



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Journal

GENERAL CONFERENCE

No. 1

Seventeenth session

Vienna, 27 November–1 December 2017

SCHEDULE OF MEETINGS

Monday, 27 November 2017

FOR PROTOCOL REASONS, ALL PARTICIPANTS ARE INVITED TO TAKE THEIR SEATS IN THE
PLENARY HALL BY 9.45 a.m.

10 a.m.-1 p.m. Opening of the seventeenth session **Plenary Hall**
(Item 1 of the provisional agenda, GC.17/1) (first floor)

Followed by **1st plenary meeting** **Plenary Hall**
(first floor)

Item 3: Adoption of the agenda

Item 2: Election of officers

Address by the President

The Conference will be opened by
Mr. Michael Linhart, Deputy Minister and
Secretary-General for Foreign Affairs at the
Federal Ministry for Europe, Integration
and Foreign Affairs of Austria

Item 6: Appointment of the Director General

Congratulatory statements by the regional
groups of UNIDO

Address by the Director General

Item 1 Addresses by high-level dignitaries

(continued)

General debate - Items 8 to 23

Matters for inclusion in the *Journal* should be sent as far in advance as possible to its editor
(Mr. Federico Castellani Koessler, telephone: +43(1) 26026-3504 or email: f.castellani-
koessler@unido.org)

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SCHEDULE OF MEETINGS (*continued*)

Monday, 27 November 2017

2.15-3 p.m.	General Committee	Conference Room M6 (ground floor)
3-4 p.m.	2nd plenary meeting	Plenary Hall (first floor)
	Item 10: World Women Leaders Talk	
4-6 p.m.	Item 10: The sixth UNIDO Forum on Inclusive and Sustainable Industrial Development (<i>continued</i>)	
6.30-8 p.m.	Reception - Hosted by the Director General (for all participants)	Cafeteria (VIC Restaurant, F-building)

FORECAST OF MEETINGS

Tuesday, 28 November 2017

8:30	G-77 Task Force meeting	MOE100 (ground floor)
9-11 a.m.	3rd plenary meeting Item 4: Organization of work General debate Items 8 to 23 (<i>continued</i>)	Plenary Hall (first floor)
11 a.m.-1 p.m.	Item 10: UNIDO Donor meeting 2017 General debate Items 7 to 23 (<i>continued</i>)	Plenary Hall (first floor)
10 a.m.-12.30 p.m.	Main Committee – 1st meeting	Board Room A (second floor)
12:45- 13:15 p.m.	Informal meeting of the Credentials Committee (for members of the Credentials Committee only)	MOE27 (ground floor)
2-4 p.m.	4th plenary meeting General debate Items 8 to 23 (<i>continued</i>)	Plenary Hall (first floor)
2.30-4 p.m.	Main Committee – 2nd meeting	Board Room A (second floor)
4-8 p.m.	Side event: TEDx Talks: The circular economy (refreshments served as part of the side event)	Cafeteria (F-building)

FORECAST OF MEETINGS

Wednesday, 29 November 2017

8:30	G-77 Task Force meeting	M0E100 (ground floor)
8:45 -10 a.m.	Side event: Breakfast meeting on “Partnering for Impact: Advancing gender equality in industry to achieve the 2030 Agenda” <i>(refreshments served as part of the side event)</i>	Networking zone (second floor)
9:30-10:15 a.m.	Credentials Committee	Room M6 (ground floor)
10a.m.- 1 p.m.	5th plenary meeting General debate Items 8 to 23 <i>(continued)</i>	Plenary Hall (first floor)
10:30 a.m.-12 p.m.	Main Committee – 3rd meeting	Board Room A (second floor)
1-3:30 p.m.	Side event: Industry 4.0 – the opportunities behind the challenge	Board Room A (second floor)
3:30-4:30 p.m.	4th plenary meeting Item 10: Launch of the Industrial Development Report 2018	Plenary Hall (first floor)
4:30-6 p.m.	General debate Items 8 to 23 <i>(continued)</i>	
4:30-7:30 p.m.	Main Committee – 4th meeting	Board Room A (second floor)

