



UNODC

United Nations Office on Drugs and Crime

INFORMATION NOTE FOR PARTICIPANTS

Place:

The Meeting will be held 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/november-2022-uncac-meetings/>

The Government is hereby informed that an official note verbale 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. The Government is kindly requested to share the note verbale with the nominated delegates to enable them to complete the registration process as soon as possible and not later than 2 September 2022 and to observe the deadline in order for the secretariat to finalize all the necessary technical preparations for the meeting. Regrettably, the secretariat will not be able to accommodate requests for registration after that date.

All nominated delegates who have successfully completed the entire registration process in INDICO, 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 that do not have the technical capabilities to upload a photo before the meeting, will still 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, we would kindly like to remind you that the Federal Ministry for Europe, Integration and Foreign Affairs of the Republic 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 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.

An airport bus service operates between the Vienna International Airport and Morzinplatz/ Schwedenplatz – Line VAL 2 (U1/U4 metro station at Schwedenplatz) and from Vienna International Airport and Donauzentrum and Vienna International Center (U1 metro stations Kagran and Kaisermuehlen VIC/ Wagramerstrasse) Line VAL 3 as follows:

Line VAL 2 runs hourly between Vienna Morzinplatz/ Schwedenplatz and Vienna Airport between 04:15 a.m. and 03:15.

Line VAL 3 departs at 05:58 / 07:58 / 09:58 / 11:58 / 14:58 / 16:58 / 18:59 from Donauzentrum to Vienna Airport.

Line VAL 3 departs at 06:10 / 08:10 / 10:10 / 12:10 / 15:10 / 17:10 / 19:10 from Wien Kaisermuehlen VIC /Wagramerstrasse to Vienna Airport.

The fare for both lines is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 20-45 minutes from the VIC. Buses leave the airport for the Vienna International Centre at 7:30 / 9:30 / 11:30 / 14:30 / 16:30 / 18:30.

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 fare is 11 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

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 6 a.m. to 11 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, 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 Interprefy 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 general national statements in written format (email to: uncac@un.org, indicating "First Resumed 13th IRG, National statement – [country name]") for posting on a dedicated space on the website of the session (<https://www.unodc.org/unodc/en/corruption/IRG/session13.html>).

More detailed information on the format of the session, will be available on the website of the session.

In-person participation and COVID-19 preventive measures

Participants must comply with the COVID-19-related entry requirements of the Government of Austria, which are available on the following website: <https://www.sozialministerium.at/en/Coronavirus/Information-in-English.html>

The Vienna International Centre adheres to the regulations and recommendations of the host country and host city relating to COVID-19. Participants are encouraged to regularly check for updates on COVID-19-related information. <https://www.wien.gv.at/english/>

Measures to record in-person attendance In line with the requirements set by Austrian authorities, the meeting organisers are required to keep a record of attendance. To this end, QR codes will be placed at the desks for all meetings of the session. Delegates are kindly requested to

scan the QR code for every meeting to enable the requested record and facilitate contact tracing.

Specific Hygiene Measures

FFP2 masks are generally recommended at the VIC (including in meeting rooms) and mandatory at the VIC Medical Centre, pharmacy and the post office. All participants are encouraged to follow general COVID-19 preventive measures, such as washing hands. Hand sanitizers are available in restrooms and corridors of the VIC, including right outside of the conference room.

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:

[11th session Expert Meeting on International Cooperation \(unodc.org\)](https://www.unodc.org/unodc/en/11th-session-expert-meeting-on-international-cooperation.html)

[16th session Working group on asset recovery \(unodc.org\)](https://www.unodc.org/unodc/en/16th-session-working-group-on-asset-recovery.html)

[Second resumed 13th session of the Implementation Review Group \(unodc.org\)](https://www.unodc.org/unodc/en/second-resumed-13th-session-of-the-implementation-review-group.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 C 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 8 a.m. to 6 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. until noon and from 2 p.m. to 4.30 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 12.00 a.m. to 3.00 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 “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, walk across Memorial Plaza and enter building “C”.

Due to construction work on the U1 line, the stop “Kaisermühlen/VIC” will be closed in the direction to Oberlaa until November 2022. This means, when leaving the VIC trains to go to Praterstern will not stop at the VIC.

Recommendations for alternative routes:

- o Passengers can travel one stop further to “Alte Donau” and then take the train back (direction Oberlaa).

- o Passengers can also travel two stops further to “Kagran”. There is an island platform which allows for a quicker change of direction and board the train back (direction Oberlaa). This option does not require stairs or escalators.

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