



Fourteenth United Nations Congress on Crime Prevention and Criminal Justice



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Information for participants*

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* As an additional “PaperSmart” service, all pre-session and in-session documentation, high-level statements and the programme of official and ancillary meetings will be made available online at <https://conferences2.unite.un.org/confapp/CONGRESS14#!>, configured for handheld devices, to provide participants with up-to-date Congress and host country information of the kind presented in the present document. Updates, additions or changes to the information contained in the present document will be posted online at www.unodc.org/congress.



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I. Background

1. The United Nations congresses on crime prevention and criminal justice trace their origin to the international penitentiary congresses that had been organized by the International Penal and Penitentiary Commission (IPPC) since the nineteenth century. The General Assembly, in its resolution 415 (V), authorized the transfer of the functions of IPPC to the United Nations and approved the initiative whereby the United Nations would convene every five years a worldwide congress, so as to provide a forum for discussion of priority concerns by policymakers, administrators, academics and other professionals in the field of crime prevention and criminal justice. Those intergovernmental forums have served as a stimulus for work in the field of crime prevention and criminal justice, and the interest generated by them over the years has increased considerably. The Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, to be held in Kyoto, Japan, from 7 to 12 March 2021 will be unique, as it will be the first Crime Congress to allow for online participation.

2. The statement of principles and programme of action of the United Nations crime prevention and criminal justice programme, annexed to General Assembly resolution 46/152, stipulates, in paragraph 29, that:

“The United Nations congresses ..., as a consultative body of the programme, shall provide a forum for:

“(a) The exchange of views between States, intergovernmental organizations, non-governmental organizations and individual experts representing various professions and disciplines;

“(b) The exchange of experiences in research, law and policy development;

“(c) The identification of emerging trends and issues in crime prevention and criminal justice;

“(d) The provision of advice and comments to the Commission on Crime Prevention and Criminal Justice on selected matters submitted to it by the Commission;

“(e) The submission of suggestions, for the consideration of the Commission, regarding possible subjects for the programme of work.”

3. To date, 13 congresses have been held. The First Congress was held in Geneva in 1955; the Second Congress, with the Government of the United Kingdom of Great Britain and Northern Ireland acting as host, was held in London in 1960; the Third Congress, with the Government of Sweden acting as host, was held in Stockholm in 1965; the Fourth Congress, with the Government of Japan acting as host, was held in Kyoto in 1970; the Fifth Congress was held at the Palais des Nations, Geneva, in 1975; the Sixth Congress, with the Government of the Bolivarian Republic of Venezuela acting as host, was held in Caracas in 1980; the Seventh Congress, with the Government of Italy acting as host, was held in Milan in 1985; the Eighth Congress, with the Government of Cuba acting as host, was held in Havana in 1990; the Ninth Congress, with the Government of Egypt acting as host, was held in Cairo in 1995; the Tenth Congress was held in Vienna in 2000; the Eleventh Congress, with the Government of Thailand acting as host, was held in Bangkok in 2005; the Twelfth Congress, with the Government of Brazil acting as host, was held in Salvador in 2010; and the Thirteenth Congress, with the Government of the State of Qatar acting as host, was held in Doha in 2015.

4. In its resolution 56/119, the General Assembly decided that each congress would adopt a single declaration. In its resolution 74/171, the Assembly requested the Commission on Crime Prevention and Criminal Justice to prepare a draft declaration, taking into account the recommendations of the regional preparatory meetings. At its thirtieth session, to be held from 17 to 21 May 2021, following the Fourteenth

Congress, the Commission will give priority attention to the conclusions and recommendations of the Fourteenth Congress, with a view to recommending, through the Economic and Social Council, appropriate follow-up action by the Assembly.

5. The following regional preparatory meetings were held in preparation for the Fourteenth Congress: the Asia and Pacific Regional Preparatory Meeting, held in Bangkok from 22 to 24 January 2019; the Latin American and Caribbean Regional Preparatory Meeting, held in Santiago from 5 to 7 February 2019; the Western Asia Regional Preparatory Meeting, held in Beirut from 26 to 28 March 2019; the African Regional Preparatory Meeting, held in Addis Ababa from 9 to 11 April 2019; and the European Regional Preparatory Meeting, held in Vienna from 23 to 25 April 2019. Pursuant to General Assembly resolution 73/184, the Secretariat made a special effort to facilitate the organization of the European Regional Preparatory Meeting, which was the first such meeting held since 1995.

II. Date and venue

6. In its resolution 73/184, the General Assembly accepted with gratitude the offer of the Government of Japan to act as host to the Fourteenth Congress. The Fourteenth Congress was initially scheduled to be held from 20 to 27 April 2020. However, noting with concern the situation concerning the coronavirus disease (COVID-19), the Assembly, in its decision 74/550, decided to postpone the holding of the Fourteenth Congress until further notice. In its decision 74/550 B, the Assembly decided on the new dates of the Fourteenth Congress.

7. The Congress will take place in a hybrid format, combining in-person participation at the Kyoto International Conference Center in Kyoto, Japan, with online participation from all over the world. The Fourteenth Congress will be held from Sunday, 7 March, to Friday, 12 March 2021, with pre-Congress consultations scheduled for Saturday, 6 March 2021. A floor plan of the Center is contained in annex I to the present document.