FORECAST OF MEETINGS

Thursday, 30 November 2017

8:30	G-77 Task Force meeting	M0E100 (ground floor)
10 a.m.-12 p.m.	7th plenary meeting General debate Items 8 to 23 (<i>continued</i>) Item 5: Credentials of representatives to the Conference Item 7: Elections to organs	Plenary Hall (first floor)
9-11 a.m.	Main Committee – 5th meeting (<i>tentative</i>)	Board Room A (second floor)
12-2:30 p.m.	Side event: IDDA III: Helping Africa leapfrog its industrial development (<i>refreshments served as part of the side event</i>)	Board Room A (second floor)
3:30-6 p.m.	8th plenary meeting General debate (<i>if required</i>) Items 7 to 23 (<i>continued</i>)	Plenary Hall (first floor)
3:30-6 p.m.	Main Committee – 6th meeting (<i>tentative</i>)	Board Room A (second floor)

FORECAST OF MEETINGS

Friday, 1 December 2017

10 a.m.-1 p.m.

9th plenary meeting

Consideration and adoption
of decisions and resolutions

Plenary Hall
(first floor)

ANNOUNCEMENTS

Reception

All participants are cordially invited by the Director General on the occasion of the sixteenth session of the General Conference to a reception on Monday, 27 November at 6.30 p.m. in the restaurant (Mozart room) of the Vienna International Centre (VIC).

Reception by the Permanent Mission of the Philippines

The Permanent Mission of the Philippines is honoured to invite the Heads of Delegation or their designated representative to a reception on Tuesday, 28 November, to present the Commission on Audit of the Philippines as the candidate for the External Auditor of UNIDO. The reception will take place from 12:30 to 2:30 p.m. at the Permanent Mission of the Philippines located at the ARES Tower, Donau-City-Strasse 11, 1220 Vienna, on the twenty-first floor.

UNIDO mobile application “UNIDO Events”

The “UNIDO events” App, which can be downloaded from the Google Play Store and from the iTunes store, is a user-friendly tool for mobile phones that gives online access to all Conference-related information, including the agenda, detailed descriptions of each session (with the speakers’ biographies), exhibition details, etc. The App is part of UNIDO’s Digital Initiative, which seeks to use the latest technology to share knowledge and best industrial practices with a global audience. New features include:

- News/Events announcements and push notifications;
- Floor plans;
- Social media integration;
- Integrated interactive module for audiences.

Cybercafé

A cybercafé will be available on the ground floor of the M-building with desktop computers connected to the internet.

Conference coverage on the Internet

In line with decision IDB.43/Dec.6 (n), written summary records will not be provided for this session and will continue to be replaced with digital recordings for the period of 2016-2017. The sound recordings will be made of the meetings of the plenary and sessional bodies as appropriate. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>). The recordings will also be available through the VIC Online Services (<http://myconference.unov.org>).

The VIC Online Service will also allow participants convenient access to documentation and information for participants regarding facilities and services available in the VIC. The application can be accessed from participants’ mobile devices such as smart phones and tablet PCs at the following address: <http://myconference.unov.org>.

Forum on industrial development issues and side events

The World Women Leaders Talk, the sixth UNIDO forum on inclusive and sustainable industrial development (ISID), the fourth UNIDO Donor Meeting, and the launch of the Industrial Development Report 2018 will be held in the plenary and make up this year’s forum on industrial development issues.

Furthermore, a restricted number of additional events will provide a unique and interactive platform for an inclusive discussion and exchange of ideas and information between high-level development policy experts, private sector, academia and leading development partners:

World Women Leaders Talk

As the first event of the General Conference, the World Women Leaders Talk will lay the foundations for the discussions throughout the week. It will explore the pivotal role of industrial development in the development and social well-being in economies and for people and societies. The event will emphasize the importance that strong political commitment to industrialization plays in achieving the Sustainable Development Goals (SDGs) and the 2030 Agenda. It will also highlight the role of innovation and education, training and learning as the foundation for any economic and social advancement of countries in the twenty-first century. Through the discussion, the pivotal role of the United Nations, and UNIDO in particular, to support Member States in pursuit of policies and strategies for inclusive and sustainable development will be elaborated.

To this end, the event will feature a number of high-level women in the world of politics, who will discuss these issues from a political perspective.

