



# Thirteenth United Nations Congress on Crime Prevention and Criminal Justice

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## Information for participants\*

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\* As an additional "PaperSmart" service, all pre-session and in-session documentation, high-level statements and the programme of official and ancillary meetings will be made available online at <http://myconference.unov.org/congress13#!/>, configured for handheld devices, to provide up-to-date Congress and host country information for participants, of the kind presented in this document. Updates, additions or changes to the information contained in this document will also be posted online at [www.unodc.org/congress/](http://www.unodc.org/congress/).



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## I. Background

1. The United Nations congresses on crime prevention and criminal justice trace their origin to the international penitentiary congresses that had been organized by the International Penal and Penitentiary Commission (IPPC) since the nineteenth century. The General Assembly, in its resolution 415 (V), authorized the transfer of the functions of IPPC to the United Nations, and approved the initiative whereby the United Nations would undertake, inter alia, to convene every five years a worldwide congress, so as to provide a forum for discussion of priority concerns by policymakers, administrators, academicians and other professionals in the field. Those intergovernmental forums have served as a stimulus for work in the field of criminal justice, and the interest generated by them over the years has increased considerably. The First United Nations Congress on the Prevention of Crime and the Treatment of Offenders was attended by 61 countries and territories, while the Twelfth Congress was attended by over 2,600 participants, including representatives of 104 Governments, of whom 39 were at the ministerial level. A similar, if not higher, attendance is expected at the Thirteenth Congress on Crime Prevention and Criminal Justice, to be held in Doha, Qatar, from 12 to 19 April 2015.

2. The statement of principles and programme of action of the crime prevention and criminal justice programme of the United Nations, annexed to General Assembly resolution 46/152, stipulates, in paragraph 29, that:

“The United Nations congresses ..., as a consultative body of the programme, shall provide a forum for:

“(a) The exchange of views between States, intergovernmental organizations, non-governmental organizations and individual experts representing various professions and disciplines;

“(b) The exchange of experiences in research, law and policy development;

“(c) The identification of emerging trends and issues in crime prevention and criminal justice;

“(d) The provision of advice and comments to the Commission on Crime Prevention and Criminal Justice on selected matters submitted to it by the Commission;

“(e) The submission of suggestions, for the consideration of the Commission, regarding possible subjects for the programme of work.”

3. To date, 12 congresses have been held. The First Congress was held in Geneva in 1955; the Second Congress, with the Government of the United Kingdom of Great Britain and Northern Ireland acting as host, was held in London in 1960; the Third Congress, with the Government of Sweden acting as host, was held in Stockholm in 1965; the Fourth Congress, with the Government of Japan acting as host, was held in Kyoto in 1970; the Fifth Congress was held at the Palais des Nations, Geneva, in 1975; the Sixth Congress, with the Government of Venezuela acting as host, was held in Caracas in 1980; the Seventh Congress, with the Government of Italy acting as host, was held in Milan in 1985; the Eighth Congress, with the Government of Cuba acting as host, was held in Havana in 1990; the

Ninth Congress, with the Government of Egypt acting as host, was held in Cairo in 1995; the Tenth Congress was held in Vienna in 2000; the Eleventh Congress, with the Government of Thailand acting as host, was held in Bangkok in 2005; and the Twelfth Congress, with the Government of Brazil acting as host, was held in Salvador in 2010.

4. The Ninth Congress was the first to be held after the establishment of the Commission on Crime Prevention and Criminal Justice. That Congress invited the Commission to establish an open-ended intergovernmental working group to consider measures for combating transnational organized crime and to request the views of Governments on the development of relevant international instruments. The results achieved by the working group led to the establishment by the General Assembly of an Ad Hoc Committee on the Elaboration of a Convention against Transnational Organized Crime and the subsequent negotiation of the United Nations Convention against Transnational Organized Crime (General Assembly resolution 55/25, annex I) and three supplementary protocols, the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (resolution 55/25, annex II); the Protocol against the Smuggling of Migrants by Land, Air and Sea (resolution 55/25, annex III); and the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, Their Parts and Components and Ammunition (resolution 55/255, annex).

5. The Tenth Congress was the first to include in its proceedings a high-level segment, which adopted by acclamation the Vienna Declaration on Crime and Justice: Meeting the Challenges of the Twenty-first Century (General Assembly resolution 55/59, annex), in which Member States pledged to take resolute and speedy measures to combat terrorism, trafficking in human beings, illicit trade in firearms, smuggling of migrants and the estimated \$600 billion money-laundering business. States further committed themselves to taking enhanced international action against corruption. It also stressed the need for an effective international legal instrument, independent of the Organized Crime Convention. Considerable attention was also paid to the need to address the rising tide of computer-related crime and crime resulting from xenophobia and ethnic hatred.

6. The Eleventh Congress was the first Congress to be held after the United Nations Office on Drugs and Crime (UNODC) was entrusted to serve as the guardian for the promotion and implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto and the United Nations Convention against Corruption. As such, the Eleventh Congress provided a platform for the organization of a special treaty event during its high-level segment. Member States were given the opportunity to undertake treaty actions both at the Congress and at United Nations Headquarters. In total, 16 treaty actions were undertaken on the occasion of the Eleventh Congress.

7. In addition, the Eleventh Congress adopted by acclamation the Bangkok Declaration on Synergies and Responses: Strategic Alliances in Crime Prevention and Criminal Justice (General Assembly resolution 60/177, annex), which was considered to be a crucial political document laying the foundation and showing the direction for strengthening international coordination and cooperation efforts to prevent and combat crime. In the Declaration, Member States, inter alia, reaffirmed their readiness to seek to improve international cooperation in the fight against crime and terrorism, at the multilateral, regional and bilateral levels, in areas

including, among others, extradition and mutual legal assistance; welcomed the entry into force of the United Nations Convention against Transnational Organized Crime and two of its Protocols; and called upon States that had not yet done so to seek to ratify or accede to and implement the provisions of the Organized Crime Convention and its Protocols as well as the provisions of the United Nations Convention against Corruption and the international instruments against terrorism.

8. The Twelfth Congress focused on children, youth and crime; smuggling of migrants; trafficking in persons; money-laundering; and cybercrime. It highlighted the pivotal role of justice in development and emphasized the need for a holistic approach to criminal justice system reform to strengthen the capacity of criminal justice systems, as well as the need to explore ways of preventing and controlling emerging forms of crime worldwide. The Twelfth Congress adopted by acclamation the Salvador Declaration on Comprehensive Strategies for Global Challenges: Crime Prevention and Criminal Justice Systems and Their Development in a Changing World (General Assembly resolution 65/230, annex). In the Declaration, Member States, *inter alia*, recognized the centrality of crime prevention and the criminal justice system to the rule of law and that long-term sustainable economic and social development and the establishment of a functioning, efficient, effective and humane criminal justice system have a positive influence on each other. Member States also stressed that crime prevention should be considered an integral element of strategies to foster social and economic development in all States, recognized that international cooperation in criminal matters in accordance with international obligations and national laws is a cornerstone of efforts to prevent, prosecute and punish crime, in particular in its transnational forms, and encouraged the continuation and reinforcement of such activities at all levels.

