

Fourteenth United Nations Congress on Crime Prevention and Criminal Justice

Kyoto, Japan, 20-27 April 2020

Information for Participants (Provisional Version*)

Contents

	<i>Paragraphs</i>	<i>Page</i>
I. Background	1-12	3
II. Date and venue	13-14	6
III. High-level segment and the list of speakers	15-28	6
IV. Appointment of the Secretary-General and the Executive Secretary of the Fourteenth Congress	29-31	8
V. Pre-Congress consultations	32	8
VI. Opening of the Fourteenth Congress and seating arrangements	33-36	9
VII. General theme, agenda and programme of work	37-41	9
VIII. Ancillary meetings and exhibitions	42-43	10
IX. Participation and costs	44-47	10
X. Participation of non-governmental organizations	48-51	11
XI. Participation of Individual Experts	52-53	12
XII. Credentials for States	54-58	13
XIII. Registration	59-80	13
XIV. Languages and documentation	81-86	16
XV. Submission of papers	87-90	17
XVI. Information and the media	91-98	18
XVII. Kyoto Congress National Executive Committee	99-100	19
XVIII. Visas, travel and hotel reservations	101-109	19
XIX. Facilities at the Congress site	110-116	20

*The information will be updated.

XX.	Programme of social activities	117	21
XXI.	Useful information about Kyoto	118-127	21
Annex			
	Floor plan of the Kyoto International Conference Center		23

Advance Unedited Version

I. Background

1. The United Nations congresses on crime prevention and criminal justice trace their origin to the international penitentiary congresses that had been organized by the International Penal and Penitentiary Commission (IPPC) since the nineteenth century. The General Assembly, in its resolution 415 (V), authorized the transfer of the functions of the IPPC to the United Nations, and approved the initiative whereby that the United Nations would undertake, inter alia, convening every five years a worldwide congress, so as to provide a forum for discussion of priority concerns by policymakers, administrators, academics and other professionals in the field of crime prevention and criminal justice. Those intergovernmental forums have served as a stimulus for work in the field of crime prevention and criminal justice, and the interest generated by them over the years has increased considerably. The First United Nations Congress on the Prevention of Crime and the Treatment of Offenders was attended by 61 countries and territories, while the Thirteenth Congress was attended by more than 4,000 participants, including representatives of 148 Governments, of whom approximately 50 were at the ministerial level. A similar, if not higher, attendance is expected at the Fourteenth Congress on Crime Prevention and Criminal Justice, to be held in Kyoto, Japan, from 20 to 27 April 2020.

2. The statement of principles and programme of action of the crime prevention and criminal justice programme of the United Nations, annexed to General Assembly resolution 46/152, stipulates, in paragraph 29, that:

“The United Nations congresses ..., as a consultative body of the programme, shall provide a forum for:

“(a) The exchange of views between States, intergovernmental organizations, non-governmental organizations and individual experts representing various professions and disciplines;

“(b) The exchange of experiences in research, law and policy development;

“(c) The identification of emerging trends and issues in crime prevention and criminal justice;

“(d) The provision of advice and comments to the Commission on Crime Prevention and Criminal Justice on selected matters submitted to it by the Commission;

“(e) The submission of suggestions, for the consideration of the Commission, regarding possible subjects for the programme of work.”

3. To date, 13 congresses have been held. The First Congress was held in Geneva in 1955; the Second Congress, with the Government of the United Kingdom of Great Britain and Northern Ireland acting as host, was held in London in 1960; the Third Congress, with the Government of Sweden acting as host, was held in Stockholm in 1965; the Fourth Congress, with the Government of Japan acting as host, was held in Kyoto in 1970; the Fifth Congress was held at the Palais des Nations, Geneva, in 1975; the Sixth Congress, with the Government of Venezuela acting as host, was held in Caracas in 1980; the Seventh Congress, with the Government of Italy acting as host, was held in Milan in 1985; the Eighth Congress, with the Government of Cuba acting

as host, was held in Havana in 1990; the Ninth Congress, with the Government of Egypt acting as host, was held in Cairo in 1995; the Tenth Congress was held in Vienna in 2000; the Eleventh Congress, with the Government of Thailand acting as host, was held in Bangkok in 2005; the Twelfth Congress, with the Government of Brazil acting as host, was held in Salvador in 2010; and the Thirteenth Congress, with the Government of the State of Qatar acting as host, was held in Doha in 2015.

4. The Ninth Congress was the first to be held after the establishment of the Commission on Crime Prevention and Criminal Justice. That Congress invited the Commission to establish an open-ended intergovernmental working group to consider measures for combating transnational organized crime and to request the views of Governments on the development of relevant international instruments. The results achieved by the working group led to the establishment by the General Assembly of an Ad Hoc Committee on the Elaboration of a Convention against Transnational Organized Crime and the subsequent negotiation of the United Nations Convention against Transnational Organized Crime (General Assembly resolution 55/25, annex I) and three supplementary protocols, the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (resolution 55/25, annex II); the Protocol against the Smuggling of Migrants by Land, Air and Sea (resolution 55/25, annex III); and the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, Their Parts and Components and Ammunition (resolution 55/255, annex).

