

# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
Commission on Crime Prevention and Criminal Justice

United Nations Office on Drugs and Crime

Vienna International Centre



United Nations  
Vienna

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Note

This handbook contains information of a general nature about United Nations Headquarters in Vienna and is applicable to the sessions of the Commission on Narcotic Drugs and of the Commission on Crime Prevention and Criminal Justice !n

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
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Visitors (ervices	/;
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## & General information

### Venue

The Vienna International Centre (=V.I.C) is located at Aagramer (trasse ,# /BB- Vienna .nformation on ho% to arrive at the venue ma+ be found online at [www.unvienna.org](http://www.unvienna.org)

### (egistration and list of )artici)ants

The details (=name# title'function# address of %orkplace# telephone numbers and individual official email address> of participants to conferences (=on official letterhead> should be received b+ the (ecretariat in advance of the beginning of the conference (=see the most recent anne" for relevant dates> 7 ore detailed information on registration can be found online& <http://www.unodc.org/unodc/en/commissions/registration.html>\_

Providing the individual email addresses %ill ensure that all participants receive an automatic email response confirming their registration. The automatic email response %ill also contain a link %here each participant ma+ upload a photograph# in order to issue

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## Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by train are advised to get off in the side lane (=Nebenfahrbahn) of Aagramer (trasse) register at the station, walk across Memorial Plaza, proceed to entrance C and follow the signs to building C for conferences taking place in the C building and to building D for conferences taking place in the D building. Participants arriving by metro (=U/ line) should get off at the Kaisermühlentor station, follow the signs which read Vienna International Centre, register at the station, walk across Memorial Plaza and enter building C for conferences taking place in the C building and to building D for conferences taking place in the D building.

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

All persons, personal items and vehicles entering the Vienna International Centre are subject to search by the United Nations Security Service (=UN Security Service).

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## 2 Medical Services

All emergencies within the Vienna International Centre should be reported directly through e"t <<

Medical attention is available from the clinic operated by the Joint Medical Service located on the seventh floor of the 6 building =e"t BBBB0 and# for emergencies# e"t BBBBB> The clinic is open daily from 8 a.m. to 7 p.m. except on Thursdays# when it is open from 8 a.m. to 12 p.m. For medical emergency assistance at other times# please call e"t <<

## Permanent Missions to the United Nations Handbook 3Vienna4 567 lue 7ook8

The Handbook lists the diplomatic personnel of Member States# the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies# as well as the membership

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## & #he Commissions

### Commission on Narcotic Drugs

The Commission on Narcotic Drugs (CND) is the central policy-making body within the United Nations system

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( reconvened sessions of the Commissions

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Draft resolutions must be submitted to the Secretariat to the Governing Bodies in electronic form together with an official transmittal note. The draft resolution must be sent in a Word document so that it can be processed, formatted, edited and translated and made available to the Commission.

### Changes to the text of submitted draft resolutions

Before the start of the work of the Committee of the Whole:

Since a draft resolution has been submitted to the Secretariat and once it has been edited, any changes to the text must be made on the final edited text.

For this purpose, the sponsors are requested to obtain the final electronic Word document from the Secretariat and to make changes on that version only.

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When conducting informal consultations outside of the Committee of the Whole, sponsors are requested to obtain from the Secretariat the latest version of the draft resolution as edited during a meeting and to make any modifications to the text using the Track Changes function.

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### 6 - 8 and 6rev'8 documents

Each tabled draft resolution will receive an "S" symbol indicating limited distribution. When it is received by the Secretariat, e.g. 3/CN.9/B-19/5 B, "S" documents can only be issued once the session has begun.



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## & Secretariat services

### Secretariat to the Governing Bodies Section

The Secretariat to the Governing Bodies acts as an interface between the Commissions, their subsidiary bodies and other sections of UNODC. It is the main contact point for representatives of Member States and permanent missions in Vienna concerning matters pertaining to the work and the competence of the Commissions.

The Secretariat provides substantive and technical support to the CND and CCPCJ. It services the regular and reconvened sessions of the Commissions and coordinates the side events held during the regular sessions. The Secretariat provides support to the bureaux and extended bureaux of the Commissions. These bodies deal with administrative and substantive matters that require attention by the Commissions both during sessions as well as in the intersessional period.

Contact: Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 1000, Vienna International Centre, 1000 Vienna, Austria. Tel: +43 (0)1 2606 7777. Fax: +43 (0)1 2606 7777. Email: [secretariat@unodc.org](mailto:secretariat@unodc.org)

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## V Conference services

### Conference Management Services (C 2 S4)

- C 7 ( is responsible for providing the following meeting services:
- Planning and coordinating meetings and facilities for Vienna-based bodies held in and outside Vienna, including temporary assistance and equipment for servicing meetings.
  - Planning and coordinating the production schedule for documentation.
  - Editing and translating documents and publications into the six official languages of the United Nations.
  - Providing simultaneous interpretation in the six official languages to meetings.
  - Providing a complete design and production service for publications and promotional, informational and conference-related products in both printed and electronic media formats.
  - Reproducing meeting and other documents.
  - Distributing documents and publications to delegations, secretariats, organizations, libraries and individuals worldwide.
  - Providing library services to UN V, UN DC, and other United Nations offices administered by UN V/UN DC.

Contact for general enquiries on meeting services:

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- languages and documentation



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## V Side events (Public and civil society/ services)

### 0 Exhibits

3 Exhibitions in the 40 minutes of the V.C inform about priority issues on the agenda of the Commissions and UN\$DC For more information on how to reserve exhibition space# please contact the Advocacy Section

Marie-Therese Eiriak# email: [marie1therese.kiriak+2@un.org](mailto:marie1therese.kiriak+2@un.org) ext 0/0/

### Side events

During the sessions# a limited number of rooms will be available. Call 2 4.36 (l) 4093 (t) -12.5545 (h) -

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### Library Services

Conference participants are welcome to use the United Nations Library services and facilities on the fourth floor of the 3 building (room number 3-0;B). The Library is open Monday to Friday from 9 a.m. to 5 p.m.

### Sale of UN Publications

Many publications are available as sales items. For more information, visit the United Nations publications homepage at <https://shop.un.org>

### Public Inquiries

The United Nations Information Service (Room 3-0;B) provides information about the United Nations and its activities at its headquarters in Vienna in response to queries from the public. General fact sheets and answers to frequently asked questions can also be accessed online at <https://www.un.org/unov/en/faq.html>

### Visitors' Services

Guided tours for individuals are offered in German and English from Monday to Friday at 10 a.m. and 2 p.m. During

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information about the work of the United Nations Office on Drugs and Crime and facilitating C-95 participation in the Commissions. The Team can be contacted via email at [unodc.ln@un.org](mailto:unodc.ln@un.org)

#### Network lounge

During the session of the Commissions, a room is allocated for Network, which serves as a space for holding meetings and providing relevant material and information.

#### Network Accreditation and Participation

Networks in consultative status with the Economic and Social Council (ECOSOC) are permitted to attend as observers the sessions of the Commissions, in accordance with the Rules and Procedures of the Functional Commissions of ECOSOC and subject to available space.

Requests for ECOSOC accreditation of Networks should be addressed to the Network Branch, Office for ECOSOC Support and Coordination, UN D-3 (1):

<http://csonet.org/index.php?menuQ;<>

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## VIACON Facilities and services for delegations

### Travel services

At the Vienna International Centre, American Express Room number C3-1/2 and Carlson Aagonlit Travel Room number 6-3/D are available to participants requiring assistance with travel, car rental, sightseeing and excursions. The offices are open Monday to Friday from 9 a.m. to 5 p.m.

### Vienna Service Office

The Vienna Service Office is located on the tenth floor of building 606/B. This office provides information about sightseeing tours in and around Vienna. Opening hours: Monday to Thursday from 9 a.m. to 5 p.m. (except on public holidays).

### Visas

Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a (Schengen short-stay) visa at least five 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.

### 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 Vienna International Airport without having made a hotel reservation must 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 8 a.m. to 6 p.m.

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### Transportation to and from the airport

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An airport bus service operates between Vienna International Airport and Floridsdorf near Flughafen stop on metro lines U1 and U4 with a travel time of about 15 minutes. There is also a bus service between the VIC near Eisenmühlenviertel station on metro line U4 and Vienna International Airport with a travel time of about 15 minutes.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (Aien Mittelfeldstrasse) station on metro lines U4 and U4 to the Vienna International Airport.

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<http://www.unodc.org/unodc/en/commissions/index.html>

Changes or suggestions to the handbook should be brought to the attention of the Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 1000, A-1100 Vienna International Centre, Austria, email: [unodc@sgb2.un.org](mailto:unodc@sgb2.un.org)

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
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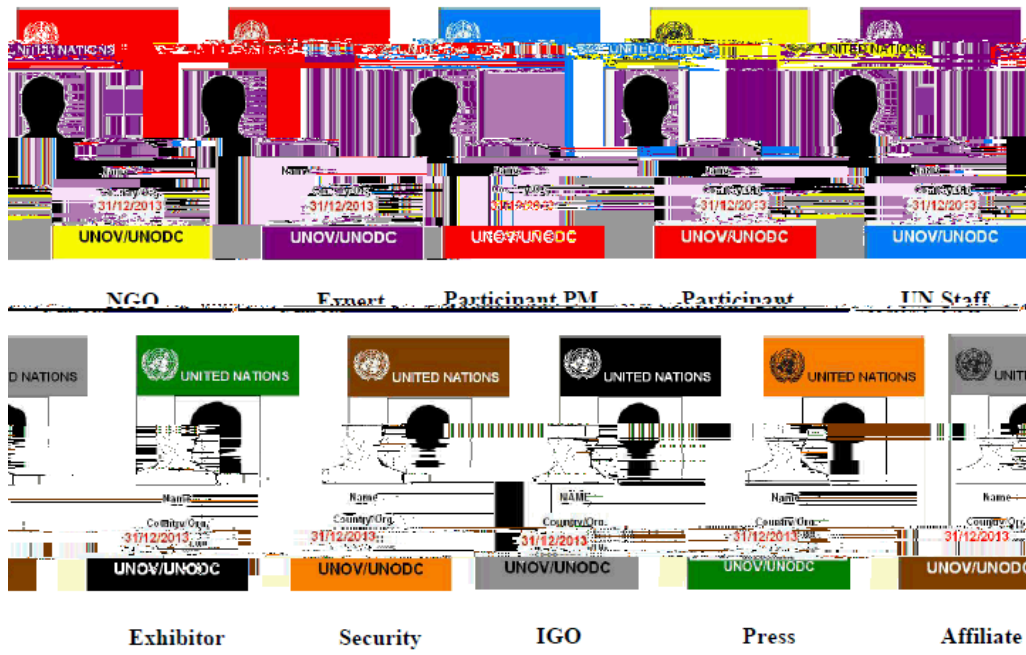
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Ministers and other VIPs

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Protocol and Liaison Service

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	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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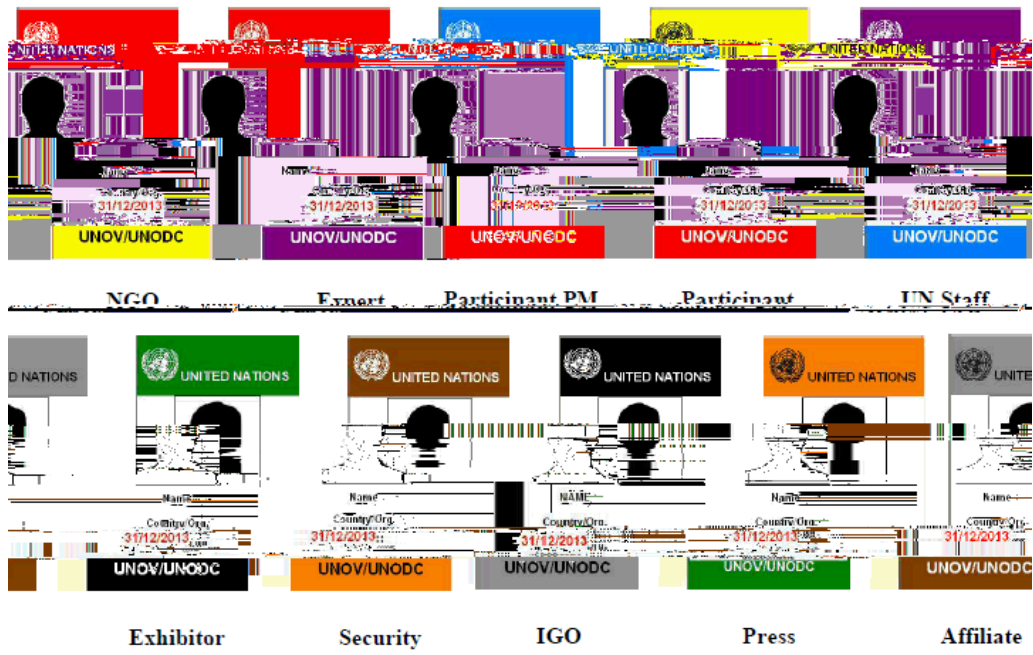
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Types of access cards

Different colours are used for the following categories

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### CONFERENCE PASSES – UNOV/UNODC



### Protocol requirements for issuance of passes

Ministers and other VIPs

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# Delegates' Handbook

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United Nations Office on Drugs and Crime

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United Nations  
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## #able of Contents

