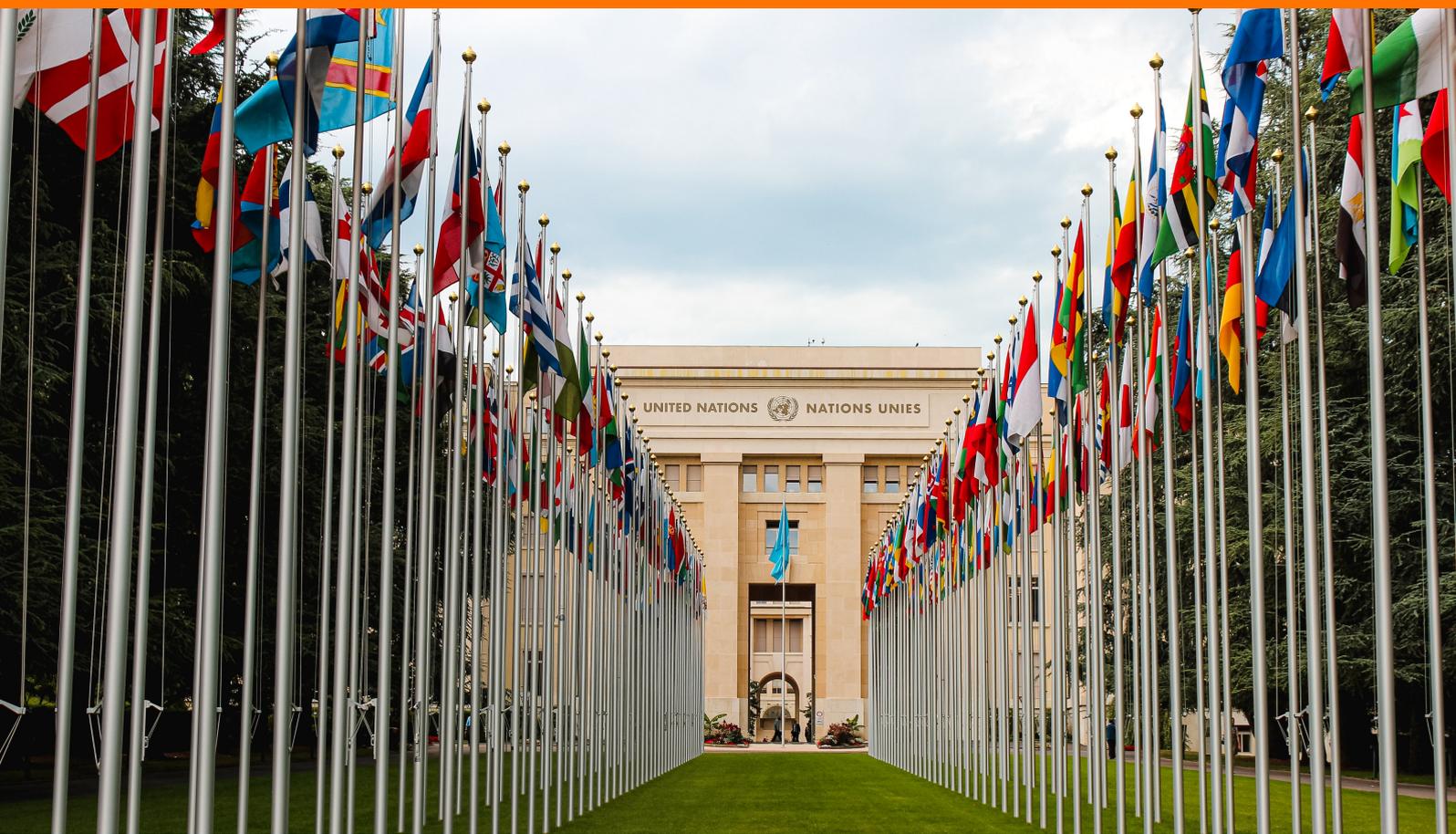


GUIDELINES FOR ELSA DELEGATIONS TO UNODC

SEMINARS & CONFERENCES
2021/2022



elsa

The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation’s Handbook. The current edition of the Guidelines for ELSA Delegations to the UNODC is a result of a joint collaborative work of:

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Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective UNODC session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

Vision

"A just world in which there is respect for human dignity and cultural diversity"

Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our website: www.elsa.org

2. ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC).

ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;
- All of the fields of the application form shall be filled;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the Applicant; and
- Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

3. United Nations Office on Drugs and Crime (UNODC)

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget. UNODC has approximately 500 staff members worldwide. Its headquarters are in Vienna and it operates 20 field offices as well as a liaison office in New York and a permanent presence in Brussels¹.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

The three pillars of the UNODC work programme are:

- Field-based technical cooperation projects to enhance the capacity of Member States to counteract illicit drugs, crime and terrorism;
- Research and analytical work to increase knowledge and understanding of drugs and crime issues and expand the evidence base for policy and operational decisions;
- Normative work to assist States in the ratification and implementation of the relevant international treaties, the development of domestic legislation on drugs, crime and terrorism, and the provision of secretariat and substantive services to the treaty-based and governing bodies.

¹ UNODC About Us, available at: <https://www.unodc.org/unodc/en/about-unodc/index.html> (last accessed 8/04/2020)

In pursuing its objectives, UNODC makes every effort to integrate and mainstream the gender perspective, particularly in its projects for the provision of alternative livelihoods, as well as those against human trafficking.

The international community confronts a host of menaces, including illicit drugs, threats to security and health and new and emerging crimes. As Governments and other development partners increasingly look to UNODC for specialized assistance and expertise, the Office has expanded its scope and volume of work to provide comprehensive and coherent responses to these challenges².

² Ibid.

UNODC has released a new Menu of Services published in October 2010, which provides a detailed overview of how clients can access targeted assistance or the range of publications and online tools available.

UNODC can help in the following areas:

- **Organized crime and trafficking:** UNODC helps Governments react to the instability and insecurity caused by crimes like the smuggling of illicit drugs, weapons, natural resources, counterfeit goods and human beings between countries and continents. It is also addressing emerging forms of crime, such as cybercrime, trafficking in cultural artefacts and environmental crime.
- **Corruption:** Corruption is a major impediment to economic and social development, UNODC partners with the public and private sectors, as well as civil society, to loosen the grip that corrupt individuals have on government, national borders and trading channels. In recent years, the Office has stepped up its efforts to help States recover assets stolen by corrupt officials.
- **Crime prevention and criminal justice reform:** UNODC promotes the use of training manuals and the adoption of codes of conduct and standards and norms that aim to guarantee that the accused, the guilty and the victims can all rely on a criminal justice system that is fair and grounded on human rights values. A strong rule of law will also instill confidence among citizens in the effectiveness of the courts and the humanness of the prisons.
- **Drug abuse prevention and health:** Through educational campaigns and by basing its approach on scientific findings, UNODC tries to convince youth not to use illicit drugs, drug-dependent people to seek treatment and Governments to see drug use as a health problem, not a crime.
- **Terrorism prevention:** On this issue, UNODC is moving towards a more programmatic approach that involves developing long-term, customized assistance to entities involved in investigating and adjudicating cases linked to terrorism.

For each of these five areas, the Menu of Services contains information about some of the publications and online tools it has developed and examples of the impact that the UNODC is having on the ground³.

Commissions of UNODC

The **Commission on Narcotic Drugs (CND)** and the **Commission on Crime Prevention and Criminal Justice (CCPCJ)** are policymaking bodies within the United Nations system and guide international action against drugs and crime. The CND and CCPCJ are functional

³ Ibid.

commissions of the United Nations Economic and Social Council (ECOSOC) and Governing Bodies of the United Nations Office on Drugs and Crime (UNODC). Their resolutions and decisions provide guidance in their respective areas to Member States and the UNODC. The thematic areas covered by the CND and CCPCJ are also dealt with by the General Assembly, in particular its Third Committee, which deals with Social, Humanitarian and Cultural Affairs, and its Fifth Committee, which deals with budgetary matters relating to the governing bodies functions.

