



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

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## Eighth session

Abu Dhabi, 16–20 December 2019

## Information for participants

### I. Date and venue

1. In its decision 5/2, entitled “Venue for the eighth session of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference, welcoming the offer of the Government of the United Arab Emirates to host the eighth session of the Conference, decided that the eighth session would be held in the United Arab Emirates in 2019.
2. Pursuant to that decision, the eighth session of the Conference will be held at the Abu Dhabi National Exhibition Centre (ADNEC) in Abu Dhabi from 16 to 20 December 2019. A floor plan of the Centre is provided in annex I.

### II. National organizing committee

3. The host Government has appointed a national organizing committee, headed by the President of the State Audit Institution of the United Arab Emirates, Harib Saeed Al Amimi.
4. The following officials of the United Arab Emirates are in charge of coordinating all organizational aspects of the eighth session of the Conference. They can be contacted during office hours (7 a.m. to 3 p.m. local time) from Sunday to Thursday. Their contact information is as follows:

Sumaya Abdulla Al Marzooqi  
Head of Institutional Development and International Relations – President’s Office  
State Audit Institution  
Email: [sumaya.almarzooqi@saiuae.gov.ae](mailto:sumaya.almarzooqi@saiuae.gov.ae)

Fatma Mohammad Bin Buti  
Executive Administrator – President’s Office  
State Audit Institution  
Email: [fatma.binbuti@saiuae.gov.ae](mailto:fatma.binbuti@saiuae.gov.ae)

Maha Jasim Al Hosani  
Executive Officer – President’s Office  
State Audit Institution  
Email: [maha.alhosani@saiuae.gov.ae](mailto:maha.alhosani@saiuae.gov.ae)



5. For general enquiries, delegates can contact the national organizing committee through the following channels:

Maha Jasim Al Hosani, telephone: +971 26994104

Anood Alhosani, telephone: +971 26994167

Email: [8cosp@saiuae.gov.ae](mailto:8cosp@saiuae.gov.ae)

Website: [www.8cosp.ae](http://www.8cosp.ae)

### III. Opening ceremony, opening statements and seating arrangements

6. The opening ceremony will be held on Monday, 16 December 2019, in the Plenary Hall, beginning at 10 a.m. **Delegates are requested to be in their seats by 9.45 a.m.**

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

8. In line with past practice, the list of speakers for agenda item 1 (f), “General discussion”, which is to be considered starting on Monday, 16 December 2019, will be opened on 15 November 2019 and will be closed at 12 noon on Monday, 16 December 2019. Delegations are kindly requested to send requests to take the floor to the secretariat in writing ([uncac@un.org](mailto:uncac@un.org)) as of 15 November 2019. Requests received before 15 November 2019 must be resubmitted once the list is open. States will be included on a first-come, first-served basis, on the understanding that representatives at ministerial or higher levels will be given priority.

9. In the case of cabinet ministers, delegations will be invited to submit additional information confirming that the speaker is a member of the cabinet. Should a cabinet minister be replaced by a non-cabinet level speaker, he or she 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.

10. Delegations wishing to switch speaking places with another delegation should make their own arrangements and inform the secretariat in writing, with copy to the other delegation. Such a switch may take place only if the speakers are at the same level.

11. In line with rule 45 of the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption,<sup>1</sup> delegations will be requested to adhere to a maximum speaking time of four minutes (or 400 words) for all speakers, including high-level representatives, with seven minutes allotted to the Chairs of the regional groups. This will be particularly strictly applied during the general discussion.

12. Longer statements will be posted on the website of the Conference, provided that a clean copy of the statement is forwarded to the secretariat (unless delegations inform the secretariat that they do not wish to have their statements posted online).

13. The preliminary list of speakers for item 1 (f) will be circulated to delegations in a special message shortly before the Conference. It is proposed that consideration of the item be concluded by the evening of 17 December 2019 at the latest, and that the remaining speakers be invited to take the floor under other agenda items. This would allow the Conference to focus its attention on the thematic items on its agenda as of 18 December 2019.