5. The Tenth Congress was the first to include in its proceedings a high-level segment, which adopted by acclamation the Vienna Declaration on Crime and Justice: Meeting the Challenges of the Twenty-first Century (General Assembly resolution 55/59, annex), in which Member States pledged to take resolute and speedy measures to combat terrorism, trafficking in human beings, illicit trade in firearms, smuggling of migrants and the estimated \$600 billion money-laundering business. States further committed themselves to taking enhanced international action against corruption. The Congress also stressed the need for an effective international legal instrument to counter corruption, independent of the Organized Crime Convention. Considerable attention was also paid to the need to address the rising tide of computer-related crime and crime resulting from xenophobia and ethnic hatred.

6. The Eleventh Congress was the first Congress to be held after the United Nations Office on Drugs and Crime (UNODC) was entrusted to serve as the guardian for the promotion and implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto and the United Nations Convention against Corruption. As such, the Eleventh Congress provided a platform for the organization of a special treaty event during its high-level segment. Member States were given the opportunity to undertake treaty actions both at the Congress and at United Nations Headquarters. In total, 16 treaty actions were undertaken on the occasion of the Eleventh Congress.

7. In addition, the Eleventh Congress adopted by acclamation the Bangkok Declaration on Synergies and Responses: Strategic Alliances in Crime Prevention and Criminal Justice (General Assembly resolution 60/177, annex), which was considered to be a crucial political document laying the foundation and showing the direction for strengthening international coordination and cooperation efforts to prevent and combat crime. In the Declaration, Member States, inter alia, reaffirmed their readiness to seek to improve international cooperation in the fight against crime and terrorism,

at the multilateral, regional and bilateral levels, in areas including, among others, extradition and mutual legal assistance; welcomed the entry into force of the United Nations Convention against Transnational Organized Crime and two of its Protocols; and called upon States that had not yet done so to seek to ratify or accede to and implement the provisions of the Organized Crime Convention and its Protocols as well as the provisions of the United Nations Convention against Corruption and the international instruments against terrorism.

8. The Twelfth Congress focused on children, youth and crime; smuggling of migrants; trafficking in persons; money-laundering; and cybercrime. It highlighted the pivotal role of justice in development and emphasized the need for a holistic approach to criminal justice system reform to strengthen the capacity of criminal justice systems, as well as the need to explore ways of preventing and controlling emerging forms of crime worldwide. The Twelfth Congress adopted by acclamation the Salvador Declaration on Comprehensive Strategies for Global Challenges: Crime Prevention and Criminal Justice Systems and Their Development in a Changing World (General Assembly resolution 65/230, annex). In the Declaration, Member States, inter alia, recognized the centrality of crime prevention and the criminal justice system to the rule of law and that long-term sustainable economic and social development and the establishment of a functioning, efficient, effective and humane criminal justice system have a positive influence on each other. Member States also stressed that crime prevention should be considered an integral element of strategies to foster social and economic development in all States, recognized that international cooperation in criminal matters in accordance with international obligations and national laws is a cornerstone of efforts to prevent, prosecute and punish crime, in particular in its transnational forms, and encouraged the continuation and reinforcement of such activities at all levels.

9. The Thirteenth Congress adopted by acclamation the Doha Declaration on Integrating Crime Prevention and Criminal Justice into the Wider United Nations Agenda to Address Social and Economic Challenges and to Promote the Rule of Law at the National and International Levels, and Public Participation (General Assembly resolution 70/174, annex). In the Declaration, Member States acknowledged that sustainable development and the rule of law are closely interrelated and mutually reinforcing. Member States committed themselves, inter alia, to holistic and comprehensive approaches to countering crime, violence, corruption and terrorism in all their forms and manifestations and reaffirmed their commitment and strong political will in support of effective, fair, humane and accountable criminal justice systems and the institutions comprising them as a central component of the rule of law. Furthermore, Member States encouraged the effective participation and inclusion of all sectors of society, thus creating the conditions needed to advance the wider United Nations agenda.

10. Prior to the Thirteenth Congress, a youth forum was organized by the Government of Qatar, in cooperation with the Qatar Foundation. The Doha Youth Forum on Crime Prevention and Criminal Justice resulted in the Doha Youth Forum Statement, which was forwarded to the Congress and encouraged Member States to give due consideration to the recommendations set out therein, and invited the host countries of future congresses to consider the holding of similar events.

11. In its resolution 56/119, the General Assembly decided that each congress shall adopt a single declaration. In its resolutions 72/192, 73/184 and 74/171, the Assembly

requested the Commission on Crime Prevention and Criminal Justice to begin preparation of a draft declaration at intersessional meetings to be held well in advance of the Fourteenth Congress, taking into account the recommendations of the regional preparatory meetings. At its twenty-ninth session, which will be held from 18 to 22 May 2020, following the Fourteenth Congress, the Commission will give priority attention to the conclusions and recommendations of the Fourteenth Congress, with a view to recommending, through the Economic and Social Council, appropriate follow-up action by the Assembly.

12. The following regional preparatory meetings were held in preparation for the Fourteenth Congress: the Asia and Pacific Regional Preparatory Meeting, held in Bangkok from 22 to 24 January 2019; the Latin American and Caribbean Regional Preparatory Meeting, held in Santiago from 5 to 7 February 2019; the Western Asia Regional Preparatory Meeting, held in Beirut from 26 to 28 March 2019; the African Regional Preparatory Meeting, held in Addis Ababa from 9 to 11 April 2019 and the European Regional Preparatory Meeting, held in Vienna from 23 to 25 April 2019. Pursuant to General Assembly resolution 73/184, the Secretariat had made a special effort to facilitate the organization of the European Regional Preparatory Meeting, which was the first one held since 1995.