III. High-level segment and statements during the regular segment

8. The high-level segment of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will be held during the first three days of the Congress, from Sunday, 7 March, to Tuesday, 9 March 2021. Following the opening of the high-level segment, the floor will be given to the high-level representatives of the Member States chairing the regional groups, followed by high-level representatives of Member States in their national capacities.

List of speakers for the high-level segment

9. The initial list of speakers for the high-level segment will be established by drawing lots at an intersessional meeting of the Commission on Crime Prevention and Criminal Justice, acting as the preparatory body for the Crime Congress, to be held on **Wednesday, 17 February 2021**.

10. The Secretariat will circulate a note verbale to inform all Member States of the drawing of lots. In order to be included in the drawing of lots, Member States should share with the Secretariat the name, title and rank of their speaker and indicate whether it will be a video statement by **Thursday, 11 February 2021**, by email to unodc-14congress-registration@un.org, with a copy to zsoka.williams@un.org.

11. The drawing of lots will be carried out by means of the following procedure:

(a) There will be two different boxes, one containing the names of the States that will be represented at the ministerial level (namely, Cabinet-level ministers, such as Ministers of Foreign Affairs, Home Affairs, Justice or Health, and Prosecutors

General), and the other containing the names of States that will be represented at a level lower than Cabinet level;

(b) The representative of the Secretariat will draw the names out of the first box and continue with the second. The Member States will be listed in the order in which their names are drawn;

(c) If the Secretariat has been informed that more than one State will be represented at a level higher than the ministerial level (level of Head of State or Government), there will be an additional box containing the names of States that will be represented at the highest level, and names from that box will be drawn first;

(d) The last speaking slots during the fourth, fifth and sixth plenary meetings (Monday, 8 March 2021, in the morning and afternoon) may be reserved for the Holy See and for the State of Palestine in their capacities as observer States.

12. If the level at which a statement is to be made is subsequently changed, the speaker will be moved to the next available speaking slot in the appropriate category.

13. Participants may arrange to exchange their speaking slots in accordance with the established practice of the United Nations. In such cases, the concerned parties must provide a written notification to the Secretariat of the Congress.

14. Speakers who are not able to deliver statements when their speaking turn comes will automatically be moved to the next available speaking slot within their category.

15. Heads of United Nations entities, including programmes, funds, specialized agencies and regional commissions, and intergovernmental organizations may also make statements during the high-level segment after Member States on a first-come, first-served basis, if time permits. Duly registered representatives of intergovernmental organizations who wish to make statements during the high-level segment should inform the Secretariat by **Wednesday, 17 February 2021**, by email to unodc-14congress-registration@un.org with a copy to zsoka.williams@un.org.

16. Moreover, the Alliance of Non-Governmental Organizations on Crime Prevention and Criminal Justice is invited to deliver a joint group statement on behalf of the community of non-governmental organizations during the high-level segment.

Length of statements

17. In order to accommodate all speakers, statements during the Congress need to be limited to three minutes (approximately 300 words) each. As an exception, statements made by Member States during the high-level segment may be up to five minutes long (approximately 500 words). If the number of speakers registered for the high-level segment makes it necessary to reduce the time for statements during that segment to three minutes as well, this will be communicated closer to the Congress.

Video statements

18. Representatives have the option of submitting a pre-recorded video statement for the high-level segment, with strict adherence to the applicable time limit.

19. The representative delivering a video statement must be registered for the Congress and included in the delegation's list of participants. When registering for the list of speakers at the high-level segment, delegations are requested to indicate "video statement" next to the title of the representative delivering the statement.

20. Video statements and the text of each statement should be transmitted to the Secretariat by **Friday, 26 February 2021**, via a file-sharing platform with appropriate security protections (e.g., password and/or private link), such as Dropbox. The link to the files on the platform should be sent by email to unov-conference.statements@un.org. Delegations are kindly requested not to attach video files to an email directly.

21. Delegates are kindly reminded that many participants will rely on interpretation services and are therefore encouraged to make themselves familiar with the guidance note entitled “How to record a statement that will be interpreted” (see annex II) before recording their statements.

Online posting of statements

22. All statements, including video statements, made during the high-level segment will be made available on the website of the Fourteenth Congress, unless the Secretariat is informed otherwise by the delegation in question.

Statements during the regular segment

23. In order to accommodate all speakers during the regular segment, statements should be limited to three minutes (approximately 300 words) each. Chairs of regional groups will be allotted a maximum speaking time of five minutes (500 words) each.

24. Speakers may register in advance for speaking slots in plenary meetings of the regular segment by forwarding to the Secretariat the name and title of the speaker and the country or organization, along with an indication of the agenda item under which they wish to address the Congress.

25. As there is no advance registration for Committee I and Committee II, speakers are kindly asked to indicate their intention to take the floor during the meetings of the Committees.

26. Under each agenda item, up to three non-governmental organizations may make statements. Those statements are to be coordinated by the Alliance of Non-Governmental Organizations on Crime Prevention and Criminal Justice (email: info@crimealliance.org).

IV. Appointment of the Secretary-General and the Executive Secretary of the Fourteenth Congress

27. In its resolution [73/184](#), the General Assembly requested the Secretary-General to appoint a Secretary-General and an Executive Secretary of the Fourteenth Congress, in accordance with past practice, to perform their functions under the rules of procedure for United Nations congresses on crime prevention and criminal justice.

