



# Journal



## Fourteenth United Nations Congress on Crime Prevention and Criminal Justice

Kyoto, Japan, 7-12 March 2021

### Schedule of meetings<sup>1</sup>

[www.crimecongress.org](http://www.crimecongress.org)

### Official meetings

Monday, 8 March 2021

#### Plenary

 [webcast]

9 – 11 a.m.

Fourth meeting

Plenary Hall and via  
Online Platform

High-level segment (*continued*)

1 – 3 p.m.

Fifth meeting

High-level segment (*continued*)

4 – 6 p.m.

Sixth meeting

High-level segment (*continued*)

#### Committee I

 [webcast]

9 – 11 a.m.

Third Meeting

Annex Hall and via  
Online Platform

The Journal of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice appears every morning. It contains the agenda for the day and various announcements. Delegations wishing to include an announcement should contact the Secretary of the Congress:

Jo Dedeayne ([jo.dedeayne@un.org](mailto:jo.dedeayne@un.org)), c/o Madina Abubeker ([Madina.abubeker@un.org](mailto:Madina.abubeker@un.org))

Please refer to the [COVID-19 related information for in-person participants](#).

<sup>1</sup> All times indicated are Kyoto times.



Workshop 1 “Evidence-based crime prevention: statistics, indicators and evaluation in support of successful practices”  
[item 3] (*continued*)

[A/CONF.234/8](#)  
[A/CONF.234/15](#)  
[A/CONF.234/PM.1](#)  
[A/CONF.234/RPM.1/1](#)  
[A/CONF.234/RPM.2/1](#)  
[A/CONF.234/RPM.3/1](#)  
[A/CONF.234/RPM.4/1](#)  
[A/CONF.234/RPM.5/1](#)  
[A/CONF.234/CRP.1](#)  
[A/CONF.234/CRP.5](#)  
[A/CONF.234/NGO.2](#)  
[A/CONF.234/NGO.6](#)  
[A/CONF.234/NGO.7](#)

## Committee II

 [\[webcast\]](#)

1–3 p.m.

First meeting

Annex Hall and via  
Online Platform

1. Organizational matters (election of officers) [item 2]
2. Workshop 2 “Reducing reoffending: identifying risks and developing solutions” [item 4]

[A/CONF.234/9](#)  
[A/CONF.234/15](#)  
[A/CONF.234/PM.1](#)  
[A/CONF.234/RPM.1/1](#)  
[A/CONF.234/RPM.2/1](#)  
[A/CONF.234/RPM.3/1](#)  
[A/CONF.234/RPM.4/1](#)  
[A/CONF.234/RPM.5/1](#)  
[A/CONF.234/CRP.1](#)  
[A/CONF.234/CRP.3](#)  
[A/CONF.234/CRP.5](#)  
[A/CONF.234/NGO.3](#)

4–6 p.m.

Second meeting

Workshop 2 (*continued*)

## List of speakers – High-level segment

Delegations can consult the current speaker's list for the Plenary session via the following webpage:

<https://conferences.unite.un.org/announcements/display/Kyoto,%20Japan>

## Other meetings

*The information below is reproduced as received and does not imply any opinion or endorsement by the Secretariat of the United Nations. The meetings under this header are closed.*

**Monday, 8 March 2021**

### **Credentials Committee**

6.30–7.30 p.m.

Closed meeting

Annex Hall and virtual

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## Other activities

*The information below is reproduced as received and does not imply any opinion or endorsement by the Secretariat of the United Nations.*

**Monday, 8 March 2021**

### Special Events

Please visit the following website for more information on Special Events:  
[https://www.unodc.org/unodc/en/crimecongress/special\\_events.html](https://www.unodc.org/unodc/en/crimecongress/special_events.html)

Via Online Platform

Please note that all special events will take place without an in-person audience.

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### Ancillary Meetings

Please visit the following website for more information and the programme of ancillary meetings:  
<http://www.un-congress.org/>

Via Online Platform

Please note that all ancillary meetings will take place without an in-person audience.