Date and time: Monday, 27 November 2017, 3-4 p.m.

Venue: Plenary Hall (M-building, first floor)

The sixth UNIDO forum on inclusive and sustainable industrial development

The sixth edition of the UNIDO forum on inclusive and sustainable industrial development will provide a platform to highlight the key features and value proposition of the “Programme for Country Partnership” model (PCP). It will also allow participants to discuss the way forward for the PCP as an evolving partnership framework for greater development impact.

The PCP is UNIDO’s multi-stakeholder partnership model aimed at accelerating inclusive and sustainable industrial development under the strong leadership of the national government. It is currently being piloted in Ethiopia, Senegal and Peru. From a substantive point of view, the PCP differs from the traditional country programmes through a stronger country analysis; a proactive engagement with international financial institutions (IFIs), development finance institutions and the business sector; a much stronger positioning of UNIDO at the core of the host country’s industrial policymaking; and a focus on assisting the government in coordinating flows of resources from public investment (possibly with the support of IFIs) and private investment.

Against this backdrop, the sixth ISID Forum will:

1. Highlight the key features and the value proposition of the PCP as an innovative partnership framework; and
2. Demonstrate the current progress of the PCPs, emphasizing the PCP as an evolving partnership framework for creating greater development impact.

The Forum will consist of two sessions, each with keynote remarks and moderated discussions.

Date and time: Monday, 27 November 2017, 4-6 p.m.

Venue: Plenary Hall (M-building, first floor)

Fourth Donor Meeting

The fourth Donor Meeting will highlight the contribution of donors to UNIDO’s work. In particular, success stories from UNIDO’s technical cooperation portfolio will be presented, with a focus on their impact and relevance in the implementation of the Sustainable Development Goals, in line with the theme of this year’s General Conference, “Partnering for impact — achieving the SDGs”. The meeting will feature interactive discussion sessions in which all participants are invited to participate.

Date and time: Tuesday, 28 November 2017, 11 a.m. - 1 p.m.

Venue: Plenary Hall (M-building, first floor)

TEDx Talks: The circular economy

The circular economy is a priority for UNIDO. This TEDx event is a unique gathering that will unleash thought-provoking ideas and conversations while informing and inspiring, making us think and reflect on how we can contribute towards a sustainable future. The event will feature up to six speakers, exploring the issues tied to the circular economy. It will also provide participants with opportunities to network. Refreshments will be provided as part of the event.

Date and time: Tuesday, 28 November 2017, 4 - 8 p.m.

Venue: VIC Cafeteria (F-building, ground floor)

Breakfast meeting on “Partnering for Impact: Advancing gender equality in industry to achieve the 2030 Agenda”

UNIDO has been working on strengthening the gender dimension of ISID by investing in women’s talent and potential and providing technical assistance in various regions. This breakfast meeting will discuss multi-stakeholder partnerships as a key tool for enhancing women’s full participation in crafting and benefiting from ISID actions. Refreshments will be provided as part of the event.

Date and time: Wednesday, 29 November 2017, 8:45 - 10 a.m.

Venue: Networking zone (M-building, second floor)

Industry 4.0 – The opportunities behind the challenge

This event will highlight the impact of Industry 4.0, which will be wide and profound, reaching all disciplines; redefining the boundaries between economic and industrial sectors; between buyers and sellers; redefining the role of public and private sector; and changing the terms of competition. Industry 4.0 poses multiple challenges that will be particularly difficult to meet in developing countries. This event will discuss the Industry 4.0 paradigm and its implication for the realization of inclusive and sustainable industrial and economic development, and the 2030 Agenda for Sustainable Development in general.

Date and time: Wednesday, 29 November 2017, 1 - 3:30 p.m.

Venue: Board Room A (M-building, second floor)

Launch of the Industrial Development Report 2018

Industrial development has typically been studied from a supply-side perspective, relegating the importance of demand. The initiation of industrial development, however, requires a critical mass of demand for manufactures. With the right set of conditions, the consumption of manufactures can set in motion a virtuous circle of industrial development comprising income creation, demand diversification and massification of consumption. This circle, however, requires specific policy measures to attain socially inclusive or environmentally sustainable industrialization.