28. The Secretary-General of the United Nations has appointed the Executive Director of the United Nations Office on Drugs and Crime (UNODC) and Director-General of the United Nations Office at Vienna as Secretary-General of the Fourteenth Congress. The Secretary-General appointed the Director of the Division for Treaty Affairs of UNODC as Executive Secretary of the Fourteenth Congress.

Secretariat

29. For general information regarding the Congress, please contact the Secretariat of the Congress.

Secretariat to the Governing Bodies
Division for Treaty Affairs
PO Box 500, Room D0676
1400 Vienna
Austria
Email: unodc-congress@un.org

V. Pre-Congress consultations

30. Pre-Congress consultations will be held on Saturday, 6 March 2021, at 3 p.m. (to be confirmed) in the Plenary Hall of the Kyoto International Conference Center. The arrangements necessary to facilitate online participation will be in place. The purpose of the pre-Congress consultations is to reach agreement on the recommendations to be made on all procedural and organizational matters to be dealt with by the Congress on the opening day, such as the election of officers and composition of the General Committee, the adoption of the agenda and organization of work and the appointment of members of the Credentials Committee.

VI. Opening of the Fourteenth Congress and seating arrangements

31. The formal opening of the Fourteenth Congress will take place on Sunday, 7 March 2021, in the morning (starting time to be confirmed). Delegates are requested to be in their seats at least 15 minutes before the beginning of the meeting.

32. For the opening, each government delegation will be assigned two seats, one at the table plus one in the row behind, subject to COVID-19 preventive measures. Specifically identified seating will be available for other participants in the Congress.

33. Committee I will start in the Annex Hall on Sunday, 7 March 2021, in the afternoon. Committee II will also be convened in the Annex Hall, starting in the afternoon on Monday, 8 March 2021, alternating with Committee I. Each government delegation will be assigned two seats, subject to COVID-19 preventive measures. Specifically identified seating will be available for other participants in the Congress.

34. Participants are kindly requested to note that mobile telephones should be in “silent” mode during all proceedings of the Congress.

35. The necessary arrangements have been made to facilitate online participation with interpretation into the official languages of the United Nations during the opening, the high-level segment and other plenary proceedings, as well as during the proceedings of Committee I and Committee II. Online participation in the other events will be in English.

VII. General theme, agenda and programme of work

36. In its resolution [72/192](#), the General Assembly decided that the main theme of the Fourteenth Congress would be “Advancing crime prevention, criminal justice and the rule of law: towards the achievement of the 2030 Agenda”.

37. The substantive agenda items to be considered by the Congress, as approved by the Assembly in the same resolution, are as follows:

(a) Comprehensive strategies for crime prevention towards social and economic development;

(b) Integrated approaches to challenges facing the criminal justice system;

(c) Multidimensional approaches by Governments to promoting the rule of law by, inter alia, providing access to justice for all; building effective, accountable, impartial and inclusive institutions; and considering social, educational and other relevant measures, including fostering a culture of lawfulness while respecting cultural identities, in line with the Doha Declaration;

(d) International cooperation and technical assistance to prevent and address all forms of crime:

(i) Terrorism in all its forms and manifestations;

(ii) New and emerging forms of crime.

38. Annotations on the substantive agenda items of the Congress are contained in document [A/CONF.234/1/Rev.1](#). A discussion guide on those themes has been issued as document [A/CONF.234/PM.1](#). Congress documents are available at www.unodc.org/congress/en/documentation.html.

39. In its resolution [72/192](#), the General Assembly decided that the following issues would be considered in workshops within the framework of the Fourteenth Congress:

(a) Evidence-based crime prevention: statistics, indicators and evaluation in support of successful practices;

(b) Reducing reoffending: identifying risks and developing solutions;

(c) Education and youth engagement as key to making societies resilient to crime;

(d) Current crime trends, recent developments and emerging solutions, in particular new technologies as means for and tools against crime.

40. The proposed programme of work for the Congress is set out in the annex to document [A/CONF.234/1/Rev.1](#). The programme of meetings will appear in the daily journal, which will provide details about daily activities and information such as the titles, times and locations of meetings, the agenda items to be considered and the relevant documentation. The journal will also include information on special events.

VIII. Ancillary meetings and exhibitions

41. In addition to the discussions in plenary meetings and the two committees, a large number of ancillary meetings will be held. Those ancillary meetings will be held either entirely online or in a hybrid format (in person and online). The meeting programme, together with information on how to organize such meetings, can be obtained from the coordinator of the ancillary meetings, Mr. Gary Hill (see www.un-congress.org).

42. A number of exhibitions organized by Governments, United Nations bodies and entities, non-governmental organizations and commercial companies will be held in the Event Hall. Exhibitions will relate to the main theme of the Fourteenth Congress and will address topics such as safety and security in society, the latest developments in information technology and artificial intelligence, and the achievement of the Sustainable Development Goals. There will also be exhibitions related to Japanese culture.

43. The host country will provide a dedicated website that will provide access to ancillary meetings organized by the Government of Japan, virtual exhibitions and a chat function. More information can be obtained at www.moj.go.jp/KYOTOCONGRESS2020/en.

IX. Participation and costs

44. In the light of the COVID-19 pandemic, the Fourteenth Congress will offer three types of participation: in person, online as a speaker (i.e., with the ability to request the floor) and online as an observer.

