



Conference of the Parties to the United Nations Convention against Transnational Organized Crime

Distr.: General
11 May 2020

Original: English

Tenth session

Vienna, 12–16 October 2020

Information for participants

I. Date and venue

1. The tenth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held at the Vienna International Centre, Wagramerstrasse 5, 1220 Vienna. The session will open on Monday, 12 October 2020, at 10 a.m. in the M-Plenary Room, M-Building.
2. The annotated provisional agenda and proposed organization of work for the session are contained in document CTOC/COP/2020/1, which is available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC).

Informal pre-session consultations

3. The Conference decided, in its decision 6/3, that its sessions would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference, which would provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.
4. The informal pre-session consultations will be held on Friday, 9 October 2020, in Board Room A, located on the 1st floor of the M-Building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

II. Participation and costs

5. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference, or participate as observers:
 - (a) States parties to the Convention;
 - (b) States or regional economic integration organizations that have signed the Convention;
 - (c) Other States or regional economic integration organizations that have not signed the Convention, unless otherwise decided by the Conference;
 - (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of



United Nations bodies, specialized agencies and funds and representatives of functional commissions of the Economic and Social Council;

(e) Representatives of any other relevant intergovernmental organization, unless otherwise decided by the Conference;

(f) Relevant non-governmental organizations having consultative status with the Economic and Social Council, unless otherwise decided by the Conference;

(g) Other relevant non-governmental organizations, unless otherwise decided by the Conference.

6. The rules of procedure for the Conference can be found at: www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html.

7. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of the participation of their delegates.

III. Credentials and registration

Credentials

8. The credentials of representatives of each State party and the names of the persons constituting the State party's delegation must be submitted to the secretariat, pursuant to rules 18 to 20 of the rules of procedure for the Conference. If possible, the credentials should be submitted no later than 24 hours in advance of the opening of the session.

9. The credentials must be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party, in accordance with its domestic law, or, in the case of a regional economic integration organization, by the competent authority of that organization.

10. A sample format for credentials is set out in the annex and is also available on the website of the Conference (www.unodc.org/unodc/en/organized-crime/intro/COP/info-submission-of-credentials.html). Advance scanned copies of the credentials should be sent by email to the secretariat of the Conference (untoc.cop@un.org). The original credentials of representatives of each State party and the names of the persons constituting the State party's delegation should be submitted to the office of the secretariat of the Conference, located in room M0114, M-Building.

Registration

11. The following registration procedures apply to all participants, including delegates of States parties, and are independent of the procedure for submission of credentials.

12. The details (name, title or function, workplace, telephone numbers and individual email address) of delegates should be sent by means of an official note verbale (Member States) or on official letterhead (organizations) to the secretariat of the Conference as soon as possible. The contact details for the secretariat are as follows:

Secretariat of the Conference of the Parties to the United Nations
Convention against Transnational Organized Crime
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna, Austria
Telephone: (+43-1) 26060 5762
Facsimile: (+43-1) 26060 73957
Email: untoc.cop@un.org

13. The inclusion of individual email addresses will allow the secretariat to ensure that each participant receives an automatic email response confirming his or her registration and any additional information that the secretariat might need to send. The automatic email response will also contain a link to a website where each participant may upload a photograph, thus shortening the time needed to issue a grounds pass on the day of registration.

14. Participants 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.

15. 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, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

16. Registration will begin on Thursday, 8 October 2020. The registration desk will be open from 2 p.m. to 4 p.m. on Thursday, 8 October; from 8 a.m. to noon on Friday, 9 October; and from 8 a.m. to noon on Monday, 12 October. Given the large number of participants expected, persons arriving before the opening of the session are encouraged to register as early as possible.

17. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 from Thursday, 8 October, from 2 p.m. Staff from permanent missions who wish to collect conference badges for their delegates will have to present an official letter at the registration counter for that purpose. The letter must be signed by the Head of the Mission.

18. Commissary passes will be issued upon completion of the registration process 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 Conference from duty stations other than Vienna.

Protocol matters and registration of Heads of State or Government and ministers

19. 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) well in advance if government ministers and Heads of State or Government participate in their delegations. Such notification should be submitted using the VIP form provided by the Ministry.¹ Information concerning security officers, weapons and radio equipment must also be provided by note verbale to the Protocol Department of the Ministry.

