



Economic and Social Council

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Commission on Crime Prevention and Criminal Justice

Thirty-third session

Vienna, 13–17 May 2024

Information for participants

I. Opening date and venue

1. The thirty-third session of the Commission on Crime Prevention and Criminal Justice will be held from 13 to 17 May 2024, in person, at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The suggested meeting times are from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
2. The session will open in the morning of 13 May in the Plenary Hall, on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work in the afternoon session on the same day, in Boardroom A, M-Building. The meetings of the plenary and the Committee of the Whole will be held in parallel.
3. The annotated provisional agenda and proposed organization of work ([E/CN.15/2024/1](https://www.unodc.org/unodc/en/commissions/CCPCJ/session/33_Session_2024/33ccpcj-main.html)) is available on the website of the session (www.unodc.org/unodc/en/commissions/CCPCJ/session/33_Session_2024/33ccpcj-main.html).

II. Informal pre-session consultations

4. Informal consultations will be held on Friday, 10 May 2024 to prepare for the session and to facilitate the discussion of draft resolutions. The pre-session informal consultations will take place in Boardroom D, C-Building, from 10 a.m. to 1 p.m. and 3 to 6 p.m., in English only.

III. Registration

Registration

5. Participants will be asked to register online (www.unodc.org/unodc/en/commissions/Secretariat/registration.html), uploading a note verbale containing information regarding the composition of their delegations. Registration will open on 12 April 2024.
6. As part of the security arrangements, participants will be required to present their confirmation of registration identifying them as delegates, together with their passports or another official photograph-bearing identity document, in order to

* Reissued for technical reasons on 18 April 2024.



receive their access badges on site. Access badges must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will go through a security check at the entrance to the Centre.

7. Access badges will be issued to registered participants at Gate 1 of the Vienna International Centre on 13 May 2024, from 8 to 10 a.m. Participants in possession of an annual grounds pass to the Vienna International Centre do not need a separate access badge for the session.

8. Access badges for confirmed registered delegates may be collected by permanent missions at the Pass Office at Gate 1 in advance of the session, on 10 May 2024, from 9 a.m. to 1 p.m. Staff from permanent missions collecting access badges for their delegates must present an official letter at the Registration Counter for that purpose. The letter must be signed by the head of mission.

Participation of cabinet ministers and Heads of State or Government

9. Permanent missions are invited to notify the Protocol Department of the Federal Ministry for European and International Affairs of Austria (abti1@bmeia.gv.at) of the participation in their delegations of cabinet ministers and heads of State or Government well in advance by using the VIP Form provided by the Ministry.¹ Information concerning security officers, weapons and radio equipment must also be transmitted by note verbale to the Protocol Department of the Ministry.

List of participants

10. A preliminary list of participants in the thirty-third session of the Commission on Crime Prevention and Criminal Justice will be issued during the thirty-third session. Only those registered in the Indico registration system by Thursday, 9 May 2024 can be included in the preliminary list. Accordingly, Governments and organizations are requested to register in Indico promptly with the necessary information.

11. The information contained in the list of participants is taken from the registration forms in Indico. Delegates are therefore encouraged to provide accurate and complete information when registering in Indico.

IV. Statements and draft resolutions

Statements

12. The maximum speaking time allotted for statements will be 5 minutes for Chairs of regional groups and 3 minutes (3-minute statements are equivalent to approximately 300 words) for other speakers, including high-level speakers. In order to facilitate the work of the interpreters, delegations are encouraged to submit their statements to the Meetings Management Unit by email (unov.conference@un.org) well in advance of the meeting, and no later than two hours before delivery. The name of the meeting and the speaker, as well as the agenda item, should be indicated in the subject line of the email message and in the heading of the statement.

13. Designated focal points at the Permanent Missions can add their speakers to the list of speakers online through the e-deleGATE portal (e-Speakers, under the “ECOSOC” menu), at <https://edelegate.un.int/>.

14. Delegations also have the option of submitting a pre-recorded video statement (the time limit is to be strictly adhered to). When submitting names for the list of speakers, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

¹ Available at www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx.

15. Video statements and the text of those statements should be transmitted to the Meetings Management Unit (unov.conference@un.org) via a file-sharing platform (for example, WeTransfer or Dropbox) by 6 May 2024.

General debate

16. For the general debate, the period to register for the list of speakers, which will differentiate only between speakers at the ministerial level and other speakers, is from Tuesday, 23 April to Monday, 6 May 2024.

17. Statements delivered during the general debate will be made available online. Speakers should inform the secretariat if they do not want their statements to be posted online.

Draft resolutions

18. Pursuant to Commission decision 21/1, States members of the Commission intending to table draft resolutions for consideration by the Commission at its thirty-third session are requested to submit them one month prior to the start of the session, that is, by noon on 15 April 2024. Draft resolutions must be tabled by a State that is a member of the Commission.²

19. Tabling and co-sponsoring of draft resolutions must be done through the e-deleGATE portal (e-Proposals), at <https://edelegate.un.int/>.

20. For reference purposes, all previous resolutions and decisions of the Commission can be found at www.unodc.org/rddb.

Informal consultations on draft resolutions during the session

21. Informal consultations can be arranged by sponsors of resolutions. The secretariat will assist with arranging these informal consultations.

V. Bilateral meetings

22. Requests for the reservation of rooms for bilateral meetings during the thirty-third session should be addressed to:

Ms. Maxine Jacobs	and	Mr. Jean-Michel Creighton
Email: maxine.jacobs@un.org		Email: jean-michel.creighton@un.org
Tel.: (+43-1) 26060-5771		Tel.: (+43-1) 26060-3119

23. Requests should include the date, time and proposed duration of the meeting and the number of officials expected to be in attendance.