45. In accordance with the provisional rules of procedure for the Fourteenth Congress ([A/CONF.234/2](#)), the following may participate in the Congress:

(a) Member States of the United Nations;

(b) Associate members of the regional commissions of the United Nations;

(c) Organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences

convened under its auspices, in accordance with Assembly resolutions [3237 \(XXIX\)](#), [3280 \(XXIX\)](#) and [31/152](#);

- (d) Organs of the United Nations;
- (e) Specialized agencies of the United Nations and the International Atomic Energy Agency;
- (f) Intergovernmental organizations;
- (g) Non-governmental organizations in consultative status with the Economic and Social Council;
- (h) Individual experts in the field of crime prevention and the treatment of offenders invited by the Secretary-General, such as members of teaching staff at universities, of criminological institutes and of national non-governmental organizations for crime prevention and criminal justice, members of courts and bar associations, social workers, youth workers, specialists in education, specialists in behavioural sciences, police officials and the like;
- (i) Officials of the Secretariat;
- (j) Other persons invited by the United Nations;
- (k) Other persons invited by the host Government.

In-person participation, including COVID-19 preventive measures

46. In-person participants from abroad will be subject to border control and quarantine measures in Japan (see sect. XVIII). In-person participants are encouraged to keep travel arrangements flexible and remain alert to a dynamic situation that may require further adaptations.

47. The United Nations and the host country have jointly been developing a COVID-19 prevention plan for the Congress, based on the relevant guidelines of Japan and the sanitary standards applicable to intergovernmental meetings organized by the United Nations. Details will be available on the following websites: <http://crimecongress.org/> and www.moj.go.jp/KYOTOCONGRESS2020/en/ (identical information). Owing to the evolving nature of the situation, in-person participants are encouraged to check that information regularly. In-person participants must comply with the COVID-19-related measures in place; in particular, they must not attend meetings if they show symptoms associated with COVID-19. They must also adhere to the distancing requirements at all times.

Online participation

48. Each delegation might further consist of delegates joining online as speakers and observers. The United Nations will establish an online conference portal that will enable meaningful online participation for registered stakeholders. Further information on online participation will be available on the website of the Congress (www.unodc.org/unodc/en/crimecongress/registration_2.html).

Costs and risks

49. All costs and risks of participation will be the responsibility of participating Governments for their delegations, of intergovernmental and non-governmental organizations for their representatives, and of individuals for their own participation. There is no registration fee for participation in the Fourteenth Congress.

Photography and recording during the Congress

50. Meetings during the Congress will be recorded and webcast. By attending any Congress meetings and events, participants give permission for their images (captured during the Congress in videos and photographs and/or by digital camera) to be used in Congress promotional materials, publications and/or websites, including webcasts

and social media, and waive any and all rights, including, but not limited to, compensation or ownership.

X. Participation of non-governmental organizations

51. Rule 58 of the provisional rules of procedure for the Fourteenth Congress, entitled “Observers for non-governmental organizations”, stipulates that observers designated by non-governmental organizations invited to the Congress may participate, without the right to vote, in the deliberations of the Congress, its committees, subcommittees and working groups.

52. Non-governmental organizations in consultative status with the Economic and Social Council which are considered to have a substantive interest in the work of the Congress and which received an invitation may participate in the Congress. Non-governmental organizations in consultative status with the Economic and Social Council that indicated their interest in participating also received an invitation.

53. In accordance with Economic and Social Council resolution 1996/31, entitled “Consultative relationship between the United Nations and non-governmental organizations”, non-governmental organizations without consultative status with the Council wishing to be accredited were given an opportunity to apply through the Civil Society Team of the Secretariat before 10 February 2020 to participate as observers.

XI. Participation of individual experts

54. Individual experts in the field of crime prevention and the treatment of offenders may be invited by the Secretary-General to participate in the Fourteenth Congress in their individual capacity and may participate, without the right to vote, in the deliberations of the Congress, its committees, subcommittees and working groups. In accordance with past practice, individual experts who participated in previous congresses received an invitation upon their request to the Secretariat of the Fourteenth Congress to participate in the Fourteenth Congress. In addition, persons with an interest in crime prevention and the treatment of offenders had the opportunity to apply to the Secretariat for an invitation to participate in the Fourteenth Congress as individual experts.

55. The deadline for expressions of interest by individual experts to participate as observers in the Fourteenth Congress was 10 February 2020.

XII. Credentials for States

56. In accordance with rules 1–3 of the provisional rules of procedure for the Fourteenth Congress, the delegation of each State participating in the Congress is to consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

57. The credentials of State representatives attending online and in person must be issued either by the Head of State or Government or by the Minister for Foreign Affairs.

58. In accordance with rule 4 of the provisional rules of procedure for the Fourteenth Congress, a Credentials Committee is to examine the credentials of representatives and report to the Congress.

59. The credentials, including the full name as shown in the person’s passport, as well as the title, address and email address of each representative, alternate representative and adviser, must reach the Executive Secretary of the Congress by **18 February 2021** at the latest.

60. Governments are invited to submit advance scanned copies of credentials to the Secretariat of the Congress by email (unodc-14congress-registration@un.org) as soon as possible.

61. Credentials that were received for the previous dates of the Fourteenth Congress will be disregarded, and Member States are required to send the credentials again for the new dates of the Congress.

