



# The Commission on Narcotic Drugs (CND)

## A Briefing on the fifty-seventh session (13-21 March, 2014) for NGOs and CSOs

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## About the VNGOC

The Vienna NGO Committee on Drugs (VNGOC) is a non-governmental organisation (NGO) registered in Austria. It was founded in 1983 and has worked to provide and develop the link between NGOs and the international drug control bodies based in Vienna <sup>1</sup>. Its objective is to support Non-Governmental Organizations (NGOs) work with the United Nations (UN) system on matters related to drug policy, strategy or practice. It has over 100 members, including large international NGOs with millions of members and specialist NGOs at international, national and local levels providing a wide range of interventions to prevent illicit/harmful drug use and related problems. The organisation has no paid staff and all its activities are developed and managed by volunteers who take on this work in addition to or as part of their employed post.

The VNGOC has a long history of activity in relation to the UN international drug control system. It has held side events and made statements to the Plenary at every Commission on Narcotic Drugs (CND) annual session for the last 25 years. It has organized four NGO world forums and participated in two General Assembly Special Sessions as well as in a number of UN and intergovernmental conferences. It has developed annual NGO dialogues with the Chairperson of the Commission on Narcotic Drugs, the Executive Director of the United Nations Office on Drugs and Crime (UNODC) and the President of the International Narcotics Control Board (INCB). It also maintains on-going relations throughout the inter-sessional period.

In 2012, during the 55<sup>th</sup> session of CND, it held the first informal Civil Society Hearing (iCSH) ever held in the UN Office in Vienna. A second iCSH was held during the 56<sup>th</sup> session of CND. The use of a civil society hearing is common and accepted process within the UN system, including at the General Assembly. It is seen as one mechanism for NGOs to contribute substantively to the work of the UN within the framework of ECOSOC resolution 1996/31 and the relevant Rules of Procedure. On both occasions the iCSH was co-chaired by the Chair of the VNGOC and the Chair of the Commission. The aim of both iCSHs was to bring forward issues of mutual concern to Member States and civil society and engage in dialogue to identify ways forward to address these concerns. In 2013, immediately before the High Level Segment of the 57<sup>th</sup> session of CND, the third iCSH will be held with the participation of high level government representatives and NGOs from around the world. We hope as many as possible will join us on the 12 March, 2014 in Vienna.

Further information about the role and activities of the VNGOC can be found at its web site, [www.vngoc.org](http://www.vngoc.org). We encourage you to visit our site and provide feedback on our work. NGOs are encouraged to apply for membership and to contribute directly to the further development of NGO engagement with national, regional and international drug control systems. The application form can be found on our web site.

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<sup>1</sup> UN Commission on Narcotic Drugs (CND), United Nations Office on Drugs (UNODC) and International Narcotics Control Board (INCB)

## About this Guide

The Guide is arranged in five parts.

*The first part* is about the High Level Segment of the fifty-seventh session of the Commission on Narcotic Drugs. In this section you will find information about the organisation of and participation in this segment of the Commission.

*The second part* is about the structure and organisation of the Commission. In this section you will find a short history of the Commission and its place within the United Nations system. This section also describes how the Commission operates and explains some of the terms commonly used.

*The third part* is about how non-governmental organisations can engage with the Commission. In this section the different opportunities are presented including work with Member States before the session opens, contributing to the work of the Commission while it is in session and follow up activity when the Commission has ended. This section also advises on some of the constraints for NGOs and how best you can make yourself heard.

*The fourth part* provides practical information. This covers arriving in Vienna, and information about the facilities and services available to NGOs at the Vienna International Centre. A short check list is included so that you can make sure you have covered all key points.

*The fifth part* provides useful links and contacts. Many of these will already have been mentioned in the text of the document, but for ease of reference they have all been placed in one section with a brief description of the link or contact.

We hope that you find this Guide helpful. If you have any feedback or suggestions for improvement, please send your comments, if possible with specific suggestions, to [dturner@vngoc.org](mailto:dturner@vngoc.org).

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## THE HIGH LEVEL SEGMENT OF THE FIFTY-SEVENTH SESSION OF THE COMMISSION ON NARCOTIC DRUGS

### What is the High Level Segment?

A High Level Session or Segment is a common feature within the UN system. It is a session or segment of a UN meeting of Member States where Heads of State, Heads of Government or the relevant government ministers are expected to attend. For instance, High Level Sessions of the UN General Assembly, usually held in September, are where Heads of State or Government usually attend. High Level Sessions of the UN Economic and Social Council (ECOSOC), which have been held for several years now to review progress on aspects of the Millennium Development Goals, are usually attended by senior Government Ministers with responsibility for the particular policy area at national level.

The High Level Segment of the Commission on Narcotic Drugs is part of the annual session of the Commission. The Commission must propose the holding of the segment to ECOSOC and receive approval as the segment increases the number of days for which CND will sit and there are significant cost implications for holding the segment, such as the preparatory work, the cost of additional interpretation hours, and the like. For this reason, High Level Segments of CND are infrequent and they have been used to review achievement and propose further action as a follow-up to the 1998 UN General Assembly Special Session. The first was held as part of the 46<sup>th</sup> session in 2003 to review progress since 1998. The second was held as part of the 52<sup>nd</sup> session in 2009 and adopted a Political Declaration and Plan of Action. The High Level Segment at the 57<sup>th</sup> session in 2014 will be the third and is intended as a mid-term review of the 2009 Declaration and Plan with the theme *“Progress achieved and challenges in implementing the Political Declaration and Plan of Action on International Cooperation towards an Integrated and Balanced Strategy to Counter the World Drug Problem”*.

