



TOGETHER
for a sustainable future

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22514**UNIDO Project US/RER/00/011****Regional Forum on Industrial Cooperation and
Partnership in Central and Eastern Europe and the Newly
Independent States,
Budapest, 11-12 October 2000****FINAL REPORT****30 November 2000****Contract No. 2000/110/VK****Prepared by
Foundation for Small Enterprise Economic Development
(SEED)**

SEED- Foundation for Small Enterprise Economic Development was very honored to be host organisation of UNIDO Regional Forum together with Ministry of Economic Affairs.

In the *preparatory phase* until July 15 activities below were carried out based on the contract.

- Managing Director of SEED had meeting in UNIDO on 6 July 2000 with the staff of the Europe and NIS Bureau to discuss all details regarding the organization of the Regional Forum
- SEED employed two assistants for the organisation (administration, writing invitation and other letters, arranging appointments, making phonecalls, dealing with problems): Laura Ungváry from 10 of July to 11 of August and the first half of September, and Anna Farkas from the second half of August to 31 of October (except Laura's period). They both will also work Hotel Agro 10-13 October 2000. The previous contract with Ms. Judit Forrai from June 1 has finished in the same time. Accountant were requested for separate bookkeeping of the project.
- SEED agreed with the Ministry of Economic Affairs of Hungary (Mr. Barnabás Fáy) on at the registration at all tasks: foreign guests, inaugural session, press conference, reception dinner, business breakfast, etc.
- SEED met with Head of Press and PR Department of Ministry of Economic Affairs, Mr. Tamas Lindenberger to ensure the best division of labour in connection with the Press Conference at the time of Regional Forum. The contact person from SEED was Zsuzsa Laczko PR manager.
- SEED negotiated with sales manager Emma Kramer at Hotel Agro. Agreement was made on duties, responsibilities, deadlines, financial conditions, details of catering and technical terms. Business partners listed the required quantities of rooms, breakfast, beverages and cookies, coffee and tea for coffee breaks, lunches, Welcome drink and Reception Dinner

during the Forum. Deadlines of conference application, room reservation were finalized too.

- Established contact with several printshops, asking for prices of printing folders and materials
- Prepared complete check list, as a basis of Conference's scenario, continuity and database scripts-like confirmed reservation, list of invited Hungarian Guests etc.
- Prepared reply form and letter of invitation in Hungarian; all letters meet the requirements of the Ministry of Economic Affairs of Hungary
- Collected information about Hungarian visa requirements for participants and location of Hungarian Embassies in the region.
-

In the middle of August organizers realised:

- the number of Registered Participants were less then we accepted.
- participants from the TACIS and NIS countries were suffering of visa problems and uncertanties
- Hotel Agro urged on a daily basis to finalize the required number of rooms
- The first invitation letters toward local participants attracted only very few Hungarian registration.

-After discussing with Mr. Rosnitschek from UNIDO, and Mr. Fay from Hungarian National Comitte of UNIDO SEED reorganized the original scenario and together with our partners-Ms. Kwi Chin Kopecky, Ms. Klara Haidegger and Mr. Ernő Partl, made several efforts:

- Referring to the needs we got on E-mail, by fax and phone we wrote invitation letters for potential participants of NIS Countries.
- We also facilitated contacts between participants and Hotel Agro to avoid over-or under booking of room reservations.
- We sent another letters for the expected Hungarian participants to emphasized importance the topics of the Forum. In the same time we negotiated with

UNIDO HQ and Mr. Fay to ensure Hungarian translation on the conference to attract all of those who decided not to attend because of language barriers.

After discussing with the Press and PR Department of the Ministry, we issued a Briefing to present the Forum in the Press. Leaflets of UNIDO in Hungarian and the Posters of the Forum were disseminated for wide range of Public, Private and Scientific Institutions.

From the beginning of September the preparatory work reached the klimax:

-SEED finalized the items of conference catering to ensure the most appropriate using of the contracted budget.

-We selected interpreters enabling three languages translation on the Forum.

-Assistants collected Arrival-Departure time of Participant to assist in the smooth joining to -Hotel Agro and to organize the work of Conference Officer's job at the beginning and at the end of the Forum.

-We also hired Rapporteurs serving the Forum needs.

At the end of September

-folders of the sessions were ready.

-contract were signed with interpreters, conference officers, Hotel Agro and their Technical assistance provider, etc. Based on the daily contact with Unido HQ and conference participants, we flexible reacted for every new technical needs.

-Donor's gifts-plastic bags, information materials were collected in SEED.

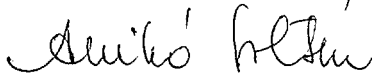
-Task were clarified stage-by stage with every key actors of the conference. Hotel Agro was also partner to fulfill new requirements in the latest. minute.

From 9 of October, we worked as a team together with Ms. Kopecky, later on with Mr. Wiedeman and Mr. Donocik. As a result of excellent cooperation and collaboration with project partners and the hired experts, assistants from the

beginning, participants were satisfied either the venue, or the atmosphere and hospitality of the UNIDO Regional Forum. There is a specific element of the success: we saved significant amount from the original Budget.

Finally I'd like to express my gratitude our visible and invisible partners for their contributions in the Forum' succes.

Budapest, 30.November 2000.



Aniko Soltesz

Managing Director

SEED Foundation