9. In its resolution 56/119, the General Assembly decided that each congress shall adopt a single declaration. In its resolution 67/184, the Assembly requested the Commission on Crime Prevention and Criminal Justice to begin preparation of a draft declaration at intersessional meetings to be held well in advance of the Thirteenth Congress, taking into account the recommendations of the regional preparatory meetings. At its twenty-fourth session, which will be held from 18 to 22 May 2015, following the Thirteenth Congress, the Commission will give priority attention to the conclusions and recommendations of the Thirteenth Congress, with a view to recommending, through the Economic and Social Council, appropriate follow-up action by the Assembly.

10. The following regional preparatory meetings were held to prepare for the Thirteenth Congress: the Asia and Pacific Regional Preparatory Meeting, held in Bangkok from 22 to 24 January 2014; the Western Asia Regional Preparatory Meeting, held in Doha from 3 to 5 February 2014; the Latin American and Caribbean Regional Preparatory Meeting, held in San José from 19 to 21 February 2014 and the African Regional Preparatory Meeting, held in Addis Ababa from 9 to 11 April 2014.

## **II. Date and venue**

11. In its resolution 65/230, the General Assembly accepted with gratitude the offer of the Government of Qatar to act as host to the Thirteenth Congress. The

Qatar National Convention Centre in Doha will be the venue of the Thirteenth Congress, to be held from Sunday, 12 April to Sunday, 19 April 2015, with pre-Congress consultations scheduled for Saturday, 11 April 2015. A floor plan of the Centre is contained in annex I to the present document.

### **III. High-level segment and the list of speakers**

12. Pursuant to General Assembly resolution 68/185, the high-level segment will be held during the first two days of the Congress, on Sunday, 12 April 2015 and Monday, 13 April 2015, to allow Heads of State or Government, Government ministers and other high-level representatives to focus on the main theme of the Congress and to enhance the possibility of generating useful feedback.

13. The meetings of the high-level segment will be open to all States Members of the United Nations. After opening statements by Sheikh Tamim bin Hamad Al-Thani, Emir of the State of Qatar, and the Secretary-General of the Congress, the floor will be given to the high-level representatives of the Member States chairing the regional groups, followed by statements of high-level representatives of Member States speaking in their national capacity. Heads of entities of the United Nations, including programmes, funds, specialized agencies and regional commissions, may make statements during the high-level segment. Representatives of intergovernmental organizations and non-governmental organizations with consultative status with the Economic and Social Council may also make statements during the high-level segment. Slots for organizations will be allocated after Member States in line with General Assembly procedure on a first-come-first-served basis.

14. In order to accommodate all speakers at the high-level segment, statements should be limited to five minutes.

15. The list of speakers will be established by drawing of lots during an intersessional meeting of the Commission on Crime Prevention and Criminal Justice, to be held in Vienna on Thursday, 26 March 2015.

16. The Secretariat will inform all Member States per note verbale of the drawing of lots. In order to be included in the drawing of lots, Member States should revert to the Secretariat with information on their participation in the high-level segment by Monday, 23 March 2015. Member States that will participate in the high-level segment but cannot attend the drawing of lots (i.e., Member States that do not have a permanent representative in Vienna), should inform the Secretariat well in advance of the drawing of lots about their preferred speaking slots. Should these slots not be available, the Secretariat will choose slots from among the available slots.

17. The drawing of lots to establish the list of speakers will be done by means of the following procedure:

(a) There will be two different boxes, one containing the names of the States that will be represented at ministerial level and the other containing the names of the States that will be represented at a level lower than ministerial;

(b) The representative of the Secretariat will draw one name from the box containing the names of all States that will be represented at ministerial level. Once

the name of a State has been drawn by the representative of the Secretariat, the State will be invited first to choose a meeting (Sunday, 12 April 2015, morning or afternoon; or Monday, 13 April 2015, morning or afternoon) and then to choose the speaking slot in that meeting. This procedure will be repeated until all names have been drawn from that box;

(c) After States to be represented at ministerial or higher level have chosen meetings and speaking slots, the representative of the Secretariat will draw one name from a box containing the names of all States that will be represented at a level lower than ministerial. This procedure will be repeated until all names have been drawn from that box;

(d) If the Secretariat has been informed that more than one State will be represented at a level higher than ministerial (a Head of State or Head of Government), there will be an additional box containing the names of States that will be represented at the highest level and the same procedure will be followed as the one described under (b) and (c);

(e) The last speaking slots of the second and third plenary meetings (Sunday, 12 April 2015, afternoon; and Monday, 13 April 2015, morning) may be reserved for the Holy See and for the State of Palestine in their capacity as observer States.

18. If the level at which a statement is to be made is subsequently changed, the speaker will be moved to the next available speaking slot in the appropriate category at that same meeting or the next meeting.

19. 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 of the Congress by the concerned parties.

20. Speakers who are not present when their speaking turn comes will automatically be moved to the next available speaking slot within their category at the same meeting or the next meeting.

21. Member States speakers should inform the Secretariat if they do not wish their statement to be posted on the website of the Congress.

22. If any case is not considered within this proposal the Chairperson, in consultation with the Secretariat, will try to accommodate requests for speaking slots.

23. Representatives of intergovernmental and non-governmental organizations who wish to make a statement during the high-level segment should inform the Secretariat by Thursday, 26 March 2015. Slots will be allocated after Member States in line with General Assembly procedure on a "first come, first served" basis. For further information, please contact Doris Resch (e-mail: [doris.resch@unodc.org](mailto:doris.resch@unodc.org); tel.: +43 1 26060 5279) or Simone Rupprich (e-mail: [simone.rupprich@unodc.org](mailto:simone.rupprich@unodc.org); tel.: +43 1 26060 4280).

24. Additional information will be made available on the UNODC website ([www.unodc.org/congress](http://www.unodc.org/congress)).

#### **IV. Appointment of the Secretary-General and the Executive Secretary of the Thirteenth Congress**

25. In its resolution 68/185, the General Assembly requested the Secretary-General to appoint a Secretary-General and an Executive Secretary of the Thirteenth Congress, in accordance with past practice, to perform their functions under the rules of procedure for United Nations congresses on crime prevention and criminal justice.

26. The Secretary-General of the United Nations has appointed Yury Fedotov, Executive Director of UNODC and Director-General of the United Nations Office at Vienna, as Secretary-General of the Thirteenth Congress. The Secretary-General appointed Dimitri Vlassis, Officer-in-Charge of the Division for Treaty Affairs of UNODC, as Executive Secretary of the Thirteenth Congress.