II. Date and venue

13. In its resolution 73/184, the General Assembly accepted with gratitude the offer of the Government of Japan to act as host to the Fourteenth Congress.

14. The Kyoto International Conference Center in Kyoto, Japan, will be the venue of the Fourteenth Congress, to be held from Monday, 20 April to Monday, 27 April 2020, with pre-Congress consultations scheduled for Sunday, 19 April 2020. A floor plan of the Center is contained in the annex to the present document.

III. High-level segment and the list of speakers

15. The high-level segment of the Fourteenth United Nations Crime Congress will be held during the first three days of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, from Monday, 20 April 2020 to Wednesday, 22 April 2020. Following the opening of the high-level segment, the floor will be given to the high-level representatives of the Member States chairing the regional groups, followed by statements by high-level representatives of Member States speaking in their national capacities.

16. The establishment of the initial list of speakers for the high-level segment by means of drawing of lots will take place at an intersessional meeting of the Commission on Crime Prevention and Criminal Justice, acting as preparatory body to the Crime Congress, tentatively to be held on **Thursday, 2 April 2020**.

17. The Secretariat will inform all Member States by a note verbale of the drawing of lots. In order to be included in the drawing of lots, Member States should share with the Secretariat the name, title and rank of their speaker by **Friday, 27 March 2020** by email to unodc-14congress-registration@un.org with copy to zsoka.williams@un.org.

18. The drawing of lots will be done through the following procedure:

(a) There will be two different boxes, one containing the names of the States that will be represented at the ministerial level (namely, cabinet-level ministers, such as Ministers of Foreign Affairs, Home Affairs, Justice or Health, and Prosecutors General), and the other containing the names of States that will be represented at a level lower than cabinet level;

(b) The representative of the Secretariat will draw the names out of the first box and continue with the second. The Member States will be listed according to the order of the drawing;

(c) If the Secretariat has been informed that more than one State will be represented at a level higher than ministerial level (Head of State or Head of Government), there will be an additional box containing the names of States that will be represented at the highest level, and the drawing of lots from this box will then happen first;

(e) The last speaking slots of the third and fourth plenary meetings (Tuesday, 21 April 2020, morning; Tuesday, 21 April 2020, afternoon) may be reserved for the Holy See and for the State of Palestine in their capacity as observer States.

19. If the level at which a statement is to be made is subsequently changed, the speaker will be moved to the next available speaking slot in the appropriate category.

20. Participants may arrange to exchange their speaking slots in accordance with the established practice of the United Nations. In such cases a written notification must be provided to the Secretariat of the Congress by the concerned parties.

21. Speakers who are not present when their speaking turn comes will automatically be moved to the next available speaking slot within their category.

22. Heads of entities of the United Nations, including programmes, funds, specialized agencies and regional commissions, intergovernmental organizations and non-governmental organizations may also make statements during the high-level segment after Member States on a first-come-first-served basis, if time permits. Duly registered representatives of intergovernmental and non-governmental organizations who wish to make a statement during the high-level segment should inform the Secretariat **by Friday, 3 April 2020**.

23. In any case not covered by the present proposal, the President of the Congress, in consultation with the Secretariat, will try to accommodate requests for speaking slots on a first-come first served basis.

24. All the statements made during the high-level segment by speakers representing Member States will be made available on the website of the Fourteenth Crime Congress, unless the Secretariat is informed otherwise by the Member State in question.

25. In order to accommodate all speakers, statements should be limited to five minutes (approximately 500 words). Chairs of regional groups will be allotted a speaking time of a maximum of seven minutes.

Statements during the regular segment

26. Speakers may register in advance for speaking slots of the Plenary session of the regular segment by forwarding the name, title and country or organization of their speaker and the [agenda item](#) they wish to address to the Secretariat.

27. In Committee I and Committee II there is no advance registration, speakers are kindly asked to indicate their intention to take the floor during the Committee sessions.

Contact

28. For further information, please contact the Secretariat, email: unodc-14congress-registration@un.org with copy to zsoka.williams@un.org, tel.: +43 1 26060 4280.

IV. Appointment of the Secretary-General and the Executive Secretary of the Fourteenth Congress

29. In its resolution 73/184, the General Assembly requested the Secretary-General to appoint a Secretary-General and an Executive Secretary of the Fourteenth Congress, in accordance with past practice, to perform their functions under the rules of procedure for United Nations congresses on crime prevention and criminal justice.

30. The Secretary-General of the United Nations has appointed the Executive Director of UNODC and the Director-General of the United Nations Office at Vienna, as Secretary-General of the Fourteenth Congress. The Secretary-General appointed the Director of the Division for Treaty Affairs of UNODC, as Executive Secretary of the Fourteenth Congress.

Secretariat

31. For general information regarding the Congress, please contact the Secretariat of the Congress.

Secretariat to the Governing Bodies
Division for Treaty Affairs
P.O. Box 500, Room D0676
1400 Vienna
Austria
E-mail : unodc-congress@un.org

V. Pre-Congress consultations

32. Pre-Congress consultations will take place on Sunday, 19 April 2020 at 3 p.m. in the Plenary Hall. The purpose of the pre-Congress consultations is to reach agreement on the recommendations to be made on all procedural and organizational matters to be dealt with by the Congress on the opening day, such as the election of officers and composition of the General Committee, the adoption of the agenda and organization of work and the appointment of members of the Credentials Committee.

