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Commission on Narcotic Drugs
Sixty-sixth session
Vienna, 13–17 March 2023

Information for participants

I. Introduction

1. The present document contains information on the arrangements for the sixty-sixth session of the Commission on Narcotic Drugs. The information may be subject to change as the coronavirus disease (COVID-19) pandemic and its impact on the sixty-sixth session of the Commission on Narcotic Drugs evolve. Delegations are encouraged to check the website of the session for updates (www.unodc.org/unodc/en/commissions/CND/session/66_Session_2023/66CND_Main.html).

II. Opening date and venue

2. The sixty-sixth session of the Commission on Narcotic Drugs will be held from 13 to 17 March 2023. The session will be held in a hybrid format, combining in-person participation at the Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, and online participation. The suggested meeting times are from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
3. The session will open in the morning of 13 March 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.
4. The annotated provisional agenda and proposed organization of work (E/CN.7/2023/1) is available on the website of the Commission on Narcotic Drugs.

III. Informal pre-session consultations

5. Informal consultations will be held on 10 March 2023 to prepare for the session and to facilitate the discussion of draft resolutions. The pre-session informal consultations will be held in a hybrid format in Boardroom D, C-Building, and online from 10 a.m. to 1 p.m. and 3 to 6 p.m., with interpretation into the six official languages.



IV. Participation

6. The sixty-sixth session will be held in a hybrid format, with in-person participation at the Vienna International Centre and online participation.

7. Delegations are encouraged to check regularly for updates pertaining to COVID-19-related measures for meetings at the Vienna International Centre.

8. For speakers who participate in person, interpretation into the six official languages will be available. For speakers who participate online, interpretation into the six official languages will be available for a total duration of up to 30 minutes during each 3-hour meeting, in line with the guidance on remote interpretation arrangements received from the Department for General Assembly and Conference Management. If speakers participating online request to take the floor after the 30 minutes have been exhausted, those speakers will be given the floor during the next meeting.

Online access

9. The meetings will be accessible through an online conference platform. All meetings of the plenary and the Committee of the Whole, including informal consultations, as well as side events, can be accessed there. Registered participants will receive a link to the online conference platform in due course.

V. Registration

Registration

10. Participants will be asked to register through the Indico registration system, uploading a note verbale containing information regarding the composition of their delegations. The link to the registration system will be posted on the Commission website. The registration period is from 1 February to 8 March 2023.

11. As part of the security arrangements, participants attending in person will be required to present their confirmation of registration from Indico identifying them as delegates, together with their passports or another official photograph-bearing identity document, 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 go through a security check at the entrance to the Centre.

12. Access badges will be issued to registered participants at Gate 1 of the Vienna International Centre on 10 March 2023, from 9 a.m. to 1 p.m., and on 13 March 2023, 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.

13. 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 March 2023, 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

14. 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 in-person 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

¹ Available at 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.

VI. Statements and draft resolutions

Statements

15. 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.

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 Monday, 20 February to Monday, 6 March 2023.

17. Delegations also have the option of submitting a pre-recorded video statement for the general debate (the time limit is to be strictly adhered to).

18. Representatives delivering video statements must be registered for the session as part of the delegation. When submitting names for the list of speakers at the general debate, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

19. 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 March 2023.

20. Statements delivered during the general debate will be made available on the website of the sixty-sixth session. Speakers should inform the secretariat if they do not want their statements to be posted online.

Draft resolutions

21. Pursuant to Commission decision 55/1, States members of the Commission intending to table draft resolutions for consideration by the Commission at its sixty-sixth session are requested to submit them one month before the start of the session, that is, by noon on 13 February 2023. Draft resolutions must be tabled by a State that is a member of the Commission² and should be emailed to the secretariat (unodc-sgb@un.org), in Word format, accompanied by a note verbale.

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

23. Member States wishing to co-sponsor a draft resolution can do so by sending a note verbale to the secretariat (unodc-sgb@un.org) indicating which draft resolution they would like to co-sponsor, by close of business on the Monday following the session at the latest. Co-sponsorship is also possible at the stage of adoption of the resolution, by show of hands (in person).

² The current membership 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_2022.pdf.

Informal consultations on draft resolutions during the session

24. Informal consultations, held in person, in a hybrid format or online and accessible to Member States only, can be arranged by sponsors of resolutions. The secretariat will assist with arranging these informal consultations.

VII. Bilateral meetings

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

Meetings Management Unit

Email: cnd.reservations@un.org

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

VIII. Side events and exhibitions

27. A number of side events will be held during the sixty-sixth 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 sixty-sixth session shortly before the start of the session.

28. 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 sixty-sixth session of the Commission.

IX. Security

29. During the sixty-sixth 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.

30. 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; vicsecuritychief@un.org

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

X. Documentation

32. 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

33. Pre-session documents for the sixty-sixth 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 sixty-sixth session. This is part of the efforts to reduce costs and limit environmental impact through the digitization of conference materials and documents.

In-session documents

34. During the session, each delegation will receive a single set of in-session documents, in the language of its choice. In-session documents of the sixty-sixth session will also be issued electronically, in all six official languages, on the website of the sixty-sixth session.

35. A journal containing the daily programme and other information related to the conduct of the session will be posted on the website of the sixty-sixth session of the Commission every morning.

XI. General information**Accommodation**

36. Participants are responsible for making their own accommodation arrangements.

Conference rooms

37. 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 the equipment from the meeting rooms.

Transportation

38. In-person participants are responsible for making their own arrangements for transport to and from the airport and the Vienna International Centre.

39. 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 the Kaisermühlen/Vienna International Centre station on the U1 metro line). The trip takes approximately 40 minutes. Information on VAL services, routes and timetables is available on the following website: www.viennaairportlines.at/en.

City of Vienna online travel guide

40. 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; specific information relating to COVID-19 is available at www.wien.info/en/travel-info/coronavirus-information.

Visas and requirements for entry into Austria

41. 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 or official letter containing such confirmation should be received by the secretariat at least four weeks before the start of the meeting.

42. Participants must comply with the COVID-19-related entry and quarantine requirements of the Government of Austria, which are available on the following website: www.sozialministerium.at/en/Coronavirus/Information-in-English.html#entering-austria.

XII. Access to and facilities at the Vienna International Centre³

Access to the Vienna International Centre

43. 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.

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

Accessibility and special assistance

45. 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

46. 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 cash dispensers 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

47. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The cafeteria is open from 7.30 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 a.m. to 3.30 p.m. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, extension 4877). 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 Wednesdays and Thursdays, and from 3.30 to 9 p.m. on Fridays.

48. The delegate lounges in the M-Building (room M0E) and the C-Building (room C07) are open from 9 a.m. to 4.30 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 (tel.: +43 1 26060 4875; email: cateringvic@eurest.at).

Medical services

49. Medical help is available from the medical service located on the seventh floor of the F-Building of the Vienna International Centre (extension 22223 and, for emergencies, extension 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 (extension 3903).

50. A pharmacy is located on the seventh floor of the F-Building (room F0709, extension 21599) and is currently open from 10 a.m. to 5 p.m., Monday to Friday. Opening hours may be subject to change.

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

Photocopying services

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

Postal services

52. 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.

Wireless network connection

53. Wireless connectivity is available everywhere in the M-Building.
