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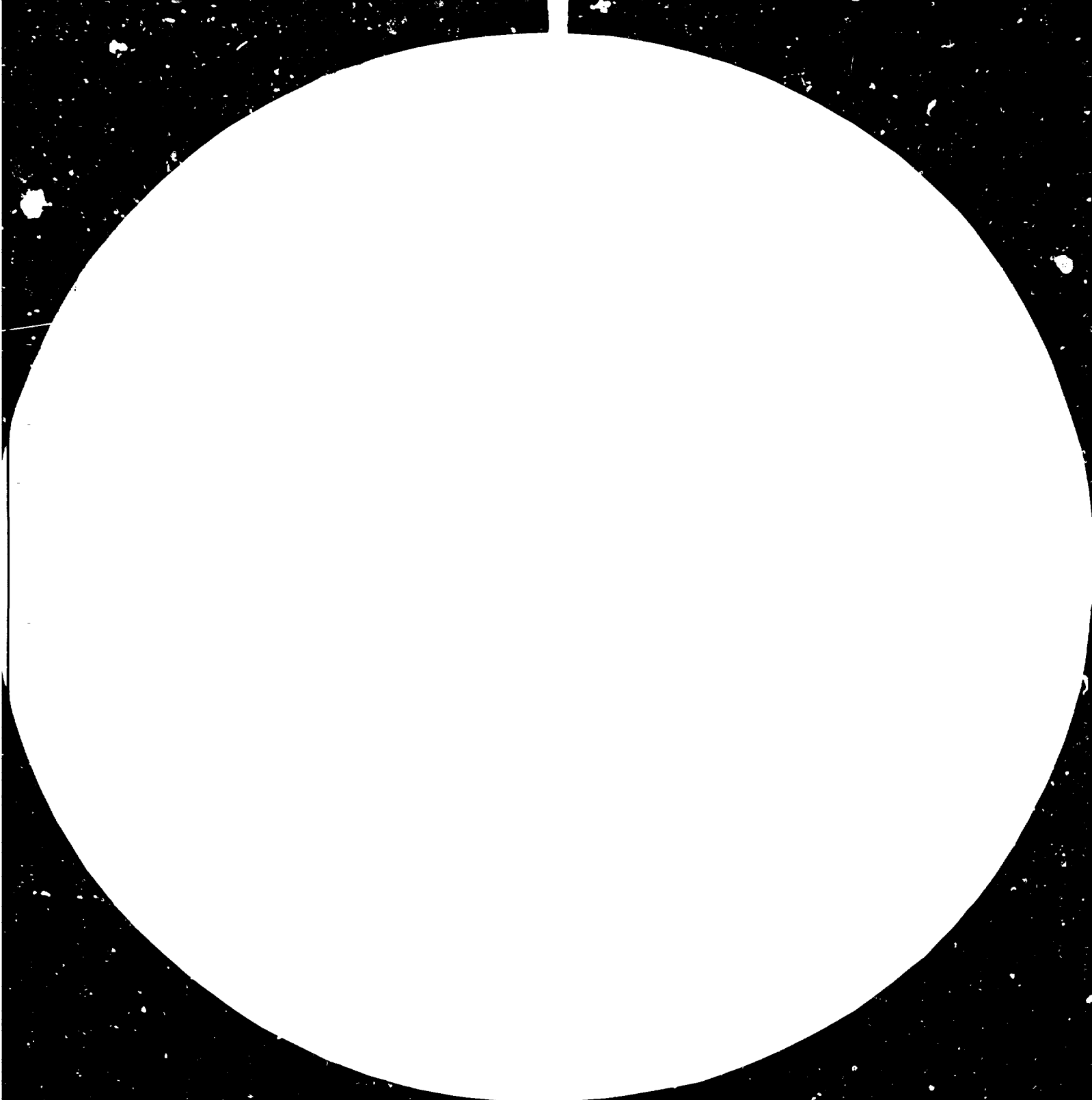
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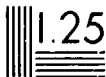
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First Round of discussions with  
the National Committees for UNIDO  
Vienna, Austria, 24 - 27 May 1982

REPORT\*

(Discussions with National Committees  
for UNIDO).