VI. Opening of the Fourteenth Congress and seating arrangements

33. The formal opening of the Fourteenth Congress will take place on Monday, 20 April 2020 at 10 a.m. Delegates are requested to be in their seats by 9.45 a.m.

34. For the opening, each government delegation will be assigned four seats, two at the table plus two in the row behind. Specifically identified seating will be available for other participants in the Congress.

35. Committee I will start in the Annex Hall 1 on Tuesday, 21 April 2020 in the morning. Committee II will start in the Room A on Wednesday, 22 April 2020 in the morning. Each government delegation will be assigned two seats. Specifically identified seating will be available for other participants in the Congress.

36. Participants are kindly requested to note that mobile telephones should be either switched off or switched to “silent” mode during the entire proceedings of the Congress.

VII. General theme, agenda and programme of work

37. In its resolution 72/192, the General Assembly decided that the main theme of the Fourteenth Congress would be “Advancing crime prevention, criminal justice and the rule of law: towards the achievement of the 2030 Agenda”.

38. The substantive agenda items to be considered by the Congress, as approved by the Assembly, are as follows:

(a) Comprehensive strategies for crime prevention towards social and economic development;

(b) Integrated approaches to challenges facing the criminal justice system;

(c) Multidimensional approaches by Governments to promoting the rule of law by, inter alia, providing access to justice for all; building effective, accountable, impartial and inclusive institutions; and considering social, educational and other relevant measures, including fostering a culture of lawfulness while respecting cultural identities, in line with the Doha Declaration;

(d) International cooperation and technical assistance to prevent and address all forms of crime: (a) Terrorism in all its forms and manifestations; and (b) New and emerging forms of crime.

39. Annotations on the substantive agenda items of the Congress are contained in document A/CONF.234/1. A discussion guide on those themes has been issued as document A/CONF.234/PM.1. Documents are available at www.unodc.org/congress/en/documentation.html.

40. The General Assembly decided that the following issues shall be considered in workshops within the framework of the Fourteenth Congress:

(a) Evidence-based crime prevention: statistics, indicators and evaluation in support of successful practices;

-
- (b) Reducing reoffending: identifying risks and developing solutions;
 - (c) Education and youth engagement as key to making societies resilient to crime;
 - (d) Current crime trends, recent developments and emerging solutions, in particular new technologies as means for and tools against crime.

41. A proposed programme of work of the Congress will be circulated for consideration by the Congress in document A/CONF.234/1. The programme of meetings will be printed in the daily journal, giving details about the daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation. The journal will also provide information on high-level special events.

VIII. Ancillary meetings and exhibitions

42. In addition to the discussions in plenary meetings and the two committees, a large number of ancillary meetings will be held. The programme of ancillary meetings to be held at the Congress will be made available on the website of the Fourteenth Congress (www.unodc.org/congress/). The programme and more information on how to organize such a meeting may be obtained from the coordinator of the ancillary meetings, Mr. Gary Hill, via the following website: www.un-congress.org.

43. A number of exhibitions organized by governments, United Nations Bodies and Entities, non-governmental organizations and commercial companies will be held in the Event Hall. Exhibitions relate to the main theme of the Fourteenth Congress and will address topics such as safety and security in society, the latest IT and AI technologies and achievement of the Sustainable Development Goals. There will also be exhibitions related to Japanese culture. More information can be obtained on the following website: <http://www.moj.go.jp/KYOTOCONGRESS2020/en/>.

IX. Participation and costs

44. In accordance with the provisional rules of procedure for the Fourteenth Congress (A/CONF.234/2), the following may attend or be represented at the Congress:

- (a) Member States of the United Nations;
- (b) Associate members of the regional commissions of the United Nations;
- (c) Organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices, in accordance with Assembly resolutions 3237 (XXIX), 3280 (XXIX) and 31/152;
- (d) Organs of the United Nations;
- (e) Specialized agencies of the United Nations and the International Atomic Energy Agency;
- (f) Intergovernmental organizations;

(g) Non-governmental organizations in consultative status with the Economic and Social Council;

(h) Individual experts in the field of crime prevention and the treatment of offenders invited by the Secretary-General, such as members of teaching staff at universities, of criminological institutes and of national non-governmental organizations for crime prevention and criminal justice, members of courts and bar associations, social workers, youth workers, specialists in education, specialists in behavioural sciences, police officials and the like;

(i) Officials of the Secretariat;

(j) Other persons invited by the United Nations;

(k) Other persons invited by the host Government.

45. Individual experts who wish to participate are advised to communicate their interest to the Executive Secretary of the Congress at their earliest convenience. Provisions governing Congress participants who are not delegates of Member States are set out in the provisional rules of procedure for the Fourteenth Congress (A/CONF.234/2).

46. All costs of participation will be the responsibility of participating Governments for their delegations, of intergovernmental and non-governmental organizations for their representatives and of individuals for their own participation. There is no registration fee to participate in the Fourteenth Congress.

47. Meetings during the Congress will be recorded and webcast. By attending any Congress meetings and events, participants give permission for their images (captured during the Congress through video, photo, and/or digital camera) to be used in Congress promotional materials, publications and/or website including webcast and social media and waive any and all rights including, but not limited to compensation or ownership.

X. Participation of non-governmental organizations

48. Rule 58 of the provisional Rules of Procedure for United Nations Congresses on Crime Prevention and Criminal Justice, entitled “Observers for non-governmental organizations”, provides that “observers designated by non-governmental organizations invited to the Congress may participate, without the right to vote, in the deliberations of the Congress, its committees, subcommittees and working groups”.