This event presents the launch of the Industrial Development Report 2018 “Demand for Manufacturing: Driving Inclusive and Sustainable Development”. The main findings of the report will be presented and discussed with a panel of leading experts in the field of industrial development.

Date and time: Wednesday, 29 November 2017, 3:30 - 4:30 p.m.

Venue: Plenary Hall (M-building, first floor)

Third Industrial Development Decade for Africa

This side event will deliberate on how best to operationalize and implement the Third Industrial Development Decade for Africa. It follows up on the high-level side event held during the seventy-second session of the United Nations General Assembly in New York, which was entitled “Third Industrial Development Decade for Africa (2016-2025): From political commitment to actions on the ground”. As such, this event will take stock of the progress made by various stakeholders in implementing the Third Decade. It will also discuss key elements and best practices for partnerships to enhance Africa’s industrialization within the framework of the Third Decade.

Date and time: Thursday, 30 November 2017, 12 - 2:30 p.m.

Venue: Board Room A (M-building, second floor)

INFORMATION FOR PARTICIPANTS

Journal

1. The *Journal* of the Conference will be issued daily in English and French, and made available online on UNIDO's website (www.unido.org/gc/17). It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day, and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor (Mr. Federico Castellani Koessler, telephone: +43(1) 26026-3504 or email: f.castellani-koessler@unido.org).

Secretariat

2. The Executive Secretary of the seventeenth session of the General Conference is Mr. Kai Bethke, Director, Department of External Relations. The Executive Secretary can be contacted by telephone: +43 (1) 26026-5232, by fax: +43 (1) 26026-6874, by email: pmo@unido.org, or by writing to the following address:

Executive Secretary of the Conference
Policymaking Organs Secretariat
UNIDO
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria

Registration

3. Registration and issuance of conference access cards during the session will be as follows:

27 November (Monday) to 30 November (Thursday)	8 a.m.-4 p.m.	VIC Gate 1
1 December (Friday)	8 a.m.-end of session	VIC Gate 1

Participants registering on 1 December 2017 will be reflected in a revision to the list of participants (GC.17/INF.2/Rev.1) to be issued after the session.

Registration will be effected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO and Permanent Observers, the Secretariat would appreciate being informed in writing, in the form of a note verbale, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of the names of the head and other members

of the delegation. For all other entities, the names of the head and other members of the delegation could also be communicated in the form of a letter. In order to facilitate registration procedures and to issue conference access cards, the notes verbales and letters are to be sent as an attachment to an email exclusively to pmo-registration@unido.org. Furthermore, a contact e-mail address is required for each member of the delegation. The registration system will automatically send an e-mail to the specified address, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size).

It is essential that the original notifications are still mailed to the Policymaking Organs Secretariat, Room D2209, UNIDO, Vienna International Centre (VIC), P.O. Box 300, 1400 Vienna, Austria. Any queries relating to registration should be referred to the Office of the Executive Secretary of the Conference.

Credentials

4. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk (see para. 3) or the Office of the Policymaking Organs in M0116, as soon as possible.

Conference access cards

5. Each participant will require a conference access card with a photograph for entry into the VIC premises during the session. Conference access cards will be issued to those accredited participants who are not already in possession of a valid VIC access card. Access cards must be worn visibly at all times in the conference areas and VIC premises.

6. The loss of an access card must be reported immediately to the United Nations Security and Safety Service, who will issue a duplicate card.

List of participants

7. A provisional list of participants will be available on the first day of the Conference, to be revised at a later date. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

8. Delegations are also requested to notify, in writing, the staff at the registration area, or the Secretariat of the Conference of any subsequent changes in the information in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

Conference rooms available

9. The following conference rooms are available in the M-building:

Room	Purpose
Plenary Hall	Plenary, World Women Leaders Talk, ISID Forum, Donor Meeting, and launch of the UNIDO Industrial Development Report 2018
Board Room A	Main Committee, Industry 4.0 and IDDA III
Press Conference Room M-building	Press Conference
Conference rooms in M-building (M4,M5,M6 and M7)	Additional Committee meetings

10. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Management Unit of UNOV, room M0222, +43 (1) 26026 extension 83150 or 3115.

