



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

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## Seventh session

Vienna, 6-10 November 2017

### Information for participants\*

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



## **I. Date and venue**

1. In its decision 4/2, entitled “Venue for the seventh session 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 decided that its seventh session would be held at the seat of the secretariat in 2017.
2. Pursuant to that decision, the seventh session of the Conference will be held at the Vienna International Centre in Vienna, from 6 to 10 November 2017.

## **II. Opening of the Conference**

3. The Conference will be opened on Monday, 6 November 2017, in the M-Plenary Room, M-building, at 10 a.m. Delegates are requested to be in their seats by 9.45 a.m.
4. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

## **III. Provisional agenda and proposed organization of work**

5. The annotated provisional agenda and proposed organization of work of the session are contained in document [CAC/COSP/2017/1](#), 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/corruption/COSP/session7.html](http://www.unodc.org/unodc/en/corruption/COSP/session7.html)).
6. 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.
7. During the Conference, a number of special events will be organized by key partners of the Secretariat. Details of these special events will be made available on the UNODC website.

## **IV. Draft resolutions**

8. In accordance with rule 51 of the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption, States intending to submit draft resolutions for consideration by the Conference at its seventh session are requested to do so as soon as possible and not later than one day in advance of the session.
9. Draft resolutions should be submitted in Word format and sent by email to the secretariat of the Conference ([uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)). The intended scope of the resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant information. The draft resolution should be accompanied by an official transmittal note.
10. 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, in room M0119. Revisions to the text must be clearly marked using the “track changes” function in Word.

## V. Bilateral meetings

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

12. 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 to be in attendance.

## VI. Participation and costs

13. In accordance with the rules of procedure for the Conference,<sup>1</sup> the following may take part in the proceedings of the Conference, or participate as observers:

- (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;
- (e) Representatives of United Nations bodies, specialized agencies and funds;
- (f) Representatives of the functional commissions of the Economic and Social Council;
- (g) Representatives of any other relevant intergovernmental organization;
- (h) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (i) Other relevant non-governmental organizations.

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

## VII. Credentials

15. 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 should be submitted to the secretariat of the Conference if possible not later than 24 hours in advance of the opening of the session.

16. The rules of procedure also provide that the credentials should 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.

17. Advance scanned copies of credentials should be sent by email to the secretariat of the Conference ([uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)).

<sup>1</sup> The full text of the rules of procedure is available from [www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure](http://www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure).

18. Starting at 10 a.m. on Monday, 6 November 2017, 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 M0118, M-building.

## VIII. Registration and list of participants

19. The note verbale or letter containing the names of delegates (the official composition of each delegation) should be sent — by email or post — to the secretariat of the Conference as soon as possible.

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  
Email: [uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)

20. Governments, when providing their official delegation list, should ensure that the information on the composition of their delegation includes the individual email address of each representative. Providing the individual email addresses will ensure that each representative receives an automatic email response confirming his or her registration. The automatic email 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 email address and the uploading of a photograph) can conference passes be pre-printed and ready to be picked up at the registration area. Please also note that:

(a) Participants in the Conference are requested to collect their conference passes in person;

(b) A representative of a permanent mission may collect the conference passes for all members of their delegation; however, in such cases, the designated collector will need to:

(i) Be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'affaires;

(ii) Be responsible for the delivery of the conference passes to all members of his or her delegation.

21. Representatives who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and the conference pass issued upon their arrival at the Vienna International Centre.

22. 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 located at Gate 1 to register and obtain their conference passes for the session. 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 of the Centre.

23. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Monday, 6 November 2017 from 8 a.m. to 10.30 a.m. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible and are requested to complete the registration formalities at the latest by 9.45 a.m. on Monday, 6 November 2017, in order to be on time for the opening of the session. The Pass Office is open from 8 a.m. to 4 p.m., Monday to Friday.

24. Commissary passes will be issued upon completion of the registration process to heads of Member State delegations.

25. Permanent missions are encouraged to collect the pre-printed conference passes for their delegates who have pre-registered from the Pass Office at Gate 1 on Thursday, 2 November and Friday, 3 November, between 2 p.m. and 4 p.m. Staff from permanent missions who wish to collect conference passes for their delegates will need to be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'affaires.

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

26. 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 ([uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)), copying the Protocol Office ([protocol@unvienna.org](mailto:protocol@unvienna.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 both to Bernhard Kothgassner ([bernhard.kothgassner@unvienna.org](mailto:bernhard.kothgassner@unvienna.org)) of the United Nations Security and Safety Service and to [PassOffice@unvienna.org](mailto:PassOffice@unvienna.org).

28. Vehicular access permits are only available for Government ministers. Requests for such permits must be submitted by email to the United Nations Security and Safety Service ([VICSecurityCoordinator@unvienna.org](mailto:VICSecurityCoordinator@unvienna.org)), copying the Protocol Office ([protocol@unvienna.org](mailto:protocol@unvienna.org)).

29. Any permanent mission in need of a grounds pass for its driver should submit its request to both the Vienna International Centre Security Coordinator ([VICSecurityCoordinator@unvienna.org](mailto:VICSecurityCoordinator@unvienna.org)) and to the Vienna International Centre Security Pass Office ([PassOffice@unvienna.org](mailto:PassOffice@unvienna.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@unvienna.org](mailto:VICSecurityChiefOffice@unvienna.org)  
 Telephone: +43 (0) 1 26060 3901; fax: +43 (0) 1 26060 5834

### **Registration of persons accompanying delegates and participants**

31. 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 with a special pass, which will allow them access to the Vienna International Centre.

