



UNODC

United Nations Office on Drugs and Crime

15th session of the Implementation Review Group (10-14 June 2024)
13th open-ended intergovernmental expert meeting to enhance international cooperation under the United Nations Convention against Corruption (12-14 June 2024)
18th meeting of the open-ended Intergovernmental Working Group on Asset Recovery (12-14 June 2024)

INFORMATION NOTE FOR PARTICIPANTS

Venue

The fifteenth session of the Implementation Review Group, the thirteenth open-ended intergovernmental expert meeting to enhance international cooperation under the United Nations Convention against Corruption, and the eighteenth meeting of the open-ended Intergovernmental Working Group on Asset Recovery will be held from 10 to 14 June and from 12 to 14 June 2024, respectively, in the B/M-1 Plenary, M-Building, at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, Austria.

Registration

Registration for the session will be handled through the United Nations registration system Indico, which works on the basis of self-registration. Participants nominated for the conference first need to create an account in Indico (<https://indico.un.org/login>) and then, as a second step, register for the Conference under the link below:

<https://www.unodc.org/unodc/corruption/registration/june-2024-uncac-meetings/>

Official notes verbales must be uploaded in the INDICO system, together with the mandatory details for each delegate (name, functional title and individual email address). Registration requests will be approved by the secretariat only after being cross-checked against the official note verbale uploaded in INDICO. Participants are kindly requested to complete the registration process as soon as possible and not later than **3 June 2024** and to observe the deadline in order for the secretariat to finalize all the necessary technical preparations for the meeting. The secretariat will not be able to accommodate requests for registration after that date.

All nominated delegates who have successfully completed the entire registration process in INDICO by 3 June 2024 will receive an automatic e-mail response. The email will contain a link to a secure website where each delegate may choose to upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the first day of the meeting.

Delegates who do not have the technical capabilities to upload a photo before the meeting, will be able to have their photographs taken 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 delegates, together with their passport or another official photograph-bearing identity document. 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.

VIP participation

In addition to the regular registration process outlined above, the Federal Ministry for Europe, Integration and Foreign Affairs of Austria is to be notified concerning the participation of VIPs (Head of State, Head of Government, Minister) at conferences held in Austria. For this purpose, we kindly encourage you to complete the VIP Form (attached) and to submit it along with the timely Note Verbale to Austrian security authorities: post@bvt.gv.at; abt3-fh@bvt.gv.at; lpd-w-lv@polizei.gv.at

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.

Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna, at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Line VAL 3 operates between Vienna International Airport and the Vienna International Centre (next to Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Information on VAL services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna - (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and the Vienna International Airport. The timetable is available on the following website - <https://www.cityairporttrain.com/en/home>

Other train transportation options to and from the airport are available on the website of the Austrian train service at www.oebb.at.

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 the 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 daily from 6 a.m. to 11 p.m.

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 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 or Spain) in the country concerned.

Participation

The session will be held in person. Arrangements have been made to allow for pre-recorded video statements. Such pre-recorded video statements must be limited to three minutes to ensure that all delegations will have an opportunity to contribute to the discussions. All pre-recorded video statements, including transcripts, should be submitted by Wednesday, 3 June 2024.

Delegations are also encouraged to provide copies of statements in written format for posting on a dedicated space on the website of the session and to adhere to the recommendations for the submission of pre-recorded statements available on the website of the meeting. Pre-recorded video statements (including transcripts) or written statements should be submitted via email to uncac@un.org and unov.conference@un.org, including a subject line in the following format: “15th IRG or 18th EMIC or 13th WGAR statement – [country name] [agenda item number]”.

Documentation

Documentation will be electronically available in all the official United Nations languages at the Internet page of the United Nations Office on Drugs and Crime, and can be accessed through the following addresses:

<https://www.unodc.org/corruption/en/cosp/IRG/session15.html>

<https://www.unodc.org/corruption/en/cosp/EMIC/session13.html>

<https://www.unodc.org/corruption/en/cosp/WGAR/session18.html>

_or

<http://myconference.unov.org>.

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.**

Wireless network connection and Internet Cafes

There is WiFi coverage in the entire M Building, including inside the meeting rooms and at the Delegates Lounge/coffee area.

Post, telephone, telegrams and telefax

A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

First aid

Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 p.m. to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Banks

Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Photocopying services

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

Catering services

The cafeteria is located on the ground floor of the F-Building. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). 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 and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. The Cocktail Lounge is located in the C-Building (C02), with opening hours from 11.30 a.m. to 3 p.m. and 4.30 p.m. to 8 p.m. Receptions at the Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; e-mail: cateringvic@eurest.at).

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 Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “A”, “B” or “C” 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.

Accessibility and special assistance

Participants with accessibility or other specific needs are welcome to contact the secretariat (uncac@un.org) before the meeting; the secretariat is at their disposal to discuss how their individual needs can be met.

- a) Accessibility Support Person

A registered participant may be accompanied by an accessibility support person. To register a support person, please send an email to uncac@un.org, including the following information:

- Name of the conference participant
- Name of the support person
- Email address of the support person

b) Support Animals

Support animals have to be registered with security in advance. Kindly reach out to the Secretariat (uncac@un.org) at least two weeks before the conference. Further, if you are not residing in Austria, please check the animal entry requirements on the website of the Austrian Ministry for Social Affairs.

Participants arriving by car

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

A Permanent Mission in need of a grounds pass for their driver should channel their request to Vienna International Centre Security Coordinator and to the Vienna International Centre Security Pass Office at e-mail:

VICSecurityCoordinator@unvienna.org and
PassOffice@unvienna.org