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Annex 1

## INTRODUCTION

The Expert Group Meeting on "Review of the Scope of Responsibilities of the National Committees for UNIDO in the light of the New Delhi Declaration and Plan of Action and of Present and Future Programmes/Activities of UNIDO" held at Vienna, from 15 to 17 December 1981, adopted a number of recommendations, one being that representatives of National Committees be invited to UNIDO Headquarters in order to acquaint them better with UNIDO activities. Subsequently, a Directors' meeting convened in March 1982 considered these recommendations and, inter alia, decided that representatives of several National Committees be invited to a round of discussion every year.

The first Round of Discussions with the representatives of the National Committees for UNIDO was organized at UNIDO Headquarters, Vienna from 24 to 27 May 1982 by officials of the Governments and Intergovernmental Organizations Relations Section. The purpose of this discussion was to make the National Committees more aware of the full range of UNIDO programmes, procedures and activities and to enable them to establish personal contacts with senior UNIDO officials. This would assist the National Committees to participate vigorously in UNIDO activities.

### I. ORGANIZATION OF THE MEETING

Invitations were extended to 12 National Committees (Bulgaria, Italy, Ivory Coast, Kuwait, Luxembourg, Malaysia, Mongolia, Peru, Syrian Arab Republic, Thailand and the United Republic of Tanzania. The National Committees in Ivory Coast, Peru and the United Republic of Tanzania could send representatives to participate in these discussions. Certain members of the Hungarian, Malayan and Thai delegations to the sixteenth session of the Industrial Development Board, being members of the National Committees in their countries, also took part in these discussions. A list of participants is given in annex I.

The Director, Division of Conference Services, Public Information and External Relations, welcomed the participants and observed that the National Committees, in the light of the Second and Third General Conference of UNIDO, should play a more active role in UNIDO activities. He added that this programme had been organized in response to one of the recommendations adopted by the Expert Group Meeting in December 1981. He recommended that

the ensuing discussions be conducted in an informal manner so as to facilitate a mutual exchange of views. Finally, he stated that National Committees had a pivotal role to play in such important regional meetings as the Industrial Development Decade for Africa and promoted the formation of new National Committees in countries where no such Committees existed.

The participants paid a courtesy visit to Dr. Abd-El Rahman Khane, Executive Director, who welcomed them and pointed out that the National Committees could assist in the industrialization process by promoting UNIDO so that their countries could benefit from the Organization's expertise and assistance. He assured them that UNIDO would see to it that all UNIDO documentation was displayed as widely as possible in the United Nations Information centres. Senior UNIDO officials visiting countries with National Committees would make every effort to contact the offices of these committees. Finally, he noted that comments and suggestions by the National Committees would be most welcome, especially in connection with the documentation to be prepared for the Fourth General Conference of UNIDO.

The participants also paid a courtesy visit to the Director of the Division of Industrial Operations, where they were given information on the implementation of UNIDO technical assistance.

## II. GENERAL INFORMATION ON UNIDO

### Sources of Funds

The Director, Division of Policy Co-ordination, made a comprehensive statement on the various sources of funds available to the organization and the way in which they were disbursed. He remarked that in addition to the Regular Budget, sources included the United Nations Industrial Development Programme (UNDP), Special Industrial Services (SIS), the Regular Programme, the United Nations Industrial Development Fund (UNIDF) and funds-in-trust.

- a) The regular budget of UNIDO was approved on a biennial basis by the General Assembly and formed part of the total budget of the United Nations. It was mainly utilised for administrative expenses and to finance studies and research, to organize meetings, seminars and workshops, and to finance consultants;
- b) The United Nations Development Programme informed all developing countries the amount of the Indicative Planning Figure (IPF) i.e. funds available for the cycle of 5 years for their country. Following this each country prepared a country programme of technical assistance in

all sectors which was submitted to the UNDF for consideration by its governing council. After approval, UNIDO was asked to develop the programmes in the industrial sector.

- c) Special Industrial Services: The UNDP placed at the disposal of UNIDO, funds amounting to \$17.5 million for five years under this component for suitable projects of an urgent and flexible nature.
- d) The funds in the Regular Programme amounted to \$7.2 million for two years.
- e) The United Nations Industrial Development Fund was established in 1977 and started its operations in January 1978. The nature of the contributions was voluntary. For the last three years it reached an average of \$ 12.5 million annually and consisted of special purpose, non-convertible, general purpose in convertible currencies.
- f) Some developing countries decided to secure UNIDO services and were ready to pay for it. This arrangement was called Funds-in-Trust and Libyan Arab Jamahiriya made use of it.

