



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

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## Twelfth session

Vienna, 14–18 October 2024

## Information for participants

### I. Date and venue

1. The twelfth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held from 14 to 18 October 2024, in person, at the Vienna International Centre, Wagramer Strasse 5, 1220 Vienna.
2. The session will open at 10 a.m. on Monday, 14 October 2024, in the Plenary room on the 1st floor of the M-Building.
3. The annotated provisional agenda and proposed organization of work for the session are contained in document CTOC/COP/2024/1, which will be made available in the six official languages of the United Nations on the website of the twelfth session of the Conference.<sup>1</sup>

#### Informal pre-session consultations

4. 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.
5. The informal pre-session consultations will be held on Friday, 11 October 2024, in Boardroom C (BR-C), located on the 4th floor of the C-Building.

### II. Participation and costs

6. 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;

<sup>1</sup> [www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session12.html](http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session12.html).



(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.

7. The rules of procedure for the Conference can be found on the website of the Conference.<sup>2</sup>

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

### **III. Credentials and registration**

#### **Credentials**

9. 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 before the opening of the session.

10. 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.

11. A sample format for credentials is set out in the annex to the present document and is also available on the website of the Conference.<sup>3</sup> Scanned advance copies of credentials should be sent by email to the secretariat of the Conference ([untoc.cop@un.org](mailto: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**

12. The registration procedures set out below apply to all participants, including delegates of States parties, and are independent of the procedure for the submission of credentials.

13. All participants must register online on the Indico.UN platform (<https://indico.un.org/event/1011731/>) by uploading a note verbale containing information regarding the composition of their delegations. Registration will open on 2 September 2024. Photographers or videographers accompanying a delegation and listed in the note verbale must be accredited as media representatives in the Indico system.

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

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<sup>2</sup> [www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html](http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html).

<sup>3</sup> [www.unodc.org/unodc/en/organized-crime/intro/COP/info-submission-of-credentials.html](http://www.unodc.org/unodc/en/organized-crime/intro/COP/info-submission-of-credentials.html).

15. As part of the security arrangements, participants will be required to present their confirmation of registration identifying them as delegates, together with their passports or other official photograph-bearing identity documents, 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.
16. Grounds passes will be issued to registered participants at Gate 1 of the Vienna International Centre on Friday, 11 October 2024, from 9 a.m. to 1 p.m., and on Monday, 14 October 2024, from 8 to 11 a.m., unless communicated otherwise on the website of the twelfth session.
17. 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 11 October 2024, 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.
18. Heads of State delegations and staff members of United Nations entities assigned to the twelfth 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**

19. Permanent missions are invited to notify the Protocol Department of the Federal Ministry for European and International Affairs of Austria ([abti1@bmeia.gv.at](mailto:abti1@bmeia.gv.at)) well in advance if government ministers and Heads of State or Government plan to participate in their delegations. The notification should be submitted using the form provided by the Ministry.<sup>4</sup> Information concerning security officers, weapons and radio equipment must also be provided by means of a note verbale to the Protocol Department of the Ministry.
20. 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](mailto:untoc.cop@un.org)), copying the Protocol Office ([unovprotocol@un.org](mailto:unovprotocol@un.org)), in order to expedite the preparation of their conference passes and minimize inconvenience.
21. Temporary vehicular access permits are available for government ministers only. Requests for such permits must be submitted by email to the Vienna International Centre Garage Administration ([vicgarageadministration@un.org](mailto:vicgarageadministration@un.org)), copying the Protocol Office ([unovprotocol@un.org](mailto:unovprotocol@un.org)). The Garage Administration will send digital access permits to the requesters by email. The permits are to be printed and displayed when entering the Vienna International Centre. Vehicles entering the Centre through Gate 2 should not be higher than 2.10 metres.
22. Any permanent mission in need of a grounds pass for a driver should submit a request to the secretariat ([untoc.cop@un.org](mailto:untoc.cop@un.org)). Such grounds passes should be collected in advance.
23. 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](mailto:VICSecurityChiefOffice@un.org)  
 Telephone: +43 1 26060 3901

<sup>4</sup> Available at [www.bmeia.gv.at/fileadmin/user\\_upload/Zentrale/Reise\\_Aufenthalt/VIP\\_Form.docx](http://www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx).

