



Conference of the States Parties to the United Nations Convention against Corruption

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Third session*

Doha, Qatar, 9-13 November 2009

Information for participants

I. Date and venue

1. In its decision 2/1, entitled “Venue for the third session of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference of the States Parties to the United Nations Convention against Corruption accepted the offer of the Government of Qatar to host the third session of the Conference.
2. Pursuant to that decision, the third session of the Conference will be held at the Conference Centre of the Sheraton Doha Resort and Convention Hotel in Doha from 9 to 13 November 2009. A floor plan of the Conference Centre is provided in annex I.

II. National Organizing Committee

3. The host Government has appointed a National Organizing Committee, headed by Mr. Ibrahim al-Qubaisi, Prime Solicitor General, and composed of:
 - (a) Mr. Ibrahim al-Qubaisi, Prime Solicitor General;
 - (b) Ms. Sheikha Maarifi, Head of the Administration and Finance Department;
 - (c) Mr. Firas Ahmed, Head of the International Cooperation Bureau;
 - (d) Mr. Naser Mitrif, Head of the Clerk’s Office;
 - (e) Ms. Mariam Haji, Assistant Director of the Administration and Finance Department;
 - (f) Mr. Yousif Abu Hindi, Head of Public Relations and Media;
 - (g) Mr. Rashid al-Darhem, Head of the Administration Section.

* For reasons of economy, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies to the session.



4. The Head of the International Cooperation Bureau, Mr. Firas Ahmed, is in charge of coordinating all organizational aspects of the session of the Conference. Mr. Firas Ahmed can be contacted during office hours (8 a.m. to 2 p.m. local time), from Sunday to Thursday. His contact information is as follows:

Mr. Firas Ahmed
Head of the International Cooperation Bureau
P.O. Box 705
Doha, Qatar
Telephone: (+974) 484 33 57
Facsimile: (+974) 493 14 32
E-mail: fahmed@pp.gov.qa

III. Opening ceremony and seating arrangements

5. The opening ceremony will be held on Monday, 9 November 2009, in the al-Dafna Hall of the Conference Centre of the Sheraton Doha Resort and Convention Hotel, beginning at 11 a.m. **Delegates are requested to be in their seats by 10:45 a.m.**

6. For the opening ceremony, each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

7. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

IV. Provisional agenda and proposed organization of work

8. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2009/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) (<http://www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session3.html>).

9. **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.**

10. During the Conference, the following special events¹ will be held:

(a) Forum for parliamentarians: partnering with international and donor organizations to support the implementation and review of the Convention against Corruption;

¹ The events listed above are those that were planned at the time of the issue of this document. Additional events organized after the printing of this document will be posted on the website of UNODC (<http://www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session3.html>).

- (b) Good practices in anti-corruption campaigns;
- (c) Civil society forum.

V. Participation and costs

11. According to the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption,² 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 the 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.

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

VI. Registration

13. The names of delegates should be sent to the secretariat of the Conference as soon as possible:

Secretariat of the Conference of the States Parties to the United Nations
Convention against Corruption
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria
Telephone: (+43-1) 26060 4281
Facsimile: (+43-1) 26060 6711
E-mail: uncac.cop@unodc.org

² The full text of the rules of procedure is available on the UNODC website (<http://www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure.html>).

14. Governments pre-registering online should ensure that the information on the composition of their delegation includes the individual e-mail addresses. Providing the individual e-mail addresses will ensure that representatives receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link enabling participants to upload a photograph. Please note that only if both requirements are met (provision of e-mail address and uploading of a photograph) can badges be pre-printed and made available to be picked up at the Conference Centre of Sheraton Doha Resort and Convention Hotel. E-mail addresses of representatives should be submitted to the Secretariat not later than 30 October 2009. Delegates who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and issuance of the badge upon their arrival at the Conference Centre.

15. All other participants must register at the registration area located at the al-Dafna entrance of the Conference Centre of the Sheraton Doha Resort and Convention Hotel.

