



PRELIMINARY INFORMATION FOR PARTICIPANTS

A. OPENING DATE AND PLACE OF THE SESSION

High-level Segment, 11-12 March 2009:

1. The opening and high-level segment of the fifty-second session of the Commission on Narcotic Drugs will be held in the M-Building of the Vienna International Centre, from 11 to 12 March 2009. The formal opening of the high-level segment will take place on Wednesday, 11 March 2009, at 9.30 a.m.. Conference participants are requested to be in their seats by 9.15 a.m.
2. The general debate and round table discussions of the high-level segment will also take place in the M-Building. The round table discussions of the high-level segment, to be held in parallel with the general debate on 11 and 12 March 2009, will commence at 10:30 a.m.

Regular session, 13 – 20 March 2009:

3. The regular fifty-second session of the Commission on Narcotic Drugs will resume on Monday, 16 March 2008, at 10:00 a.m. in the Board Room, fourth floor of Building C, at the Vienna International Centre. The Committee of the Whole of the Commission will begin its work on Monday, 16 March 2008 at 3:00 p.m. in Conference Room III, seventh floor of Building C.
4. The annotated provisional agenda and programme of work for the high-level segment and the regular session are contained in document E/CN.7/2009/1, which is available on the UNODC web page <http://www.unodc.org/unodc/en/commissions/CND/session/52.html>.

Informal consultations, 13 March 2009:

5. Informal consultations among United Nations Member States to facilitate presentation of draft resolutions will be held on Friday, 13 March 2009, in the Board Room, fourth floor of Building C, at the Vienna International Centre, starting at 10:00 a.m.

B. LIST OF PARTICIPANTS

6. The preliminary list of participants at the fifty-second session of the Commission on Narcotic Drugs including its high-level segment will be issued on 12 March 2009. Only those registered and the names of participants communicated to the Secretariat by 10 March 2009 at 12 p.m. at the very latest can be included in the preliminary list. Governments are accordingly requested to communicate the necessary information in good time. Conference participants are requested to submit any amendments to the preliminary list of participants in writing to Ms. Michaela Bichler no later than 6 p.m., on Tuesday, 17 March 2009 (ext. 4634, email: Michaela.Bichler@unodc.org, with a copy addressed to: pss@unodc.org).

C. HIGH-LEVEL SEGMENT, 11 – 12 MARCH 2009

7. The Commission, in its resolution 50/12 entitled “Measures to meet the goal of establishing by 2009 the progress achieved in implementing the declarations and measures adopted by the General Assembly at its twentieth special session” decided to convene a high-level segment, open to all States Members of the United Nations during its fifty-second session in 2009, consisting of a general debate as well as four round table discussions.

General Debate

8. The list of speakers for the general debate will be reflected in the daily journal. Statements will be limited to five minutes to enable the representatives of all Member States to address the high-level segment. In the event that the level at which a statement is to be made is subsequently changed, the speaker will be moved to the next available speaking slot in the appropriate category. Participants may arrange to exchange their speaking slots in accordance with the established practice of the United Nations. In such cases a written notification must be provided to the Secretariat by the concerned parties. Speakers who are not present when their speaking turn comes will be automatically moved to the next available speaking slot within their category at the same meeting.

Round-Table discussions

9. The themes and subthemes for the round-table discussions of the high-level segment, the programme of work and timetable are indicated in document E/CN.7/2009/6, which is available on the UNODC web page (www.unodc.org/unodc/en/commissions/cnd/session/52.html).

Bilateral meetings during the high-level segment

10. For reservation of rooms for bilateral meetings between Member States during the high-level segment (11 - 12 March 2009), please kindly contact the following officers in the UNOV Protocol Office:

- Ms. Phillipa Lawrence, ext 5497
- Mr. Nyron Sequeira, ext 4499
- Ms. Eija Rinnetmaeki ext. 4090

An email can also be sent to protocol@unvienna.org. In submitting the request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials in attendance.

Information and the media during the high-level segment

11. An opening press briefing will be held at 1300 hours in the Press Briefing Room MOE71A (in the M Building). Depending on availability, that room can also be used for press briefings by Secretariat officers of the high-level segment meeting, delegations and other participants. To book the room, or for information on accreditation for media, write to press@unvienna.org. Information is also available on http://www.unis.unvienna.org/unis/en/media_accreditation.html.

12. Accreditation is required for media who would like to cover the session of the Commission on Narcotic Drugs. For information on facilities and briefings for the media, write to jaya.mohan@unvienna.org, or call + 43 1 26060 4448.

