



**UNITED NATIONS COMMISSION ON SCIENCE
AND TECHNOLOGY FOR DEVELOPMENT**

INFORMATION NOTE TO PARTICIPANTS

CSTD 2018-2019 Inter-sessional Panel

15-17 January 2019

**Workshop on
“Applying a Gender Lens to Science,
Technology and Innovation”**

18 January 2019

Room C3, 7th Floor, C-Building
Vienna International Centre (VIC)
Wagramer Str. 5, 1400 Vienna, Austria

Hosted by
the Ministry for Europe, Integration and Foreign Affairs
and the Ministry of Education, Science and Research
of Austria

As of December 7, 2018

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I. INTRODUCTION AND DRAFT PROVISIONAL AGENDA

The Commission on Science and Technology for Development (CSTD) 2018-2019 Inter-Sessional Panel will be convened from 15-17 January 2019, followed by a workshop on "Applying a Gender Lens to Science, Technology and Innovation" on 18 January 2019 in room C3 on the 7th floor in the C-building of the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, Austria. The meeting will begin at 10.00 a.m. Due to security requirements, participants are advised to arrive on time, especially if they need to retrieve a badge at the Pass Office at Gate 1.

The draft provisional agenda and organization of work, along with all other relevant documentation, are available at the following page of the CSTD website:

<https://unctad.org/en/pages/MeetingDetails.aspx?meetingid=2026>

II. PARTICIPATION

The list of members of the Commission is available at:

<http://unctad.org/en/Pages/CSTD/CSTD-Membership.aspx>.

Plenary meetings of the CSTD are open to all United Nations member States (both members and non-members of the CSTD), representatives from intergovernmental organizations and from NGOs in consultative status with ECOSOC. Representatives of NGOs, civil society entities, business sector entities including the private sector, and academic entities that were accredited to the World Summit on the Information Society (WSIS), may participate in the inter-session of the Commission on an exceptional basis (ECOSOC decisions 2015/243, 2015/244 and 2015/245).

III. REGISTRATION

Registration is mandatory for all participants, including those who possess long-term badges, prior to attending the Inter-sessional Panel meeting. This is highly recommended to avoid delays in entry and to allow the secretariat to complete the "list of participants" as well as share important information to those who are in attendance. Participants should register by 7 January 2019.

Member States are invited to notify the secretariat of the CSTD (stdev@unctad.org) regarding the composition of their delegations.

To register, please go on the following link: <https://reg.unog.ch/event/27324/>

Guidelines for registering are available in the following link, which can also found on the tool bar on the left side of the registration webpage:

http://unctad.org/meetings/en/SessionalDocuments/iss2016_Indico_Guidelines_en.pdf

IV. BADGING

All participants who require an entry badge will need to appear in person at the Pass Office at Gate 1 in order to receive a photo badge and will have to present a valid passport or national ID-card and their invitations or official communications identifying them as delegates.

Delegates who do not complete the pre-registration procedure will need to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

Badges can be obtained on Monday, 14 January 2019, before the event. The badge facilities are open from 8.00 a.m. to 5.00 p.m. It is advisable to obtain your badge as early as possible. Please note that the permanent missions can collect badges for other members of the delegations coming from outside Vienna.

V. SECURITY

During the Inter-sessional Panel and workshop, from 15 to 18 January 2019, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre. The United Nations Security and Safety Service will be responsible for security inside the Vienna International Centre.

Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service

United Nations Office at Vienna

P.O. Box 500

A-1400 Vienna, Austria

Room F0E08

VICSecurityChiefOffice@unvienna.org

Tel.: (+43-1) 26060-3901; fax: (+43-1) 26060-5834

VI. CONTACT INFORMATION

All questions should be addressed to:

CSTD secretariat
Division on Technology and Logistics
UNCTAD
Tel: (+41) 22 917 2083
Fax: (+41) 22 917 0052
E-mail: stdev@unctad.org

VII. GENERAL INFORMATION

A. Visas

Participants who require a visa should inform the CSTD Secretariat before contacting the local diplomatic or consular authority of Austria.

Participants who require a visa must contact the local diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned.

Further information regarding visas can be found in Annex I of this Information Note.

B. 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.

A list of hotels in Vienna that offer special rates for delegates in UN meetings is available at the following link: <https://tinyurl.com/UNOV-Hotels-2018>

Participants who arrive at the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open daily from 7 a.m. to 10 p.m.

