JOURNALISTS’ HANDBOOK
Secretary-General António Guterres (left) meets with Greta Thunberg, 16-year-old climate activist at the Vienna International Centre.
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UNIS Vienna promotes the work of the United Nations family based in Vienna through the media, governmental and non-governmental organizations, and public outreach work. UNIS serves as an information centre for Austria, Hungary, Slovakia and Slovenia, promoting the work of the United Nations as a whole by means of information programmes and activities. UNIS also offers guided tours and lectures through the Visitors Service.

UNIS Vienna Director’s Office

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MEDIA ACCREDITATION

UNIS offers annual media accreditation to the Vienna International Centre (VIC) which gives bona fide media representatives access to all organizations’ conferences and events at the VIC. Applicants need a valid press card and a letter of assignment from their media organization on official letterhead. Journalists can apply online at:

www.unis.unvienna.org/unis/en/media_accreditation.html

The accreditation period runs from December until November the following year and can usually be extended from the beginning of November. Journalists should be prepared to provide evidence of regular coverage of United Nations topics. The Security and Safety Service which issues the VIC grounds passes also requires the national passport. Please note: once your request has been approved, you are asked to collect your badge within three months.

For information, contact:

Veronika Crowe-Mayerhofer
Tel: (+43-1) 26060-3342
Mobile: (+43-699) 1459-3342
Email: press.vienna@un.org
Press briefings
UNIS organizes press briefings on the work and activities of the United Nations family in Vienna and to promote major United Nations events, conferences and reports.

Press releases
All UNIS press releases are available on our website: www.unis.unvienna.org and accredited journalists can also receive them by email on request.

Press working area
UNIS offers a press working area for visiting journalists in the Vienna International Centre in the C-Building, 3rd floor, C0322-23. The C-Building has wireless Internet access throughout.

For information about all UNIS activities and events see our website: www.unis.unvienna.org.
The Vienna International Centre (VIC) is the headquarters of several United Nations offices and specialized agencies. Many international conferences and events are held annually at the VIC.

www.unvienna.org
THE UNITED NATIONS OFFICE AT VIENNA (UNOV)

Vienna is one of the four United Nations Headquarters, along with New York, Geneva and Nairobi. UNOV provides administrative support including conference planning, security and safety services, and language interpretation to United Nations programmes. The Director-General of UNOV represents the Secretary-General in dealings with the host country and diplomatic missions in Vienna.

Vienna International Centre
P.O. Box 500
Wagramer Strasse 5
1400 Vienna, Austria

www.unov.org
UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)

From its headquarters in Vienna and through an extensive network of field offices around the world, UNODC helps Member States reduce their vulnerability to drugs, crime, corruption and terrorism and promote security and justice for all. The Executive Director of UNODC from February 2020 is Ghada Fathi Waly who will also serve as Director General of UNOV.

For more information, contact:

Sonya Yee, Speechwriter and Spokesperson
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Mobile: (+43-699) 1459-4990
Email: sonya.yee@un.org

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Mobile: (+43-699) 1458-3225
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www.unodc.org

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ES: @UNODCESP
FR: @ONUDC
RU: @UNODCRUS

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INTERNATIONAL NARCOTICS CONTROL BOARD (INCB)

INCB is the independent and quasi-judicial body monitoring and promoting the implementation of the three international drug control conventions. INCB works with governments to ensure the availability of narcotic drugs and psychotropic substances for medical and scientific purposes and monitors national controls over precursor chemicals used in the illicit manufacturing of drugs, while preventing diversion to illicit channels and abuse.

For more information, contact:

Raechelle Newman-Smajli
Tel: (+43-1) 26060-4163
Email: incb.secretariat@un.org

www.incb.org

@INCB_President
UNOOSA promotes international cooperation in the peaceful uses of outer space. It helps Member States, particularly developing countries, use space science and applications for sustainable development, including through educational and orbital opportunities. The Office also serves as the secretariat for the United Nations Committee on the Peaceful Uses of Outer Space (COPUOS), which discusses advancements in space law, policy and exploration.