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

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

## IV. Provisional agenda and proposed organization of work

15. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2019/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) at [www.unodc.org/unodc/en/corruption/COSP/session8.html](http://www.unodc.org/unodc/en/corruption/COSP/session8.html).

**16. 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.**

17. During the Conference, a number of special events will be organized by key partners of the secretariat. Details of the special events will be made available on the UNODC website.

## V. Participation and costs

18. According to the rules of procedure for the Conference, 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;
- (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.

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

## VI. Draft resolutions

20. In accordance with rule 51 of the rules of procedure for the Conference, States intending to submit draft resolutions for consideration by the Conference at its eighth session are requested to do so as soon as possible and not later than one day in advance of the session.

21. Draft resolutions should be submitted in Word format and sent by email to the secretariat of the Conference ([uncac@un.org](mailto:uncac@un.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.

22. 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 CS5-b at the Abu Dhabi National Exhibition Centre. Revisions to the text must be clearly marked using the “track changes” function in Word.

## VII. Bilateral meetings

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

24. When 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.

## VIII. Credentials

25. Rule 18 of the rules of procedure for the Conference, 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 secretariat of the Conference if possible not later than 24 hours in advance of the opening of the session.

26. **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.**

27. Advance scanned copies of credentials, in addition to the official communication on the composition of delegations, should be sent by email to the secretariat of the Conference ([uncac@un.org](mailto:uncac@un.org)). To facilitate submission, a sample format for credentials is set out in annex II.

28. Starting at 10 a.m. on Sunday, 15 December 2019, 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 CS7-b at the Abu Dhabi National Exhibition Centre.

## IX. Registration and list of participants

29. 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. **Please note that scanned copies of notes verbales or letters that are sent by email will be accepted pending receipt of the original communication.**

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

Email address: [uncac@un.org](mailto:uncac@un.org)

30. **Governments, when providing their official delegation lists, should ensure that the information on the composition of their delegations includes the individual email address of each representative.** Providing 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) Conference participants are requested to collect their conference passes in person;

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

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

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

31. Representatives who do not complete the pre-registration procedure, including the uploading of a photograph, by midnight on 5 December 2019, Vienna time, must follow the normal procedure of having a photograph taken and a conference pass issued upon their arrival at ADNEC.

32. 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 in the atrium of ADNEC to register and obtain their conference passes for the session. Passes must be worn visibly at all times in the Centre during the session. All persons and their bags and briefcases will be screened at the entrance to the Centre.

33. On-site registration and collection of pre-printed badges will begin on at 10 a.m. on Friday, 13 December 2019, and the desk will remain open until 7 p.m. The registration desk will then be open as follows:

14 and 15 December 2019: 10 a.m. to 7 p.m.

16 and 18 December 2019: 8 a.m. to 6.30 p.m.

19 and 20 December 2019: 9 a.m. to 2 p.m.

34. Delegations are hereby informed that, following the eighth session of the Conference, the secretariat will circulate a short survey to assess the satisfaction of participants with the servicing and support provided at the session. Accordingly, delegates will receive an online questionnaire at the email addresses indicated during registration.

#### **Registration of Heads of State or Government and ministers**

35. It is strongly recommended that delegations submit the names of ministers or other delegates of similar or higher rank to the secretariat ([uncac@un.org](mailto:uncac@un.org)) in advance in order to expedite the preparation of their conference passes and minimize inconvenience. Those passes will be ready for collection by an authorized person at the registration area located in the atrium of ADNEC. A representative of a permanent mission may collect the 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’Affairs. Questions regarding such passes should be sent by email to Bernhard Kothgassner ([bernhard.kothgassner@un.org](mailto:bernhard.kothgassner@un.org)) or Gary Everett ([gary.everett@un.org](mailto:gary.everett@un.org)) of the United Nations Security and Safety Service.

