



Economic and Social Council

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Commission on Crime Prevention and Criminal Justice

Twenty-first session

Vienna, 23-27 April 2012

Information for participants

I. Opening date and venue

1. The twenty-first 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, 23 April 2012, at 10 a.m. in the Boardroom (BR.B), first floor of the M-Building. The Committee of the Whole of the Commission will begin its work on Monday, 23 April 2012 at 3 p.m. in Room M1, first floor of the M-Building.

II. Informal pre-session consultations

2. The Commission also agreed that its twenty-first session should be preceded by informal consultations on Friday, 20 April 2012 to facilitate discussion of draft resolutions. The informal consultations will take place in Room BR.B, first floor of the M-Building, starting at 10 a.m.

III. Registration and list of participants

3. The details (name, title/function, workplace, fax and telephone numbers and individual e-mail address) of delegates (on official letterhead) should be received by the Secretariat as soon as possible, and not later than Thursday, 19 April 2012. The address of the Secretariat is the following:

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
P.O. Box 500
A-1400 Vienna, Austria
Fax: (0043 1) 26060-5885
E-mail: sgb@unodc.org

4. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration. 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.
5. 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.
6. 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. 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.
7. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre as of Monday, 23 April 2012, from 8 a.m. to 4 p.m. Delegates arriving before the weekend can register on Friday, 20 April 2012, from 8 a.m. to 4 p.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and are requested to complete registration formalities by 9:45 a.m. on Monday, 23 April 2012, in order to be on time for the opening session.
8. Permanent Missions are encouraged to collect access cards for their delegates who have pre-registered, at the Pass Office at Gate 1 as of Thursday, 19 April 2012.
9. The names of participants should be communicated to the Secretariat by Thursday, 19 April 2012, at the latest. The provisional list of participants of the twenty-first session of the Commission on Crime Prevention and Criminal Justice will be issued on Tuesday, 24 April 2012.

IV. Languages and documentation

10. The official languages of the meeting are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meeting will be made available in all six official languages.
11. 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.
12. 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.
13. 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.

14. At the documents distribution counter located on the first floor in the M-building, each delegation will be assigned an individual pigeonhole in which documents issued during the meeting will be placed.

15. A Journal will set forth the daily programme and other information related to the conduct of the session and will be available in English and French at the distribution counter.

V. Statements and draft resolutions

Statements

16. Delegates who will deliver statements are requested to supply their statement in advance to the Secretariat of the Commission, preferably by email to: sgb@unodc.org, or alternatively provide 10 hard copies of their statement to the Secretariat of the Commission, MO122. A minimum of 200 copies should be provided to the Secretariat if delegations wish to have their statements distributed to States and organizations attending the session of the Commission.

Draft resolutions

17. At its reconvened twentieth session, the Commission also took note that, in accordance with Economic and Social Council decision 2011/257, the firm deadline for submission of draft resolutions by States Members of the Commission would be 23 March 2012. Draft resolutions should be submitted to the Secretariat, in electronic form, containing information as to the intended scope, a proposed timetable for implementation, identification of resources available and other relevant information, accompanied by an official transmittal note and addressed to sgb@unodc.org. Any revision to an officially distributed draft resolution must be incorporated on the final edited text. For this purpose, the sponsors are requested to obtain the final electronic word document from the Secretariat, MO122. Revisions must be clearly marked, preferably by using the track change mode. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet which is available with the Secretariat.

VI. Travel of participants members to the Commission

18. The funding policy of the United Nations with respect to the subsidiary bodies of the functional commissions of the Economic and Social Council is to only defray the cost of airfare for one representative of each State that is a member of the body in question. The Government is requested to transmit an official notification to the Secretariat with the details of the representative for whom a ticket is to be provided, indicating his/her official mailing address, telephone and fax numbers and official e-mail address, as well as his/her date of birth and a copy of his/her passport. In compliance with the instructions from the Under-Secretary-General for Management tickets have to be issued at the latest two weeks prior to the departure date. Therefore only those requests that are received by the Secretariat by Friday, 30

March 2012, will be processed. The Secretariat will not be able to process requests received after that date. The Government may purchase the ticket of its representative and may submit a request for reimbursement to the Secretariat following the meeting in accordance with relevant United Nations rules (ST/SGB/107/Rev.6). The Secretariat will provide information in this regard upon request.

VII. Visas, accommodation and transportation

Visas

19. 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, provide a note verbale containing information on the applicant's participation in the session of the Commission on Crime Prevention and Criminal Justice, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat would need to know the complete name of the applicant, as shown in the passport as well as his or her date of birth, nationality, passport details and an official confirmation from the Government or organization represented by the applicant of his or her participation. A note verbale/official letter should be received by the Secretariat at least three weeks prior to the start of the meeting.

Accommodation

20. 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.

21. 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

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

23. An airport bus service operates between Vienna International Airport and Morzinplatz (near "Schwedenplatz" stop on metro lines U1 and U4). The one-way fare is 7 euros and 12 euros for a return ticket. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 5:15 a.m. to 12:15 a.m. and from Morzinplatz every 30 minutes from 3:55 a.m. to 11:25 p.m.

24. 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 7 euros for a one-way ticket and 12 euros for a

return 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.

25. 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 9 euros for a one-way ticket and 16 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.

VIII. Facilities at the Vienna International Centre

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

Wireless network connection

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

Use of mobile phones and laptops

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

29. The use of laptops in conference rooms can cause similar problems. Conference participants are requested not to use laptops next to open microphones.

Photocopying services

30. The Secretariat is not in a position to provide photocopying services for delegations. Photocopies can be made at a coin-operated photocopying machine located on MOE level at both sides of the cyber corners, at a cost of 5 cents per page.

Post office, telephones and faxes

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

First aid

32. Medical attention is available from the clinic operated by the Joint Medical Service, located on the seventh 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

33. Banking service is available at the branch of Bank Austria, located on the first 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

34. 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

35. 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

36. 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".

37. There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

38. Attention is drawn to the delegates' handbook, which may be found at the following website: <http://www.unodc.org/unodc/en/commissions/handbook.html>.