1) Commission on Narcotic Drugs (CND)

The CND was established by the ECOSOC resolution 9(I) in 1946, to assist the ECOSOC in supervising the application of the international drug control treaties. In 1991, the General Assembly (GA) expanded the mandate of the CND to enable it to function as the governing body of the UNODC. ECOSOC resolution 1999/30 requested the CND to structure its agenda with two distinct segments: a normative segment for discharging treaty-based and normative functions; and an operational segment for exercising the role as the governing body of UNODC.

The Political Declaration and Plan of Action on International Cooperation Towards an Integrated and Balanced Strategy to Counter the World Drug Problem of 2009 is the main policy document of the United Nations guiding action by the international community in this field. It reaffirms the principle role played by the CND as one of the United Nations organs with prime responsibility for drug control matters. In line with its mandates, the CND monitors the world drug situation, develops strategies on international drug control and recommends measures to address the world drug problem.

The Commission adopted at the High Level Review in March 2014 the Joint Ministerial Statement, which identifies achievements, challenges and priorities for further action.

In the Political Declaration and Plan of Action of 2009, the CND recommended that the GA hold a Special Session on the World Drug Problem. The CND led the preparations for the General Assembly Special Session (UNGASS) in 2016 and negotiated the outcome document. The Commission works on the follow-up to the UNGASS, implementing the recommendations made in the outcome document, on the way to the target date of the Political Declaration and Plan of Action in 2019.

The CND meets annually when it considers and adopts a range of decisions and resolutions. Intersessional meetings of the CND are regularly convened to provide policy guidance to UNODC. Towards the end of each year, the CND meets at a reconvened session to consider budgetary and administrative matters as the governing body of the UN drug programme.

Subsidiary bodies of the CND are the Sub-commission on Illicit Drug Traffic and Related Matters in the Near and Middle East and the meetings of the Heads of National Drug Law Enforcement Agencies (HONLEAs) for Africa, Asia and the Pacific, Latin America and the Caribbean, and Europe respectively. The purpose of these meetings is to coordinate activities and to monitor new trends within the respective regions. The recommendations of the subsidiary

bodies are submitted to the sessions of the CND for its consideration and follow-up action.⁴

2) Commission on Crime Prevention and Criminal Justice (CCPCJ)

The CCPCJ was established by the ECOSOC resolution 1992/1, upon request of the GA resolution 46/152, as one of its functional commissions. The Commission acts as the principal policymaking body of the United Nations in the field of crime prevention and criminal justice. ECOSOC provided for the CCPCJ's mandates and priorities in resolution 1992/22, which include improving international action to combat national and transnational crime and the efficiency and fairness of criminal justice administration systems. The CCPCJ also offers Member States a forum for exchanging expertise, experience and information in order to develop national and international strategies, and to identify priorities for combating crime.

⁴ Commission on Narcotic Drugs, available at: <https://www.unodc.org/unodc/en/commissions/CND/index.html> (last accessed 8/04/2020)

In 2006, the GA adopted resolution 61/252, which further expanded the mandates of the CCPCJ to enable it to function as a governing body of the UNODC, and to approve the budget of the United Nations Crime Prevention and Criminal Justice Fund, which provides resources for technical assistance in the field of crime prevention and criminal justice worldwide. The CCPCJ coordinates with other UN bodies that have specific mandates in the areas of crime prevention and criminal justice, and is the preparatory body to the United Nations Crime Congresses. Declarations adopted by the congresses are transmitted through the CCPCJ and the ECOSOC to the GA for endorsement. The CCPCJ implements the outcome of the congresses into concrete action through decisions and resolutions, many of which are recommended for adoption by the ECOSOC or, through the ECOSOC, by the GA.