#### **V. Pre-Congress consultations**

27. Pre-Congress consultations will take place on Saturday, 11 April 2015 at 3 p.m. in the Plenary Hall, located on Level 2. The purpose of the pre-Congress consultations is to reach agreement on the recommendations to be made on all procedural and organizational matters to be dealt with by the Congress on the opening day, such as the election of officers and composition of the General Committee, the adoption of the agenda and organization of work and the appointment of members of the Credentials Committee.

#### **VI. Opening of the Thirteenth Congress and seating arrangements**

28. The formal opening of the Thirteenth Congress will take place on Sunday, 12 April 2015 at 9 a.m. Delegates are requested to be in their seats by 8.45 a.m.

29. For the opening, each government delegation will be assigned four seats, two at the table plus two in the row behind. Specifically identified seating will be available for other participants in the Congress.

30. Committee I will start in Exhibition Hall 1A on Monday, 13 April 2015 in the morning. Committee II will start in Exhibition Hall 1B on Tuesday, 14 April 2015 in the morning. Each government delegation will be assigned two seats. Specifically identified seating will be available for other participants in the Congress.

31. Participants are kindly requested to note that mobile telephones should be either switched off or switched to “silent” mode during the entire proceedings of the Congress.

#### **VII. General theme, agenda and programme of work**

32. In its resolution 67/184, the General Assembly decided that the main theme of the Thirteenth Congress would be “Integrating crime prevention and criminal justice into the wider United Nations agenda to address social and economic challenges and



to promote the rule of law at the national and international levels, and public participation". At the opening of the Congress, a representative of UNODC will present the overview of the Secretary-General on the state of crime and criminal justice worldwide (A/CONF.222/4).

33. The substantive agenda items to be considered by the Congress, as approved by the Assembly, are as follows:

(a) Success and challenges in implementing comprehensive crime prevention and criminal justice policies and strategies to promote the rule of law at the national and international levels, and to support sustainable development;

(b) International cooperation, including at the regional level, to combat transnational organized crime;

(c) Comprehensive and balanced approaches to prevent and adequately respond to new and emerging forms of transnational crime;

(d) National approaches to public participation in strengthening crime prevention and criminal justice.

34. Annotations on the substantive agenda items of the Congress are contained in document A/CONF.222/1. A discussion guide on those themes has been issued as document A/CONF.222/PM.1. Documents are available at [www.unodc.org/congress/en/documentation.html](http://www.unodc.org/congress/en/documentation.html).

35. The General Assembly decided that the following issues shall be considered in workshops within the framework of the Thirteenth Congress:

(a) Role of the United Nations standards and norms in crime prevention and criminal justice in support of effective, fair, humane and accountable criminal justice systems: experiences and lessons learned in meeting the unique needs of women and children, in particular the treatment and social reintegration of offenders;

(b) Trafficking in persons and smuggling of migrants: successes and challenges in criminalization, in mutual legal assistance and in effective protection of witnesses and trafficking victims;

(c) Strengthening crime prevention and criminal justice responses to evolving forms of crime such as cybercrime and trafficking in cultural property, including lessons learned and international cooperation;

(d) Public contribution to crime prevention and raising awareness of criminal justice: experiences and lessons learned.

36. A proposed programme of work of the Congress will be circulated for consideration by the Congress in document A/CONF.222/1. The programme of meetings will be printed in the daily journal, giving details about the daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation. The journal will also provide information on high-level special events.

## VIII. Ancillary meetings

37. In addition to the discussions in plenary meetings and the two committees, a large number of ancillary meetings will be organized, primarily by non-governmental organizations, on specific topics. They will feature distinguished speakers and interesting issues. The programme of ancillary meetings to be held at the Congress will be made available on the website of the Thirteenth Congress ([www.crimecongress.org](http://www.crimecongress.org)). The programme and more information on how to organize such a meeting may be obtained from the coordinator of the ancillary meetings, Gary Hill, via the following website: [www.un-congress.org](http://www.un-congress.org).

## IX. Participation and costs

38. In accordance with the provisional rules of procedure for the Thirteenth Congress (A/CONF.222/2), the following may attend or be represented at the Congress:

- (a) Member States of the United Nations;
- (b) Associate members of the regional commissions of the United Nations;
- (c) Organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices, in accordance with Assembly resolutions 3237 (XXIX), 3280 (XXIX) and 31/152;
- (d) Organs of the United Nations;
- (e) Specialized agencies of the United Nations and the International Atomic Energy Agency;
- (f) Intergovernmental organizations;
- (g) Non-governmental organizations in consultative status with the Economic and Social Council;
- (h) Individual experts in the field of crime prevention and the treatment of offenders invited by the Secretary-General, such as members of teaching staff at universities, of criminological institutes and of national non-governmental organizations for crime prevention and criminal justice, members of courts and bar associations, social workers, youth workers, specialists in education, specialists in behavioural sciences, police officials and the like;
- (i) Officials of the Secretariat;
- (j) Other persons invited by the United Nations;
- (k) Other persons invited by the host Government.

39. Individual experts who wish to participate are advised to communicate their interest to the Executive Secretary of the Congress at their earliest convenience. Provisions governing Congress participants who are not delegates of Member States are set out in the provisional rules of procedure for the Thirteenth Congress (A/CONF.222/2). The Congress is also open to representatives of the private sector and civil society.

40. All costs of participation will be the responsibility of participating Governments for their delegations, of intergovernmental and non-governmental organizations for their representatives and of individuals for their own participation. There is no registration fee to participate in the Thirteenth Congress. Limited funds are available to assist least developed countries with participation.

## **X. Registration**

41. In accordance with rules 1-3 of the provisional rules of procedure for the Thirteenth Congress, the delegation of each State participating in the Congress should consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required. The credentials (full name as per passport, title, address and e-mail address) of representatives, alternate representatives and advisers, should be submitted to the Executive Secretary of the Congress, if possible not later than two weeks before the opening of the Congress. Any changes in the composition of delegations should be submitted, in writing, by the Head of State or Government or by the Minister for Foreign Affairs to the Executive Secretary of the Congress. Advance scanned copies of credentials should be sent by e-mail to the Secretariat of the Congress (13crimecongress@unodc.org) for registration purposes.

