



Economic and Social Council

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Commission on Crime Prevention and Criminal Justice

Twenty-eighth session

Vienna, 20–24 May 2019

Information for participants*

I. Opening date and venue

1. The twenty-eighth session of the Commission on Crime Prevention and Criminal Justice will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Monday, 20 May 2019, 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 Monday, 20 May 2019, at 3 p.m. in Board Room A of the M-Building.

2. The annotated provisional agenda and proposed organization of work are contained in document [E/CN.15/2019/1](#), to be made available on the web page of the United Nations Office on Drugs and Crime for the Commission's twenty-eighth session.¹

II. Informal pre-session consultations

3. The Commission agreed that its twenty-eighth session should be preceded by informal consultations to be held on Friday, 17 May 2019, to facilitate discussion of draft resolutions made available in advance. The informal consultations will take place in Board Room D, C-Building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

III. Registration

Registration

4. The personal details of delegates (name, title or function, workplace, fax and telephone numbers and individual email address) should be sent by note verbale (Governments) or on official letterhead (organizations) to the Secretariat as soon as

* 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 printed pre-session documents will be available at the session venue. Delegates are therefore requested to bring their own copies of the pre-session documents to the meeting.

¹ www.unodc.org/unodc/en/commissions/CCPCJ/session/28_Session_2019/session-28-of-the-ccpcj.html.



possible, and not later than Thursday, 16 May 2019. The address of the Secretariat is as follows:

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
PO Box 500, A-1400 Vienna, Austria
Fax: (+43-1) 26060-5885
Email: unodc-sgb@un.org

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

6. Providing the individual email addresses will ensure that all representatives receive an automatic email response confirming their registration. The automatic email response will also contain a link to the web page where each delegate may upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the day of registration.

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

8. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport 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 be screened at the entrance to the Centre.

9. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Friday, 17 May 2019, from 1 p.m. to 4 p.m., and Monday, 20 May 2019, from 8 a.m. to 10.30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and are requested to complete the registration formalities at the latest by 9.45 a.m. on Monday, 20 May 2019, 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. 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 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 from Thursday, 16 May 2019, at noon. Staff from permanent missions who wish to collect 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 twenty-eighth session of the Commission will be issued on Tuesday, 21 May 2019. Only the names of participants officially communicated to the Secretariat by Thursday, 16 May 2019, at the very latest, can be included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

IV. Statements and draft resolutions

Statements

13. The maximum speaking time allotted for statements will be 7 minutes for Chairs of regional groups and 5 minutes for other speakers, including high-level speakers (5-minute statements are equivalent to approximately 500 words). Delegates delivering statements are requested to supply their statements in advance to the Meetings Management Unit of the Secretariat, preferably by email

(unovconference@un.org), or, alternatively, to deliver printed copies of their statements to the conference service desk in the Plenary Hall.

Draft resolutions

14. Pursuant to Commission decision 21/1, States Members of the Commission intending to submit draft resolutions for consideration by the Commission at its twenty-eighth session are requested to do so one month prior to the start of the session, which, for the twenty-eighth session, is Tuesday, 23 April 2019, at noon. Draft resolutions should be submitted to the Secretariat (unodc-sgb@un.org) in electronic (Microsoft Word) format.

15. Any revisions made to a draft resolution after its distribution as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic (Microsoft 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.

16. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet, which is with the Secretariat, before the end of the session.

V. Bilateral meetings and side events

Bilateral meetings

17. For the reservation of rooms for bilateral meetings between Member States during the twenty-eighth session, please contact:

Ms. Maxine Jacobs	or	Mr. Jean-Michel Creighton
maxine.jacobs@un.org		jean-michel.creighton@un.org
(+43-1) 26060-5771		(+43-1) 26060-3119

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

Side events

19. A number of side events and exhibitions will take place during the twenty-eighth session of the Commission. A programme will be published shortly on the website of the session.¹

VI. Security

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

21. 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
PO Box 500
A-1400 Vienna, Austria
Room F0E08
VICSecurityChiefOffice@un.org

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

VII. Documentation

23. The official languages of the session are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents for the session will be made available in all six official languages.

24. Documentation to facilitate consideration of some of the issues on the provisional agenda is available on the website of the twenty-eighth session.

25. 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 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.

VIC Online Services application

26. 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 regarding facilities and services available in the Vienna International Centre. During the meeting, the application is available through mobile devices such as smartphones and tablet PCs at the following address: <http://myconference.unov.org>.

27. The VIC Online Services application is designed to facilitate the broader distribution of official documents and meeting information during the conference, while helping to reduce paper use.

VIII. General information

Conference rooms

28. Each seat in the conference rooms in the M-Building 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 recharged, if necessary.

Use of mobile phones

29. 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

30. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can 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 by the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires an official confirmation from the Government represented by the applicant of his or her participation, as well as a copy of the applicant's passport. A note verbale or official letter should be received by the Secretariat at least three weeks prior to the start of the meeting.

Accommodation

31. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

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

Transportation

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

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

(a) The VAL 2 line operates between Vienna International Airport and Schwedenplatz/Morzinplatz (U1/U4 metro station at Schwedenplatz). Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 2.45 a.m., and every 30 minutes from 4.45 a.m. to 1.15 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m., and every 30 minutes between 4 a.m. and 11.30 p.m.;

(b) The VAL 3 line operates between Vienna International Airport and the Vienna International Centre (next to the “Kaisermühlen/Vienna International Centre” station on the U1 metro line). The trip takes approximately 30 minutes. Buses leave the airport for the 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.

35. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the “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 6.09 a.m. to 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.

IX. Facilities at the Vienna International Centre

36. The following facilities will be available to participants at the Vienna International Centre.

Delegates’ working areas and wireless network connection

37. Wireless connectivity is available everywhere in the M-Building. A delegates’ working area is located on the ground floor of the M-Building.

Post office and faxes

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

First aid

39. Medical attention is available from the clinic operated by the VIC Medical Service, located on the seventh floor of the F-Building of the Vienna International Centre (ext. 22223/22224 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 3 p.m.

For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

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

Banks

41. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cashpoints (ATMs) at the entrance of the D-Building and on the first floor of the C-Building. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services

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

43. The delegates 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 its opening hours are from 11.30 a.m. to 8 p.m. from Monday to Thursday, and from 11.30 a.m. to 9 p.m. on Fridays. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; email: cateringvic@eurest.at).

Travel services

44. The American Express office (room number 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.

Access to the Vienna International Centre

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

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