49. Non-governmental organizations in consultative status with the ECOSOC, which are considered to have a substantive interest in the work of the Congress, receive an invitation to participate in the Congress. Non-governmental organizations in consultative status with ECOSOC that did not receive an invitation can indicate their interest in participating to the Secretariat of the Congress through the Civil Society Team of the Secretariat (cst-crimecongress@un.org).

50. In accordance with ECOSOC resolution 1996/31, entitled “Consultative relationship between the United Nations and non-governmental organizations” other non-governmental organizations without consultative status with ECOSOC wishing to be accredited may apply through the Civil Society Team of the Secretariat ([11](mailto:cst-</p></div><div data-bbox=)

crimecongress@un.org). Applications from non-governmental organizations without consultative status with ECOSOC must be accompanied by the information specified in resolution 1996/31 paragraph 44. All such applications must be accompanied by information on the competence of the organization and the relevance of its activities to the work of the conference, with an indication of the particular areas of the conference agenda and preparations to which such competence and relevance pertain, and should include, inter alia, the following information:

- (a) The purpose of the organization;
- (b) Information as to the programmes and activities of the organization in areas relevant to the conference and its preparatory process and the country or countries in which they are carried out;
- (c) Confirmation of interest in the goals and objectives of the conference;
- (d) Confirmation of the activities of the organization at the national, regional or international level;
- (e) Copies of the annual or other reports of the organization with financial statements, and a list of financial sources and contributions, including governmental contributions;
- (f) A list of members of the governing body of the organization and their countries of nationality;
- (g) A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;
- (h) A copy of the constitution and/or by-laws of the organization.

51. The deadline for expression of interest of relevant non-governmental organizations without ECOSOC status to participate as observers in the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice is 10 February 2020.

XI. Participation of Individual Experts

52. Individual experts in the field of crime prevention and the treatment of offenders may be invited to the Fourteenth UN Crime Congress by the Secretary-General in their individual capacity and may participate, without the right to vote, in the deliberations of the Congress, its committees, subcommittees and working groups. In accordance with past practice, individual experts who participated in previous UN Crime Congresses, receive an invitation, upon their request to the Secretariat of the Fourteenth UN Crime Congress (unodc-congress@un.org), to participate in the Fourteenth UN Crime Congress. In addition, persons with an interest in crime prevention and the treatment of offenders may apply to the Secretariat for an invitation to participate at the Fourteenth UN Crime Congress as individual experts.

53. The deadline for expression of interest of individual experts to participate as observers in the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice is 10 February 2020.

XII. Credentials for States

54. In accordance with rules 1-3 of the provisional rules of procedure for the Fourteenth Congress, each State participating in the Congress shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

55. Credentials of each State's representatives shall be issued either by the Head of State or Government or by the Minister of Foreign Affairs.

56. In accordance with rule 4 of the provisional rules of procedure for the Fourteenth Congress, a Credentials Committee will examine the credentials of representatives and report to the Congress.

57. Credentials containing the full name as per passport, title, address and e-mail address of the participants should be submitted to the Secretariat of the Congress as soon as possible, but not later than Friday, 3 April 2020. Any changes in the composition of delegations should be submitted, in writing, by the Head of State or Government or by the Minister for Foreign Affairs to the Secretariat of the Congress.

Credentials should be sent to:

Executive Secretary
Fourteenth United Nations Congress on Crime Prevention and Criminal Justice
c/o Secretariat of the Congress
P.O. Box 500, Room D0676
1400 Vienna
Austria

58. Advance scanned copies of credentials should be sent by e-mail to the Secretariat of the Congress (unodc-14congress-registration@un.org).

XIII. Registration

59. Admission to the Congress site will require the presentation of identification conference badges at all times.

60. In order to be issued a conference badge, all participants must be registered in advance.

61. Please see below the registration process for the individual categories:

Member States

62. For registration of Member States' representatives, a Note Verbale together with Registration Form I in MS Word format (attached to the invitation letter) containing personal details of all delegates (full name as per passport, title or function, workplace and individual email address) should be sent to the Secretariat of the Congress (unodc-14congress-registration@un.org), with a copy to the host country government

(kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

UN Bodies and Entities, UN Secretariat, UN Institutes and Specialized Agencies

63. For registration of participants from the UN Bodies and Entities, UN Secretariat, UN Institutes and Specialized Agencies, information on its participants should be sent by letter with an official letterhead together with the duly completed Registration Form II in MS Word format (attached to the invitation letter) to the Secretariat of the Congress (unodc-14congress-registration@un.org) with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

Inter-Governmental Organizations

64. For registration of participants from IGOs who have received the invitation letter from the Secretariat, information on its delegates should be sent by letter with an official letterhead together with the duly completed Registration Form III in MS Word format (attached to the invitation letter) to the Secretariat of the Congress (unodc-14congress-registration@un.org) with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

Non-Governmental Organizations

65. For registration of participants from NGOs in consultation status with ECOSOC who have received the invitation letter from the Secretariat, information on the Organization's participants should be submitted by letter with an official letterhead, together with the duly completed Registration Form IV in MS Word format (attached to the invitation letter) to the Secretariat of the Congress (unodc-14congress-registration@un.org) with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

Individual participants

66. Individual experts who have received the invitation letter from the Secretariat should send the completed Registration Form V in MS Word format (attached to the invitation letter) to the Secretariat of the Congress (unodc-14congress-registration@un.org) with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

67. Participants / presenters of ancillary, professional and specialized meetings who submitted their applications through the website <http://www.un-congress.org/>, and are not registered in any of the other categories, can express interest to the Secretariat of the Congress to receive an invitation to participate as individual experts (Please see paragraph 52 and 53.) An invitation letter from the Secretariat of the Congress is required for their registration.