C. Public transport and taxi

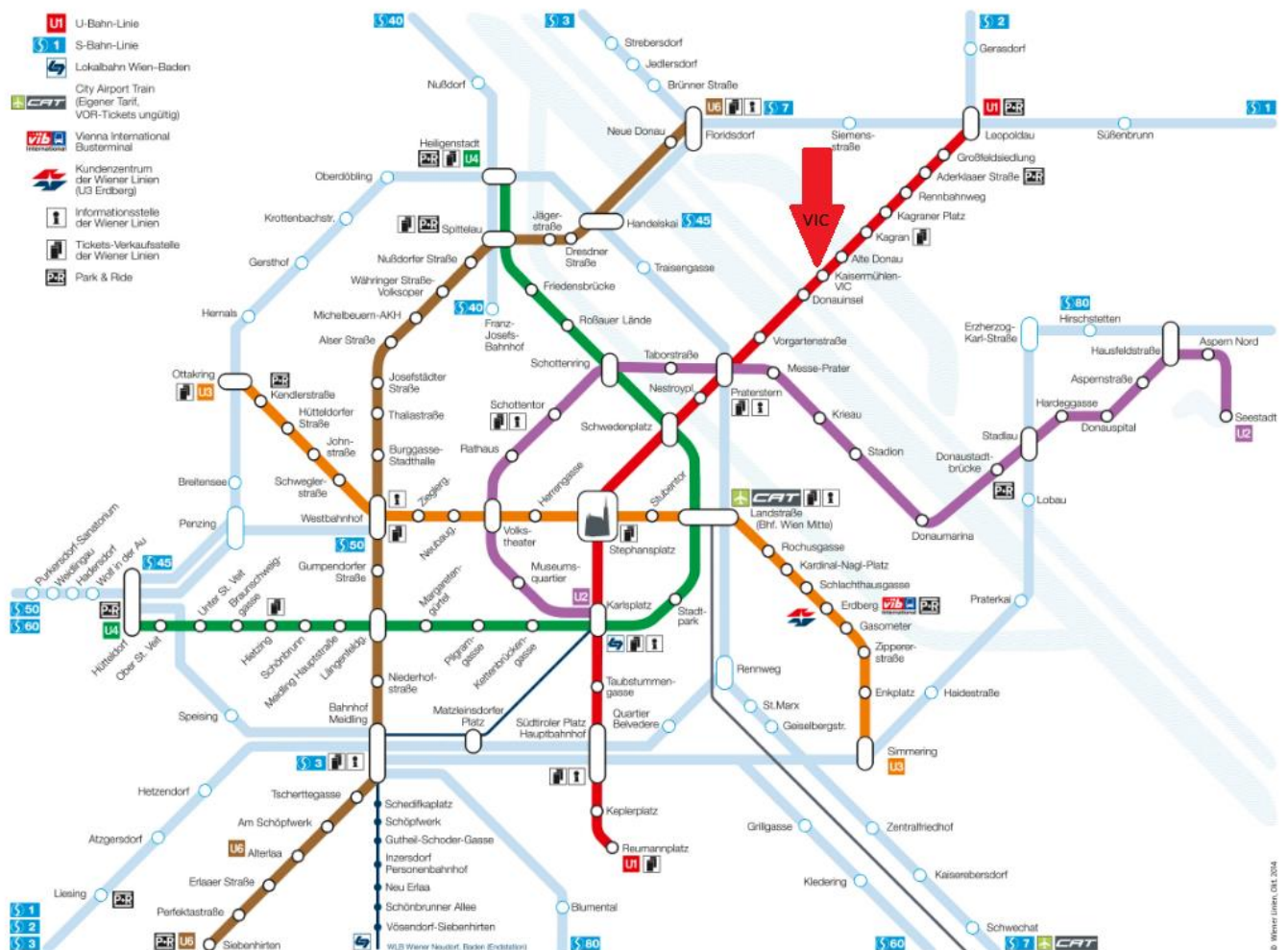
Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

An airport bus service operates between the Vienna International Airport and Morzinplatz (line VAL 2) (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 2.45 a.m., and every 30 minutes from 4.45 a.m. to 1.15 a.m.;

and Buses leave Morzinplatz for the airport at 0.30 and 2 a.m. and every 30 minutes from 4 a.m. until 11.30 p.m.

There is also a bus service between the Vienna International Centre (next to the "Kaisermühlen/Vienna International Centre" station on the U1 metro line) and the Vienna International Airport (line VAL 3). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 6 a.m. to 9 p.m. and leave the Vienna International Centre for the airport every hour from 5.10 a.m. to 8.10 p.m.

