

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. The handbook is 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, email: unodc-sgb@un.org

This handbook has not been formally edited.

Table of Contents

	<i>Page</i>
I. GENERAL INFORMATION.....	5
REGISTRATION AND LIST OF PARTICIPANTS	5
PARTICIPATION FORMAT	6
VENUE	6
ACCESS TO THE VIENNA INTERNATIONAL CENTRE	6
PROTOCOL AND LIAISON SERVICE	7
UNITED NATIONS SAFETY AND SECURITY SERVICE	7
<i>Emergency Contact Information</i>	8
<i>Lost and found</i>	8
MEDICAL SERVICES	8
ACCESSIBILITY AND SPECIAL ASSISTANCE	9
NURSING ROOM	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
PLENARY	11
THE COMMITTEE OF THE WHOLE	11
DRAFT RESOLUTIONS.....	11
<i>Procedure for tabling a draft resolution</i>	11
<i>“L” and “rev” documents</i>	12
<i>Co-sponsoring a resolution</i>	12
VOTING AND DECISION-MAKING.....	13
FURTHER INFORMATION ON THE COMMISSIONS	13
VIENNA JOURNAL (ONLINE).....	13
III. SECRETARIAT SERVICES.....	13
SECRETARIAT TO THE GOVERNING BODIES SECTION	13
SECRETARY OF THE COMMISSIONS	14
PUBLICATIONS	14
IV. CONFERENCE SERVICES.....	14
CONFERENCE MANAGEMENT SERVICES (CMS).....	14
LANGUAGES AND DOCUMENTATION.....	15
SPEAKING AT THE MEETINGS AND INTERPRETATION SERVICES	15
V. SIDE EVENTS, PUBLIC AND CIVIL SOCIETY SERVICES	16
EXHIBITS	16
SIDE EVENTS.....	16
PRESS SERVICES AND PUBLIC INFORMATION	17

LIBRARY SERVICES	17
PUBLIC INQUIRIES	17
VISITORS' SERVICES	17
SERVICES TO CIVIL SOCIETY	19
VI. FACILITIES AND SERVICES FOR DELEGATIONS.....	19
TRAVEL AND VISAS.....	19
PARTICIPANTS ARE ASKED TO CONSULT AND COMPLY WITH ENTRY REQUIREMENTS TO	
AUSTRIA.....	19
ACCOMMODATION	20
TRANSPORTATION TO AND FROM THE AIRPORT.....	20
POST OFFICE AND TELEPHONES.....	20
WIRELESS NETWORK CONNECTION.....	20
PHOTOCOPYING SERVICES	20
BANKS.....	21
CATERING SERVICES	21
UNITED NATIONS SOUVENIR SHOP	21

I. General Information

Registration and list of participants

Information on registration for the Commissions' events can be found online:

<https://www.unodc.org/unodc/en/commissions/secretariat/registration.html>

The registration management platform INDICO is used for the regular and reconvened sessions of the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice.

Participants will be asked to register [online](#). Permanent Missions can nominate focal points to register their delegations and are encouraged to make use of this opportunity, also with regard to the preparation of the list of participants of the meetings. Focal points can ensure the accuracy of the information provided at registration and as such on the list of participants.

A provisional list of participants is distributed on the last day of the meeting, and the final list is published later on as document "INF.2" in English and made available online on the main website of the respective Commission session.

A step-by-step guide on INDICO profile creation is available [online](#)¹.

Delegations are encouraged to register as early as possible. It is also recommended to make use of the possibility to collect access badges before the session.

¹ https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/Registration/INDICO/Step_by_Step_Guide_profile_creation_registration_SGB.pdf

Participation format

The format of intergovernmental meetings is in-person, plenary sessions are webcast on UNWebTV.

As part of the security arrangements, participants will be required to present their confirmation of registration identifying them as delegates, together with their passports or another official photograph-bearing identity document, in order to receive their access passes. Access passes must be worn visibly at all times in the Vienna International Centre.

