



Conference of the Parties to the United Nations Convention against Transnational Organized Crime

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Eleventh session

Vienna, 17–21 October 2022

Information for participants

I. Introduction

1. The present document contains information on the arrangements for the eleventh session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime. The information may be subject to change, depending on developments in relation to the coronavirus disease (COVID-19) pandemic in the coming months.

II. Date and venue

2. The eleventh session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held from 17 to 21 October 2022. Subject to clarification of final details and approval by the extended Bureau, the session is scheduled to be held in a hybrid format, combining in-person participation at the Vienna International Centre, Wagramer Strasse 5, 1220, Vienna, and online participation, in view of the COVID-19 pandemic. Further details on the format of the session and information on changes, should they become necessary, will be communicated on the website of the eleventh session of the Conference (www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html).

3. The session will open in the morning of Monday, 17 October 2022, in the M-Plenary Room on the first floor of the M-Building.

4. The annotated provisional agenda and proposed organization of work for the session are contained in document CTOC/COP/2022/1, which will be made available in the six official languages of the United Nations on the website of the eleventh session of the Conference.

Informal pre-session consultations

5. The Conference decided, in its decision 6/3, that its sessions would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference, which would provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.

* Reissued for technical reasons on 8 July 2022.



6. The informal pre-session consultations will be held on Friday, 14 October 2022, in M-Plenary Room, located on the first floor of the M-Building.

III. Participation and costs

7. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference, or participate as observers:

- (a) States parties to the Convention;
- (b) States or regional economic integration organizations that have signed the Convention;
- (c) Other States or regional economic integration organizations that have not signed the Convention, unless otherwise decided by the Conference;
- (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of United Nations bodies, specialized agencies and funds and representatives of functional commissions of the Economic and Social Council;
- (e) Representatives of any other relevant intergovernmental organization, unless otherwise decided by the Conference;
- (f) Relevant non-governmental organizations having consultative status with the Economic and Social Council, unless otherwise decided by the Conference;
- (g) Other relevant non-governmental organizations, unless otherwise decided by the Conference.

8. The rules of procedure for the Conference can be found on the website of the Conference (www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html).

9. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of the participation of their delegates.

In-person participation and COVID-19 preventive measures

10. The Vienna International Centre adheres to the regulations and recommendations of the host country and host city relating to COVID-19. Participants are encouraged to regularly check for updates on the website of the eleventh session of the Conference, in the section on COVID-19-related information.

11. In line with the COVID-19 regulations and recommendations of the host country and host city, in-person participation may be limited. Detailed information on in-person participation and registration will be made available on the website of the eleventh session.

Online participation

12. Participants will also be able to participate online through an online conference platform. All delegates registered for online participation will receive an access link to the online conference platform, from where they can join the plenary and speak during meetings. In addition, all plenary meetings will be publicly webcast in all languages; all participants who do not need to speak can follow the proceedings there.

13. Online participants wishing to take the floor should consult the guidelines to participating in a meeting with remote simultaneous interpretation (www.unodc.org/documents/treaties/WG_TiP_2021/4_Steps_and_Equipment_List_Rev_2.pdf).

IV. Credentials and registration

Credentials

14. The credentials of representatives of each State party and the names of the persons constituting the State party's delegation must be submitted to the secretariat, pursuant to rules 18 to 20 of the rules of procedure for the Conference. If possible, the credentials should be submitted no later than 24 hours in advance of the opening of the session.

15. The credentials must be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party, in accordance with its domestic law, or, in the case of a regional economic integration organization, by the competent authority of that organization.

16. A sample format for credentials is set out in the annex and is also available on the website of the Conference (www.unodc.org/unodc/en/organized-crime/intro/COP/info-submission-of-credentials.html). Advance scanned copies of the credentials should be sent by email to the secretariat of the Conference (untoc.cop@un.org). The original credentials of representatives of each State party and the names of the persons constituting the State party's delegation should be submitted to the office of the secretariat of the Conference, located in room M0123, M-Building.

Registration

17. The following registration procedures apply to all participants, including delegates of States parties, and are independent of the procedure for submission of credentials.