Credentials should be sent to:

Executive Secretary
Fourteenth United Nations Congress on Crime Prevention and Criminal Justice
C/o Secretariat of the Congress
PO Box 500, Room D0676
1400 Vienna
Austria

XIII. Registration

62. In order to participate in the conference, all participants – whether attending in person or online – must be registered by **18 February 2021** at the latest.

63. Member States, United Nations entities, intergovernmental organizations, non-governmental organizations and individual experts who registered for the previous dates of the Fourteenth Congress are required to register again for the new dates of the Congress.

64. Congress registration will be handled through the United Nations registration system Indico, which works on the basis of self-registration. Participants first need to create an account in Indico (<https://indico.un.org/login/>) and then, in a second step, register for the Congress.

65. Registration for the Congress will open on 20 January and close on **18 February 2021**. The numbers of both in-person and online participants per delegation will be limited and, as such, delegations are encouraged to register as early as possible.

66. Detailed information on registration will be made available on the Congress website in January 2021 (www.unodc.org/unodc/en/crimecongress/registration_2.html).

In-person participation

67. Admission to the Congress site will require the presentation of an identification badge for the Congress at all times.

68. As part of the security arrangements, all participants in the Congress will be required to present their passports at the entrance before proceeding to the registration area of the Kyoto International Conference Center. Badges must be worn visibly at all times at the Congress site. All persons and their bags/luggage will be screened at the entrance to the Congress site.

69. Collection of pre-printed badges will begin on Tuesday, 2 March 2021, at 9 a.m., and the registration desk will remain open until 6 p.m. The desk will be open as follows:

2 to 5 March 2021: 9 a.m. to 6 p.m.
6 to 8 March 2021: 8 a.m. to 7 p.m.
9 to 11 March 2021: 8 a.m. to 5 p.m.

70. Participants are encouraged to collect their badges as early as possible. Member States can arrange for batch pick-up with a note verbale designating the person who will pick up the badges. All other participants are expected to pick up their badges in person, presenting their passport or official photo identification and the official communication designating them as participants in the Congress.

71. Many participants travelling from abroad will need a visa to enter Japan. For general information on visa procedures, please see section XVIII, which also contains information on the current border control and quarantine measures implemented by Japan, as well as exceptional arrangements thereto for the purpose of participating in the Congress, and the contact information of the host country authorities.

Online participation

72. Delegates not taking part in person can register for online participation. Information on procedures for in-person and online registration and links to the Indico system are available on the Congress website (www.unodc.org/unodc/en/crimecongress/registration_2.html).

Registration of Heads of State, Heads of Government and ministers

73. It is strongly recommended that Heads of State, Heads of Government and ministers who plan to participate in person be registered in Indico well in advance in order to expedite the preparation of badges and minimize inconvenience. Those badges will be ready for collection at the registration desk by a person authorized through a note verbale. Questions regarding badges should be sent by email to Bernhard Kothgassner (bernhard.kothgassner@un.org) of the United Nations Security and Safety Service.

Vehicle passes

74. Vehicle passes are required for all vehicles accessing the Kyoto International Conference Center to drop off and pick up Heads of State, Heads of Government and ministerial-level participants (namely, Cabinet-level ministers, such as Ministers for Foreign Affairs, Home Affairs, Justice or Health, and Prosecutors General). For the above-mentioned participants, the host country Government will provide each Member State with one vehicle with a driver, for which a vehicle pass will automatically be issued. Should a Member State require more vehicle passes, requests should be sent to the host country Government (kyoto-congress2020@mofa.go.jp) between **17 February** and **2 March 2021**.

XIV. Languages and documentation

75. The six official languages of the Fourteenth Congress are Arabic, Chinese, English, French, Russian and Spanish. As mentioned above, statements made in a language of the Congress during the plenary meetings and the meetings of Committee I and Committee II will be interpreted into the other official languages of the Congress, including through the online platform. Official United Nations documents of the Congress will be made available in the six official languages and posted on the Congress website.

76. Most conference rooms in which simultaneous interpretation is available will be equipped with portable receiving sets and headphones. Participants are requested not to remove them from the meeting rooms so that the equipment can be checked and batteries recharged before the next meeting.

77. UNODC has prepared documents to facilitate the consideration of each item on the provisional agenda of the Congress, as well as background papers for the workshops. In the light of the postponement resulting from the COVID-19 pandemic, UNODC has also prepared an additional document entitled “Developments regarding crime prevention and criminal justice as a result of the coronavirus disease (COVID-19) pandemic” (A/CONF.234/15), which contains updated information and is to be read in conjunction with the background papers. In addition, the Congress will have before it other documents, including the discussion guide and the reports on the regional preparatory meetings. Links to those documents can be found on the UNODC website for the Congress (www.unodc.org/congress/en/documentation.html).

Pre-session documents

78. As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit its environmental impact through the digitization of conference materials and publications, the **pre-session documents** of the Congress will be issued only **electronically** and will be posted in all six official languages on the website of the Congress. **In-person participants are kindly requested to bring their own copies of the pre-session documents to meetings.**

In-session documents

79. Each in-person delegation will receive a single, complete set of the **in-session documents** in the language (or languages) of its choice. In-session documents will also be posted on the website of the Congress.

80. The main documents distribution counter will be located near the entrance to the Plenary Hall. At that counter, each delegation will be assigned an individual pigeonhole in which all documents issued during the Congress will be placed.