36. All requests for vehicular access permits for **Government ministers (only)** must be submitted in writing to Cinzia Porracin, Assistant Chief of Security ([porracin@un.org](mailto:porracin@un.org)), and Gary Everett ([gary.everett@un.org](mailto:gary.everett@un.org)) of the United Nations Security and Safety Service. Access regulations for the above-mentioned category will be provided together with vehicle authorization decals.

### Registration of members of the press and the media

37. Media representatives are required to apply for accreditation by contacting the United Nations Information Service, Vienna, preferably in advance of the session. Accreditation is also possible at the press registration counter, located at ADNEC. For further information, see section XII below.

## X. Languages and documentation

38. 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.

39. Each seat in the meeting rooms for which simultaneous interpretation is available will be provided with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged if necessary.

40. 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 [www.unodc.org/unodc/en/corruption/COSP/session8.html](http://www.unodc.org/unodc/en/corruption/COSP/session8.html) or [www.8cosp.ae](http://www.8cosp.ae).

41. 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 **pre-session** documents in the language (or languages) of its choice. Delegates are encouraged to access these documents on the meeting website, as well as from VIC Online Services. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the session, if required.**

42. Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the time of registration.

43. The main documents distribution counter will be located in the centre of the main conference area, close to the meeting rooms. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed.

44. 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.

## XI. Submission of papers

45. 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:

Language combination	Minimum number of copies					
	Arabic	Chinese	English	French	Russian	Spanish
Arabic and English only	175	–	425	–	–	–
Chinese and English only	–	10	425	–	–	–

Language combination	Minimum number of copies					
	Arabic	Chinese	English	French	Russian	Spanish
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

46. 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 in the various hotels and on location 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.

47. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 44 and 45 above for the recommended languages and quantities).

48. **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@un.org).**

## XII. Information and the media

49. Media facilities, including a press centre and a press briefing room, will be available at ADNEC.

50. 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 in Vienna:

Veronika Crowe-Mayerhofer  
United Nations Information Service  
Telephone: +43 1 26060 3342  
Mobile: +43 699 1459 3342  
Email: press.vienna@un.org

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

- 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 emails will not be accepted.
- A photocopy of a valid press card/work pass.

52. Credentials should be sent to press.vienna@un.org.

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

54. Starting at 10 a.m. on Friday, 13 December 2019, media representatives can receive accreditation by applying in person at the press registration counter located at ADNEC. Press passes will be issued upon presentation of an official photograph-

bearing identity document. Only those representatives of the media who have special conference press passes will have access to meetings, special events and the press working area.

55. Further information on the session is available at [www.unodc.org/unodc/en/corruption/COSP/session8.html](http://www.unodc.org/unodc/en/corruption/COSP/session8.html).

### XIII. Visas, travel and hotel reservations

56. A valid visa and passport are required for entry to the United Arab Emirates. No special visas are offered for Conference participants. All diplomats, employees of international organizations and foreign governmental bodies, and those travelling for business purposes, will be required to undergo the standard procedure for acquiring visas through overseas embassies and consulates of the United Arab Emirates. Conference participants are encouraged to start the visa application process as early as possible; they are responsible for submitting their applications in a timely manner to comply with the requirements of the host Government.

57. Related information on visa requirements may be found on the website of the Ministry of Foreign Affairs of the United Arab Emirates ([www.mofa.gov.ae](http://www.mofa.gov.ae)). The Ministry has instructed all of its embassies and consulates worldwide to facilitate visa issuance for participants in the eighth session of the Conference.

58. Participants from States in which the United Arab Emirates does not maintain an embassy or a consulate are required to submit their documents by email to [visa8cosp@saiuae.gov.ae](mailto:visa8cosp@saiuae.gov.ae). **The visa issuance process will be facilitated through this channel only for participants from countries in which the United Arab Emirates does not maintain an embassy or a consulate.** Participants from those States who require a supporting document from the Government of the United Arab Emirates for the issuance of a transit visa to reach the United Arab Emirates as their final destination should also contact the national organizing committee by email at [visa8cosp@saiuae.gov.ae](mailto:visa8cosp@saiuae.gov.ae). Further information on visas is available at [www.8cosp.ae](http://www.8cosp.ae).

