



Conference of the States Parties to the United Nations Convention against Corruption

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Fourth session

Marrakech, Morocco, 24-28 October 2011

Information for participants*

I. Date and venue

1. In its decision 3/1, entitled “Venues for the fourth and fifth sessions of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference of the States Parties to the United Nations Convention against Corruption welcomed the offer of the Government of Morocco to host the fourth session of the Conference and decided that the fourth session would be held in Morocco in 2011.

2. Pursuant to that decision, the fourth session of the Conference will be held at the Palmeraie Golf Palace Complex in Marrakech, Morocco, from 24 to 28 October 2011. A floor plan of the Palmeraie Golf Palace Complex is provided in annex I.

II. National Organizing Committee

3. The host Government has appointed a National Organizing Committee, headed by Mr. Mohamed Saad El Alami, Minister of Modernization of Public Sectors, and composed of:

(a) Mr. Azzeddine Diouri, General Secretary of the Ministry of Modernization of Public Sectors;

(b) Mr. Ahmed Laamoumri, Director of Modernization of the Administration of the Ministry of Modernization of Public Sectors;

(c) Mr. Azzeddine Farhane, Director of United Nations and International Organizations, Ministry of Foreign Affairs and Cooperation;

* For reasons of economy, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies of this and other Conference documents to the session.



(d) Mr. Abdellah Mountassir, Wali, Director of Public Security, General Director of National Security, Ministry of Home Affairs;

(e) Mr. Hamid Chaibi, Director of Administrative Affairs, Ministry of Economy and Finances;

(f) Mr. Abdelilah Tahani, Director of Communication and Public Relations, Ministry of Communication;

(g) Mr. Ismail Hajji, Head of the Department of Human Resources and Social Action, Ministry of Economic and General Affairs;

(h) Mr. Mohamed Benalilou, Head of the Special Criminal Affairs Division, Ministry of Justice.

4. The General Secretary of the Ministry of Modernization of Public Sectors, Mr. Azzeddine Diouri, is in charge of coordinating all organizational aspects of the fourth session of the Conference. He can be contacted during office hours (8.30 a.m. to 4 p.m. local time), from Monday to Friday. His contact information is as follows:

Mr. Azzeddine Diouri
General Secretary of the Ministry of Modernization of Public Sectors
Avenue Haj Ahmad Cherkaoui
Quartier Administratif — Agdal
B.P. 1076
Rabat, Morocco
Telephone: 212 537 679952
Facsimile: 212 537 680283
E-mail: a.diouri@mmsp.gov.ma

III. Opening ceremony and seating arrangements

5. The opening ceremony will be held on Monday, 24 October 2011, in the Siroua-Tichka Room (Plenary Hall) of the Palmeraie Golf Palace Complex, beginning at 10 a.m. **Delegates are requested to be in their seats by 9.45 a.m.**

6. For the opening ceremony, each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

7. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

IV. Provisional agenda and proposed organization of work

8. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2011/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session4.html).

9. **In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions,**

Government representation at the highest possible political level is strongly encouraged.

10. During the Conference, a number of special events will be organized by the Department of Economic and Social Affairs of the Secretariat, UNODC, the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women), the United Nations Global Compact in coordination with Transparency International, the International Chamber of Commerce, the World Economic Forum/Partnering Against Corruption Initiative and the International Anti-Corruption Academy. Details on these and other special events will be provided on the website of UNODC (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session4.html).

V. Participation and costs

11. According to the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption,¹ the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;
- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (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, as well as representatives of the functional commissions of the Economic and Social Council;
- (e) Representatives of any other relevant intergovernmental organization;
- (f) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (g) Other relevant non-governmental organizations.

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

VI. Credentials

13. Rule 18 of the rules of procedure, entitled “Submission of credentials”, provides that the credentials of representatives of each State party and the names of the persons constituting the State party’s delegation shall be submitted to the

¹ The full text of the rules of procedure is available on the UNODC website (www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure.html).

secretariat of the Conference if possible not later than 24 hours in advance of the opening of the session.

14. The rules of procedure also provide that the credentials shall 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.

15. Advance scanned copies of credentials should be sent by e-mail to the secretariat of the Conference (uncac.cop@unodc.org).