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### Exhibitions

Please visit the following website for more information and the programme of exhibitions:  
<http://www.moj.go.jp/KYOTOCONGRESS2020/en/programme/exhibitions.html>

Via Online Platform

## Forthcoming meetings

**Tuesday, 9 March 2021**

### Plenary

9–11 a.m.	Seventh meeting	Plenary Hall and via Online Platform
	High-level segment ( <i>continued</i> )	
1–3 p.m.	Eighth meeting	
	Comprehensive strategies for crime prevention towards social and economic development [item 3]	
	<a href="#">A/CONF.234/3</a>	
	<a href="#">A/CONF.223/4</a>	
	<a href="#">A/CONF.234/14-E/CN.15/2020/14</a>	
	<a href="#">A/CONF.234/15</a>	
	<a href="#">A/CONF.234/PM.1</a>	
	<a href="#">A/CONF.234/CRP.1</a>	
	<a href="#">A/CONF.234/CRP.5</a>	
	<a href="#">A/CONF.234/NGO.2</a>	
	<a href="#">A/CONF.234/NGO.6</a>	
	<a href="#">A/CONF.234/NGO.7</a>	
4–6 p.m.	Ninth meeting	
	Comprehensive strategies for crime prevention towards social and economic development [item 3] ( <i>continued</i> )	

### Committee II

9–11 a.m.	Third Meeting	Annex Hall and via Online Platform
	Workshop 2 “Reducing reoffending: identifying risks and developing solutions” [item 4] ( <i>continued</i> )	
	<a href="#">A/CONF.234/9</a>	
	<a href="#">A/CONF.234/15</a>	
	<a href="#">A/CONF.234/PM.1</a>	
	<a href="#">A/CONF.234/RPM.1/1</a>	
	<a href="#">A/CONF.234/RPM.2/1</a>	
	<a href="#">A/CONF.234/RPM.3/1</a>	
	<a href="#">A/CONF.234/RPM.4/1</a>	
	<a href="#">A/CONF.234/RPM.5/1</a>	
	<a href="#">A/CONF.234/CRP.1</a>	
	<a href="#">A/CONF.234/CRP.3</a>	
	<a href="#">A/CONF.234/CRP.5</a>	
	<a href="#">A/CONF.234/NGO.3</a>	

### Committee I

1–3 p.m.	Fourth Meeting	Annex Hall and via Online Platform
	Workshop 3 “Education and youth engagement as key to making societies resilient to crime” [item 5]	
	<a href="#">A/CONF.234/10</a>	

[A/CONF.234/15](#)  
[A/CONF.234/PM.1](#)  
[A/CONF.234/PM.1/1](#)  
[A/CONF.234/PM.2/1](#)  
[A/CONF.234/PM.3/1](#)  
[A/CONF.234/PM.4/1](#)  
[A/CONF.234/PM.5/1](#)  
[A/CONF.234/CRP.1](#)  
[A/CONF.234/CRP.5](#)  
[A/CONF.234/CRP.7](#)  
[A/CONF.234/NGO.1](#)  
[A/CONF.234/NGO.5](#)

4–6. p.m.

Fifth Meeting

Workshop 3 “Education and youth engagement  
as key to making societies resilient to crime”  
(*continued*)

## Summary of official meetings

Sunday, 7 March 2021

### Plenary

First meeting

Opening of the Congress [agenda item 1]

The Congress was opened by the Secretary-General of the Congress, Ghada Waly.

Election of the President of the Congress

The Congress elected, by acclamation Her Excellency Yoko Kamikawa, Minister of Justice of Japan, and head of delegation of the host country, as President of the Congress.

His Excellency Sultan bin Salmeen Al-Mansouri, Permanent Representative of Qatar to the United Nations in Vienna, and His Excellency Issa bin Saad Al Jafali Al Nuaimi, Minister of Justice and Minister of State for the Council of Ministers Affairs of Qatar, addressed the meeting.

Handover ceremony from the Host of the Thirteenth Congress (Qatar) to the President of the Fourteenth Congress took place.

The President made a statement.

Organizational matters [agenda item 2]

(a) Endorsement of special organizational arrangements due to COVID-19 (A/CONF.234/CRP.2)

(b) Election of the other officers [2 (a)]

The Congress elected the following members to the General Committee, based on geographical distribution:

Six from African States: Côte d'Ivoire, Egypt, Kenya, Libya, Morocco and Namibia

Six from Asian States: Bangladesh, China, Islamic Republic of Iran, Kuwait, Thailand and Qatar

Four from Latin American and Caribbean States: Colombia, Cuba, Paraguay and Venezuela

Four from Western European and other States: Belgium, Netherlands, Spain and Switzerland

The Congress elected to the General Committee by acclamation the representative of Brazil(m) as Chairperson of Committee I, the representative of Finland (m) as Chairperson of Committee II, and the representative of Nigeria(f) as Rapporteur-General.