18. All participants must register through the registration system (<https://indico.un.org/login>).

19. Governments are hereby informed that an official note verbale must be uploaded in the Indico system, together with the mandatory details for each delegate (name, job title, individual email address and whether participation will be in person or online). Registration requests will be approved by the secretariat only after being cross-checked against the official note verbale uploaded in Indico. Governments are requested to share the notes verbales with their nominated delegates to enable them to complete the registration process as soon as possible, in order for the secretariat to finalize all the necessary technical preparations for the meeting.

20. Detailed information on registration, as well as the link to the registration page on Indico, has been posted on the website of the eleventh session. Participants are encouraged to regularly check the website for updated information prior to registering in Indico.

In-person participation

21. As part of the security arrangements, participants attending in person will be required to present their confirmation of registration from Indico identifying them as delegates, together with their passports or another official photograph-bearing identity document, in order to receive their grounds passes on site. Grounds 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. Participants attending in person should familiarize themselves with and follow the COVID-19 guidelines for meeting participants at the Vienna International Centre, available on the website of the eleventh session, in the section on COVID-19-related information.

22. Grounds passes will be issued to registered participants at Gate 1 of the Vienna International Centre on Friday, 14 October 2022, from 9 a.m. to 1 p.m., and on Monday, 17 October 2022, from 8 to 11 a.m., unless communicated otherwise on the website of the eleventh session.

23. Grounds passes for confirmed registered delegates may be collected by permanent missions at the Pass Office at Gate 1 in advance of the session, on 14 October 2022, from 9 a.m. to 1 p.m. Staff from permanent missions collecting grounds passes for their delegates must present an official letter at the Registration Counter for that purpose. The letter must be signed by the head of mission.

24. Heads of member State delegations, staff members at the Professional level of specialized agencies and all United Nations staff members assigned to the eleventh session of the Conference from duty stations other than Vienna will be granted access to the commissary.

Protocol matters and registration of Heads of State or Government and ministers

25. Permanent missions are invited to notify the Protocol Department of the Federal Ministry for Europe, Integration and Foreign Affairs of Austria (abti1@bmeia.gv.at) well in advance if government ministers and Heads of State or Government participate in their delegations. The notification should be submitted using the form provided by the Ministry (www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx). Information concerning security officers, weapons and radio equipment must also be provided by note verbale to the Protocol Department of the Ministry.

26. Moreover, it is strongly recommended that delegations submit in advance the names of government ministers or other delegates of similar or higher rank by email to the secretariat of the Conference (untoc.cop@un.org), copying the Protocol Office (unovprotocol@un.org), in order to expedite the preparation of their conference passes and minimize inconvenience.

27. Conference passes for government ministers and delegates of similar or higher rank will be ready for collection by an authorized person at the registration area located at Gate 1. A representative of the permanent mission may collect those passes; in such cases, however, the designated collector will need to be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'affaires. Questions regarding the collection of conference passes for government ministers and delegates of similar or higher rank should be sent by email to the United Nations Security and Safety Service (vicsecuritycoordinator@un.org) and to the Vienna International Centre Security Pass Office (vicsecuritypassoffice@un.org).

28. Vehicular access permits are available for government ministers only. Requests for such permits must be submitted by email to the United Nations Security and Safety Service (vicsecuritycoordinator@un.org), copying the Protocol Office (unovprotocol@un.org).

29. Any permanent mission in need of a grounds pass for a driver should submit its request to both the Vienna International Centre Security Coordinator (vicsecuritycoordinator@un.org) and the Vienna International Centre Security Pass Office (vicsecuritypassoffice@un.org).

30. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500
1400 Vienna, Austria
Room F0E08
Email: VICSecurityChiefOffice@un.org
Telephone: 0043 1 26060 3901
Facsimile: 0043 1 26060 5834

List of participants

31. The provisional list of participants in the eleventh session of the Conference will be issued on Tuesday, 18 October 2022. Only the names of those who have registered and the names of participants officially communicated to the secretariat by Thursday, 13 October, at the very latest, can be included in the provisional list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

V. Languages and documentation

32. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

33. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary. Participants may also bring their own headphones.

34. The secretariat has prepared a number of documents to facilitate the consideration of some of the items of the provisional agenda. Those documents can be downloaded from the website of the eleventh session (www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html).

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

36. At the document distribution counter, each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

37. When collecting parliamentary documentation, each delegation is requested to inform the persons working at the document distribution counter of the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. It will not be possible to request additional copies.

