

Delegates' Handbook

**Sessions of the Commission on Narcotic Drugs and the
Commission on Crime Prevention and Criminal Justice
United Nations Office on Drugs and Crime
Vienna International Centre**



United Nations
Vienna

Note

This handbook contains information of a general nature about United Nations Headquarters in Vienna and is applicable to the sessions of the Commission on Narcotic Drugs and of the Commission on Crime Prevention and Criminal Justice. An annex to the handbook, containing specific information on the forthcoming session of the Commissions, is made available on the UNODC website and will be updated on a regular basis. The handbook and its most recent annex are available at:

<http://www.unodc.org/unodc/en/commissions/index.html>.

Changes or suggestions to the handbook should be brought to the attention of the Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 500, Vienna International Centre, 1400 Vienna, Austria, Fax: +43 (1) 26060 5885, Email: sgb@unodc.org.

This handbook has not been formally edited.

Table of Contents

	<i>Page</i>
I. GENERAL INFORMATION.....	5
VENUE.....	5
REGISTRATION AND LIST OF PARTICIPANTS	5
ACCESS TO THE VIENNA INTERNATIONAL CENTRE	6
VIC BUILDING PASSES AND ADMISSION TO MEETINGS	7
UNITED NATIONS SAFETY AND SECURITY SERVICE	7
Emergency Contact Information	8
Lost and found.....	8
MEDICAL SERVICES	8
PROTOCOL AND LIAISON SERVICE	9
Permanent Missions to the United Nations Handbook (Vienna) -“Blue Book”.....	9
II. THE COMMISSIONS	10
COMMISSION ON NARCOTIC DRUGS	10
COMMISSION ON CRIME PREVENTION AND CRIMINAL JUSTICE	10
RECONVENED SESSIONS OF THE COMMISSIONS	11
THE PLENARY.....	11
THE COMMITTEE OF THE WHOLE	11
DRAFT RESOLUTIONS	11
Procedure for tabling a draft resolution.....	11
Changes to the text of submitted draft resolutions	12
Co-sponsoring a resolution.....	12
“L” and “rev” documents	13
VOTING AND DECISION MAKING	13
FURTHER INFORMATION ON THE COMMISSIONS	13
III. SECRETARIAT SERVICES	14
SECRETARIAT TO THE GOVERNING BODIES SECTION	14
SECRETARY OF THE COMMISSIONS	14
PUBLICATIONS	14
IV. CONFERENCE SERVICES	15
CONFERENCE MANAGEMENT SERVICES (CMS)	15
LANGUAGES AND DOCUMENTATION.....	16
SPEAKING AT THE MEETINGS AND INTERPRETATION SERVICES	16
V. SIDE EVENTS, PUBLIC AND CIVIL SOCIETY SERVICES	17
EXHIBITS	17
SIDE EVENTS	17
PRESS SERVICES AND PUBLIC INFORMATION	17
Library Services	18

Sale of UN publications	18
Public Inquiries	18
Visitors' Services	18
SERVICES TO CIVIL SOCIETY	18
VI. FACILITIES AND SERVICES FOR DELEGATIONS	20
TRAVEL SERVICES	20
VIENNA SERVICE OFFICE	20
VISAS	20
ACCOMMODATION	20
TRANSPORTATION TO AND FROM THE AIRPORT	21
PHOTOCOPYING SERVICES	21
POST OFFICE, TELEPHONES AND FAXES	21
BANKS	21
CATERING SERVICES	21
UNITED NATIONS SOUVENIR SHOP	22

I. General Information

Venue

The Vienna International Centre (VIC) is located at Wagramer Strasse 5, 1220 Vienna. Information on how to arrive at the venue may be found online at <http://www.unvienna.org/>.

Registration and list of participants

The details (name, title/function, address of workplace, fax and telephone numbers and individual official e-mail address) of participants to conferences (on official letterhead) should be received by the Secretariat in advance of the beginning of the conference (see the most recent annex for relevant dates).