	Page
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V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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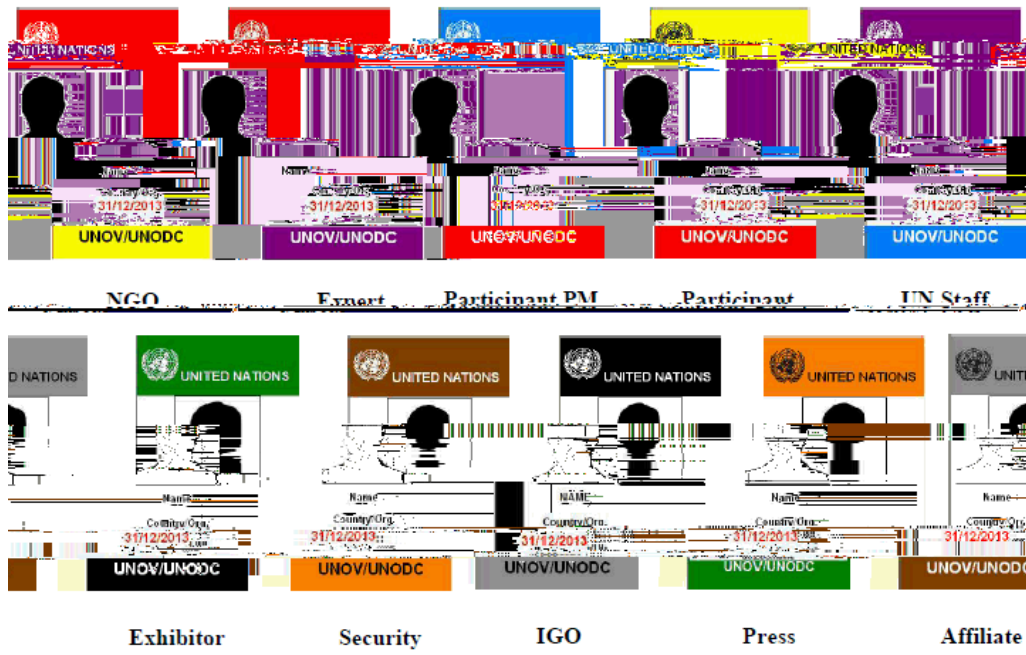
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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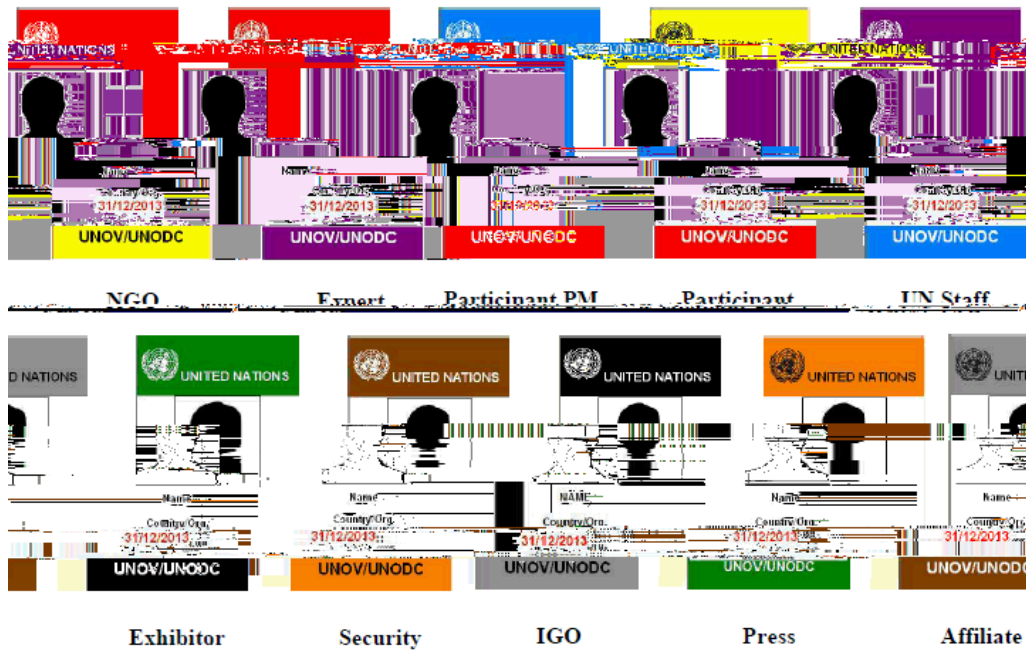
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# Delegates' Handbook

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United Nations Office on Drugs and Crime

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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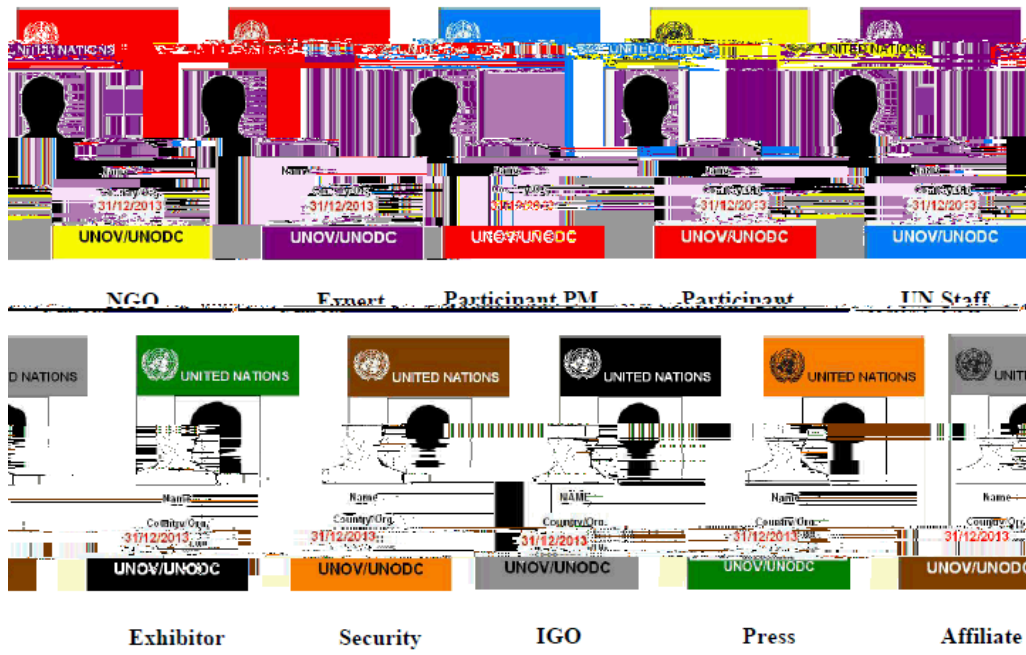
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## & #he Commissions

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( reconvened sessions of the Commissions

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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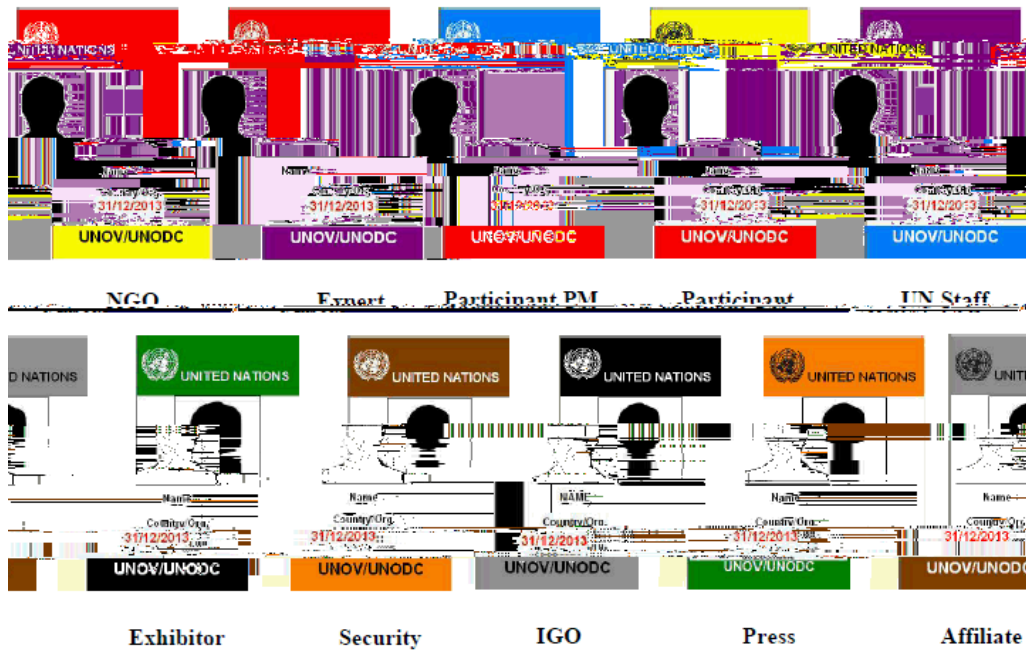
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## #able of Contents

	Page
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V3NU3	,
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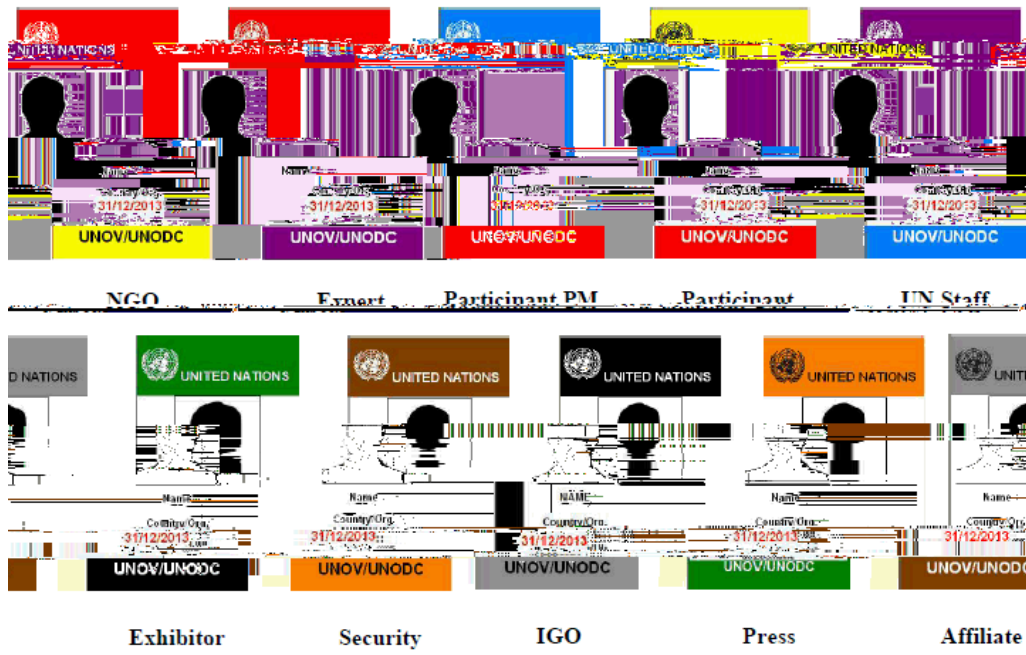
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3 Exhibitions in the 40 minutes of the V.C inform about priority issues on the agenda of the Commissions and UN\$DC For more information on how to reserve exhibition space# please contact the ! advocac+ (ection&

7 MarieTherese Eiriak+# email& [marie1therese.kiriak+2@un.org](mailto:marie1therese.kiriak+2@un.org)# e"t 0/0/

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# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
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United Nations Office on Drugs and Crime

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United Nations  
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
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43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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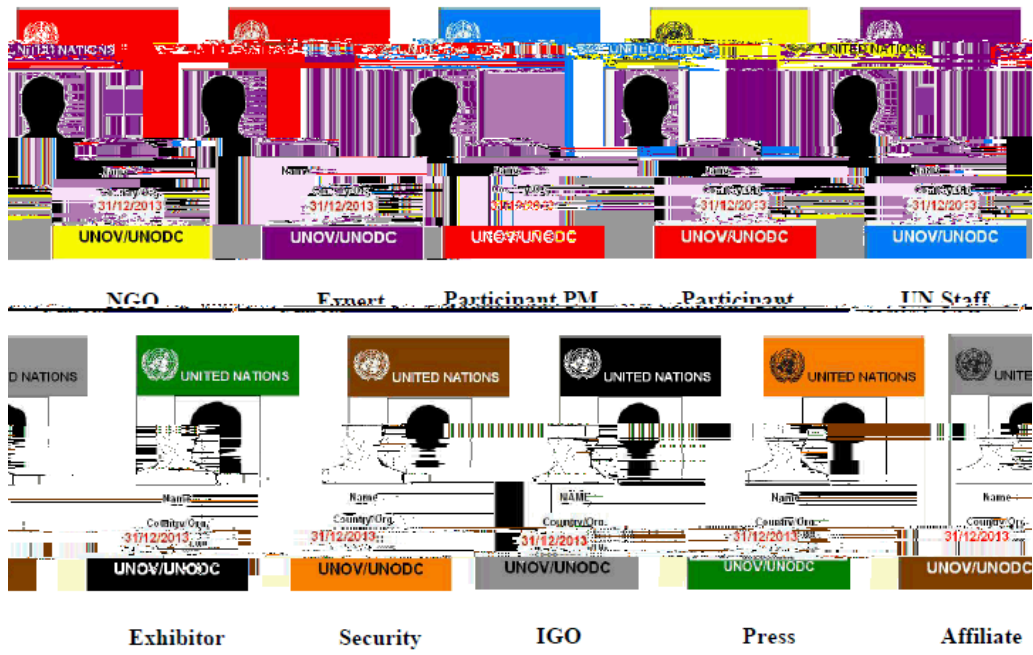
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## #able of Contents