VIC Online Services application

38. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meeting programme, the schedule of special events and information for participants regarding facilities and services available at the Vienna International Centre. It also provides access to the digital recordings of public meetings. The application is available at <http://myconference.unov.org>.

39. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the Conference, while helping to reduce paper use.

VI. Statements and draft resolutions

Statements

40. The maximum speaking time allotted for statements will be three minutes (three-minute statements are equivalent to approximately 300 words). Delegates delivering statements are requested to provide them in advance to the secretariat by email (untoc.cop@un.org). Alternatively, they can provide a printed or electronic copy of their statements to the conference room officer in the M-Plenary Room or by email to unov.conference@un.org.

41. Statements delivered during the general discussion will be made available on the website of the eleventh session. Speakers should inform the secretariat if they do not want their statements to be posted online. Statements pertaining to other agenda items may be posted upon request.

General discussion

42. The list of speakers for the general discussion will be established on a first-come, first-served basis, on the understanding that representatives at the ministerial or higher levels will be given priority; should a ministerial-level speaker be replaced by a speaker at the non-ministerial level, that speaker will be added to the list of speakers on the basis of the time the notification regarding the change of speaker is submitted to the secretariat; a speaker from one delegation wishing to change places on the list with a speaker at the same level from another delegation should make their own arrangements and inform the secretariat in writing. The registration period for the general discussion will open on Monday, 5 September 2022. Requests received before 5 September 2022 must be resubmitted once the list is open. International governmental organizations and non-governmental organizations (coordinated by the Alliance of Non-Governmental Organizations on Crime Prevention and Criminal Justice) may make statements during the session, time permitting.

43. Delegations also have the option of submitting a pre-recorded video statement for the general discussion (the time limit of three minutes 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 at the general debate, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

44. Video statements and the texts of those statements should be transmitted to the secretariat by means of a file-sharing platform with appropriate security protections, such as password protection and secure links (for example, Dropbox). The link to the files on the platform should be sent by email to unov.conference@un.org by Friday, 7 October 2022. Delegations are requested not to send video files as email attachments.

Draft resolutions

45. In accordance with Conference decision 6/3, States intending to submit draft resolutions for consideration by the Conference at its eleventh session are requested to do so by Monday, 3 October 2022 (i.e. two weeks prior to the start of the session).

46. Draft resolutions should be submitted by email (untoc.cop@un.org) to the secretariat in Word format and should be accompanied by an official transmittal note in the form of a note verbale from the main sponsor. The intended scope of the draft resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant information.

47. Any revision of a draft resolution that has already been distributed as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from

the secretariat. Revisions to the text must be clearly marked using track changes in Word. For reference purposes, all previous resolutions and decisions of the Conference can be found on the UNODC website.

48. Delegations wishing to hold informal consultations during the eleventh session of the Conference should send a room booking request by email to cop.reservations@un.org.

49. Member States wishing to join in sponsoring a draft resolution can do so by sending a note verbale to the secretariat (untoc.cop@un.org) indicating which draft resolution they would like to sponsor.

VII. Bilateral meetings and side events

Bilateral meetings

50. To reserve rooms for bilateral meetings between Member States during the session, please send a request by email to cop.reservations@un.org. Please note that requests will be attended to on a first-come, first-served basis.

51. In submitting a room reservation request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials who will attend.

Side events

52. During the Conference, a series of side events will be organized by UNODC, Member States and civil society. Detailed information will be available on the UNODC website.

VIII. Information and media

53. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the United Nations Information Service:

Media accreditation:
Telephone: 0043 1 26060 3342
Facsimile: 0043 1 26060 73342
Email: press.vienna@un.org

54. Further information on obtaining media accreditation is available from the United Nations Information Service website (www.unis.unvienna.org).

55. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area.

56. For media enquiries, please contact:

Brian Hansford
Chief, Advocacy Section, UNODC
Telephone: 0043 1 26060 83225
Email: brian.hansford@un.org

IX. General information

Visas

57. 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 before their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications may be submitted to the consular authority of a State party to the Schengen Agreement acting

on behalf of Austria in the country concerned. The secretariat may, upon request from the Government concerned, provide a note verbale containing information on the applicants' participation in the session of the Conference, which may be of use in the visa application process. In order to provide the note verbale, the secretariat requires an official confirmation from the Government represented by the applicants of their participation, as well as a copy of their passports. A note verbale or official letter containing such confirmation should be received by the secretariat at least four weeks before the start of the meeting.