42. The contact address for the Executive Secretary of the Thirteenth Congress is:

Dimitri Vlassis  
Executive Secretary  
Thirteenth United Nations Congress on Crime Prevention and Criminal Justice  
United Nations Office on Drugs and Crime  
P.O. Box 500  
1400 Vienna  
Austria  
Tel.: +43 1 26060-8741  
E-mail: 13crimecongress@unodc.org

For general information regarding the Congress, please contact:

Gemma Norman or Lulua Asaad  
Division for Treaty Affairs  
United Nation Office on Drugs and Crime  
P.O. Box 500  
1400 Vienna  
Austria  
Telephone: +43 1 26060-4384 or 5591  
Fax: +43 1 26060-783050  
E-mail: 13crimecongress@unodc.org

43. Admission to the Qatar National Convention Centre will require the presentation of identification badges at all times. All participants can pre-register online. Governments and organizations pre-registering online should ensure that the information on the composition of their delegation includes the individual e-mail addresses and nationalities, where applicable, which is required for visa purposes. Individual experts also wishing to pre-register online should ensure that

they provide an e-mail address and their nationality to the Congress Secretariat when confirming their participation. 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 enabling participants to upload a photograph. Please note that only if both requirements are met (provision of e-mail address and uploading of a photograph in JPG format) can badges be pre-printed and made available to be picked up at the registration area of the Qatar National Convention Centre. E-mail addresses of representatives should be submitted to the Secretariat as soon as possible and not later than Tuesday, 31 March 2015.

44. Participants who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and a badge issued upon their arrival at the registration area of the Qatar National Convention Centre.

45. As part of the security arrangements, all participants in the Congress will be required to present their invitations or credentials together with their passports at the entrance before proceeding to the registration area of the Qatar National Convention Centre, to register and collect their security passes for the Congress. Security passes must be worn visibly at all times at the Congress venue. All persons and their bags/luggage will be screened at the entrance to the Centre.

46. On-site registration will begin on Monday, 6 April 2015, at 10 a.m. and the desk will remain open until 6 p.m. The registration desk will then be open as follows:

7 to 9 April 2015: 9 a.m. to 6 p.m.  
10 to 13 April 2015: 8 a.m. to 9 p.m.  
14 to 19 April 2015: 8 a.m. to 6 p.m.

47. Given the large number of participants expected for the Congress, delegates and representatives arriving during the week before the opening of the Congress are encouraged to register as early as possible.

#### **Registration of Heads of State, Heads of Government and ministers**

48. It is strongly recommended that delegations submit to the Secretariat the names of ministers or other delegates of similar or higher rank in advance in order to expedite preparation of VIP badges and minimize inconvenience. The badges of Heads of State, Heads of Government and ministers will be issued without photograph. Those badges will be ready for collection by an authorized person at the registration desk upon arrival. Questions regarding VIP badges should be sent by e-mail to Oleg Strelnikov ([oleg.strelnikov@unvienna.org](mailto:oleg.strelnikov@unvienna.org)) of the United Nations Security and Safety Service.

#### **Vehicle passes**

49. The drop-off and pick-up point for conference participants will be the Convention Centre Car Park. All requests for parking permits for Government ministers must be submitted in writing to Lieutenant Oleg Strelnikov ([oleg.strelnikov@unvienna.org](mailto:oleg.strelnikov@unvienna.org)) of the United Nations Security and Safety Service.

**Registration of members of the press and the media**

50. Media representatives are required to apply for accreditation with the United Nations Information Service, Vienna, preferably in advance of the session. Accreditation is also possible at the press registration counter, located in the registration area of the Qatar National Convention Centre. For further information on media arrangements, including online registration procedures, please refer to section XIII below.

**Registration of family members accompanying delegates and participants**

51. Delegates and participants wishing to bring family members are encouraged to do so. Those persons will be issued with family badges, which will allow access to the Qatar National Convention Centre. For visa procedures for accompanying family members, please see section XV paragraph 81 below.

**XI. Languages and documentation**

52. The six official languages of the Thirteenth Congress are Arabic, Chinese, English, French, Russian and Spanish. Statements made in a language of the Congress during the plenary meetings and the meetings of Committee I and Committee II will be interpreted into the other languages of the Congress. A representative may speak in a language other than the languages of the Congress if he or she informs the Secretariat beforehand and provides for interpretation into one of the official languages of the Congress. Official United Nations documents of the Congress will be made available in the six official languages of the Congress.

53. Each seat in the Congress halls at the Qatar National Convention Centre in which simultaneous interpretation is available will be provided with a portable receiving set and a headphone. Participants are requested not to remove them from the meeting rooms so that the equipment may be checked and, if necessary, batteries may be recharged before the next meeting takes place.

54. UNODC has prepared documents to facilitate consideration of each item of the provisional agenda of the Congress, as well as background papers for the workshops. In addition, the Congress will have before it other documents, such as the discussion guide and the reports of the regional preparatory meetings. Those documents may be downloaded from the UNODC website for the Thirteenth Congress ([www.unodc.org/congress/en/documentation.html](http://www.unodc.org/congress/en/documentation.html)).

55. 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, pre-session documents will be available at the Congress venue in limited number. Each delegation will receive a single, complete set of the documents in the language (or languages) of its choice. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the Congress.

56. Memory sticks containing pre-session documentation and publications related to the Congress will be distributed to participants at the Congress registration area. Participants will receive only one memory stick at the time of picking up their Congress badge.

57. The main documents distribution counter will be located on the ground level in front of Exhibition Halls 1A and 1B of the Qatar National Convention Centre. Each delegation will be assigned an individual pigeonhole at the documents distribution counter, in which all documents issued during the Congress will be placed. To determine exact requirements for in-session documents, each delegation is requested to advise the documents distribution counter of its requirements, specifying the number of copies of each document needed and the language (or languages) in which it wishes to receive them during the Congress. The quantity requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

## XII. Submission of papers

58. In its resolution 69/191, the General Assembly encouraged Governments to submit national position papers on the various substantive items of the agenda and called for contributions from the academic community and relevant scientific institutions. To the extent possible, those reports should contain specific recommendations to be considered by the Congress. They may also contain relevant research findings, examples of best practices and indications of ways to further common objectives and joint strategies with the United Nations and other stakeholders. Assessments of existing needs could be accompanied by proposals for meeting them.

59. National statements and/or position papers prepared by participating States will be distributed at the Congress in the languages and quantities provided by the Governments. It is suggested that the following minimum number of copies be provided:

Language combination	Minimum number of copies					
	Arabic	Chinese	English	French	Russian	Spanish
Arabic and English only	175	-	425	-	-	-
Chinese and English only	-	10	425	-	-	-
English only	-	-	600	-	-	-
English and French only	-	-	425	175	-	-
English, French and Spanish only	-	-	375	125	-	100
English and Russian only	-	-	425	-	100	-
English and Spanish only	-	-	425	-	-	175

60. If the suggested number of copies cannot be provided, 300 is the absolute minimum number necessary for distribution to cover one copy per delegation and limited copies for Secretariat use. Reproduction facilities, operated on a commercial basis, will be available for delegates at the Congress site. However, it is strongly recommended that sufficient quantities be brought or shipped to the Congress site by delegations well before the Congress.