All persons and their bags and briefcases will go through a security check at the entrance to the Centre.

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 www.unvienna.org.

Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to alight in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, from where they can proceed to Gate 1. Participants arriving by metro (U1 line) should alight at Kaisermühlen/Vienna International Centre station, and follow the signs marked “Vienna International Centre”. After obtaining an access badge at Gate 1, participants should follow the signs to building “C” for conferences taking place in the 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:

CONFERENCE PASSES – UNOV/UNODC



Protocol requirements for issuance of passes

Ministers and other VIPs

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

Protocol and Liaison Service

For protocol matters, please contact unovprotocol@un.org (ext. 4499).

United Nations Safety and Security Service

During international conferences, the Austrian authorities will be responsible for security outside the premises of the 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 Planning Team, United Nations Security and Safety Service (copy to: Security Coordinator), Room F0E01, United Nations Office at Vienna, PO Box 500, A-1400 Vienna, Austria, email: vicsecurityplanning@un.org; vicsecuritychief@un.org.

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

Emergency Contact Information

Emergencies within the VIC

Emergency Telephone Number: UN Security Control Centre (available 24/7) ext. 99 or +43 1 26060-99. 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 VIC premises should be made at the UNSSS Security Operations Centre, Room F0E18 (opposite the VIC Cafeteria). Telephone ext. 3903 or 3904.

Medical Services

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

Medical help is available from the medical service located on the seventh floor of the F-Building of the Vienna International Centre (extension 22223 and, for emergencies, extension 22222). The service is open from 8.30 a.m. to 5.30 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

A pharmacy is located on the seventh floor of the F-Building (room F0709) and is open from 10 a.m. to 5 p.m., Monday to Friday.

Accessibility and special assistance

Participants with accessibility or other specific needs are welcome to contact the secretariat (unodc-sgb@un.org) before the meeting; the secretariat is at their disposal to discuss how their individual needs can be met (see also the “accessibility guide”, available at www.unodc.org/documents/commissions/Secretariat/2020.07.21_Accessibility_Guide.pdf).

Nursing room

While nursing is allowed anywhere in the VIC, participants may use the VIC nursing room, which is located on the ground floor in the rotunda and is available to all caregivers. The space features individual private booths that ensure a tranquil environment for caregivers to attend to their children's needs. Additionally, a well-equipped kitchen and welcoming seating area have been provided to facilitate nursing and bottle-feeding.

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.unvienna.org/protocol/en/blue-book.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 address the world drug problem.

Regular sessions of the CND usually take place in March, with a duration of five working days, while the reconvened sessions have a duration of 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:

cnd.unodc.org
X: @CND_tweets

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 usually take place in May, with a duration of five working days, while the reconvened sessions have a duration of 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:

ccpcj.unodc.org
X: @CCPCJ

Reconvened sessions of the Commissions

Reconvened sessions of the CND and CCPCJ usually take place in December. Since 2011, the CND and CCPCJ hold joint meetings on 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 on the second day during their reconvened sessions to consider other items on their respective agendas.

Plenary

The plenary meetings of each Commission are devoted to the consideration of the different agenda items. Commission members and observers may make oral interventions. The plenary is in charge of adopting the final resolutions or decisions of the Commissions, as well as the final report on their sessions.

The Plenary meetings are chaired by the Chair 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 meetings of the Committee of the Whole are usually 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 (one month before the session). Draft proposals can only be tabled by a State Member of the Commission.

Tabling and co-sponsoring of draft resolutions must be done through the e-deleGATE portal (e-Proposals and Sponsorship), at <https://edelegate.un.int/>.

For reference purposes, all previous resolutions and decisions of the Commission can be found at www.unodc.org/rddb.

Changes to the text of submitted draft resolutions

Before the start 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 edited text.
- The electronic Word document of the edited text will be provided to sponsors by the Secretariat.

