



# Economic and Social Council

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## Commission on Narcotic Drugs

Sixty-fourth session

Vienna, 12–16 April 2021

### Information for participants

#### I. Introduction

1. The present document contains information on the arrangements for the sixty-fourth session of the Commission on Narcotic Drugs. The information may be subject to change as the COVID-19 pandemic and its impact on the sixty-fourth session of the Commission on Narcotic Drugs evolves.

#### II. Opening date and venue

2. The sixty-fourth session of the Commission on Narcotic Drugs will be held from 12 to 16 April 2021. In the light of the coronavirus disease (COVID-19) situation, the session is likely to be held in a hybrid format, combining in-person participation at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, and online participation. Given the time limitations on online interpretation, the suggested meeting times are from 11 a.m. to 1 p.m. and from 3 to 5 p.m.

3. The session will open in the morning of 12 April in the Plenary Hall, on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work in the afternoon session on the same day, in Boardroom A, M-Building.

4. The annotated provisional agenda and proposed organization of work (E/CN.7/2021/1) is available on the website of the United Nations Office on Drugs and Crime, in the section pertaining to the sixty-fourth session.<sup>1</sup>

#### III. Informal pre-session consultations

5. The Commission agreed that its sixty-fourth session would be preceded by informal consultations, to be held on 9 April 2021, to facilitate discussion of draft resolutions made available in advance. The informal consultations will be held in Boardroom A, M-Building. Suggested meeting times are from 11 a.m. to 1 p.m. and from 3 to 5 p.m.

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\* Reissued for technical reasons on 22 March 2021.

<sup>1</sup> [www.unodc.org/unodc/en/commissions/CND/session/64\\_Session\\_2021/session-64-of-the-commission-on-narcotic-drugs.html](http://www.unodc.org/unodc/en/commissions/CND/session/64_Session_2021/session-64-of-the-commission-on-narcotic-drugs.html).



## IV. Participation

6. Considering the current situation with regard to the COVID-19 pandemic, the sixty-fourth session will likely be held in a hybrid format involving two types of participation: in-person participation at the Vienna International Centre and online participation from various locations worldwide.

### **In-person participation and COVID-19 preventive measures**

7. The Vienna International Centre adheres to the regulations and recommendations of the host country and host city relating to COVID-19. Participants are encouraged to regularly check for updates on the website of the sixty-fourth session, in the section on COVID-19-related information.

8. In line with the COVID-19 regulations and recommendations of the host country and host city, in-person participation may be limited. Detailed information on in-person participation and registration will be made available on the website of the sixty-fourth session, in the section pertaining to registration.

### **Online participation**

9. Participants will also be able to participate online, either as speakers (by means of a link that technically enables participants to request and take the floor), or as observers (by means of a link that enables participants to follow the proceedings of the Commission in the six official languages of the United Nations but not to take the floor).

10. Detailed information on online participation and registration will be made available on the website of the sixty-fourth session, in the section pertaining to registration.

## V. Registration

### **Registration**

11. All participants must register through the Indico registration system (<https://indico.un.org/login/>). In order to register for the session, a personal account must first be set up in Indico. The dates of the registration period will be announced on the website of the sixty-fourth session, in the section pertaining to registration.

12. Detailed information on registration, as well as the link to the registration page on Indico, will be posted on the website of the sixty-fourth session, in the section pertaining to registration. Participants are encouraged to regularly check the website for updated information prior to registering in Indico.

13. Given that the numbers of both in-person and online participants per delegation may have to be limited, delegations are encouraged to register as early as possible, once registration is opened on Indico.

### **In-person participation**

14. As part of the security arrangements, participants attending in person will be required to present their confirmation of registration from Indico identifying them as delegates, together with their passports or another official photograph-bearing identity document, in order to receive their grounds passes on site. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will go through a security check at the entrance to the Centre. Participants attending in person are kindly requested to familiarize themselves with and follow the COVID-19 guidelines for meeting participants at the Vienna International Centre, available on the website of the sixty-fourth session, in the section on COVID-19-related information.

15. Grounds passes will be issued to registered participants at Gate 1 of the Vienna International Centre on 9 April 2021, from 1 to 4 p.m., and on 12 April 2021, from 8 to 10.30 a.m., unless communicated otherwise on the website of the sixty-fourth session, in the section pertaining to registration.

16. 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 will be granted access to the commissary.

17. Grounds passes for confirmed registered delegates may be collected by permanent missions at the Pass Office at Gate 1 in advance of the session, on 9 April 2021, from 1 to 4 p.m. Staff from permanent missions collecting grounds passes 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.