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

60. Commercial airlines enforce strict limits regarding the size and weight of baggage. Passengers should independently familiarize themselves with relevant limits on the weight of baggage and carry-on items prior to departure in order to avoid unnecessary expense or complications. In the interest of air safety, passengers are not permitted to transport dangerous items or substances either on their persons or in checked baggage. Participants can familiarize themselves with the list of imports subject to written declaration, as well as the procedure for completing passenger customs declarations, on the official websites of Abu Dhabi and Dubai airports, at [www.abudhabiairport.ae/en](http://www.abudhabiairport.ae/en) and [www.dubaiairports.ae](http://www.dubaiairports.ae).

61. Participants booking their flights with Etihad Airways can use the following promotional codes to receive discounts on their tickets: code “SAIDEC5” for flights to Abu Dhabi from the United States of America; and code “SAIDEC10” for flights to Abu Dhabi from all other destinations. Participants booking their flights with Emirates can use the following promotional code to receive discounts on their tickets: “EVE6UNC” for flights from 9<sup>th</sup> to 25<sup>th</sup> December 2019.

#### Accommodation

62. Participants are responsible for making their own hotel reservations (see annex III for a list of officially recommended hotels).

63. Only the hotels listed in annex III will offer, during the session, security services provided by the host Government and, where required, a shuttle bus service to take participants to ADNEC every morning and return them to their hotels every evening.



Given that the majority of recommended hotels are within walking distance of the conference venue, shuttle services will be provided only for participants staying at the Hilton and Novotel Abu Dhabi Al Bustan hotels.

#### **Airport reception**

64. A welcome area, fast-track visitors' entry and information desk will be set up at Abu Dhabi and Dubai airports to assist participants arriving for the Conference session.

#### **Transportation to and from hotels and airports**

65. A shuttle bus service between Abu Dhabi and Dubai airports and the officially recommended hotels for the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport, for which commercial costs are applicable. Transfer from Dubai airport to Abu Dhabi takes approximately one and a half hours.

66. The schedule of the shuttle buses will be made available on the Conference website ([www.8cosp.ae](http://www.8cosp.ae)).

#### **Flight information**

67. The organizing committee is working on designating an official air and rail carrier for the session. The details will be published on [www.8cosp.ae](http://www.8cosp.ae) at the beginning of October.

### **XIV. Facilities at the Abu Dhabi National Exhibition Centre**

68. The following facilities will be available to participants at ADNEC:

- (a) Delegates lounge, with a coffee and snack bar;
- (b) Business centre;
- (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);
- (f) Travel assistance: a travel agency 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;
- (h) Pharmacy;
- (i) Grocery store.

### **XV. Useful information about the United Arab Emirates**

#### **Medical insurance**

69. It is strongly recommended that participants obtain, prior to departure, international medical insurance for the period of their participation in the session.

#### **Geography**

70. The United Arab Emirates comprises seven emirates, which occupy the southeastern corner of the Arabian Peninsula. Each emirate, unique and rich in tradition, is an essential component of the whole. The United Arab Emirates is bordered to the north by the Arabian Gulf, to the east by Oman and the Gulf of Oman, to the south by Oman and Saudi Arabia and to the west by Saudi Arabia.

71. Abu Dhabi is the federal capital of and the largest emirate in the United Arab Emirates. It is ruled by His Highness Sheikh Khalifa bin Zayed Al Nahyan, who is also the President.

72. Not long ago, Abu Dhabi was largely empty desert inhabited only by nomadic Bedouin tribes, with a sprinkling of villages around the more fertile areas. The discovery of oil in 1958 brought radical change. Revenues have been wisely invested and have helped to transform Abu Dhabi into a thriving and modern emirate.