20. Moreover, it is strongly recommended that delegations submit in advance the names of government ministers or other delegates of similar or higher rank by email to the secretariat of the Conference (untoc.cop@un.org), copying the Protocol Office (unovprotocol@un.org), in order to expedite the preparation of their conference passes and minimize inconvenience.

21. Conference passes for government ministers and delegates of similar or higher rank will be ready for collection by an authorized person at the registration area located at Gate 1. A representative of the permanent mission may collect those passes; in such cases, however, the designated collector will need to be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'affaires. Questions regarding the collection of conference passes for government ministers and delegates of similar or higher rank should be sent by email to the United Nations Security and Safety Service (vicsecuritycoordinator@un.org) and to vicsecuritypassoffice@un.org.

¹ Available at www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx.

22. Vehicular access permits are available for government ministers only. Requests for such permits must be submitted by email to the United Nations Security and Safety Service (vicsecuritycoordinator@un.org), copying the Protocol Office (unovprotocol@un.org).
23. Any permanent mission in need of a grounds pass for its driver should submit its request to both the Vienna International Centre Security Coordinator (vicsecuritycoordinator@un.org) and to the Vienna International Centre Security Pass Office (vicsecuritypassoffice@un.org).
24. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500
1400 Vienna, Austria
Room F0E08
Email: VICSecurityChiefOffice@un.org
Telephone: (+43-1) 26060 3901
Facsimile: (+43-1) 26060 5834

List of participants

25. The provisional list of participants in the tenth session of the Conference will be issued on Tuesday, 13 October 2020. Only the names of those who have registered and the names of participants officially communicated to the secretariat by Thursday, 8 October, at the very latest, can be included in the provisional list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

IV. Languages and documentation

26. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.
27. Each seat in the conference rooms of the Vienna International Centre 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 may be recharged if necessary.
28. The secretariat has prepared a number of documents to facilitate the consideration of some of the issues on the provisional agenda. Those documents can be downloaded from the UNODC website (www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session10.html).
29. Each delegation will receive a single, complete set of the pre-session documents in the language of its choice. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the venue. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to meetings.
30. At the documents distribution counter, each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.
31. When collecting parliamentary documentation, each delegation is requested to inform the persons working at the documents distribution counter of the number of

copies of each document required and the language or languages in which it wishes to receive the documents during the session. It will not be possible to request additional copies.

Online access to documentation

32. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information for participants regarding facilities and services available at the Vienna International Centre. It also provides access to the digital recordings of public meetings. The application is available at <http://myconference.unov.org>.

33. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the Conference, while helping to reduce paper use.

V. Statements and draft resolutions

Statements

34. The maximum speaking time allotted for statements will be 3 minutes. Delegates delivering statements are requested to provide them in advance to the secretariat by email (untoc.cop@un.org). Alternatively, they can provide a printed or electronic copy of their statements to the conference room officer in the M-Plenary Room or by email to unov.conference@un.org.

Draft resolutions

35. In accordance with Conference decision 6/3, States intending to submit draft resolutions for consideration by the Conference at its tenth session are requested to do so by Monday, 28 September 2020 (i.e., two weeks prior to the start of the session).

36. Draft resolutions should be submitted by email (untoc.cop@un.org) to the secretariat in Word format and should be accompanied by an official transmittal note in the form of a note verbale from the main sponsor. The intended scope of the draft resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant information.

37. Any revision of a draft resolution that has already been distributed 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, in room M0122. Revisions to the text must be clearly marked using track changes in Word.

38. Delegations wishing to hold informal consultations during the tenth session of the Conference should send a room booking request by email to cop.reservations@un.org.

39. Member States wishing to sponsor draft resolutions may sign the relevant signing sheet, which will be with the secretariat in room M0122.

VI. Bilateral meetings and side events

Bilateral meetings

40. To reserve rooms for bilateral meetings between Member States during the session, please send a request by email to cop.reservations@un.org. Please note that requests will be attended to on a first-come, first-served basis.

41. In submitting a room reservation request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials who will attend.

Side events

42. During the Conference, a series of side events will be organized by UNODC, Member States and civil society. Detailed information will be available on the UNODC website.