### Who are the Members?

The Members of the High Level Segment are the same as the Members of the Commission on Narcotic Drugs. The difference is that where national delegations to the CND are usually led by Permanent Representative to the UN Bodies in Vienna or by a government official with responsibility for drug policy, or some aspect of it, the Head of Delegation for the High Level Segment is usually a Government Minister. As for CND, UN Member States who are not members of the Commission attend as Observers and are afforded the same rights and courtesies as States which are members of CND.

### Who are the Officers?

At the opening of the high-level segment, a chairperson, three vice-chairpersons and a rapporteur will be elected from the States which are members of the Bureau of the 57th session of the Commission. The elected officers will be high level representatives who are participating in the high-level segment. If a Member State serving on the Bureau of CND has no high level representative attending the segment, then the nomination of a high-level representative to serve as an officer would be by the relevant regional group. For the 57<sup>th</sup> session of CND the Bureau consists of:

*Chairperson:* Egypt

*Vice-Chairpersons:* Thailand, Hungary, Spain

*Rapporteur:* Mexico

### How does the High Level Segment Operate?

#### *The General Debate*

The General Debate is seen as an opportunity for Member States, UN bodies, Intergovernmental Organisations and NGOs to give feedback on progress in implementing the 2009 Political Declaration and Plan of Action. It is seen as a mid-term report, halfway through the 10 year Plan, to note progress, identify challenges and establish priorities for the second half of the period.

There will be introductory statements from the Executive Director of UNODC and the President of INCB. This will be followed by statements from the Regional Groups of Member States. There are a total of 110 speaking slots for individual Member States – 25 in the morning and 30 in the afternoon of the 13<sup>th</sup> March and 30 in the morning and 25 in the afternoon of the 14<sup>th</sup> March. Member States wishing to take part in the General Debate have to make their request by 20 February 2014. The selection of speakers is by drawing lots. States represented by the Head of State or Head of Government have first choice for when they want to speak, then States represented at ministerial level choose their day and speaking time and finally States represented below ministerial level choose their day and speaking time. Finally, intergovernmental organisations and NGOs with consultative status may ask to make a statement and may be called at the discretion of the Chairperson and if there is time available. Following ECOSOC Rules of Procedure, NGOs will only be called to speak after all the Member States listed to speak have made their statement. In consequence, any NGO statement will be heard immediately before the General Debate closes and the Joint Ministerial Statement is adopted.

## *The Round Tables*

Round tables are intended as interactive sessions which avoid the use of pre-prepared text and where there is no speakers list. There are three round tables for the High Level Segment, based on the three sections of the 2009 Plan of Action. These are: demand reduction: reducing drug abuse and dependence through a comprehensive approach; supply reduction; reducing the illicit supply of drugs, control of precursors and of amphetamine-type stimulants, and international cooperation on eradicating the illicit cultivation of crops used for the production of narcotic drugs and psychotropic substances and on alternative development; and, international cooperation: countering money-laundering and promoting judicial cooperation. Each round table will be chaired by a high level representative of the States providing the Vice-Chairpersons for the Commission.

For each round table 35 seats have been allocated to Member States, with the States nominated by their Regional Group. A further 10 seats are available to Member States allocated by the chair of the round table to States represented at or above ministerial level. 5 seats have been allocated to intergovernmental organisations and NGOs with one of these places reserved for an NGO.

Based on past practice Member States tend to make prepared statements at these sessions. There is a limit of three minutes for each intervention. However, drawing again on past experience many States exceed this time limit and it has proved difficult for the chair of the session to bring an intervention to an end. The result has been that NGOs, although guaranteed a place at the round table, have on occasions, not been called to speak because there was no time available.

## *The Joint Ministerial Statement*

The Joint Ministerial Statement is the key product of the High Level Segment. It is a document negotiated over an extended period and is intended to acknowledge achievements since 2009, recognize challenges to implementing the 2009 Political Declaration and Plan of Action and establish priorities for the remaining period to 2019.

For the 2014 statement, Member States were invited to submit their proposals by August 2013. The Chair of CND then prepared a draft for discussion at an inter-sessional meeting of the Commission in September 2013. Since then there have been a number of re-drafts and a total of seven inter-sessionals but by mid-January the text had not been agreed and there were a number of areas of major difference. It is now likely that there will be a substantial amount of negotiation in private between Member States as they try to reach a compromise agreement ahead of the High Level Segment. It has been the practice to agree such statements by consensus and it is unlikely that Member States will diverge from this.

## **Participation of NGOs in the High Level Segment**

### *The Role of the VNGOC*

At the 2013 CND a resolution was agreed on preparations for the High Level Review<sup>1</sup>. In this resolution the CND decided “that the medium-term review, including intersessional meetings, shall take into account contributions by Member States, as well as: (e) Other relevant information related to the world drug problem from civil society and the private sector”. In response to the resolution the VNGOC prepared an on-line questionnaire and invited its members, their constituent organisations and NGOs involved with Beyond 2008 to complete it. From the replies received a background paper was prepared and submitted to the CND. This paper can be viewed on the VNGOC website ([www.vngoc.org](http://www.vngoc.org)) and the High Level Segment web page of UNODC (<http://www.unodc.org/unodc/en/commissions/CND/session/session-57.html>). Subsequently the VNGOC invited interested members to join an informal drafting group to review and comment on proposed wording which we would like to see included in the Joint Ministerial Statement. The first submission was made in September 2014 with further submissions as new drafts of the Statement were published. The VNGOC also addressed a briefing of Member States on our submissions and will address a second briefing for Member States in February.

