Tenth Meeting of Heads of National Drug Law Enforcement Agencies, Europe
Vienna, 2-5 July 2013

Information for participants

I. Opening date and venue

1. The Tenth Meeting of Heads of National Drug Law Enforcement Agencies, Europe, will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Tuesday, 2 July 2013, at 10 a.m. in Conference room C-3, 7th floor of the C-Building.

II. Registration and list of participants

2. 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 Friday, 28 June 2013. 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

3. 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.

* English, French, Russian and Spanish are the working languages of the subsidiary body.
4. 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.

5. 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.

6. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Tuesday, 2 July 2013, from 8 a.m. to 4 p.m. Delegates arriving before can register on Monday, 1 July 2013, from 8 a.m. to 4 p.m.

7. The names of participants should be communicated to the Secretariat by Friday, 28 June 2013, at the latest. The provisional list of participants of the Tenth Meeting of Heads of Drug Law Enforcement Agencies will be issued on Wednesday, 3 July 2013.

III. Languages and documentation

8. The official languages of the meeting are: English, French, Russian and Spanish. Official documents of the meeting will be made available as far as possible in those official languages.

9. 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.

10. 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: www.unodc.org/unodc/en/commissions/HONEUR/01-HONEUR-10-documents.html.

11. 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.

12. At the documents distribution counter located on the 7th floor in the C-building, each delegation will be assigned an individual pigeonhole in which documents issued during the meeting will be placed.

IV. Travel of participants members to HONLEA, Europe

13. 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 10 June 2013, 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.

V. Visas, accommodation and transportation

Visas
14. 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. Participants are expected to make their own visa arrangements.

Accommodation
15. 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.

16. 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
17. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

18. An airport bus service operates between the Vienna International Airport and Morzinplatz (near “Schwedenplatz” stop on metro lines U1 and U4). The one-way fare is 8 euros and 13 euros for a return ticket. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 4.50 a.m. to 12.20 a.m. and from Morzinplatz every 30 minutes from 4.00 a.m. to 11.30 p.m.

19. 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 8 euros for a one-way ticket and 13 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.

20. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (“Wien Mitte/Landstrasse” station on metro lines U3 and U4) to Vienna International Airport. The fare is 11 euros for a one-way ticket and 17 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 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

VI. Facilities at the Vienna International Centre

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

Wireless network connection
22. Wireless connectivity is available everywhere in the C-building. There is also an Internet corner in C0751.

Use of mobile phones and laptops
23. 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.

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

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

First aid
26. 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
27. 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

28. 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 area in the C-building (C07) is open from 9 a.m. to 4:30 p.m.

Travel services

29. American Express (room number C0E01) is available to participants requiring assistance with travel, car rental, sightseeing and excursions. The office is open from 8.30 a.m. to 5 p.m. from Monday to Friday.

Access to the Vienna International Centre

30. 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 and proceed to entrance “C”. 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 “C”.

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