68. Participants registered for the Kyoto Congress Youth Forum (13 – 15 April 2020) are also eligible to participate in the Congress (20 – 27 April 2020) as individual experts.

¹ Please refer to paragraphs 71 and 72 for visa support.

Other participants (Support staff from Member States/organizations)

69. To register support staff of delegations (such as interpreters, drivers, Embassy staff/security staff), please request a registration form VI to the Secretariat of the Congress (unodc-14congress-registration@un.org), and submit it in MS Word format together with a note verbale (Government) / official letter (organization) to the Secretariat of the Congress (unodc-14congress-registration@un.org), with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

Registration of family members accompanying participants

70. Only family members over the age of 18 accompanying participants will be issued with public badges. To register family members, please request a registration form VI to the Secretariat of the Congress (unodc-14congress-registration@un.org), and submit it in MS word format together with a note verbale (Government) / official letter (organization) to the Secretariat of the Congress (unodc-14congress-registration@un.org) with a copy to the host country government (kyoto-congress2020@mofa.go.jp) as soon as possible, but no later than Friday, 3 April 2020¹.

Visa support

71. Many participants will need a visa to enter Japan. For general information on visa procedures in Japan, please see section XVIII.

72. To facilitate the visa application process, participants are strongly encouraged to send a photocopy of their passport to the host country government (kyoto-congress2020@mofa.go.jp) at the time of registration, in parallel to the formal visa application at their Japanese embassies or consulates. It is recommended to start this process as early as possible but no later than 20 March 2020.

Registration process after submitting the registration forms

73. Nominated participants will be registered in the system by the Congress Secretariat and will receive an automated message to the individual email address provided, to confirm their registration. The automatic e-mail response will also contain a link enabling participants to upload their photograph required for the issuance of conference badges. Please note that, only if both requirements (provision of e-mail address and uploading of a photograph in JPG format) are met, can badges be pre-printed and made available.

74. Representatives who do not complete the uploading of a photograph in the pre-registration procedure by noon, Thursday, 9 April 2020 (Vienna time) will need to have a photograph taken and a badge issued upon their arrival at the Kyoto international Conference Center.

75. As part of the security arrangements, all participants of the Congress will be required to present their passports at the entrance before proceeding to the registration area of the Kyoto International Conference Center. Badges must be worn visibly at all times at the Congress site. All persons and their bags/luggage will be screened at the entrance to the Center.

76. Collection of pre-printed badges will begin on Wednesday, 15 April 2020, at 9 a.m. and the desk will remain open until 6 p.m. The registration desk will then be open as follows:

15 to 18 April 2020: 9 a.m. to 6 p.m.
19 to 21 April 2020: 8 a.m. to 7 p.m.
22 to 24 April 2020: 9 a.m. to 6 p.m.
25 to 26 April 2020: 9 a.m. to 5 p.m.

77. Participants are encouraged to collect their badges as early as possible. Member States can arrange for batch pick-up via Note Verbale designating the person to pick up the badges. All other participants are expected to pick-up their badges in person, presenting their passport/official photo ID and the official communication designating them as delegates.

Registration of Heads of State, Heads of Government and ministers

78. It is strongly recommended that delegations submit to the Secretariat the names of Heads of State, Heads of Government and ministers in advance and upload their photographs in order to expedite preparation of badges and minimize inconvenience. Those badges will be ready for collection by a person authorized via a note verbale at the registration desk. Questions regarding badges should be sent by e-mail to Bernhard Kothgassner (bernhard.kothgassner@un.org) of the United Nations Security and Safety Service.

Vehicle passes

79. All vehicles accessing the Kyoto International Conference Center to drop-off and pick-up Heads of State, Heads of Government and ministerial-level participants (namely, cabinet-level ministers, such as Ministers of Foreign Affairs, Home Affairs, Justice or Health, and Prosecutors General) require a vehicle pass. The host country government will provide one vehicle with a driver to each Member State for the above-mentioned participants, whereby the vehicle pass will automatically be issued. In case a Member State needs more vehicle passes, requests should be sent to the host country government (kyoto-congress2020@mofa.go.jp) between 3 and 15 April 2020.

Registration of members of the media

80. Media representatives are required to apply for accreditation with the United Nations Information Service, Vienna, in advance. Accreditation is also possible at the press registration counter, located in the registration area of the Kyoto International Conference Center. For further information on media arrangements, including online registration procedures, please see section XVI below.

XIV. Languages and documentation

81. 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. A representative may speak in a language other than the official languages of the Congress if he or she informs the Secretariat beforehand and provides for interpretation into one of the official languages of the Congress. Official United Nations documents of the Congress will be made available in the six official languages of the Congress and posted on the Congress website.

82. Most conference rooms in which simultaneous interpretation is available will be provided with portable receiving sets and headphones. Participants are requested not to remove them from the meeting rooms so that the equipment may be checked and batteries may be recharged before the next meeting takes place.

83. 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 other documents, including the discussion guide and the reports of the regional preparatory meetings. Those documents may be downloaded from the UNODC website for the Fourteenth Congress (<https://www.unodc.org/congress/en/documentation.html>).

