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*for a sustainable future*

## OCCASION

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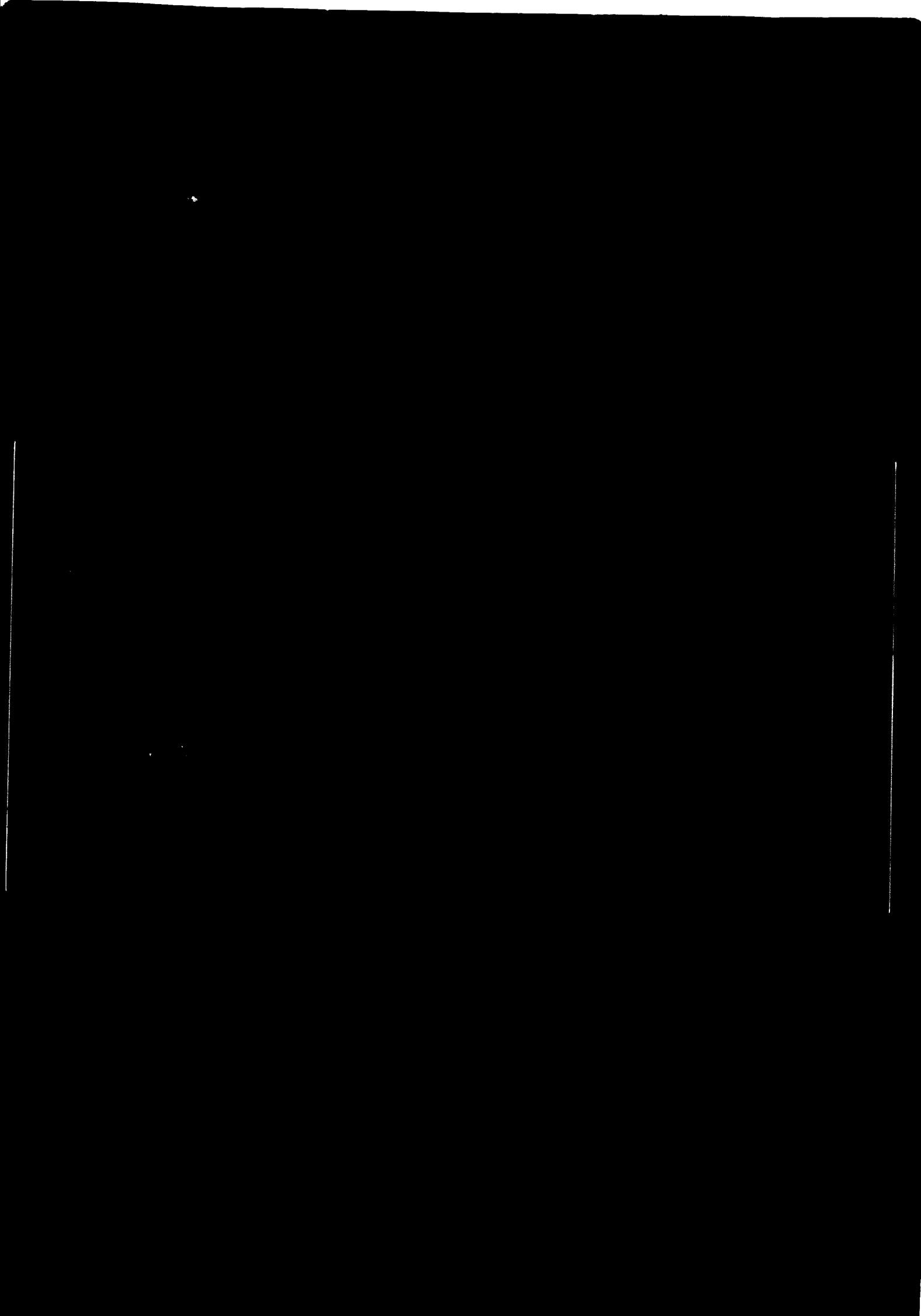
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Consultation Panel on the Use of Management  
Information Systems (MIS) for Raising  
Industrial Performance

Budapest, Hungary, 29 November - 3 December 1976

PROVISIONAL ANNOTATED AGENDA

1. Item 1 - Registration and administrative matters

Participants and observers will be requested to complete our various registration forms and to indicate their preference for any of the topics for discussion. UNIDO-financed experts and participants will be paid their per diem on the basis of their dates of arrival and departure. Information material on the City of Budapest, invitations to social engagements and other pertinent information on the consultation will be given to them. Registration will take place from 1400 to 1800 hours on Sunday, 28 November 1976.

2. Item 2 - Inauguration of the consultation

The Chairman of the host organizing committee will welcome the participants and observers to the consultation in a short speech. He will then act as master of ceremonies in introducing the representatives of the Government of Hungary and UNIDO.

3. Item 3 - Organization of work

Officers of the consultation - Vice-Chairman and Rapporteur - will be elected. The representative of the host organization will be the Chairman. The agenda of the consultation will be adopted. Explanations with regard to the conduct of the consultation will be discussed and the procedure, particularly for the discussions, adopted. Participants might be divided into small discussion groups if the need arises. Administrative announcements with regard to lunch arrangements, social engagements, etc., will also be made.

4. Items 4-8

Discussions on each topic will be introduced by the presentation of a short paper or case study prepared on that topic by an expert or selected participant. As these papers will be made available to all participants and observers in advance, presentation will not involve reading the article but will consist of 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. At the end of the general discussion, a group of 3-5 persons will be selected to draft recommendations on the subject.

5. Item 4 - Improving manufacturing company performance

Discussion would deal with factors determining and influencing efficiency of a company, methods used to develop a management strategy, etc.