(c) Adoption of the rules of procedure [2 (b)]

The Congress adopted the rules of procedure as contained in document A/CONF.234/2.

(d) Adoption of the agenda [2 (c)]

The Congress adopted the provisional agenda as contained in document A/CONF.234/1/Rev.1.

(e) Allocation of items [2 (d)]

The Congress decided that items 1-7 of the provisional agenda, as well as the high-level segment of the Fourteenth Congress, be allocated to plenary meetings, and that workshops 1 and 3 be allocated to Committee I for consideration. It is also recommended that workshops 2 and 4 be allocated to Committee II for consideration

(f) Organization of work [2 (e)]

The Congress approved the organization of work as contained in document A/CONF.234/1/Rev.1.

(g) Credentials of representatives to the Congress: appointment of members of the Credentials Committee

The Congress decided that the following States should be appointed members of the Credentials Committee: Cameroon, Ecuador, Italy, Japan, Mongolia, the Russian Federation, the United Republic of Tanzania, the United States and Uruguay.

(h) Participation of non-governmental organizations in the Congress

The report of the pre-Congress consultations (A/CONF.234/L.1) and conference room paper A/CONF.234/CRP.9 were brought to the attention of the Congress.

(i) Report of the Congress

The Congress endorsed the recommendations contained in the report of the pre-Congress consultations (A/CONF.234/L.1).

Ceremonial opening

Her Imperial Highness Princess Takamado of Japan, His Excellency Yoshihide Suga, Prime Minister of Japan, His Excellency António Guterres, Secretary-General of the United Nations, His Excellency Volkan Bozkir, President of the United Nations General Assembly, His Excellency Munir Akram, President of the United Nations Economic and Social Council, and His Excellency Makoto Hayashi, Prosecutor-General of Japan, addressed the Congress.

A documentary film on the Youth Forum preceding the Fourteenth Congress, organized by the Government of Japan, was presented to Congress participants. Youth representatives presented recommendations of the Youth Forum to the Congress.

A video documentary on the preparations for the Congress was shown.

High-level segment

Her Excellency Ghada Waly, Secretary-General of the Congress, addressed the Congress.

The meeting adopted the Kyoto Declaration (A/CONF.234/L.6).

Second meeting

High-level segment (*continued*)

Statements were made by His Excellency, Alejandro Solano Ortiz, Permanent Representative of Costa Rica to the United Nations in Vienna, on behalf of the Group of 77 and China; Her Excellency Teodolinda Rosa Rodrigues Coelho, Permanent Representative of Angola to the United Nations in Vienna, on behalf of the Group of African States; and Ylva Johansson (f), Member of the European Commission for Home Affairs, on behalf of the States Members of the United Nations that are members of the European Union.

Statements were made by His Excellency Juan Orlando Hernández Alvarado, President of Honduras; His Excellency Ralph E. Gonsalves, Prime Minister of Saint Vincent and the Grenadines; His Excellency Kris Faafoi, Minister of Justice of New Zealand; His Excellency Kostas Tsiaras, Minister of Justice of Greece; Her Excellency Cecilia Perez, Minister of Justice of Paraguay; Her Excellency Maria Consuelo Porrás Argueta, Attorney General/General Prosecutor of the Public Ministry of Guatemala; Her Excellency Emily Yiolitis, Minister of Justice and Public Order of Cyprus; His Excellency Gocha Lordkipanidze, Minister of Justice of Georgia; His Excellency Mohammad Mahfud M.D., Coordinating Minister for Political, Legal and Security Affairs of Indonesia; His Excellency Fikrat Mammadov, Minister of Justice of Azerbaijan; His Excellency Bojan Marichikj, Minister of Justice of North Macedonia; His Excellency Mohamed Ali Sabry, Minister of Justice of Sri Lanka; Her Excellency Carmen Teresa Meléndez Rivas, Admiral in Chief /Minister of People's Power for Relations, Justice and Peace of Venezuela; His Excellency Juan Carlos Campo Moreno, Minister of Justice of Spain; His Excellency Khishgee Nyambaatar, Minister for Justice and Home Affairs of

Mongolia; His Excellency Sheikh Rashid Ahmad, Federal Minister for Interior of Pakistan; His Excellency Alba Luz Ramos Vanegas, President of the Supreme Court of Justice of Nicaragua; His Excellency Abubakar Malami, Attorney General/Minister for Justice of Nigeria; His Excellency Jānis Bordāns, Deputy Prime Minister/Minister of Justice of Latvia; His Excellency Delroy Chuck, Minister of Justice of Jamaica; and His Excellency Mohamed Ben Abdelkader, Minister of Justice of Morocco.