	Page
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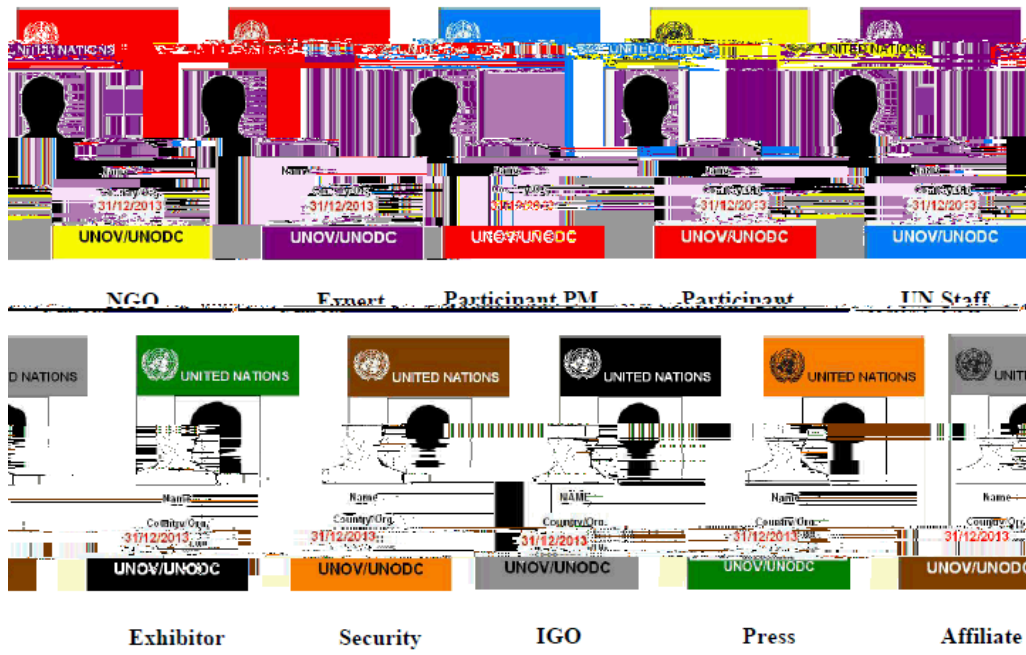
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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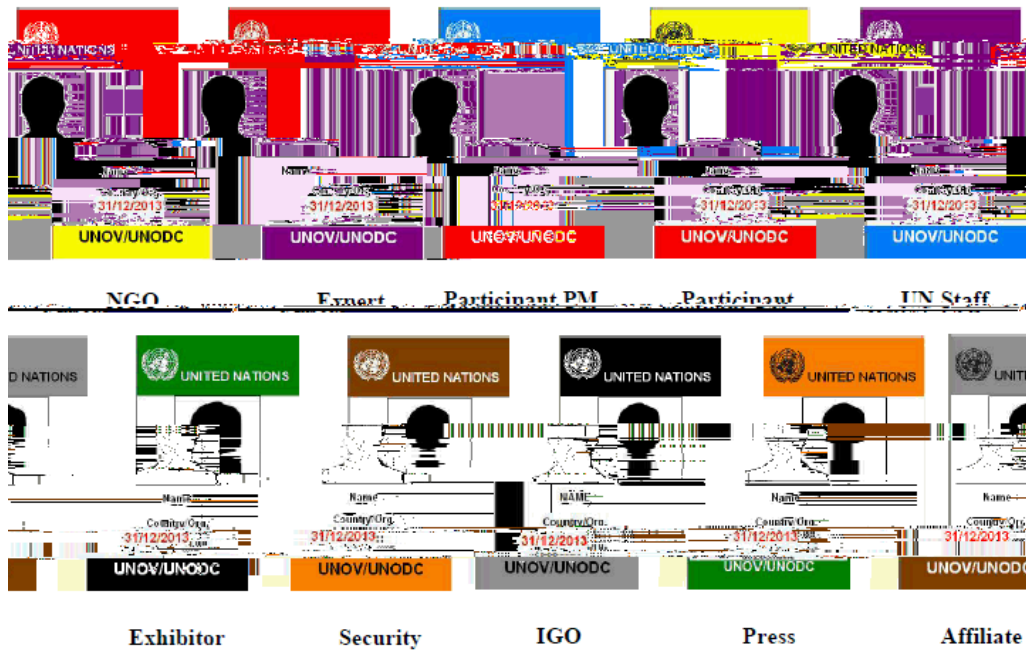
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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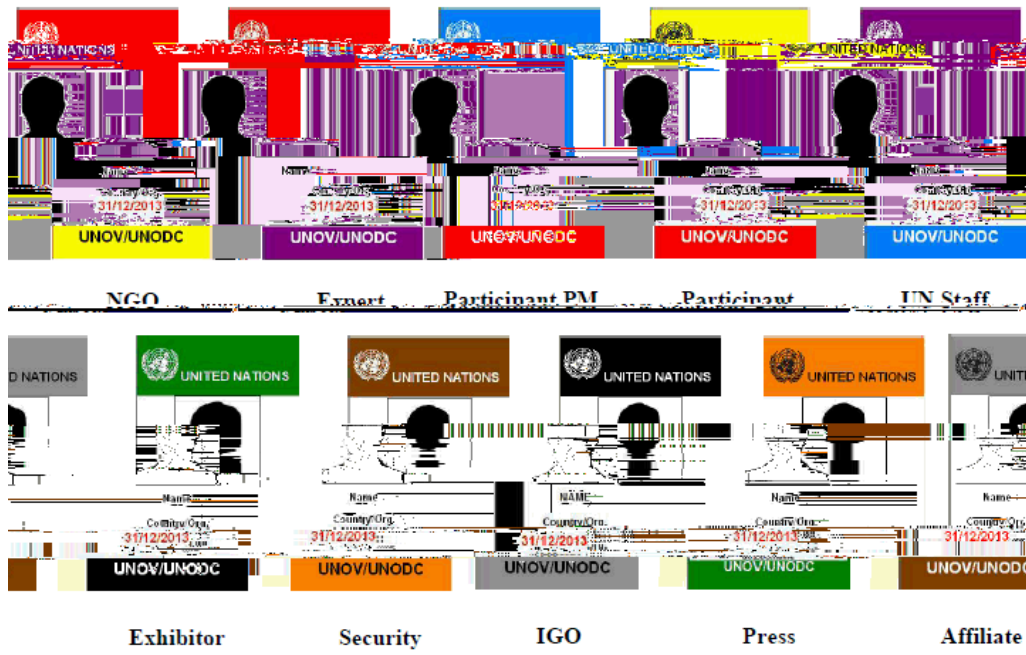
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
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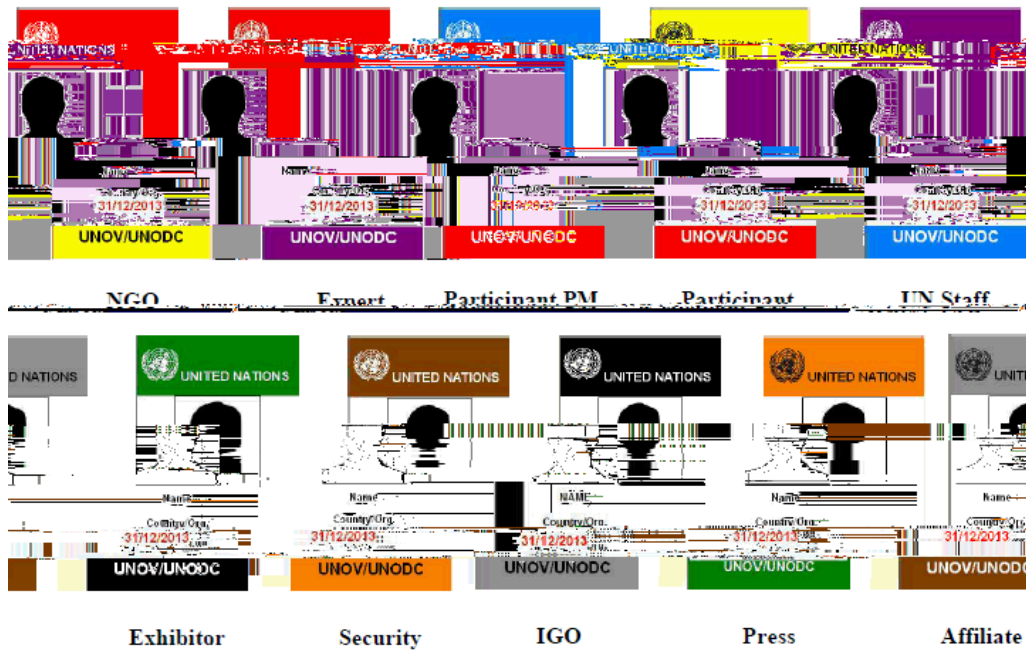
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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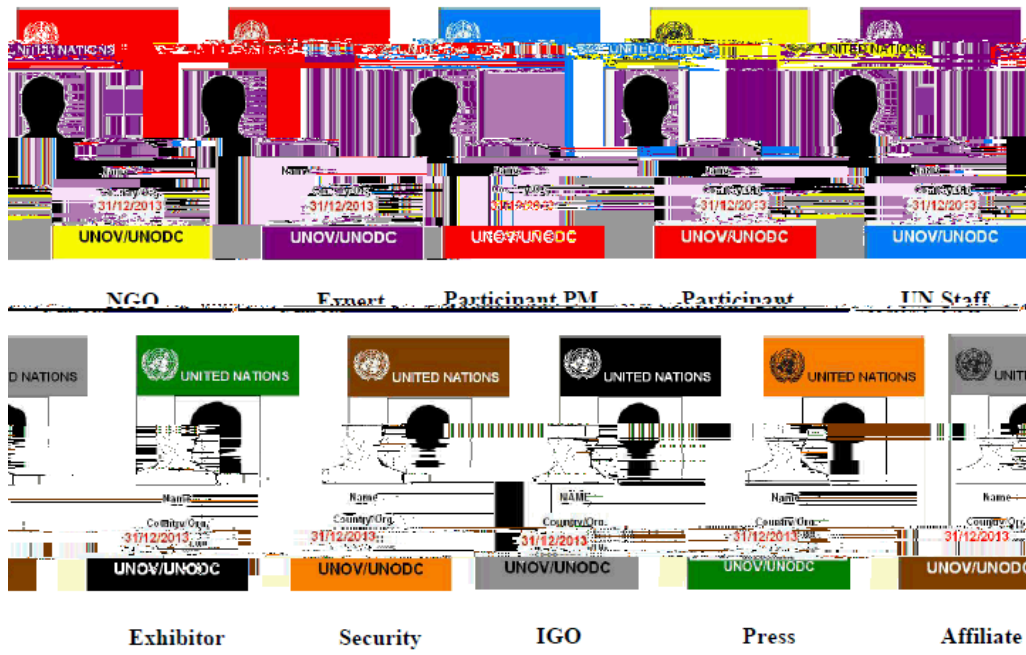
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## #able of Contents

	Page
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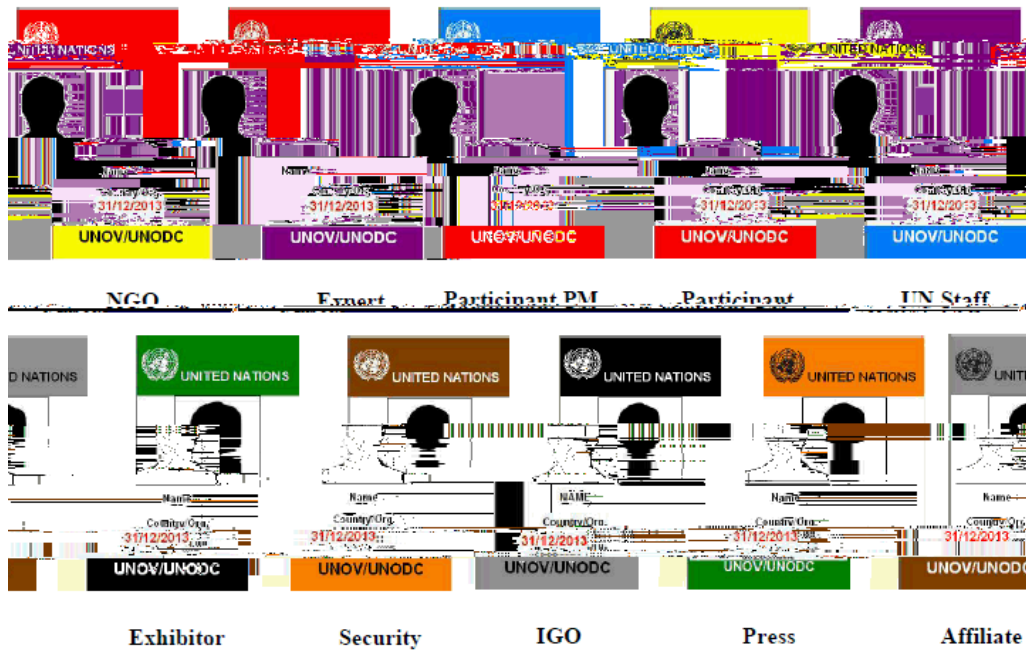
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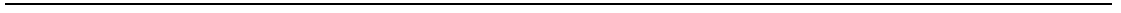
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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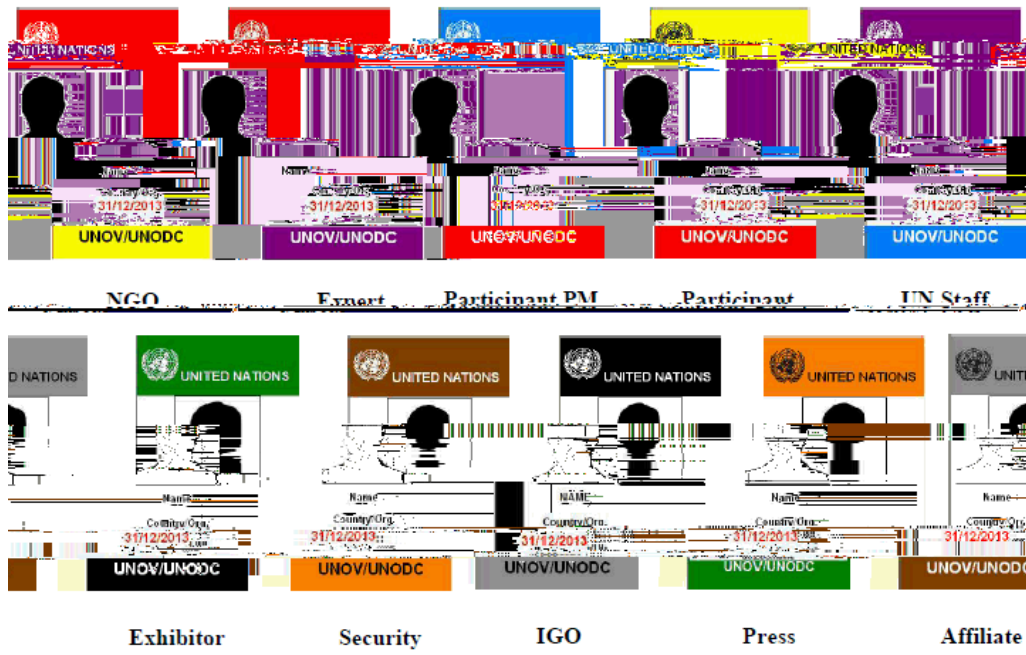
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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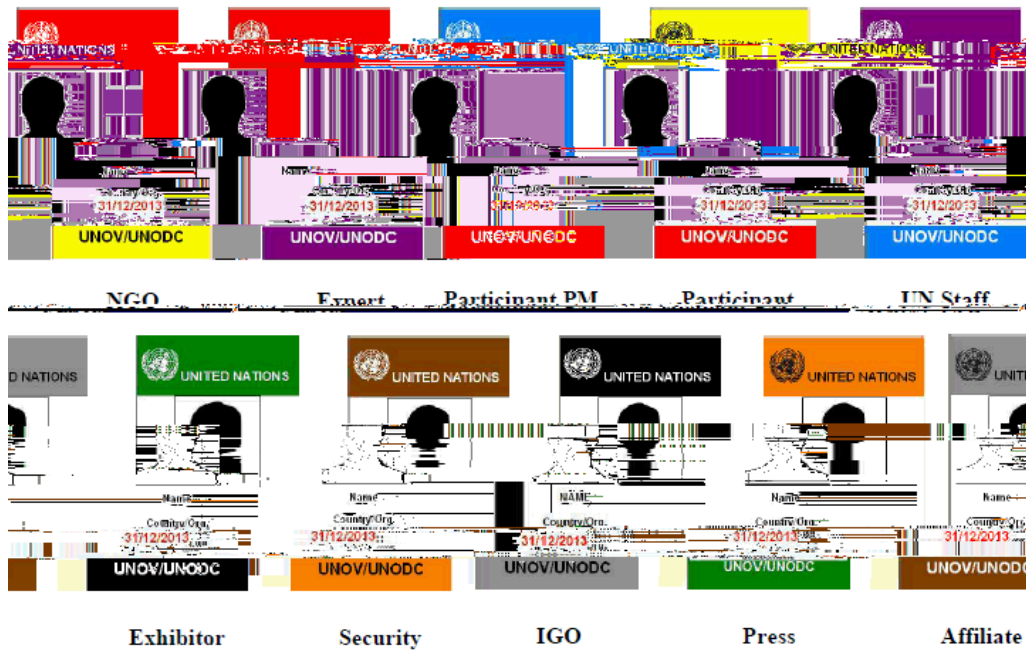
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Catering services