Seating arrangements

11. Delegations will be seated in English alphabetical order. The name of Finland was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium. In the Main Committee, delegates will find their nameplates at the entrance to Board Room A and are requested to take them along to their seat of choice.

12. Each Government delegation will be assigned two seats at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

13. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

Simultaneous interpretation

14. In the proceedings of the plenary and the Main Committee, interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

15. A participant may speak in a language other than the official languages. In this case, however, the

speaker must inform the Meetings Management Unit in advance and provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat’s official interpreters.

16. Each seat in the meeting rooms at the M-building with simultaneous interpretation equipment will be provided with a portable receiver set and headphones. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meetings rooms.**

Speakers in the general debate

17. The list of speakers for the Plenary meetings was opened on 30 October 2017. As of 27 November, once the Conference has started, delegates who wish to speak in the Plenary are requested to give their names to the Conference Officer in the Plenary Hall. The names of speakers will be entered on the list in the order in which the requests are received.

18. Delegates are urged to keep the duration of their statements in the general debate to a maximum of **5 minutes for national statements, 10 minutes for statements of regional groups.**

19. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the general debate.

20. Delegates are reminded that, as announced at the second informal consultations on 18 October, under item 6 of the agenda, Appointment of the Director General, the floor will be given to **regional groups only**, to deliver congratulatory statements of a **maximum of three minutes.**

Prepared statements

21. To facilitate the work of the interpreters and press officers, speakers are requested to submit in advance and as early as possible, at least 10 copies of their statements to the Meetings Management Unit in room M0222 or to the Conference Officer in the Plenary Hall.

Sound recordings

22. Sound recordings will be made of the meetings of the Plenary and the Main Committee. The sound recordings will be available at <http://extranet.unido.org> and <http://myconference.unov.org>.

Documents distribution

23. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Pre-session documents are published on the UNIDO website (www.unido.org/gc/17). As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, documents are only issued electronically. **All participants are urged to bring these documents with them.** Participants are also urged to bring with them UNIDO basic documents — i.e. the Constitution, rules of procedure, decisions of the General Conference and the Board, etc. — since, as part of its saving measures, the Secretariat does not reproduce documents that have been the subject of wide distribution on previous occasions. Participants are also informed that conference room papers will not be printed and are available from the Permanent Missions' Extranet.

24. During the Conference, in-session documents (except for the conference room papers) may be collected from the Documents Distribution Counter (outside the Plenary Hall, first floor, M-building) where each delegation will have a pigeonhole. The Documents Distribution Counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

25. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

26. The deadline set by the informal consultations for the submission of draft decisions and resolutions has expired. The General Committee will take a decision in relation to any additional texts at its first meeting.

Summary records

27. In line with decision IDB.43/Dec.6 (n), written summary records will not be provided for this session and will continue to be replaced with digital recordings for the period of 2016-2017. The sound recordings will be made of the meetings of the Plenary and the Main Committee. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>). The recordings will also

be available through the VIC Online Services (<http://myconference.unov.org>).

Information Desk (entrance to M-building)

28. At the Information Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. The Information Desk will be open daily from 8.30 a.m., extension 27999/5612.

Media

29. Representatives of the media - print media, photo, radio, television and film, news agencies and online media - who fully meet United Nations media accreditation requirements can be registered. Please send an e-mail to: s.sackda@unido.org with a copy to c.groessing@unido.org.

Commissary

30. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO — Austrian nationals and stateless persons resident in Austria excluded — are entitled to commissary access cards for the duration of the session. If a head of delegation leaves before the end of the Conference, they should designate a new head of delegation.

31. The Commissary is located in the F-building of the VIC, floor -1. Opening hours are Monday through Friday from 12 noon to 7 p.m. Access to the Commissary is limited to holders of an access card validated for Commissary access.

32. Any questions in connection with the issuing of commissary access cards should be directed to the registration desk. For more information regarding Commissary purchases, please contact the Customer Information Desk (extension 22569).

Postal services

33. A post office, on the first floor of the C-building, provides all regular postal services, express mail service and some banking services, Monday through Friday from 8 a.m. to 6 p.m. Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration and lottery tickets.