D. SIDE EVENTS

13. A number of side events and exhibitions are being organized to take place during the fifty-second session of the Commission on Narcotic Drugs and its high-level segment. A separate programme will be made available to delegations on 11 March 2009.

E. GENERAL INFORMATION

Registration of delegations and identification badges

14. The name and e-mail address (if available) of conference participants should be sent to the Secretariat of the Commission on Narcotic Drugs as soon as possible:

Policy Support Section
United Nations Office on Drugs and Crime
P.O. Box 500
A-1400 Vienna, Austria
Fax: (0043 1) 26060-5885
E-mail: pss@unodc.org

15. Providing an individual e-mail address will ensure that an automatic e-mail response confirming the registration is sent to the conference participant. The automatic e-mail response will also contain a link where the conference participant may upload a photograph (JPG-format). Only if both requirements are met (provision of an e-mail address and uploading of a photograph) can an access card be pre-printed and made available for pick-up at Gate 1 of the Vienna International Centre. Conference participants who are not able to avail themselves of this facility will need to proceed to the Conference registration desk at Gate 1 prior to issuance of access cards.

16. As part of the security arrangements, participants are required to present their invitation or official communication identifying them as conference participants, together with their passport.

17. Access cards 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.

18. Registration will take place in the Pass Office at Gate 1 of the Vienna International Center as of Friday, 6 March 2009, from 8:00 a.m. to 4:00 p.m. On Wednesday, 11 March 2009, registration will start at 7:30 a.m., in order for conference participants to attend the opening session at 09:30 a.m. Permanent Missions are informed that pre-printed access cards can be picked up at the Pass Office at Gate 1 as of Friday, 6 March 2009.

19. All NGOs and Press representatives not already in possession of a valid VIC access card are requested to register at Gate 1 of the Vienna International Centre.

20. Courtesy access cards without photos will be issued by the United Nations Security and Safety Services to Ministers and ministerial-level representatives participating in the session of the Commission on Narcotic Drugs, provided the required information had been made available in advance.

Access to the VIC

21. All conference Participants must enter the Vienna International Centre via Gate 1 and pass through the security screening facility.

22. No taxis may enter the Vienna International Centre. Participants arriving by taxi must be dropped off in the side lane (Nebenfahrbahn) of the Wagramer Strasse. All conference participants must first go through security screening procedures prior to registering at Gate 1. After registration participants should walk across the Plaza and proceed to entrance "A" and follow the signs to the M-Building. Participants coming by "U-Bahn" should take line U1 to "Kaisermühlen-Vienna International Center", and follow the signs to the Vienna International Centre. After passing through security screening procedures they should register at Gate 1, proceed across the Plaza and entrance "A" to the M-Building.

23. There are no parking facilities for Conference participants (except for Permanent Mission delegates in possession of a valid VIC parking permit).

Security

24. During the Commission on Narcotic Drugs, from 11 to 20 March 2009, 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. Specific requests regarding security arrangements and related matters should be addressed to the 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: VICSecurityChiefOffice@unvienna.org. Telephone +43 1 26060, ext 3901, Fax +431 263 20 82,

25. For security reasons, conference participants are requested not to leave any luggage/briefcases/laptops unattended.

Documents

(i) High-level segment, 11 – 12 March 2009

26. The main documents distribution counter during the high-level segment will be located on the 1st floor in the M-Building. Each delegation will be provided with a distribution box for documents and the Journal. The Journal will set forth the daily programme and other information related to the conduct of the session. Only one copy of pre-session documents will be provided per delegate. Participants are therefore requested to keep their set of documents throughout the session. Official documents of the Commission will be made available in the six official languages of the United Nations.

(ii) Regular session, 13 – 20 March 2009

27. During the session, documents may be collected from the documents distribution counter, fourth floor of Building C, where each Government delegation will be provided with a distribution box for documents and the Journal. The Journal will set forth the daily programme and other information related to the conduct of the session. Only one copy of pre-session documents will be provided per delegate. Participants are therefore requested to keep their set of documents throughout the session

Photocopying services

28. The Secretariat is not in a position to provide photocopying services for delegations. Photocopies can be made at a coin-operated photocopying machine located in the Vienna International Center, on the 7th floor of the C-building, at a cost of 8 cents of a Euro per page.

Statements

29. All delegates making statements at the high-level segment are requested to supply their statement in advance to the Secretariat of the Commission, preferably by email to: pss@unodc.org, or alternatively provide 10 hard copies of their statement to the Secretariat of the Commission. A minimum of 200 copies should be provided to the Secretariat by delegates who wish to have their statements distributed to States and organizations attending the session of the Commission.