Intersessional meetings of the CCPCJ are regularly convened to provide policy guidance to UNODC. Towards the end of each year, the CCPCJ meets at a reconvened session to consider budgetary and administrative matters as the governing body of the UN crime prevention and criminal justice programme.⁵

3) Crime Congresses

The United Nations Congresses on the Prevention of Crime and the Treatment of Offenders have been held every five years since 1955, following the dissolution of the International Penal and Penitentiary Commission (IPPC) by the General Assembly in 1950. Since 2005, they have been held under the name United Nations Congresses on Crime Prevention and Criminal Justice.

The Thirteenth United Nations Congress on Crime Prevention and Criminal Justice was held in **Doha, Qatar**, from 12 to 19 April 2015. The overall theme, agenda items and the topics for the workshops of the Thirteenth Congress were determined by the United Nations General Assembly in its resolution 67/184 and reiterated in its resolution 68/185 adopted on 18 December 2013⁶.

4. General Rules of Procedures for Observers in UNODC

While the UNODC has the opportunity to avail itself of valuable and expert advice from NGOs, the NGOs in turn also have the opportunity of expressing their views and influencing the work of the Council. NGOs have specialized competence, hands-on experience and flexibility that is of great value to the UN. For instance, by having consultative status, an NGO could:

- Provide expert analysis on issues directly from its experience in the field;
- Serve as an early warning agent;
- Help monitor and implement international agreements;
- Help raise public awareness of relevant issues;

⁵ Commission on Crime Prevention and Criminal Justice, available at: <https://www.unodc.org/unodc/en/commissions/CCPCJ/index.html> (last accessed 8/04/2020)

⁶ Crime Congress, available at: https://www.unodc.org/congress/?lf_id= (last accessed 8/04/2020)

- Play a major role in advancing the UN goals and objectives;
- Contribute with essential information at organisation events.

On the other hand, the UNODC provides NGOs the opportunity to be heard by a truly global audience and contribute to its agenda. An NGO with consultative status can:

- Attend international conferences and events;
- Make written and oral statements at these events;
- Organize side events;
- Enter the UN premises;
- Have opportunities to network and lobby.

Events participation

NGOs that are accredited with the UNODC can participate in a number of events, including, but not limited to, the regular sessions of the UNODC, its functional commissions and its other subsidiary bodies. At these sessions, which usually take place once a year, NGOs may:

- Attend official meetings;
- Submit written statements prior to sessions;
- Make oral statements;
- Meet official government delegations and other NGO representatives;
- Organize and attend parallel events that take place during the session;
- Participate in debates, interactive dialogues, panel discussions and informal meetings.

Different bodies have different modalities for NGO participation, but common to all of them is that only NGOs that are accredited to and in good standing with the UNODC are allowed to participate in their sessions.

5. Responsibilities of an ELSA Delegates

It is a great honour that ELSA has the Observer Status at UNODC, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human

dignity and cultural diversity”;

- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International’s position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- Forward all the contacts made during the event to ELSA International;
- Request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- Fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- Ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

HoD To-Do:

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both academic and ELSA background;
- Ensure high quality of work and appearance during the event;
- Familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- Inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;
- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;
- Be innovative. You might face situations you did not expect at all, so do not lose your

smile and try to solve it as fast and as efficiently as possible;

- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

6. General Rules of Conduct

Attendance

It is extremely important that every ELSA Delegate attends all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other delegates and it is harmful for ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

Business Cards

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

Dress Code⁷

⁷ These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: www.unausa.org

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits**
 - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops**
 - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms**
 - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes**
 - Females may wear high heels, but they may prove uncomfortable after some time. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair**
 - The hair should be kept professional at all times; hair style should not detract from the overall appearance.
- **Jewellery & Piercings**
 - Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

Making a Statement

The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place, attaching the statement with the summary of the scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's non-political status.