16. As part of the high-level 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 in the Conference Centre of the Sheraton Doha Resort and Convention Hotel to register and obtain their security pass for the session. Passes must be worn visibly at all times in the Conference Centre during the session. All persons and their bags and briefcases will be screened at the entrance of the Conference Centre.

17. Registration will begin on Saturday, 7 November 2009. The registration desk will be open from 9 a.m. to 7 p.m. on 7 and 8 November, and from 8 a.m. to 7 p.m. from 9 to 13 November. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

Registration of Heads of State or Government and ministers

18. It is strongly recommended that delegations submit the names of ministers or other delegates of similar or higher rank to the secretariat in advance in order to expedite preparation of VIP badges and minimize inconvenience. Those badges will be ready for collection by an authorized person at the registration desk located at the al-Dafna entrance of the Conference Centre of the Sheraton Doha Resort and Convention Hotel, upon arrival. Questions regarding VIP badges should be sent by e-mail to Lieutenant Imad Ahmad Zaher (imad.ahmad.zaher@unvienna.org) of the United Nations Security and Safety Service.

Registration of members of the press and the media

19. Media representatives are required to apply for accreditation with the United Nations Information Service, Vienna, preferably in advance of the session. Accreditation is also possible at the press registration counter, located in the registration area of the Conference Centre. For further information, please see Section IX below, on information and the media.

Registration of persons accompanying delegates and participants

20. The names of all persons accompanying delegates or other participants should be submitted to the secretariat as soon as possible. Those persons will be issued a special badge, which will allow them access to the Conference Centre of the Sheraton Doha Resort and Convention Hotel.

VII. Languages and documentation

21. 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 of the Conference 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.

22. Each seat in the conference halls of the Conference Centre for which simultaneous interpretation is available will be provided 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.

23. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website (<http://www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session3.html>) or from the official Qatari website (<http://www.cosp3-uncac.pp.gov.qa>).

24. As part of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the conference venue in limited number. 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.**

25. Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the documents distribution counter, upon presentation of their badges.

26. The main documents distribution counter will be located in the Salwa Foyer of the Conference Centre. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed.

27. To determine exact requirements for in-session documents, 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. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

VIII. Submission of papers

28. Copies of national statements and position papers prepared by participating States will be distributed during the session in the languages and quantities provided by Governments. It is suggested that the following minimum number of copies be provided:

<i>Language combination</i>	<i>Minimum number of copies</i>					
	<i>Arabic</i>	<i>Chinese</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
Arabic and English only	175	-	425	-	-	-
Chinese and English only	-	10	425	-	-	-
English only	-	-	600	-	-	-
English and French only	-	-	425	175	-	-
English, French and Spanish only	-	-	375	125	-	100
English and Russian only	-	-	425	-	100	-
English and Spanish only	-	-	425	-	-	175

29. If the suggested number of copies cannot be provided, 300 copies is the absolute minimum necessary for distribution to cover one copy per delegation and limited copies for secretariat use. A business centre, located in the lobby opposite the Qatar National Bank at the Sheraton Doha Resort and Convention Hotel offers reproduction facilities on a commercial basis. However, it is strongly recommended delegations bring sufficient quantities of documents to the Conference Centre well before the opening of the session.

30. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 28 and 29 above for recommended languages and quantities).

31. Information copies of all national statements and position papers, as well as other relevant documents, should be submitted in electronic format as soon as possible to the Secretary of the Conference:

Mr. Dimitri Vlassis
 Chief
 Crime Conventions Section
 Division for Treaty Affairs
 United Nations Office on Drugs and Crime
 P.O. Box 500
 1400 Vienna
 Austria
 Telephone: (+43-1) 26060 4534
 Facsimile: (+43-1) 26060 5841
 E-mail: dimitri.vlassis@unodc.org

IX. Information and the media

32. Media facilities, including a press centre and a press briefing room, will be available at the Conference Centre of the Sheraton Doha Resort and Convention Hotel.

33. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the Accreditation Office of the United Nations Information Service, Vienna. Until Friday, 6 November 2009, the completed application form with accompanying documents can be sent by e-mail or facsimile to:

Ms. Veronika Crowe-Mayerhofer
Media Accreditation Assistant
United Nations Information Service
Telephone: (+43-1) 26060 3342
Facsimile: (+43-1) 26060 -7- 3342
E-mail: press@unvienna.org

More information is available on the UNIS website:
(http://www.unis.unvienna.org/unis/en/media_accreditation.html).

34. Media representatives covering the session should contact Ms. Veronika Crowe-Mayerhofer to provide exact details of the equipment that they wish to bring to Qatar, as certain types of equipment are banned in Qatar or require special permission from the national authorities.

35. Starting in the afternoon of Sunday, 8 November 2009, media representatives can receive accreditation in person at the press registration counter located in the Conference Centre of the Sheraton Doha Resort and Convention Hotel. The completed application form must be accompanied by a copy of the representative's press card or a letter of assignment issued on an official letterhead and signed by the editor or bureau chief of the media organization.

36. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area. The press passes will be issued at the Conference Centre upon presentation of an official photograph-bearing identity document.

37. Further information on the session is available on the UNODC website (<http://www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session3.html>).

X. Visas, travel and hotel reservations

38. All participants who are not citizens or legal residents of Qatar must have a valid passport with the appropriate entry visa to enter Qatar. As requirements vary, participants should contact the nearest Qatari embassy or consulate for the applicable visa procedures. Related information on visa requirements may be found on the website of the Ministry of Foreign Affairs of Qatar (<http://english.mofa.gov.qa>) or the official Qatari website of the session (<http://www.cosp3-uncac.pp.gov.qa>).

39. Pursuant to the host country agreement signed by the United Nations and the Government of Qatar regarding the arrangements for the session, all delegates designated to the Conference will not be charged a visa fee.

40. Participants from States in which Qatar does not maintain an embassy or consulate and who require a supporting document from the Government of Qatar for the issuance of a transit visa to reach Qatar as their final destination should contact the National Organizing Committee at the address provided in paragraph 4 above.

41. Participants having difficulties obtaining visas are advised to contact the National Organizing Committee at the address provided in paragraph 4 above.

Accommodation

42. Participants are responsible for making their own accommodation arrangements.

43. Only the recommended hotels listed in annex II will be provided with security services by the host Government and a shuttle bus service to take participants to the Conference Centre of the Sheraton Doha Resort and Convention Hotel in the mornings and return them to their hotels in the evenings.

44. For participants unable to access the Internet, a hotel reservation form is included in annex II. The form should be completed in full and sent to the respective hotel by the participant.

Airport reception

45. A welcome area, fast-track visitors' entry and information desk will be set up at the Doha International Airport to assist participants arriving for the Conference session.

Transportation to and from hotels

46. A shuttle bus service between the Doha International Airport and the officially recommended hotels of the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport.

47. Shuttle buses will transport participants to and from the officially recommended hotels in the mornings and evenings during the session.

Flight information

48. The National Organizing Committee has appointed Qatar Airways as the official carrier of the session. Qatar Airways will offer participants special discounted fares. To receive the discount, each participant should provide Qatar Airways with a copy of his or her letter of invitation and a document identifying him or her as a member of a delegation. The contact information for the airline is as follows:

Qatar Airways MICE
Telephone: (+974) 449 6179 / 449 6180
Facsimile: (+974) 462 0049
E-mail: mice@qatarairways.com.qa
Website: <http://www.qatarairways.com>

XI. Facilities at the Conference Centre of the Sheraton Doha Resort and Convention Hotel

49. The following facilities of the Conference Centre will be available to participants:

- (a) Delegates lounge, with a coffee and snack bar;
- (b) Cybercafe;
- (c) Wireless connectivity will be available throughout the Conference Centre at no additional cost to participants;
- (d) First aid room;
- (e) Bank and post office providing an automated teller machine (ATM) and postal services;
- (f) Travel assistance: a professional conference organizer will have a representative at the Conference Centre for participants wishing to reconfirm or change flights, rent cars or book tours;
- (g) Information counter for participants.