#### **Participation of cabinet ministers and Heads of State or Government**

18. 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](mailto:abtil@bmeia.gv.at)) of the in-person participation in their delegations of cabinet ministers and heads of State or Government well in advance by using the VIP Form provided by the Ministry.<sup>2</sup> Information concerning security officers, weapons and radio equipment must also be notified by note verbale to the Protocol Department of the Ministry.

## **VI. Statements and draft resolutions**

### **Statements**

19. The maximum speaking time allotted for statements will be 5 minutes for Chairs of regional groups and 3 minutes (3-minute statements are equivalent to approximately 300 words) for other speakers, including high-level speakers. Delegates delivering statements are requested to supply their statements (pre-recorded statements and statements in general) in advance to the Meetings Management Unit, preferably by email ([unov-conference.statements@un.org](mailto:unov-conference.statements@un.org)), or, alternatively, to provide printed copies thereof to the conference service desk in the Plenary Hall.

### **General debate**

20. For the general debate, the Extended Bureau of the Commission, following established practice, is expected to establish a date for opening the list of speakers that will differentiate only between speakers at the ministerial level and other speakers.

21. Delegations also have the option of submitting a pre-recorded video statement for the general debate (the time limit is to be strictly adhered to).

22. Representatives delivering video statements must be registered for the session as part of the delegation. When submitting names for the list of speakers at the general debate, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

23. Video statements and the text of those statements should be transmitted to the secretariat via a file-sharing platform with appropriate security protections such as password protection and secure links (for example, Dropbox). The link to the files on the platform should be sent by email to [unov.conference@un.org](mailto:unov.conference@un.org) by 6 April 2021. Delegations are kindly requested to not send video files as email attachments.

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<sup>2</sup> Available at [www.bmeia.gv.at/fileadmin/user\\_upload/Zentrale/Reise\\_Aufenthalt/VIP\\_Form.docx](http://www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx).

24. Statements delivered during the general debate will be made available on the website of the sixty-fourth session. Speakers should inform the secretariat if they do not want their statements to be posted online.

#### **Draft resolutions**

25. Pursuant to Commission decision 55/1, States members of the Commission intending to table draft resolutions for consideration by the Commission at its sixty-fourth session are requested to submit them one month before the start of the session, that is, by noon on 15 March 2021. Draft resolutions should be emailed to the secretariat ([unodc-sgb@un.org](mailto:unodc-sgb@un.org)), in Word format.

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

27. Member States wishing to co-sponsor a draft resolution must sign the respective signing sheet, which is with the secretariat, before its adoption.

#### **Informal consultations on draft resolutions during the session**

28. Provided that the regulations related to COVID-19 in place at the time of the sixty-fourth session allow for the use of rooms for informal consultations on draft resolutions during the session, requests to reserve rooms for that purpose should be addressed to:

Meetings Management Unit  
Email: [cnd.reservations@un.org](mailto:cnd.reservations@un.org)  
Tel.: +43-(0)1-26060-3114

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

## **VII. Side events**

30. If the COVID-19 situation allows, a number of side events and exhibitions will be held during the sixty-fourth session. A programme will be posted on the website of the sixty-fourth session shortly before the start of the session.

## **VIII. Security**

31. During the sixty-fourth session, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre, while the United Nations Security and Safety Service will be responsible for security inside the Centre.

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

Chief of the United Nations Security and Safety Service  
Room F0E08  
United Nations Office at Vienna  
P.O. Box 500  
A-1400 Vienna, Austria  
Email: [vicsecuritychief@un.org](mailto:vicsecuritychief@un.org)

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

## IX. Documentation

34. The official languages of the session are the six official languages of the United Nations, that is, Arabic, Chinese, English, French, Russian and Spanish.

### Pre-session documents

35. As part of the efforts of the secretariat to reduce expenditure and limit environmental impacts through the digitization of conference materials and documents, pre-session documents for the sixty-fourth session will only be issued electronically, in all six official languages, on the website of the sixty-fourth session. In-person participants who wish to use printed versions of the pre-session documents are requested to bring their own copies.

### In-session documents

36. During the session, each delegation participating in person will receive a single set of in-session documents, in the language of its choice. In-session documents of the sixty-fourth session will also be issued electronically, in all six official languages, on the website of the sixty-fourth session.