61. In order to properly identify the national papers as background documents to the Thirteenth Congress, the symbol A/CONF.222/G/ (to be followed by the *name of the country*) should be clearly indicated on the upper right-hand corner of the cover page. When more than one paper is presented, each paper should be numbered

sequentially after the name of the country (for example, A/CONF.222/G/[*name of the country*]/1, A/CONF.222/G/[*name of the country*]/2, etc.). The cover page should, below that symbol, also indicate the date and language (or languages) of submission. Finally, to comply with United Nations practice, the following footnoted disclaimer should be included in the paper: “The designations employed, the presentation of material and the views expressed in the present paper are those of the Government of [*name of the country*] and do not necessarily reflect the views of the Secretariat of the United Nations.”

62. United Nations specialized agencies, funds and programmes, international governmental organizations and individual experts may submit background information on specific questions pertaining to the subject matter under consideration (see paras. 56 and 57 for recommended languages and quantities). An electronic version of papers should be sent to the Secretariat at the following e-mail address: 13crimecongress@unodc.org. For inclusion on the Congress memory stick, electronic versions of the papers should be sent to the above-mentioned e-mail address not later than Friday, 20 March 2015.

63. Information copies of all national statements and/or position papers and other relevant documents should be submitted in electronic format as soon as possible to the Secretary of the Thirteenth Congress:

Jo Dedejne-Amann  
Secretary  
Thirteenth United Nations Congress on Crime Prevention and Criminal Justice  
Chief  
Secretariat to the Governing Bodies  
Division for Treaty Affairs  
United Nations Office on Drugs and Crime  
P.O. Box 500  
1400 Vienna  
Austria  
Telephone: (+43-1) 26060-4280 or 5279  
Fax: (+43-1) 26060-783050  
E-mail: 13crimecongress@unodc.org

64. In order to ensure that national papers are available at the Congress without failure, sufficient time for delivery and customs clearance should be allowed, especially when air freight is not used.

65. National papers should be clearly marked as such on the outside and inscribed “National paper of [*name of country*] for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice/QMDI”. To facilitate customs clearance, all consignments that are part of the Congress documentation or exhibition material should be clearly labelled as “No commercial value, goods for exhibition purposes only”. All consignments labelled as such are duty free and can be imported into Qatar on a temporary basis without import tax duties.

66. Participants may either engage the company below to pick up the shipment from their home country and deliver it to Doha or use another company of their choice and have their shipments delivered to the company below:

Gulf Star Freight Handling and Logistics  
Address: Airport Road  
P.O. Box 19177  
Doha, Qatar

Contact details:

Mr. Yusuf  
Mobile: (+974) 33112177  
Direct telephone: (+974) 44913776/44621702/44913786  
E-mail: yusuf@gulfstarfreight.com

67. Once the shipment arrives at the airport/seaport of entry in Qatar, Gulf Star Freight Handling and Logistics will pick it up, handle customs and other clearances and deliver it to the Qatar National Convention Centre. Charges for airport/seaport handling and local transportation may apply. Participants should contact Mr. Yusuf for further information. Please also see the official website of the host country for the Thirteenth Congress ([www.moi.gov.qa/UNCCPCJDoha/English/](http://www.moi.gov.qa/UNCCPCJDoha/English/)).

### **XIII. Information and the media**

68. Regular United Nations media facilities will be available at the Thirteenth Congress, including a press centre and a press briefing room. Interpretation from and into English and Arabic will also be available for press briefing rooms.

69. Media representatives wishing to cover the Thirteenth Congress must apply for accreditation before or during the Congress.

70. Completed accreditation application forms must be accompanied by a copy of a press card and/or a letter of assignment, issued on paper with an official letterhead and signed by the editor or bureau chief of the journalist's media organization.

71. Representatives of the media are strongly encouraged to register online in advance to avoid delays entering the Congress venue: [www.unis.unvienna.org/unis/en/media/media\\_accreditation.html](http://www.unis.unvienna.org/unis/en/media/media_accreditation.html).

72. The media accreditation counter in the Qatar National Convention Centre will be open starting Wednesday, 8 April 2015. Media representatives who have not pre-registered online, can register directly at the press registration counter in the Centre. Representatives are reminded to bring all required original documents (see para. 70).

73. Accredited media representatives will receive a special press pass allowing them access to the meetings, the ancillary meetings and the press working area. Press passes will be issued at the site of the Congress.



74. For further information on media accreditation, contact:  
 Media Accreditation Assistant  
 United Nations Information Service, Vienna  
 Telephone: +43 1 26060-3342  
 E-mail: [press@unvienna.org](mailto:press@unvienna.org)
75. For further information on the Congress, please see the UNODC Congress website: [www.unodc.org/congress/index.html](http://www.unodc.org/congress/index.html).
76. Wireless connectivity is available throughout the Convention Centre.

#### **XIV. National Organizing Committee and Preparatory Office**

77. As the host of the Thirteenth Congress, the Government of the State of Qatar has appointed a National Organizing Committee, chaired by Abdullah Yusuf Al-Mal, Advisor to the Minister of Interior, and comprising of the following members:

- (a) Ahmed Hassan Malallah Al-Hammadi, Director of Legal Affairs, Ministry of Foreign Affairs, Vice-Chairman;
- (b) Ali Khalfan Al-Mansouri, Ambassador and Permanent Representative of Qatar to the United Nations (Vienna);
- (c) Khalifa Nasr Al-Nasr, Ministry of Interior;
- (d) Ahmed Abdullah Al-Jamal, Ministry of Interior;
- (e) Abdulrahman Ali Al-Maliki, Ministry of Interior;
- (f) Manahi Khalid Al-Hajri, Ministry of Interior;
- (g) Abdullah Khalifa Al-Muftah, Ministry of Interior;
- (h) Abdullah Dhaen Al-Kuwari, Ministry of Interior, Coordinator;
- (i) Yousef Ibrahim Al-Mahmoud, Ministry of Interior, Rapporteur;
- (j) Khalifa Rashid Al-Dosari, Ministry of Interior;
- (k) Salem Mansour Al-Marri, Ministry of Interior;
- (l) Abdullah Eid Khamees Al-Sulaiti, Ministry of Foreign Affairs;
- (m) Jassim Mohammed Al-Asmakh, Permanent Mission of Qatar to the United Nations (Vienna);
- (n) Sara Khater Al-Sulaiti, Permanent Mission of Qatar to the United Nations (Vienna);
- (o) Ali Mohammed Al-Yerboui, Ministry of Justice;
- (p) Sheikh Abdulrahman bin Hamad Al-Thani, Representative of the General Secretariat of the Council of Ministers;
- (q) Sheikh Abdulaziz bin Faisal Al-Thani, Representative of the General Secretariat of the Council of Ministers;
- (r) Hassan Al-Dhabit Al-Dosari, Public Prosecution;

(s) Jumaa Khamis Al-Sulaiti, Representative, Qatar Foundation for Education, Science and Community Development.