Third meeting

High-level segment (*continued*)

Statements were made by His Royal Highness Prince Abdulaziz bin Saud bin Naif bin Abdulaziz Al Saud, Minister of Interior of Saudi Arabia; Her Excellency Katrin Eggenberger, Minister of Foreign Affairs of Liechtenstein; His Excellency Fazal Ahmad Manawi, Minister of Justice of Afghanistan; His Excellency Mohammad Khaled Al-Rahmoun, Minister of Interior of the Syrian Arab Republic; His Excellency Eisa Saad S. A. Al-Naimi, Minister of Justice of Qatar; Her Excellency Evelina Dobrovolska, Minister of Justice of Lithuania; His Excellency Abdulhamit Gül, Minister of Justice of Turkey; Her Excellency Lilijana Kozlovič, Minister of Justice of Slovenia; His Excellency Mikael Damberg, Minister of Justice of Sweden; Her Excellency Janaina Tewaney Mencomo, Minister of Government of Panama; His Excellency Tag Elsir Ali, Attorney General of Sudan; His Excellency Francisco Queiroz, Minister of Justice and Human Rights of Angola; Her Excellency Priti Patel, Home Secretary of the United Kingdom; His Excellency Ivan Kubrakov, Minister of Internal Affairs of Belarus; His Excellency Somsak Thepsuthin, Minister of Justice of Thailand; His Excellency Rustam Badasyan, Minister of Justice of Armenia; Her Excellency Anna-Maja Henriksson, Minister of Justice of Finland; His Excellency Yijun Tang, Minister of Justice of China; Her Excellency Marcela Miriam Losardo, Minister of Justice and Human Rights of Argentina; His Excellency Eric Dupond-Moretti, Keeper of the Seals/Minister of Justice of France; His Excellency Salar Mohammed, Minister of Justice of Iraq; Her Excellency María del Carmen Maldonado Sánchez, President of the Council of the Judiciary of Ecuador; His Excellency David Lametti, Minister of Justice/Attorney General of Canada; and Avichai Mandelblit, Attorney General of Israel.

The representatives of Azerbaijan, Armenia and Turkey made statements in exercise of the right of reply.

**Committee I**

Summary of the meetings held in Committee I will be included in the Journal No.4, to be issued on 9 March.



## General information

Delegations are invited to refer to the Information for participants (document A/CONF.234/INF/1/Rev.1) and to the Information contained on the website of the Congress: <https://www.unodc.org/unodc/en/crimecongress/about.html>.

### Registration and credentials

In accordance with rules 1-3 of the provisional rules of procedure for the Fourteenth Congress (A/Conf.234/2), the delegation of each State participating in the Congress should consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required. The credentials (full name as per passport and title) of representatives, alternate representatives and advisers should be issued either by the Head of State or Government or by the Minister for Foreign Affairs. Member States that have not submitted their Credentials were urged to send an advance scanned copy of the credentials to the Secretariat as soon as possible by email ([unodc-14congress-registration@un.org](mailto:unodc-14congress-registration@un.org)) and submit the original hard copy of the credentials either to the Secretariat staff in the Kyoto International Conference Centre or send it to the Executive Secretary of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice (c/o Secretariat of the Congress, PO Box 500, Room D0676, 1400 Vienna).

All participants have to be registered in the UN registration platform (Indico). Information on registration is available on [https://www.unodc.org/unodc/en/crimecongress/registration\\_2.html](https://www.unodc.org/unodc/en/crimecongress/registration_2.html)

### In-person participation

In-person participants are strongly advised to regularly visit the website on COVID-19 related information for in-person participants (<https://www.unodc.org/unodc/en/crimecongress/covid-19.html>).