16. Starting at 10 a.m. on Sunday, 23 October 2011, 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 of the States Parties to the United Nations Convention against Corruption, located in room Ménara 3 of the Palmeraie Golf Palace Complex.

VII. Registration and list of participants

17. The names of delegates (the official composition of each delegation) should be sent — by e-mail, facsimile or post — to the secretariat of the Conference as soon as possible (**please note that scanned copies of notes verbales or letters that are sent by e-mail will be accepted pending receipt of the original communications**):

Postal address: Secretariat of the Conference of the States Parties to the
United Nations Convention against Corruption
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria

Facsimile: 431 26060 5841
E-mail: uncac.cop@unodc.org

18. **Governments pre-registering should ensure that the information on the composition of their delegation includes the individual e-mail address of each representative.** Providing the individual e-mail addresses will ensure that each representative receives an automatic e-mail response confirming his or her registration. The automatic e-mail response will also contain a link enabling each representative to upload a photograph. Please note that only if both requirements are met (the provision of an e-mail address and the uploading of a photograph) can security passes be pre-printed and ready to be picked up at the registration area. **The individual e-mail address of the representatives should be submitted to the Secretariat not later than 10 October 2011.** Representatives who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and the security pass issued upon their arrival at the Palmeraie Golf Palace Complex.

19. All other participants must register at the registration area located at the Palmeraie Golf Palace Complex.

20. As part of the high-level 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 in the Palmeraie Golf Palace Complex to register and obtain their security passes for the session. Passes must be worn visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

21. Registration will begin on Friday, 21 October 2011; on that day, the registration desk will be open from 10 a.m. to 6 p.m. On Saturday, 22 October, and Sunday, 23 October, the registration desk will be open from 10 a.m. to 7 p.m. From 24 to 27 October, the registration desk will be open from 8 a.m. to 7 p.m. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

Registration of Heads of State or Government and ministers

22. It is strongly recommended that delegations submit the names of ministers or other delegates of similar or higher rank to the secretariat in advance in order to expedite preparation of VIP badges and minimize inconvenience. Those badges will be ready for collection by an authorized person at the registration area located at the Palmeraie Golf Palace Complex. Questions regarding VIP badges should be sent by e-mail to Lieutenant Oleg Strelnikov (VICSecuritypassoffice@unvienna.org) of the United Nations Security and Safety Service.

Registration of members of the press and the media

23. Media representatives are required to apply for accreditation with the United Nations Information Service, Vienna, preferably in advance of the session. Accreditation is also possible at the press registration counter, located at the Palmeraie Golf Palace Complex. For further information, please see section X, entitled "Information and the media", below.

Registration of persons accompanying delegates and participants

24. The names of all persons accompanying delegates or other participants should be submitted to the secretariat as soon as possible. Those persons will be issued a special badge, which will allow them access to the Palmeraie Golf Palace Complex.

VIII. 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 of the Conference 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.

26. Each seat in the conference halls of the conference centre for which simultaneous interpretation is available will be provided 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.

27. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session4.html) or from the official Moroccan website (www.cosp4.ma).

28. 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 available at the conference venue in limited number. Each delegation will receive a single, complete set of the documents in the language (or languages) of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the session.**

29. **Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the registration desk when the participants are issued their badges.**

30. The main documents distribution counter will be located in Hall Diafa, in the main entrance of the conference centre. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed.

31. To determine exact requirements for in-session documents, each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

IX. Submission of papers

32. Copies of national statements and position papers prepared by participating States will be distributed during the session in the languages and quantities provided by Governments. It is suggested that the following minimum number of copies be provided:

| <i>Language combination</i> | <i>Minimum number of copies</i> | | | | | |
|----------------------------------|---------------------------------|----------------|----------------|---------------|----------------|----------------|
| | <i>Arabic</i> | <i>Chinese</i> | <i>English</i> | <i>French</i> | <i>Russian</i> | <i>Spanish</i> |
| Arabic and English only | 175 | – | 425 | – | – | – |
| Chinese and English only | – | 10 | 425 | – | – | – |
| English only | – | – | 600 | – | – | – |
| English and French only | – | – | 425 | 175 | – | – |
| English, French and Spanish only | – | – | 375 | 125 | – | 100 |
| English and Russian only | – | – | 425 | – | 100 | – |

| <i>Language combination</i> | <i>Minimum number of copies</i> | | | | | |
|-----------------------------|---------------------------------|----------------|----------------|---------------|----------------|----------------|
| | <i>Arabic</i> | <i>Chinese</i> | <i>English</i> | <i>French</i> | <i>Russian</i> | <i>Spanish</i> |
| English and Spanish only | – | – | 425 | – | – | 175 |

33. If the suggested number of copies cannot be provided, 300 copies is the absolute minimum necessary for distribution to cover one copy per delegation and limited copies for secretariat use. Business centres located at the Palmeraie Golf Palace Complex offer reproduction facilities on a commercial basis. However, it is strongly recommended that delegations bring sufficient quantities of documents to the conference centre well before the opening of the session.

34. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 32 and 33 above for the recommended languages and quantities).

35. Information copies of all national statements and position papers, as well as other relevant documents, should be sent by e-mail as soon as possible to the secretariat (uncac.cop@unodc.org).

X. Information and the media

36. Media facilities, including a press centre in the Coupole room and a press briefing room in the Opale room, will be available in the Palmeraie Golf Palace Complex.

37. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the Accreditation Office of the United Nations Information Service, Vienna:

Ms. Veronika Crowe-Mayerhofer
 United Nations Information Service
 Telephone: 431 26060 3342
 Facsimile: 431 26060 -7- 3342
 E-mail: press@unvienna.org

38. Accreditation will be granted upon presentation of valid press credentials including:

- A completed online accreditation form (www.unis.unvienna.org/unis/en/media_accreditation.html)
- A letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-Chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
- A photocopy of a valid press card/work pass

39. Credentials may be sent as attachments to the online form or as e-mail attachments to press@unvienna.org.

40. Media representatives covering the session should contact Ms. Veronika Crowe-Mayerhofer to provide exact details of the equipment that they wish to bring to Morocco, as some equipment may require special permission from the national authorities.

41. Starting in the afternoon of Sunday, 23 October 2011, media representatives can receive accreditation by applying in person at the press registration counter, located at the Palmeraie Golf Palace Complex. The press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have the special conference press passes will have access to meetings, special events and the press working area.

42. Further information on the session is available on the UNODC website (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session4.html).

XI. Visas, travel and hotel reservations

43. All participants who are not citizens or legal residents of Morocco must have a valid passport with the appropriate entry visa to enter Morocco. As requirements vary, participants should contact the nearest Moroccan embassy or consulate for the applicable visa procedures. Related information on visa requirements may be found on the website of the Ministry of Foreign Affairs of Morocco (www.maec.gov.ma) (under “Consular action”, “Formalities and procedures for international visitors”) or the official Moroccan website of the session (www.cosp4.ma).

44. Pursuant to the host country agreement signed by the United Nations and the Government of Morocco regarding the arrangements for the session, all delegates designated to the Conference will not be charged a visa fee.

45. Participants from States in which Morocco does not maintain an embassy or consulate and who require a supporting document from the Government of Morocco for the issuance of a transit visa to reach Morocco as their final destination should contact the National Organizing Committee at the address provided in paragraph 4 above.

46. Participants having difficulties obtaining visas are advised to contact the National Organizing Committee at the address provided in paragraph 4 above.

Accommodation

47. Participants are responsible for making their own hotel reservations through Supratours Travel, the official travel agency for the fourth session of the Conference (see annex II).

48. Only the recommended hotels listed in annex II will offer during the session: security services provided by the host Government; and a shuttle bus service to take participants to the Palmeraie Golf Palace Complex every morning and return them to their hotels every evening.

Airport reception

49. A welcome area, fast-track visitors' entry and information desk will be set up at Menara international airport to assist participants arriving for the Conference session.

Transportation to and from hotels

50. A shuttle bus service between Menara international airport and the officially recommended hotels of the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport.

51. Shuttle buses will transport participants to and from the officially recommended hotels every morning and every evening during the session.