At the request of the Bureau of CND, the VNGOC will invite NGOs to express their interest in participating in the three Round Tables. One organization will be selected for each of the Round Tables.

On 12 March – the day before the High Level Segment opens – the VNGOC, in cooperation with UNODC and WHO, will host its third Informal Civil Society Hearing. The theme of the Hearing is “Drug Abuse through a Health Based Approach as part of the International Drug Control Conventions” and it will be held from 3 – 6 p.m. On the 13 March, again in cooperation with UNODC and WHO, there will be briefing for High Level Delegates on the conclusions of the 3<sup>rd</sup> informal Civil Society Hearing and the 2014 Scientific Consultation. Both sessions will have speakers from intergovernmental organisations, Member States and NGOs and will contribute to the deliberations of CND and preparations for the UN General Assembly Special Session in 2016.

<sup>1</sup> E/2013/28 - E/CN.7/2013/14 Preparations for the high-level review of the implementation by Member States of the Political Declaration and Plan of Action on International Cooperation towards an Integrated and Balanced Strategy to Counter the World Drug Problem

### Which NGOs may attend as observers to the High Level Segment?

Attendance at the High Level Segment is open to NGOs with general or special consultative status and to NGOs on the roster if the meeting is within their field of expertise. The arrangements for registering are the same as for the regular session of the Commission (see below)

### What opportunities are there for NGOs to contribute to the work of the High Level Segment?

#### Before the High Level Segment of the Commission

Try to identify who will represent your country at the High Level Segment and which will be the lead Ministry. You might then try to meet members of the delegation from your country in advance to discuss the position your country will take on the Joint Ministerial Statement and to draw attention, based on your experience, to issues which are of particular concern. If you are meeting your country's delegation in advance, you will be more effective if you represent a significant number of NGOs. Building partnerships in advance is valuable. At a minimum NGOs should ask for a meeting with the national delegation before CND to receive a briefing on the positions being taken by their government.

#### During the High Level Segment of the Commission

There are limited opportunities for NGO participation in the High Level Segment. No side events are permitted during the High Level Segment but as mentioned above, the VNGOC is holding the 3<sup>rd</sup> informal Civil Society Hearing on 12 March and on 13 March, together with UNODC and WHO, will hold a High Level Briefing on the outcome of the Hearing and on the conclusions of the 2014 Scientific Consultation organized by UNODC and WHO.

NGOs in consultative status with ECOSOC may request to speak during the Plenary session in accordance with the ECOSOC Rules of Procedure. However, given the number of Member State speakers, there may be little time for NGO statements.

One NGO place has been guaranteed for an NGO at each of the Round Tables and the VNGOC has invited interested NGOs to put their names forward for one of these places. Unfortunately, a guaranteed place at the Round Tables does not necessarily translate into an opportunity to speak. This will be at the discretion of the Chair and the VNGOC is working to ensure that an NGO voice will be heard at each Round Table.

There is limited space available for document distribution but tables are normally provided for member states, intergovernmental and non-governmental organisations to place documents outside the conference room where the Commission is meeting. There is no exhibition space available for the display of posters and photographs.

The VNGOC has two tables for NGOs attending the CND to display their publications. *Please let us know if you want to display materials so that we can manage the space efficiently. **You should also note that publications and publicity material cannot be distributed to Member States in the rooms used by the Commission.***

There is an opportunity for NGOs to build with those developing and implementing policy and practice at the national level. Meeting over coffee, lunch or at a reception allows informal discussion and the chance to provide relevant information and assistance. It can also provide the basis for future collaboration and partnership between NGOs and Member States.

#### After the High Level Segment of the Commission

The High Level Segment will adopt a Joint Ministerial Statement which will, in addition to some more general remarks, seek to identify achievements since the 2009 Plan of Action, challenges and priorities for the second half of the Plan. There is an opportunity for NGOs to work with their own Government and those responsible for drug policy to identify specific national challenges and how these might be overcome and to agree on how to implement priorities identified in the Ministerial Statement. To do this the following steps are important:

- Identify the challenges and priorities which are relevant to your work and to which you can contribute your experience
- Build alliances with other NGOs including, for example, those concerned with health, young people, education, social development, crime prevention and community safety, as well as with those concerned directly with drug problems.
- Develop a common platform of actions which you want to take forward to reduce illicit/harmful drug use.
- Try to establish regular contact with relevant officials at national and/or local government level to review progress in tackling drug problems and identify areas requiring further attention
- Build links with elected representatives to review results and advocate for appropriate resource allocation

# THE STRUCTURE AND ORGANISATION OF THE COMMISSION ON NARCOTIC DRUGS

## What is the CND?

The Commission on Narcotic Drugs was established in 1946 as a functional Commission of the UN Economic and Social Council (ECOSOC). Functional Commissions are provided for under the UN Charter to carry out specific responsibilities assigned to ECOSOC. In addition to CND, there are eight other functional Commissions<sup>1</sup>.

As a functional Commission the CND assists ECOSOC in supervising the application of international conventions and agreements dealing with narcotic drugs. It is the principal policy-making body within the UN system on drug control issues. It is also the governing body<sup>2</sup> of the UNODC Drug Programme and approves the UNODC budget<sup>3</sup>.

The CND reports to ECOSOC and advises on all aspects of the control of narcotic drugs, psychotropic substances and their precursors. Under the Single Convention (1961) and the Psychotropic Drugs Convention (1971), on the basis of advice from the World Health Organisation (WHO), the CND can add drugs to or remove them from international control under the conventions, or can change the schedule(s) under which they are listed. Under the Illicit Trafficking Convention (1988), on the advice of the International Narcotics Control Board (INCB), the CND can bring under international control chemicals frequently used in the manufacture of illicit drugs.