34. Telephone cards may be purchased at post offices and tobacco shops (*Tabak-Trafik*) throughout Vienna.

Banking services

35. An Austrian bank with multilingual staff offers full banking services at the VIC. The Bank Austria has a branch on the first floor of the C-building and another at the entrance level of the D-building. Bank services are provided by the Bank Austria on the first floor of the C-building. The opening hours are as follows:

Monday, Tuesday, Wednesday 9 a.m.-3 p.m.
and Friday

Thursday 9 a.m.-5.30 p.m.

International ATM machines are available on the first floor (C0113) and the ground floor (D0E71). Some banking services are also provided from 8.00 a.m. to 5.00 p.m. by the post office on the first floor of the C-building.

Language, currency and credit cards

36. The official language of Austria is German.

37. The currency unit is the euro. The euro is subdivided into cents (100 cents = 1 euro). Most hotels and many restaurants and shops accept internationally recognized credit cards.

38. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

VIC entry for official cars

39. Cars of Permanent Missions registered at the VIC will be able to park as usual. Parking facilities for non-registered cars are not available at the VIC. However, if informed in writing, non-registered cars will be allowed entry via Gate 2 for drop-off and pick-up of passengers. A note verbale requesting car access should be forwarded to the Protocol Office in room M01 16, e-mail: protocol@unido.org.

40. Taxis are not permitted to access the premises of the VIC. Should delegates be arriving by taxi, they should arrange to be dropped off at Gate 1 and proceed to the VIC on foot.

41. Participants without access to authorized cars are advised to use the excellent public transportation system, as the VIC is located directly next to the underground station "Kaisermühlen — Vienna International Centre" on the U1 line.

Medical services

42. For emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service on the seventh floor of the F-building (extensions 22223 and 22225). The clinics are open on weekdays from 8.30 a.m. to 4.30 p.m. (Thursdays to 3 p.m.). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, extensions 99 or 3903).

43. A pharmacy is located next to the clinics which is open on weekdays from 10 a.m. to 5 p.m.

Security advice

44. Participants are advised not to leave briefcases and other personal items unattended. *Suspicious objects should be reported to security immediately.*

Lost and found

45. During the Conference, a lost and found office will operate on the ground floor of the F-building, room F0E21.

Catering services

46. The M-building catering services are as follows:

Coffee corner on ground floor:

Monday-Friday, 8.30 a.m.-4.30 p.m.

Coffee corner on first floor:

Monday, Wednesday and Thursday,
8.30 a.m.-6 p.m.

Tuesday, 8.15 a.m.-4 p.m.

Friday, 8.30 a.m.-1 p.m.

Coffee corner on second floor:

Monday, 8.30 a.m.-4.30 p.m.

Tuesday, 8.30 a.m.-12 p.m. and
3.30-4.30 p.m.

Wednesday, 11 a.m.-3.30 p.m.

Thursday, 8.30 a.m.-1 p.m.

Friday, 8.30 a.m.-1 p.m.

47. In addition to facilities in the M-building, catering services located in the F-building on the entrance level will be in operation with opening hours as follows:

VIC Cafeteria:

Monday-Friday,

Breakfast Time 07:30-10:00 a.m.

Lunch Time 11:30 a.m.-2:30p.m.

VIC Restaurant:

Monday-Friday, 11.30 a.m.-2.30 p.m.

(for table reservations, call +43 (1) 26060-4877)

VIC Cocktail lounge:

Monday-Thursday, 11.30 a.m.-7.30 p.m.

Friday, 4.30 p.m.-8 p.m.

48. Luncheons in private dining rooms and receptions can be arranged through the VIC Catering Service (+43 (1) 26060-4875).

Travel services

49. The American Express travel agency is available to participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The travel agency is located in the F-building on the ground floor. It is open Monday to Friday 8 a.m. to 5 p.m.

Smoking

50. Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

Cellular telephones and computers

51. The use of cellular telephones and laptop computers during meetings can be disruptive and can disturb the infrared transmission of interpretation equipment. Participants are requested to ensure that such equipment is switched off during meetings.