The representative of the National Committee for UNIDO in Malaysia, Mr. F. Othman, wanted to know how the funds were allocated to different countries and whether it would be possible to obtain the services of an expert without the country paying for it.

The representative of the Tanzanian National Committee, Mr. J. D. Haji, observed that projects became more expensive due to the long time between preparation and implementation.

In response to these queries, the Director of the Division of Policy Co-ordination informed the meeting that projects were approved on a first come, first served basis. Requests if formulated clearly, received immediate attention, provided the resources of the organization permitted. He admitted that certain delays were built in the process as all decisions were taken by consensus. Finally, he remarked that services of an expert could be obtained on a grant basis under the Technology Advisory Services, if the cost was limited and resources permitted.

Finally, the Head of the Financial Services gave further details about the Regular Budget. As UNIDO was still part of the United Nations, the biennial budget of UNIDO was reviewed by the Industrial Development Board and then submitted to the General Assembly for approval. The budget was quite specific and was reviewed extensively programme-wise and finance-wise. When UNIDO would become a specialized agency, then its budget would be examined by the Programme Budget Committee.



Technical Co-operation Programme

The Deputy Director, Division of Industrial Operations, outlined UNIDO activities in implementing its technical co-operation programme which had three instruments: expert recruitment, purchase and contracts and the fellowship programme. He mentioned the increase in technical assistance over the years with practically no increase of resources. The staff members in the technical branches of this Division were mainly scientists, physicists, engineers etc. There were three types of activities performed by the Division:

- functional - feasibility studies, infrastructure, factory management;
- technical - agro-industries, metallurgy, engineering industries, chemical industries
- and services.

Training was partly functional and partly service, while the energy programme was quite new.

He described the technical assistance in energy, as it was of great interest to everyone. It dealt with biogas, fermentation programme to produce alcohol (ethanol and methanol) specially of interest to many countries particularly the least developed countries. During the Nairobi Conference, UNIDO was asked to accept the lead to assist developing countries in areas such as biomass, alcohol, solar energy, wind energy etc. UNIDO assisted as well in petroleum refineries, efficient management of natural gas and natural gas development.

He also touched briefly on UNIDO activities in science and technology where in co-operation with the United Nations system for Science and Technology for Development, UNIDO executed 25 - 30 per cent of all projects which included areas such as carbon fibre, microelectronics, bio-technology and in natural rubber development. He described the achievements of UNIDO in the field of water management in the Sahelian area.

He stated that UNIDO had also been asked to work as the technical arm of certain banks like the Islamic Development Bank in Jeddah and also with the OPEC Fund. In addition, UNIDO had joint programmes with a number of countries like Czechoslovakia, Hungary, Yugoslavia, Bulgaria.

In response to a query made by the representative of the Tanzanian National Committee, he said that rubber could be reclaimed but it could not be utilized for making tyres. Instead it could be used as an energy input, to prepare road surfaces or rubber boards.

### Projects Programming

The Head, Programme Development and Evaluation Branch, informed the participants that his work involved the development of technical assistance projects upto the stage of approval. He added that in his Branch the focus was on each individual country. No programme could be developed until one was absolutely sure of the conditions prevailing in the country and the wishes of the country and its people. For the Third UNDP Country programming cycle which started in January 1982, they got in touch with the Senior industrial Development Field Advisers late in 1979 requesting them to contact the institutes concerned with industrial sectors. On the basis of these contacts, several proposals were prepared and submitted to governments. Several programming missions resulted in good projects. He informed the meeting that the UNIDO share of the Indicative Planning Figure had increased which demonstrated the importance which the countries accorded to industry these days.

### Industrial Studies

A representative of the Division for Industrial Studies, presented the research carried out by the Global and Conceptual, Regional and Country Studies and the Sectoral Studies Branch, which formed part of the Division for Industrial Studies, carried out in the field of development and industrialization.

- The Global and Conceptual Studies Branch carried out global analytical work devoted to long-term economic and social patterns and trends of industry and provided scenarios on the industrial restructuring process. It also monitored the progress made in the implementation of the development strategy of the Third Decade and would assist in the preparation of the strategy for the Fourth Development Decade. The World Industrial Co-operation Model prepared by this Branch would be linked to national models.
- The Regional and Country Studies Branch carried out research in the structure, pattern and trends in industrial development at the country, regional, sub-regional level for use in the formulation and implementation of industrial development policies and strategies. Their studies serve as basis for programming of technical assistance projects. They carried out research for the African Industrial Development Decade and issued the world industrial survey.