Flight information

52. The National Organizing Committee has appointed Royal Air Maroc (RAM) Airways as the official carrier of the session. RAM Airways will offer participants special discounted fares. To receive the discount, each participant should provide RAM Airways with a copy of his or her letter of invitation and a document identifying him or her as a member of a delegation. The contact information for the airline in Marrakech is as follows:

Agence RAM: Marrakech
197, Avenue Med V, Guéliz
Telephone: 212 544 425500/01
Facsimile: 212 524 446002
Website: www.royalairmaroc.com/

XII. Facilities at the Palmeraie Golf Palace Complex

53. The following facilities will be available to participants at the conference centre:

- (a) Delegates lounge, with a coffee and snack bar;
- (b) Cybercafe;
- (c) Wireless connectivity, available throughout the conference centre at no additional cost to participants;
- (d) First aid room;
- (e) Bank and post office providing an automated teller machine (ATM) and postal services;
- (f) Travel assistance: a professional conference organizer will have a representative at the conference centre for participants wishing to reconfirm or change flights, rent cars or book tours;
- (g) Information counter for participants.

XIII. Useful information about Morocco

Geography

54. Morocco is located in North Africa and has a coast on both the Atlantic Ocean, to the west, and the Mediterranean Sea, to the north. Spain is located only 14 km to the north across the Strait of Gibraltar. Algeria is to the east and Mauritania is to the south.

Climate

55. The city of Marrakech is the capital of the south-western economic region of Marrakech-Tensift-Al Haouz, near the foothills of the snow-capped Atlas Mountains.

56. The average temperature in Marrakech in October is 27° C (or 81° F).

Language

57. Arabic is the official language. The Amazigh language has recently been recognized by a new constitution. French is widely used.

Currency

58. The currency unit is the Moroccan dirham (DH). The exchange parity has been set at the fixed rate of US\$ 1 = DH 7.86 (or EUR 1 = DH 11.32).

59. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in principal currencies are generally accepted in large hotels, restaurants, department stores and several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

Time

60. Morocco uses Greenwich mean time (GMT).

Taxes and tipping

61. Value added tax (VAT) is 20 per cent. Visitors commonly give a tip of 10 per cent (for example, for meals).

Electricity

62. Electrical power in Morocco is supplied at 220 volts (50 hertz).

Telephone services and useful telephone numbers

63. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at hotels and local shops. Dialling is as follows:

- For local calls: 0 + city code + number
For example, for a local call in Marrakech, dial 0 + (524) + number.
- For international calls: 00 + 212 + number

64. Flight information may be obtained from Menara international airport by accessing the following website: <http://marrakech.airport-authority.com>.

65. Information on tourism may be obtained from the Office national marocain du tourisme by accessing its website (www.onmt.org.ma) or by sending an e-mail message (tpt@onmt.org.ma).