73. While recognizing the success of the oil sector, Abu Dhabi is working hard to reduce its reliance on hydrocarbons and broaden its economy. Investment in infrastructure, tourism, transport, health and education is continuing in line with the Government's 2030 urban plan. Tourism is playing an integral role in the emirate's economic development. Major investment in new luxury resorts and business hotels is under way.

74. Abu Dhabi has many things to offer visitors and residents: a varied landscape, a thriving investment hub and a friendly environment boasting one of the highest per capita incomes and one of the lowest crime rates in the world. Abu Dhabi has become home to the Louvre Abu Dhabi and will soon host other premier cultural institutions, including the Zayed National Museum and the Guggenheim Abu Dhabi.

75. Abu Dhabi has become a centre for world-class sporting events such as the Abu Dhabi Golf Championship, the prestigious Abu Dhabi Desert Challenge cross-country rally and the Formula One Abu Dhabi Grand Prix.

76. The emirate's famous Liwa oasis in the south is home to some of the largest and most beautiful sand dunes in the world, while the garden city of Al Ain, the emirate's second largest city, lies in the foothills of Jebel Hafeet, one of the famous peaks of the Hajar Mountains.

77. Abu Dhabi has an Executive Council chaired by its Crown Prince, His Highness General Sheikh Mohammed bin Zayed Al Nahyan, under which separate departments function like ministries. It also has several autonomous agencies with clearly specified powers and a 60-member National Consultative Council, comprising representatives of the main tribes.

78. The western and eastern region of the emirate and its oil terminal of Das are headed by rulers' representatives, while its main cities, Abu Dhabi and Al Ain, are administered by municipalities. A municipal authority for the western region has been created.

### **Climate**

79. Sunshine and blue skies can be expected almost every day in Abu Dhabi. The city experiences a hot and humid climate from April to September, when the average maximum temperature is more than 40°C (104°F). During this period, unpredictable sandstorms also occur and visibility is sometimes reduced to a few metres. Most buildings in the city have air-conditioning. The period from October to March is comparatively cool. Dense fog can be also seen on some days. January and February are the coolest months of the year. The average temperature in December is 20°C (69°F).

### **Language**

80. The official language in the United Arab Emirates is Arabic. English is widely understood and ranks alongside Arabic as the language of commerce.

### **Currency**

81. The national currency of the United Arab Emirates is the UAE dirham, which is pegged to the United States dollar. One United States dollar is equivalent to

3.6725 dirhams. **In the United Arab Emirates, all transactions are made in dirhams, including bank card transactions.**

82. Currency exchanges can be found at Abu Dhabi and Dubai airports, and at major hotels and banks throughout the city. All banks buy and sell dollars and euros. A few will also change pound sterling. Exchange rates may differ depending on the bank. Please be aware that some banks may charge a commission fee for changing money. Some banks may also ask you to provide a form of identification such as your passport.

83. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in major currencies are generally accepted in large hotels, restaurants and department stores, as well as in 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. Although the majority of restaurants and many stores in Abu Dhabi accept bank cards, it is recommended that visitors also carry some cash.

84. The following contact numbers are available in the event that a card is lost or stolen:

American Express: Abu Dhabi: +971 2 5996299; Dubai: +971 4 4492222

Diners Club: +971 0 4 303 2431

MasterCard: 800-0444-3895

### **Time**

85. Abu Dhabi is Greenwich Mean Time (GMT) +4 hours.

### **Taxes and tipping**

86. The Federal Tax Authority introduced a value added tax (VAT) of 5 per cent on all goods and services.

87. For goods purchased in the United Arab Emirates that will be exported (subject to terms and conditions), shoppers can obtain a VAT refund, provided that they validate their purchases according to local rules.

88. VAT refund counters are available at the airports. For more information, please visit:

[www.tax.gov.ae](http://www.tax.gov.ae)

[www.planetpayment.ae/tourist](http://www.planetpayment.ae/tourist)

89. In the United Arab Emirates, it is customary to tip between 5 and 15 per cent of the total bill depending on the level of service. In hotels, it is customary to tip between 10 and 20 dirhams (3–5 United States dollars) for porter or housekeeping services.