XII. Useful information about Qatar

Geography and population

50. The population of Qatar is 743,000, according to the initial results of the second stage of the 2004 population census. Eighty-three per cent of the country's inhabitants reside in Doha or its main suburb, al-Rayyan.

51. The Qatar peninsula is located in the middle of the west coast of the Arabian Gulf. The territory of Qatar comprises a number of islands including Halul, Sheraouh, Al-Ashat and others.

Climate

52. Qatar has a moderate desert climate, with long hot summers and short mild winters and little rain in winter.

Language

53. Arabic is the official language, and English is widely spoken.

Currency

54. The currency unit of Qatar is the Qatar riyal (QR), which is divided into 100 dirhams. The exchange parity has been set at the fixed rate of \$US 1 = QR 3.65.

55. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in principal currencies are generally accepted in large hotels, restaurants, department stores and several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

Time

56. Qatar is three hours ahead of Greenwich mean time (GMT + 03:00).

Taxes and tipping

57. There are no taxes or tipping in Qatar.

Electricity

58. Electrical power in Qatar is supplied at 240 Volts (50 Hertz).

Telephone services and useful telephone numbers

59. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at hotels and local shops. Dialling is as follows:

(a) *Local calls*. To call within Qatar, no additional area code is needed for calls placed to telephones outside Doha or to mobile telephones. Telephone numbers in Qatar consist of 7 digits. Numbers of fixed telephones start with the digit “4”. Mobile telephone numbers start with the digit “5” or “6”, and bleep numbers start with the digit “2”;

(b) *International calls*. Qatar has direct dialling with more than 215 countries. For international calls, dial 00 + country code + required number.

60. To call a telephone number in Qatar from abroad, dial +974 plus the required number.

61. The common emergency telephone number in Doha, for ambulance, fire department, police and search and rescue services, is **999**.

62. Flight information may be obtained by calling Doha International Airport (telephone: (+974) 462 2999; facsimile: (+974) 462 2044).

63. Information on tourism may be obtained from the Tourism Authority (telephone: (+974) 441 1555) (<http://www.qatartourism.gov.qa/>).

Postal, facsimile and Internet services

64. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafes in Doha and the Sheraton Doha Resort and Convention Hotel.