Providing the individual e-mail addresses will ensure that all participants receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link where each participant may upload a photograph, in order to issue a pre-printed Conference badge, thus shortening the time it will take to issue an access card on the day of registration. Participants who do not complete the pre-registration procedure will need to have photographs taken in the Pass Office upon arrival at Gate 1 of the Vienna International Centre.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as such, together with their passports or other official photograph-bearing identity documents. The UN-issued 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.

Given the large number of participants expected, delegates are encouraged to register as early as possible and to complete registration formalities by 9:45 a.m. on the first day of the session.

A provisional list of participants is distributed on the second day of the meeting, and the final list is published on the last day of

the meeting as document “INF.2” in English, French and Spanish.

Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (Nebenfahrbahn) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “C” and follow the signs to building “C” for conferences taking place in C-building, and to building “A” for conferences taking place in the M-Building. Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” station, follow the signs which read “Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and enter building “C” for conferences taking place in C-building, and to building “A” for conferences taking place in the M-Building.

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

All persons, personal items and vehicles entering the Vienna International Centre are subject to search by the United Nations Security and Safety Service (UNSSS).

VIC building passes and admission to meetings

Types of access cards

Different colours are used for the following categories:

Ministers and above – Courtesy Badge

Delegates - Red

IGO – Grey

NGO – Yellow

Experts – Purple

Public – Brown

Press – Green

Protocol requirements for issuance of passes

Ministers and other VIPs

Permanent Missions should advise UNOV Protocol if ministers or other VIPs are going to attend the meetings.

United Nations Safety and Security Service

During international conferences, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre (VIC). The United Nations Security and Safety Service will be responsible for security inside the VIC. 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, Telephone +43-1-26060 ext. 3901, Fax +43-1-2632082, email: VICSecurityChiefOffice@unvienna.org

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

Emergency Contact Information

Emergencies within the VIC

Emergency Telephone Number: UN Security Control Centre (available 24/7) Ext. 99 or 01/260-60-99. For up to date information about emergencies: 00800-0700-0700.

Emergencies outside the VIC

Austrian Emergency Telephone Numbers

Police	133
Fire	122
Ambulance	144
EU (from anywhere inside the EU)	112

Lost and found

Inquiries for any items that are reported lost within the Vienna International Centre (VIC) premises should be made at the UNSSS Security Operations Centre, Room FOE18 (opposite the VIC Cafeteria). Telephone extensions 3903 or 3904.

Medical Services

All emergencies situations within the Vienna International Centre should be reported directly through ext. 99.

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 medical emergency assistance at other times,

please contact staff in the Security Duty Room (room F0E21, extension 3903).

Protocol and Liaison Service

For protocol matters, please contact protocol@unvienna.org (ext. 4090 or 4499)

Permanent Missions to the United Nations Handbook (Vienna) -“Blue Book”

The “Blue Book” lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

Interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc., in the “Blue Book” are updated online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

The Protocol and Liaison Service website (<https://www.unodc.org/missions/bluebook/index.html>) includes the most updated version of the “Blue Book”.

II. The Commissions

Commission on Narcotic Drugs

The Commission on Narcotic Drugs (CND) is the central policymaking body within the United Nations system dealing with drug-related matters. The Commission monitors the world drug situation, develops strategies on international drug control and recommends measures to combat the world drug problem, including through reducing demand for drugs, promoting alternative development initiatives and adopting supply reduction measures.

Regular sessions of the CND take place usually in March of every year, with a duration of five working days, while the reconvened sessions take place for 2 days in the first two weeks of December.

The Commission on Narcotic Drugs has 53 States members, which are elected by the Economic and Social Council for a term of four years. More information is available on the website of the Commission, including a fact sheet on elections and membership:
<http://www.unodc.org/unodc/en/commissions/CND/index.html>

Commission on Crime Prevention and Criminal Justice

The Commission on Crime Prevention and Criminal Justice (CCPCJ) is the central body within the United Nations system dealing with crime prevention and criminal justice policy, including trafficking in persons, transnational crime and aspects of terrorism prevention. It monitors the use and application of relevant United Nations standards and norms and guides policy developments in response to emerging forms of crime.