# Delegates' Handbook

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United Nations Office on Drugs and Crime

Vienna International Centre



United Nations  
Vienna

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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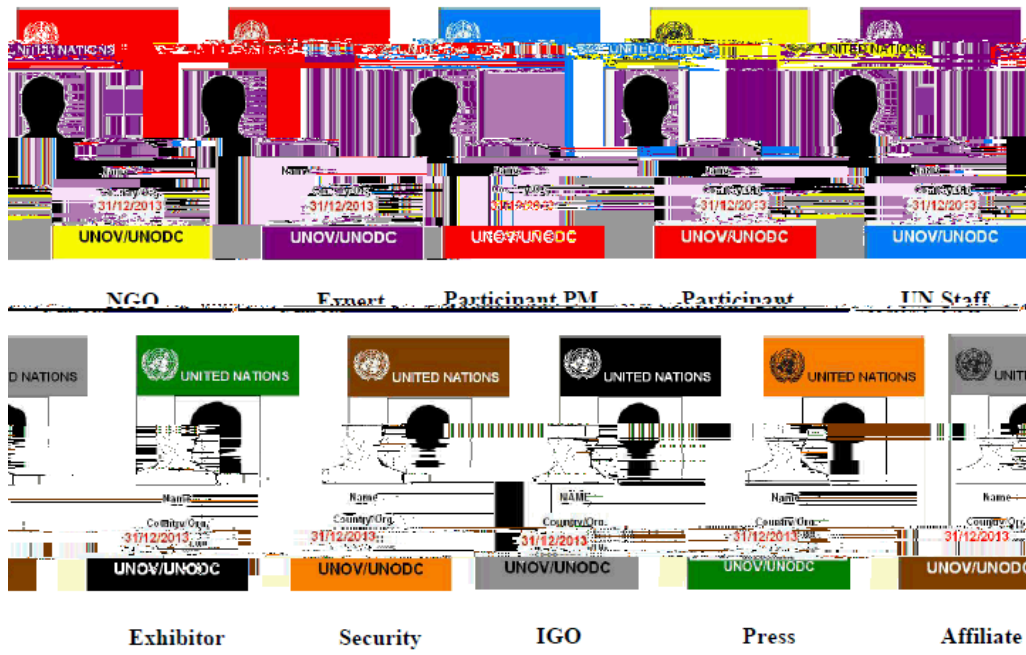
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## & #he Commissions

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The Commission on Narcotic Drugs (CND) is the central policy-making body within the United Nations system



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( reconvened sessions of the Commissions

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## V Conference services

### Conference Management Services (C 2 S4)

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  - Reproducing meeting and other documents.
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Contact for general enquiries on meeting services:

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- languages and documentation

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## V Side events (Public and civil society/ services)

### 0 Exhibits

3 Exhibitions in the 40 minutes of the V.C inform about priority issues on the agenda of the Commissions and UN\$DC For more information on how to reserve exhibition space# please contact the Advocacy Section

Marie-Therese Eiriak# email: [marie1therese.kiriak+2@un.org](mailto:marie1therese.kiriak+2@un.org) ext 0/0/

### Side events

During the sessions# a limited number of rooms will be available. Call 2 4.36 (l) 4093 (t) -12.5545 (h) -

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
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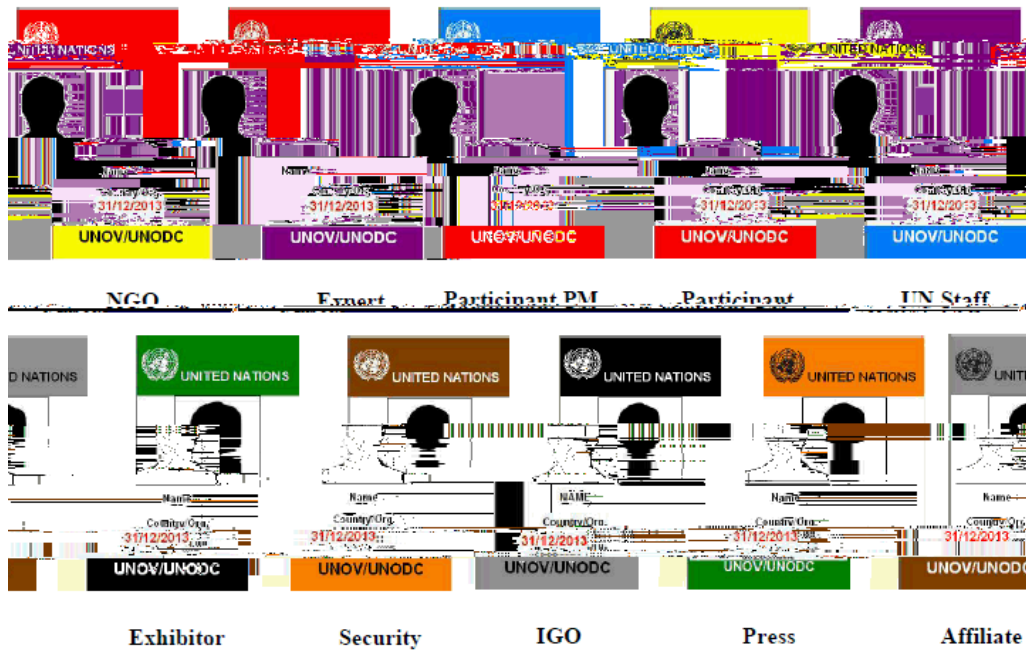
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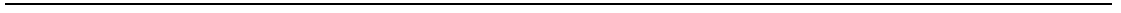
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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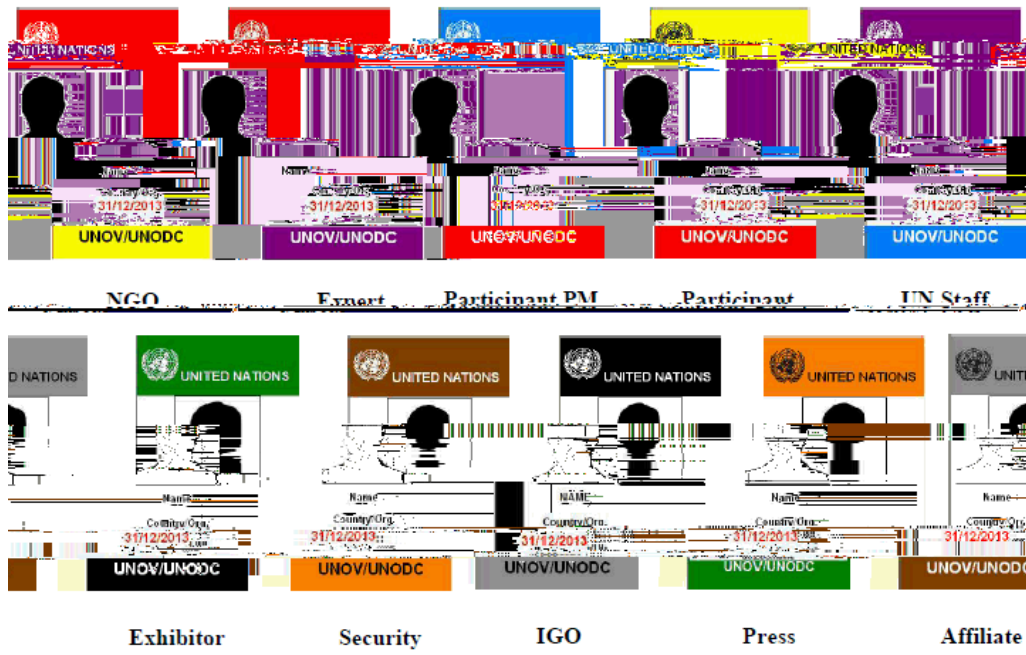
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#### Network lounge

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#### Network Accreditation and Participation

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# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
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United Nations Office on Drugs and Crime

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United Nations  
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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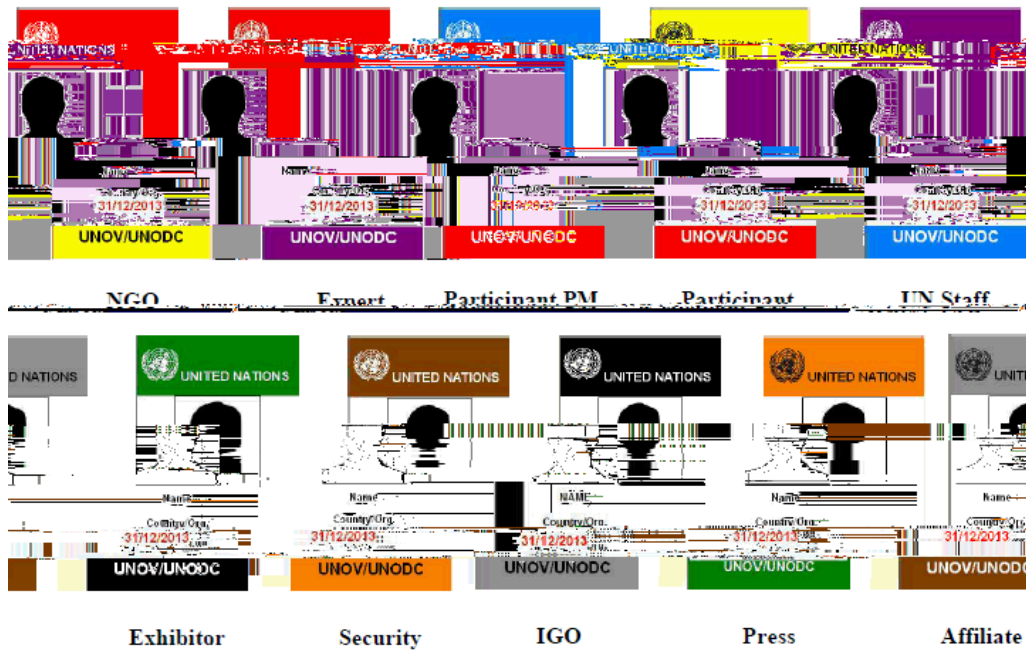
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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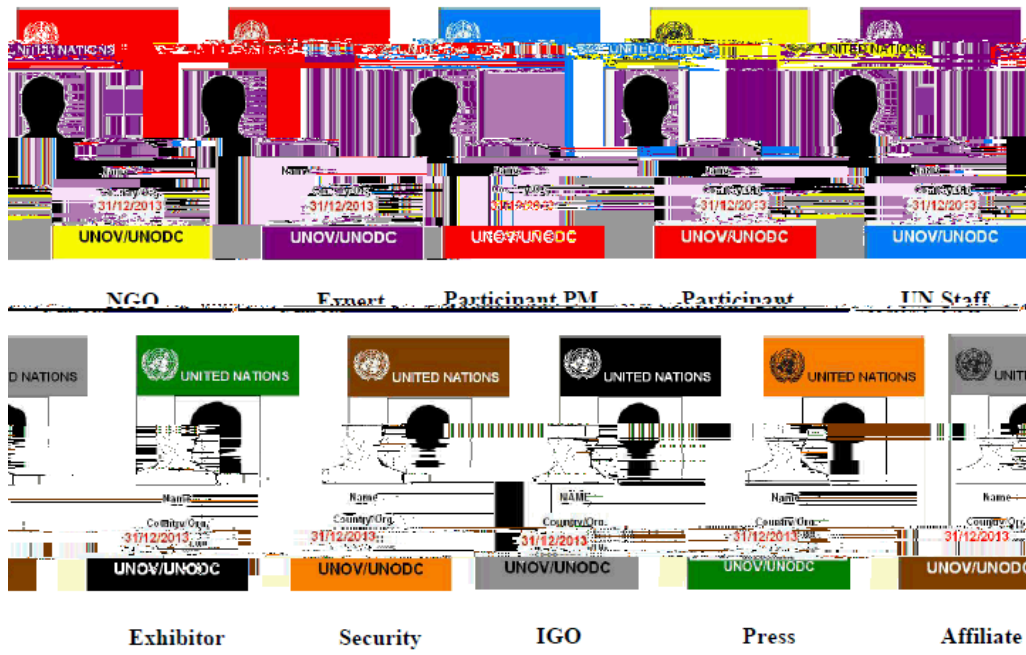
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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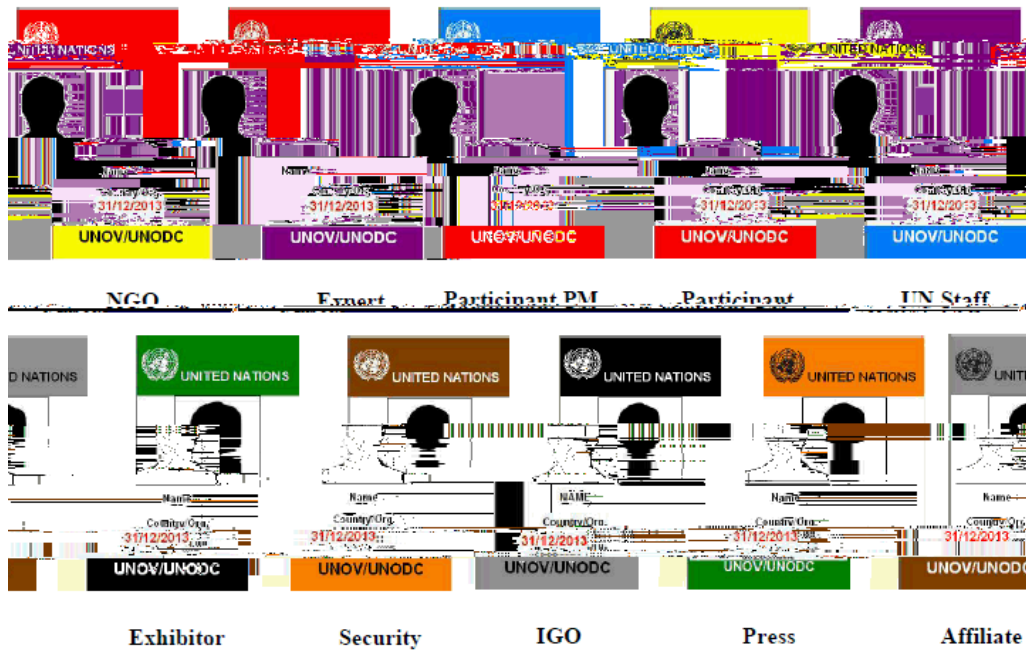
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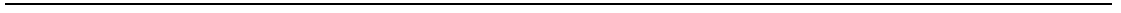
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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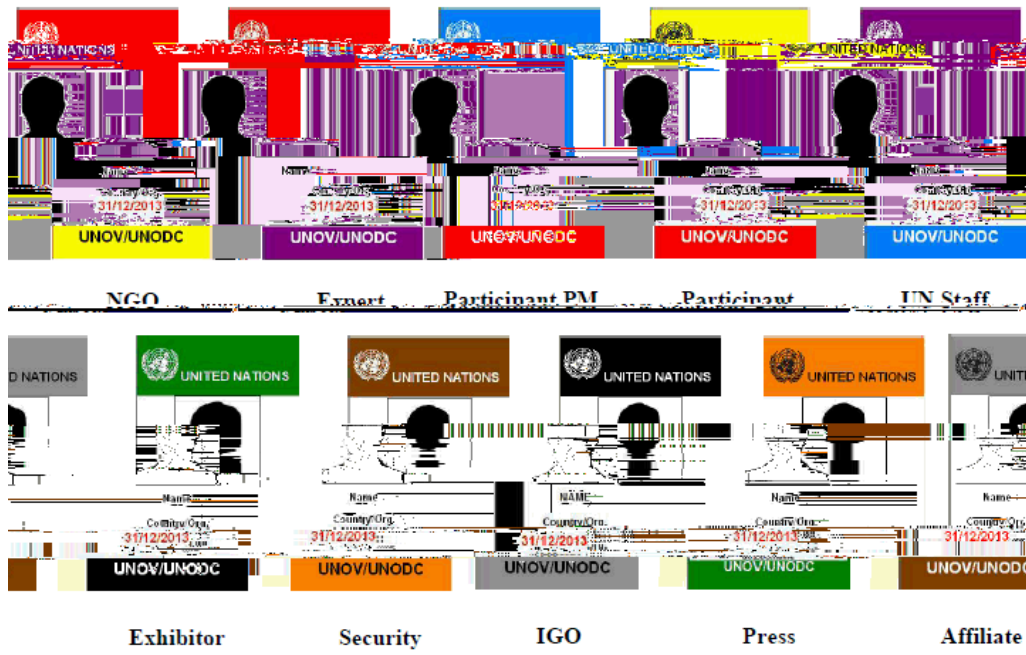
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
V.C *U.5D.N) P!((3( !ND !D7.((\$NT\$ 733T.N)(	9
P4\$T\$C\$5 !ND 5.!(\$N (34V.C3	9
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V.3NN! (34V.C3 \$66.C3 B-