## Who are the Members?

There are 53 members of the CND, elected by ECOSOC for 4 years from among UN member states. The allocation of seats is based on regions:

11 from African States, 11 from Asian States, 10 from Latin American and Caribbean States, 6 from Eastern European States, 14 from Western European and other States. The final seat alternates between the Asian and the Latin American and Caribbean States every 4 years. The members for 2014 can be found at

[http://www.unodc.org/documents/commissions/CND\\_memberships/MEMBERS\\_OF\\_THE\\_COMMISSION\\_ON\\_NARCOTIC\\_DRUGS\\_2014.pdf](http://www.unodc.org/documents/commissions/CND_memberships/MEMBERS_OF_THE_COMMISSION_ON_NARCOTIC_DRUGS_2014.pdf)

## Who are the Officers?

The Officers of the Commission are the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson and the Rapporteur. The Chairperson normally chairs the Plenary<sup>4</sup> sessions of the Commission and the First Vice-Chairperson normally chairs meetings of the Committee of the Whole<sup>5</sup>. The Rapporteur prepares the report which is submitted to ECOSOC. Collectively the Officers are referred to as the *Bureau* of CND. At the end of each session, the CND elects its Bureau for the next session. The Bureau plays an active role in the preparation of the regular and the inter-sessional meetings of the Commission.

The Officers are nominated by the regional groups (Africa, Asia, Eastern Europe, Western Europe and other States, Latin America and the Caribbean) and each region takes it in turn to hold one of the posts. To assist the Chairperson, a group consisting of the Chairs of the 5 regional groups, the Chair of the Group of 77 and China and the representative of the country holding the Presidency of the European Union, together with the Bureau, form the *Extended Bureau*.

For the 57<sup>th</sup> session of the Commission, the officers are:

**Chairperson:** H.E. Ambassador Khaled Abdelrahman Abdellatif SHAMAA (Egypt)

**First Vice-Chairperson:** H.R.H. Princess Bajrakitiyabha MAHIDOL (Thailand)

**Second Vice-Chairperson:** H.E. Ambassador Balázs Csuday (Hungary)

**Third Vice-Chairperson:** H.E. Ambassador Carmen Buján Freire (Spain)

**Rapporteur:** H.E. Ambassador Gonzalo Cervera Martinez (Mexico)

<sup>1</sup> Commission on Crime Prevention and Criminal Justice, Commission on Population and Development, Commission on Science and Technology for Development, Commission for Social Development, Commission on the Status of Women, Commission on Sustainable Development, Statistical Commission, United Nations Forum on Forests

<sup>2</sup> The CND acting as Governing Body decides on the policies to be followed by UNODC in the area of drugs and approves its budget for this work

<sup>3</sup> The drug trust fund of UNODC, also known as the United Nations Drug Control Programme (UNDCP) is used for the part of UNODC concerned with drug control. UNODC also has a separate crime trust fund, for its mandates on crime prevention and criminal justice, anti-corruption, transnational organised crime, human trafficking, money laundering and some aspects of terrorism prevention.

<sup>4</sup> The part of the CND where all members and observers are in attendance

<sup>5</sup> Meets to negotiate draft resolutions. The Committee may also be an opportunity for delegations to discuss technical issues in greater depth. Member States can call for informal drafting committees to seek basic consensus on specific resolutions before such reworked drafts are tabled at the Committee of the Whole, and may decide that NGO representatives will not be permitted to attend those informal discussions

## How does the CND Operate?

### *Frequency of meetings*

The Commission meets annually, usually in March, for 5 days. It also reconvenes at the end of the year to deal with administrative and budgetary issues. The dates listed for 2014 are the High Level Segment from 13 – 14 March, the regular session from 17 – 21 March and the reconvened session on 4 – 5 December. Usually the March meeting has larger delegations with representatives attending from relevant national ministries while the reconvened session has smaller delegations usually drawn from national missions in Vienna. The reconvened session consists of a joint session with the reconvened session of the Commission on Crime Prevention and Criminal Justice, as most of the administrative and budgetary issues are common to both Commissions, and a session to deal with CND exclusive matters.

### *The formal structure*

The formal rules for the organisation and functioning of the Commission are the Rules of Procedure for Functional Commissions of the Economic and Social Council (<http://www.unodc.org/documents/commissions/E-83-1-10.pdf>). The involvement of NGOs in Consultative Status with ECOSOC is based on Resolution 1996/31 of ECOSOC (<http://csonet.org/content/documents/199631.pdf>).

The work of the CND is divided into two parts:

- *a Normative Segment* where it considers proposals to make changes to the drug control regime under the Conventions (add, move or change the schedule of substances), considers the reports from INCB and a number of thematic reports from UNDCP and deals with any emerging drug control issues. Under this segment it also fulfils any other mandates received from the General Assembly or ECOSOC. The most important additional mandate is to monitor the outcome of the 1998 Special Session of the General Assembly on countering the world drug problem, as well as the renewed commitments enshrined in the 2009 Political Declaration and Plan of Action. Under this segment it also holds 'Round Tables' where it explores in greater detail topics selected for discussion by Regional Groups;
- *an Operative Segment* where it functions as the governing body of the UNODC Drug Programme, providing policy directives and guidance, reviewing ways to improve the working of the drug control machinery and considering administrative and budget issues.

To allow the Commission to complete its agenda the regular March meeting has a *Plenary* session and a parallel *Committee of the Whole*. In the Plenary there is debate on implementation of the drug control treaties, demand reduction and supply reduction, the round tables are held and there is discussion on policy directives to the UNODC Drug Programme and on strengthening the drug control mechanism. The Committee of the Whole holds preliminary discussion on some agenda items before they are transferred to the Plenary. Its main activity is to negotiate draft resolutions for adoption by the Commission.