Regular sessions of the CCPCJ take place usually in April of every year, with a duration of five working days, while the reconvened sessions take place for 2 days in the first two weeks of December.

The CCPCJ has 40 States members, which are elected by the Economic and Social Council for a term of three years. More information is available on the website of the Commission, including a fact sheet on elections and membership:
<http://www.unodc.org/unodc/en/commissions/CCPCJ/index.html>

Reconvened sessions of the Commissions

Reconvened sessions of the CND and CCPCJ take place usually in December of every year. Since 2011, the CND and CCPCJ hold joint meetings at the first day of their reconvened sessions for the sole purpose of considering the agenda item on strategic management, budgetary and administrative questions, with a view to providing integrated policy directives on these issues to the United Nations Office on Drugs and Crime. The Commissions continue to hold separate meetings back-to-back during their reconvened sessions to consider other items on their respective agendas.

The Plenary

The Plenary is devoted to the consideration of agenda items, where Commission members and observers may make oral interventions under the different items. After the approval of draft resolutions by the Committee of the Whole, the Plenary is in charge of adopting the final resolutions or decisions of the Commission, as well as the report for its sessions.

The Plenary is chaired by the Chairperson of the respective session of each Commission.

The Committee of the Whole

The Committee of the Whole is devoted to the consideration of draft resolutions and runs in parallel to the meetings of the Plenary.

The Committee of the Whole is chaired by the First Vice-Chairperson of the respective session of each Commission.

Draft resolutions

Procedure for tabling a draft resolution

States intending to submit draft resolutions for consideration at the sessions of the Commission are requested to submit them as early as possible, and at the latest by the deadline set by each Commission (please see the Annex for the specific deadlines).

Draft resolutions must be submitted to the Secretariat to the Governing Bodies in electronic form together with an official transmittal note. The draft resolution must be sent in a Word document so that it can be processed (formatted, edited and translated) and made available to the Commission.

Changes to the text of submitted draft resolutions

Before the start of the work of the Committee of the Whole

- Once a draft resolution has been submitted to the Secretariat and once it has been edited, any changes to the text must be made on the final edited text.
- For this purpose, the sponsors are requested to obtain the final electronic Word document from the Secretariat and to make changes on that version only.
- Changes must be clearly marked by using the ‘track changes’ function of the word processing software.
- The modified text must then be returned to the Secretariat for processing, so that it can be made available to the Commission.

Once the Committee of the Whole has begun its work

- The Committee of the Whole will work with on-screen editing of draft resolutions.
- When conducting informal consultations outside of the Committee of the Whole, sponsors are requested to obtain from the Secretariat the latest version of the draft resolution as edited during a meeting and to make any modifications to the text using the ‘track changes’ function.
- The modified text must then be returned to the Secretariat so that it may be projected on the screen and the Committee of the Whole will continue its work based on the modified text.

Co-sponsoring a resolution

Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet which is available with the Secretariat.

“L” and “rev” documents

Each tabled draft resolution will receive an “L” symbol (indicating limited distribution) when it is received by the Secretariat; (e.g. E/CN.7/2013/L.2). “L” documents can only be issued once the session has begun.

Draft resolutions will be given a “rev” symbol (indicating revised text) only if they are modified and submitted for formal processing during the Commission session (e.g. E/CN.7/2013/L.2/Rev.1).

A “rev” symbol will normally not be assigned before the Committee of the Whole has concluded its work on the particular draft resolution, because modifications to the text will be ongoing and carried out on-screen.

Once a draft resolution is approved by the Committee of the Whole, it will be processed and will receive a “rev” symbol before it is considered (and adopted) by the Plenary.