XV. Submission of papers

81. In its resolution [74/171](#), the General Assembly, inter alia, encouraged Governments to submit national position papers on the various substantive items of the agenda and to call for contributions from the academic community and relevant scientific institutions. Such papers may also contain relevant research findings, examples of best practice and indications of ways to further common objectives and joint strategies with the United Nations and other stakeholders. To the extent possible, the papers should contain specific recommendations to be considered by the Congress.

Written statements

82. Written statements (prepared specifically for the Congress) on substantive topics of the Congress, including national position papers, should be submitted in electronic format (Word files) in an official language of the Congress by official communication to the Secretariat of the Fourteenth Congress (email: unodc-congress@un.org) by **18 February 2021**. Written statements can be submitted by Member States, United Nations entities, intergovernmental organizations, non-governmental organizations in consultative status with the Economic and Social Council and individual experts. At the time of submission, each statement should be accompanied by an indication of the agenda item to which it relates. The contact information of a representative of the submitting entity should also be included. Written statements will receive an official symbol and a cover page and will be listed in the report on the Congress. They will also be posted on the Congress website; there will be no distribution of hard copies.

Background information

83. Background information (e.g., existing publications, research papers, brochures, statements prepared for other occasions) relevant to the topics of the Congress should be submitted in electronic format in a language of the Congress by official communication to the Secretariat (email: unodc-congress@un.org) by **18 February 2021**. Background information can be submitted by Member States, United Nations entities, intergovernmental organizations, non-governmental organizations in consultative status with the Economic and Social Council and individual experts. Background information will be posted on the website of the Congress; there will be no distribution of hard copies.

XVI. Information and the media

84. Regular United Nations media facilities will be available at the Fourteenth Congress, including a press centre and a press briefing room. Interpretation from and into English and Japanese will also be available for press briefings.

85. Media representatives wishing to cover the Fourteenth Congress must apply for accreditation before the Congress by contacting the Accreditation Office of the United Nations Information Service in Vienna:

Ms. Anne Thomas
United Nations Information Service, Vienna
Mobile: +43 699 1459 5588
Email: press.vienna@un.org

86. Accreditation will be granted upon presentation of valid press credentials, including a letter of assignment on the official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. A photocopy of a valid press card or work pass is also required. Credentials should be sent to press.vienna@un.org.

87. Accredited media representatives also need to register in Indico (see section XIII).

88. The media accreditation counter in the Kyoto International Conference Center will be open from 4 March 2021.

89. For further information on press accreditation, please contact press.vienna@un.org or visit the United Nations Information Service website (https://unis.unvienna.org/unis/en/media/media_accreditation.html).

XVII. Kyoto Congress National Executive Committee

90. As the host of the Fourteenth Congress, the Government of Japan has appointed a Kyoto Congress National Executive Committee, chaired by the Vice-Minister of Justice and comprising the National Police Agency, the Ministry of Justice and the Ministry of Foreign Affairs.

91. The contact details are as follows:

(a) For representatives of Member States and international organizations, any enquiries relating to the host country are to be sent to the following email address: kyoto-congress2020@mofa.go.jp;

(b) For other participants, any enquiries relating to the host country are to be directed to the following email address: kyotocongress@i.moj.go.jp;

(c) Any enquiries regarding accommodation for domestic participants, including members of the diplomatic corps and international organizations based in Japan, are to be sent to the official travel agency (kyotocongress@jtb.com). Enquiries regarding accommodation for overseas participants are to be sent to the following email address: kyoto-congress2020@mofa.go.jp.

XVIII. Visas, travel and hotel reservations for overseas participants – information provided by the host country authorities

Border control and quarantine measures in general

92. As part of COVID-19-related restrictions, the border control and quarantine measures currently applicable in Japan differ from the situation prior to the pandemic.

93. Foreign nationals from designated countries and regions (as at 7 January 2021: 152 countries and regions) are not permitted to enter unless special exceptional circumstances apply. All people entering Japan are requested to refrain from using domestic public transportation and to observe a 14-day self-quarantine after entry. Information on the latest border control and quarantine measures is available at www.mofa.go.jp/ca/fna/page4e_001053.html.

Exemption from border control and quarantine measures for ministerial-level participants and their entourage, as well as for Member States without representation in Japan, and application of “alternative measures”

94. Notwithstanding the border control and quarantine measures described in paragraphs 92 and 93, ministerial-level representatives of Member States and participants at an equivalent level from organs and specialized agencies of the United Nations, the International Atomic Energy Agency and intergovernmental organizations (referred to as “ministerial-level participants”) and their entourage, as well as delegates from Member States that do not have an embassy or diplomatic representation in Japan, will, as an exception, be able to enter Japan, and the 14-day self-quarantine requirement will be eased for the purpose of participating in the Fourteenth Congress, on the condition that those participants observe a set of “alternative measures”, which include obtaining a negative certificate of a COVID-19 test conducted within 72 hours prior to departure for Japan and other measures to minimize contact with residents in Japan. Further information is available on the host country’s Congress website (www.moj.go.jp/KYOTOCONGRESS2020/en/).

