

UNESCO

VENICE



Information booklet



This document is intended for the general guidance and information of visitors, new staff, interns, and volunteers. It provides general information about the Office and its team, its activities, its premises and related meeting services.



UNESCO United Nations Educational, Scientific and Cultural Organization

UNESCO is a specialized United Nations agency which deals with Education, Social and Natural Science, Culture and Communication, with a specific objective: to build peace in the minds of men.

UNESCO functions as a laboratory of ideas and a standard-setter to forge universal agreements on emerging ethical issues.

The Organization also serves as a clearinghouse – for the dissemination and sharing of information and knowledge – while helping Member States to build their human and institutional capacities in diverse fields.

UNESCO in Venice

The UNESCO Venice Office fosters cooperation for contributions to capacity building and the provision of specialized expertise in science and culture with special emphasis on South-East Europe (SEE) and the Mediterranean region.

Its main focus is to integrate science and culture into the national socioeconomic strategies of development of SEE Member States by:

increasing cooperation and building bridges between EU countries, SEE and the Mediterranean area; contributing to the cooperation among Member States in the SEE sub-regions; enhancing the building of peace, poverty alleviation, sustainable development and intercultural dialogue.



Role & Units

The role of the UNESCO Venice Office includes focusing on institutional capacity building through policy advice; increasing the competences in the focus area in the field of science and culture; affirming or reaffirming the catalytic role of the Office; communicating the Office and its activities in the fields of science and culture in the focus area; and, creating a corporate image of the Office by focusing on interdisciplinary and intersectoral actions.

The Office is supported locally by two units in its fields of competence: Culture and Natural Sciences, in addition to an Executive Office, an Information & Knowledge Management Unit, an Administrative Unit, and in the South-East European region by an Antenna Office and Project Antennas.



Geographical scope & Antennas

The geographical scope of the UNESCO Venice Office includes countries of South-East Europe as well as other EU and non-EU countries in Central Europe and Mediterranean (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Greece, Hungary, Malta, Republic of Moldova, Montenegro, Romania, Serbia, Slovakia, Slovenia, The former Yugoslav Republic of Macedonia and Turkey). The cooperation is occasionally extended to selected Eastern European countries. Its strong representation in the South-East European region is strengthened with the establishment of an Antenna Office in Sarajevo (Bosnia and Herzegovina) and of Project Antennas in Albania, The former Yugoslav Republic of Macedonia and Turkey to actively participate in the joint UN initiatives at the country level.

South East Europe & the Mediterranean

The contribution of UNESCO Venice Office to the development in South-East Europe and the Mediterranean region aims at improving prosperity and welfare by creating benefit for local citizens through:

- A) Enhancing peace and stability by supporting the process of self-sustainability and the promotion of Regional and Cross-Border Cooperation
- B) Sharing responsibility by promoting corporate governance and participation
- C) Preparing the future through innovation, knowledge and the development of human resources



Yolanda Valle-Neff, Director

By decision of the Director-General of UNESCO, Yolanda Valle-Neff has been appointed Director of the UNESCO Regional Bureau for Science and Culture in Europe, Venice (Italy). Since April 2012, she is leading a team of 33 people in Venice, Sarajevo, Tirana, Skopje and Podgorica.

Yolanda Valle-Neff joined UNESCO in 2002, as Director of Budget. Beyond her responsibilities in this position, she had particular responsibility also for representing the Organization in the UN Chief Executive Board's High-Level Committee on Management (CEB-HLCM). In this capacity, she notably chaired a Working Group on the Cost Recovery Policy and participated in interagency missions on transaction costs in the framework of the Delivering as One initiative. From mid-2010, she was a Special Advisor on issues pertaining to UN reform.

Prior to joining UNESCO, Yolanda Valle-Neff worked for the French Red Cross as Director of Finance (2000-2002) and for the Organisation for Economic Cooperation and Development (OECD) in a variety of positions from 1988-2000, eventually serving as Director of Budget and Finance Service (1996-2000) where she was responsible for budget and strategic planning, accounting and treasury, as well as for all financial information management systems. She has also worked with Bistrial (1987-1988), Kraft Foods France (1979-1987) and began her career in 1978 with Coopers & Lybrand, the International Chartered Accountants.

Born in 1952, Yolanda Valle-Neff holds a Master's degree in Economics from the University of Paris X (1974) and an MBA in Economics and Finance from the Institut d'Etudes Politiques de Paris (1977). She is a member of various professional associations and has lectured and delivered seminars on financial management, economics and finance. She also served as the elected Vice-President of the Finance Commission of the International Federation of the Red Cross and Red Crescent (2001-2005) in a voluntary capacity.