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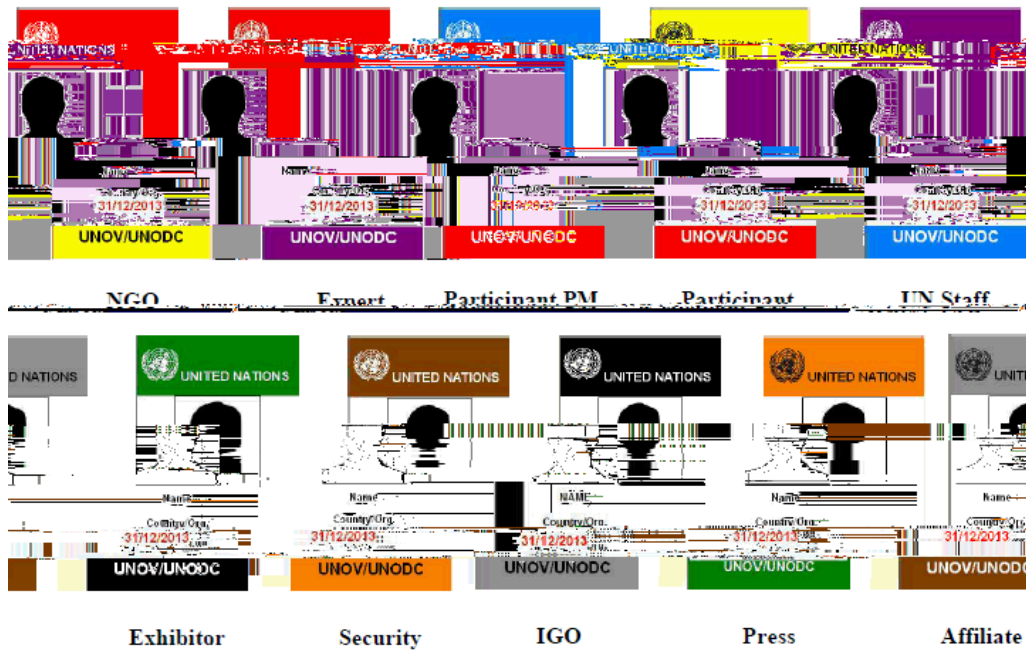
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
V.C *U.5D.N) P!((3( !ND !D7.((\$NT\$ 733T.N)(	9
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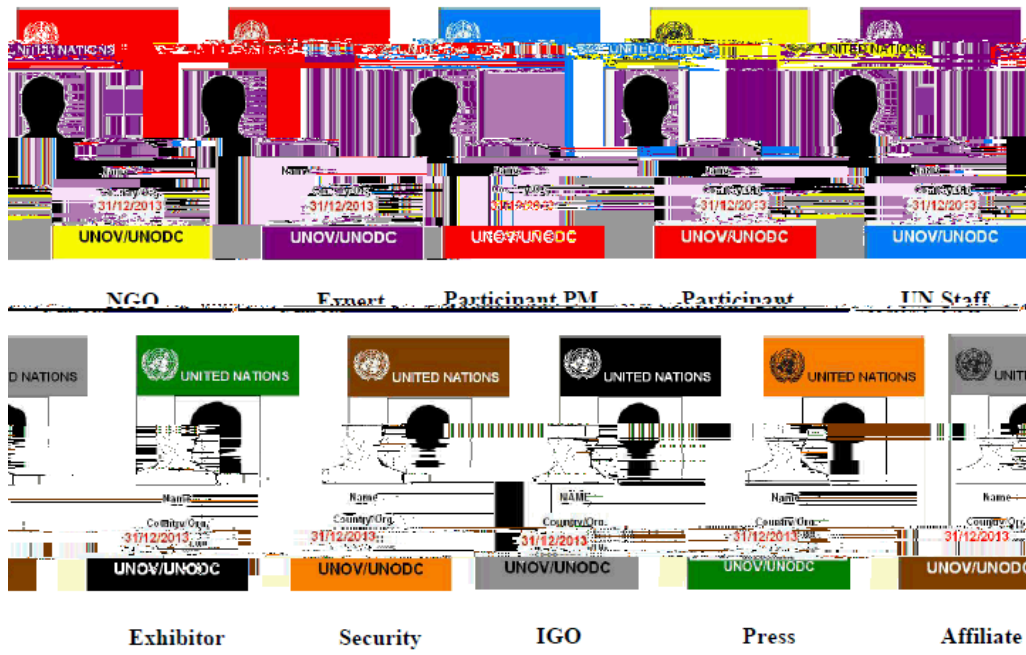
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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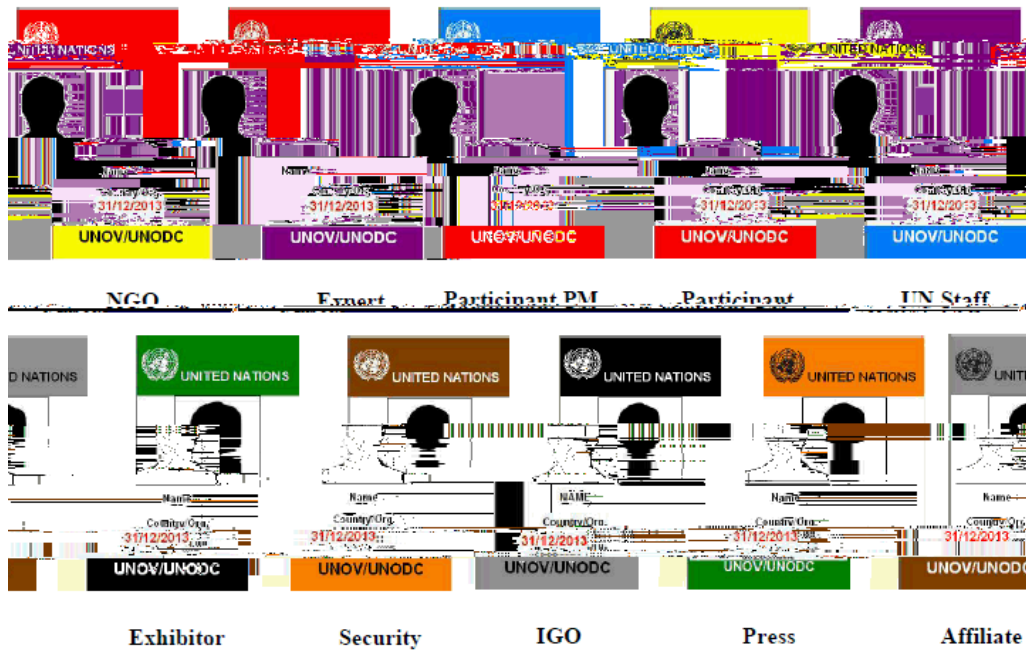
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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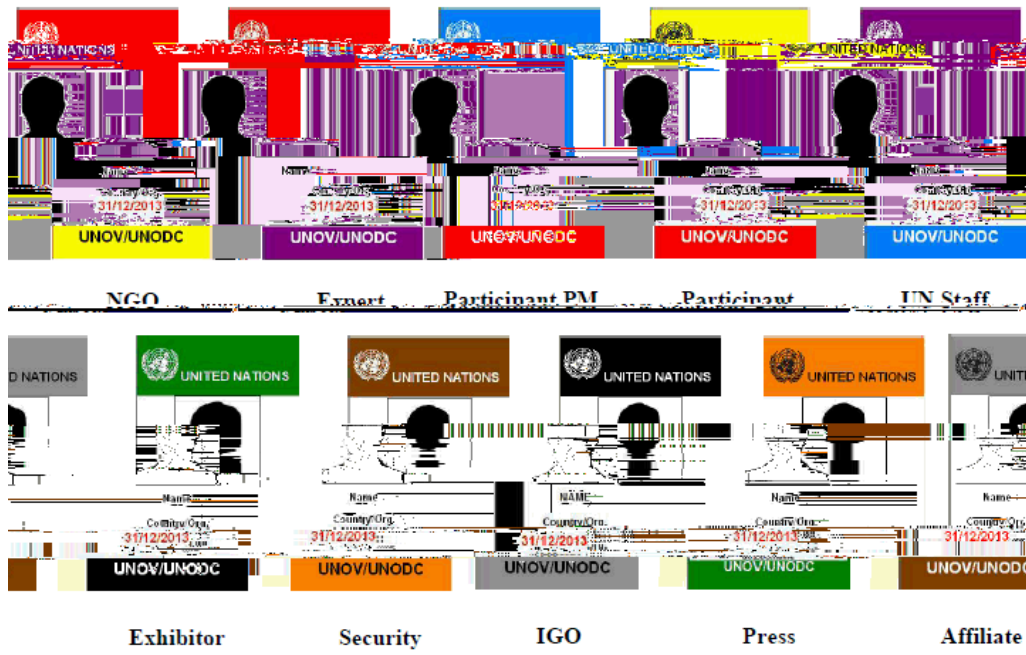
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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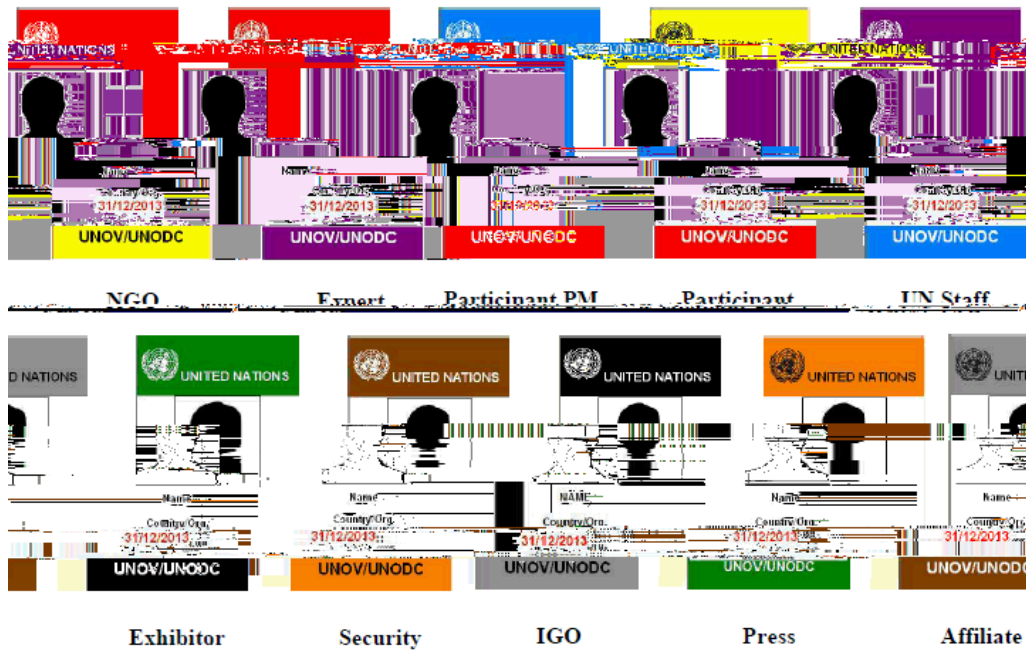
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# Delegates' Handbook

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United Nations Office on Drugs and Crime

