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United Nations Office on Drugs and Crime

**CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION
AGAINST TRANSNATIONAL ORGANIZED CRIME
WORKING GROUPS OF GOVERNMENT EXPERTS ON TECHNICAL ASSISTANCE AND
INTERNATIONAL COOPERATION**

VIENNA, AUSTRIA, 23-27 May 2022

INFORMATION NOTE FOR PARTICIPANTS

Place, date and time

The meeting is scheduled to be held at the Vienna International Centre (Wagramer Strasse 5, 1220 Vienna) in Boardroom D, C-building. The meeting will begin at 11 a.m. CEST on 23 May and end at 1 p.m. CEST on 27 May. The meeting will be held in a hybrid format, combining in-person and online participation, as approved by the extended Bureau by means of silence procedure with a deadline of 29 March 2022. Information and updates will be shared on the website of UNODC through the following addresses:

Working Group of Government Experts on Technical Assistance:

<https://www.unodc.org/unodc/en/treaties/CTOC/working-group-on-technical-assistance-2022.html>

Working Group on International Cooperation:

<https://www.unodc.org/unodc/en/treaties/CTOC/working-group-on-international-cooperation-2022.html>

Security

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 meeting. 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.

Coronavirus disease (COVID-19)

In view of the ongoing coronavirus disease (COVID-19) pandemic and in order to reduce the risk of spreading the virus, all participants are required to read the information in the COVID-19-related section on the website of the meeting carefully. Updates relating to any applicable health and safety measures will be shared on the website.

Registration

The Working Groups will use the Indico self-registration system. It is essential for all participants to register through an individual account in Indico, using a personalized email address, via the following link:

<https://indico.un.org/event/1000848/>

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

In order to assist participants in registering for the meeting, Governments and organizations are 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, individual email address and participation modality) of the delegates or designated experts who will attend the meeting, in the form of a note verbale/an official letter, by **13 May 2022** at the latest. The note verbale/official letter should clearly indicate whether different delegations will be registered for each Working Group or if the same delegation will participate in both Working Groups.

In view of the current distancing requirements and available seating capacity of the conference room, one delegate per delegation can be physically present for each meeting, on a voluntary basis, in the conference room. Furthermore, up to a maximum of 10 links/connections for each meeting will be available to each Member State delegation (State and non-State parties) and up to 4 links/connections to each international organization delegation. All links have speaking and listening functions. While only one delegate from each delegation can be present in the meeting room at any given time, the delegation can nominate more than one delegate if they wish to alternate their presence in the meeting. Governments and organizations are kindly requested to indicate, when registering, if a delegate will be present in person, participate remotely or both.

As each participant needs to attach the note verbale/official letter issued by their Government or organization to the registration form in Indico, Governments and organizations are further kindly requested to share with their delegates the note verbale/letter containing the composition of their delegation, as submitted to the secretariat.

Interpretation

The United Nations Secretariat will use an online interpretation platform to facilitate interpretation into all six official United Nations languages. For the purpose of ensuring acceptable audio quality for the interpreters, all online participants are required to use a USB headset with a built-in microphone or a USB unidirectional table



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microphone. More information on the platform and participation in a meeting with remote simultaneous interpretation will be uploaded to the website of the meeting.

Documentation

Meeting documentation will be available in electronic format 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 documentation (i.e. the parts of the report for adoption) will be made available in hard copy for delegates who participate in person and will also be made available in electronic format through the Official Document System.

Statements

Owing to time constraints, no general statements should be delivered during the meeting. They can be sent to the Conference Management Service (unov.conference@un.org, untoc.cop@un.org) in written form prior to the meeting, to be made publicly available on the website of the meeting.

Statements on the agenda items of the meeting should have a maximum duration of 3 minutes, with the exception of panellist presentations. The maximum duration of panellist presentations will be communicated by the secretariat directly to the panellists. Participants are encouraged to send their statements on the agenda items to the Conference Management Service (unov.conference@un.org, untoc.cop@un.org) in written form prior to the meeting. Statements will be made available on the website of the meeting, unless instructed otherwise when the statement is submitted.

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 Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk, located in the arrivals area. The desk is open from 9 a.m. to 5:30 p.m. daily.

Transportation

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

There is 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 second hour between 7.30 a.m. and 4.30 p.m. and leave the Vienna International Centre for the airport every second hour between 6.40 a.m. and 5.40 p.m.

Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to get out in the side lane (Nebenfahrbahn) of Wagramer Strasse, register at Gate 1, proceed across Memorial Plaza, then on 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, proceed 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.

Wireless network connection and internet cafés

Wireless connectivity is available everywhere in C-building. Delegates' working areas ("cyber corners"), with desktop computers equipped with standard software and internet access, are located on the ground floor of M-building.

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. to 5.30 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 p.m. Monday to Friday. The Coffee Corner located on



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the 7th floor of C-building (C07) is open from 8:30 a.m. to 4 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; email: cateringvic@eurest.at). Please book your event at least five working days in advance.

Travel services

Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room C0E01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.