Cloakroom

52. Delegates are kindly requested to leave their coats in the cloakroom on the ground floor of the M-building.

UNIDO telephone number

53. Telephone number — +43 (1) 26026-0.

Advisory for participants when outside the VIC

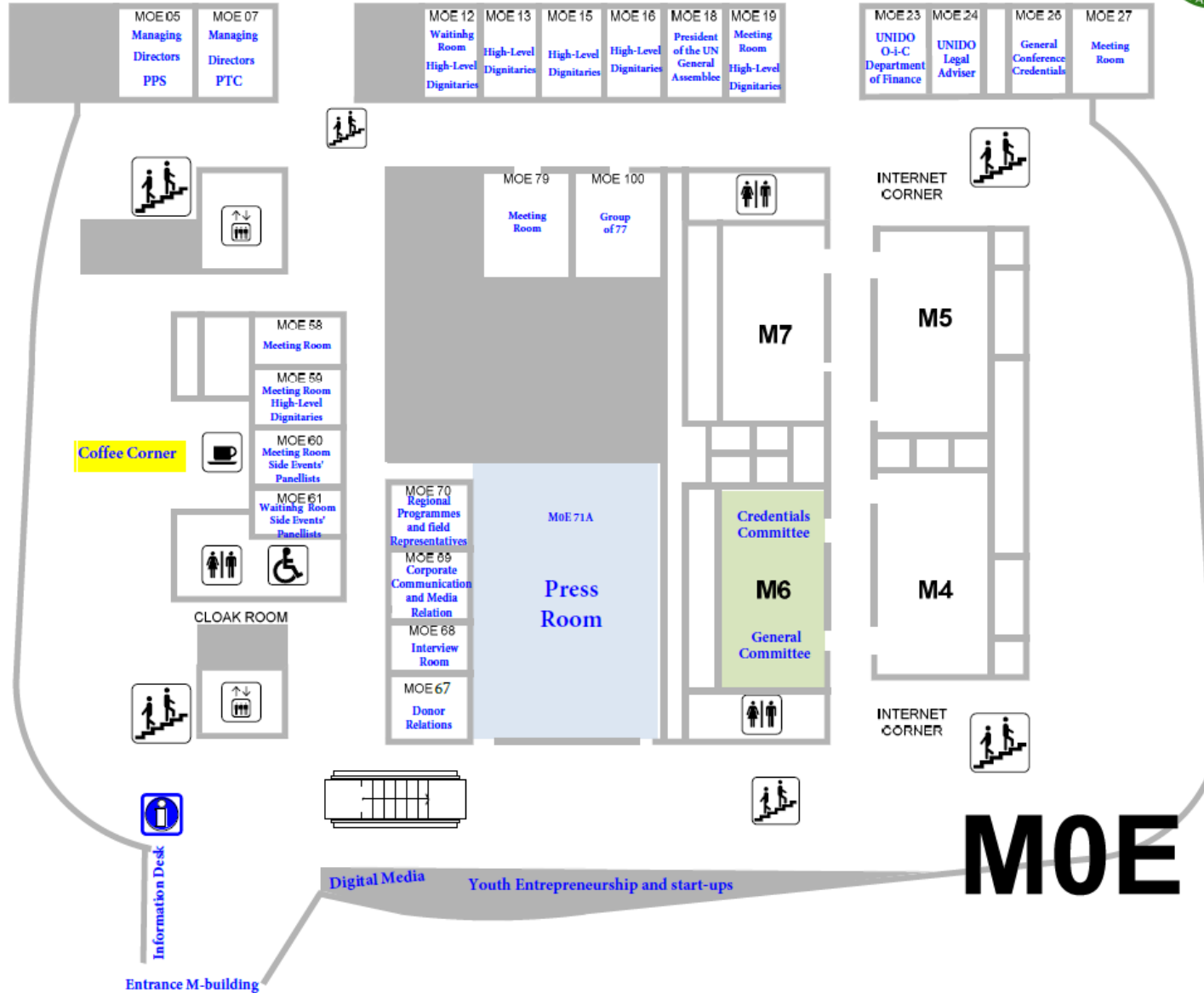
54. Participants should exercise caution at all times, particularly when visiting areas outside the VIC. Due to an increasing number of criminal incidents, participants are especially reminded of the need to be aware of their surroundings. In particular, if approached by strangers claiming to be police officers, it is recommended that participants request to see the individual's official identification card and police badge.