For more information, contact:

Ottavia Pesce
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@UNOOSA
@SDiPippo_OOSA (UNOOSA Director)

UNOOSA

@UNOOSA
UNITED NATIONS COMMISSION ON INTERNATIONAL TRADE LAW (UNCITRAL)

UNCITRAL works to remove legal obstacles to international trade by progressively modernizing and harmonizing trade law. UNCITRAL develops conventions, model laws and rules as well as legal and legislative guides in areas such as arbitration and mediation; micro-, small- and medium-sized enterprises; electronic commerce; insolvency law; and the judicial sale of ships.

For more information, contact:

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Email: anne.thomas@un.org

www.uncitral.un.org

@AnnaJoubinBret (UNCITRAL Secretary)
UNCITRAL
corporate/UNCITRAL
UNCITRAL
SPECIALIZED AGENCIES AND OTHER UNITED NATIONS ORGANIZATIONS AND ENTITIES WITH OFFICES IN VIENNA
INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

The IAEA, comprising 171 Member States, is the world’s central intergovernmental forum for scientific and technical cooperation in the nuclear field. It works to support the safe, secure and peaceful uses of nuclear science and technology, contributing to international peace and security and the Sustainable Development Goals. The Director General is Rafael Mariano Grossi.

For further information, contact:

Fredrik Dahl, Spokesperson
General press inquiries:
Tel: (+43-1) 2600-21273
Email: press@iaea.org

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EN: iaeaorg
FR: aieaorg
ES: oieaorg
RU: magateorg

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company/iaea
IAEAvideo
THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)

UNIDO is the specialized agency of the United Nations that promotes industrial development for inclusive globalization and environmental sustainability. It supports Member States in achieving inclusive and sustainable industrial development, with the vision to create decent jobs and shared prosperity, and eradicate absolute poverty. The Director General is LI Yong.

For further information, contact:

Sayaphol Sackda, Officer in Charge, Advocacy and Media Relations Division
Tel: (+43-1) 26026-3974
Email: s.sackda@unido.org

www.unido.org
THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth’s surface, in the atmosphere, under water and under ground. CTBTO promotes the Treaty’s entry into force and is establishing a global verification regime with 337 monitoring facilities to ensure that no nuclear explosion goes undetected. The monitoring data are also used for civil and scientific purposes such as tsunami warnings and radiation monitoring in the event of a nuclear accident. The Executive Secretary is Lassina Zerbo.

For further information, contact:

Gill Tudor, Chief of the Public Information Section
Tel: (+43-1) 26030-6375
Mobile: (+43-699) 1459-6375
Email: gill.tudor@ctbto.org

www.ctbto.org

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@SinaZerbo

CTBTO
CTBTO
CTBTO
OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

The United Nations Refugee Agency (UNHCR) safeguards the rights and well-being of refugees. The office in Vienna monitors the implementation of Austrian asylum laws according to the Geneva Refugee Convention.

For further information, contact:

Ruth Schöffl
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Email: schoeffl@unhcr.org

www.unhcr.at

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UNHCR
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UNHCR
INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)

IOM is committed to the principle that humane and orderly migration benefits migrants and society. With its partners, IOM assists in meeting the growing operational challenges of migration management, advances understanding of migration issues, encourages social and economic development through migration and upholds the human dignity and well-being of migrants. The Regional Office in Vienna supports IOM offices in South-Eastern Europe including Turkey, Eastern Europe and Central Asia.

For further information, contact:

Joe Lowry
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Email: jlowry@iom.int

www.rovienna.iom.int

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@UNMigration

UNmigration

@unmigration

iom-migration

iommigration
The International Commission works to ensure the sustainable and equitable use of waters in the Danube River Basin, the most international river basin in the world. The work of the ICPDR is based on the Danube River Protection Convention (DRPC) and serves its 15 contracting parties, including the European Union.