Italy & Venice

Italy is UNESCO's most notable donor in terms of voluntary contributions, with large donations on an extrabudgetary basis. UNESCO has a longstanding and solid cooperation with the Italian Ministry of Foreign Affairs (in particular with the Directorate General for Development Cooperation and the Directorate General for Cultural Promotion and Cooperation) and the Ministry of University and Research. The Italian Government in an agreement signed in 1995 undertook to provide, free of charge, appropriate premises in Venice and yearly financial contributions amounting to 2.5 billion Italian Lire (€ 1,291,142).

Palazzo Zorzi

In an agreement signed in 1996 by the Government of Italy, the Municipality of Venice and UNESCO, the Municipality of Venice put at our disposal the palace known as "Palazzo Zorzi".

Palazzo Zorzi generously placed at the disposal of UNESCO Venice Office by the Municipality of Venice and restored by the Italian Government. The building dates back to the XIV century and was designed by the Italian architect Mauro Codussi around 1480, reutilising some foundations and walls of a series of older buildings built in the XIVth century.

The main floor or better known as the "piano nobile" is the Conference Hall and Meeting Room area equipped with all the modern technologies. On the "piano amezato", the documentation center is open to the general public on request. In the study room, researchers and students can consult various scientific and cultural publications as well have access to internet connections. The floor has a videoconference room.

Palazzo Zorzi represents a major opportunity for UNESCO in terms of creating a polyvalent/multidisciplinary center for science and culture and it will also provide increased visibility for the Organization in Europe, in Venice and throughout the world.



Opening hours

Monday through Thursday

9am.-5pm.

Friday

9am.-4pm.

Reception desk

+39 041 260-1511



Conference facilities

Located on the main floor or better known as the "piano nobile": Conference area (Codussi Hall 250 sq meters) and Meeting area (Goldoni Room) equipped with all the modern technologies. The conference hall holds up to 99 people sitting, and up to 150 people sitting requiring the presence of firemen. Benefitting from natural light, the ground floor area and courtyard (200 sq meters) are often used for exhibitions and other cultural events.



Security measures

All visitors are required to sign in with the reception desk. A visitor badge will be issued upon presentation of a valid piece of identity with the receptionist. An escort will take visitors to the office concerned. Personal belongings can be left in lockers.



The Information & Knowledge Management (IKM) Unit is responsible for providing meetings services, including the provision of meeting records and the editing, translation, reproduction and distribution of documents. Upon specific request, the unit can provide contacts for interpreter and catering services. General inquiries regarding meetings services and costs may be made by mail to **Michela De Faveri, Senior Programme Assistant/Public Relations Officer** email : **m.de-faveri@unesco.org**.

Meeting Services provided at Palazzo Zorzi

Planning Events

Meetings need to be planned and the facilities booked in advance. Events are included in the bimonthly programme of meetings for the following month. The programme giving the conference rooms and other relevant information concerning the meetings is printed and posted on the web for download.

Holding Events

Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the schedule be respected to the fullest extent possible. Professionals, secretariat staff or external organizers are urged to be present at the meetings on time. It is also advisable to schedule related meetings consecutively whenever possible to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings. External organizers should provide appropriate personnel for movement control, registration, etc.

Use of Conference rooms

Requests should be addressed by attaching the Event Form (available for download on the web). Professionals, secretariat staff or organisers must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring entity. Organizers should note that they are responsible for the content and conduct of any event they may sponsor.

Reproduction of documents, Audio/Video

Professionals, secretariat staff or organisers wishing to submit documents for reproduction should present them to the IKM unit prior to the Meeting. Recordings of all meetings are provided upon specific request.

Electronic equipment

In conference rooms, care should be taken in utilizing microphones/pods installed since these are sensitive electronic devices. Meeting participants are requested not to place liquids on tables or surfaces where spillages might occur and come into contact with these devices and/or other electronic equipment thus causing serious malfunction.

Interpretation

In order to ensure quality interpretation, it is essential that the Meeting speakers provide interpreters with copies of their speeches and speak at a speed that is interpretable. The organizer must collate well in advance a written text of each speech to be interpreted. This to ensure synchronization.

Security

Close circuit television cameras and motion sensors control Palazzo Zorzi premises. Organizers may be required to provide extra security services in some cases.

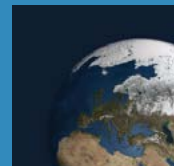


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Note to the reader:

This document is intended for general guidance and information. Please consult the web for more information as to the Office's activities and UNESCO Staff Regulations and Rules as the authoritative text establishing the rights and obligations of staff members. Please consult the practical information booklet for details about the city, climate, lodging, transportation, and other useful tips.

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Regional Bureau for Science
and Culture in Europe