**List of participants**

24. The provisional list of participants in the twelfth session of the Conference will be issued on Tuesday, 15 October 2024, on the basis of registrations in Indico. Only the names of those who have registered by Thursday, 10 October, at the very latest, can be included in the provisional list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

**IV. Languages and documentation**

25. 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.

26. Official documents of the Conference will be made available in all six official languages in the Official Document System of the United Nations (<https://documents.un.org/>) and on the website of the twelfth session.<sup>5</sup> This is part of the efforts to reduce costs and limit environmental impacts through the digitization of conference materials and documents.

27. 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 earpiece. Participants are requested not to remove that equipment from the meeting rooms so that it can be checked periodically and the batteries recharged if necessary. Participants may also bring their own headphones.

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

**V. Statements and draft resolutions****Statements**

29. The maximum speaking time allotted for statements will be five minutes for Chairs of regional groups and three minutes (three-minute statements are equivalent to approximately 300 words) for other speakers, including high-level speakers. In order to facilitate the work of the interpreters, delegations are encouraged to submit their statements to the Meetings Management Unit by email ([unov.conference@un.org](mailto:unov.conference@un.org)) well in advance of the meeting, and no later than two hours before delivery. The name of the meeting (UNTOC COP, 12th session) and the speaker, as well as the agenda item, should be indicated in the subject line of the email message and in the heading of the statement.

30. Designated focal points at permanent missions can add their speakers to the list of speakers online through the e-deleGATE portal (e-Speakers, under the “Vienna” menu), at <https://edelegate.un.int/>.

31. Statements delivered during the general discussion will be made available on the website of the twelfth 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**

32. 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

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<sup>5</sup> [www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session12.html](http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session12.html).

be replaced by a speaker at the non-ministerial level, the latter 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. If a speaker from one delegation wishes to change places on the list with a speaker at the same level from another delegation, the speakers should make their own arrangements and inform the secretariat in writing. The registration period for the general discussion will open on Monday, 2 September 2024. International governmental organizations, as well as non-governmental organizations, may make statements during the session, time permitting.

33. 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 observed. 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. Delegations are encouraged to include captions or sign language interpretation in their video statements.

34. 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. The link to the files on the platform should be sent by email to [unov.conference@un.org](mailto:unov.conference@un.org) by Friday, 4 October 2024. Delegations are requested not to send video files as email attachments.

#### **Draft resolutions**

35. In accordance with Conference decision 6/3, States intending to submit draft resolutions for consideration by the Conference at its twelfth session are requested to do so by Monday, 30 September 2024 (i.e. two weeks prior to the start of the session).

36. Draft resolutions are to be tabled and co-sponsored through the e-deleGATE portal (e-Proposals), available at <https://edelegate.un.int/>.

37. Any revisions to a draft resolution that has already been distributed as an official document must be made in the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from the secretariat. For reference purposes, all previous resolutions and decisions of the Conference can be found on the United Nations Office on Drugs and Crime (UNODC) website.

38. Delegations wishing to hold informal consultations during the twelfth session of the Conference should send a room booking request by email to [cop.reservations@un.org](mailto:cop.reservations@un.org).

## **VI. Bilateral meetings, side events and exhibitions**

#### **Bilateral meetings**

39. To reserve rooms for bilateral meetings between States during the session, please send a request by email to [cop.reservations@un.org](mailto:cop.reservations@un.org). Please note that requests will be accommodated on a first-come, first-served basis.

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

#### **Side events**

41. During the Conference, a series of side events will be organized by UNODC, other United Nations entities, Member States, intergovernmental organizations and non-governmental organizations. Detailed information will be available on the UNODC website.

**Exhibitions**

42. Exhibitions will be organized in the M-Building of the Vienna International Centre, on the margins of the twelfth session of the Conference. Information will be available on the UNODC website.