## **IX. 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 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.

33. 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 UNODC website.

34. In furtherance of the Secretariat's efforts to reduce expenditure and support endeavours to limit the environmental impact of the session, documentation will be available at the conference venue in limited quantities. Each delegation will receive a single, complete set of the documents in the language (or languages) of its choice. Delegates can access those documents on the UNODC website, as well as from VIC Online Services. Delegates are therefore requested to bring their own copies of the pre-session documents to the session.

35. The main documents distribution counter will be located on the first floor of the M-building of the Vienna International Centre, next to the entrance to Boardroom B. At the documents distribution counter, each delegation will be assigned a box in which documents issued during the session will be placed.

36. 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.

### VIC Online Services

37. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information regarding facilities and services available in the Vienna International Centre. During the meeting, the application is available through participants' mobile devices such as smartphones and tablets from the following address: <http://myconference.unov.org>. 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.

## X. Submission of papers

38. 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. The table below contains the suggested minimum number of copies that should 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	–
English and Spanish only	–	–	425	–	–	175

39. If the suggested number of copies cannot be provided, 300 copies is the absolute minimum necessary to distribute one copy to each delegation and provide limited copies for secretariat use. It is strongly recommended that delegations bring sufficient quantities of documents to the documents distribution counter located on the first floor of the M-building of the Vienna International Centre early on Monday, 6 November, before the opening of the session.

40. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 38 and 39 above for the recommended quantities).

41. Copies of all national statements and position papers, as well as other relevant documents, should be sent by email as soon as possible to the secretariat ([uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)).

## **XI. Media representation**

42. 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 (UNIS) in Vienna:

Ms. Veronika Crowe-Mayerhofer  
United Nations Information Service  
Telephone: +43 (0) 1 26060 3342  
Mobile: +43 (0) 699 1459 3342  
Email: [press@unvienna.org](mailto:press@unvienna.org)

43. Further information on obtaining media accreditation is available from the UNIS website ([www.unis.unvienna.org](http://www.unis.unvienna.org)).

## **XII. General information**

### **Visas**

44. A valid visa and passport are required for entry into Austria. Conference participants are advised to apply for visas well in advance.

45. 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 in the country concerned. Please contact an Austrian embassy or consulate in your home country for more information.

### **Accommodation**

46. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance. A list of hotels offering special rates for conference participants is available from the UNODC website.

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

## **Transportation**

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

49. An airport bus service operates between Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 12.20 a.m., 1.20 a.m. and 2.50 a.m., and every 30 minutes between 4.50 a.m. and 11.50 p.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m. and every 30 minutes between 4 a.m. and 11.30 p.m.

50. There is also a bus service between the Vienna International Centre (next to the “Kaisermühlen/Vienna International Centre” station on the U1 metro line) and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 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.

51. The City Airport Train (CAT) takes passengers between the CAT terminal in Vienna (the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 euros for a return ticket, 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.

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

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

### **Wireless network connection**

53. Wireless connectivity is available everywhere in the M-building. Working areas for delegates (“cybercorners”), with desktop computers equipped with standard software and Internet access, are located on the ground floor of the M-building.

### **Post office**

54. Postal services are available at the post office, located on the first floor of the C-building. Facsimiles can also be sent from the post office.

### **First aid**

55. Medical attention is available from the clinic operated by the VIC Medical Service, located on the seventh floor of the F-building (ext. 22223 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. to 5 p.m., except on Thursdays, when it is open from 8.30 a.m. to 3 p.m. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room F0E18, ext. 3903).

56. The pharmacy is located on the seventh floor of the F-building (room F0709) and is open from 10 a.m. to 5 p.m. Monday to Friday.

### **Bank**

57. A banking service is available at the branch of Bank Austria located on the first floor of the C-building. Opening hours are 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and 9 a.m. to 5.30 p.m. on Thursdays.



**Catering services**

58. A cafeteria is located on the ground floor of the F-building; it is open from 7.30 a.m. to 10 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee area in the cafeteria is open from 8 a.m. to 3.30 p.m. The coffee corners/delegates lounges located on the ground floor of the M-building (M0E47) and the seventh floor of the C-building (C0702) are open from 9 a.m. to 4.30 p.m.

59. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering service office (tel.: +43 (0) 1 26060 4875; email: [cateringVIC@eurest.at](mailto:cateringVIC@eurest.at)).

**Travel services**

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

**Vienna Service Office**

61. The Vienna Service Office, located in the rotunda of the Vienna International Centre (C-building), offers free information on cultural, shopping, dining and related tourist matters. The office also provides free brochures such as city maps. It is open Monday to Thursday from 8.30 a.m. to 1.30 p.m. The Office can be contacted at the following address:

Ms. Angelika Wölfer  
Vienna Service Office  
Vienna International Centre  
Wagramerstrasse 5, C0E14  
1400 Vienna  
Telephone: +43 (0) 1 26026 4234  
Email: [viennaserviceoffice@unvienna.org](mailto:viennaserviceoffice@unvienna.org)

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