Postal, facsimile and Internet services

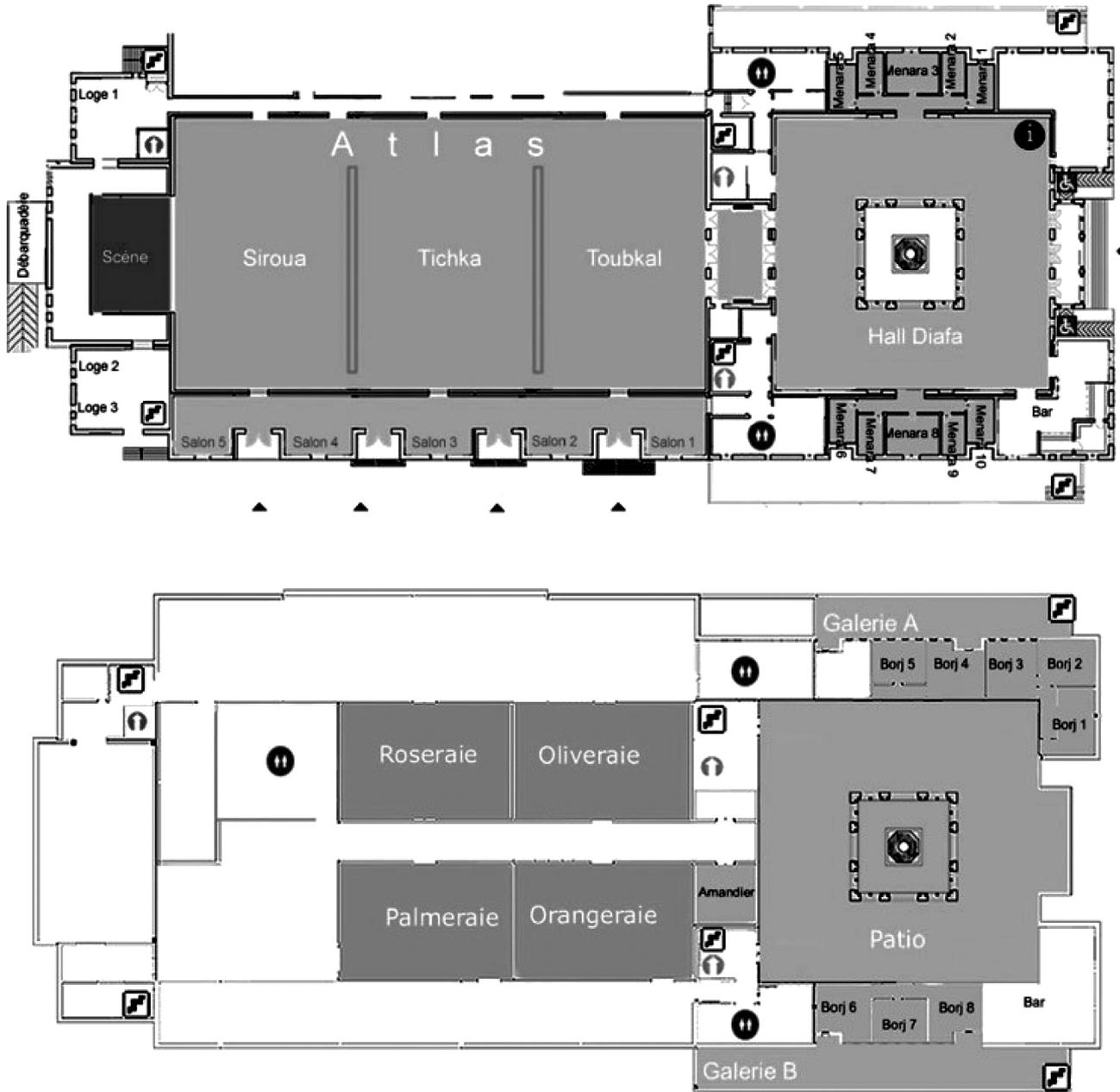
66. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafes in Marrakech and the Palmeraie Golf Palace Complex.

Business hours

67. Banking hours are from 8.15 a.m. to 3.45 p.m. from Monday to Friday.

Annex I

Floor plan of the Palmeraie Golf Palace Complex



Annex II

Hotel arrangements

A. Hotel reservations

1. Participants are requested to make their hotel reservations through Supratours Travel, which has been designated by the host Government as the official travel agency for the fourth Conference of the States Parties to the United Nations Convention against Corruption. The contact details of the travel agency are as follows:

Telephone: 212 537 686297
212 537 776509

Fax: 212 537 777914

E-mail address for information: cosp4.informations@supratourstravel.com

E-mail address for reservations: cosp4.reservations@supratourstravel.com

Booking website: www.cosp4-booking.com

B. List of recommended hotels

2. The table below shows the price of a single room with breakfast for one night in the various recommended hotels.

| <i>Hotel</i> | <i>Price of a single room (with breakfast) per night</i> | | |
|--------------------------|--|--------------------------|--|
| | <i>Moroccan dirhams</i> | <i>Euros^a</i> | <i>United States dollars^a</i> |
| Palace hotels | | | |
| La Mamounia | 7 950 | 700 | 995 |
| Four Seasons | 4 585 | 405 | 580 |
| Palais Mehdi | 4 100 | 360 | 560 |
| Five-star hotels | | | |
| Palmeraie Golf Palace | 1 600 | 140 | 200 |
| Hotel du Golf | 1 395 | 125 | 175 |
| Le Méridien N'Fis | 1 300 | 125 | 165 |
| Atlas Medina and Spa | 950 | 85 | 120 |
| Four-star hotels | | | |
| Albatros Garden | 790 | 70 | 100 |
| Atlas Asni | 720 | 65 | 80 |
| El Andalous | 590 | 55 | 75 |
| Imperial Plaza | 550 | 50 | 70 |
| Ryad Mogador Guéliz | 540 | 50 | 70 |
| Three-star hotels | | | |
| Amani | 510 | 45 | 65 |
| Ibis Moussafir Palmeraie | 510 | 45 | 65 |
| Akabar | 395 | 35 | 50 |
| Hotel Amine | 395 | 35 | 50 |

^a Prices in euros and United States dollars may vary depending on the exchange rate.