### **Electricity**

90. Domestic supply is 220 volts. Sockets suitable for three-pin, 13 amp plugs of British standard design are the norm.

### **Telephone services and useful telephone numbers**

91. Telephone services are available in hotels, restaurants and cafes. Prepaid mobile telephone cards are available at hotels and local shops. Dialling codes are as follows:

For local calls: +971 + city code + number

For example, for a local call in Abu Dhabi, dial +971 +2 + number.

For international calls: S00 + country code + number

92. Flight information for Abu Dhabi airport may be obtained from [www.etihad.com](http://www.etihad.com), and for Dubai airport from [www.emirates.com](http://www.emirates.com).

93. Information on tourism may be obtained from the official tourism website of the United Arab Emirates ([www.visitabudhabi.ae](http://www.visitabudhabi.ae)).

**Postal and Internet services**

94. Postal facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, as well as in cybercafes around Abu Dhabi and at ADNEC.

**Business hours**

95. Government and other official offices operate from Sunday to Thursday from 7 a.m. to 3 p.m.

96. Some private companies are closed only on Fridays while others are closed on both Fridays and Saturdays. Department stores in shopping malls are open all week, from 10 a.m. to 10 p.m. on weekdays and from 10 a.m. to midnight at weekends. Restaurants typically open from morning until midnight and do not have a break. Museums are closed on Mondays or Tuesdays. Most museums close their entrance doors 30 minutes or one hour before closing time. Banking hours are from 10 a.m. to 2 p.m. from Sunday to Thursday, while banks in shopping malls are open every weekday from 10 a.m. to 9 p.m.

**XVI. Special events**

97. Upon request, delegations can organize special events during the Conference. The Special Event Request Form and further details, including on shipment, catering and local interpretation companies, are available at [www.unodc.org/unodc/en/corruption/COSP/session8.html](http://www.unodc.org/unodc/en/corruption/COSP/session8.html).

**XVII. Social events and catering**

98. The host Government will be hosting two social events: an official dinner for heads of delegations (by invitation only) and a cocktail reception open to all registered Conference participants. Further details related to those events will be made available at [www.8cosp.ae](http://www.8cosp.ae).

99. Participants wishing to arrange social events during the session are kindly requested to contact:

Anood Matar Al Hosani  
Executive Administrator, President's Office  
State Audit Institution  
Telephone: +971 2 6994 167  
Email: [anood.alhosani@saiuae.gov.ae](mailto:anood.alhosani@saiuae.gov.ae)

For catering-related matters, please contact:

Ana Khachfani  
Telephone: +971 2 4063777  
Email: [sales@capitalhospitality.ae](mailto:sales@capitalhospitality.ae)

**XVIII. Shipment of material by delegations**

100. Delegations wishing to ship conference material to the conference centre (such as publications and brochures) should contact the shipment focal point for the host country:

Alexander Philip  
Assistant Manager – Operations  
Telephone: +971 2 4496311  
Mobile: +971 56 6886356  
Email: [palexander@agility.com](mailto:palexander@agility.com)

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## **XIX. Protocol-related issues**

101. For any matters related to protocol, delegations may contact the protocol focal point for the host country:

Mohammed Eisa Muslim Awad  
Telephone: +971 2 6994 237  
Mobile: +971 50 621 7845  
Fax: +971 2 635 9998  
Email: [m.musallem@saiuae.gov.ae](mailto:m.musallem@saiuae.gov.ae)

102. For protocol-related issues during the session, and in relation to bilateral meetings with the Executive Director of UNODC, kindly contact the following UNODC protocol focal point:

Teymuraz Gogolashvili  
Protocol Officer  
Office of the Director General/Office of the Executive Director  
UNOV/UNODC  
Telephone: +43 1 26060 3955  
Email: [teymuraz.gogolashvili@un.org](mailto:teymuraz.gogolashvili@un.org)



## Annex II

### Sample format for credentials

#### CREDENTIALS

I, the undersigned [*Head of State, Head of Government, Minister for Foreign Affairs, Permanent Representative to the United Nations*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the [...] session of the Conference of the States Parties to the United Nations Convention against Corruption to be held in [*city/venue*], [*country*] from [*date*].

