



Economic and Social Council

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Commission on Narcotic Drugs

Sixty-eighth session

Vienna, 10–14 March 2025

Information for participants

I. Opening date and venue

1. The sixty-eighth session of the Commission on Narcotic Drugs will be held from 10 to 14 March 2025, in person, at the Vienna International Centre, Wagramer Strasse 5, 1220 Vienna. Meeting times are from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
2. The session will open on 10 March 2025 in the Plenary Hall, which is located on the 1st floor of 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 (BR-A) of 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.7/2025/1](https://www.unodc.org/unodc/en/commissions/CND/session/68_Session_2025/Main.html)) is available on the website of the session (www.unodc.org/unodc/en/commissions/CND/session/68_Session_2025/Main.html).

II. Informal pre-session consultations

4. Informal consultations will be held on Friday, 7 March 2025 to prepare for the session and to facilitate the discussion of draft resolutions. The pre-session informal consultations will take place in Boardroom D (BR-D) of 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 or official letter containing information regarding the composition of their delegations. Registration will open on 10 February 2025.
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 other official photograph-bearing identity documents, in order to 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 be subject to a security check at the entrance to the Centre.



7. Access badges will be issued to registered participants at the registration area at Gate 1 of the Vienna International Centre on 7 March 2025, 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 staff from permanent missions at the Pass Office at Gate 1 in advance of the session, on 7 March 2025, 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 (abtil@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 (www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx). 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 sixty-eighth session of the Commission on Narcotic Drugs will be issued during the sixty-eighth session. To be included in the preliminary list, participants must be registered by Thursday, 6 March, 2025.

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

IV. Statements and draft resolutions

Statements

12. The maximum speaking time allotted for statements will be five minutes for Chairs of regional groups and three minutes (three-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 Conference Services 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 (<https://edelegate.un.int/>). To do so, click on the “Vienna” drop-down menu, go to “Commission on Narcotic Drugs” and then click “e-Speakers”. The portal will open on 10 February 2025. For the registration period for the general debate, please refer to paragraph 16 below.

14. Delegations also have the option of submitting a pre-recorded video statement in which the time limits set out above must 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.

15. Video statements and the text of those statements should be transmitted to the Conference Services (unov.conference@un.org) via a file-sharing platform (e.g. WeTransfer or Dropbox) by 7 March 2025.

General debate

16. The registration period for the list of speakers of the general debate, which will differentiate only between cabinet ministers and other representatives, is from 19 February to 12 noon (Vienna time) on 5 March 2025.

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 55/1, draft resolutions must be tabled one month before the start of the session. The submission deadline for the sixty-eighth session is Monday, 10 February 2025, at 12 noon (Vienna time). Draft resolutions must be tabled by a State that is a member of the Commission.¹

19. The tabling and co-sponsoring of draft resolutions must be done through the e-deleGATE portal (<https://edelegate.un.int/>). To do so, click on the “Vienna” drop-down menu, go to “Commission on Narcotic Drugs” and then to “e-Proposals”.

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 can assist with arranging these informal consultations.

V. Bilateral meetings

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

Conference Services
Meetings Management Unit
Email: cnd.reservations@un.org

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

VI. Documentation for the sixty-eighth session

24. The official languages of the session are the six official languages of the United Nations, that is, Arabic, Chinese, English, French, Russian and Spanish. The meeting will be paperless.

Pre-session documents

25. Pre-session documents for the sixty-eighth session will be issued electronically, in all six official languages of the United Nations, on the official document system of the United Nations (<https://documents.un.org/>) and posted on the website of the sixty-eighth session.

In-session documents

26. In-session documents for the sixty-eighth session will be issued electronically, in all six official languages of the United Nations, on the official document system of

¹ A list of the current members of the Commission on Narcotic Drugs is available at www.unodc.org/documents/commissions/CND/Membership/MEMBERS_OF_THE_COMMISSION_ON_NARCOTIC_DRUGS_1_January_2024_draft.pdf.

the United Nations (<https://documents.un.org/>) and posted on the website of the sixty-eighth session.