VI. Side events and exhibitions

24. A number of side events will be held during the thirty-third session. The organization of the side events and arrangements for participation therein is the responsibility of the organizers. A programme will be posted on the website of the thirty-third session shortly before the start of the session.

25. Exhibitions will be organized in the Rotunda and the M-Building of the Vienna International Centre, on the margins of the regular part of the thirty-third session of the Commission.

² The current membership of the Commission on Crime Prevention and Criminal Justice is available at www.unodc.org/documents/commissions/CCPCJ/CCPCJ_membership_as_of_1_Jan_2024_updated_December_2023.pdf.

VII. Security

26. During the thirty-third session, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre, while the United Nations Security and Safety Service will be responsible for security inside the Centre.

27. Specific requests regarding security arrangements and related matters should be addressed to:

Planning Team, United Nations Security and Safety Service (copy to: Security Coordinator)
Room F0E01
United Nations Office at Vienna
P.O. Box 500
A-1400 Vienna, Austria
Email: vicsecurityplanning@un.org; vicsecuritychiefoffice@un.org

28. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

VIII. Documentation

29. The official languages of the session are the six official languages of the United Nations, that is, Arabic, Chinese, English, French, Russian and Spanish.

Pre-session documents

30. Pre-session documents for the thirty-third session will be issued electronically, in all six official languages, on the official document system of the United Nations (<https://documents.un.org/>) and on the website of the thirty-third session. This is part of the efforts to reduce costs and limit environmental impacts through the digitization of conference materials and documents.

In-session documents

31. In-session documents of the thirty-third session will be issued electronically, in all six official languages, on the official document system of the United Nations (<https://documents.un.org/>) and will be made available on the website of the thirty-third session.

32. The daily programme and other information related to the conduct of the session can be found on the web page of the Journal of the United Nations for Vienna (<https://journal.un.org/en/vienna/all>).

IX. General information

Accommodation

33. Participants are responsible for making their own accommodation arrangements and, if necessary, contacting their permanent missions in Vienna for assistance.

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

Conference rooms

35. Each seat in the conference rooms in the M-Building for which simultaneous interpretation is available will be equipped 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.

Transportation

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

37. Vienna Airport Lines (VAL) buses offer connections between Vienna International Airport and Vienna. 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.

38. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (Wien Mitte/Landstrasse station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 14.90 euros for a one-way ticket and 24.90 euros for a return ticket, and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.08 a.m. to 11.38 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.

City of Vienna online travel guide

39. The online travel guide of the City of Vienna provides useful information for travellers visiting Vienna. The guide is available at www.wien.info/en.

Visas and requirements for entry into Austria

40. 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 before their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications may be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The secretariat may, upon request from the Government concerned, provide a note verbale containing information on the applicants' participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the secretariat requires an official confirmation from the Government represented by the applicants of their participation, as well as a copy of their passports. A note verbale containing such confirmation should be received by the secretariat at least four weeks before the start of the meeting.

X. Access to and facilities at the Vienna International Centre³

Access to the Vienna International Centre

41. Registered participants arriving at the Vienna International Centre by taxi are advised to alight in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, from where they can proceed to Gate 1. Participants arriving by metro (U1 line) should alight at Kaisermühlen/Vienna International Centre station and follow the signs marked "Vienna International Centre". After obtaining an access badge at Gate 1, participants should cross Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

42. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.

³ The information in the present section is subject to change owing to health regulations of the host Government.

Accessibility and special assistance

43. Participants with accessibility or other specific needs are welcome to contact the secretariat (unodc-sgb@un.org) before the meeting; the secretariat is at their disposal to discuss how their individual needs can be met (see also the “accessibility guide”, available at www.unodc.org/documents/commissions/Secretariat/2020.07.21_Accessibility_Guide.pdf).

Banks

44. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cashpoints (ATMs) at the entrance to the D-Building and on the first floor of the C-Building. Office hours are currently 9 a.m. to 3 p.m., Monday to Friday.

Catering services

45. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The cafeteria is open from 8 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 7.30 a.m. to 3 p.m. The restaurant is open from 12 noon to 3 p.m. (reservations are recommended, email: restaurantVIC@eurest.at). The cocktail lounge is located in room F0E, next to the restaurant, and its opening hours are from 3.30 to 8 p.m. on Mondays and Thursdays, and from 3.30 to 9 p.m. on Fridays.

46. The Coffee Corner in the M-Building (room M0E) is open from 9 a.m. to 4 p.m. and the Coffee Corner in the C-Building (room C07) is open from 8.30 a.m. to 4 p.m. The Quattro Uno delegate lounge (room C04) is open from 9 a.m. to 4 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (email: cateringvic@eurest.at).

Medical services

47. Medical help is available from the medical service located on the seventh floor of the F-Building of the Vienna International Centre (ext. 22223 and, for emergencies, ext. 22222). The service is open from 8.30 a.m. to 5.30 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

48. 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.

Photocopying services

49. The secretariat is not in a position to provide photocopying services to delegations.

Postal services and faxes

50. A post office, located on the first floor of the C-Building (room C0101, extension 4986), provides all regular postal services, from 9 to 11.15 a.m. and from noon to 5 p.m., Monday to Friday.

Delegates' working area and wireless network connection

51. Wireless connectivity is available everywhere in the M-Building. A delegates' working area is located on the ground floor of the M-Building.

Nursing room

52. The Vienna International Centre nursing room is located on the ground floor in the rotunda and is available to all caregivers.