During the Committee of the Whole:

- The Committee of the Whole will work with on-screen editing of draft resolutions.
- Sponsors of draft resolutions can share the latest versions of texts in the e-deleGATE portal (e-Proposals and Sponsorship)

“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.7/2024/L.2).

The draft resolutions will receive a “rev” symbol (indicating revised text) if they are modified and submitted for formal processing during the Commission session (e.g. E/CN.7/2024/L.2/Rev.1). Once a draft resolution is approved by the Committee of the Whole and time permitting it will be processed and will receive a “rev” symbol before it is considered (and adopted) by the Plenary.

Co-sponsoring a resolution

Member States wishing to co-sponsor a draft resolution can do so by show of hands (in-person) during the adoption of resolutions in Plenary or latest until close-of-business of the next working day

following closure of the session in the e-deleGATE portal (e-Proposals and Sponsorship)

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.

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/unodc/en/commissions/CND/Mandate_Functions/conventions.html

An eLearning tool on scheduling is available on the Commission's webpage:

https://www.unodc.org/unodc/en/commissions/CND/Mandate_Functions/scheduling-elearning-tutorial.html

Further information on the Commissions

The official documentation and further information are available on the website of the Commissions:

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

Vienna Journal (online)

The daily programme, documentation, e-statements and other information related to the conduct of the respective session can be found on the web page of the Journal of the United Nations for Vienna (<https://journal.un.org/en/vienna/all>).

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 and exhibitions held

during the regular sessions. The SGB provides support to the Bureaux and extended Bureaux 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; email: unodc-rgb@un.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 team of dedicated staff. The current Chief of the Secretariat to the Governing Bodies is Ms. Jo Dedeyne-Amann.

Publications

The Secretariat to the Governing Bodies produces two 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*":

<https://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 facilities for Vienna-based bodies held in and outside Vienna;
- Editing and translating documents into the six official languages of the United Nations;
- Issuance of pre-, in- and post-session documents on the Official Document System "ODS" (<https://documents.un.org/>) ;

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- 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;

Contact for general enquiries on meeting services:

Stephanie Roesch-Odeh, Chief of Meetings Management Unit, +43 1 26060 4525, email: stephanie.roesch@un.org

Contact for general enquiries regarding documents:

Antje Reepmeyer, Chief of Documents Management Unit, tel.: +43 1 26060-4146, email: antje.reepmeyer@un.org

Contact for general enquiries regarding interpretation services:

Marianna Matakova, Chief of Interpretation Section, tel.: +43 1 26060-3129, email: matakova@un.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, pre-session and in-session documents are made available online only, on the Official Document System "ODS" (<https://documents.un.org/>) as well as on the website of the respective Commission session.

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 the Meetings Management Unit by email to unov.conference@un.org.

Participants are invited to consult the following link for a guide for speaking at the meetings:

<https://www.calliope-interpreters.org/calliope-resources-event-planners-and-speakers/smart-speaking?lang=en>

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

Inscription to the list of speakers is administered on UN e-Delegate ([Guide](#)).

Focal points at the Permanent missions can register their delegation for the List of Speakers [online](#). Permanent Missions that have no designated focal point, are encouraged to nominate focal points through a note verbale sent to the Secretariat.

Delegations also have the option of submitting a pre-recorded video statement (the time limit is to be strictly adhered to). Representatives delivering video statements must be registered for the session as part of the delegation. When submitting names for the list of speakers, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

V. Side events, public and civil society services

Exhibits

Exhibitions in the VIC and online inform about priority issues on the agenda of the Commissions and UNODC. Exhibitions are organized in the Rotunda (ground floor of the C-building) and on the ground and first floor of the M-building.

For more information on how to reserve exhibition space, please refer to the dedicated webpage <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html> .

Side events

Side events can be organized in an in-person or online format. For more information, please refer to the dedicated webpage: <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html> .

Press services and public information

Media representatives wishing to cover an event must apply for accreditation before or during the session by contacting the United Nations Information Service (UNIS):

Media accreditation: email: press.vienna@un.org

Further information on obtaining media accreditation is available on the UNIS website:
https://unis.unvienna.org/unis/en/media/media_accreditation.html.