- The Sectoral Studies Branch prepared analysis of present and future development in specific industrial sectors, developed alternative sectoral strategies and elaborated plans of action. These studies were mainly used for supporting the UNIDO System of Consultations.

### III. SPECIAL PROGRAMMES

#### System of Consultations

The Deputy Head, Negotiations Branch, introduced the System of Consultations to the participants and outlined its broad objectives which were to identify problems associated with industrialization of developing countries and to consider ways and means to accelerate it, to increase the share of the developing countries in world industrial production and to create new industrial facilities, to monitor trends in world industry and to formulate solutions to problems addressed in the Consultations. These operated at the global, regional, interregional and sectoral levels. Since 1977, nine Consultations had been held (in fertilizers, leather and leather goods, iron and steel, vegetable oils and fat, petrochemicals, capital goods, food processing, pharmaceuticals and agricultural machinery).

Before a Consultation could be arranged, a world-wide study was prepared till the year 2000 on the specific sector which took into consideration the problems, future demands, manpower problems etc. in that sector and in which way the developing countries could increase their production inspite of their constraints. This study was reviewed in-depth by an internal task force, who decided on the issues to be discussed by experts from developing and developed countries. Subsequently, a preparatory group of some 45 experts from industry, Government and trade unions would decide whether these issues could be submitted to the Consultation meeting. The main purpose of these Consultations was to bring together participants from governments, private sector, institutions, trade unions for a dialogue and continuous review of crucial issues in a particular sector and to come to an agreement in principle.

He mentioned that in these Consultations the developed countries participated more intensively, and, in some cases, their participants were better prepared. He requested the National Committees to assist UNIDO by ensuring that the documents reached the right persons and that the participants were well-briefed.

Replying to the queries made by the representatives of the National Committees of Hungary and Tanzania, the Deputy Head, Negotiations Branch, assured them that documents concerning the Consultation Meeting would be sent to them in time and added that the UNDP Office and the SIDFA could also be contacted for these documents.

Investment Co-operative Programme

A representative of the Investment Co-operative Programme Branch (ICPO) gave a brief history of this programme, where in co-operation with the World Bank, according to the agreement signed in 1973, the Branch undertook:

- a) to conduct industrial sector studies, studies on specific branches of the manufacturing industry and to assist governments in formulating industrial policy programmes;
- b) assistance to Governments in commissioning and supervising project feasibility studies; and
- c) identification, preparation and appraisal of projects for financing by the World Bank.

According to the agreement, 75 per cent of the costs were financed by the World Bank and 25 per cent by UNIDO. So far 112 joint missions had been undertaken in several countries and on the basis of these studies, the World Bank had financed 34 projects in 25 countries amounting to \$1.3 billion.

Investment promotion activities consisted of location and identification of projects in the public and private sectors. So far, seven Investment Promotion Services have been opened (in Tokyo, New York, Cologne, Paris, Brussels, Zurich and Vienna). They developed contacts with potential investors to promote projects. Establishment of these Offices was being encouraged in other developed and in the advanced developing countries. He added that Investment Promotion meetings were organized to bring potential sponsors from the developed and the developing countries together with the investors to discuss projects. Such meetings had been held in Bangladesh, China, Morocco, Gulf region, Senegal and Sri Lanka. Meetings would be held in Chile, Nepal, East Africa, West Africa and Peru.

The Investment Promotion Services in New York, Paris and Zurich also trained investment promotion officers from developing countries so that they could develop projects in their own countries.

The representative of the National Committee in Ivory Coast inquired whether the World Bank could finance a Fund in Ivory Coast which would provide for feasibility studies.

The representative of the Malaysian National Committee asked about the time required by UNIDO to organize an Investment Promotion Meeting if the request originated from a Member Country.

In reply to these queries, the representative of this Branch, stated that money received from the World Bank was either in the form of a loan or a credit, and not as an outright grant. Regarding the second query, he remarked that the time required would be at least one year as it entailed securing the finance, identifying sufficient number of projects and finally contacting potential investors.

#### Economic Co-operation among Developing Countries

The Officer-in-Charge, Section for Economic Co-operation among Developing Countries remarked that co-operation among developing countries consisted of economic and technical co-operation for achieving national and collective self-reliance and for establishing the new international economic order. This co-operation enabled the deliberate and voluntary sharing of expenses, exchange of technical research and scarce capabilities between two or more developing countries. This co-operation should be initiated by developing countries themselves and could be bilateral or multilateral in scope; sub-regional, regional and interregional in character. Finally, technical co-operation, project inputs and the main responsibility of this co-operation lay on the developing countries themselves.

