



Economic and Social Council

Distr.: General
1 March 2020

English, French and Spanish only

Commission on Crime Prevention and Criminal Justice

Twenty-ninth session

Vienna, 18–22 May 2020

Information for participants

I. Opening date and venue

1. The twenty-ninth session of the Commission on Crime Prevention and Criminal Justice will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, from 18 to 22 May 2020. The session will open on Monday, 18 May, at 10 a.m. in the Plenary Hall, on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work on the same day at 3 p.m. in Board Room A of the M-Building.

2. The annotated provisional agenda and proposed organization of work (E/CN.15/2020/1) is available on the website of the United Nations Office on Drugs and Crime, in the section pertaining to the twenty-ninth session of the Commission.¹

II. Informal pre-session consultations

3. The Commission agreed that its twenty-ninth session should be preceded by informal consultations to be held on Friday, 15 May 2020, to facilitate discussion of draft resolutions made available in advance. The informal consultations will take place in Board Room D, C-Building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

III. Registration

Registration

4. The personal details of delegates (name, title/function, workplace, telephone numbers and individual email address) should be sent by note verbale (Governments) or on official letterhead (organizations), together with the completed registration form

¹ www.unodc.org/unodc/en/commissions/CCPCJ/session/29_Session_2020/session-29-of-the-ccpcj.html.



(in Word format for electronic copies), to the secretariat as soon as possible, and not later than Monday, 11 May 2020. The address of the secretariat is as follows:

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
P.O. Box 500
A-1400 Vienna, Austria
Email: unodc-sgb@un.org

5. Information on the registration process is also available at www.unodc.org/unodc/en/commissions/registration.html.

6. Providing the individual email addresses will ensure that all representatives receive an electronic confirmation of their pre-registration. The email that they will receive will also contain a link to a website where they will be able to upload an identification photograph (in JPEG format), thus shortening the time needed to issue a grounds pass on the day of registration at the Vienna International Centre.

7. Delegates who do not complete the pre-registration procedure will need to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

8. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official, photograph-bearing identity documents. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will go through a security check at the entrance to the Centre.

9. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Friday, 15 May 2020, from 1 to 4 p.m., and Monday, 18 May 2020, from 8 to 10.30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible. The Pass Office is open between 8 a.m. and 4 p.m., Monday to Friday.

10. Upon completion of the registration, commissary passes will be issued to heads of member State delegations, staff members at the Professional level of specialized agencies and all staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

11. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 on Thursday, 14 May 2020, from 1 to 4 p.m. Staff from permanent missions collecting conference badges for their delegates must present an official letter at the registration counter for that purpose. The letter must be signed by the Head of Mission.

List of participants

12. The preliminary list of participants of the twenty-ninth session of the Commission will be issued on Tuesday, 19 May 2020. Only those registered and the names of participants officially communicated to the secretariat by Thursday, 14 May, will be included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

Participation of cabinet ministers and Heads of State or Government

13. Permanent missions are encouraged to notify the Protocol Department of the Federal Ministry for Europe, Integration and Foreign Affairs of Austria (email address: abti1@bmeia.gv.at) of the participation in their delegations of cabinet ministers and Heads of State or Government well in advance by using the VIP form provided by the Ministry.² Information concerning security officers, weapons and

² Available at www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx.

radio equipment must also be reported by note verbale to the Protocol Department of the Ministry.

IV. Statements and draft resolutions

Statements

14. The maximum speaking time allotted for statements will be seven minutes for Chairs of regional groups and five minutes for other speakers, including high-level speakers (a five-minute statement is equivalent to approximately 500 words). Delegates delivering statements are requested to supply their statements in advance to the Meetings Management Unit, preferably by email (unov.conference@un.org), or, alternatively, to provide printed copies thereof to the conference service desk in the Plenary Hall. Statements delivered during the general debate will be made available on the website of the twenty-ninth session of the Commission. Speakers should inform the secretariat if they do not want their statement to be posted online.