### *Draft Decisions and Resolutions*

Draft decisions and resolutions are proposals submitted by one or more member of the Commissions, or by a member state representing a Group (e.g. EU, GRULAC etc.) for consideration by the Committee of the Whole and adoption by the Commission.

- Draft decisions are commonly used to recommend adoption by the Economic and Social Council (ECOSOC) of the report from the current session of CND and the Annual Report of INCB and to request approval of the draft agenda for the next session of CND.
- Draft resolutions are commonly used to draw attention to a specific issue or area of concern and, based on the mandate of CND and UNODC, to call for action to respond to the identified problem by Member States, UNODC or other international organisations. It is not unusual for draft resolutions to call for civil society, including NGOs, to be involved.

### Who can put forward resolutions to the CND?

Only UN member states can put forward resolutions for adoption by the Commission. There is usually considerable negotiation over the wording whilst the Commission is meeting. But see the next session for advice on how you can contribute to the drafting and negotiation of resolutions.

### When are draft resolutions available to look at?

Draft resolutions have to be submitted by 12 noon on 13 February, 2014. They should be posted on the CND documents web as soon as possible (see below) so all the draft resolutions can be downloaded in advance. The Friday before the opening of the Commission is reserved for informal consultations between Member States where supporters are sought, problem areas are identified and further negotiations take place. Revised draft resolutions continue to appear during the week and can be obtained from the document distribution counter. [A list of draft resolutions is maintained in the NGO lounge for information.](#)

### How are decisions made at the CND?

Traditionally the member states attending CND make decisions and adopt resolutions by consensus. In practice no distinction is made between the states which are members and those which are observers. The exception is for the scheduling of substances under the Conventions, under the 1961 Convention, where a simple majority is needed and an affirmative vote of 35 members of CND, present and voting, is mandatory.

## *Other working arrangements used when the Commission is meeting*

### Round Tables

Round Tables were instituted in 2011. In 2014 there will be no Round Tables during the regular session of the CND. The Round Tables have been reserved for the High Level Segment (see above).

### Panel Discussions

Two Panel Discussions of 3 hours each are planned for the regular session of the CND. One session will be held on the morning and one on the afternoon of the 18 March. The panelists will be experts nominated by the Regional Groups. By mid-January the themes of the panel discussions had not been agreed nor was there any published information about the format of these sessions and how Member States and observers might participate. *These sessions replace the plenary debate of the CND and are open to all those attending the Commission. It is not clear if standard ECOSOC rules will apply limiting any NGO contribution to the end of the session.*

### Regional Group meetings

Regional groups of countries usually hold meetings during sessions of the CND in an effort to agree common positions on issues before the Commission. *These are closed meetings only open to Member State representatives from the relevant region*

### Informal drafting committees

Informal committees are often formed to work on draft resolutions to reduce the time required for detailed discussion in the Committee of the Whole. *NGO representatives normally cannot attend these informal discussions but see the next section for advice on how you might contribute.*

## *Working arrangements between formal sessions of the Commission*

### Inter-sessional meetings

These are used to finalize the provisional agenda of the CND; to address organizational and substantive matters; and to provide continuous and effective policy guidance to the Programme. *These meetings are usually attended by the Vienna representatives of member states and are not normally open to NGO representatives except with the permission of the Chair of the CND. The meetings are not normally listed on the calendar of events*

### Regular informal joint meetings of donor and recipient countries

These focus on planning and formulation of the operational activities of the Programme, including projects. *These are closed meetings.*

### Open-ended working groups

These are formed to act on particular topics under the guidance of the Extended Bureau and usually based on a resolution of the Commission. *These are usually closed meetings designed to produce reports and recommendations for consideration by CND*

### Sub-commission on Illicit Drug Traffic and Related Matters in the Near and Middle East

Meets annually to coordinate regional activities directed against illicit drug traffic and to formulate recommendations to the CND. *This is a closed meeting for representatives of relevant member states.*

### Meeting of Heads of National Drug Law Enforcement Agencies

There are four regionally based meeting for Asia and the Pacific, Africa, Latin America and the Caribbean and for Europe. Their role is to coordinate activities directed against illicit drug traffic within the respective region. *These are closed meetings for representatives of the relevant member states.*

## HOW NON-GOVERNMENTAL ORGANISATIONS CAN ENGAGE WITH THE COMMISSION

### The Role of the VNGOC

The Vienna NGO Committee on Drugs was established to help NGOs in their engagement with the international drug control organisations based in Vienna. As well as producing this Guide, it prepares an Agenda for the CND annotated for NGOs and containing information about the CND meeting, side events on a wide range of topics and social events open to attendance by NGOs.

A welcome table will be situated just inside M Building to provide assistance and help people find their way around the VIC. On the first floor of M Building there will be two tables where NGOs can display and distribute their publications. In the NGO lounge (see below), NGOs can meet, work and prepare for their participation in the CND. There will be a daily briefing and coordination meeting at 9 am each day, please check the information screens for the location. Additionally, there will be informal NGO Dialogues with the Chair of CND, the President of INCB and the Executive Director of UNODC.

*To facilitate NGO contributions, please let us know:*

- who will be attending on behalf of your organisation – name and e-mail address
- what side events you are organising – title, date, location
- if your organisation wants to make a statement and on which agenda item

by sending the relevant information to [info@vngoc.org](mailto:info@vngoc.org).