For further information refer to document GC.17/INF/1 "Advance information for participants".



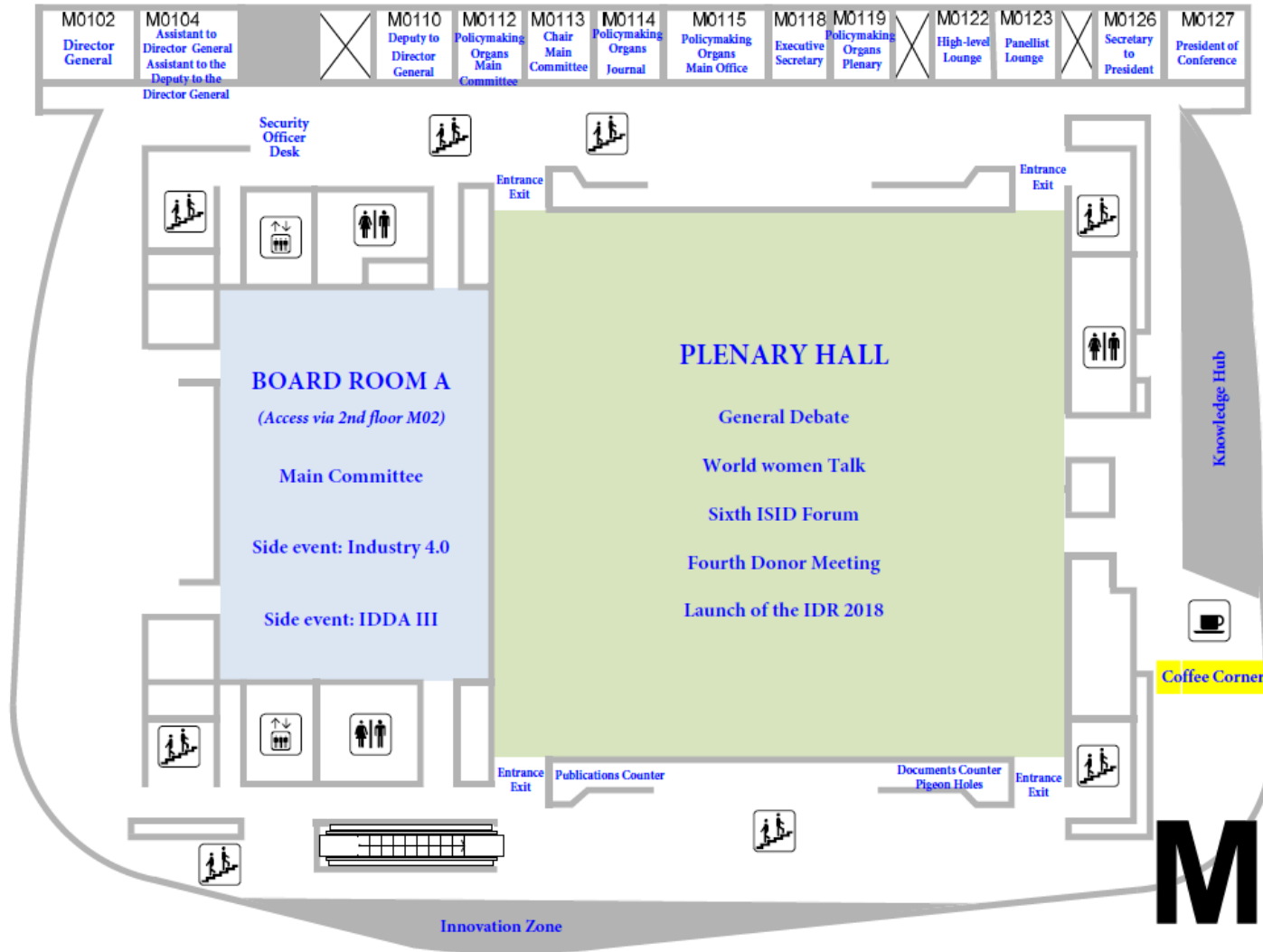
UNIDO GENERAL CONFERENCE 17

27 NOVEMBER - 1 DECEMBER 2017, VIENNA





**UNIDO GENERAL
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