37. 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 participating in person will be assigned a distribution box for documents. A journal containing the daily programme and other information related to the conduct of the session will be posted on the website of the sixty-fourth session of the Commission every morning. A limited number of printed copies will also be made available at the document distribution counter.

### VIC online services application

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

## X. General information

### Accommodation

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

### Conference rooms

40. Each seat in the conference rooms in the M-Building for which simultaneous interpretation is available will be equipped with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged as necessary. Depending on the COVID-19 situation, participants may be encouraged to bring their own headphones.

**Transportation**

41. In-person participants are responsible for making their own arrangements for transport to and from the airport and the Vienna International Centre.

42. 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. 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. Information on VAL services, routes and timetables is available on the following website: [www.viennaairportlines.at/en](http://www.viennaairportlines.at/en).

43. Information on the services of the City Airport Train (CAT) is available on the following website: [www.cityairporttrain.com/en/home](http://www.cityairporttrain.com/en/home).

**City of Vienna online travel guide**

44. The online travel guide of the city of Vienna provides useful information for travellers visiting Vienna. The guide is available at [www.wien.info/en](http://www.wien.info/en); specific information relating to COVID-19 is available at [www.wien.info/en/travel-info/coronavirus-information](http://www.wien.info/en/travel-info/coronavirus-information).

**Visas and requirements for entry into Austria**

45. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks before their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications may be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The secretariat may, upon request from the Government concerned, provide a note verbale containing information on the applicants' participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the secretariat requires an official confirmation from the Government represented by the applicants of their participation, as well as a copy of their passports. A note verbale or official letter containing such confirmation should be received by the secretariat at least four weeks before the start of the meeting.

46. Participants must comply with the COVID-19-related entry and quarantine requirements of the Government of Austria, which are available on the following website: [www.sozialministerium.at/en/Coronavirus/Coronavirus---Information-available-for-download.html](http://www.sozialministerium.at/en/Coronavirus/Coronavirus---Information-available-for-download.html).

**XI. Access to and facilities at the Vienna International Centre<sup>3</sup>****Access to the Vienna International Centre for in-person participants**

47. Registered in-person participants arriving at the Vienna International Centre by taxi are advised to alight in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, from where they can proceed to Gate 1. Participants arriving by metro (U1 line) should alight at Kaisermühlen/Vienna International Centre station and follow the signs marked "Vienna International Centre". After obtaining a grounds pass at Gate 1, participants should cross Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

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

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<sup>3</sup> The information in the present section is subject to change owing to health regulations of the host Government.

**Accessibility and special assistance**

49. Participants with accessibility or other specific needs, including accompaniment by a personal assistant or guide dog, are invited to first consult the “accessibility guide”<sup>4</sup> then address any further questions to the secretariat ([unodc-sgb@un.org](mailto:unodc-sgb@un.org)).

**Banks**

50. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cash dispensers at the entrance to the D-Building and on the first floor of the C-Building. Office hours are currently 9 a.m. to 4 p.m., Monday to Friday, but may be subject to change.

**Catering services**

51. A cafeteria located on the ground floor of the F-Building and a coffee bar in the C-Building (C07) are currently in operation. Updated information on catering services and opening hours during the sixty-fourth session of the Commission will be made available on the website of the sixty-fourth session, in the section on COVID-19-related information.

**COVID-19 guidelines for in-person participants, and first aid**

52. COVID-19 guidelines for in-person participants will be made available on the website of the sixty-fourth session of the Commission, in the section on COVID-19-related information. In-person participants are encouraged to regularly visit the website for updated information.

53. Medical help is available from the medical service located on the seventh floor of the F-Building of the Vienna International Centre (extension 22223 and, for emergencies, extension 22222). The service is open from 8.30 a.m. to 5.30 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

54. A pharmacy is located on the seventh floor of the F-Building (room F0709, extension 21599) and is currently open from 11.30 a.m. to 3 p.m., Monday to Friday. Opening hours may be subject to change.

**Photocopying services**

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

**Postal services and faxes**

56. A post office, located on the first floor of the C-Building (room C0101, extension 4986), provides all regular postal services, including a fax service, from 8 a.m. to 6 p.m., Monday to Friday.

**Wireless network connection**

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

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<sup>4</sup> Available at [www.unodc.org/documents/commissions/CND\\_CCPCJ\\_joint/Accessibility\\_Guide/2020.07.21\\_Accessibility\\_Guide.pdf](http://www.unodc.org/documents/commissions/CND_CCPCJ_joint/Accessibility_Guide/2020.07.21_Accessibility_Guide.pdf).