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**Open-ended Intergovernmental Expert Group on  
the Standard Minimum Rules for the Treatment  
of Prisoners**

Vienna, Austria, 25-28 March 2014

## **Information for participants**

### **I. Opening date and venue**

1. The third meeting of the Open-ended Intergovernmental Expert Group on the Standard Minimum Rules for the Treatment of Prisoners will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Tuesday 25 March 2014, at 10 a.m. in Building C, Room C3.

### **II. Registration and list of participants**

2. The details (name, title/function, workplace, fax and telephone numbers and individual e-mail address) of participants (on official letterhead) should be received by the Secretariat as soon as possible, and not later than Friday, 21 March 2014. The address of the Secretariat is the following:

Justice Section, Division for Operations  
United Nations Office on Drugs and Crime  
P.O. Box 500  
A-1400 Vienna, Austria  
Fax: (0043 1) 26060-74125 or 5885  
E-mail: justice@unodc.org

3. Providing the individual e-mail addresses will ensure that all participants receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link where each participant may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.

4. Participants who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the Vienna International Centre. All delegates are requested to confirm their attendance.

5. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as representatives of Governments or organizations, together with their passports or other official photograph-bearing identity documents. Grounds passes must be worn visibly at all

times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

6. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Tuesday 25 March 2014, from 8 a.m. to 4 p.m. Delegates arriving earlier can register as of Monday 24 March 2014, from 8 a.m. to 4 p.m.

7. The names of participants should be communicated to the Secretariat by Friday 21 March 2014, at the latest. The provisional list of participants of the third session of the Open-ended Intergovernmental Expert Group will be issued on Wednesday, 26 March 2014.

### **III. Documentation and languages**

8. The working paper prepared by the Secretariat for the Meeting is available in the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. In-session official documents of the meeting will be made available in English only.

9. Each seat in the conference rooms of the Vienna International Centre is equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

10. The Secretariat has loaded on the official website all documents for the meeting. Those documents may be downloaded from the UNODC website:

<http://www.unodc.org/unodc/en/justice-and-prison-reform/expert-group-meetings6.html>

11. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a very limited number of pre-session documents will be available at the session venue. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

### **IV. Visas, accommodation and transportation**

#### **Visas**

12. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay ("C") visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned.

#### **Accommodation**

13. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her Permanent Mission in Vienna for assistance.

14. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna Tourist Service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open from 6 a.m. to 11 p.m. daily.

**Transportation**

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

16. An airport bus service operates between Vienna International Airport and Morzinplatz (near “Schwedenplatz” stop on metro lines U1 and U4). The one-way fare is 8 euros and 13 euros for a return ticket. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes from 4:50 a.m. to 12:20 a.m. and from Morzinplatz every 30 minutes from 4:00 a.m. to 11:30 p.m.

17. There is also a bus service between the Vienna International Centre (near “Kaisermühlen/Vienna International Centre” station on metro line U1) and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The travel time is about 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 7:10 a.m. to 8:10 p.m. and leave the Vienna International Centre for the airport every hour from 6:10 a.m. to 7:10 p.m.

18. 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. The fare is 11 euros for a one-way ticket and 17 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6:06 a.m. to 11:36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5:36 a.m. to 11:06 p.m.

**V. Facilities at the Vienna International Centre**

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

**Wireless network connection**

20. Wireless connectivity is available everywhere in the M building. There are two Internet corners on the ground floor of the M building.

**Use of mobile phones and laptops**

21. Meeting participants are kindly requested to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system, adversely affecting the sound quality and the recording of proceedings.

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

**Photocopying services**

23. The Secretariat is not in a position to provide photocopying services for delegations. Photocopies can be made at a coin-operated photocopying machine located on MOE level at both sides of the cyber corners, at a cost of 5 cents per page.

### **Post office, telephones and faxes**

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

### **First aid**

25. Medical attention is available from the clinic operated by the Joint Medical Service, located on the seventh floor of the F building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For emergency assistance at other times, please contact staff in the Security Duty Room (room F0E21, extension 3903).

### **Banks**

26. Banking service is available at the branch of Bank Austria, located on the first floor of the C building. Opening hours are from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.

### **Catering services**

27. A cafeteria is located on the ground floor of the F building. The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.45 p.m. The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m. The coffee areas in the C and M buildings are open from 9 a.m. to 4.30 p.m.

### **Travel services**

28. American Express (room number COE01) is available to participants requiring assistance with travel, car rental, sightseeing and excursions. The office is open from 8.30 a.m. to 5 p.m. from Monday to Friday.

### **Access to the Vienna International Centre**

29. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (Nebenfahrbahn) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "C" and follow the signs to building "C". Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" stop, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza and enter building "C".

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

### **United Nations Personalized Stamps**

39. The United Nations Postal Administration offers Personalized Stamps services at the Rotunda. You can create your own stamps by having your photo taken digitally at the Shop and printed on the tabs next to the stamps. UN Personalized Stamp sheets make an attractive gift and a great souvenir of your visit to the United Nations in Vienna.