This co-operation was promoted by:

- a. Solidarity Meetings: The more advanced developing countries were invited to a least developed country, which acted as a host country, to consider project portfolios prepared by UNIDO in co-operation with the host country. These meetings had been organized in Afghanistan, Bangladesh, Haiti, Sudan, Tanzania and Upper Volta.
- b. Joint projects between developing countries for mutual benefit; and
- c. Exchange of experience between developing countries through seminars, workshops on sectoral basis, i e. biogas in China and cement industry in Turkey.

Finally, he expressed the hope that the National Committees would support UNIDO in implementing this programme.

In response to a query from the representative of the National Committee in Tanzania, he stated that the responsibility of following up on these meetings was on the host country itself. UNIDO could provide some technical assistance and assist in bearing the travel costs for the trainees only.

#### Special Programme of the Least Developed Countries

A representative of the Least Developed Countries Section gave a short background of the concept of the Least Developed Countries and enumerated the various problems facing these countries. To add to their problems, these countries were additionally ravaged by natural disasters like draught, floods, civil war et.

UNIDO gave priority to improving agriculture by producing agricultural implements, fertilizers, pesticides, foundries. These also provided raw materials for agro-industries. Support was also given to establishing in the least developed countries an infrastructure like study centres, laboratories for quality control and processing raw materials. UNIDO also participated in the United Nations Conference on the Least Developed Countries in Paris and in the Conference on Problems and Prospects of the African Least Developed Countries.

Finally, he added that more than 80 per cent of the resources from the Indicative Planning Figure by UNDP, about 9 per cent from the United Nations Industrial Development Fund and \$1 million from the Special Industrial Services was utilized as seed money to prepare ground for larger activities under bilateral arrangement. Under the Regular Programme, \$1,100,00 was provided annually for technical assistance in these countries. Only those nationals were trained by UNIDO, who already had some basic training and who were already engaged in industry.

In response to a query from the representative of the National Committee in Ivory Coast, he stated that the least developed countries had to solve their own problems. He regretted that UNIDO could not do more due to dwindling resources.

#### Industry and Human Resource Development

The Head of the Training Branch presented UNIDO's Training Programme to the meeting. While appreciating the fact that training received increased attention, she stated that the New Delhi Declaration and Plan of Action,

inter alia, requested the developing countries to include development of human resources as part of their development plans and, moreover, invited the developed countries to open their training institutes to candidates from the developing countries. In addition, UNIDO was asked to identify training needs of the developing countries, develop training programmes accordingly, assess the training capabilities of these countries and encourage programmes of co-operation among them.

One of the basic problems faced by UNIDO was the lack of statistical data which resulted in uncertainty about the technology to be used in the future. She recommended that statistics be prepared on the existing needs of a country in training, the anticipated needs as well as long-term projections. It was essential to know the existing training capacities in a country whether these national institutions were strong enough to provide the required training. Co-operation between various countries was problematic because all economies were different and training in one country might not be relevant to another.

While assessing the training capacities of developing countries in Asia, she commented, only 12 - 16 institutions could co-operate as they satisfied the basic requirements.

Finally, she stated that National Committees could play a very important role in identifying training needs as they represented all sectors and thus could advise their Governments. They could also try to provide a link between representatives who adopted resolutions at international meetings and those who were involved at the operational level, in order to ensure the necessary follow-up. She drew the attention of the participants to the Consultation Meeting on development of human resources, which would be held in the near future.

The representative of the Thai National Committee wished to know whether the cost of strengthening an existing institution was paid from the country's IPF and whether it could be partly subsidized.

The representative of the Ivory Coast National Committee suggested that fellowship offers should also be sent to the National Committee in time, as they knew people who could benefit from these offers. Some of the fellowship grants were not suited to the needs of the developing countries.

The representative of the Malaysian National Committee inquired whether trainees also received training in the various departments of UNIDO.

In response to all these queries, she stated that the National Committees would be kept informed so that they could assist UNIDO. She added that expenses of strengthening an institution had to be borne by the country itself.

