

## IMPLEMENTATION REVIEW GROUP

### BRIEFING FOR NON GOVERNMENTAL ORGANIZATIONS (NGOS)

Conference Room 3, 7<sup>th</sup> floor, C-Building

THURSDAY, 22 June 2017

#### Information for participants

##### Place and time

- The briefing will take place at the United Nations Office in Vienna, Vienna International Centre, **Conference Room 3, 7<sup>th</sup> floor, C-Building**, Wagramer Strasse 5, 1220 Vienna, Austria.
- The Briefing begins at **10:00 a.m. and representatives are requested to be seated by 09.45 a.m.**

##### Participation

- In accordance with paragraph 1 (d) of resolution 4/6, the **Secretariat shall invite to the briefings relevant non-governmental organizations having consultative status with the Economic and Social Council, as well as other relevant non-governmental organizations**, which, in accordance with rule 17, paragraphs 1 and 2, respectively, of the rules of procedure of the Conference, **have been admitted to participate as observers in the session of the Conference previous to the briefing.**
- In accordance with paragraph 1 (f) of the same resolution, non-governmental organizations wishing to attend the briefing should confirm their attendance **no later than 10 days prior to the date of the briefing, at which time they will also be allowed to provide comments in writing.**
- An **official letter** indicating the names of the persons constituting your Organization's delegation, including individual email addresses, should be sent **not later than 8 June 2017** to the Secretariat of the Conference of the States Parties to the United Nations Convention against Corruption, United Nations Office on Drugs and Crime, P.O. Box 500, 1400 Vienna, Austria, fax: +43-1 26060 5848 or an advance scanned copy to the following email address:
  - a) [uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)  
for Organizations with consultative status with ECOSOC;
  - b) [ngo.unit@unodc.org](mailto:ngo.unit@unodc.org)  
for other relevant Organizations.

Please note that only scanned copies of official letters will be accepted by e-mail.

##### Registration

- An organization when registering should ensure that the information on the composition of its delegation includes the individual e-mail addresses of each member of the delegation. Providing the individual e-mail addresses will ensure that all

representatives receive an automatic e-mail response confirming their registration.

- **Registration will be open from 8:30 to 10:30 a.m. on Thursday, 22 June 2017.**

##### Badges

- As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. 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.

##### Documentation

- As part of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, documentation of the Implementation Review Group are electronically available in all the official United Nations languages at the Internet page of the United Nations Office on Drugs and Crime, and can be accessed through the following address:

<https://www.unodc.org/unodc/en/corruption/IRG/implementation-review-group.html>

Delegates are therefore kindly requested to bring their own copies of the documents to the meeting.

- Delegates can also access the documentation through the VIC Online Services:

<http://myconference.unov.org>

##### Submission of papers

- In accordance with paragraph 1 (i) of resolution 4/6, Non-governmental organizations (NGOs) are encouraged to report to the Conference and/or the Group, as appropriate, individually or collectively, on their activities and contributions to the implementation of the recommendations and conclusions of the Group approved by the Conference, including those related to meeting technical assistance needs and advancing capacity to effectively implement the Convention.
- In order to allow adequate time for consideration, NGOs wishing to provide comments in writing are

requested to provide those at the time of their confirmation of attendance and **not later than 8 June 2017** (resolution 4/6 paragraph 1(f) refers), to the secretariat, ([uncac.cop@unodc.org](mailto:uncac.cop@unodc.org)).

- **Upon prior approval of the Secretary of the Conference**, written comments as well as other relevant documents prepared by NGOs will be distributed during the session in the languages provided by organizations. These documents will be made available to the meeting electronically through the VIC Online Services. Should the NGO prefer to distribute hard copies, it is suggested that the following minimum number of copies be provided: **Arabic (70), Chinese (20), English (350), French (90), Russian (40), Spanish (90)**.

#### **Seating arrangements**

- Each organization will be assigned one seat at the table.

#### **NGO document display**

- NGOs may wish to display their documents and/or literature on tables located in front of the entrance of the Conference room, **provided that prior clearance is obtained from the Secretary of the Conference**. Unless otherwise arranged, documents not picked up by the NGO at the end of the Briefing will be disposed of.