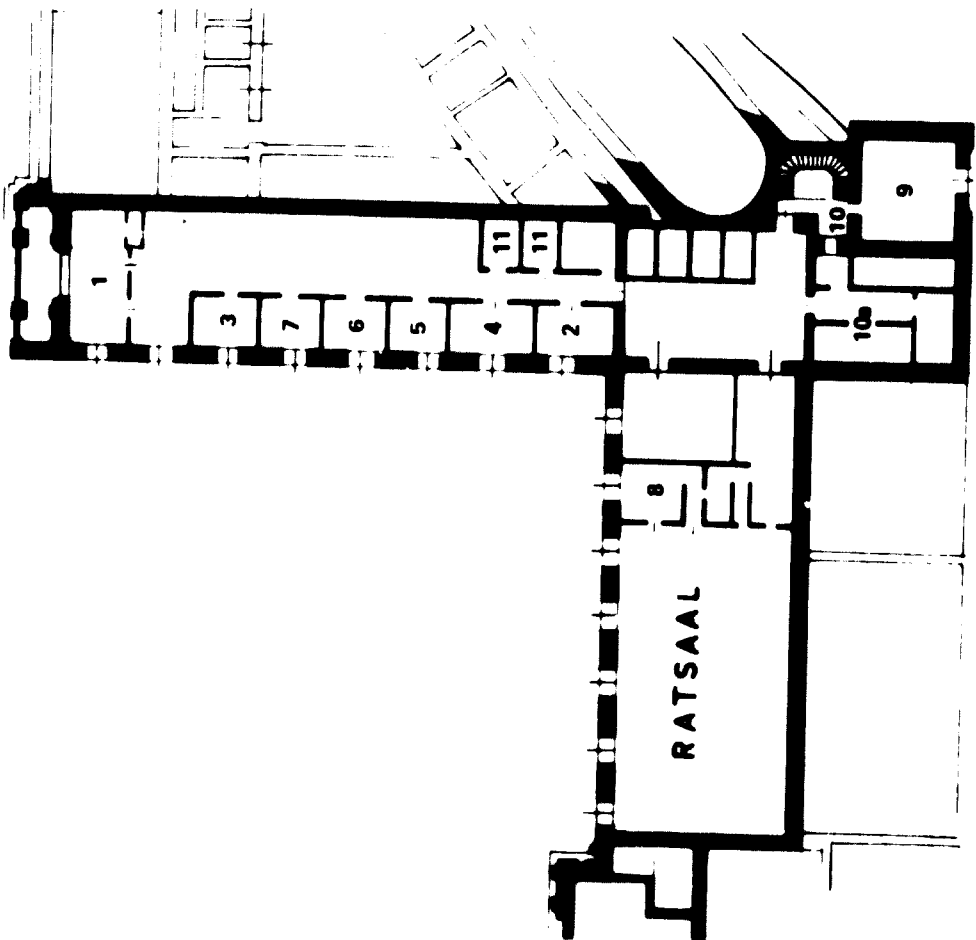
## MEZZANINE FLOOR

- |                    |                            |
|--------------------|----------------------------|
| 1 Main Staircase   | 7 Austrian Liaison Office  |
| 2 Information Desk | 8 Entrée-Zimmer            |
| 3 Vorsaal          | 9 Trabantenstube           |
| 4 Kleiner Saal     | 10 Technische Appartements |
| 5 Lounge           | 11 Lavatories              |
| 6 Antekammer       |                            |



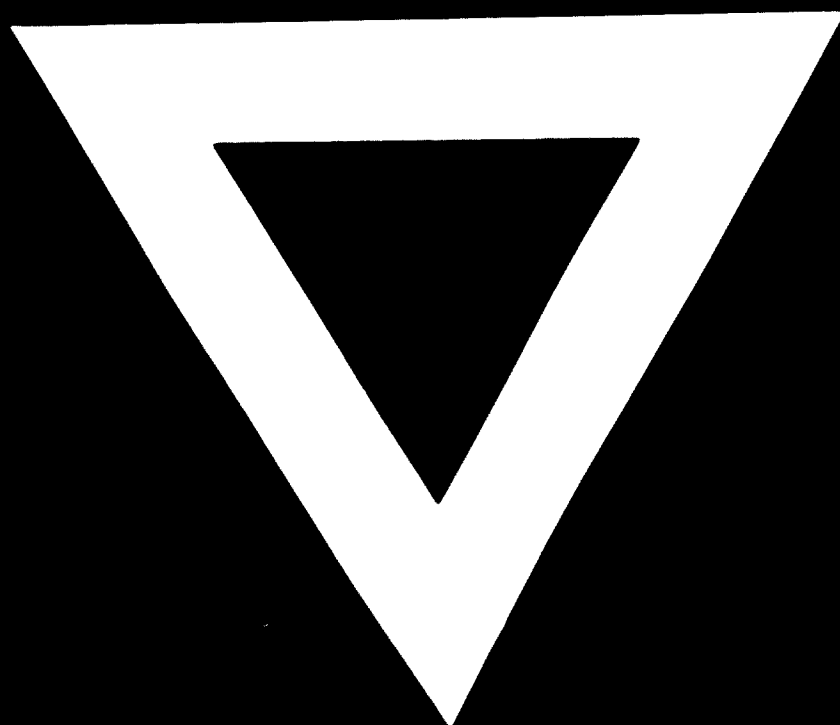
# FIRST FLOOR

- |  |   |
|--|---|
| 1 Executive Director                       | 7 Chief, Co-ordination and External Relations Section |
| 2 President of the Board                   | 8 Conference Services                                 |
| 3 Senior Adviser to the Executive Director | 9 Room 425/Private Meeting Room                       |
| 4 Secretary of the Board                   | 10 Lift   |
| 5 Rapporteur                               | 10a Editors   |
| 6 Directors                                | 11 Lavatories   |





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