



Economic and Social Council

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Commission on Narcotic Drugs

Sixty-third session

Vienna, 2–6 March 2020

Information for participants

I. Opening date and venue

1. The sixty-third session of the Commission on Narcotic Drugs will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, from 2 to 6 March 2020. The session will open on 2 March 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 Boardroom A, M-Building.

2. The annotated provisional agenda and programme of work (E/CN.7/2020/1) is available on the website of the United Nations Office on Drugs and Crime, in the section pertaining to the sixty-third session.¹

II. Informal pre-session consultations

3. The Commission agreed that its sixty-third session would be preceded by informal consultations, to be held on 28 February 2020, to facilitate discussion of draft resolutions made available in advance. The informal consultations will take place in Boardroom D, C-Building, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

III. Registration

Registration

4. The details of delegates (name, title or 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 (in Microsoft Word format for electronic copies), to the secretariat as soon as possible, and no later than 24 February 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
Fax: +43 (0)1 26060 5885

¹ www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html.



5. Information on the registration process is also available at www.unodc.org/unodc/en/commissions/registration.html.
6. Providing 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 identity photograph (in JPEG format), thus shortening the time to issue a grounds pass on the day of registration at the Vienna International Centre.
7. Delegates who do not complete the pre-registration process 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 another official photograph-bearing identity document. 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 28 February 2020, from 1 to 4 p.m., and on 2 March, from 8 to 10:30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and to have the registration formalities completed at the latest by 9.45 a.m. on 2 March in order to be on time for the opening session. 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 27 February 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 in the sixty-third session will be issued on 3 March 2020. Only those registered and the names of participants officially communicated to the secretariat by 27 February 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 invited to notify the Protocol Department of the Federal Ministry for Europe, Integration and Foreign Affairs of Austria (abtil@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 radio equipment must also be notified 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 7 minutes for Chairs of regional groups and 5 minutes (5-minute statements are equivalent to

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

approximately 500 words) for other speakers, including high-level speakers. 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 sixty-third session. Speakers should inform the secretariat if they do not want their statement to be posted online.

Draft resolutions

15. Pursuant to Commission decision 55/1, States members of the Commission intending to table draft resolutions for consideration by the Commission at its sixty-third session are requested to submit them one month before the start of the session, that is, by 3 February 2020 noon. Draft resolutions should be emailed to the secretariat (unodc-sgb@un.org), in Word format.

16. Any revisions 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 track changes. 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 respective signing sheet, which is with 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 sixty-third session should be addressed to:

Meetings Management Unit
Email: cnd.reservations@un.org
Tel.: +43-(0)1-26060-6564

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

Informal consultations on draft resolutions during the session

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

Meetings Management Unit
Email: cnd.reservations@un.org
Tel.: +43-(0)1-26060-4322

21. In submitting their requests, member States are requested to include the date, time and proposed duration of the meeting.

VI. Side events

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

VII. Security

23. During the sixty-third session, 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
Email: <mailto:vicsecuritychief@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, that is, Arabic, Chinese, English, French, Russian and Spanish.

Pre-session documents

27. As part of the efforts of the secretariat to reduce expenditure and limit the environmental impact through the digitization of conference materials and documents, pre-session documents of the sixty-third session will only be issued electronically, in all six official languages, on the website of the sixty-third 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 sixty-third session of the Commission every morning. A limited number of printed copies will also be made available at the document distribution counter.

VIC online services application

30. The VIC online services application provides participants with convenient access to official documentation, including the agenda and programme of work, the meeting programme, the schedule of special events and information for participants regarding facilities and services available at the Vienna International Centre. During the session, the application will be available through mobile devices such as smartphones and tablet computers at the following address: <http://myconference.unov.org>. The VIC online services application is designed to facilitate the distribution of official documents and meeting information more broadly during the session, while helping to reduce paper use.

IX. General information

Accommodation

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

32. 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 Vienna tourist information desk is open daily from 7 a.m. to 10 p.m.

Conference rooms

33. 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

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

35. Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna, at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. There are two lines:

(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 Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour between 6 a.m. and 9 p.m. and leave the Vienna International Centre for the airport every hour between 5.10 a.m. and 8.10 p.m.

36. 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

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

Visas

38. 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 before 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 applicants' 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 applicants of their participation, as well as a copy of their passports. 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

39. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) 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.

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

Accessibility and special assistance

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

Banks

42. 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 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays, and 9 a.m. to 5.30 p.m. on Thursdays.

Catering services

43. 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.

44. 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-(0)1-26060-4875; email: cateringvic@eurest.at).

First aid

45. Medical help is available from the medical service located on the seventh floor of the F-Building of the Vienna International Centre (extension 22223 and, for emergencies, extension 22222). The service is open from 8.30 a.m. to 5 p.m., except on Thursday, when it is open from 8.30 a.m. to 4.30 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

46. A 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

47. 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

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

Postal services and faxes

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

Travel services

50. An 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

51. The Vienna Service Office, located in the Rotunda (C-building), offers free information on cultural and tourist-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

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