VII. Information and media

43. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the United Nations Information Service:

Media accreditation:

Telephone: (+43-1) 26060 3342

Facsimile: (+43-1) 26060 73342

Email: press.vienna@un.org

44. Further information on obtaining media accreditation is available from the United Nations Information Service website (www.unis.unvienna.org).

45. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area.

46. For media enquiries, please contact:

Brian Hansford

UNODC Advocacy Section Chief

Telephone: (+43-1) 26060 83225

Email: brian.hansford@un.org

VIII. General information

Use of mobile phones

47. Conference participants are kindly requested to keep their mobile telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system, thus adversely affecting the sound quality of interpretation and the recording of proceedings.

Visas

48. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria in their country 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 can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, the Netherlands, Portugal or Spain) in the country concerned.

Accommodation

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

50. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk located in the arrivals area. The Vienna tourist information desk is open from 7 a.m. to 10 p.m. daily.

Travelling with children

51. 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.

Transportation

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

53. 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.

54. 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.

Arrival at the Vienna International Centre

55. Participants arriving at the Vienna International Centre by taxi are advised to exit on the side lane of Wagramerstrasse, register at Gate 1, walk across the Memorial Plaza, enter the A-Building and follow the signs to the M-Building. Participants arriving by metro (U1 line) should exit at the Kaisermühlen/Vienna International Centre stop, follow the signs to the Vienna International Centre, register at Gate 1, walk across Memorial Plaza, enter the A-Building and then follow the signs to the M-Building.

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

Accessibility and special assistance

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

IX. Facilities at the Vienna International Centre

58. The facilities listed below will be available at the Vienna International Centre to participants in the Conference.

Wireless network connection

59. Wireless connectivity is available everywhere in the M-Building. Delegates' working areas ("cybercorners"), with desktop computers equipped with standard software and Internet access, are located on the ground floor of the M-Building.

Post office

60. A post office, located on the 1st 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.

Photocopying services

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

First aid

62. Medical attention is available at the clinic operated by the Joint Medical Services, located on the 7th floor of the F-Building (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. to 5 p.m., except on Thursdays, when it is open from 8.30 a.m. to 4.30 p.m. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room F0E21, ext. 3903).

63. A pharmacy is located on the 7th floor of the F-Building (room F0709) and is open from 10 a.m. to 5 p.m. Monday to Friday.

Bank

64. Bank Austria has a branch providing full banking services on the 1st floor of the C-Building, as well as cash dispensers at the entrance to the D-Building and on the 1st 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

65. 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.

66. The delegate lounges in the M-Building (M0E) and the C-Building (C07) are open from 9 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.

67. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering service office (room F0E11, ext. 4875; email: CateringVIC@eurest.at).

Travel services

68. Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room C0E01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.

Vienna Service Office

69. 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.

Library services

70. Conference participants are welcome to use the services and facilities of the United Nations Library, located on the fourth floor of the E-Building (room E0482). The Library is open Monday to Friday from 9 a.m. to 5 p.m.

United Nations souvenir shop

71. The United Nations souvenir shop is located at the Visitors' Centre at Gate 1 (ext. 4435). It is open from Monday to Friday from 10 a.m. to 4 p.m. and offers posters, cards, T-shirts and other souvenirs.

Lost and found

72. The Security and Safety Duty Room on the ground floor of the F-Building (F0E18, ext. 3903) provides a "lost and found" service.

X. Possible impact of the coronavirus disease (COVID-19) pandemic on the Conference

73. On the basis of the information currently available, it is difficult to predict the impact of the coronavirus disease (COVID-19) pandemic on the Conference. Participants will be updated when more information is available and if any specific changes or measures are required.

Annex

Sample format for credentials

[OFFICIAL HEADER]

[Date, Place]

CREDENTIALS

I have the honour to inform you that [the Government of *COUNTRY*] has appointed the following delegation to represent [*COUNTRY*] at the tenth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime, to be held in Vienna, Austria, from 12 to 16 October 2020:

1. **Head of Delegation**
[Full name], [Full title]
2. **Alternate Head of Delegation (if applicable)**
[Full name], [Full title]
3. **Delegate(s) (if applicable)**
[Full name], [Full title]

[Full name and title (typed)
Signature
OFFICIAL STAMP]

To the Secretariat of the Conference of the Parties
to the United Nations Convention against
Transnational Organized Crime
Vienna