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United Nations  
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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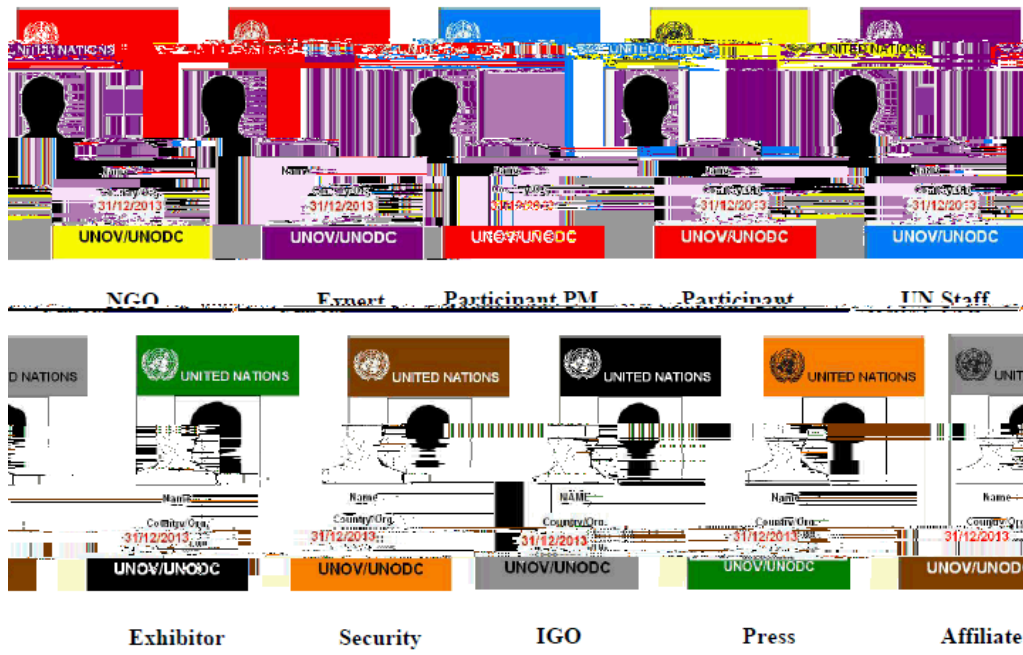
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## & #he Commissions

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( reconvened sessions of the Commissions

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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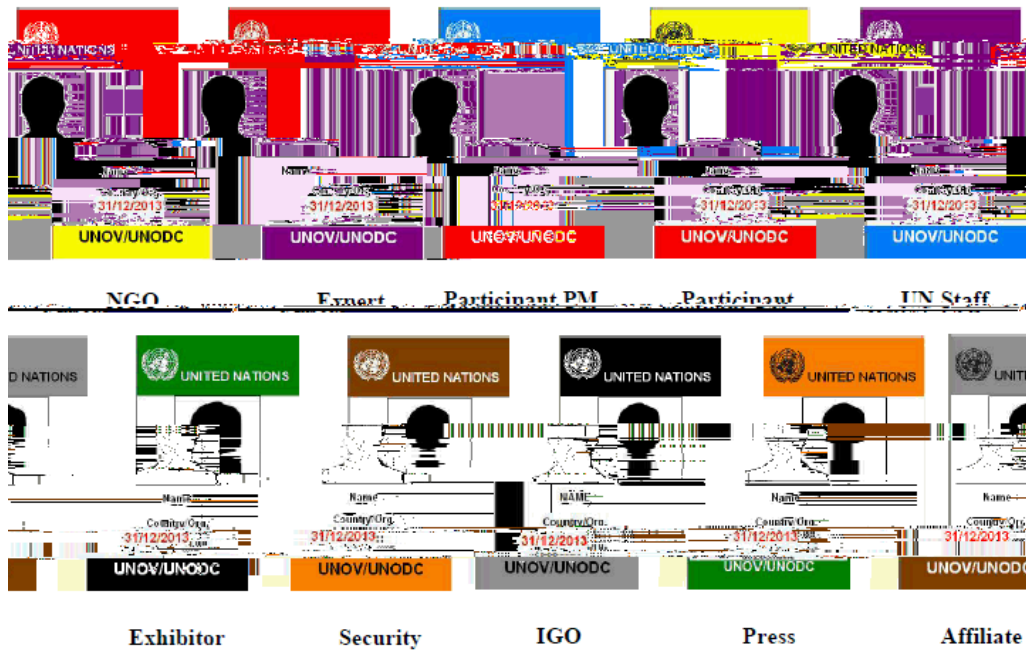
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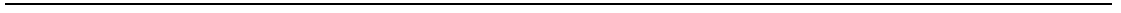
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## #able of Contents

	Page
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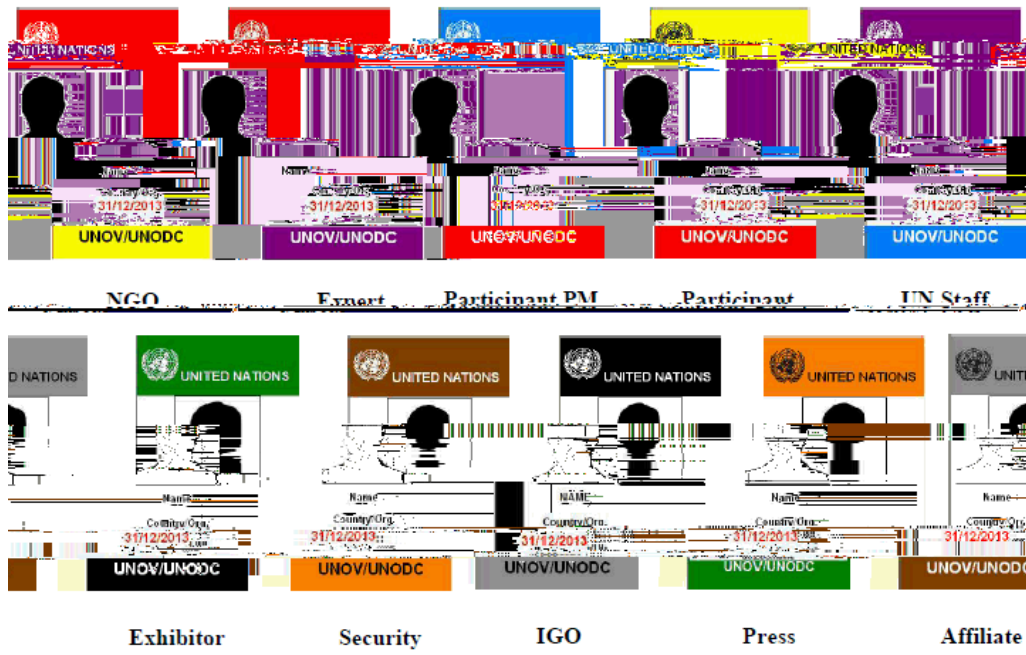
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# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
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United Nations Office on Drugs and Crime

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United Nations  
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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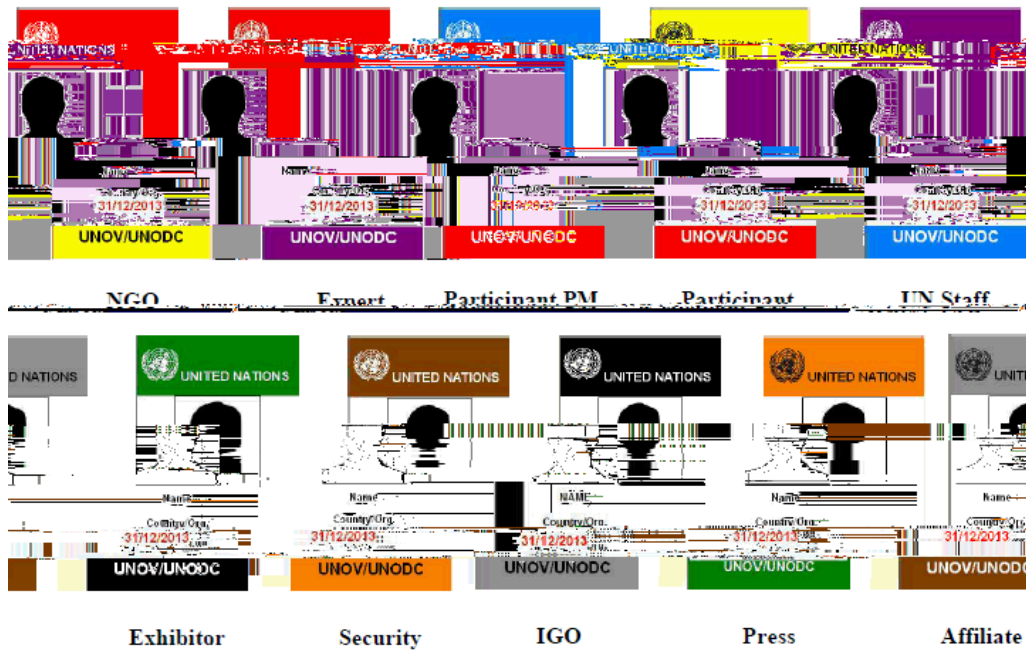
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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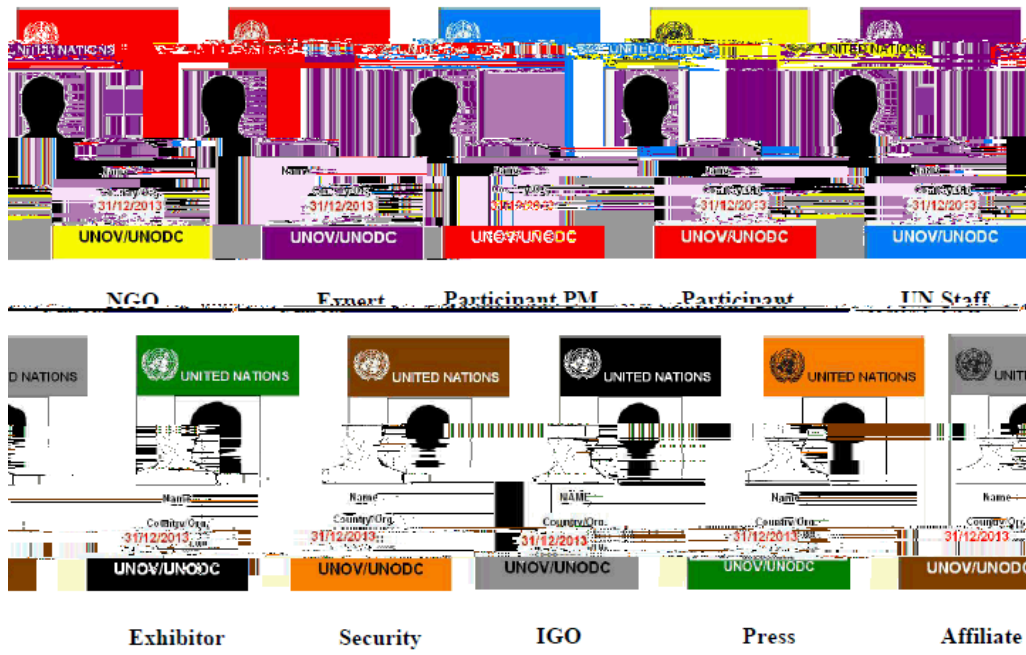
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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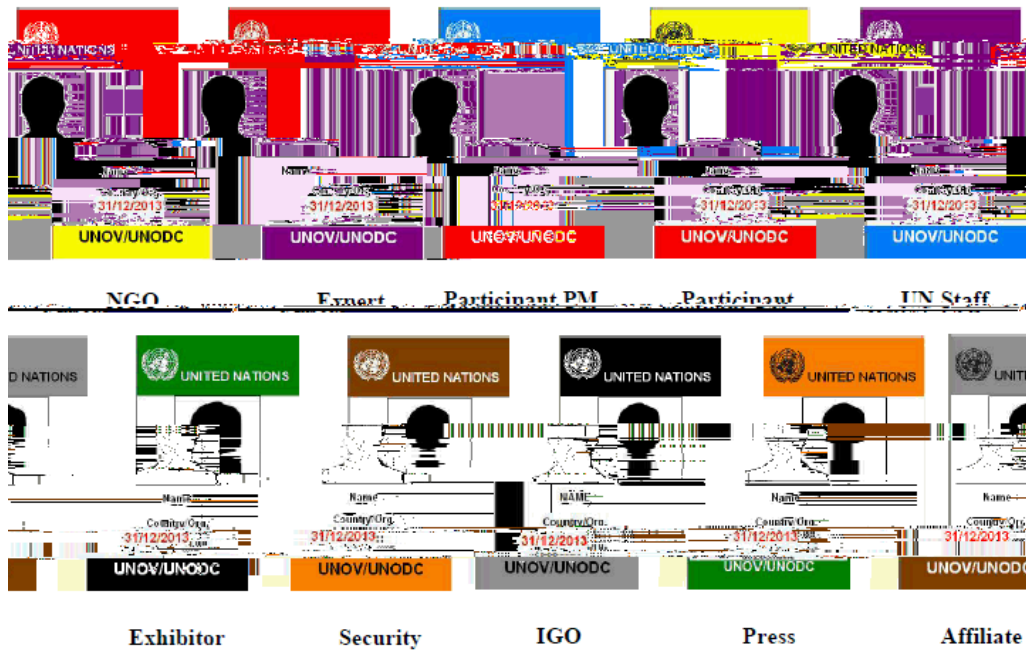
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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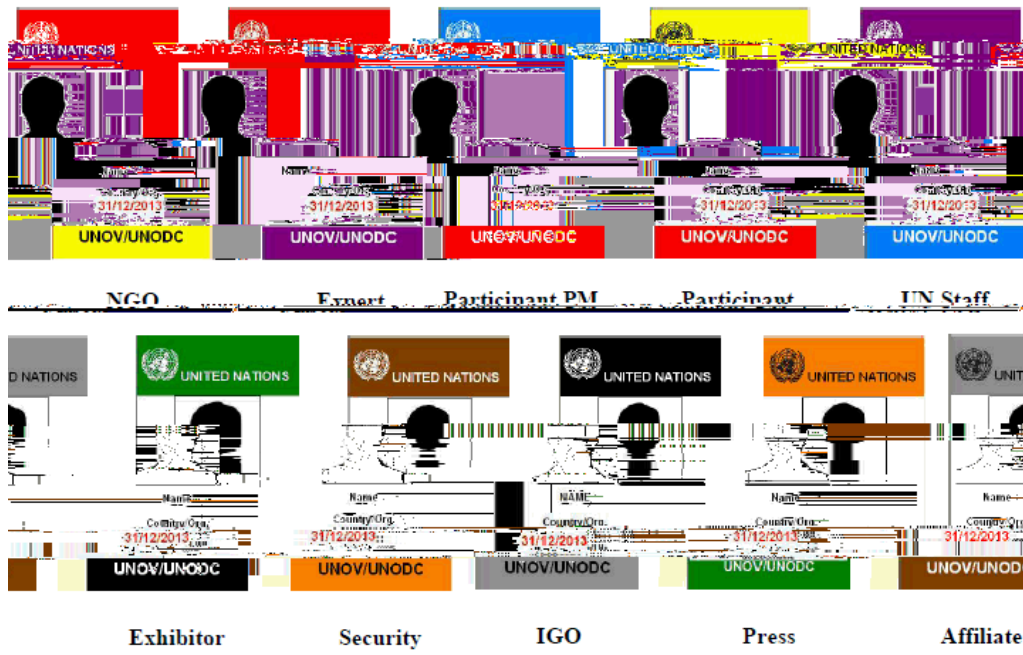
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## #able of Contents