78. The Ministry of Interior of Qatar has set up the Thirteenth United Nations Congress Preparatory Office, which is the focal point for coordination with all the agencies involved, as well as with the United Nations, in preparing for the Congress. Information can be found on the host country website ([www.moi.gov.qa/UNCCPCJDoha/English/index.html](http://www.moi.gov.qa/UNCCPCJDoha/English/index.html)).

Contact details:

Yousuf Ibrahim Al-Mahmoud, Ministry of Interior  
Salem Mansour Al-Marri, Ministry of Interior  
Diaa El-Refaie  
Saud Al-Ahmadie  
Telephone: (+974) 2342631 or (+974) 2342632  
Fax: (+974) 44315476  
E-mail: [crimecongress@moi.gov.qa](mailto:crimecongress@moi.gov.qa)

## **XV. Visas, travel and hotel reservations**

79. All participants are required to possess a valid passport and to obtain the appropriate entry visa before entering Qatar. Visas may be obtained as of Sunday, 11 January 2015 until 11.59 p.m. on Wednesday, 15 April 2015 by applying online using the following link: <https://eservices.moi.gov.qa/IVCWeb/conference/public?uid=CO150001&lang=en>.

80. Pursuant to the host country agreement signed by the United Nations and the Government of Qatar regarding the arrangements for the Congress, delegates designated to the Congress will not be charged a visa fee when applying via the online system. Visas will be issued only to registered participants of the Congress. When registering, participants are requested to provide an e-mail address and their nationality (see section X, on registration, for more information). Visa processing times may vary, requiring a minimum of three working days. Participants are encouraged to apply online as soon as possible after registering with UNODC and no later than three days before travel to Qatar commences.

81. Spouses and/or other relatives joining participants may also use the online system for applying for their visa. Submission should be after the principle participant has received their visa confirmation.

### **Embassies**

82. A list of Qatari embassies and consulates worldwide may be obtained at the following website: [www.moi.gov.qa/UNCCPCJDoha/English/Embassies.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Embassies.html). Should participants have difficulties in obtaining visas, they are advised to contact the National Organizing Committee (see para. 78 above; e-mail: [crimecongress@moi.gov.qa](mailto:crimecongress@moi.gov.qa)).

**Travel to Doha**

83. The National Organizing Committee has designated Qatar Airways as the official carrier for the Thirteenth United Nations Congress. Qatar Airways is offering participants a special discount on their return ticket to Doha. To obtain information regarding the discount, participants need to register for the Congress with UNODC. Upon confirmation of registration, information on how to obtain the discount will be communicated.

**Airport reception**

84. A welcome area, fast-track immigration, arrival lounge and information desk will be set up at Hamad International Airport (Doha) to assist participants arriving for the Thirteenth Congress. In Doha, a shuttle bus service to officially recommended hotels will be arranged free of charge for participants.

85. Alternatively, participants may take a public taxi to their hotels. The fare depends on the distance travelled. Participants are advised to contact the information desk at the airport for assistance.

86. For more information on Hamad International Airport, see the host country website: [www.moi.gov.qa/UNCCPCJDoha/English/Hamad\\_Airport.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Hamad_Airport.html).

**Transportation to and from the Congress venue**

87. Shuttle buses will transport participants mornings and evenings to and from the officially recommended hotels. Alternatively, participants are required to make their own arrangements for transportation to and from the Congress venue. The easiest way is to take a taxi.

**Accommodation**

88. Participants are required to make their own accommodation arrangements and are encouraged to book online whenever possible. A complete list of recommended hotels is available from the official website of the Host country for the Congress ([www.moi.gov.qa/UNCCPCJDoha/English/Hotels.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Hotels.html)). Only the recommended hotels listed will be provided with additional Qatari security and a shuttle bus service to take participants to the Congress site in the mornings and return them to their hotels in the evenings.

89. Participants are requested to use the hotel form/reservation links available on the host country website ([www.moi.gov.qa/UNCCPCJDoha/English/Hotels.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Hotels.html)) and submit their reservation both to the hotel and the National Organizing Committee. Participants requiring assistance should contact the National Organizing Committee by e-mail at [hotelscongress@moi.gov.qa](mailto:hotelscongress@moi.gov.qa).

<i>Hotel</i>	<i>Room type</i>	<i>Rate (approximate equivalent in United States dollars, based on the US\$/QR exchange rate)</i>
<b>Five star hotels</b>		
Al Bidda Boutique Hotel	Standard	Single 195 Double 220
	Pearl room	Single 220 Double 250
	Coral suite	480
Al Jasra Boutique Hotel	Coral room	Single 195 Double 220
	Pearl room	Single 220 Double 250
	Coral suite	480
Al Jomrok Boutique Hotel	Coral room	Single 165 Double 195
	Pearl room	Single 195 Double 220
Al Mirqab Boutique Hotel	Coral room	Single 195 Double 220
	Pearl room	Single 220 Double 250
	Coral suite	480
Al Najada Boutique Hotel	Coral room	Single 165 Double 195
	Pearl room	Single 195 Double 220
Arumaila Boutique Hotel	Coral room	Single 165 Double 195
	Pearl room	Single 195 Double 220
Banana Island Resort by Anantara	Premiere room	Single 350 Double 350
	Anantara suite	Single/Double 650
	2 Bedroom sea view villa	Single/Double 980
Concorde Hotel Doha	Deluxe	Single 125 Double 138
	Executive suite	Single 248 Double 261
Cophthorne Hotel	Deluxe	Single 140 Double 165
	Executive	Single 180 Double 205
	Executive suite	Single/Double 250
	Diplomatic suite	Single/Double 400
Crowne Plaza Doha – The Business Park	Standard	Single 235 Double 261
	Crown diplomatic suite	Single 385
	Executive	Single 302

<i>Hotel</i>	<i>Room type</i>	<i>Rate (approximate equivalent in United States dollars, based on the US\$/QR exchange rate)</i>
Four Seasons Hotel	Standard	Single 365 Double 385
	Four seasons suite	Single 715 Double 740
	Ambassador Suite	Single 820 Double 850
Grand Heritage Doha Hotel and Spa	Standard	Single 234 Double 261
Grand Hyatt	Grand king/twin	Single 245 Double 275
	Grand suite king	Single/Double 520
Holiday Villa Hotel and Residence City Center Doha	Superior	Single 130 Double 138
	Deluxe	Single 143 Double 152
	Executive suite	Single 198 Double 207
Intercontinental Doha – The City	Deluxe	Single 255
	Executive	Double 285
	Executive suite	Single 434
Intercontinental Doha	Superior city view	Single 278 Double 299
	Diplomatic suite	Single/Double 667
La Cigale Hotel	Standard	Single 275 Double 303
Doha Marriott	Standard	Single 165 Double 179
	Executive suite	Single 300 Double 315
Marriott Marquis Doha City Center Hotel	Standard	Single 218 Double 241
	One bedroom suite	437
Millennium Hotel	Deluxe	Single 165 Double 180
	Junior suite	Single/Double 300
	Executive suite	Single/Double 420
Mövenpick Hotel West Bay Doha	Standard room	Single 188 Double 217
	Junior suite	Single/Double 275
	Executive suite	Single/Double 333
Musheireb Boutique Hotel	Coral room	Single 165 Double 195
	Pearl room	Single 195 Double 220