Development and Transfer of Technology (+ the Industrial and Technological Information Bank INTIB)

The Head of the Development and Transfer of Technology Branch stated that their programme was based on the Vienna Programme of Action on Science and Technology for Development, adopted by the United Nations Conference of Science and Technology for Development in 1979, where the need to strengthen technological capabilities in developing countries had been stressed. This involved the utilization of local capabilities and would thus require: building up of human resources, technological institutional infrastructure, allocation of appropriate financial resources and collection and dissemination of information. He emphasized the importance of providing a national framework with a clear-cut strategy and the setting up of goals with a time perspective. In case an industrialist considered establishing a production unit, he would have to proceed as follows:

- i) to identify the required technology;
- ii) to select the most suitable technology;
- iii) to negotiate terms;
- iv) to acquire that technology by signing an agreement;
- v) to adapt the technology which suited local conditions;
- vi) to see that people were suitably trained; and
- vii) to see that the technology was well-applied taking into consideration the availability of raw materials, marketing, quality control etc.

In case, technology was developed in the country itself, then financial resources and manpower should be provided to an Institute to develop this technology. He remarked that traditional technologies had to be upgraded through modern ones. He explained the term appropriate technology and emphasized the importance of the right choice and selection in this respect. It was essential to assess the implications of forthcoming advanced technologies like genetic engineering, microprocessors, robotisation, biotechnology etc. in the developing countries and to have in each country a certain number of persons familiar with these technologies, who could translate them to the needs of the developing countries. In conclusion, he observed that National Committees could prove to be very important for UNIDO activities and recommended that UNIDO staff members give information on UNIDO to the members of the National Committee, when on mission to various countries.



UNIDO's activities in this field were based on specific requests received from countries. The Branch carried out surveys, organized meetings and national seminars in which persons concerned with technology were invited for brainstorming sessions, study tours and training courses. In addition, various studies, surveys, directories, guidebooks were produced by the Technology Group.

The representative of the Thai National Committee requested UNIDO to play an active role in obtaining appropriate technology at appropriate terms.

The representative of the Malaysian National Committee mentioned that the technology register examined the legal and economic implications of agreements. He wanted to be informed whether any other country other than the socialists would be in a position to provide a technological evaluation.

In response to these queries, the Head of the Development and Transfer of Technology stated that all requests were treated as individual cases. UNIDO tried to remain flexible and carry out activities which would leave a visible impact and improve the situation. In response to the question about technological evaluation, he remarked that UNIDO was now establishing a technological information exchange network as a pilot project in co-operation with the Development Financing Corporation, which would fulfil this need, when well-established.

A representative of the Industrial Information Section outlined the importance of information in making decisions. The programme of the Industrial and Technological Information Bank at present covered 20 sectors, in which Consultations were organized. This received approximately a thousand questions a year which required individual research. The Bank assisted in selection of technology at the pre-investment stage by suggesting available alternatives. UNIDO Newsletter prepared by this Section provided a brief summary of important events and was distributed to 30,000 addresses. She further informed the participants that a directory of industries/technical research institutes had been prepared.

#### Energy-related Activities

The Special Assistant to the Executive Director on Energy, outlined the development of research in the field of energy. He said that as energy was very important at present, a special unit was established to co-ordinate UNIDO programme in this field. He described the problems faced by the developing countries due to shortage of energy and drew the attention of the participants to the strong linkage between development in industry and energy. He added that developing countries could avoid the mistakes of the

developed countries. The developing countries had a huge potential in energy, if only their hydropower could be developed and the present position was that they were becoming net exporters of energy. The Lima energy gap could be easily closed by right planning and action. For this, consideration should be given to short-term requirements and long-term ones.

#### IV. SENIOR INDUSTRIAL DEVELOPMENT FIELD ADVISERS

A representative from the Field Reports Monitoring Section introduced himself as a former Senior Industrial Development Field Adviser (SIDFA) and gave details about this programme. The SIDFA co-ordinated activities in the industrial field, provided service in the field, and ensured UNIDO an adequate channel of communication. SIDFAs were stationed in several developing countries. He informed the participants that, unfortunately, funds for this programme were declining and its future was not assured.

He further informed the participants about the activities of a Junior Professional Officer. This officer was assigned for a year and his contract could be prolonged for another year. They were trained in Headquarters and returned to UNIDO for a mid-term review. They acted as assistants to the SIDFA, mainly in the elaboration and formulation of projects, preparation of industrial background papers and project documents, evaluation of progress made, preparation of evaluation report and in the installation of UNIDO experts.

