



Economic and Social Council

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Commission on Narcotic Drugs

Sixty-seventh session

Vienna, 14–22 March 2024

Information for participants

I. Introduction

1. The present document contains information on the arrangements for the sixty-seventh session of the Commission on Narcotic Drugs, which will take place in person from 14 to 22 March 2024 in the M-Building at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220, Vienna. A high-level segment is to be held on 14 and 15 March 2024.

II. High-level segment of the sixty-seventh session

Date and venue

2. The high-level segment of the sixty-seventh session will be held in the Plenary Hall (general debate) and Boardroom A (round-table discussions), M-Building, on 14 and 15 March 2024. The formal opening will take place on Thursday, 14 March 2024, at 9.30 a.m. Delegates are requested to be seated by 9.15 a.m.

3. More information on the organization of the high-level segment is contained in the note by the Secretariat on the organization of the high-level segment (E/CN.7/2024/5).

4. All documents for and other information relevant to the high-level and regular segments of the sixty-seventh session will be available at www.unodc.org/unodc/en/commissions/CND/session/67_Session_2024/67CND_Main.html.

Mandate

5. In its resolution 66/1, the Commission decided to convene a high-level segment to take stock of the implementation of all international drug policy commitments and outline the way forward to 2029, in line with the Ministerial Declaration of 2019, to be held during its sixty-seventh session, in Vienna in 2024, for a period of two days, in addition to the five days usually scheduled for the regular part of the session of the Commission, held in the first half of the year.

6. Also, in its resolution 66/1, the Commission decided that the high-level segment should consist of a general debate and two interactive, multi-stakeholder round tables, to be held in parallel with the general debate in the plenary meetings. It also decided that the high-level segment should be organized in accordance with the rules of procedure of the functional commissions of the Economic and Social Council.



General debate of the high-level segment

7. The list of speakers for the general debate will be established by the drawing of lots during an intersessional meeting to be held on 29 February 2024.
8. In the event that the level at which a statement is to be made is changed, the speaker will be moved to the next available speaking slot in the appropriate category. Participants may arrange to exchange their speaking slots in accordance with the established practice of the United Nations. In such cases, a written notification must be provided to the secretariat by the parties concerned. Speakers who are not present when their turn to speak comes will be automatically moved to the next available speaking slot within their category at the same meeting.
9. The maximum speaking time allotted for statements will be seven minutes for Chairs of regional groups and five minutes for other speakers, including high-level speakers (approximately 500 words).
10. Statements may be delivered in person or via pre-recorded video. Pre-recorded video statements for the general debate (the time limit is to be strictly adhered to) 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 7 March 2024.
11. Statements delivered during the general debate of the high-level segment will be posted online. Speakers should inform the secretariat if they do not want their statements to be posted online. Delegations are requested to submit their statements (in both PDF and Microsoft Word formats, whenever possible) by email to unov.conference@un.org, at least two hours in advance of 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. Advance sharing of prepared statements with interpreters will help improve the quality of the interpretation services provided. Delegations should note in the email if the statement is solely for the interpreters, or if it can also be published online. If not, then a clean final electronic copy of the statement will need to be sent after delivery. The statements will not be released until their delivery.

Round-table discussions of the high-level segment

12. In accordance with Commission resolution 66/1, two interactive, multi-stakeholder round tables will be conducted in parallel with the general debate in the plenary meetings.
13. The topics of the round tables are:
 - (a) Taking stock: work undertaken since 2019;
 - (b) The way forward: the road to 2029.
14. There will be no list of speakers for the round tables. Delegations wishing to make interventions can do so by drawing the attention of the Co-Chairs.
15. Interventions from the floor shall be limited to a maximum of three minutes. Longer statements can be posted online.

Bilateral meetings during the high-level segment

16. For the reservation of rooms for bilateral meetings between Member States during the high-level segment (14 and 15 March 2024), please contact the Meetings Management Unit by email (cnd.reservations@un.org). Requests should include the date, time and proposed duration of the meeting and the number of officials expected to be in attendance.

Side events during the high-level segment

17. High-level side events will be organized during the high-level segment, with a thematic focus on the challenges identified in the Ministerial Declaration of 2019.

Media

18. Information on accreditation for members of the media who would like to cover the high-level segment and the regular segment of the sixty-seventh session is available online (www.unis.unvienna.org/unis/en/media/media_accreditation.html).