Due to COVID-19 developments worldwide, the number of participants at the KICC is restricted and floating badges will be provided for access to the KICC. Only those participants may enter the KICC who have, for the same day/meeting, a floating badge for either the Plenary Hall or the Committees Hall. Floating badges will be available for collection in the New Hall, at the desk for pick-up of pre-printed badges (see below). The floating badges will be provided to the focal point (authorized by Note Verbale) identified for the respective delegation or the respective category of participants.

Delegations are strongly encouraged to abstain from exchanging floating badges during the individual meetings, but to rather make changes, if required, per meeting.

All special events and ancillary meetings will take place virtually – without in-person audience. Exceptions may apply for a very limited number of panellists reflected in the programme of such events, who are resident in Japan or able to travel from overseas as specified by the Host Country, who would then be given access to the KICC for the event only by an accreditation letter

All registered in-person participants will also automatically be registered as *online observer* and receive a personalized link to access the Congress event platform.

As part of the security arrangements, all in-person participants in the Congress will be required to present their registration confirmation together with their passports at the entrance before proceeding to the registration area of the Kyoto International Conference Centre (KICC), to collect their badges for the Congress.

By presenting their badges upon their first entry to the KICC, all in-person participants declare that they have been tested negative for COVID-19 (PCR or antigen test) not earlier than 72h before.

Badges must be worn visibly at all times at the Congress venue. All persons and their bags/luggage will be screened at the entrance to the Conference Centre.

Collection of pre-printed badges began on Tuesday, 2 March 2021, at 9 a.m., and the registration desk will remain open until 6 p.m. The desk will be open as follows:  
6 to 8 March 2021: 8 a.m. to 7 p.m.  
9 to 11 March 2021: 8 a.m. to 5 p.m.

Participants are encouraged to collect their badges as early as possible. Member States can arrange for batch pick-up with a note verbale designating the person who will pick up the badges. All other participants are expected to pick up their badges in person, presenting their passport or official photo identification and the official communication designating them as participants in the Congress.

### **Online participation**

All registered participants to the Congress can join all meetings of the Congress on an online event platform as observers, and take the floor during special events and ancillary meetings without prior designation, by raising their hand. Observers can follow the formal meetings (Plenary sessions and Committees I and II) in all official languages, but will not be able to take the floor in those meetings.

Participants designated and registered as “Speakers” in Plenary and/or the Committees have the technical possibility to request for the floor and to address the meeting.

### **Provisional list of speakers at the High-level segment**

The provisional list of speakers has been established by drawing of lots during an intersessional meeting of the Commission on Crime Prevention and Criminal Justice, held in Vienna on 17 February 2021. For further information, please contact Zsóka Williams (email: [zsoka.williams@un.org](mailto:zsoka.williams@un.org) copy [tounodc-14congress-registration@un.org](mailto:tounodc-14congress-registration@un.org)).

Statements by Member States made during the high-level segment will be limited to one per State and of up to three minutes (approximately 300 words).

Pre-recorded video-statements and the text of the statement for the high-level segment (the same time limitations apply), had to be transmitted to the Secretariat ([unov-conference.statements@un.org](mailto:unov-conference.statements@un.org)) by 26 February 2021. In case of in-person or online participation via the conference platform delegates are requested to send the text of the statement in advance of delivery to the Secretariat ([unov-conference.statements@un.org](mailto:unov-conference.statements@un.org)).

All statements, delivered during the high-level segment, will be made available on the website of the Congress (<https://www.unodc.org/unodc/en/crimecongress/statements-high-level-segment.html>), unless the Secretariat is informed otherwise by the Member State (delegation) in question.

### **Speakers at regular Plenary segment and speakers in Committees**

Speakers may register in advance for speaking slots in **plenary meetings of the regular segment** by forwarding to the Secretariat ([unodc-14congress-registration@un.org](mailto:unodc-14congress-registration@un.org)) the name and title of their speaker and country or organization and indicating the agenda item under which they wish to address the Congress .

As there is no advance registration for **Committee I and Committee II**, speakers are kindly asked to indicate their intention to take the floor during the meetings of the Committees.

Statements by non-governmental organizations are coordinated by the Alliance of NGOs on Crime Prevention and Criminal Justice. (email: [info@crimealliance.org](mailto:info@crimealliance.org))

Delegates are requested to send the text of the statement in advance of delivery to the Secretariat ([unov-conference.statements@un.org](mailto:unov-conference.statements@un.org)).