Representative/Head of delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Adviser(s) [*Name(s) of adviser(s)*]

Done in [*city*] on this [*day*] of [*month*] in [*year*]

[Signature block]

## Annex III

### Hotel arrangements

#### A. Hotel reservations

1. Participants are requested to make their own reservations with hotels directly through the official United Arab Emirates website for the session ([www.8Cosp.ae](http://www.8Cosp.ae)). Below is a list of hotels that have been officially designated by the host Government and that are offering special rates to participants. Only the hotels listed will have shuttle services to and from Abu Dhabi and Dubai airports and, where applicable, to and from ADNEC.

2. Participants experiencing difficulties with reservations should contact:

Shehab Abdullatif Al Mulla  
Senior Performance Auditor, State Audit Institution  
Telephone: +971 2 6994 204  
Email: [s.almulla@saiuae.gov.ae](mailto:s.almulla@saiuae.gov.ae)

#### B. List of recommended hotels

3. The table below shows the special rates negotiated for rooms in the various recommended hotels. Prices are per night and include breakfast and taxes. The special rates are available only for the period from 14 to 20 December 2019. When making a reservation, please state that it is in relation to the Conference of the States Parties to the United Nations Convention against Corruption.

4. **Important notice: the majority of the recommended hotels are within walking distance of the conference venue. Therefore, shuttle services will only be provided for the Hilton and Novotel Abu Dhabi Al Bustan hotels.**