Business hours

65. Banking hours are from 7:30 a.m. to 1:30 p.m. from Sunday through Thursday.

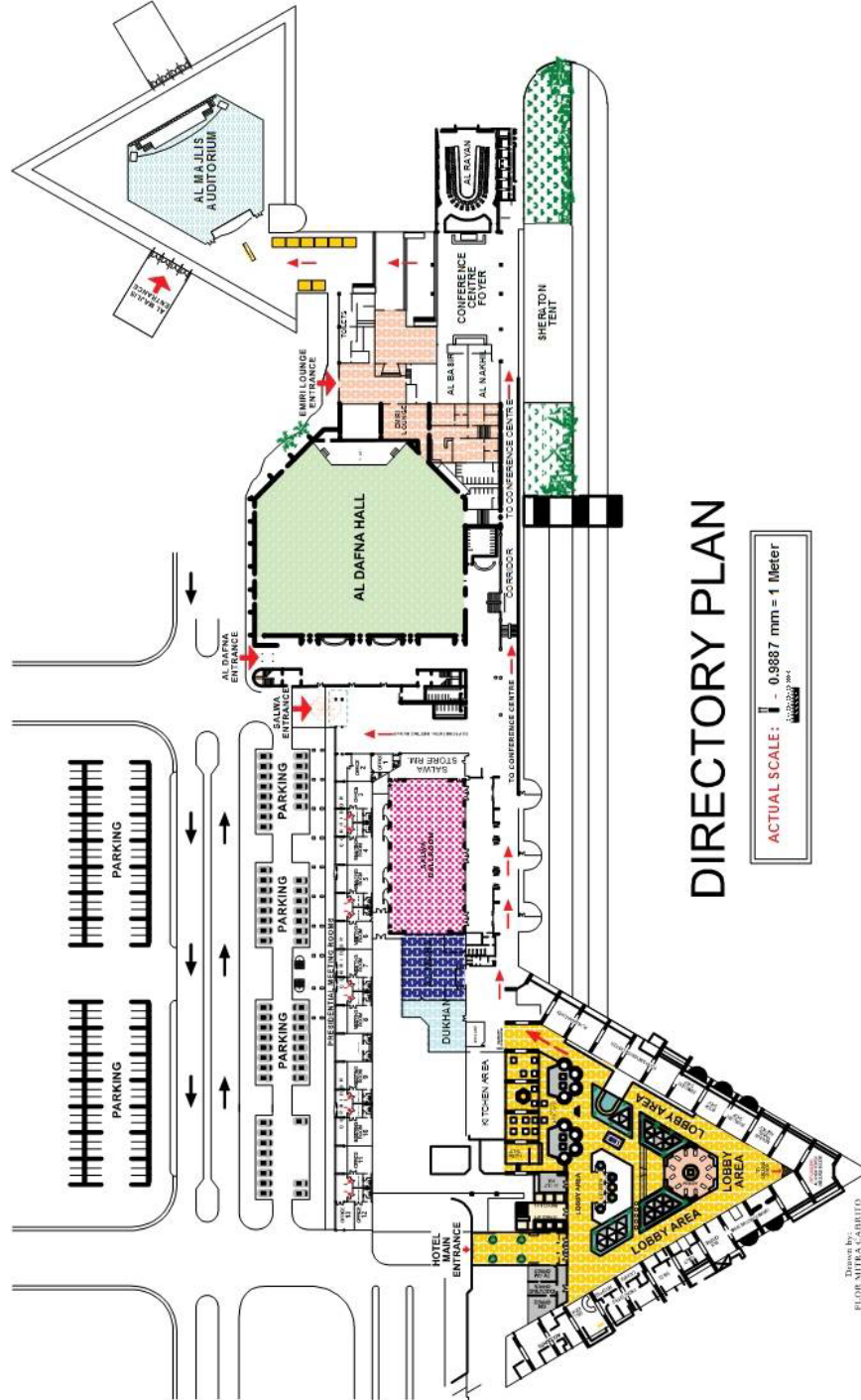
XIII. Social events

66. Participants wishing to arrange social events during the session are kindly asked to contact Mr. Firas Ahmed:

Mr. Firas Ahmed
Head of the International Cooperation Bureau
P.O. Box 705
Doha, Qatar
Telephone: (+974) 484 33 57
Facsimile: (+974) 493 14 32
E-mail: fahmed@pp.gov.qa

Information on social events should also be copied to:

Ms. Phillipa Lawrence
Protocol Officer
Office of the Executive Director
United Nations Office on Drugs and Crime
Room E1413
P.O. Box 500
1400 Vienna
Austria
Telephone: (+43-1) 26060 5497
Facsimile: (+43-1) 26060 5929
E-mail: phillipa.lawrence@unvienna.org



Annex II

Hotel arrangements

A. Hotel reservation form

Conference participants are encouraged to book online. Participants who are unable to book online should complete the hotel reservation form below and send it by facsimile directly to the hotel (for hotel contact details, see section B below). Please note that reservations are taken on a “first come, first served” basis.

Mr./Mrs./Ms./Miss _____			
First name: _____		Last name: _____	
Telephone: _____		Facsimile number: _____	
Country code/area code/number		Country code/area code/number	
Home address: _____			

E-mail: _____			
Nationality: _____		Country of residence: _____	
Booking information			
Arrival date: _____		Check-in date: _____	
Flight number: _____		_____	
Departure date: _____		Check-out date: _____	
Flight number: _____		_____	
Type of hotel requested (please tick the appropriate box)			
Room rates at less than US\$ 100 <input type="checkbox"/>		Room rates at US\$ 100-200 <input type="checkbox"/>	
Room rates at over US\$ 200 <input type="checkbox"/>		_____	
Room requirements (please tick the appropriate boxes)			
Single room <input type="checkbox"/>		Double bed <input type="checkbox"/>	
Twin bed <input type="checkbox"/>		Number of adults _____	
Non-smoking <input type="checkbox"/>			
Credit card: _____		Name on card: _____	
Number: _____		Expiry date: _____	
Please fax this form directly to the hotel.			

