CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME
WORKING GROUP ON FIREARMS

VIENNA, AUSTRIA, 10 to 12 May 2021

INFORMATION NOTE FOR PARTICIPANTS

Place, date and time

In light of the ongoing impact of the COVID-19 pandemic and within the parameters of the various health and safety measures, including travel restrictions, a hybrid format of the eight session of the Working Group on Firearms (10-12 May 2021) was approved by the extended Bureau of the Conference via silence procedure on 30 March 2021.

In accordance with the approved hybrid format, a maximum of one delegate per delegation will be able to be physically present in the conference room. All other participants will be connected remotely through the online interpretation platform Interprefy, as outlined in the updated organization of work. Up to 5 links/connections will be available to each Member State delegation and up to 3 links/connections to each international organization delegation. All links have speaking and listening functions.

The meeting will be held at the Vienna International Centre (Wagramer Strasse 5, 1220 Vienna) in the M building, Plenary room.

The duration of each meeting is reduced to 2 hours each. The first meeting will be held from 12 noon to 2 p.m. and the second meeting from 4 p.m. to 6 p.m., Central European Summer Time (CEST).

Based on these meeting times, an updated organization of work is published on the webpage of the Working Group.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. 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.

Registration

The Working Group will use the new self-registration system INDICO. It is essential for all participants to register through an individual account in INDICO, using a personalized email address, via this link: https://indico.un.org/event/1000091/

A guide on how to create an account in INDICO can be found on the website of the meeting:


To assist the participants to register for the meeting, the Government/Organization is kindly requested to send directly to the secretariat of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (by email to untoc.cop@un.org) the details (name, title/function, workplace and individual email address) of the designated experts who will attend the meeting, in the form of an official note verbale, by 30 April 2021, at the latest.

As each participant needs to attach the note verbale issued by the Government/Organization to the registration form in INDICO, Governments/Organizations are further kindly asked to share with its delegates the note verbale containing the composition of its delegation, as submitted to the secretariat.

Documentation

Meeting documentation will be electronically available in all the official United Nations languages on the website of the meeting. 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 will be issued electronically. In-session documents (i.e. the parts of the report for adoption) will also be made available electronically and in hard copy for those delegates who would be physically present during the meeting. The revised organizational arrangements and proposed schedule of work of the meetings will be reflected in the final reports of the meeting and will be posted on the webpage of the Working Group upon approval by the extended Bureau. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

Interpretation

The United Nations Secretariat will use the interpretation platform, Interprefy, to facilitate the interpretation into all six official United Nations languages. For the purpose of securing acceptable sound for the interpreters, using a USB headset with a built-in microphone or a USB unidirectional table microphone is required of all online participants. More information on the Interprefy platform and participation in a
meeting with remote simultaneous interpretation can be found on the website of the meeting.

**Statements**

Participants are encouraged to send their general statements prior to the session and in written format to the Conference Management Service (unov.conference@un.org, untoc.cop@un.org) so that the general statements can be made available on the public website of the meeting. No general statements will be delivered during the meeting due to the time constraints. Interventions will have a maximum duration of 3 minutes, with the exception of panellist presentations.

**COVID-19**

Considering the ongoing COVID-19 pandemic and in order to reduce the risk of spreading the Coronavirus, all in-person participants are required to read carefully the information in the COVID-19 related information section on the website of the meeting, including on the mandatory use of FFP2 masks and recommended testing prior to entering the premises.

**Visas**

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 (Belgium, France, Germany, Italy, Netherlands, Portugal or Spain) in the country concerned.

**Accommodation**

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

Participants who arrive at the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk, located in the arrivals area. The Vienna tourist information desk is open from 7 a.m. to 10 p.m. daily.

**Transportation**

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

An airport bus service operates between Vienna International Airport and Morzinplatz (near to the Schwedenplatz metro station, which serves the U1 and U4 lines). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. Travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes between 4.50 a.m. and 12.20 a.m. and from Morzinplatz every 30 minutes between 4.00 a.m. and 11.30 p.m.

There is also a bus service between the Vienna International Centre 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 between 7.10 a.m. and 8.10 p.m. and leave the Vienna International Centre for the airport every hour between 6.10 a.m. and 7.10 p.m.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (located at the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) to Vienna International Airport. The fare is 12 euros for a one-way ticket (11 euros if purchased online) and 21 euros for a return ticket (19 euros if purchased online), and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes between 6.09 a.m. and 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes between 5.36 a.m. and 11.06 p.m.

**Access to the Vienna International Centre**

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 and proceed to C-building. Participants arriving by metro (U1 line) should exit at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and enter C-building. There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

**Post**

Postal services are available at the post office on the 1st floor of C-building.

**First aid**

Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of F-building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. – 17:30 p.m. Monday to Friday. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room FOE21, extension 3903).

**Banks**

A banking service is available at the branch of Bank Austria located on the 1st floor of C-building. Opening hours are 8 a.m. to 4 p.m. Monday to Friday.

**Catering services**

A cafeteria is located on the ground floor of F-building. Lunch is served from 11:30 a.m. - 2:30 p.m. Monday to Friday. The coffee area in the cafeteria is open from 7:30 a.m. to 3:00 p.m Monday to Friday. The Coffee Corner located on the 7th floor of C-building (C07) is open from 8:30 a.m. to 4.00 p.m Monday to Friday. Private luncheons and
receptions at the Vienna International Centre can be arranged by contacting the catering operations office (tel.: +43-1-26060-4875; e-mail: cateringvic@eurest.at).

**Travel services**

Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room COE01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.