For further information, contact:

Helene Masliah-Gilkarov
Tel: (+43-1) 26060-4373
Email: helene.masliah-gilkarov@icpdr.org

www.icpdr.org

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@icpdr_org
company/icpdr-international-commission-for-the-protection-of-the-danube-river-
ICPDR
UNITED NATIONS SCIENTIFIC COMMITTEE ON THE EFFECTS OF ATOMIC RADIATION (UNSCEAR)

UNSCEAR evaluates the levels and effects of exposure to ionizing radiation and reports the findings to the General Assembly, the scientific community and the general public. These reports provide the scientific basis for radiation protection measures used by governments and international bodies. The UNSCEAR Secretariat is headed by Borislava Batandjieva-Metcalf, Secretary of UNSCEAR.

For further information, contact:

Ferid Shannoun, Scientific Officer
Tel: (+43-1) 26060-4331
Email: Ferid.Shannoun@un.org

www.unscear.org
SECRETARIAT OF THE CARPATHIAN CONVENTION – UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP) VIENNA

The Carpathian Convention promotes international cooperation for the protection and sustainable development of the Carpathians, Europe’s largest transboundary mountain region. The Vienna office is the United Nations Environment Programme’s global hub for work on mountains and the sub-regional hub for UNEP for environmental cooperation in South-East Europe. The office also liaises with the host country Austria and national as well as international organizations based in the region.

For further information, contact:

Harald Egerer
Tel: (+43-1) 26060-4545
Email: harald.egerer@un.org

www.carpathianconvention.org
www.unenvironment.org
OFFICE FOR DISARMAMENT AFFAIRS (UNODA), VIENNA OFFICE

The UNODA Vienna Office works in close partnership with Vienna-based offices and organizations, specialized agencies, non-governmental organizations and academic institutions in all areas of disarmament, non-proliferation and arms control. It coordinates the Disarmament Education Dashboard: the UNODA eLearning platform offering online training courses on disarmament, non-proliferation and cross-cutting issues.

For further information, contact:
Tel: (+43-1) 26060-83173
Email: unoda-viennaoffice@un.org

www.un.org/disarmament/
www.disarmamenteducation.org/

@unodavienna
unodavo
@unodaviennaoffice
The mandate of UNRoD is to record, in documentary form, the damage caused to all natural and legal persons as a result of the construction of the Wall by Israel in the Occupied Palestinian Territory, including in and around East Jerusalem. As of 14 November 2019, 70,605 claims and more than 1.5 million supportive documents had been collected and 36,737 claims processed and reviewed. UNRoD is very close to completing its outreach and claim intake work in the occupied Palestinian territory.

www.unrod.org
UNITED NATIONS POSTAL ADMINISTRATION (UNPA)

UNPA issues United Nations stamps, which reflect the work of the organization and are valid for postage on mail sent from the United Nations in Vienna.

For further information, contact:

Clarissa Fürnsinn
Tel: (+43-1) 26060-5446
Email: clarissa.fuernsinn@un.org

unstamps.org

@unstamps
unpostal
@unstamps
OTHER INTERNATIONAL ORGANIZATIONS IN AUSTRIA
EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS (FRA)

For further information, contact:

Tereza Reznakova
Tel: (+43-1) 58030-642
Email: media@fra.europa.eu

http://fra.europa.eu

fundamentalrights
@EURightsAgency
company/eu-fundamental-rights-agency
EUAgencyFRA
INTERNATIONAL ANTI-CORRUPTION ACADEMY (IACA)

For further information, contact:

Jaroslaw Pietrusiewicz
Tel: (+43-2236) 710-718-111
Email: jaroslaw.pietrusiewicz@iaca.int

www.iaca.int

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IACA.Laxenburg
channel/UCpRRoMzhO70TzNBl9OA6hEw
school/international-anti-corruption-academy-iaca-
INTERNATIONAL INSTITUTE FOR APPLIED SYSTEMS ANALYSIS (IIASA)

For further information, contact:

Ansá Heyl
Tel: (+43-2236) 807574
Email: heyl@iiasa.ac.at

www.iiasa.ac.at

@iiasavienna
IIASA
company/iiasa-vienna
IIASALive
THE OPEC FUND FOR INTERNATIONAL DEVELOPMENT (OFID)