B. Recommended hotels^{a, b}

The Sheraton Doha Resort and Convention Hotel

<http://www.sheraton.com/doha>

Contact person: Shaher Abu Haikal

Telephone: (+974) 485 4440

Facsimile: (+974) 483 8771

E-mail: shaher.abu-haikal@sheraton.com

Room rates:^c

Deluxe single room: 1,608 Qatari riyals (QR) (\$442)

Single club room: QR 1,725 (\$474)

Junior suite: QR 4,826.25 (\$1,326)

Executive suite: QR 6,581.25 (\$1,808)

The Ritz-Carlton Hotel

<http://www.ritzcarlton.com/en/Properties/Doha/Default.htm>

Contact person: Loubna Ben Azzouz

Telephone: (+974) 484 8000

Facsimile: (+974) 484 8305

E-mail: loubna.benazzouz@ritzcarlton.com

Room rates:

Deluxe single room: QR 1,100 (\$303)

Deluxe double room: QR 1,200 (\$330)

Junior suite: QR 1,800 (\$495)

Executive suite: QR 2,500 (\$687)

The Moevenpick Hotel

[http://www.moevenpick-](http://www.moevenpick-hotels.com/en/pub/your_hotels/worldmap/doha_tower/overview.cfm)

[hotels.com/en/pub/your_hotels/worldmap/doha_tower/overview.cfm](http://www.moevenpick-hotels.com/en/pub/your_hotels/worldmap/doha_tower/overview.cfm)

Contact person: Nermine Kharma

Telephone: (+974) 496 6116

Facsimile: (+974) 496 6604

E-mail: Nermine.kharma@moevenpick.com

Room rates:

Superior room: QR 950 (\$261)

Deluxe room: QR 1,050 (\$289)

Executive room: QR 1,250 (\$344)

^a The room rates given are applicable during the period of the Conference session. Unless specifically stated, the room rates given may or may not include breakfast and the 17-per-cent service charge. Please check room availability and rates directly with the contact person indicated.

^b Rates in dollars have been calculated using the official conversion rate of the United Nations of 6 August 2009.

^c Rate provided includes 17-per-cent service charge and buffet breakfast.

Retaj Al-Rayyan Hotel

www.retaj-alrayyan.com

Contact person: Mohammed Abdo

Telephone: (+974) 420 4444

Facsimile: (+974) 420 4445

E-mail: m_abdoh@retaj.com

Room rates:

Deluxe single room: QR 790 (\$218)

Deluxe double room: QR 890 (\$245)

Doha Seef Hotel

<http://www.dohaseefhotel.com>

Contact person: Leila Villanueva

Telephone: (+974) 422 1111

Facsimile: (+974) 441 1445

E-mail: alseef@qatar.net.qa

Room rates:

Single room: QR 550 (\$152)

Double room: QR 650 (\$179)

Gloria Hotel

www.gloriahotel-doha.com

Telephone: (+974) 423 6200

Facsimile: (+974) 423 6222

E-mail: reservation@gloriahotel-doha.com

Room rates:

Single room: QR 520 (\$143)

Double room: QR 620 (\$171)

Suite: QR 790 (\$217)

Al-Bustan Hotel

<http://www.albustanhotel-qa.com>

Contact person: Raffaella Berti abou Saab

Telephone: (+974) 432 8888

Facsimile: (+974) 443 6111

E-mail: albustan@qatar.net.qa

Room rates:

Single room: QR 450 (\$124)

Double room: QR 550 (\$152)

Suite: QR 750 (\$207)

Al-Mourouj Inn Hotel

<http://www.almouroujinn.com>

Contact person: Nilam Zainulabdeen

Telephone: (+974) 442 2426

Facsimile: (+974) 442 2427

E-mail: almouroujinn@qatar.net.qa

Room rates:

Single room: QR 350 (\$97)

Double room: QR 450 (\$124)