Voting and decision making

Resolutions and decisions of the Commissions are usually adopted by consensus, both in the Committee of the Whole and in the Plenary. Only decisions by the CND on the scheduling of substances under the international drug control treaties are taken by vote, in line with the applicable rules of procedure:

<http://www.unodc.org/documents/commissions/E-83-1-10.pdf>

Further information on the Commissions

The official documentation and further information is available on the website of the Commissions, which also includes lists of drug-related and crime-related General Assembly, Economic and Social Council and Commission resolutions and decisions:

<http://www.unodc.org/unodc/en/commissions/index.html>

III. Secretariat services

Secretariat to the Governing Bodies Section

The Secretariat to the Governing Bodies (SGB) acts as an interface between the Commissions, their subsidiary bodies and other sections of UNODC. It is the main contact point for representatives of Member States and permanent missions in Vienna concerning matters pertaining to the work and the competence of the Commissions.

The SGB provides substantive and technical support to the CND and CCPCJ. It services the regular and reconvened sessions of the Commissions and coordinates the side events held during the regular sessions. The SGB provides support to the Bureaus and extended Bureaus of the Commissions. These bodies deal with any organizational and substantive matters that require attention by the Commissions both during sessions as well as in the intersessional period.

Contact: Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 500, Vienna International Centre, 1400 Vienna, Austria; Fax: +43 (1) 26060 5885, Email: sgb@unodc.org

Secretary of the Commissions

The Chief of the Secretariat to the Governing Bodies Section of the United Nations Office on Drugs and Crime acts as Secretary of the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice, and leads and coordinates the work of the Section. The Chief of the Secretariat to the Governing Bodies is assisted by a small team of dedicated staff.

Publications

The Secretariat to the Governing Bodies produces two sales publications mandated under the international drug control conventions on "*Competent National Authorities under the international drug control treaties* " and "*Manufacture of Narcotic Drugs, Psychotropic Substances and their Precursors* ":

www.unodc.org/unodc/en/commissions/secretariat.publications.html

IV. Conference services

Conference Management Services (CMS)

CMS is responsible for providing the following meeting services:

- Planning and coordinating meetings and facilities for Vienna-based bodies held in and outside Vienna, including temporary assistance and equipment for servicing meetings;
- Planning and coordinating the production schedule for documentation;
- Editing and translating documents and publications into the six official languages of the United Nations;
- Providing simultaneous interpretation in the six official languages to meetings;
- Providing a complete design and production service for publications and promotional, informational and conference-related products in both printed and electronic media formats;
- Reproducing meeting and other documents;
- Distributing documents and publications to delegations, secretariats, organizations, libraries and individuals worldwide;
- Providing library services to UNOV, UNODC, and other United Nations offices administered by UNOV/UNODC.

Contact to answer general enquiries on meeting services: Lars Larson, Chief of Meetings Management Unit, (+43-1) 26060-3166 lars.larson@unvienna.org

Contact to answer general enquiries regarding documents: Cornelia Fischer, Chief, Documents Management Unit, (+43-1) 26060-4525, cornelia.fischer@unvienna.org

Contact to answer general enquiries regarding interpretation services: Yuqiang Zhou, Chief, Interpretation Section, (+43-1) 26060-3129, yuqiang.zhou@unvienna.org

Languages and documentation

The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meetings will be made available in the agreed official languages for each particular international conference (see Annex).

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. Participants are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

Speaking at the meetings and interpretation services

In order to enhance the quality of interpretation at the meetings, advance text of speeches should be submitted to Lars Larson, Chief of Meetings Management Unit, by fax to (+43-1) 26060-73166 or by email to lars.larson@unvienna.org.

Participants are invited to consult the following link for a guide for speaking at the meetings: http://www.calliope-interpreters.org/en/call_movie_uk.htm

The information contained in the guide is particularly useful where no text of speeches has been submitted to interpreters in advance of the intervention.