For further information, contact:

Nadia Benamara, Communication Officer
Tel.: (+43-1) 515-64-138
Email: n.benamara@ofid.org

www.opecfund.org

@TheOPECFund
OPECFund
@opecfund
The OPEC Fund for International Development
c/opecfund
THE ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE (OSCE)

For general media queries:
Mobile: (+43-676) 71-74-592 (for urgent and out-of-office hours requests)
Email: press@osce.org

For further information, contact:
Ina Parvanova, Head of Communication and Media Relations
Email: Ina.Parvanova@osce.org

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osce.org
@OSCEorg
c/company/osce
/c/osce
SUSTAINABLE ENERGY FOR ALL (SEFORALL)

For further information, contact:

Gorana Jerkovic, Director of Communications
Mobile: (+43-676) 846727237

Beth Woodthorpe-Evans, Media Relations
Mobile: (+1-202) 3901042
Email: Media@SEforALL.org

www.SEforALL.org

@SEforALLorg
SustainableEnergyForAll
@SEforALL
company/SEforALL
SEforALL/featured
SOURCES OF INFORMATION ABOUT THE UNITED NATIONS
OFFICE OF THE SPOKESPERSON FOR THE SECRETARY-GENERAL

Based at the United Nations headquarters in New York, the Spokesperson for the Secretary-General is Stéphane Dujarric. On the Spokesperson’s website are details of the Secretary-General’s daily schedule and official travels, statements and remarks at press encounters as well as the highlights and transcripts of the daily briefing.

Press inquiries:
Tel: (+1-212) 963-7162

The daily briefing at noon New York time can be viewed at: webtv.un.org


UN_Spokesperson
UNITED NATIONS NEWS CENTRE

All the latest news from the United Nations in nine languages (Arabic, Chinese, English, French, Hindi, Kiswahili, Portuguese, Spanish and Russian) can be found on the United Nations News Centre website and also on the United Nations News app. The app is available for all mobile devices.

Press releases issued in New York, news conferences, photos, videos, United Nations radio, webcasts and other United Nations resources as well as information about peacekeeping operations are also available from the United Nations News Centre.

Journalists can also subscribe to the United Nations news email service: https://news.un.org/en/content/un-newsletter-subscribe

www.un.org/News

@UN_News_Centre


THE UNITED NATIONS WEBSITE

www.un.org

To find other United Nations organizations use the web locator for the United Nations system: www.unsystem.org/directory

@UN
PRACTICAL INFORMATION: SERVICES IN THE VIENNA INTERNATIONAL CENTRE
Banking services
The two branches of Bank Austria with ATM machines outside are on the first floor of the C-Building (C01) and on the ground floor of the D-Building. Both open 9 a.m. – 3 p.m., and until 5.30 p.m. on Thursdays.

Catering services
VIC Cafeteria, ground floor 7.30 – 10 a.m. and 11.30 a.m. – 2.30 p.m.
(Coffee Corner 8 a.m. – 3.30 p.m.).

VIC Restaurant, F-building ground floor, 11.30 a.m. – 2.30 p.m. Table reservations can be made on the internal extension 4877 (01-26026-4877) (between 10 – 11.30 a.m.).

Quattro Uno Delegate Lounge, C-Building 4th floor, 9 a.m. – 4 p.m.

Coffee Bar, C-Building 7th floor 9 a.m. – 4.30 p.m.

Coffee Bar, C-Building 2nd floor is open during conferences.

Coffee Bar, M-Building ground floor 9 a.m. – 4.30 p.m.

Bar/Cocktail Lounge, F-Building ground floor
Mon–Thurs 11.30 a.m. – 8 p.m. (7 p.m. in summer)
Fri 11.30 a.m. – 9 p.m. (8 p.m. in summer).

Dry-cleaning service
G-Building ground floor, (G0E75), 11.30 a.m. – 3 p.m.
International newspapers, magazines, books
Available from the newspaper stand on the ground floor of the Rotunda, 6 a.m. – 6 p.m.