	Page
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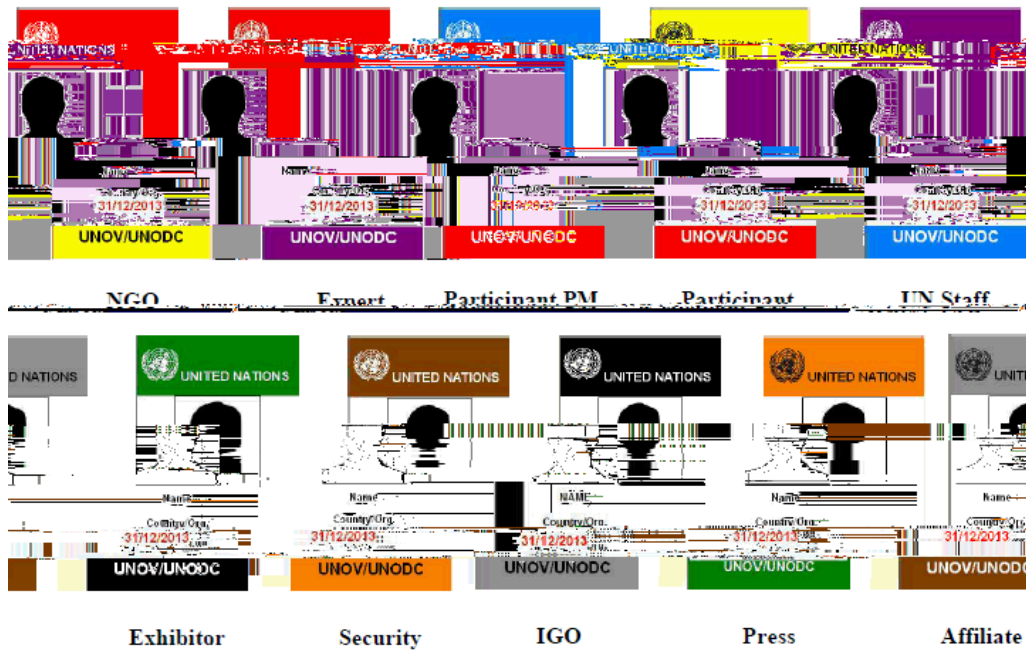
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## #able of Contents

	Page
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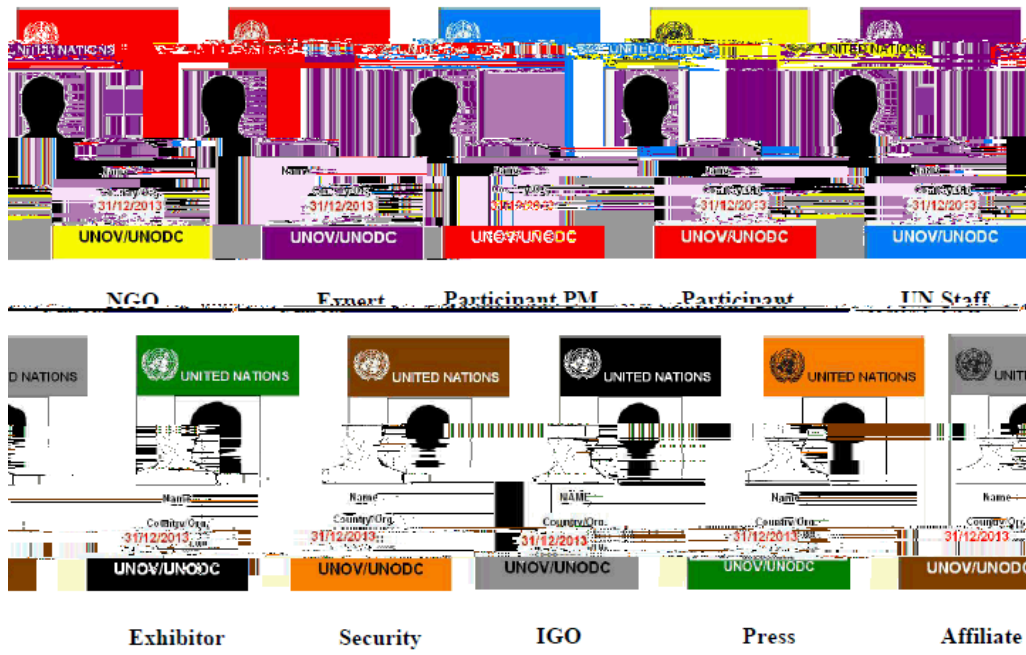
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## #able of Contents

	Page
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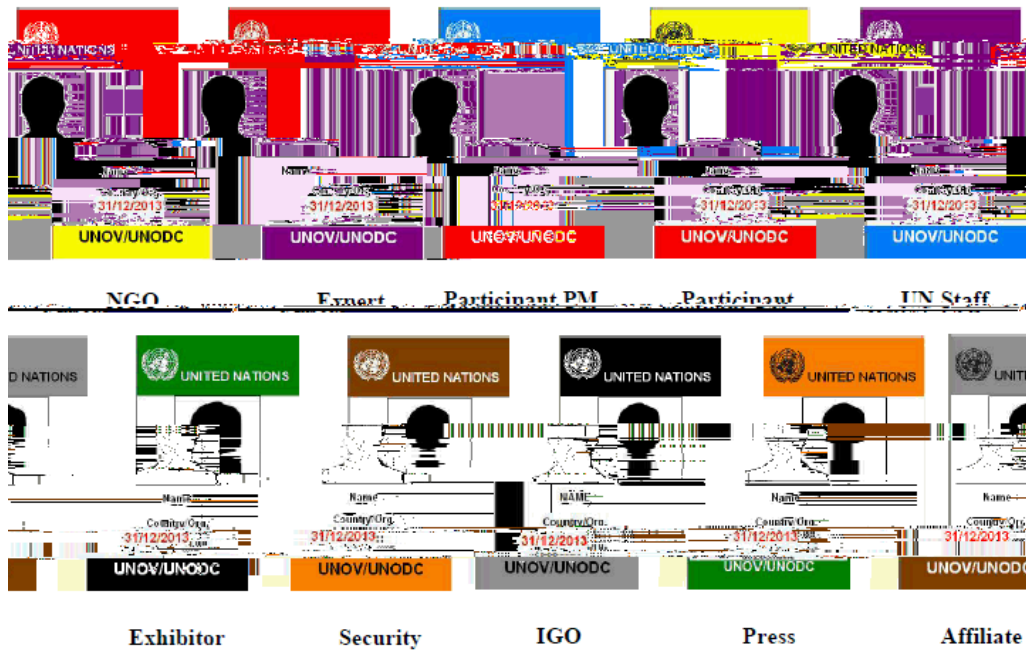
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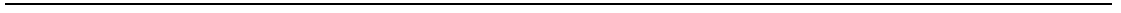
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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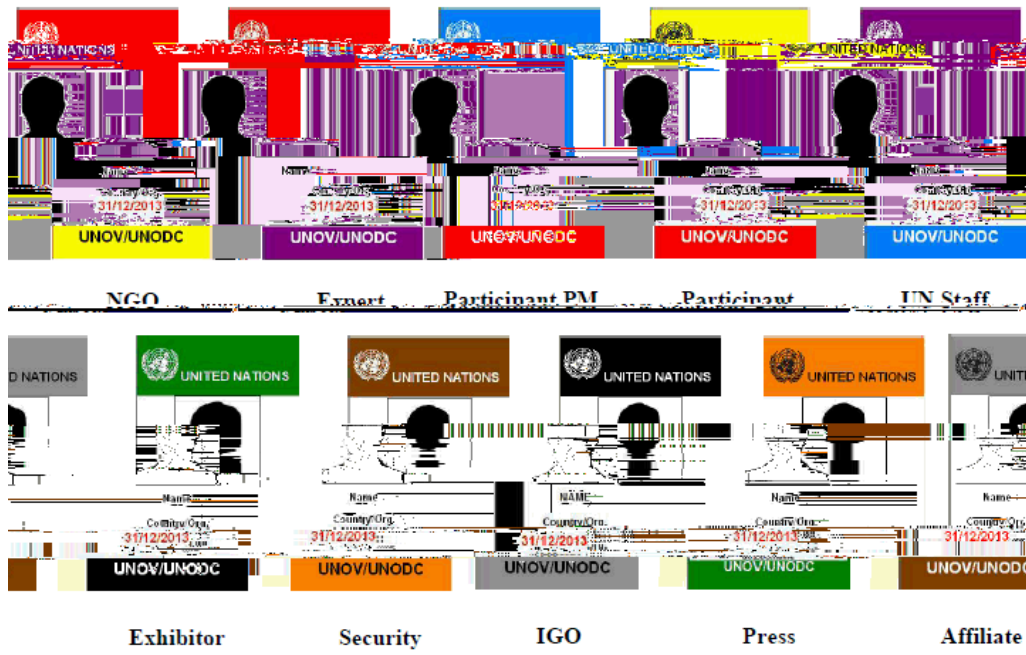
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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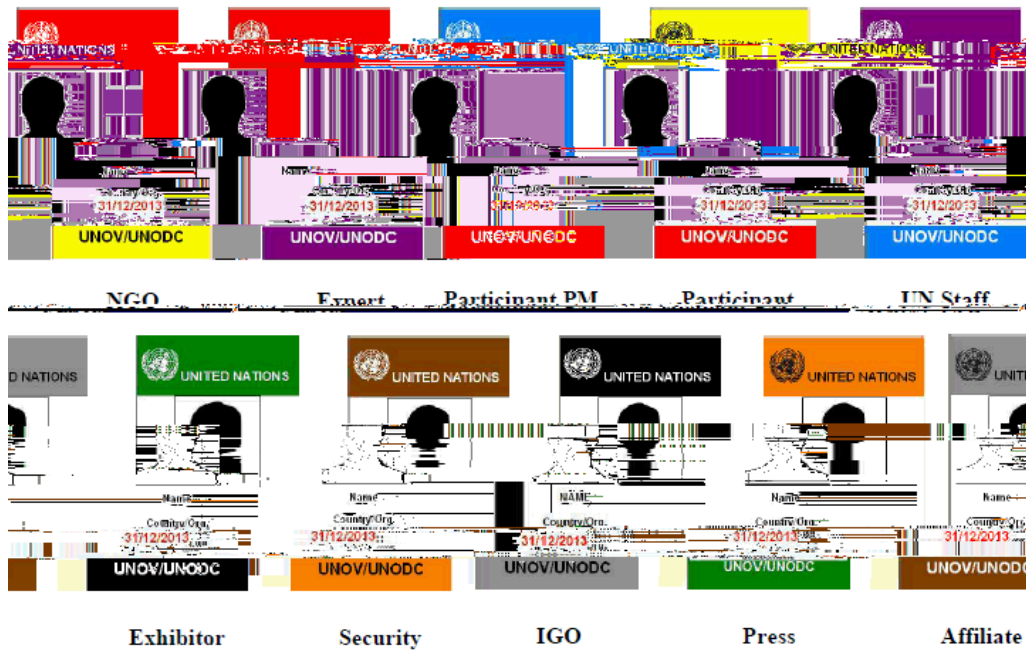
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# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
Commission on Crime Prevention and Criminal Justice

United Nations Office on Drugs and Crime

Vienna International Centre



United Nations  
Vienna

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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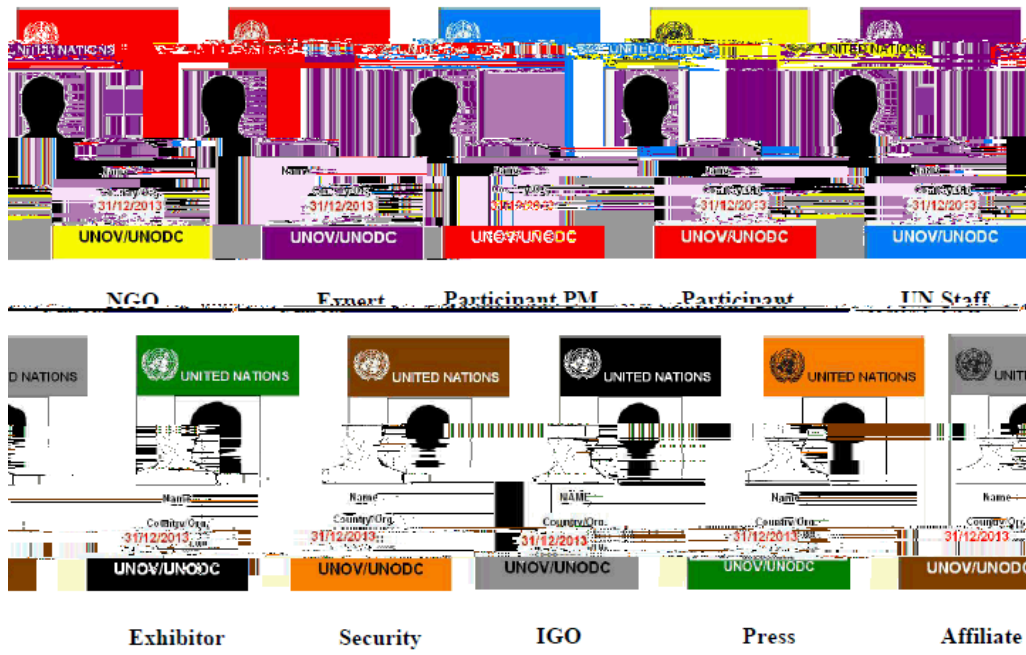
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
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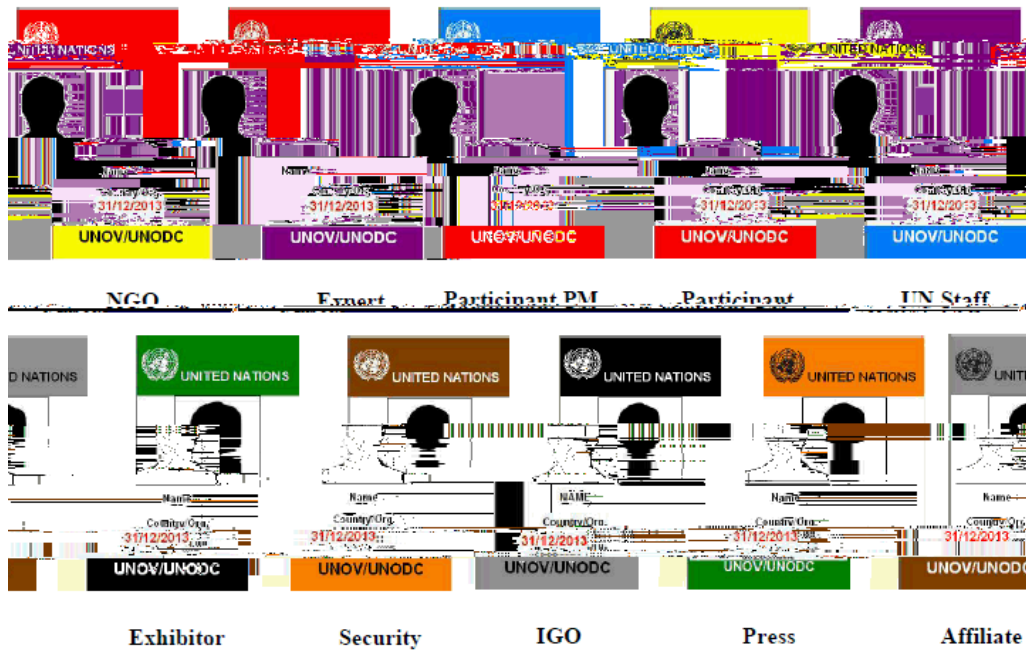
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
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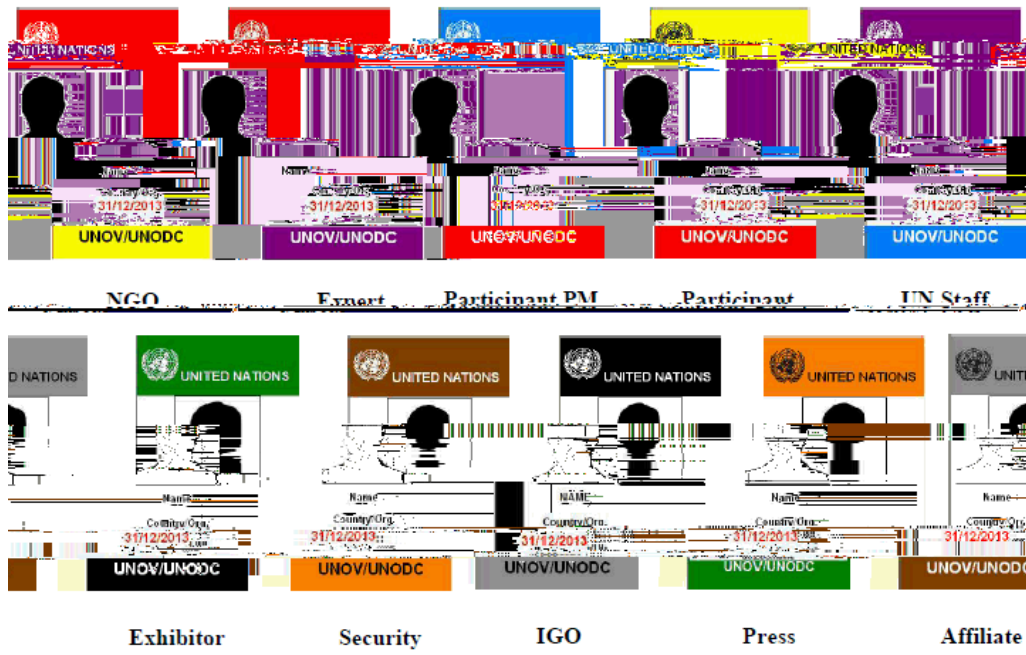
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# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
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United Nations Office on Drugs and Crime