Pre-session documents

84. 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** of the Congress will only be issued **electronically** and will be posted in all six official languages on the website of the Congress. **Participants are kindly requested to bring their own copies of the pre-session documents to the meeting.**

In-session documents

85. Each delegation will receive a single, complete set of the **in-session documents** in the language (or languages) of its choice.

86. The main documents distribution counter will be located in front of the Plenary Hall. Each delegation will be assigned an individual pigeonhole at the documents distribution counter, in which all documents issued during the Congress will be placed.

XV. Submission of papers

87. In its resolution 74/171, the General Assembly, *inter alia*, encouraged Governments to submit national position papers on the various substantive items of the agenda and called for contributions from the academic community and relevant scientific institutions. They may also contain relevant research findings, examples of best practices and indications of ways to further common objectives and joint strategies with the United Nations and other stakeholders. To the extent possible, those reports should contain specific recommendations to be considered by the Congress.

Written statements

88. Written statements (prepared specifically for the Congress) on substantive topics of the Congress including national position papers should be submitted by official communication in electronic Word format in a language of the Congress to the Secretariat of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, email: unodc-congress@un.org, by 20 March 2020. Written statements can be submitted by Member States, UN entities, Intergovernmental organizations, NGOs in consultative status with ECOSOC and individual experts. It should be indicated at the time of submission which agenda item the statement relates to. Contact information of a representative of the submitting entity should be included.

Written statements receive an official symbol, cover page and are listed in the report. They are posted on the Congress website (no distribution of hard copies).

Background information

89. Background information (e.g. existing publications, research papers, brochures, statements prepared for other occasions etc.) relevant to the topics of the Congress should be submitted by official communication in electronic format in a language of the Congress to the Secretariat, email: unodc-congress@un.org, by 20 March 2020. Background information can be submitted by Member States, UN entities, Intergovernmental organizations, NGOs in consultative status with ECOSOC and individual experts. Background information will be posted on the website of the Congress (no distribution of hard copies).

90. In an effort to improve the environmental impact of the Congress, participants are encouraged to make use of digital copies to the extent possible and refrain from providing printed copies.

XVI. Information and the media

91. Regular United Nations media facilities will be available at the Fourteenth Congress, including a press center and a press briefing room. Interpretation from and into English and Japanese will also be available for press briefings.

92. Media representatives wishing to cover the Fourteenth Congress must apply for accreditation before or during the Congress by contacting the Accreditation Office of the United Nations Information Service, Vienna:

Ms. Veronika Crowe-Mayerhofer
United Nations Information Service, Vienna
Telephone: +43 1 26060-3342
Mobile: +43 699 1459 3342
E-mail: press.vienna@un.org

93. Accreditation will be granted upon presentation of valid press credentials, including: a letter of assignment on official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. Also required: a photocopy of a valid press card/work pass. Credentials should be sent to press.vienna@un.org.

94. Representatives of the media are strongly encouraged to register in advance to avoid delays entering the Congress site.

95. The media accreditation counter in the Kyoto International Conference Center will be open starting 15 April 2020. Those media representatives who have not registered before, can register directly at the press registration counter in the Center. Representatives are reminded to bring all required original documents.

96. 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 Kyoto International Conference Center.

97. For further information on press accreditation please contact: press.vienna@un.org or visit the United Nations Information Service website: http://www.unis.unvienna.org/unis/en/media/media_accreditation.html.

98. For further information on the Congress, please see the UNODC Congress website: www.unodc.org/congress/index.html.

XVII. Kyoto Congress National Executive Committee

99. 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 of the National Police Agency, Ministry of Justice and Ministry of Foreign Affairs.

100. The contact details are as follows:

(a) For visas, please see Paragraph 101 – 104. For more information, please contact respective Japanese embassies, consulates-general or consular offices.

(b) Accommodation: kyotocongress@jtb.com (official travel agency)

(c) For all other issues involving the host country (including exhibitions, transportation, facilities at the Congress site and programme of social activities), please visit the following website: www.moj.go.jp/KYOTOCONGRESS2020/en/ or contact: kyotocongress@i.moj.go.jp.

XVIII. Visas, travel and hotel reservations

101. All participants travelling to Japan are required to carry a valid passport. If required, applications for visa have to be made well in advance. Please check the webpages of Ministry of Foreign Affairs of Japan, to find if you need a visa to enter Japan and further information on visa requirements: https://www.mofa.go.jp/j_info/visit/visa/index.html.

102. Entry visas to Japan need to be obtained prior to arrival and will not be issued at any Japanese airports on arrival.

103. Visas will be issued only to registered participants of the Congress (please see the section XIII for more information on registration process). In order to secure timely visa application processing, participants are encouraged to apply for a visa at a Japanese embassy, consulate-general or consular office in parallel with the registration for the Congress as soon as possible, but no later than 20 March 2020. It should be noted that the processing of visa applications of holders of regular passports (i.e. not diplomatic or official passports) may take longer.

Embassies and Consulates

104. A list of Japanese embassies, consulates-general and consular offices worldwide may be obtained at the following website: https://www.mofa.go.jp/about/emb_cons/mofaserv.html.