Pharmacy
F-Building 7th floor (F0707), 10 a.m. – 5 p.m.
Over-the-counter and prescription drugs.
Internal extension: 21599.

Post Office
C-Building 1st floor (C0101). 8 a.m – 6 p.m.

Travel agent
American Express Travel, ground floor near the Rotunda. 8.30 a.m. – 5.30 p.m.

Vienna Service Office
Information about living in Austria.
Rotunda, ground floor.
Monday – Thursday 8.30 a.m. – 1.30 p.m.
Internal extension: 4234

All shops and services are open from Monday to Friday unless otherwise stated.
VISITORS CENTRE AT GATE 1

A hairdressing salon, gift counter and United Nations postage stamps for sale are available at the Visitors Centre at Gate 1.

Visitors Service

Guided tours of the VIC for individuals (without prior booking) Monday to Friday at 11 a.m., 2 p.m. and 3.30 p.m. Groups can book tours at additional times on weekdays. Tours take about one hour and are offered in more than 12 different languages, subject to the availability of guides.

For more information or to book a tour, please go to:

www.unvienna.org/visit
or call: (+43-1) 26060-3328
or email: tours.vienna@un.org.

To book a more in-depth lecture on the work of the United Nations or one of the organizations in the VIC, please go to:

www.unvienna.org/visit
or contact: lectures.vienna@un.org

To reach the VIC by public transport

Take the U1 underground line (U-Bahn) to Kaisermühlen-Vienna International Centre.
OTHER USEFUL TELEPHONE NUMBERS

Directory inquiries
IAEA: 91/92
CTBTO: 94
UNIDO: 3111
UNOV: 1234
UNODC: 93

Emergency
Internal ext. 99 or
External tel. no. 01 260-60-99

Lost and found
3903 F-Building ground floor (FOE 18)

Medical emergencies
Internal ext. 22222 or
External tel. no. 01-26060-22222
(8.30 a.m. – 5.30 p.m. in winter or
8 a.m. – 4.30 p.m. in summer)
Schoolchildren visiting the United Nations in Vienna during the school holidays as part of the “Ferienspiel” Holiday Games. ©UNIS Vienna
For UNIS media advisories, press releases and information on events and press briefings, go to www.unis.unvienna.org and follow us on:

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<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>2020</td>
<td>JAN</td>
<td>1</td>
<td>UNITED NATIONS HOLIDAY: NEW YEAR’S DAY</td>
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<td></td>
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<td>24</td>
<td>International Day of Education</td>
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<td>27</td>
<td>International Day of Commemoration in Memory of the Victims of the Holocaust</td>
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<td>FEB</td>
<td>3–14</td>
<td>Committee on the Peaceful Uses of Outer Space: Scientific and Technical Subcommittee, 57th session, Vienna (UNOOSA)</td>
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<td>World Cancer Day (WHO)</td>
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<td>10–14</td>
<td>International Conference on Nuclear Security: sustaining and strengthening efforts, Vienna (IAEA)</td>
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<td>11</td>
<td>International Day of Women and Girls in Science</td>
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<td>21</td>
<td>International Mother Language Day (UNESCO)</td>
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<td>27</td>
<td>Launch of the Annual Report of the International Narcotics Control Board, Vienna (INCB)</td>
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<td>MAR</td>
<td>2–6</td>
<td>Commission on Narcotic Drugs, 63rd session, Vienna (UNODC)</td>
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<td>3</td>
<td>World Wildlife Day</td>
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<td>8</td>
<td>International Women’s Day</td>
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<td>9–13</td>
<td>Board of Governors, Vienna (IAEA)</td>
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<td>21</td>
<td>International Day for the Elimination of Racial Discrimination</td>
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<td>World Water Day</td>
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<td>23–3 Apr</td>
<td>Committee on the Peaceful Uses of Outer Space: Legal Subcommittee, 59th session, Vienna (UNOOSA)</td>
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<td>MAY</td>
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<td>UNITED NATIONS HOLIDAY: MAY DAY</td>
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<td>3</td>
<td>World Press Freedom Day</td>
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<td>7</td>
<td>Vienna Conversation Series: 20 years of landmark resolution 1325 on women, peace and security, Vienna (UNODA)</td>
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<td>8–9</td>
<td>Day of Remembrance and Reconciliation for Those Who Lost Their Lives During the Second World War</td>
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<td>18–22</td>
<td>Commission on Crime Prevention and Criminal Justice, 29th session, Vienna (UNODC)</td>
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<td>20</td>
<td>World Bee Day</td>
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<td>25</td>
<td>UNITED NATIONS HOLIDAY: EID AL-FITR (in lieu of 24 May)</td>
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<td>26–28</td>
<td>Sustainable Energy For All Forum, Kigali (SEforALL)</td>
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<td>29</td>
<td>International Day of United Nations Peacekeepers</td>
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<td>JUN</td>
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<td>World Environment Day (UNEP)</td>
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<td>World Food Safety Day</td>
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<td>World Oceans Day</td>
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<td>8–12</td>
<td>Board of Governors, Vienna (IAEA)</td>
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<td>16–17</td>
<td>Vienna Energy Forum, Vienna (UNIDO)</td>
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<td>17–26</td>
<td>Committee on the Peaceful Uses of Outer Space, 63rd session, Vienna (UNOOSA)</td>
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<td>20</td>
<td>World Refugee Day</td>
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<td>26</td>
<td>International Day Against Drug Abuse and Illicit Trafficking</td>
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<td>27</td>
<td>Merry, Small- and Medium-sized Enterprises Day</td>
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<td>30</td>
<td>International Astronomer Day</td>
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JUL
11 World Population Day
30 World Day against Trafficking in Persons
31 UNITED NATIONS HOLIDAY: EID AL-ADHA