Letter of Confirmation

After their appointment and confirmation of willingness to participate in an ELSA Delegation, ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

Evaluation Form

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

Certificate of Participation

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

7. Vienna

ELSA Vienna

Schottenbastei 10-16;

1010 Vienna, Austria;

E-Mail: vorstand@elsa-vienna.org

Webpage: www.elsa-vienna.org

Facebook group: <https://www.facebook.com/elsavienna/>

ELSA WU Wien

Welthandelsplatz 1,

Vienna, Austria

E-mail: vorstand@elsa-wu.org

Webpage: www.elsa-wu-wien.org

Facebook page: <https://www.facebook.com/elsa.wu.wien/>

General Information

Vienna is the capital and the largest city of Austria, and one of the nine states of Austria. Vienna is Austria's primary city, with a population of about 1.8 million (2.6 million within the metropolitan area, nearly one third of Austria's population), and is by far the largest city in Austria, as well as its cultural, economic, and political center. It is the 7th-largest city by

population in the European Union. Until the beginning of the 20th century it was the largest German-speaking city in the world, and before the splitting of the Austro- Hungarian Empire in World War I the city had 2 million inhabitants.⁸

Vienna is host to many major international organisations, including the United Nations and OPEC. The city is located in the east of Austria and is close to the borders of the Czech Republic, Slovakia, and Hungary. These regions work together in a European Centrope border region. Along with nearby Bratislava, Vienna forms a metropolitan region with 3 million inhabitants.⁹

Vienna's most popular tourist attractions include The Hofburg, The Schönbrunn Palace and Gardens, St. Stephen's Cathedral and The Vienna State Opera House.

Official Websites

www.wien.gv.at

www.wien.info

www.aboutvienna.org

Airport and Flights

Vienna International Airport (Flughafen Wien-Schwechat; code VIE)¹⁰ is located just outside the city limits of Vienna on the far side of the City of Schwechat. Most European airlines and a significant number of intercontinental airlines have direct connections to Vienna.

From the airport you can take S-Bahn suburban train, which runs on the S7 line to Vienna and provides cheapest (€4.40 each way) and most convenient connection to the city center. Direct buses drive frequently between Vienna International Airport and assorted points in Vienna. Operated by Postbus. Tickets can be purchased with cash from the operator. Over-advertised City Airport Train (CAT) runs non-stop to Wien- Mitte Station (Landstraße) in 16 minutes. If your delegation arrives together, you could consider also hiring a taxi. Cab fare is not set, so agree before getting in.

Alternatively, the cheaper option may be to fly to Bratislava Airport (BTS)¹¹ which is located ca. 54 km from Vienna International Airport across the Slovak border. The budget airline Ryanair has the most flights from/to there. There are a lot of regular bus services to Vienna and it takes between one and two hours to get there- Blaguss, Postbus/Slovak Lines. You can also take the public transport to Bratislava city centre and from there a train to Vienna. Please note there may be a limited connection to Vienna for very early/late flights. As above mentioned, may change quite quickly, always be sure you have updated information!

⁸ Vienna, available at: <http://en.wikipedia.org/wiki/Vienna> (last accessed 9/04/2020).

⁹ Ibid.

¹⁰ Vienna Airport, available at: <http://www.viennaairport.com> (last accessed 9/04/2020).

¹¹ Bratislava Airport, available at: <http://www.airportbratislava.sk> (last accessed 9/04/2020).

Life in Vienna during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Vienna, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation

It is worth a try to contact ELSA Vienna and ask them for help with accommodation or to reach our ELSA community from the Facebook Group, ELSA Couchsurfing. Some of the former ELSA Delegates found assistance from ELSA Vienna members very useful. Also, you might agree to stay together in one place and book an apartment for the time being there. It is often more comfortable and reduces costs for breakfast and cooking in the evening.