Travel to Japan, Airport reception and Transportation

105. Osaka International Airport (ITM), which serves only domestic flights, is the closest airport to Kyoto. Most foreign visitors arrive in Kyoto via Kansai International Airport (KIX), Kyoto's main international entry point. Those who enter Japan by flying into Narita International Airport (NRT), Tokyo International Airport (HND) or other international airports in Japan can transfer to a domestic flight to fly to Osaka International Airport (ITM). From April 18 to 21, there will be information desks for participants at the Kansai International Airport (KIX) and the Osaka International Airport (ITM).

106. From April 18 to 21, free private shuttle buses will operate regularly from KIX to main areas in Kyoto. Alternatively, participants may take a train, a limousine bus or a taxi to Kyoto at their own expense. Participants are advised to ask about the details at the information desk at the airport.

107. From April 20 to 27, free private shuttle buses will operate between several main hotels and the Congress site. Alternatively, participants may take a train or a taxi at their own expense. The subway is the most efficient mode of transportation in Kyoto. From the Kyoto Station, it takes approximately 20 minutes by subway to reach the Congress site. Participants are advised to ask at the hotel lobby about the details of transportation.

108. Further information on transportation such as the location and business hours of the information desks, the free private shuttle bus schedule and the location of bus stops will be available through the following official website of the host country: <http://www.moj.go.jp/KYOTOCONGRESS2020/en/>.

Accommodation

109. Congress participants are encouraged to make their accommodation reservations through the official website of the host country: http://www.moj.go.jp/KYOTOCONGRESS2020/en/general_info/accommodation_info.html. As many tourists visit Kyoto during this season, it is strongly recommended to reserve accommodation as early as possible. Participants requiring assistance should contact the official travel agency of the Congress at: kyotocongress@jtb.com.

XIX. Facilities at the Congress site

Restaurants

110. Restaurants and a cafeteria located in the Main building are available for the use of participants on a commercial basis.

Internet

111. Wireless Internet access is available in all areas of the Kyoto International Conference Center.

Medical/First aid room

112. First aid facilities are located in the Main building.

Bank

113. An ATM will be installed at the parking area adjacent to the New hall.

Business center

114. A business center located in the Main building is available for the use of participants on a commercial basis.

Information counter

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

Meditation room

116. A meditation room is located in the Congress site.

XX. Programme of social activities**Official reception**

117. All participants are invited to an official reception. Further information will be made available closer to the time of the Congress.

XXI. Useful information about Kyoto**Kyoto, Japan**

118. Kyoto is located in the Kansai region on the island of Honshu and has population of 1.47 million inhabitants. It is the former capital of Japan and home to numerous Buddhist temples, Shinto shrines, palaces and gardens, many of which are listed collectively by UNESCO as a World Heritage Site. For further information about Kyoto, please visit the following webpages:

Kyoto city official travel guide

<https://kyoto.travel/en/>

Official site for Kyoto Prefecture, Japan. Kyoto Tourism

<http://www.kyototourism.org/en/>

Climate

119. Kyoto has a humid subtropical climate. Springs in Kyoto are mild, with occasional rains. The average daytime temperature in April is 14°C /57.2°F, falling to 7°C /44.6°F at night.

Language

120. Japanese is the official language of Japan. However, English is widely understood and spoken in most hotels, shops and restaurants in all major tourist areas of Kyoto.

Currency

121. The currency in Japan is yen (JPY, ¥). Banknotes and coins are easily identifiable. There are 1, 5, 10, 50, 100 and 500 yen coins, and 1000, 2000, 5000 and 10,000 yen banknotes.

122. Cash can be exchanged at any "Authorized Foreign Exchange Bank" (signs are displayed in English) or at some of Kyoto's large hotels and department stores. The Kyoto International Conference Center provides currency exchange service for major currencies such as EUR, USD, and GBP to Japanese yen. Most hotels, department stores, restaurants and shops accept credit cards. It is possible to withdraw money using a credit card at ATM machines of any post office, many convenience stores and at selected banks. Not all ATM cash machines operate 24 hours a day.

Time

123. The entire country of Japan is in the same time zone, 9 hours ahead of Greenwich Mean Time (GMT +9). Japan does not adopt the practice of daylight saving time.

Electricity

124. The voltage used throughout Japan is uniformly 100 volts AC. In Kyoto and western Japan, the frequency of electric current is 60HZ. This is different from most of the world and means that you will need an adapter for sensitive equipment like computers if you are coming from the U.S. or Europe. Japan does not use three-pronged plugs, so it may be necessary for you to get an adapter to use Japan's two pronged outlets.

Telephone services and useful telephone numbers

125. The country code for Japan is +81.

Useful telephone numbers in Japan

Police, criminal emergencies, traffic accidents: 110

Non-criminal emergencies (medical or fire): 119

University Hospital Kyoto Prefectural University of Medicine: 075-251-5255

Japanese Red Cross Society Kyoto Daini Hospital: 075-231-5171

Business hours

126. The working week in Japan is from Monday to Friday with Saturday and Sunday being the weekend. Post offices are generally open from 9 a.m. to 5 p.m. Banks are generally open from Monday to Friday between 9 a.m. and 3 p.m. and are closed on weekends.

Agencies of the Government of Japan

127. Please note the following websites of bodies of the Government of Japan:

Ministry of Justice (MOJ):

<http://www.moj.go.jp/EN/>

Ministry of Foreign Affairs (MOFA):

<https://www.mofa.go.jp/>

National Police Agency (NPA):

<http://www.npa.go.jp/english/>

Japan National Tourism Organization (JNTO):

<https://www.japan.travel/en/>

Advance Unedited Version

Annex

Floor plan of the Kyoto International Conference Center

