

10 April 2017

English and French only\*

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**Twelfth Meeting of Heads of National Drug Law Enforcement Agencies, Europe**

Vienna, 27-30 June 2017

**Information for participants****I. Meeting date and venue**

1. The 12th Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Europe, will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The meeting will start on Tuesday, 27 June 2017, at 10 a.m. in Conference Room C-1, on the second floor of the C-Building.
2. The annotated provisional agenda and proposed organization of work are contained in document [UNODC/HONEURO/12/1](#), which is to be made available on the web page of the United Nations Office on Drugs and Crime for the 12th Meeting of HONLEA, Europe.<sup>1</sup>

**II. Registration and list of participants**

3. The personal details of delegates (name, title or function, workplace, telephone number and individual e-mail address) should be sent by note verbale (Governments) or on official letterhead (organizations) to the Secretariat as soon as possible, and not later than Thursday, 22 June 2017. The address of the Secretariat is:

Secretariat to the Governing Bodies  
United Nations Office on Drugs and Crime  
P.O. Box 500, A-1400 Vienna, Austria  
Fax: (+43-1) 26060-5885  
E-mail: [sgb@unodc.org](mailto:sgb@unodc.org)

Providing individual e-mail addresses will ensure that representatives receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link to the web page where each delegate may upload a photograph (in JPEG file format), to save time at registration. Else delegates will need to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

4. 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.

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\* English, French, Russian and Spanish are the working languages of the subsidiary body.

<sup>1</sup> [www.unodc.org/unodc/en/commissions/CND/Subsidiary\\_Bodies/HONEUR/HONEUR\\_12-documentation.html](http://www.unodc.org/unodc/en/commissions/CND/Subsidiary_Bodies/HONEUR/HONEUR_12-documentation.html).



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.

5. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Tuesday, 27 June 2017, from 8 a.m. to 10.30 a.m. Delegates are encouraged to register as early as possible. Monday, 26 June 2017 is an official United Nations Holiday and the Pass Office is closed on this day.

### **III. Languages and documentation**

6. The official languages of the meeting are: English, French, Russian and Spanish. Official documents of the meeting will be made available in those official languages.

7. Each seat in the conference rooms in the C-Building of the Vienna International Centre in which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms.

8. Documentation to facilitate consideration of some of the issues on the provisional agenda is available on the web page of the 12th Meeting of HONLEA, Europe:

[www.unodc.org/unodc/en/commissions/CND/Subsidiary\\_Bodies/HONEUR/HONEUR\\_12-documentation.html](http://www.unodc.org/unodc/en/commissions/CND/Subsidiary_Bodies/HONEUR/HONEUR_12-documentation.html).

9. At the documents distribution counter located on the second floor in the C-building, each delegation will be provided with a distribution box for documents. Each delegation will receive a single, complete set of the documents in the language of its choice.

### **IV. General Information**

#### **Visas**

10. 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 in the country concerned. Participants are expected to make their own visa arrangements.

11. The Secretariat may, upon request by the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the meeting, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires the complete name as stated in the passport of the applicant, as well as his or her date of birth, nationality, passport details and an official confirmation from the Government represented by the applicant of his or her participation. A note verbale or official letter should be received by the Secretariat at least three weeks prior to the start of the meeting.

#### **Accommodation**

12. 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.

13. 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 7 a.m. to 10 p.m.

### **Transportation**

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

15. An airport bus service operates between Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 12.20 a.m., 1.20 a.m. and 2.50 a.m., and every 30 minutes between 4.50 a.m. and 11.50 p.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m., and every 30 minutes between 4 a.m. and 11.30 p.m.

16. There is also an airport bus service between the Vienna International Centre (next to the “Kaisermühlen/Vienna International Centre” station on the U1 metro line) and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour between 7.10 a.m. and 8.10 p.m. and leave the Vienna International Centre for the airport every hour between 6.10 a.m. and 7.10 p.m.

17. The City Airport Train (CAT) takes passengers between the CAT terminal in Vienna (the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes between 6.09 a.m. and 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes between 5.36 a.m. and 11.06 p.m.

## **V. Facilities**

18. The following facilities will be available to participants at the Vienna International Centre.

### **Delegates’ working areas and wireless network connection**

19. Wireless connectivity is available everywhere in the C-Building. A delegates’ working area (“cybercorner”), with desktop computers equipped with standard software and Internet access, will be located on the fourth floor of the C-Building.

### **Post office, telephones and faxes**

20. 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, Monday to Friday from 8 a.m. to 6 p.m.

### **First aid**

21. Medical attention is available from the clinic operated by the VIC Medical Service, located on the seventh floor of the F-Building of the Vienna International Centre (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 Security Operations Centre in room F0E18 (ext. 99).

22. The pharmacy is located on the seventh floor of F-building (room F0709) and is open from 10 a.m. to 5 p.m. Monday to Friday.

**Banks**

23. 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 of the D-Building and on the first floor of the C-Building. 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**

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

25. The coffee area in the C-Building (C07) is open from 9 a.m. to 4.30 p.m. The cocktail lounge is located in F0E, next to the restaurant, and its opening hours are from 11.30 a.m. to 8 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; e-mail: [cateringvic@eurest.at](mailto:cateringvic@eurest.at)).

**Travel services**

26. The American Express office (room number C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open Monday to Friday from 8.30 a.m. to 5.30 p.m.

**Access to the Vienna International Centre**

27. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramer Strasse and register at Gate 1. Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” station, follow the signs marked “Vienna International Centre” and register at Gate 1.

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

29. Attention is drawn to the Delegates’ Handbook (available at [www.unodc.org/unodc/en/commissions/Delegates\\_Handbook.html](http://www.unodc.org/unodc/en/commissions/Delegates_Handbook.html)).

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