

COMMISSION ON NARCOTIC DRUGS

Fifty-third session

Vienna, 8 to 12 March 2010

INFORMATION FOR PARTICIPANTS

Opening date and place of the session

1. The fifty-third session of the Commission on Narcotic Drugs will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Monday, 8 March 2010, at 10:00 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, 8 March 2010 at 3:00 p.m. in Room M1, 1st floor of the M-Building.

Informal pre-session consultations

2. The Commission also agreed that its fifty-third session should be preceded by informal consultations on Friday, 5 March 2010 to facilitate discussion of draft resolutions. The informal consultations will take place in Room M1, 1st floor of the M-Building, starting at 10:00 a.m.

List of participants

3. The names of participants communicated to the Secretariat by 5 March 2010 at 12:00 p.m. at the latest will be included in the preliminary provisional list of participants. Governments are accordingly requested to communicate the necessary information in good time. The preliminary list of participants at the fifty-third session of the Commission on Narcotic Drugs will be issued on 9 March 2010.

Registration of delegations and identification badges

4. The name and e-mail address (if available) of delegates should be sent (on official letterhead) 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

5. Providing the individual e-mail address of the delegate will ensure that an automatic e-mail response confirming the registration is sent to the participant. The automatic e-mail response will also contain a link where the delegate may upload a photograph (JPG-format) with blank background. 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 to be picked up at Gate 1 of the Vienna International Centre. Participants who are not able to avail themselves of this facility will need to follow the normal security procedure for the issuance of access cards.
6. As part of the security arrangements, participants are required to present their invitation or official communications identifying them as delegate, together with their passport.
7. 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.
8. Registration will take place in the Pass Office at Gate I of the Vienna International Centre as of Monday, 8 March 2010, from 8:00 a.m. to 4:00 p.m. Delegates arriving before the weekend can register on Friday, 5 March 2010, from 8:00 a.m. to 4:00 p.m. Participants to the fifty-third session of the Commission on Narcotic Drugs are invited to register as early as possible and are requested to complete registration formalities by 9:45 a.m. on Monday, 8 March 2010, in order to be on time for the opening session.
9. Permanent Missions are informed that pre-printed access cards can be picked up at the Pass Office at Gate 1 as of Friday, 5 March 2010.

Access to the VIC

10. 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 Centre", 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.
11. There are no parking facilities for Conference participants (except for Permanent Mission delegates in possession of a valid VIC parking permit).

Security

12. During the Commission on Narcotic Drugs, from 8 to 12 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 +43 1 263 20 82.

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

Lost and Found

14. Inquiries for any items that are reported lost within the VIC premises should be made at the UNSSS Security Operations Centre, Room FOE18 (opposite the VIC Cafeteria). Telephone extensions 3903 or 3911.

Emergency Reporting

15. All emergencies situations within the VIC should be reported directly through ext. 99.

Documents

16. The main documents distribution counter during the session 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.

Photocopying services

17. 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.

Statements

18. Delegates wishing to make statements are requested to supply in advance one copy of their statement to the Secretary 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.

Postal services

19. A post office on the first floor of Building C (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 are available from 8:00 a.m. to 5:00 p.m.

Banks

20. 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

21. Medical attention is available from the clinic operated by the Joint Medical Services located at the VIC, Building F, 7th 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 UNSSS Security Operations Centre, Room F0E18, ext. 3903 or 3911. Emergencies can also be reported via ext. 99.

Catering services

22. 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 2:45 p.m. The coffee counter in the cafeteria is open from 8:00 to 3:30 p.m. Snacks and beverages will be available at the coffee bars in building M on the ground floor, 1st or 2nd floor, open from 9:00 am to 4:30 pm. 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 4875.

Travel services

23. American Express (COE01) and Carlson Wagonlit Travel Agency (FOE11) 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

24. 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.

25. 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 I, on Tuesday, 9 March 2010, from 12:00 noon to 4:00 p.m., and as of Wednesday, 10 March 2010, from 8:00 a.m. to 4:00 p.m. Entitled participants who had returned their previous Commissary cards will have these updated in the Pass Office.

Airport Bus and City Airport Train

26. 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.

27. 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 06:10 to 19:10 every hour. Journey time is approximately 30 minutes.

28. 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 10.

Reservation of hotel rooms

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

30. 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

31. 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

32. 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.

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