**VII. Information and media**

43. Media representatives are required to apply for accreditation in Indico (see paras. 13 and 14 above), preferably well in advance of the session. To obtain accreditation, media representatives must upload valid press credentials, including a letter of assignment on the official letterhead of a media organization, signed by the publisher/assignment editor, editor-in-chief or bureau chief, and specifying the name and functional title of the journalist. A photocopy of a valid press card or work pass is also required. For further information, contact [press.vienna@un.org](mailto:press.vienna@un.org).

**VIII. General information****Visas**

44. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay visa (“visa C”) 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 copies 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.

**Accommodation**

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

46. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk located next to the information counter in the arrival area. The Vienna tourist information desk is open daily from 9 a.m. to 6 p.m.

**Travelling with children**

47. The Vienna Tourist Board ([info@wien.info](mailto: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**

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

49. Vienna Airport Lines buses offer connections between Vienna International Airport and Vienna, at a cost of 10.50 euros for a single journey and 17.50 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 services, routes and timetables is available at [www.viennaairportlines.at/en](http://www.viennaairportlines.at/en).

#### **City of Vienna online travel guide**

50. The online travel guide of the city of Vienna provides useful information for travellers visiting the city. The guide is available at [www.wien.info/en](http://www.wien.info/en).

#### **Arrival at the Vienna International Centre**

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

52. 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 walk across Memorial Plaza along the left side of the fountain, enter the A-Building and follow the signs to the M-Building.

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

#### **Accessibility and special assistance**

54. Participants with accessibility or other specific needs are welcome to contact the secretariat ([untoc.cop@un.org](mailto:untoc.cop@un.org)) before the meeting. The secretariat is at their disposal to discuss how their individual needs can be met; see also the accessibility guide, available on the UNODC website.<sup>6</sup>

## **IX. Facilities at the Vienna International Centre**

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

#### **Wireless network connection**

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

#### **Post office**

57. A post office, located on the 1st floor of the C-Building, provides all regular postal services, including a fax service, from 9 to 11.15 a.m. and 12 noon to 5 p.m., Monday to Friday.

#### **Photocopying services**

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

#### **First aid**

59. Medical attention is available from the Medical Service, located on the 7th floor of the F-Building of the Vienna International Centre. Please call ahead (extension 22223) to make an appointment; for emergencies, dial extension 22222. The Service is open from 8.30 a.m. to 5.30 p.m., Monday to Friday. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

<sup>6</sup> [www.unodc.org/documents/treaties/Meeting\\_guidelines/Accessibility\\_Guide\\_UNTOC\\_24.pdf](http://www.unodc.org/documents/treaties/Meeting_guidelines/Accessibility_Guide_UNTOC_24.pdf).



60. A pharmacy is located on the 7th floor of the F-Building (room F0707, 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**

61. Bank Austria has a branch providing full banking services on the 1st 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 1st floor of the C-Building. Office hours are currently 9 a.m. to 3 p.m., Monday to Friday, but may be subject to change.

#### **Catering services**

62. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The cafeteria is open from 8 to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3 p.m. The restaurant is open from 12 noon to 3 p.m.; reservations are recommended (email: [restaurantVIC@eurest.at](mailto:restaurantVIC@eurest.at)). The cocktail lounge is located next to the restaurant, and its opening hours are from 12 noon to 8 p.m. from Monday to Thursday and from 12 noon to 9 p.m. on Fridays.

63. The Coffee Corner on the ground floor of the M-Building (M0E) is open from 9 a.m. to 4 p.m., and the Coffee Corner on the 7th floor of the C-Building (C07) is open from 8.30 a.m. to 4 p.m. The Quattro Uno delegate lounge, located on the 4th floor of the C-Building (C04), is open from 9 a.m. to 4 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (email: [cateringvic@eurest.at](mailto:cateringvic@eurest.at)).

#### **Lost and found**

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



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**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 twelfth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime, to be held in Vienna from 14 to 18 October 2024:

- 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

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