Information about filming at the VIC:
<https://unis.unvienna.org/unis/en/media/media-access-guidelines.html>

For **media enquiries**, please contact:
UNODC Advocacy Section, email: unodc-press@un.org

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 Monday to Friday from 9.30 a.m. to 5.00 p.m. For queries on holdings and access to the Library, please contact the Library on (+43-1) 26060-3210 or email viennalibrary@un.org.

Public Inquiries

The United Nations Information Service (room G0518A, ext. 3325, email: unis.vienna@un.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: <https://www.unov.org/unov/en/faq.html> .

Visitors' Services

Guided tours for individuals are offered in German and English from Monday to Friday at 11:00, 14:00 and 15:30. During July and August, an additional tour slot is offered at 12:30. Guided tours last approximately one hour and start at Gate 1. Groups of 15 or more persons require reservations. Reservations can be made through +43 1 26060-3328 or via email: tours.vienna@un.org.

For more information visit the United Nations Information Service homepage at

https://unis.unvienna.org/unis/en/visitors_service/index.html

Services to civil society

There is a Practical Guide for NGO Participants accessible here:

https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/NGO/2306893-NGOParticipants-rev2-Feb24.pdf

NGO Relations

The UNODC Civil Society Team acts as the focal point for civil society organizations (CSOs). It serves civil society by providing information about the work of the United Nations Office on Drugs and Crime and facilitating CSO participation in the Commissions. The Team can be contacted via email: unodc-ngounit@un.org.

NGO lounge

As far as possible, 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

NGOs in consultative status with the Economic and Social Council (ECOSOC) are permitted to attend as observers 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 ECOSOC accreditation of NGOs should be addressed to the NGO Branch, Office for ECOSOC Support and Coordination, UN DESA: <https://ecosoc.un.org/en/ngo/apply-for-consultative-status>

VI. Facilities and services for delegations

Travel and Visas

Participants are asked to consult and comply with entry requirements to Austria.

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

Participants are responsible for making their own accommodation arrangements and, if necessary, contacting their Permanent Mission in Vienna for assistance.

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-VIC” 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”.

Post office and telephones

A post office, located on the first floor of the C-Building (room C0101, extension 4986), provides all regular postal services, from 9 to 11.15 a.m. and from noon to 5 p.m., Monday to Friday.

Wireless network connection

Wireless connectivity is available everywhere in the C- and M-Buildings.

Photocopying services

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

Banks

Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cashpoints (ATMs) at the entrance to the D-Building and on the first floor of the C-Building. Office hours are currently 9 a.m. to 3 p.m., Monday to Friday.

Catering services

The cafeteria is open from 8 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 7.30 a.m. to 3 p.m. The restaurant is open from 12 noon to 3 p.m. (reservations are recommended, email: restaurantVIC@eurest.at). The cocktail lounge is located in room F0E, next to the restaurant, and its opening hours are from 3.30 to 8 p.m. on Mondays and Thursdays, and from 3.30 to 9 p.m. on Fridays.

The Coffee Corner in the M-Building (room M0E) is open from 9 a.m. to 4 p.m. and the Coffee Corner in the C-Building (room C07) is open from 8.30 a.m. to 4 p.m. The Quattro Uno delegate lounge (room C04) is open from 9 a.m. to 4 p.m. Catering services must be arranged directly with the VIC catering service office at CateringVIC@eurest.at. For security reasons, only the existing coffee areas may be used for catering. Food and beverages are not allowed in the conference rooms.

More information is available at the Eurest Catering website at <https://www.eurest.at/vic/>.

United Nations Souvenir Shop

The United Nations Souvenir Shop is located at the Visitors' Centre at Gate 1

Open: Monday to Friday from 10.00 a.m. to 4.00 p.m.

- Souvenirs
- Posters
- Assorted cards
- T-Shirts