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Vienna.

a. Hostel

	Minimum price range	Medium price range	High price range
Name	Meininger	Do Step Inn Central	HI Hostel Brigittenau & Brigittenau Youth Palace
Website	https://www.meininger-hotels.com/en/hotels/vienna/	https://www.dostepinn.com/central	https://www.oejhv.at/jugengerbergen/wien/1200vienna/
Costs	Multi-bed room / person / night from: 24€	Multi-bed room / person / night from: 27-33€	Multi-bed room / person / night from: 40-45 €

b. Hotel

	Minimum price range	Medium price range	High price range
Name	Hotel Odeon	Hotel Ibis budget Wien Messe	Arcotel Kaiserwasser
Website	https://www.hotel-odeon.at	https://accorhotels.com/fr/hotel-7098-ibis-budget-wien-messe/index.shtml	https://www.arcotelhotels.com/en/kaiserwasser_hotel_vienna/
Costs	Standard room with 2 single beds / night from: 36 €	Standard single room / night from: 49 €	Standard single room / night from: 90 €

c. Airbnb

	Minimum price range	Medium price range	High price range
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 5 persons / night from:
Costs	30 €	80	90

2) Meals

In general, Vienna is quite an expensive city. Having a meal in the city in less expensive places is an average cost of 15 € /meal /per person. However, you can lower the costs of meals by buying food in the supermarkets. When you are visiting UNODC, and your time is limited the best places to have ordinary lunch for a reasonable price is the canteen at the UN building, where the prices vary between 8-10 €/meal/per person, which is relatively cheap in comparison with restaurants in Vienna. Additionally, you can also enjoy more informal chat with the distinguished delegates during a common lunch. Please note it is possible to pay only with cash in the canteens.

3) Public Transportation¹²

Vienna has a well-developed public transport network. Buses, trains, trams and underground lines will take you almost anywhere in the city. Vienna public transport Wiener Linien operates five

¹² Vienna Public Transport <http://www.wien.gv.at/english/transportation-urbanplanning/public-transport/> (last access 9/04/2020).

underground lines, 28 tram and 85 bus lines, of which 24 are night lines. Night lines only operate between 0.30 am and 5 am. On weekends and public holidays, the Vienna underground remains at the service of its passengers all night.

A single ticket is valid for travelling one way in one zone. You may change to different lines in the course, but you may not interrupt your journey. Validated tickets can be used for all public transport in the core zone. Tickets are available at ticket machines at most underground stations or at points of advance sale. Tobacconists also sell tickets.

The Vienna International Centre can be reached with the U-Bahn by taking the line U1 (marked in red on city maps) towards Leopoldau and getting off at the station Kaisermühlen-Vienna International Centre.

	Week ticket	Single, one-way ticket	Estimated taxi fare for 5 km
Costs	17, 10 € (buses, trams and subway) More info can be found at: https://www.wienerlinien.at/eportal3/ep/channelView.do/pageTypeId/66533/channelId/-47643	2, 40 €	11

4) Estimated cost of living expenses during ELSA Delegation

Example Calculation for an ELSA Delegation to Vienna:

Let’s say a hypothetical delegation to Vienna lasts 5 days, including arrival and departure. ELSA Delegates choose to stay at the Meininger, because it is fairly inexpensive located close to the city center and the UN. ELSA Delegates purchase a week ticket. The cost of participation in the entire ELSA Delegation, excluding travel expenses to and from Vienna, for one ELSA Delegate will be as follows:

- Accommodation: 5 nights * 24 € = 120 €
 - Food: (3 meals * 5 days) * 15 € (average) = 195 €
 - Transport: 17,10 €
-
- Total: 332,10 €**

5) Opening times for shopping

Shops are usually open Mon - Fri from 9.00 am - 6.30 pm, Sat until 5.00 pm or 6.00 pm; some shopping centres are open until 8.00 pm or 9.00 from Mon-Fri.

Shopping is available on Sundays and holidays at the large railway stations, at the airport and in the museum shops.

6) Currency Exchange

The euro is the currency of Austria. You can also pay for your purchases without problem by card. The most popular credits are usually accepted in Vienna, although sometimes their use is subject to a minimum purchase amount.

If you need to exchange money, it is recommended to do it at a bank. Foreign exchange booths sometimes charge high fees, so please check before you change your money.

Most banks in Vienna are open from Monday to Friday from 8.00 am to 12.30 pm and from 1.30 pm to 3.00 pm, and until 5.30 pm on Thursdays. In the city center (1st district), almost all banks are open over lunchtime.