The representatives of the Thai and Tanzania National Committees emphasized the importance of this programme for the developing countries that it be strengthened even if funds had to be shifted from other programmes.

In response, the Acting Head, Governments and Intergovernmental Organizations Relations Section, informed the participants that the General Assembly had recognized the importance of this programme. As the contributions to the UNDP Fund had decreased substantially, the SIDFA programme also received less funds.

V. PREPARATORY ARRANGEMENTS FOR THE FOURTH GENERAL CONFERENCE OF UNIDO

As it had been decided at the Directors' level that the National Committees for UNIDO be closely associated with the preparations for the Fourth General Conference of UNIDO, to be held at Nairobi, Kenya, in 1984, the Chairman and the members of the Task Force for the Preparation of the Fourth General Conference of UNIDO were invited to attend the first part of the programme. The Chairman, also the Director, Division of Industrial Studies, described the current industrial and economic background, in which rates of growth were decreasing drastically while interest rates had more than tripled. Keeping in mind the various problems faced by the developing countries, such as deteriorating balance of payments situation, restricted markets for export, high energy costs etc., a provisional agenda for the Fourth General Conference had been prepared and submitted to the Industrial Development Board for approval. It was strongly felt by the Task Force that the Governments should be actively involved in the preparatory phase. He also informed the participants that members of the Task Force would visit a selected number of countries.

The representative of the Thai National Committee recommended that sufficient advance notice be given to Governments of such visits so that meetings with the appropriate officials could be arranged. He added that documents for discussion, including a short briefing note, should be concise and transmitted to the countries about six months before the Conference began.

It was remarked by the representative of the Hungarian National Committee that, in addition, to giving guidelines to UNIDO, the Fourth General Conference should provide guidance to individual countries. Prospects for industrialization for regions and for individual countries should also be suggested.

The representative of the Ivory Coast National Committee suggested that industrial development with maximum participation by the nationals of the country should be the aim.

It was recommended by the representative of the Malaysian National Committee that secretariat members should be sent to visit countries which had been successful in their industrialization and those which had found it problematic.

The representative of the Tanzanian National Committee observed that UNIDO should have a scheduled programme in tackling problems rather than documents.

The Chairman of the Task Force for this Conference noted these remarks and suggestions and mentioned that at present the Task Force was mainly interested in ideas. He promised to give sufficient advance notice of such visits and requested names of officials who were involved in the economic programme. In addition, he encouraged initiative taken by the countries themselves to organize regional meetings, for example, Malaysia could organize an ASEAN meeting. He suggested modalities, basic pre-conditions and some of the approached in this case and informed them that an internal working documents existed in which the following subjects were mentioned:

- a) Timely assessment of emergent trends in world industrialization and creating an awareness of problems;
- b) Enlarging the catalytic activities for mobilizing international co-operation;
- c) Strengthening of technical co-operation programmes; and
- d) Broadening of promotional and technical services.

## VI. ADMINISTRATIVE MATTERS

### Secretariat Recruitment

The Head of the Personnel Services, informed the participants that according to the guidelines of recruitment, only those candidates were selected, who were most efficient, most suitable for the post and who best met the requirements of the United Nations. Recruitment was also based on geographic distribution and desirable ranges, which were decided on the basis of the contribution, population and membership of a given country. He mentioned that the majority of countries had a minimum range of 2-14, while some had from 300 - 400. As a rule, the secretariat avoided accepting candidates from over-represented countries and gave preference to women and youth, provided the other qualification were same.

The Chief of the Secretariat Recruitment gave further details about the staff working for UNIDO. He said that there were at present 1,347 persons working for UNIDO consisting of 427 professionals, 796 General Service and 124 Manual Workers. He informed the participants that informal ranges had been considered for member countries in anticipation of UNIDO becoming a specialized agency and mentioned these for the participants' countries. Finally, he described the whole recruitment procedure and requested the assistance of the National Committees in obtaining suitable candidates for the secretariat.

Replying to the question raised by the representative of the Malaysian National Committee, he stated that even if the vacancy deadline had passed, the candidature should be submitted to the secretariat. Finally, he added that the official ranges applied to the United Nations secretariat as a whole.