58. Participants must comply with the COVID-19-related entry and quarantine requirements of the Government of Austria, which are available on the website of the Ministry of Social Affairs, Health, Care and Consumer Protection (www.sozialministerium.at/en/Coronavirus/Information-in-English.html#entering-austria).

Accommodation

59. Participants are responsible for making their own accommodation arrangements, including, if necessary, by seeking assistance from their permanent missions in Vienna.

Travelling with children

60. The Vienna Tourist Board (info@wien.info) provides information on child-friendly hotels that offer cots, babysitting options and other child-oriented amenities, as well as information on multilingual baby and childcare services in the city.

Transportation

61. In-person participants are responsible for making their own arrangements for transport to and from the airport and the Vienna International Centre.

62. Vienna Airport Lines buses offer connections between Vienna International Airport and Vienna, at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Vienna Airport Line 3 operates between Vienna International Airport and the Vienna International Centre (next to Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Information on the services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

City of Vienna online travel guide

63. The online travel guide of the city of Vienna provides useful information for travellers visiting Vienna. The guide is available at www.wien.info/en; specific information relating to COVID-19 is also available (www.wien.info/en/travel-info/coronavirus-information).

Arrival at the Vienna International Centre

64. Participants arriving at the Vienna International Centre by taxi are advised to exit on the side lane of Wagramerstrasse, register at Gate 1, walk across the Memorial Plaza, enter the A-Building and follow the signs to the M-Building.

65. Participants arriving by metro (U1 line) from the city centre should go to the stop "Kaisermühlen/Vienna International Centre" and follow the signs to the Vienna International Centre. After obtaining a grounds pass at Gate 1, participants should cross Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building. Owing to construction work, the stop "Kaisermühlen/Vienna International Centre" will be closed in the direction of Oberlaa (towards the city centre) from 8 August 2022 until 30 November 2022. Participants travelling in that direction at the end of each day are advised to take the metro to the stop "Kagran" (direction Leopoldau), cross the platform and take the metro back in the opposite direction (direction Oberlaa).

66. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.

Accessibility and special assistance

67. Participants with accessibility or other specific needs, including accompaniment by a personal assistant or guide dog, are requested to contact the secretariat in advance (untoc.cop@un.org).

X. Facilities at the Vienna International Centre

68. The facilities listed below will be available at the Vienna International Centre to participants in the Conference.

Wireless network connection

69. Wireless connectivity is available everywhere in the M-Building.

Post office

70. A post office, located on the first floor of the C-Building (extension 4986), provides all regular postal services, including a fax service, from 8 a.m. to 6 p.m., Monday to Friday.

Photocopying services

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

First aid and COVID-19 guidelines for in-person participants

72. COVID-19 guidelines for in-person participants will be made available on the website of the eleventh session of the Conference. In-person participants are encouraged to regularly visit the website for updated information.

73. Medical attention 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).

74. A pharmacy is located on the seventh floor of the F-Building (room F0709, extension 21599) and is currently open from 10 a.m. to 5 p.m., Monday to Friday. Opening hours may be subject to change.

Bank

75. 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 cash dispensers at the entrance to the D-Building and on the first floor of the C-Building. Office hours are currently 9 a.m. to 4 p.m., Monday to Friday, but may be subject to change.

Catering services

76. The cafeteria is located on the ground floor of the F-Building and coffee bars are located on the fourth and seventh floors of the C-Building.

Lost and found

77. The Security and Safety Duty Room on the ground floor of the F-Building (F0E18, extension 3903) provides a lost and found service.

Annex

Sample format for credentials

[Official header]

[Date, Place]

CREDENTIALS

I have the honour to inform you that [the Government of *COUNTRY*] has appointed the following delegation to represent [*COUNTRY*] at the eleventh session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime, to be held in Vienna from 17 to 21 October 2022:

1. **Head of Delegation**
[Full name], [Full title]
2. **Alternate Head of Delegation (if applicable)**
[Full name], [Full title]
3. **Delegate(s) (if applicable)**
[Full name], [Full title]

[Full name and title (typed)
Signature
Official stamp]

To the secretariat of the Conference of the Parties
to the United Nations Convention against
Transnational Organized Crime
Vienna