<i>Hotel</i>	<i>Rates</i>	<i>Contact</i>	<i>Website</i>	<i>Remarks</i>
<b>Andaz Capital Gate Abu Dhabi 5 Stars</b>	<b>Single:</b> 554.50 Dh (150.96 US\$) <b>Double:</b> 615.00 Dh (167.43 US\$)  Rates include breakfast and all applicable taxes	Name: Mr. Naqeeb Osman Telephone: +971 2 596 1707 Mobile: +971 56 688 8504 Email: <a href="mailto:naqeeb.osman@hyatt.com">naqeeb.osman@hyatt.com</a>	<a href="https://www.hyatt.com/en-US/hotel/united-arab-emirates/andaz-capital-gate-abu-dhabi/abdcc?src=corp_lclb_gmb_seo_swa_abdcc">https://www.hyatt.com/en-US/hotel/united-arab-emirates/andaz-capital-gate-abu-dhabi/abdcc?src=corp_lclb_gmb_seo_swa_abdcc</a>  Reservation link: <a href="https://www.hyatt.com/en-US/hotel/united-arab-emirates/andaz-capital-gate-abu-dhabi/abdcc?corp_id=G-UNC2">https://www.hyatt.com/en-US/hotel/united-arab-emirates/andaz-capital-gate-abu-dhabi/abdcc?corp_id=G-UNC2</a>	Special rates apply until 31 October 2019
<b>Aloft Abu Dhabi 4 Stars</b>	<b>Single:</b> 390 Dh (106.20 US\$) <b>Double:</b> 440 Dh (119.90 US\$)  Rates include breakfast and all applicable taxes	Name: Ms. Poorva Kulkarni & Ms. Sacha Collin Telephone: +971 (0) 2 654 5080 Fax: +971 (0) 2 449 9703 Email: <a href="mailto:sales.auh@aloft.com">sales.auh@aloft.com</a> ; <a href="mailto:Reservations.AloftAbuDhabi@aloft-hotels.com">Reservations.AloftAbuDhabi@aloft-hotels.com</a>	<a href="https://www.marriott.com/hotels/travel/auhnl-aloft-abu-dhabi">https://www.marriott.com/hotels/travel/auhnl-aloft-abu-dhabi</a>  Reservation link: Book your group rate for COSP SESSION 8 - UNODC, 16th to 20th Dec, 2019	Special rates apply until 16 November 2019
<b>Pearl Rotana Capital Centre 4 Stars</b>	<b>Single:</b> 404 Dh (116 US\$) <b>Double:</b> 454 Dh (130 US\$)  Rates include breakfast and all applicable taxes	Name: Ms. Coralie Morales Telephone: +971 (0) 2 495 4444 Email: <a href="mailto:coralie.morales@rotana.com">coralie.morales@rotana.com</a>	<a href="https://www.rotana.com/rotanahotelandresorts/unitedarabemirates/abudhabi/pearlrotana">https://www.rotana.com/rotanahotelandresorts/unitedarabemirates/abudhabi/pearlrotana</a>	Reservations can be made as of 21 October 2019
<b>Centro Capital Centre 3 Stars</b>	<b>Single:</b> 355 Dh (102 US\$) <b>Double:</b> 395 Dh (113 US\$)  Rates include breakfast and all applicable taxes	Name: Ms. Coralie Morales Telephone: +971 (0) 2 495 4444 Email: <a href="mailto:coralie.morales@rotana.com">coralie.morales@rotana.com</a>	<a href="https://www.rotana.com/centrohotels/unitedarabemirates/abudhabi/centrocapitalcentre">https://www.rotana.com/centrohotels/unitedarabemirates/abudhabi/centrocapitalcentre</a>	Reservations can be made as of 21 October 2019
<b>Premier Inn 3 Stars</b>	<b>Single:</b> 345 Dh (93.92 US\$) <b>Double:</b> 385 Dh (104.81 US\$)  Rates include breakfast and all applicable taxes	Name: Mr. Ali Mamdouh Telephone: +971 2 8131953/54 Email: <a href="mailto:stayADCC@mena.premierinn.com">stayADCC@mena.premierinn.com</a>	<a href="https://global.premierinn.com/en">https://global.premierinn.com/en</a>	Special rates apply until 31 October 2019
<b>Hilton Capital Grand Abu Dhabi 5 Stars (a 7-minute drive to conference venue)</b>	<b>Single:</b> 425 Dh (115.71 US\$) <b>Double:</b> 490 Dh (133.40 US\$)  Rates include breakfast and all applicable taxes	Name: Ms. Carol Chan Telephone: +971 2 617 0905 Mobile: +971 56 685 7788 Email: <a href="mailto:Carol.Chan@Hilton.com">Carol.Chan@Hilton.com</a>	<a href="https://www3.hilton.com/en/hotels/uae/hilton-capital-grand-abu-dhabi-AUHAMHI/index.html?WT.mc_id=zELWAKN0EMEA1HI2DMH3LocalSearch4DGGenericx6AUHAMHI">https://www3.hilton.com/en/hotels/uae/hilton-capital-grand-abu-dhabi-AUHAMHI/index.html?WT.mc_id=zELWAKN0EMEA1HI2DMH3LocalSearch4DGGenericx6AUHAMHI</a>	Special rates apply until 1 October 2019
<b>Hotel Novotel Abu Dhabi Al Bustan 4 Stars (a 10-minute drive to conference venue)</b>	<b>Single:</b> 345 Dh (93.92 US\$) <b>Double:</b> 385 Dh (104.81 US\$)  Rates include breakfast and all applicable taxes	Name: Ms. Yolanda Sanchez Telephone: +971 2 501 6075 Mobile: +971 5 640 05667 Email: <a href="mailto:H6533_Sm9@accor.com">H6533_Sm9@accor.com</a> ; <a href="mailto:H6533_Re1@accor.com">H6533_Re1@accor.com</a>	<a href="https://www.accorhotels.com/gb/hotel-6533-novotel-abu-dhabi-al-bustan/index.shtml">https://www.accorhotels.com/gb/hotel-6533-novotel-abu-dhabi-al-bustan/index.shtml</a>	Special rates apply until 16 November 2019