



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

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## Sixth session\*

Vienna, 15-19 October 2012

### Information for participants

#### I. Date and venue

1. The sixth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held in Vienna from 15 to 19 October 2012. Participants must register at Gate 1 of the Vienna International Centre (Wagramerstrasse 5, 1220 Vienna).

#### II. Opening meeting

2. The opening meeting will be held at the Vienna International Centre on Monday, 15 October 2012, beginning at 10 a.m. Delegates are requested to be in their seats by 9.45 a.m.

#### III. Provisional agenda and proposed organization of work

3. The annotated provisional agenda and proposed organization of work of the session are contained in document CTOC/COP/2012/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) ([www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html](http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html)).

4. In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged. Governments are also encouraged to include in their delegations representatives of central authorities in charge of international cooperation in criminal matters and other Government representatives with expertise in the issues covered in the agenda.

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\* For environmental reasons and in order to save costs, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies to the session.



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

#### **IV. Participation and costs**

6. According to the rules of procedure for the Conference ([www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html](http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html)), the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;
- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (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, as well as representatives of functional commissions of the Economic and Social Council;
- (e) Representatives of any other relevant intergovernmental organization;
- (f) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (g) Other relevant non-governmental organizations.

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

#### **V. Registration**

8. The details (name, title/function, workplace and individual e-mail address) of delegates should be sent to the secretariat of the Conference by Friday, 5 October 2012, at the latest. The address of the secretariat is 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 4460  
Facsimile: (+43-1) 26060 73957  
E-mail: [untoc.cop@unodc.org](mailto:untoc.cop@unodc.org)

9. During pre-registration, Governments should ensure that the information on the composition of their delegations includes the individual e-mail address of each

member of the delegation. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration and any additional information that the secretariat might need to send. The automatic e-mail response will also contain a link where each delegate may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.

10. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the Vienna International Centre. All delegates are requested to confirm their attendance.

11. 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.

12. Registration will begin on Friday, 12 October 2012. The registration desk will be open from 2 to 4 p.m. on 12 October, from 6 p.m. to 8 p.m. on Sunday, 14 October, and from 8 a.m. to 4 p.m. on Monday, 15 October 2012. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

### **Credentials**

13. In accordance with rule 18 of the rules of procedure for the Conference, the credentials shall 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 the organization.

14. When the Conference is to consider proposals for amendments to the United Nations Convention against Transnational Organized Crime<sup>1</sup> in accordance with article 39 of the Convention and rule 62 of the rules of procedure for the Conference, the credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the State party or, in the case of a regional economic integration organization, by the competent authority of that organization.

15. In accordance with rule 19 of the rules of procedure for the Conference, the bureau shall examine the credentials of representatives of each State party and the names of the persons constituting the State party's delegation and submit its report to the Conference. According to rule 20 of the rules of procedure, pending a decision of the bureau on their credentials, representatives shall be entitled to participate provisionally in the session. Any representative of a State party to whose admission another State party has made objection shall be seated provisionally with the same rights as other representatives of States parties until the bureau has reported and the Conference has given its decision.

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<sup>1</sup> United Nations, *Treaty Series*, vol. 2225, No. 39574.

16. For accreditation purposes and in accordance with the rules of procedure, representatives of States parties are requested to submit to the secretariat letters of credentials duly signed by the issuing authorities.

17. Advance scanned copies of credentials should be sent by e-mail to the secretariat of the Conference ([untoc.cop@unodc.org](mailto:untoc.cop@unodc.org)). 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 of the Parties to the United Nations Convention against Transnational Organized Crime located in room M0123 of the Vienna International Centre.

## **VI. Languages and documentation**

18. 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.

19. 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.

20. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda. Those documents may be downloaded from the UNODC website.

21. 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 session venue. Each delegation will receive a single, complete set of the documents in the language of its choice. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

22. Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to delegations at a desk close to the documents distribution counter, upon presentation of their grounds passes.

23. At the documents distribution counter, each delegation will be assigned an individual pigeonhole in which documents issued during the session will be placed.

24. Each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying 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.

## **VII. Submission of national statements**

25. Delegates wishing to have their national statements and position papers distributed during the session are requested to provide the secretariat with a

minimum of 200 copies, to ensure that all delegations receive one copy and that the secretariat also receives a limited number of copies.

## **VIII. Information and the media**

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

Veronika Crowe-Mayerhofer  
Media Accreditation Officer  
Telephone: (+43-1) 26060 3342  
Facsimile: (+43-1) 26060 73342  
E-mail: [veronika.crowe-mayerhofer@unvienna.org](mailto:veronika.crowe-mayerhofer@unvienna.org)

27. Further information on obtaining media accreditation is available from the UNIS website ([www.unis.unvienna.org/unis/en/media\\_accreditation.html](http://www.unis.unvienna.org/unis/en/media_accreditation.html)).

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

29. Further information on the session is available from the UNODC website.

## **IX. Visas, accommodation and transportation**

### **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 (Belgium, France, Germany, Italy, Netherlands, Portugal and Spain) in the country concerned.

### **Accommodation**

31. Each participant is responsible for making his or her own hotel 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 from 6 a.m. to 11 p.m. daily.

### **Transportation**

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

34. An airport bus service operates between Vienna International Airport to Morzinplatz (near “Schwedenplatz” stop on metro lines U1 and U4). The one-way fare is 8 euros. The travel time is about 25 minutes. Buses leave the airport for

Morzinplatz every 30 minutes from 4.50 a.m. to 0.20 a.m. and from Morzinplatz every 30 minutes from 4.00 a.m. to 11.30 p.m.

35. There is also a bus service between the Vienna International Centre (near “Kaisermühlen/Vienna International Centre” station on metro line U1) and Vienna International Airport. The fare is 8 euros for a one-way ticket. The travel time is about 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 7.10 a.m. to 8.10 p.m. and leave the Vienna International Centre for the airport every hour from 6.10 a.m. to 7.10 p.m.

36. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (“Wien Mitte/Landstrasse” station on metro lines U3 and U4) to the Vienna International Airport. The fare is 11 euros for a one-way ticket and 17 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.05 a.m. to 11.35 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.38 a.m. to 11.08 p.m.

## **X. Facilities at the Vienna International Centre**

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

### **Wireless network connection**

38. Wireless connectivity is available everywhere in the M building. There are two Internet corners on the ground floor of the M building.

### **Post office, telephones and facsimiles**

39. Postal services are available at the post office located on the first floor of the C building. Facsimiles can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

### **First aid**

40. Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of the F building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

### **Banks**

41. Banking service is available at the branch of Bank Austria, located on the 1st floor of the C building. Opening hours are from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.

### **Catering services**

42. A cafeteria, a restaurant and a bar 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, extension 4877). The cafeteria is open from 7.30 to 10 a.m. and from

11.30 a.m. to 2.45 p.m. The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m. The coffee areas in the M building are open from 9 a.m. to 4.30 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (room F184C, extension 4875).

**Travel services**

43. American Express (room number COE01) and Carlson Wagonlit Travel (room number F0E13) are available to participants requiring assistance with travel, car rental, sightseeing and excursions. The offices are open from 8.30 a.m. to 5 p.m. from Monday to Friday.

**Access to the Vienna International Centre**

44. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “A” and follow the signs to building “M”. Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and enter building “A”.

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