VII. Side events and exhibitions

27. A programme of side events and exhibitions will be organized during the sixty-eighth session. The programme will be included in the Journal of the United Nations for Vienna (<https://journal.un.org/en/vienna/all>).

28. Exhibitions will be organized in the rotunda (C-Building) and M-Building of the Vienna International Centre, on the margins of the regular part of the sixty-eighth session of the Commission. The guidelines for side events and exhibitions are available online at www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html.

VIII. Journal of the United Nations

29. 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.

IX. Livestreaming of the sixty-eighth session

30. All plenary meetings of the sixty-eighth session will be webcast on United Nations Web TV (<https://webtv.un.org/en/search/categories/meetings-events/economic-and-social-council/subsidiary-bodies/commission-narcotic-drugs-cnd>) and can be accessed via the Journal of the United Nations for Vienna.

X. Security during the sixty-eighth session

31. During the sixty-eighth 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.

32. 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
PO Box 500
A-1400 Vienna, Austria
Email: vicsecurityplanning@un.org and vicsecuritychiefoffice@un.org

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

XI. General information

Accommodation

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

35. Participants arriving at Vienna International Airport without having made a hotel reservation can contact the Vienna Tourist Information Office in the Arrivals Hall. The Vienna tourist information desk is open daily from 9 a.m. to 6 p.m.

Conference rooms

36. Headsets are available in the conference rooms for simultaneous interpretation. Participants are requested not to remove equipment from the meeting rooms.

Transportation

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

38. Vienna Airport Lines offer bus connections between Vienna International Airport and Vienna. Line 3 operates between Vienna International Airport and the Vienna International Centre (next to the Kaisermühlen/Vienna International Centre U-Bahn station on the U1 metro line). The trip takes approximately 40 minutes. Information on Vienna Airport Lines services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

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 entry requirements for Austria

40. Participants who require a visa must contact the appropriate Austrian diplomatic or consular authorities 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 may be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. At the request of the Government concerned, the secretariat can provide a note verbale containing information on the participation of the applicants in the session of the Commission. In order to issue 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 session.

IX. Access to and facilities at the Vienna International Centre

Access to the Vienna International Centre

41. Participants arriving at the Vienna International Centre by taxi should get out at Wagramer Strasse 5 and proceed to Gate 1. Participants arriving by metro (U1 line) should exit 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 M-Building.

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

Accessibility and special assistance

43. Participants with accessibility or other specific needs are welcome to contact the secretariat (unodec-sgb@un.org) in advance of the meeting 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 1st floor of C-Building of the Vienna International Centre, as well as cash dispensers at the

entrance to D-Building and on the 1st floor of C-Building. The office hours of the branch 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 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 next to the restaurant.

46. The Coffee Corner on the ground floor of M-Building is open from 9 a.m. to 4 p.m., the Coffee Corner on the 7th floor of C-Building is open from 8.30 a.m. to 4 p.m., and the Coffee Corner on the 4th floor of C-Building 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 attention is available from the Medical Service located on the 7th floor of F-Building of the Vienna International Centre. Please call ahead (extension 22223 and extension 22222 for emergencies). The Service is open from 8.30 a.m. to 5 p.m., Monday to Friday. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (extension 3903).

48. A pharmacy is located on the 7th floor of F-Building (rooms F0707–F0709, extension 21599) and is open from 10 a.m. to 5 p.m., Monday to Friday. Opening hours may be subject to change.

Photocopying services

49. Photocopying services are not available at the Vienna International Centre.

Postal services

50. A post office located on the 1st floor of C-Building (room C0101, extension 4986) provides all regular postal services and is open from 9 to 11.15 a.m. and from 12 noon to 5 p.m., Monday to Friday.

Wireless network connection

51. Free wireless Internet access is available at the Vienna International Centre, including in the conference rooms.