V. Side events, public and civil society services

Exhibits

Exhibits in the Rotunda of the VIC inform about priority issues on the agenda of the Commissions and UNODC. For more information on how to reserve exhibition space, please contact the Advocacy Section:

Marie-Therese Kiriaky (Room D1415, ext. 4141, e-mail: marie-therese.kiriaky@unodc.org)

Side events

During the sessions, a limited number of rooms will be available during lunch breaks (1-3 p.m.) for side events organized by Member States, UNODC or civil society organizations. For more information and to request a room, please refer to the side event website, at which the applicable guidelines and the application form are available:

<http://www.unodc.org/unodc/en/commissions/side-events.html>

Press services and public information

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: press@unvienna.org

Further information on obtaining media accreditation is available from the UNIS website:

www.unis.unvienna.org/unis/en/media_accreditation.html

For *Media enquiries*, please contact Preeta Bannerjee – UNODC, Preeta.Bannerjee@unodc.org, +43 (1) 26060 5764

Library Services

Conference participants are welcome to use the United Nations Library services and facilities on the fourth floor of the E building (room number E0482). The Library is open from 9 a.m. to 5 p.m., Monday to Friday.

Sale of UN publications

Many publications are available as sales items. For more information, visit the United Nations publications homepage at: www.unpa.un.org/.

Public Inquiries

The United Nations Information Service (room G0518A, ext. 3325, e-mail: iris.schaechter@unvienna.org) provides information about the United Nations and its activities at its headquarters in Vienna in response to queries from the public. General fact sheets and answers to frequently asked questions (FAQs) can also be accessed online at www.un.org/geninfo/faq.

Visitors' Services

Guided tours for individuals are offered in German and English from Monday to Friday at 11:00 and 14:00. During the summer season tours are also conducted at 12:30. Guided tours last approximately one hour and start at Gate 1. Reservations can be made through +43 1 26060 3328 or via e-mail: tours@unvienna.org. Groups of 15 or more persons require advance reservations.

Services to civil society

NGO Relations

The UNODC Civil Society Unit (ext 5583/82) acts as the focal point for non-governmental organizations (NGOs). It serves the civil society organizations by providing information about the work of the United Nations Office on Drugs and Crime, including briefings on the work of the two Commissions.

NGO lounge

During the session of the Commissions, a room is allocated for NGOs, which serves as a space for holding meetings and providing relevant material and information.

NGO Accreditation and Participation

Non-governmental organizations with consultative status at the Economic and Social Council should ensure that their profile in the database of the Council is up to date, including any information on their representatives for the current year:

<http://esango.un.org/civilsociety/newLogin.do>

NGOs with consultative status at the Economic and Social Council (ECOSOC) are permitted to sit as observers at the sessions of the Commissions, in accordance with the Rules and Procedures of the Functional Commissions of ECOSOC and subject to available space. Requests for accreditation of NGOs should be addressed to the UNODC Civil Society Unit, (tel.:+43-1-26060 5583,) by fax to +43-1-26060 74609 or by email to ngo.unit@unodc.org. A copy of such requests should be sent to: sgb@unodc.org.

VI. Facilities and services for delegations

Travel services

At the Vienna International Centre, American Express (room number COE01) and Carlson Wagonlit Travel (room number FOE13) 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.

Vienna Service Office

The Vienna Service Office is located on the tenth floor of building F (F1021). This office provides information about sightseeing tours in and around Vienna. Opening hours: Monday to Thursday from 8:30 to 13:30, ext. 4234.

Visas

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 five 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.

Accommodation

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.

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 to and from the airport

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

An airport bus service operates between Vienna International Airport and Morzinplatz (near “Schwedenplatz” stop on metro lines U1 and U4), with a travel time of about 20 minutes. There is also a bus service between the VIC (near “Kaisermühlen/Vienna International Centre” station on metro line U1) and Vienna International Airport, with a travel time of about 30 minutes.

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.

Information on prices and departure times is available at the Airport website (<http://www.viennaairport.com>) under “Arrival & Parking”.

Photocopying services

The Secretariat is not in a position to provide photocopying services for delegations.

Post office, telephones and faxes

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. Long-distance telephone calls can be made from coin-operated telephones.

Banks

Banking services are 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

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 C and M buildings 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).

United Nations Souvenir Shop

The United Nations Souvenir Shop is located at the Visitors' Centre at Gate 1 (room CP105H, ext. 4435)

Open: Monday to Friday from 10 a.m. to 4 p.m.

- Souvenirs
- Posters
- Assorted cards
- T-Shirts