### Which NGOs may attend as observers at CND?

Attendance at the CND as an observer is open to:

- NGOs with general or special consultative status with ECOSOC
- NGOs on the ECOSOC Roster where the meeting is on a topic within their field of competence

These attendance arrangements are established by ECOSOC Resolution 1996/31. In that Resolution, other modalities for participation can be used. To date no additional modalities have been adopted by the Commission.

Each year, usually in late January, the Secretariat to the Governing Bodies (SGB) sends invitation letters to the NGOs with ECOSOC status (general, special or roster) that participated in the CND the year before. Attending CND is not conditional on receiving this letter, but receiving the invitation is not a guarantee that you will be registered for CND. Any NGO with a *valid* ECOSOC status can send a delegation. All they need to do is to provide the name, address and e-mail address of their representatives in a letter signed by the head of their organisation and on the official letterhead of the organisation. This should be sent to the Secretariat of the Commission ([sgb@unodc.org](mailto:sgb@unodc.org) or fax to +43 1 26060 5885). Each NGO with ECOSOC status may nominate up to five representatives in addition to the President/Chairperson and Chief Executive Officer.

### My Organisation does not have consultative status, can we still attend?

Your organisation can only attend if an NGO with ECOSOC status (general, special or roster) nominates someone from your organisation to be one of their representatives at the Commission. You can always ask an NGO you know which has consultative status to nominate you. A list of NGOs with consultative status can be found at

<http://csonet.org/content/documents/e2013inf6.pdf>. You can also search the NGO data base by region, country and consultative status. Go to <http://esango.un.org/civilsociety/displayAdvancedSearch.do?method=search&sessionCheck=false> to carry out an advanced search. You may find an organisation in your country which you know and which will nominate you as their representative or you can contact organisations which seem relevant and discuss with them the possibility of you being nominated as their representative.

### What opportunities are there for NGOs to contribute to the work of CND?

NGOs are important contributors to local, national and international efforts to reduce drug related problems. In the resolutions adopted by NGOs at Beyond 2008 we called upon Member States “to support NGOs and seek their contributions on a more systematic basis by including them in matters related to the work of CND when appropriate”. It may be difficult for NGOs to attend the Commission for a variety of reasons, but they can raise their concerns with relevant policy makers and contribute their experience and expertise as national delegations prepare for the Commission. They can also seek feedback from the Commission and work with policy makers to implement relevant [resolutions adopted by the Commission](#), as well as the [Political Declaration and Plan of Action](#) adopted in 2009 (see “Useful Links” section below).

### Before the Commission meets:

It is valuable to know what Ministries are represented on the delegation of your country and the names and positions of the delegates. Normally the list of participants can be found on the UNODC web site. However, the list for March 2013 has not been correctly posted and so the list of participants in March 2012 may provide the best guide. This can be found at [http://www.unodc.org/documents/commissions/CND-session55/Final\\_15March.pdf](http://www.unodc.org/documents/commissions/CND-session55/Final_15March.pdf). National delegations are listed in two parts, the first section is delegations from members of the Commission, the second section is a list of delegates from UN Member States sending observers.

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You may like to meet members of the delegation from your country in advance of the meeting of CND. It is important that you have the agenda and draft resolutions downloaded in advance so that you can contribute constructively and offer suggestions for improvement based on your experience. If you are meeting your country's delegation in advance, you will be more effective if you represent a significant number of NGOs. Building partnerships in advance is valuable. At a minimum NGOs should ask for a meeting with the national delegation before CND to receive a briefing on the positions being taken by their government and to provide NGO input to relevant topics on the agenda.

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#### Where can the documents for CND be found?

All the documents for the Commission, including draft resolutions added as they are received, can be found on the web site of UNODC at <http://www.unodc.org/unodc/en/commissions/CND/session/57.html>. These should be downloaded and printed to be brought with you. A daily Journal in English and French, the list of participants and any new draft resolutions and revised draft resolutions can be collected from the main documents distribution counter on the 1<sup>st</sup> floor of the M Building.

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#### Be a member of your delegation to the CND

An increasing number of countries now include an NGO on their delegation. We encourage NGOs to approach their government and request that an NGO be included on the national delegation.

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#### Propose a resolution through a Member State

There is no reason why an NGO should not seek to have a Member State put forward a resolution which the NGO has drafted, but it is important to start discussions with the member state well in advance of the CND meeting. It is also worth remembering that draft resolutions often get substantially changed during negotiations, or even dropped completely, as states bargain with each other. NGOs can also lobby national delegations to add, amend or delete wording from draft resolutions.

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#### *When the Commission meets*

It is important to remember that the Commission on Narcotic Drugs is a governmental body and not all governments welcome the involvement of NGOs. Even governments who are supportive of NGO involvement can become irritated with NGOs if they do not recognise that negotiations require compromise to make any progress and that longer term diplomacy is also important. That said, there are many opportunities for NGOs to work with the Commission and to make a positive contribution to its work.

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#### Provide expert advice and assistance to Member States as they negotiate draft resolutions

Usually the Friday before the Commission formally opens is reserved for informal consultations between member states where supporters are sought, problem areas are identified and further negotiations take place. *Because of the High Level Segment, for 2014 these informal consultations are planned for the morning of Wednesday, 12 March 2014.* These are private sessions which NGOs cannot attend. However, NGOs with ECOSOC Consultative Status and a badge as a representative to the UN in Vienna can enter the UN building and meet informally with member state representatives to discuss draft resolutions.