95. The host country will provide the following services for participants entering Japan under the exceptional arrangements described in paragraph 94 (referred to as “Congress participants”) to meet the requirements specified in the alternative measures:

(a) Official transportation services, namely, one limousine for each delegation of ministerial-level participants and shuttle buses for other Congress participants will be provided for all ground transportation between Kansai International Airport (KIX), designated hotels and the venue in Kyoto. Inbound transportation services between Kansai International Airport and designated hotels in Kyoto will operate only from 5 to 8 March. For further information on the transportation services and the described arrangements, please contact kyoto-congress2020@mofa.go.jp;

(b) Congress participants from overseas are requested to stay at designated hotels that apply appropriate measures to minimize contact with residents of Japan. For further information on the designated hotels and the relevant arrangements, please contact kyoto-congress2020@mofa.go.jp.

Visas

96. All participants travelling to Japan are required to carry a valid passport and obtain entry visas. Applications for visas must be made well in advance.

97. Entry visas to Japan must be obtained prior to arrival and will not be issued at any Japanese airports upon arrival.

98. Visas will be issued to registered participants in the Congress (see sect. XIII for more information on the registration process). In order to ensure timely processing of visa applications, participants are encouraged to apply for a visa at a Japanese embassy, consulate-general or consular office in parallel with the registration for the Congress **as soon as possible, but no later than 18 February 2021**. Holders of ordinary passports (i.e., not diplomatic or official passports) are urged to apply earlier, as the processing of their visa applications may take longer.

99. A list of Japanese embassies, consulates-general and consular offices worldwide can be found at www.mofa.go.jp/about/emb_cons/mofaserv.html.

XIX. Transportation and accommodation for domestic participants, including members of the diplomatic corps and international organizations based in Japan – information provided by the host country authorities

Transportation

100. Domestic participants, including members of the diplomatic corps and international organizations based in Japan, are encouraged to use public transportation to access the Conference Center during the Congress. The metro system in Kyoto is well developed, and the trip between Kyoto Station and the venue takes approximately 20 minutes.

Accommodation

101. Domestic participants, including members of the diplomatic corps and international organizations in Japan, are encouraged to book hotels through the official Congress website of the host country (www.moj.go.jp/KYOTOCONGRESS2020/en/). Enquiries regarding accommodation for domestic participants are to be directed to the official travel agency of the Congress (kyotocongress@jtb.com).

XX. COVID-19 preventive measures for in-person participants

102. As mentioned above, the United Nations and the host country have jointly been developing a COVID-19 prevention plan for the Congress, based on the relevant guidelines of Japan and the sanitary standards applied to intergovernmental meetings organized by the United Nations. Details will be available on the following websites: <http://crimecongress.org/> and www.moj.go.jp/KYOTOCONGRESS2020/en/ (identical information). Owing to the evolving nature of the situation, in-person participants are encouraged to check that information regularly. In-person participants must comply with the COVID-19-related measures in place; in particular, participants must not attend meetings if they show symptoms associated with COVID-19. They must also adhere to the distancing requirements at all times.

XXI. Facilities at the Congress site – information provided by the host country authorities

Restaurants

103. Restaurants and a cafeteria located in the main building are available for use by participants on a commercial basis.

Internet

104. Wireless Internet access is available in all areas of the Kyoto International Conference Center.

Medical/first aid room

105. First aid facilities are located in the main building.

Bank

106. An automatic teller machine (ATM) will be installed at the parking area adjacent to the New Hall.

Business centre

107. A business centre located in the main building will be available for use by participants on a commercial basis.

Information counter

108. An information counter with local staff will be set up on the Congress site to assist delegates with enquiries.

Meditation room

109. A meditation room is available at the Congress site.

XXII. Useful information about Kyoto

110. Kyoto is located in the Kansai region, on the island of Honshu, and has a population of 1.47 million.

Climate

111. Kyoto has a humid subtropical climate. Springtime in Kyoto is mild, with occasional rains. The average highest temperature in March is 13.4°C/56.12°F, and the lowest is 4°C/39.2°F.

Language

112. Japanese is the official language of Japan.

Currency

113. The currency in Japan is yen (JPY, ¥). Banknotes and coins are easily identifiable. There are 1, 5, 10, 50, 100 and 500 yen coins, and 1,000, 2,000, 5,000 and 10,000 yen banknotes.

114. The Kyoto International Conference Center provides a currency exchange service for major currencies, including the euro, the United States dollar and the pound sterling. Most hotels also provide foreign exchange services. Credit cards are widely accepted.

Time

115. The entire country of Japan is in the same time zone, nine hours ahead of Greenwich Mean Time (GMT+9). Japan does not adopt the practice of daylight saving time.