The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and the Vienna International Airport. The fare is 12 euros for a one-way ticket and 21 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.09 a.m. to 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.



D. Information on Vienna

Information on Vienna and its cultural and recreational offers is available at <https://www.wien.info/en>.

An interactive city map of Vienna can be found at www.wien.gv.at/stadtplan/en/.

E. Foreign Representations in Austria

See www.bmeia.gv.at/en/embassies-consulates/.

F. Climate

January is the coldest month of the year in Vienna with a night time low temperature of -4°C and daytime highs of no more than 2°C. For detailed weather forecasts, please consult www.wetter.at.

G. Banking and Currency

General bank opening hours:

Monday-Friday 08:00-15:00

Thursday 08:00-17:30

Many branches have extended opening hours of 09:00-18:00 Monday to Friday or 24-hour foyers. EC cards as well as major credit cards are widely accepted in Austria.

The official currency in Austria is the euro.

H. Business & Shopping Hours

Shops are usually open Monday to Friday from 09:00 – 18:00 and on Saturdays from 09:00 – 12:00, some of them longer. Shops are closed on Sundays and public holidays.

I. Time

Vienna's standard time is CET or Central European Time (UTC/GMT +1 hour).

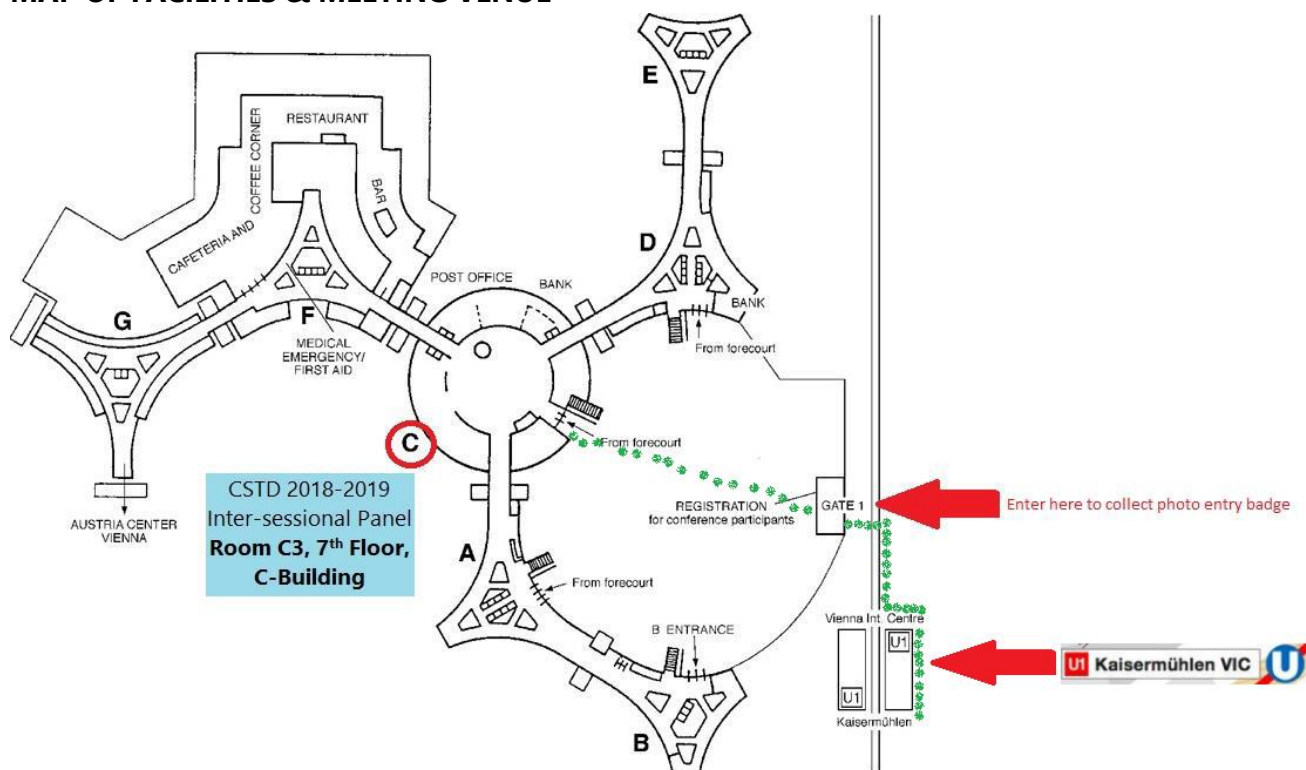
J. Electrical appliances

The electric current used throughout Austria is 230 volt AC, 50 Hz. Plugs and sockets conform to the European norm. It is advisable, however, to bring an adapter with you.