From the Tuesday morning onwards the Committee of the Whole (CoW) meets to discuss and negotiate amendments to the draft resolutions. On some (but not all) draft resolutions, regional groups such as the EU or GRULAC may agree a joint position or national delegations may agree less ideal wording in one resolution to get better wording in another resolution. National delegations may also receive specific instructions from their Government, limiting the room they have for negotiating or agreeing compromise language. It is important for NGOs to understand the constraints on delegations and that negotiations take place within a wider diplomatic context than the CND alone. That said, NGOs can make a valuable contribution.

NGOs can offer alternative wording to the draft text as well as information and experience in support of draft resolutions or of specific amendments. Their knowledge and expertise can assist delegations as they negotiate but will be only one of the factors affecting these discussions. If the exact wording you wanted is not achieved, it is worth noting the progress which has been made in recent years, with an increasing number of resolutions concerned with demand reduction and alternative development. For instance, in 2012 there were resolutions on prevention, alternatives to the use of custody, preventing overdose deaths, after care of drug dependent prisoners, women specific responses and alternative development.

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#### Make a written statement

Organizations in general consultative status with ECOSOC may submit a statement not exceeding 2,000 words. It must be in one of the official languages and be prepared in time for consultation with the Secretariat and consideration must be given to any comments made by the Secretariat before the final version is submitted. The final version of the statement should be submitted at least ten days before the Commission to ensure that it can be made available on the website of the Commission before the beginning of the session. Hard copies will be distributed on the first day of the session. If a statement is more than 2,000 words the organization has to provide a summary to be circulated or to provide the full text in all the working languages in sufficient copies for distribution. For organizations in special consultative status with ECOSOC, the same rules apply but the statement cannot be more than 1,500 words. Organizations on the Roster may be invited by the Secretariat and the Chairman of the CND to submit statements not longer than 1,500 words. Statements can be submitted through the Secretariat of the Governing Bodies at the email address [sgb@unodc.org](mailto:sgb@unodc.org) or fax to +43 1 26060 5885. Statements are distributed in the original submitted language. If statements are submitted in more than one language, the translations must not differ in content from the original and must be of good quality. Poor translations cannot be accepted for distribution.

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### Make an oral statement

NGOs in general or special consultative status may make an oral statement during the Plenary. NGOs on the Roster may put a request to the Secretariat to make an oral statement. NGOs wishing to speak in the Plenary should ask the conference officer<sup>1</sup> to add the name of their organisation to the list of speakers for a particular agenda item. NGO speakers are called after the list of member state and intergovernmental organisation speakers has been exhausted and there is no guarantee that they will be called because of the time constraints during the session. It is the responsibility of the NGO to follow-up with the speaker's list and make sure they are available at the right time. If an NGO is planning to make an oral statement on a specific agenda item it is useful to mark this on the list in the NGO lounge so that joint statements can be made if possible or a good representation of NGO contributions can be called. A written copy of the statement should be provided in advance so that the translators have the text before them. It is also a good idea to have copies of the statement available so that they can be left on the distribution tables.

As a general guide, statements should be:

- short, lasting no more than 2 or 3 minutes
- linked to a specific agenda item
- offer information drawn from the organisation's experience
- identify specific areas of concern and how these might be addressed
- avoid focussing any adverse comments on a single Member State, drawing examples – positive and negative – from different countries
- keep to the text which you have submitted to the translators through the Secretariat
- be diplomatic in your language without compromising the message you want to deliver

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### Hold a side event

Side events are meetings, presentations or panel discussions on topics relevant to the work of CND but outside the formal agenda of the Commission. They may be organised by member states, intergovernmental or non-governmental organisations. The event can be held in one of the conference or meeting rooms of the United Nations, in the restaurant of the Vienna International Centre or in one of the nearby hotels.

The Secretariat of the UNODC Governing Bodies has produced guidelines for side events. This is intended to avoid time clashes with formal meetings of the CND and to avoid side events overlapping. Facilities for side events will only be available between 9 and 10 am and 1 and 3 pm when the CND is meeting and each year there is a deadline for submitting a side event request. For 2014 the deadline was 13 January 2014. To get the best from your side event the following is suggested:

- make sure you plan a joint event, preferably with Member States, a UN body and other NGOs as co-sponsors.
- consider having a shorter meeting of 1 hour so that several different events can be held
- liaise with the VNGOC so that we can put different organisations in touch with each other and try to ensure as many collaborative side events as possible
- try to make a clear link with the agenda of the Commission so your event can feed in directly to its work.
- The "Guideline for Side Events 2014" is available at [http://www.unodc.org/documents/commissions/Side-events/Guidelines\\_Side\\_Events\\_2014.pdf](http://www.unodc.org/documents/commissions/Side-events/Guidelines_Side_Events_2014.pdf) and the booking form can be downloaded from [http://www.unodc.org/documents/commissions/Side-events/SideEvents\\_FORM\\_2014.doc](http://www.unodc.org/documents/commissions/Side-events/SideEvents_FORM_2014.doc).
- work with the Civil Affairs Team of UNODC ([ngo.unit@unodc.org](mailto:ngo.unit@unodc.org)) to plan and promote your side event.

For events in the VIC Restaurant or nearby hotels, direct contact with the restaurant or the hotels should be made. The email of the VIC Catering Service Office is [catering@unido.org](mailto:catering@unido.org).

Side events being held in conference or meeting rooms are usually listed in the daily Journal and on the TV monitors in the public areas. Other side events are not normally listed. You will need to provide your own publicity material and make this available to delegates.

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### Provide publications

There is limited space available for document distribution but tables are normally provided for member states, intergovernmental and non-governmental organisations to place documents outside the conference room where the Commission is meeting. There is no exhibition space available for the display of posters and photographs.