Electricity

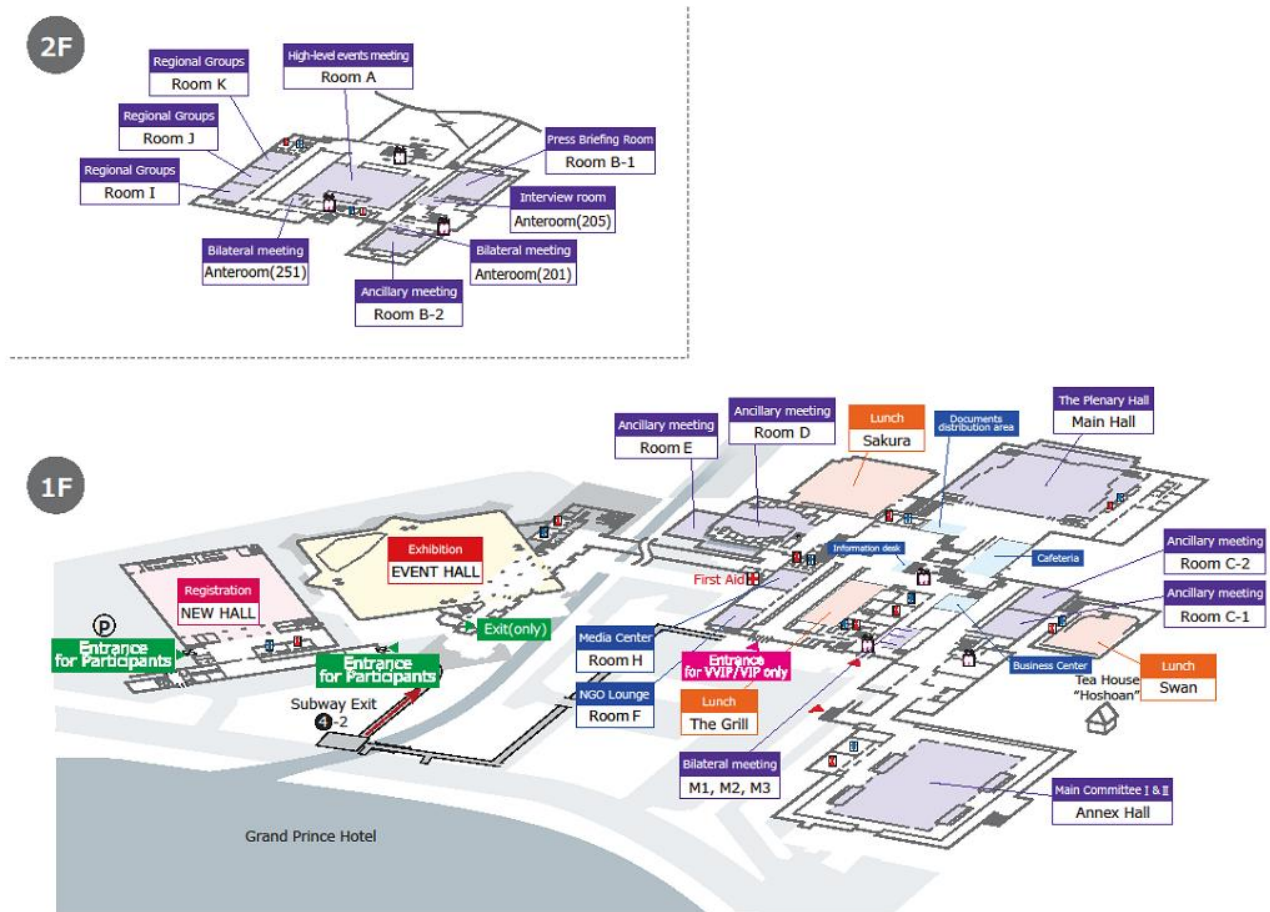
116. The voltage used throughout Japan is uniformly 100 volts AC. In Kyoto and western Japan, the frequency of electric current is 60 Hz. This is different from most of the world, and it means that visitors coming from the United States of America or Europe will need an adapter for sensitive equipment, such as computers. Japan does not use three-pin plugs, so it may be necessary to use an adapter for its two-pin outlets.

Telephone services and useful telephone numbers

117. The country code for Japan is +81. For police, criminal emergencies and traffic accidents, the emergency number is 110, and the number for non-criminal emergencies (medical or fire) is 119.

Annex I

Floor plan of the Kyoto International Conference Center



Annex II

How to record a statement that will be interpreted

Delegations have the option of submitting a pre-recorded video statement for the high-level segment, with strict adherence to the applicable time limit (for more information, see section III). In doing so, delegations should observe the following guidelines on how to record a video statement, provided by the Conference Management Service of the United Nations Office at Vienna:

Sound

- Use a microphone with the following characteristics:
 - Unidirectional
 - Suitable for speech recognition
 - Correctly reproduces audio frequencies between 125 Hz and 12,500 Hz
- If a microphone is not available, use a headset with a built-in microphone and avoid using the built-in microphone of your recording device.

Speech delivery

- The text of the video statement should be provided together with the video.
- The statement should be delivered at a speed not exceeding 120 words per minute.
- Speak in a normal voice and avoid shouting.
- Speak directly into the microphone and look into the camera.
- Avoid turning your head from side to side while recording.
- Avoid tapping or blowing into the microphone.

Camera

- Use a high-definition camera (720p or higher).
- Face the camera.
- Position the camera at the height of the speaker's head, near or on top of the screen used by the speaker (if applicable).
- The image should show the speaker from the waist up, including the hands.

Setting

- The recording must not be made outdoors or in any place with a high level of background noise.
- Eliminate any unnecessary sources of noise in the room (e.g., from other people, air conditioners or the handling of equipment).
- Close the doors while recording.
- Ideally, use a recording studio.
- Use a room with sound-absorbing materials (carpet, draperies, fabric on walls, etc.).
- If windows cannot be avoided, cover them with shutters, curtains, etc.

Light

- Limit the contrast between the darkest and the brightest points on the image.

- If only one light source is available, point it towards the ceiling (indirect lighting).
- Consider adding artificial light, ideally using the three-point technique shown in the image below.