6. Item 5 - Enterprise management and management information systems (MIS)

Discussion may centre around MIS architecture, form and content requirements, as well as operation.

7. Item 6 - Computers in industrial enterprise MIS

Discussion would cover the company's activities to prepare itself to use a computer, hardware and software considerations, and organizational measures to be taken to implement a computer-based MIS.

8. Item 7 - MIS improvement

Discussion would touch upon aspects to be considered for working out MIS improvement plans for achieving MIS operations efficiently.

9. Item 8 - International co-operation and assistance in MIS for industries

An exchange of views on any outstanding issues and elaboration on typical MIS-related projects for implementation in developing countries. These might be carried out by means of co-operation between the countries concerned or through assistance with or without UNIDO's involvement, or subcontracting arrangements.

Participants wishing briefly to present the situation regarding the use of and/or views on MIS in their countries will be given an opportunity to do so at the meeting. Such presentation should be submitted in writing in advance, and should not exceed five pages. It will be distributed among the participants and their views can, if so wished, be solicited and discussed during the session on item 8.

10. Item 9 - Review of the draft report of the Rapporteur and recommendations

Copies of all draft recommendations prepared on each subject by the selected group and the draft report of the Rapporteur will be distributed in advance of this session. These drafts will be discussed by the entire consultation.

11. Item 10 - Adoption of recommendations and report of the consultation

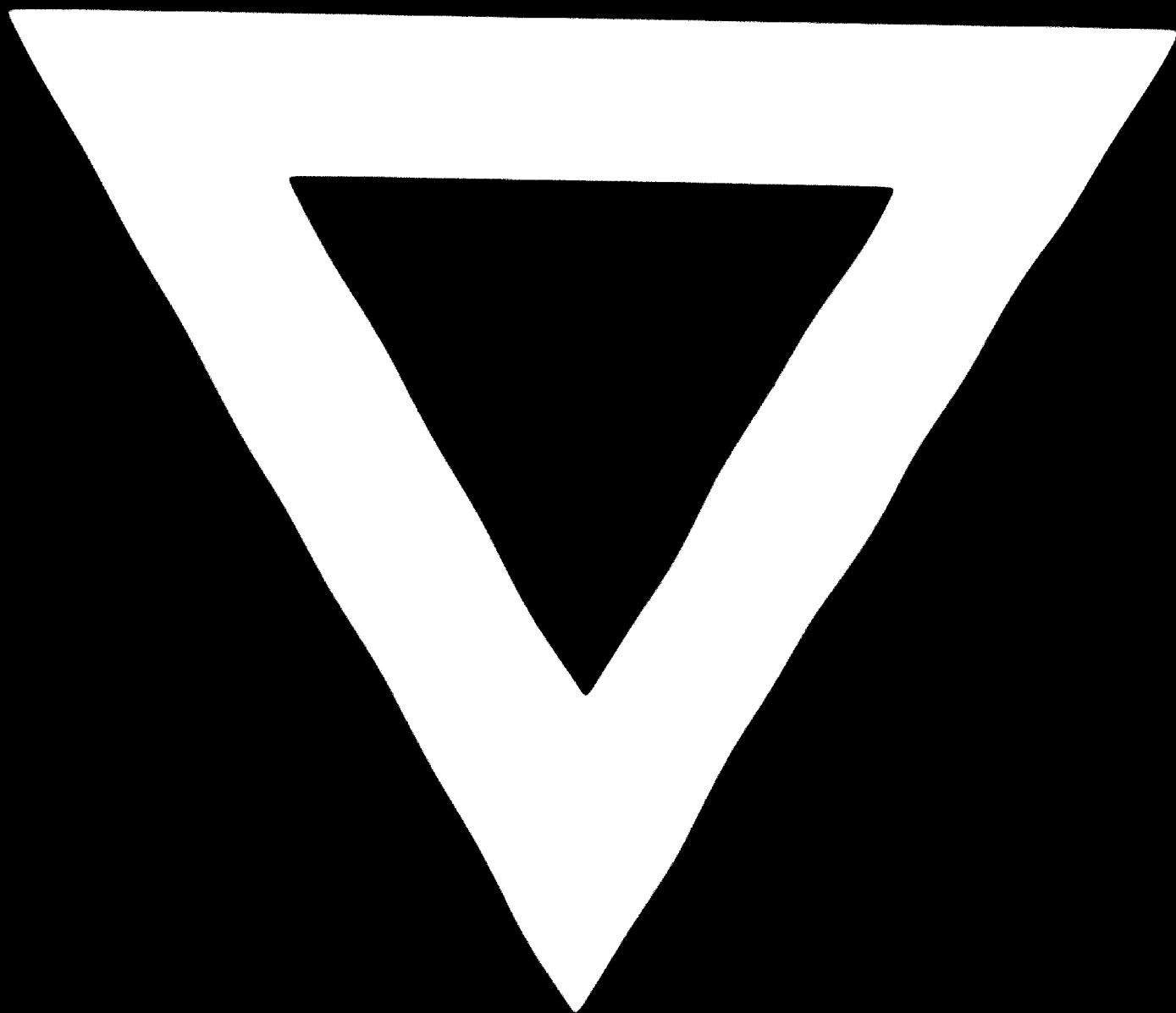
At this session, all amendments and views on the draft recommendations and report of the Rapporteur will be introduced. The consultation will then adopt these documents which will constitute the final report of the consultation.

12. Item 11 - Closing of the consultation

This session will not only be attended by the participants and observers, but also by representatives of the host Government and other dignitaries. The Chairman of the host organizing committee will be the master of ceremonies. He will introduce various speakers who, in their different capacities, will present closing remarks on the consultation.



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**77.06.30**