<i>Hotel</i>	<i>Room type</i>	<i>Rate (approximate equivalent in United States dollars, based on the US\$/QR exchange rate)</i>
Oryx Rotana Hotel	Classic	Single 222
		Double/Twin 251
	Premium	Single 251
		Double/Twin 280
Retaj Royale	Deluxe	Single 150
		Double 170
	King suite	Single/Double 245
St. Regis Hotel	Superior	230
	Grand deluxe	250
	Astor	350
	St. Regis suite	450
	Caroline Astor suite	750
	John Jacob suite	1,000
Sharq Village and Spa	Deluxe	Single 219
		Double 247
	King view suite	Single/Double 548
	King sea view suite	Single/Double 822
	Two-bedroom suite	1,644
The Ritz Carlton	Deluxe	Single 220
		Double 250
	Club room	Single 360
		Double 450
	Executive suite	Single/Double 800
	Amiri suite	Single/Double 2,750
Grand Amiri suite	Single/Double 4,000	
The Torch Doha	Deluxe room	Single 235
		Double 260
	Junior suite	Single 455
		Double 485
	Executive suite – 2 bedroom	Single/Double 825
	Diplomatic suite – 1 bedroom	Single/Double 690
Diplomatic suite – 2 bedroom	Single/Double 730	
W Doha Hotel and Residences	Spectacular room	Single 247
		Double 274
	Cool corner suite	385
	W suite	685
WOW suite	1,016	
Wyndham Grand Regency Doha	Deluxe	Single 192
		Double 220
	Executive	Single 260
	Junior suite	Single 413
<b>Four star hotels</b>		
Amari	Standard	Single 152
		Double 165
Century Hotel	Standard	Single 109
		Double 123

<i>Hotel</i>	<i>Room type</i>	<i>Rate (approximate equivalent in United States dollars, based on the US\$/QR exchange rate)</i>
Coral Hotel Doha	Deluxe	Single 100 Double 120
	Junior suite	Single/Double 130
Ezdan Hotel & Suites	Standard	Single 175 Double 210
	Holiday Villa Hotel and Residence City Center Doha	Superior
Deluxe		Single 143 Double 152
	Executive suite	Single 198 Double 207
	Lexington Gloria Hotel	Standard
Mövenpick Hotel		Superior
	Deluxe	Single 170 Double 190
	Suite	Single 210 Double 230
	Classic	Single 140 Double/Twin 165
Plaza Inn	Standard	Single 125 Double 140
	Ramada Encore Doha	Deluxe
Executive suite		Single/Double 245
<b>Three star hotel</b>		
City Inn	Standard	Single 96 Double/Twin 110

## **XVI. Facilities at the Congress site**

### **Restaurants**

90. A cafeteria located in Exhibition Hall 7 will be made available to the delegates on a commercial basis.

### **Delegates' lounge**

91. Several coffee/snack bars with lounge furniture will be located on the Ground Level and Level 1 for the use of delegates on a commercial basis.

**Cybercounter**

92. A Cybercounter, located on the Ground Level, will offer participants on a “first come, first served” basis the chance to borrow tablets/laptops for use during the meetings. Wi-Fi will be available throughout the Centre.

**Medical/First aid room**

93. First aid facilities will be located on Level 1.

**Bank**

94. ATMs will be located throughout the Centre.

**Business centre**

95. A business centre for delegate use on a commercial basis will be located in the Exhibition area.

**Information counter**

96. An information counter staffed with local staff (delegates’ aides) will be set up in the Centre to assist delegates with enquiries.

**Meditation room**

97. A meditation room will be located on the Ground Floor.

## **XVII. Programme of social activities**

**Official reception**

98. All participants are invited to an official reception at the Qatar National Convention Centre. Further information will be made available closer to the time of the Congress.

99. Participants wishing to arrange social events are kindly requested to contact the Protocol Officer at the Congress at the following address:

Teymuraz Gogolashvili, Protocol Officer  
Office of the Director-General/Executive Director  
United Nations Office at Vienna  
United Nations Office on Drugs and Crime  
P.O. Box 500  
1400 Vienna  
Austria  
Telephone: +43 1 26060-3955  
E-mail: Teymuraz.Gogolashvili@unvienna.org



## **XVIII. Useful information about Doha**

### **Doha, Qatar**

100. Doha is the capital of Qatar. The population of Qatar is approximately 2.2 million inhabitants. Eighty-three per cent of inhabitants reside in Doha and its main suburb Al-Rayyan.

101. For further information on local customs, etiquette and social values in Qatar, please see the following webpage:

[www.moi.gov.qa/UNCCPCJDoha/English/Norms\\_Values.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Norms_Values.html).

### **Security tips in Doha**

102. Always carry emergency contact information with you, including a contact in Doha and a contact at home.

103. For further information, please contact the National Organizing Committee of Qatar or the emergency services (local calls 999). See also [www.moi.gov.qa/UNCCPCJDoha/English/Emergency\\_Services.html](http://www.moi.gov.qa/UNCCPCJDoha/English/Emergency_Services.html).

### **Climate**

104. Doha enjoys a moderate desert climate with long hot summers and short mild winters with little rain.

### **Language**

105. Arabic is the official language of Qatar. However, English is widely understood and spoken in most hotels, shops and restaurants in major tourist areas of Doha.

### **Currency**

106. The unit of currency in Qatar is the Qatari riyal (QR), which is divided into 100 dirhams. The exchange parity has been set at the fixed rate of 1 United States dollar = 3.65 Qatari riyals.

107. Major credit cards (Visa, MasterCard, American Express, Diners Club) are generally accepted in leading hotels, restaurants, department stores and malls.

### **Time**

108. The time in Doha is three hours ahead of Greenwich Mean Time (GMT +3).

### **Electricity**

109. The electric current in Qatar is 240 volts. As for electrical sockets, British style plugs with one grounding blade and two flat blades are used.

### **Telephone services and useful telephone numbers**

110. The country code for Qatar is +974. City or area codes are not used.

**Useful telephone numbers in Doha**

Police, Civil Defense and Emergency: 999  
Water and Electricity Emergency: 991  
Accidents and Emergency — Hamad Hospital: (+974) 44392111  
Hamad Medical Corporation: (+974) 44392222  
Telephone Directory: 180

**Business hours**

111. The working week in Qatar is generally from Sunday to Thursday with Friday and Saturday being the weekend. Government offices are generally open between 7 a.m. and 2 p.m. Many stores and shopping malls operate daily from 9 a.m. or 10 a.m. to 10 p.m. except Fridays, when there are reduced hours. Banks are generally open from Saturday to Thursday between 7.30 a.m. and 1 p.m. and are closed on Fridays. Banks located in the shopping malls are open in the evenings. For further information see the “Explore Qatar” pages on [www.moi.gov.qa/UNCCPCJDoha/English/index.html](http://www.moi.gov.qa/UNCCPCJDoha/English/index.html).