Vienna International Centre



United Nations  
Vienna

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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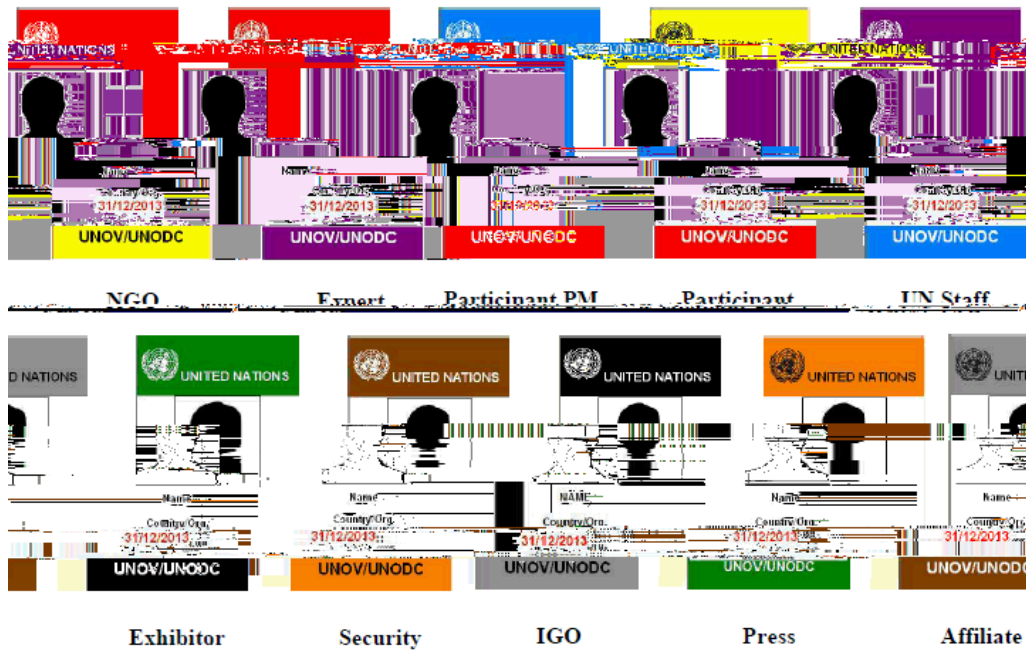
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Types of access cards

Different colours are used for the following categories&

! If meeting participants =for more than one da+> J Photo  
.D badge

### CONFERENCE PASSES – UNOV/UNODC



Protocol requirements for issuance of passes

Ministers and other VIPs

Permanent Missions should advise UN\$V Protocol and the Secretariat if ministers or other V.P.s are going to attend the meetings

Protocol and Liaison Service

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Marie-Therese Eiriak# email: [marie1therese.kiriak+2@un.org](mailto:marie1therese.kiriak+2@un.org) ext 0/0/

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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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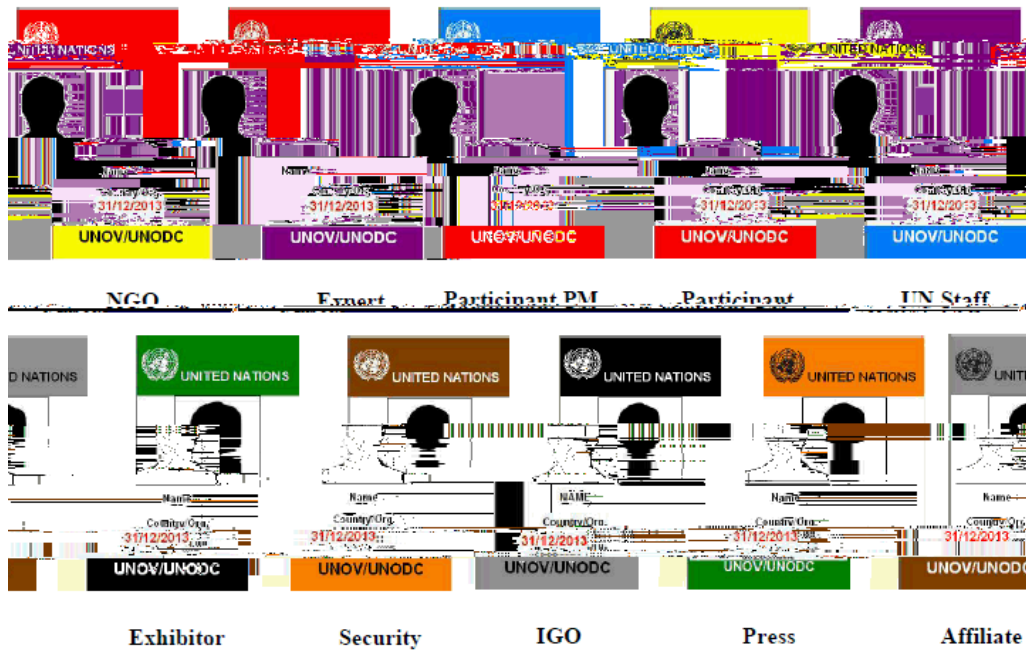
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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
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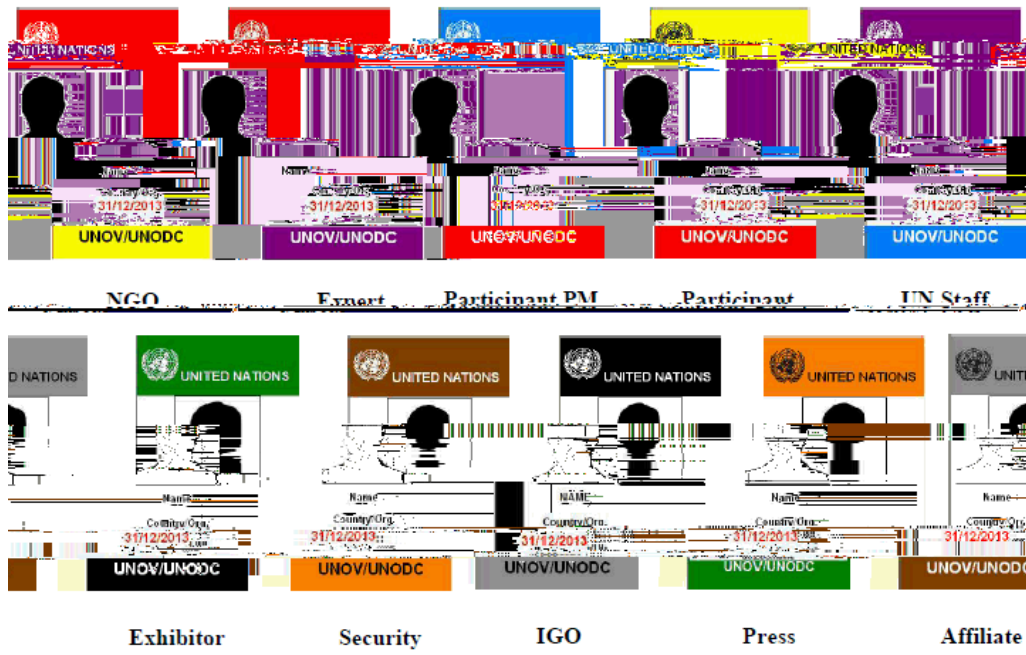
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## #able of Contents

	Page
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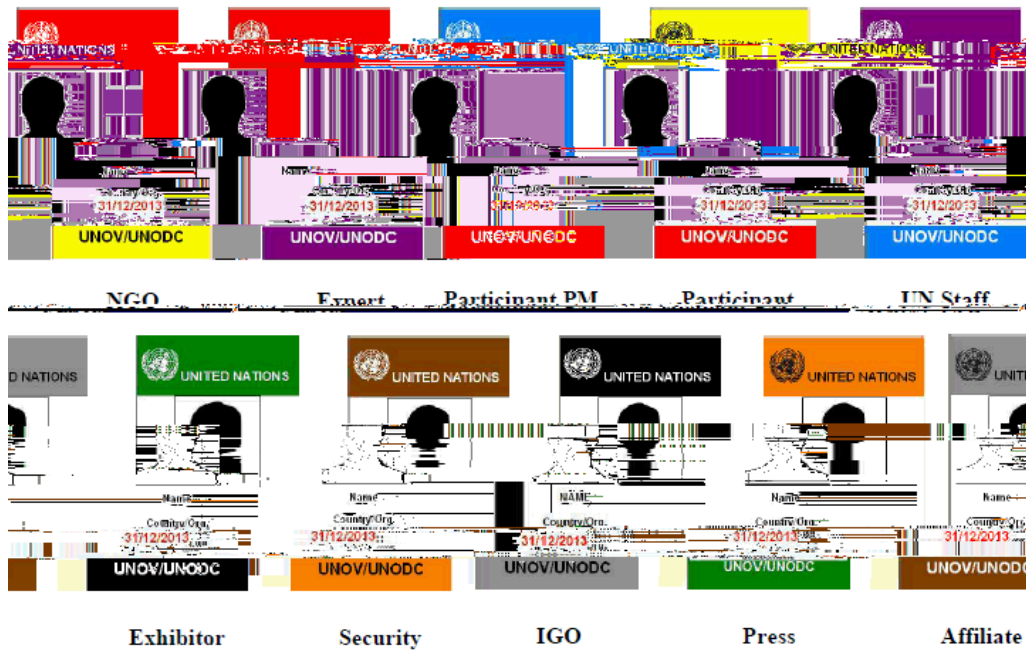
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Types of access cards

Different colours are used for the following categories

! If meeting participants =for more than one da+> J Photo  
.D badge

### CONFERENCE PASSES – UNOV/UNODC



### Protocol requirements for issuance of passes

Ministers and other VIPs

Permanent Missions should advise UN\$V Protocol and the Secretariat if ministers or other V.P.s are going to attend the meetings

Protocol and Liaison Service

For protocol matters# please contact [unovprotocol@un.org](mailto:unovprotocol@un.org) or [unovprotocol2@un.org](mailto:unovprotocol2@un.org)





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Contact: Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 1000, Vienna International Centre, 1000 Vienna, Austria. Tel: +43 (0) 1 2130 1-77 (ext. 19.41)

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<http://csonet.org/index.php?menuQ;<>

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## V & Facilities and services for delegations

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Catering services

# Delegates' Handbook

Sessions of the Commission on Narcotic Drugs and the  
Commission on Crime Prevention and Criminal Justice

United Nations Office on Drugs and Crime

Vienna International Centre



United Nations  
Vienna

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## Note

This handbook contains information of a general nature about United Nations Headquarters in Vienna and is applicable to the sessions of the Commission on Narcotic Drugs and of the Commission on Crime Prevention and Criminal Justice. In addition to the handbook containing specific information on the forthcoming session of the Commissions, is made available on the UNDC website and will be updated on a regular basis. The handbook and its most recent annex are available at:

<http://www.unodc.org/unodc/en/commissions/index.html>

Changes or suggestions to the handbook should be brought to the attention of the Secretariat to the Governing Bodies, Division for Treaty Affairs, United Nations Office on Drugs and Crime, P.O. Box 1000, Vienna International Centre, 1000 Vienna, Austria, email: [unodc@sgb2.un.org](mailto:unodc@sgb2.un.org)

This handbook has not been formally edited.



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## #able of Contents

	Page
. )3N34!5 .N6\$47 !T.\$N	,
V3NU3	,
43).(T4!T.\$N !ND 5.(T \$6 P!4T.C.P!NT(	,
!CC3(( T\$ TH3 V.3NN! .NT34N!T.\$N!5 C3NT43	8
V.C *U.5D.N) P!((3( !ND !D7.((\$NT\$ 733T.N)(	9
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