19. Holders of a permanent press access card for the Vienna International Centre do not need additional press accreditation. For further information on media accreditation, please write to press.vienna@un.org.

20. Detailed information on facilities and briefings for the media and delegations will be available closer to the date of the meeting.

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III. Regular segment of the sixty-seventh session

21. The sixty-seventh session of the Commission on Narcotic Drugs will resume, for its regular segment, on Monday, 18 March 2024, at 10 a.m., in the Plenary Hall, M-Building, Vienna International Centre. The Committee of the Whole of the Commission will begin its work on Monday, 18 March 2024, at 3 p.m., in Boardroom A, M-Building.

22. The annotated provisional agenda and programme of work (E/CN.7/2024/1) is available on the website of the United Nations Office on Drugs and Crime at www.unodc.org/unodc/en/commissions/CND/session/67_Session_2024/67CND_Main.html.

Informal pre-session consultations

23. The Commission agreed that its sixty-seventh session should be preceded by informal pre-session consultations, in English only, on Wednesday, 13 March 2024, to facilitate the discussion of draft resolutions made available in advance. The informal pre-session consultations will be held in Boardroom A, M-Building, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Statements

24. The maximum speaking time allotted for statements during the regular segment 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.

25. Designated focal points at the Permanent Missions can add their speakers to the list of speakers online.

26. Delegations also have the option of submitting a pre-recorded video statement (the time limit is to be strictly adhered to). Representatives delivering video statements must be registered for the session as part of the delegation. 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.

27. 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 7 March 2024.

28. 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.

Draft resolutions

29. Pursuant to Commission decision 55/1, States members of the Commission intending to table draft resolutions for consideration by the Commission at its sixty-seventh session are requested to submit them one month before the start of the session, that is, by noon on Thursday, 15 February 2024. Draft resolutions must be tabled by a State that is a member of the Commission.¹

30. 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

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

Bilateral meetings during the regular segment

32. Requests for the reservation of rooms for bilateral meetings during the regular segment of the sixty-seventh session (18–22 March 2024), should be addressed to:

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

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

Side events during the regular segment

34. In addition to high-level side events to be held during the high-level segment, a number of side events will also be held during the regular segment of the sixty-seventh 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-seventh session shortly before the start of the session.

Exhibitions

35. Exhibitions will be organized in the Rotunda (C-Building) and in the M-Building of the Vienna International Centre, on the margins of the high-level and regular segments of the sixty-seventh session.

¹ 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_2024_draft.pdf.

IV. Registration for the sixty-seventh session

36. 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 February 2024.

37. 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 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.

38. Access badges will be issued to registered participants at Gate 1 of the Vienna International Centre on 14 March 2024, from 8 to 10 a.m., and on 18 March 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.

39. 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 13 March 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

40. 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 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.² 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

41. A preliminary list of participants in the sixty-seventh session, including its high-level segment, will be issued during the session. Only those registered in the Indico registration system by Tuesday, 12 March 2024, at the very latest, can be included in the preliminary list. Accordingly, Governments and organizations are requested to register in Indico promptly with the necessary information.

42. The information contained in the list of participants is taken from the registration forms in Indico. As such, delegates are encouraged to provide accurate and complete information when registering in Indico.

V. Documentation for the sixty-seventh session

43. 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

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

² Available at www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Reise_Aufenthalt/VIP_Form.docx.

In-session documents

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

46. A journal containing the daily programme and other information related to the conduct of the session will be made available on the website of the sixty-seventh session.

VI. Live-streaming of the sixty-seventh session

47. All plenary meetings of the sixty-seventh session will be webcast on United Nations Web TV at <https://webtv.un.org/en/search/categories/meetings-events/economic-and-social-council/subsidiary-bodies/commission-narcotic-drugs-cnd>.

VII. Security during the sixty-seventh session

48. During the sixty-seventh 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.

49. 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; vicsecuritychiefoffice@un.org

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

VIII. General information

Accommodation

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

Conference rooms

52. 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

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

54. 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 U-Bahn 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

55. 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

56. 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.

IX. Access to and facilities at the Vienna International Centre**Access to the Vienna International Centre**

57. 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.

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

Accessibility and special assistance

59. Participants with accessibility or other specific needs are welcome to contact the secretariat (unode-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

60. 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

61. 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 Wednesdays and Thursdays, and from 3.30 to 9 p.m. on Fridays.

62. 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

63. 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).

64. 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.

Photocopying services

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

Postal services

66. 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

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