AUG
12 International Youth Day
19 World Humanitarian Day
21 International Day of Remembrance of and Tribute to the Victims of Terrorism
22 International Day Commemorating the Victims of Acts of Terrorism Based on Religion or Belief
29 International Day against Nuclear Tests

SEP
14–18 Board of Governors, Vienna (IAEA)
15 Opening of the General Assembly, 75th session, New York
16 International Day of Democracy
21 International Day of Peace
21–25 General Conference, 64th session, Vienna (IAEA)
22 High-level debate, General Assembly 75th session, New York
26 International Day for the Total Elimination of Nuclear Weapons
28 Board of Governors, Vienna (IAEA)

OCT
1 International Day of Older Persons
2 Langer Tag der Flucht/Long Day of Flight, Vienna (UNHCR)
4–10 World Space Week
5 World Teachers’ Day (UNESCO)
10 World Mental Health Day (WHO)
11 International Day of the Girl Child
12–16 Conference of the Parties to the United Nations Convention against Transnational Organized Crime, 10th session, Vienna (UNODC)
12–17 28th IAEA Fusion Energy Conference, Nice, France
13 International Day for Disaster Reduction
16 World Food Day (FAO)
17 International Day for the Eradication of Poverty
20 World Statistics Day
24 United Nations Day
26 UNITED NATIONS HOLIDAY: AUSTRIAN NATIONAL DAY
30 World Cities Day

NOV
2 International Day to End Impunity for Crimes against Journalists
5 World Tsunami Awareness Day
10 World Science Day for Peace and Development (UNESCO)
16 International Day for Tolerance
16–18 Board of Governors: Technical Assistance and Cooperation Committee, Vienna (IAEA)
19–20 Board of Governors, Vienna (IAEA)
20 Africa Industrialization Day
23–25 Industrial Development Board, 48th session, Vienna (UNIDO)
25 International Day for the Elimination of Violence against Women
29 International Day of Solidarity with the Palestinian People

DEC
1 World AIDS Day
3 International Day of Persons with Disabilities
9 International Anti-Corruption Day
10 Human Rights Day
11 International Mountain Day
18 International Migrants Day
25 UNITED NATIONS HOLIDAY: CHRISTMAS DAY
28 UNITED NATIONS HOLIDAY: ST. STEPHEN’S DAY (in lieu of 26 December)