**Agencies of the Government of Qatar**

112. Please note the following websites of bodies of the Government of Qatar.

Ministry of Interior:  
[www.moi.gov.qa/site/english/](http://www.moi.gov.qa/site/english/)

Ministry of Justice:  
[www.moj.gov.qa/](http://www.moj.gov.qa/)

Ministry of Foreign Affairs:  
[www.mofa.gov.qa/en/Pages/default.aspx](http://www.mofa.gov.qa/en/Pages/default.aspx)

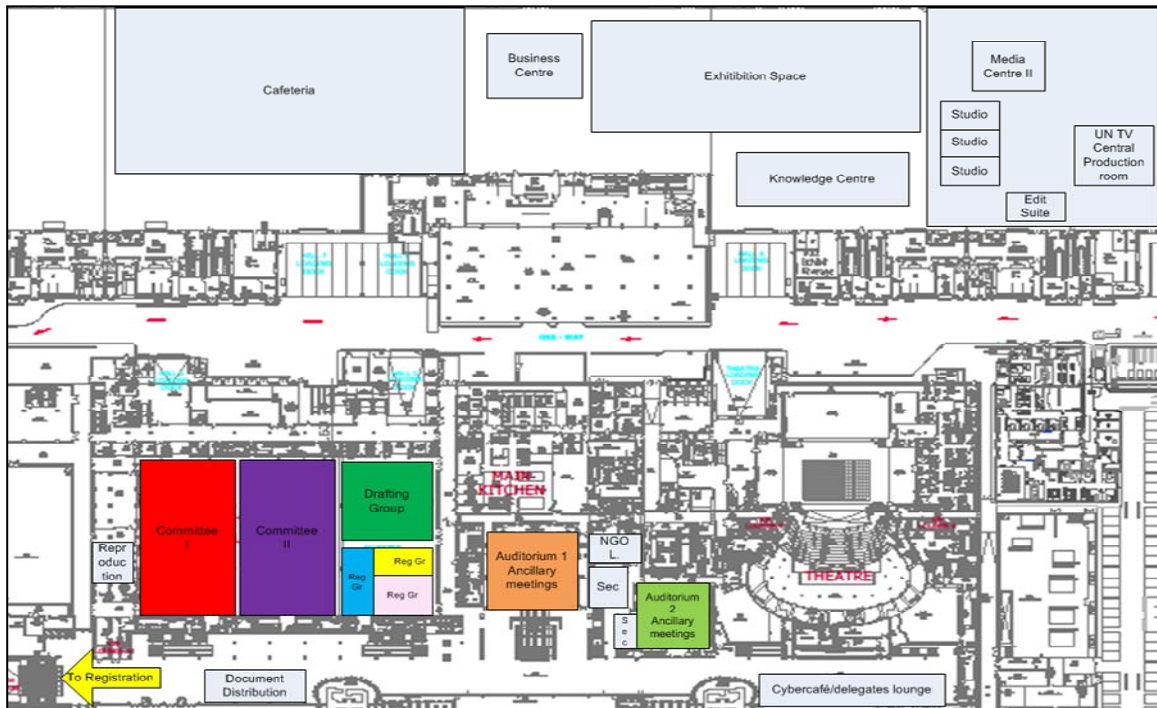
Qatar Tourism Authority:  
[www.qatartourism.gov.qa/en-us/home.aspx](http://www.qatartourism.gov.qa/en-us/home.aspx)

Qatar Public Prosecution:  
[www.pp.gov.qa/en/Pages/home.aspx](http://www.pp.gov.qa/en/Pages/home.aspx)

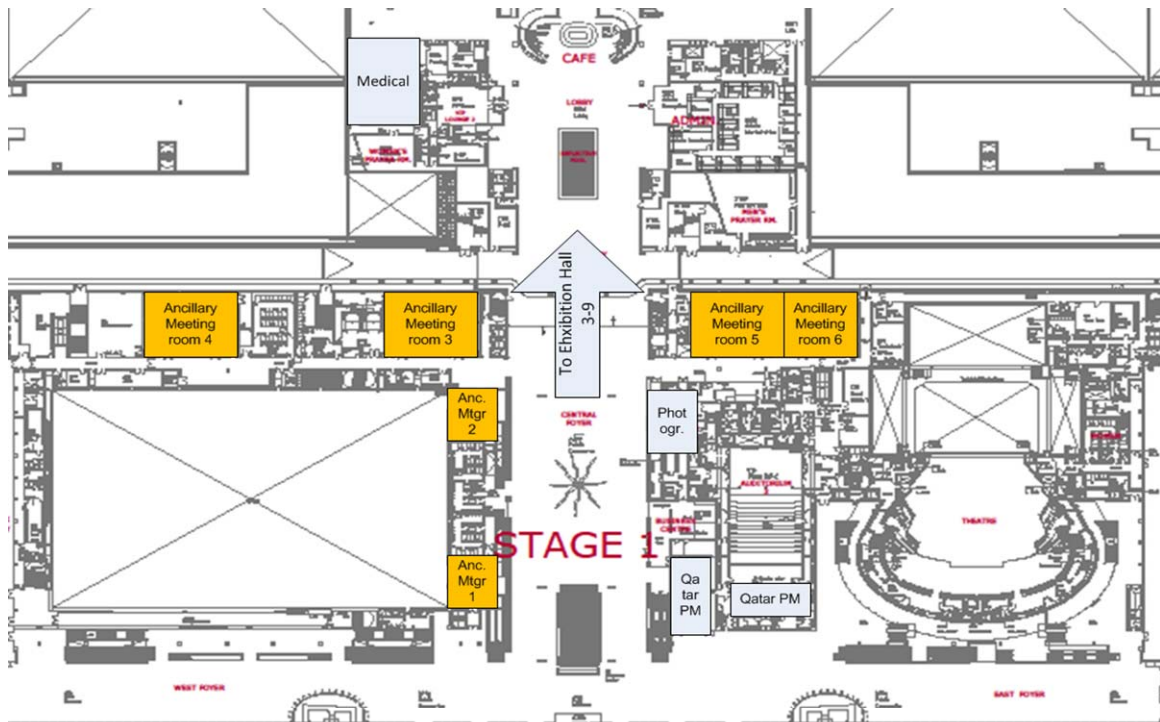
Annex

Floor plan of the Qatar National Convention Centre, Doha

Ground Floor Level



### Level 1



### Level 2