VIII. FACILITIES AT THE VIENNA INTERNATIONAL CENTRE

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

MAP OF FACILITIES & MEETING VENUE



A. Delegates' working areas and wireless network connection

Wireless connectivity is available everywhere in the M-Building. Delegates' working areas ("cyber corners") with desktop computers equipped with standard software and Internet access will be located on the ground floor of the M -Building.

B. Post office, telephones and faxes

A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

C. First aid

Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F -Building, seventh floor (ext. 22223/22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

D. Banks

Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

E. Catering services

A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, extension 4877) and the cocktail lounge Mondays to Thursdays from 11.30 a.m. to 8 p.m., on Fridays from 11.30 a.m. to 9 p.m. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

The delegate lounges in the M-Building (M0E) and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. and the Quattro Uno Delegate Lounge in C04 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 (room F -184C, (+43-1) 26060-4875; email: cateringvic@eurest.at).

F. Access to the Vienna International Centre

Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (Nebenfahrbahn) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building. Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" station, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza and proceed to entrance "A".

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

ANNEX I

Nationals of EU member states, the European Economic Area (EEA) and Switzerland do not require a visa for entering the Republic of Austria. If you are a citizen of any of these countries you will not require a visa (if you live in any of these countries, but did not acquire the citizenship of any of these countries, you may require a visa):

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

Nationals of countries, which signed bilateral or multilateral agreements on the abolition of visa requirement, are visa-free if they stay in Austria for a maximum period of 90 days within 180 days and do not take up employment. According to Appendix 2, Council Regulation (EC) No 539/2001 of 15 March 2001 nationals of the following countries do not require a visa (non-committal information!):

Albania, Andorra, Antigua and Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia and Herzegovina, Brazil, Brunei Bulgaria, Darussalam, Canada, Chile, Columbia; Costa Rica, Croatia, Cyprus*, Dominica, El Salvador, Georgia**, Great Britain and Northern Ireland (British Nationals Overseas), Grenada, Guatemala, Honduras, Hongkong (Special Administrative Region of the People's Republic of China), Israel, Japan, Kiribati, Korea - Republic of, Macao (Special Administrative Region of the People's Republic of China), Malaysia, Marshall Islands, Mauritius, Macedonia, Mexico, Micronesia - Federated States of, Moldova** - Republic of, Monaco, Montenegro**, New Zealand, Nicaragua, Palau, Panama, Paraguay, Peru, Salomonen, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Samoa, San Marino, Serbia (except holder of Serbian passports issued by Koordinaciona uprava), Seychelles, Singapore, Taiwan, Timor-Leste, Tonga – Kingdom of, Trinidad and Tobago, Tuvalu, United Arab Emirates, Ukraine**, United States of America (USA), Uruguay, Vanuatu; Vatican City, Venezuela.

* Cyprus: Residents/citizens of southern part of Cyprus: not requiring a visa;
Residents/citizens of northern part of Cyprus: Visa required

** holders of biometric passports

Citizens of all other countries will need to obtain a visa.

In general Schengen visas have to be lodged at the relevant Austrian representation of the applicant's country of residence. In case that there is no representation of Austria in the residence country, it is also possible to request a Schengen visa at a Schengen embassy which is representing Austria. Please note that visa applications can be lodged no more than three months before the start of the intended visit.

Citizens/residents of the following countries should apply for their visa at the Austrian representation (Embassy or Consulate General) in their country of residence.

Algeria, Azerbaijan, China, Egypt, Ethiopia, India, Indonesia, Iran, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Morocco, Nigeria, Pakistan, Philippines, Russian Federation, Saudi Arabia, Senegal, South Africa, Syrian Arab Republic, Thailand, Tunisia, Turkey, Ukraine*, Vietnam

* holders of non-biometric passports

See below for the contact details of the Austrian representation in your country:

<http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>.