#### Recruitment of Experts for Field Projects

The Chief, Project Personnel Section, outlined the work of his Section which consisted of planning, co-ordinating and conducting the recruitment of project personnel as well as that of industrial operational assistance personnel, constituting 47 per cent of the implementation of the technical assistance projects. During the past year, 946 experts were recruited while contracts of 549 were extended. The National Committees could really assist in this process by suggesting names of short-period high quality experts who were ready to work in other developing countries. In the developed countries, this was carried out by national recruiting agencies. At present, the Resident Representatives and the Senior Industrial Development Field Advisers were the only contact points in developing countries. He informed the participants that even though the General Assembly had recommended that 50 per cent of the experts be recruited from the developing countries, only 35 per cent were from these countries. He mentioned that the short assignment of the expert enriched his experience and did not constitute a brain drain and requested that the National Committees assist UNIDO by getting the duration of approval shortened and ensuring that the job description was prepared according to the guidelines.

#### Documents Distribution

The Chief of the Documents Unit stated that UNIDO documents were automatically sent to libraries, study centres, information centres, Ministries, Embassies and to the United Nations Offices around the world according to the regulations of the United Nations. Finally, he drew the attention of the participants to the procedure of requesting documents, where the symbol as well as the initial of the languages required must be mentioned. In response to the question raised by the representative of the Thai National Committee, he said that documents were sent to the Resident Representatives and SIDFAs and that in future they would also be sent to the National Committees.

### Contracts and Equipment Procurement

The Officer-in-Charge, Purchase and Contract Service, stated that his Service finalized agreement with consulting engineering businesses and placed orders with manufacturers for the acquisition of equipment for projects, taking care to provide the best at the most reasonable cost to Governments. The Service had a register with 3,000 organizations and 20 million entries on the computer. For equipment they had a mini-computer with 1200 entries, in addition to a library.

The financial rules demanded that for any contract or purchase above \$10,000 competitive bidding was essential and contracts or purchases above \$ 40,000 had to be submitted to the UNIDO Committee on Contracts to be reviewed. The recipient country had to accept the company before a contract could be finalized. Only that organization was chosen, which quoted the lowest costs and met all conditions that is duration of assignment, ratio of work in the field, time spent for the execution of the project, their calibre, their age, their knowledge of the country, specific knowledge of the projects. The Governments in their turn should provide to the contractor those services and facilities to which it had agreed.

Purchase orders were placed with those manufacturers who quoted the lowest costs, meeting at the same time all specification which the project required. The process was simpler in the case of purchase of equipment, i.e. placing of order, follow-up, delivery of equipment etc. The Resident Representative was kept informed and it was expected that the Government would allow the equipment to be imported duty free.

In response to a question from the representative of the Ivory Coast's National Committee, he stated that if Ivory Coast wanted UNIDO's help in the purchase of an oven, they could supply the names of several manufacturers of ovens, but in case they wished to implement this project themselves then the Industrial Information Section could help. In conclusion he added that UNIDO does not charge any service cost for sending information.

### VII. CLOSURE OF THE MEETING

The Acting Head, Governments and Intergovernmental Organizations Relations Section, thanked the participants for having attended these discussions. He reiterated the desire of the Executive Director to re-activate these Committees and informed the participants that these discussions would be held regularly every year. He requested the participants to inform him in which way the performance of these Committees could be improved. He urged the participants

to assist in promoting industry and thus help in achieving the objectives of UNIDO. If necessary, UNIDO could assist in preparing articles for being printed. He assured them that all documents, excepting those for sale, would be sent regularly to the National Committees.

The participants expressed their satisfaction with the information provided, underlined the usefulness of the discussions and expressed the hope that they would be organized at regular intervals. They also observed that, thanks to the discussions, they were in a better position to take advantage of all possibilities offered to them by UNIDO. Finally, the Chairman of the National Committee of Tanzania asked whether UNIDO could send its cumulative list of documents to the National Committees so that they could select the ones they needed. The Secretary-General of the National Committee of the Ivory Coast requested that information on all UNIDO activities should be sent to the National Committees. Information on the fellowship programme, in particular, would allow them to be involved in the selection of candidates.

Annex I

LIST OF PARTICIPANTS

National Committee of Hungary	Dr. Tamás Sömjen, Secretary
National Committee of the Ivory Coast	Mr. N. Cho, Secretary-General
National Committee of Malaysia	Mr. Fazaruddin Othman
National Committee of Peru	Mr. Carlos Carrillo, Permanent Secretary
National Committee of Thailand	Mr. Sukon Kuansuwan Mr. Pataravadee Komalarachun
National Committee of the United Republic of Tanzania	Dr. F.S. Mujuni, Chairman Mr. J.D. Haji Mr. E.P. Simwela