### **Languages and documentation**

The six official languages of the Fourteenth Congress are Arabic, Chinese, English, French, Russian and Spanish. Statements made in a language of the Congress during the plenary meetings and the meetings of Committee I and Committee II will be interpreted into the other languages of the Congress.

Each seat in the Congress halls 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 recharged before the next meeting takes place.

As part of the secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, pre-session documents have been issued only electronically and are available on the Congress website (<https://www.unodc.org/unodc/en/crimecongress/documents.html>). UNODC has prepared documents to facilitate consideration of each item of the provisional agenda of the Congress, as well as background papers for the workshops. In addition, the Congress will have before it other documents, such as the discussion guide, the reports of the regional preparatory meetings and a working paper prepared by the Secretariat on Crime Prevention and Criminal Justice in face of the COVID-19 pandemic. In-person participants are kindly requested to bring their own copies of the pre-session documents to meetings.

In-session documents will also be posted on the website of the Congress. Each in-person delegation will additionally receive a single, complete set of the in-session documents in the language of its choice. The main documents distribution counter will be located near the entrance to the Plenary Hall. At that counter, each delegation will be assigned an individual pigeonhole in which all documents issued during the Congress will be placed.

National statements and/or position papers prepared by participating States will be made available on the Congress website in the submission language: <https://www.unodc.org/unodc/en/crimecongress/statements.html>.

### **Information and media**

Regular United Nations media facilities will be available at the Fourteenth Congress, including a press centre and a press briefing room. Interpretation from and into English and Japanese will also be available for a press briefing on the opening day.

Media representatives wishing to cover the Fourteenth Congress must register on the UN registration platform INDICO by 24 February 2021. Information on registration is available on the Congress website: [https://www.unodc.org/unodc/en/crimecongress/registration\\_press-media.html](https://www.unodc.org/unodc/en/crimecongress/registration_press-media.html).

Accredited media representatives will receive a special press pass allowing them access to the meetings, the ancillary meetings and the press working area. Press passes will be issued at the site of the Congress.

### **Congress Online Platform**

Link to the platform: <https://inevent.com/en/UNODC/CrimeCongressUN/hotsite.php>

Link to the HOW-TO GUIDES: <https://www.unodc.org/unodc/en/commissions/CCPCJ/how-to-guides-congress-platform.html>

### **Live Webcast**

The Plenary, Committee I and Committee II meetings will be webcast and can be accessed through the following website: <https://www.unodc.org/unodc/en/crimecongress/webcast.html>

### **Kyoto Congress National Executive Committee**

As the host of the Fourteenth Congress, the Government of Japan has appointed a Kyoto Congress National Executive Committee, chaired by the Vice-Minister of Justice and comprising representatives of the Ministry of Justice, the Ministry of Foreign Affairs and the National Police Agency.

### **Facilities at the Congress site**

#### **Restaurants**

Restaurants and a cafeteria located in the main building are available for use by participants on a commercial basis. Please see the specific Guidelines for the use of the KICC catering facilities contained in the Annex to the COVID-19 Guidelines for in-person participants to the

Fourteenth United Nations Congress on Crime Prevention and Criminal Justice  
([https://www.unodc.org/documents/commissions/Congress/covid-19\\_info/3\\_March\\_2021\\_CONGRESS\\_COVID-19\\_Guidelines\\_for\\_in-person\\_participants.pdf](https://www.unodc.org/documents/commissions/Congress/covid-19_info/3_March_2021_CONGRESS_COVID-19_Guidelines_for_in-person_participants.pdf))

**Medical/First aid room**

First aid facilities are located in the main building.

If symptoms and circumstances such as fever, cough, loss of sense of smell or taste indicate that they may be considered a suspected COVID-19 case, participants are requested to contact the medical staff (nurses or paramedics) stationed in each conference room.

**Bank**

An automatic teller machine (ATM) will be installed at the parking area adjacent to the New Hall.

**Business centre**

A business centre located in the main building will be available for use by participants on a commercial basis.

**Information counter**

An information counter with local staff will be set up on the Congress site to assist delegates with enquiries.

**Meditation room**

A meditation room is available at the Congress site.

# Floor plan of the Kyoto International Conference Center