If you are a citizen/resident of the following states, you will not find an Austrian representation in your country you can apply for a visa at the European partner states with which Austria cooperates in the Schengen visa process (see homepage link for the relevant contact details). If you apply for a visa at the representation of a European partner state, please keep in mind that the conditions of this European partner state are effective and we cannot interfere in the visa process. If you decide to apply for a visa at an Austrian representation (Embassy or Consulate General) you need to find the Austrian representation responsible for your country: <http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

Andorra - [Spain](#)

Angola - [Portugal](#),

Armenia- [Germany](#),

Bahrain - [France](#)

Bangladesh- [France](#)

Belarus - [Germany](#)

Benin - [France](#)

Bolivia - [Spain](#)

Botswana - [Germany](#)

Burkina-Faso - [France](#)

Burundi - [Belgium](#)

Canada - [Germany \(Toronto\)](#), [Germany \(Montreal\)](#), [Switzerland \(Vancouver\)](#)

Cabo Verde - [Portugal](#)

Cambodia - [Germany](#)

Cameroon - [Belgium](#)

Central African Republic - [France](#)

Chad - [France](#)

China - [Hungary \(only Chongqing\)](#)*

Comoros - [France](#)

Congo (Brazzaville) - [France](#)

Costa Rica - [Spain](#)
Côte d'Ivoire - [Belgium](#)
Dominican Republic - [Switzerland](#)
Djibouti - [France](#)
Ecuador - [Germany](#)
El Salvador - [Spain](#)
Equatorial Guinea- [Spain](#)
Gabon - [France](#)
Georgia - [Switzerland](#)
Ghana - [Netherlands](#)
Guinea - [France](#)
Guinea-Bissau - [Portugal](#)
Haiti - [France](#)
Honduras - [Spain](#)
Iceland - [Germany](#)
Jamaica - [Spain](#)
Kazakhstan - [Hungary \(Almaty\)](#)
Korea (North) - Democratic People's Republic of Korea - [Germany](#)
Kosovo - [Switzerland](#)
Kyrgyzstan- [Germany](#)
Lao People's Democratic Republic - [Germany](#)
Macau - [Portugal](#)
Madagascar - [France](#)
Malawi - [Norway](#)
Mali - [France](#)
Mauretania - [Spain](#)
Mauritius – [France](#)
Moldova – [Hungary](#)
Monaco – [France](#)
Mongolia - [Germany](#)
Montenegro - [Slovenia](#)
Mozambique - [Netherlands](#)
Myanmar - [Germany](#)
Namibia - [Germany](#)
Nepal - [Germany](#)
New Zealand - [Germany](#)
Nicaragua - [Spain](#)
Niger - [France](#)
Oman - [Spain](#)
Panama - [Spain](#)
Paraguay - [Spain](#)
Qatar - [Germany](#)

Russian Federation – [Finland \(St. Petersburg\)](#), [Hungary \(Yekaterinburg\)](#)
Rwanda - [Belgium](#)
Saint Lucia - [France](#)
Sao Tome and Principe - [Portugal](#)
Seychelles - [France](#)
Singapore - [France](#)
Sri Lanka - [Germany](#)
Suriname - [Netherlands](#)
Tajikistan - [Germany](#)
Tanzania - [Belgium](#)
Timor-Leste - [Portugal](#)
Togo - [France](#)
Turkmenistan - [Germany](#)
Uganda - [Germany](#)
Uruguay - [Spain](#)
Uzbekistan - [Germany](#)
Vanuatu - [Frankreich](#)
Viet Nam - [Germany \(Ho Chi Minh City\)](#)
Zambia - [Germany](#)
Zimbabwe – [Germany](#)

* for official passport holders

Bermuda: not requiring a visa
Cayman Islands: not requiring a visa
Curaçao: not requiring a visa
Cyprus: Residents/citizens of southern part of Cyprus: not requiring a visa
Residents/citizens of northern part of Cyprus: Visa required; please apply at the [Austrian Consulate General Istanbul](#)
Iraq: Visa required, please apply at [Austrian Embassy Amman](#)
Libya: Visa required, please apply at [Austrian Embassy Tunis](#) or [Austrian Embassy Cairo](#)
Sudan: Residents/citizens of southern part of Sudan: Visa required: please apply at [Austrian Embassy Addis Abeba](#)
Residents/citizens of northern part of Sudan: Visa required; please apply at [Austrian Embassy Cairo](#)
Palestinian territories: Residents/citizens of Palestinian territories: Visa required, please apply at [Austrian Embassy Tel Aviv](#)

If your country has not been mentioned on the list above, there is neither an Austrian representation (Embassy/Consulate General) nor a European partner state with which Austria cooperates in the Schengen visa process. You need to find the Austrian

representation responsible for your country: <http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

Please note that this information is for holders of ordinary passports only!

If you are a holder of a diplomatic or service passport please check the following link in order to get informed whether you require a visa or not:

https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Visumpflichtige_Laender/files/EN_HP_BMI_Visaliste_Juni_2017.pdf