7) Emergency Phone Numbers

- Europe Wide Emergency Number – 112;
- Fire service– 122;
- Police – 133;
- Emergency doctor – 141;
- Ambulance/ rescue – 144

8. Online

We proceed with the Online ELSA Delegations to adapt this unique flagship project to the times where physical meetings are not an option. For every meeting and session of UNODC, delegates witness international decision making remotely, in a socially responsible way during the pandemic. Appointed delegates will follow the session via the webcast broadcasted on UN web tv. Besides the formal meetings in agenda, delegates will have the opportunity to join some side events organised by other NGOs and/or UN on specific sub-topics. The side events usually take place on Zoom platform and delegates are allowed to ask questions to the speakers during the Q&A session at the end of the event.

The Coordinator of UNODC will share the link to the session on UN web TV closer to the date of the conference. The Coordinator is responsible to inform delegates about the possibility to

register to side events, indicating the procedure to do it. Once delegates are registered to the side events, they will receive the link to the Zoom meeting via email.

9. Networking Opportunities

Even though ELSA Delegations are mostly online or in a hybrid format, it does not mean that ELSA Delegates will not have any networking opportunities! Indeed, for some sessions, the UN organizes side events and/or informal meetings for delegates, usually taking place after the official session or between two of them. They are not mandatory (for the purposes of receiving the Certificate of Participation) but we strongly recommend ELSA Delegates attend them. Side events or informal meetings represent highly interactive and formative moments. During online delegations, they usually take place on Zoom and delegates can have the possibility to ask questions to the speakers during the Q&A session; while joining them on-site will allow ELSA Delegates to see diplomats and academics in a more informal environment and, eventually, approach some of them.

During on-site delegations, how to approach other delegates and/or diplomats and speakers could be facilitated by the introduction of yourself as a representative of ELSA, alongside your ELSA personalized business card. When it comes to hybrid or online ones, you can approach other delegates in other ways. To give you a concrete example: if you will ask a question during the Q&A sessions addressed to the delegate you would like to approach, Zoom allows you to send him/her a direct message and we suggest you do it just right after the session. A further step could be to send to the respective delegates an invitation request on LinkedIn, in order to add him/her to your contacts. When doing so, we recommend you to, firstly, introduce yourself as a representative of ELSA International and use a formal behavior all the time, which includes the using of formal language, the avoiding bothering him/her just for asking banal or irrelevant questions, and of sending hundreds of invitations at the same time to hundreds of diplomats. You should contact only delegates you have had the chance to have engaged with and always addressing to them by introducing yourself and ELSA International. Our association has gained a good reputation throughout the years, thus a lot of delegates are familiar with ELSA and you can expect a positive response from them.

10. Fundraising

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

Where?

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;
- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

What to offer?

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
 - Personal report – summary,
 - Article;
- 3) Distribute university materials;
- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow procedure set in the International Council Meeting Decision Book and the regulation for your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

11. Experiences and Tips of Former ELSA Delegates

General Preparation

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit elsa.org or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the UNODC's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

Registration on the First Day

Registration might be taking some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. In the field in which you are asked to

write your official position, write 'delegate' or 'head of delegation'. Registration lasts until lunch time. If you are late and there is no one at the registry be confident and explain the purpose of your visit to security. Usually, they treat you with understanding and you will be allowed to enter the UNODC premises.

Remember to bring your valid ID card or a passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

Plenaries

Remember to arrive to the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however the last day of the event can get longer and finish later than that. In the plenary room every delegation has assigned seats, do not take a seat of another delegation, even if it is empty.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem to leave plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the UNODC website are available for free on the reception desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of UNODC.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings on the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

Being Academically Well-Prepared

Make sure to prepare to the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and

work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

Approaching Other Delegates

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect the positive response from them.

All the information above should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective ELSA Delegations Team Member (dunecosoc@elsa.org) or Director for ELSA Delegations (delegations@elsa.org), who can assist you and give you the additional information needed.

May you enjoy your status as the ELSA Delegates!