



UNODC

United Nations Office on Drugs and Crime

INFORMATION NOTE FOR PARTICIPANTS

Venue

The resumed fourteenth session of the Implementation Review Group, the seventeenth session of the Working Group on Asset Recovery, and the twelfth open-ended intergovernmental expert meeting to enhance international cooperation under the United Nations Convention against Corruption will be held from 4 to 8 September 2023, in the B/M-1 Plenary, M-Building, at the United Nations Office in Vienna, Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, Austria.

Registration

Registration for the session will be handled through the United Nations registration system INDICO, which works on the basis of self-registration. Participants nominated for the conference first need to create an account in INDICO (<https://indico.un.org/login>) and then, as a second step, register for the Conference under the link below:

<https://www.unodc.org/unodc/corruption/registration/september-2023-uncac-meetings/>

Official notes verbales must be uploaded in the INDICO system, together with the mandatory details for each delegate (name, functional title, individual email address, in-person or online participation). Registration requests will be approved by the secretariat only after being cross-checked against the official note verbale uploaded in INDICO. Participants are kindly requested to complete the registration process as soon as possible and not later than **21 August 2023** and to observe the deadline in order for the secretariat to finalize all the necessary technical preparations for the meeting.

All nominated delegates who have successfully completed the entire registration process in INDICO by 1 September 2023 will receive an automatic e-mail response. The email will contain a link to a secure website where each delegate may choose to upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the first day of the meeting.

Delegates who do not have the technical capabilities to upload a photo before the meeting, will be able to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport or another official photograph-bearing identity document. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

VIP participation

In addition to the regular registration process outlined above,

the Federal Ministry for Europe, Integration and Foreign Affairs of Austria is to be notified concerning the participation of VIPs (Head of State, Head of Government, Minister) at conferences held in Austria. For this purpose, we kindly encourage you to complete the VIP Form (attached) and to submit it along with the timely Note Verbale to Austrian security authorities: post@bvt.gv.at; abt3-fh@bvt.gv.at; lpd-w-lv@polizei.gv.at

Transportation to and from the Airport

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

Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna, at a cost of 9 euros for a single journey and 16 euros for a return ticket, including luggage. Line VAL 3 operates between Vienna International Airport and the Vienna International Centre (next to Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 30 minutes. Information on VAL services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) and the Vienna International Airport. The timetable is available on the following website: <https://www.cityairporttrain.com/en/home>

Other train transportation options to and from the airport are available on the website of the Austrian train service at www.oebb.at.

Accommodation:

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.

Participants who arrive at the 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 arrival area. The Vienna tourist service desk is open daily from 9 a.m. to 6 p.m.

Visas

Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, Netherlands

(Kingdom of the), Portugal or Spain) in the country concerned.

Participation

Subject to developments relating to the coronavirus disease (COVID-19) pandemic, it is currently planned that the session will be held in person. While registered delegates will be able to observe the proceedings online through the Interpretify platform, there will be only very limited opportunities to deliver statements remotely. **To facilitate the work of the interpreters, during each three-hour meeting, only 30 minutes will be allotted to statements delivered remotely by online participants.** Therefore, to assist the work of the interpreters and to avoid technical problems, the Government is encouraged, to the degree possible, to ensure that the statements are delivered by the representatives present in the Boardroom. Delegations are also encouraged to provide copies of national statements in written format (email to: uncac@un.org, indicating “resumed 14th IRG National statement – [country name]”, “17th WGAR National statement – [country name]” or “12th EMIC National statement – [country name]”, respectively) for posting on a dedicated space on the websites of the sessions:

<https://www.unodc.org/unodc/en/corruption/IRG/session14-resumed.html>,

<https://www.unodc.org/unodc/en/corruption/WG-AssetRecovery/session17.html>

<https://www.unodc.org/unodc/en/corruption/EM-InternationalCooperation/session12.html>

The link for online participants will be sent via e-mail before the meeting, latest 30 minutes before the meeting starts.

Documentation

Documentation will be electronically available in all the official United Nations languages at the Internet page of the United Nations Office on Drugs and Crime, and can be accessed through the following addresses:

<https://www.unodc.org/unodc/en/corruption/IRG/session14-resumed.html>,

<https://www.unodc.org/unodc/en/corruption/WG-AssetRecovery/session17.html>

<https://www.unodc.org/unodc/en/corruption/EM-InternationalCooperation/session12.html>

or <http://myconference.unov.org>.

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 of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.**

Wireless network connection and Internet Cafes

There is WiFi coverage in the entire M Building, including inside the meeting rooms and at the Delegates Lounge/coffee area.

Post, telephone, telegrams and telefax

A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 9 a.m. to 11.15 a.m. and from noon to 5 p.m.

First aid

Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. to 5.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Banks

Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services

The cafeteria is located on the ground floor of the F-Building. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 8.30 a.m. to 3.30 p.m.

The coffee areas in the M-Building and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. The Cocktail Lounge is located in the C-Building (C02), with opening hours from 11.30 a.m. to 3 p.m. and 4.30 p.m. to 8 p.m. Receptions at the Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; e-mail: cateringvic@eurest.at).

Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “A”, “B” or “C” and follow the signs to building “M”.

Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at Gate 1.

Participants arriving by car

There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

A Permanent Mission in need of a grounds pass for their driver should channel their request to Vienna International Centre Security Coordinator and to the Vienna International Centre Security Pass Office at e-mail: VICSecurityCoordinator@unvienna.org and PassOffice@unvienna.org