Languages of the fifty-second Commission on Narcotic Drugs

30. The six official languages at the Commission on Narcotic Drugs are Arabic, Chinese English, French, Russian and Spanish. Statements made in the above languages will be interpreted into the other official languages. A representative may speak in a language other than one the official languages of the United Nations if he or she informs the Secretariat beforehand and provides for interpretation into one of the official languages.

31. Each seat in the conference rooms in which simultaneous interpretation is available will be provided with a portable receiving set and a headphone. Participants are requested not to remove these from the meeting rooms so that the equipment may be checked and, if necessary, batteries may be reloaded before the next meeting takes place.

Postal services

32. A post office on the first floor of Building C of the Vienna International Centre (ext. 4986) provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 a.m. to 6:00 p.m. Cash transactions from 8:00 a.m. to 5:00 p.m.

Banks

33. Bank Austria has branches providing full banking services on the first floor of Building C and on the entrance level of Building D of the Vienna International Centre. The office hours are Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and Thursday from 9:00 a.m. to 5:30 p.m.

Medical services

34. Medical attention is available from the clinic operated by the Joint Medical Services located at the VIC, Building F, seventh floor (extension 22224 and, for emergencies 22222). The clinic is open from 8:30 a.m. to 12:00 a.m. and from 2:00 to 4:30 p.m., except on Thursdays when it is open from 8:30 to 12:00 a.m. and from 2:00 to 3:00 p.m. For emergency assistance at other times, please contact the Central Security Office, F0E21, ext. 3903.

Catering services

35. A cafeteria, a restaurant and a bar are located in Building F, on the entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11:30 a.m. to 2:30 p.m. The cafeteria is open from 7:30 to 10:00 a.m. and from 11:30 a.m. to 2:30 p.m. The coffee counter in the cafeteria is open from 8:00 to 10:00 a.m. and from 11:30 a.m. to 3:30 p.m. The coffee counters in C04 and C07 are open from 9:00 a.m. to 4:30 p.m. In addition to the above services, private luncheons and receptions at the Vienna International Centre can be arranged at the WIWAG catering operations office, room F-184C, extension 4870.

Delegates' working area

36. During the high-level segment, a delegates' working area with 20 PCs equipped with standard software and Internet access will be located on the first floor of the M-Building. Additional delegates' working area with standard software and internet access is located in room C0719 and adjacent to the delegates lounge C-04 throughout the session of the Commission.

Travel services

37. American Express (C0E01) and Carlson Wagonlit Travel Agency (F0E11) are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Commissary privileges

38. Commissary passes will be issued upon completion of registration formalities to the following participants:

- (i) Heads of Government delegations;
- (ii) Professional staff members of specialized agencies;
- (iii) All staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

39. The issuance of Commissary cards to entitled participants will take place in the Pass Office of the United Nations Security and Safety Services, at Gate 1 of the Vienna International Centre, as of Thursday, 12 March 2009, from 2:00 p.m.

Airport bus and City Airport Train (CAT)

40. An airport bus service operates from Vienna International Airport to Morzinplatz (metro U1/U4 Schwedenplatz) at a cost of Euro 6 including luggage. Journey time is approximately 20 minutes. Buses from the Airport run every 30 minutes from 06:20 to 00:20 and from Morzinplatz every 30 minutes from 05:00 to 23:30.

41. There is also a daily bus service between the Vienna International Centre (Gate 1/U1) and the Vienna International Airport at a cost of Euro 6 for a one-way ticket and Euro 11 for a round-trip-ticket. Buses from the Airport run from 07:10 to 20:10 every hour and from the Vienna International Centre from 06:00 to 19:00 every hour. Journey time is approximately 30 minutes.

42. The City Airport Train (CAT) takes passengers in 16 minutes non-stop from the City Air Terminal (Wien Mitte) to the Vienna International Airport. Daily service is provided from the Airport every 30 minutes from 06:05 to 23:35 and from Wien Mitte every 30 minutes from 05:38 to 23:08. The price for a single ticket is Euro 9 and for a return ticket Euro 16.

Reservation of hotel rooms

43. The Secretariat regrets that it is not able to help participants to make hotel reservations. It is suggested that participants reserve hotel rooms through their diplomatic missions or through travel agencies.

44. Participants who arrive in Vienna without a hotel reservation can arrange hotel accommodation at Vienna International Airport at the travel desk located next to the information desk in the arrivals area. The travel desk is open from 8.30 a.m. to 9 p.m. daily.

Visas

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 prior** to their intended date of arrival in Austria. In countries where Austria does not have a 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.

Use of mobile phones and laptops

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

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