Draft resolutions

15. Pursuant to Commission decision 21/1, States members of the Commission intending to submit draft resolutions for consideration by the Commission at its twenty-ninth session are requested to do so one month prior to the start of the session. Given that the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will end on 27 April 2020, and to allow enough time to prepare draft resolutions taking into consideration the outcome of the Fourteenth Congress, the extended Bureau, at its meeting of 3 December 2019, recommended that, on an exceptional basis, the deadline for the submission of draft resolutions be set for Thursday, 30 April 2020, at noon. Draft resolutions should be emailed to the secretariat (unodc-sgb@un.org) in Word format.

16. Any revisions made to a draft resolution after its distribution as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic (Word) document from the secretariat. Revisions to the text must be clearly marked using the “track changes” tool. For reference purposes, all previous resolutions and decisions of the Commission can be found at www.unodc.org/rddb.

17. Member States wishing to co-sponsor a draft resolution must sign the relevant signing sheet, which is kept by the secretariat, before its adoption.

V. Reservation of meeting rooms

Bilateral meetings

18. Requests for the reservation of rooms for bilateral meetings between member States during the twenty-ninth session should be addressed to:

Ms. Maxine Jacobs
maxine.jacobs@un.org
(+43-1) 26060-5771

and

Mr. Jean-Michel Creighton
jean-michel.creighton@un.org
(+43-1) 26060-3119

19. In submitting their requests, member States are requested to include the date, time, proposed duration of the meeting and the number of officials expected to attend.

Informal consultations on draft resolutions during the session

20. Requests for the reservation of rooms for informal consultations on draft resolutions during the twenty-ninth session should be addressed to:

Ms. Maxine Jacobs
maxine.jacobs@un.org
(+43-1) 26060-5771

and Mr. Jean-Michel Creighton
jean-michel.creighton@un.org
(+43-1) 26060-3119

21. In submitting their requests, member States are reminded to include the date, time, proposed duration of the meeting and the number of officials expected to attend.

VI. Side events

22. A number of side events and exhibitions will take place during the twenty-ninth session. A programme will be posted on the website of the twenty-ninth session shortly before the start of the session.

VII. Security

23. During the twenty-ninth session of the Commission, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre, while the United Nations Security and Safety Service will be responsible for security inside the Centre.

24. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
Room F0E08
United Nations Office at Vienna
P.O. Box 500
A-1400 Vienna, Austria
VICSecurityChiefOffice@un.org

25. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

VIII. Documentation

26. The official languages of the session are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish.

Pre-session documents

27. As part of the efforts of the secretariat to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, pre-session documents of the twenty-ninth session will be issued only electronically, in all six languages, on the website of the twenty-ninth session. Participants who wish to use printed versions of the pre-session documents should bring their own copies.

In-session documents

28. During the session, each delegation will receive a single set of in-session documents in the language of its choice.

29. The document distribution counter will be located on the first floor of the M-Building, next to the entrance to the Plenary Hall. Each delegation will be assigned a distribution box for documents. A *Journal* containing the daily programme and other information related to the conduct of the session will be posted on the website of the

twenty-ninth session of the Commission every morning. A limited number of printed copies will also be made available at the document distribution counter.

IX. General information

Accommodation

30. Participants are responsible for making their own accommodation arrangements, including, if necessary, by seeking assistance from their permanent missions in Vienna.

31. Participants without a hotel reservation on arrival at Vienna International Airport may wish to contact the Vienna tourist information desk located next to the information counter in the arrival area. The tourist information desk is open daily from 7 a.m. to 10 p.m.

Conference rooms

32. Each seat in the conference rooms in the M-Building for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged as necessary.

Transportation

33. Participants are responsible for making their own arrangements for transport to and from the airport and the Vienna International Centre.

34. Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna, at a cost of 8 euros for a one-way ticket and 13 euros for a return ticket, including luggage. There are two particularly useful lines for conference participants:

(a) Line VAL 2 operates between Vienna International Airport and Schwedenplatz/Morzinplatz (connection with U1 and U4 metro lines at Schwedenplatz). Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 4.45 a.m. to 1.45 a.m. and at 2.45 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m. and every 30 minutes between 3.30 a.m. and 11.30 p.m.;

(b) Line VAL 3 operates between Vienna International Airport and the Vienna International Centre (next to the Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Buses leave the airport for the VIC every hour between 6 a.m. and 9 p.m. and leave the VIC for the airport every hour between 5.10 a.m. and 8.10 p.m.

35. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (Wien Mitte/Landstrasse station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 11 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.08 a.m. to 11.38 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.

Travelling with children

36. The Vienna Tourist Board (info@wien.info) provides information on child-friendly hotels that offer cots, baby-sitting options and other child-oriented amenities, as well as information on multilingual baby and childcare services in the city.

Visas

37. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa **at least**

three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications may be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The secretariat may, upon request from the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the secretariat requires an official confirmation from the Government represented by the applicant of his or her participation as well as a copy of his or her passport. A note verbale or official letter containing such confirmation should be received by the secretariat at least three weeks before the start of the meeting.

X. Access to and facilities at the Vienna International Centre

Access to the Vienna International Centre

38. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane of Wagramer Strasse, from where they can walk to Gate 1. Participants arriving by metro (U1 line) should get off at Kaisermühlen/Vienna International Centre station and follow the signs marked "Vienna International Centre". After registering at Gate 1, participants should walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

39. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.

Accessibility and special assistance

40. Participants with needs related to accessibility or other specific situations, including accompaniment by a personal assistant or guide dog, are requested to contact the secretariat in advance (unodc-sgb@un.org).

Banks

41. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cash dispensers at the entrance to the D-Building and on the first floor of the C-Building. Office hours are 8 a.m. to 4 p.m. Monday to Friday.

Catering services

42. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended and may be made at extension 4877). The cafeteria is open from 7.30 to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

43. The delegate lounges in the M-Building (M0E) and the C-Building (C07) are open from 8.30 a.m. to 4.30 p.m. Quattro Uno Delegate Lounge (C04) is open from 9 a.m. to 4 p.m. The Cocktail Lounge is located in F0E, next to the restaurant, and is open from 11.30 a.m. to 8 p.m. from Monday to Thursday, and from 11.30 a.m. to 9 p.m. on Friday. Private luncheons and receptions at the Vienna International Centre may be arranged by contacting the catering operations office (tel.: (+43-1) 26060-4875; email: cateringvic@eurest.at).

First aid

44. Medical help is available from the medical service, located on the seventh floor of the F-Building of the Vienna International Centre (ext. 22223 and, for emergencies, ext. 22222). The service is open from 8.30 a.m. to 5 p.m., except on Thursdays, when it is open from 8.30 a.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 99).

45. The pharmacy is located on the seventh floor of the F-Building (room F0709) and is open from 10 a.m. to 5 p.m., Monday to Friday.

Nursing room

46. Participants may use the VIC nursing and breastfeeding room (room F0931). Access to the room has to be requested at the VIC Security Key Service (room F0E17). Participants wishing to use the room are requested to contact the secretariat (unodc-sgb@un.org) at least one week in advance in order for the necessary arrangements to be made.

Photocopying services

47. The secretariat is not in a position to provide photocopying services for delegations.

Postal services and faxes

48. A post office on the first floor of C-Building (ext. 4986) provides all regular postal services, including a fax service, from 8 a.m. to 6 p.m., Monday to Friday.

Travel services

49. The American Express office (room C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open from 8.30 a.m. to 5 p.m., Monday to Friday.

Vienna Service Office

50. The Vienna Service Office, located in the Rotunda (C-Building), offers free information on cultural and tourism-related matters. The office also provides free brochures, including city maps. It is open from 8.30 a.m. to 1.30 p.m., Monday to Thursday.

Wireless network connection

51. Wireless connectivity is available everywhere in the M-Building.