The VNGOC has two tables for NGOs attending the CND to display their publications. *Please let us know if you want to display materials so that we can manage the space efficiently. **You should also note that publications and publicity material cannot be distributed to Member States in the rooms used by the Commission for the Plenary sessions and the meetings of the Committee of the Whole.***

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### Build relations with national delegations

The Commission meeting may be one of the few occasions when representatives from national ministries have the opportunity to meet colleagues from outside their country or region. There is an opportunity for NGOs to build relations not only with diplomats working at the national mission based in Vienna, but also with those developing and implementing policy and practice at the national level. Meeting over coffee, lunch or at a side event or reception allows informal discussion and the chance to provide relevant information and assistance. It can also provide the basis for future collaboration and partnership between NGOs and Member States.

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<sup>1</sup> The conference officer sits at the front of the Plenary room immediately to the left of the podium (where the Chairperson and Rapporteur are sitting) as you look at it from the body of the hall

### *After the Commission ends:*

As the annual focus for the development of international drug policy within the framework of the United Nations, the session of the Commission is important. However, it is essential to maintain contact and dialogue between the annual sessions of CND. The independent evaluation of Beyond 2008 recommended that a mechanism should be established to “track the progress made in implementing the UNGASS 1998 and CND 2009 commitments, and progress on Beyond 2008 Declaration, on the part of Member States and NGOs”. This equally applies to reviewing and implementing relevant draft resolutions adopted by the CND. All NGOs, whether or not you were able to attend the Commission, can work with your national and local government to implement the 2009 Political Declaration and Plan of Action and relevant draft resolutions adopted by the Commission.

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#### What you can do

- Download and read the Political Declaration, Plan of Action and the resolutions adopted by the Commission
- Identify the policies and actions which are relevant to your work and to which you can contribute your experience
- Build alliances with other NGOs including, for example, those concerned with health, young people, education, social development, crime prevention and community safety, as well as with those concerned directly with drug problems.
- Develop a common platform of actions which you want to take forward to reduce illicit/harmful drug use.
- Try to establish regular contact with relevant officials at national and/or local government level to review progress in tackling drug problems and identify areas requiring further attention
- Build links with elected representatives to review results and advocate for appropriate resource allocation.

These are just some ways in which NGOs can contribute to the work of the Commission. Different or additional actions might be required in different settings. What is valuable is that NGOs push for and contribute to the development and implementation of policies and programmes which reflect the promises and commitments made by Member States in 1998, 2009 and through the resolutions they have adopted since then.

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## PRACTICAL INFORMATION

### ***Getting to the Vienna International Centre (VIC)***

The easiest way to get to the VIC is by the U-bahn, the underground train system of Vienna. From the city centre take the line U1 to Kaisermuhlen / Vienna International Centre and leave by the exit for the VIC. You will need to go through the visitor's entrance and a security check to get into the VIC. Once inside the VIC go to Entrance A and follow the signs to M building.

### ***Collecting your pass***

If you provided an e-mail address and up-loaded your photograph in advance, you will be able to collect your pass at Gate One. If you did not provide an e-mail address or up-load a photograph you will need to register at the pass office, which is on the right hand side after you enter Gate One and is open from 08.00 to 16.00. You will need to have your passport and confirmation of your participation with you to collect your pass. You must have a conference pass for the CND to attend the Commission and need to wear your pass at all times when in the VIC.

### ***Bringing in documents for distribution***

Leaflets, booklets, books and posters for distribution can normally be brought in to the VIC. If possible bulky items should be sent in advance and advice on this can be obtained from the Civil Affairs Section of UNODC ([ngo.unit@unodc.org](mailto:ngo.unit@unodc.org)). It is also good practice to clear the arrangements for bringing in bulky items with the UN Security and Safety Service. To contact the Service you should write to the Chief of the United Nations Security and Safety Service, room F0E08, United Nations Office at Vienna, P.O. Box 500, A-1400 Vienna, Austria, email: [VICSecurityChiefOffice@unvienna.org](mailto:VICSecurityChiefOffice@unvienna.org). Telephone +43 1 26060 ext. 3901, Fax +43 1 263 20 82. **Please note:** Banners, display units and posters for display cannot be brought in or used without formal approval in advance from the CND Secretariat and on the advice of the Bureau of CND.

### ***Languages and Official Documents***

The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meetings will be made available in the agreed official languages. In the plenary sessions of the Commission simultaneous translation between the official languages will be provided.

As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the session

### ***NGO Lounge***

There is an NGO lounge at room MOE027 in the M Building. This is equipped with a PC, Internet connection, Wi-Fi and a projector for PowerPoint presentations. The lounge is a place where NGOs can work, meet each other or relax. As it is intended as a general space for all NGOs attending CND, it cannot be used for private meetings.

Every morning at 09.00 there is an NGO briefing meeting. This is where information about the day's events can be shared and NGO activities coordinated. Copies of the daily Journal will be available to take away and all the documents of the CND will be available for reference. There will also be a listing of side events for the day and of NGOs intending to make oral statement during particular agenda items.

### ***Internet access***

Apart from the NGO lounge there are several locations in the VIC equipped with computers with internet access. Many parts of the VIC also have Wi-Fi allowing internet access from your laptop. Your user name and password for the VICGUEST server is shown on your pass for the Commission.

### ***Copying or printing documents***

It is expected that the computer in the NGO lounge will have a printer. You will, however, have to provide your own paper. There are pay per copy photocopiers available but for any large scale printing it would be better to use a print shop in Vienna.

### ***Cafeteria and Restaurant***

Café bars selling coffee, tea, soft drinks and light refreshments (sandwiches, cakes, etc) are available in M Building. A cafeteria and restaurant serving hot food is also available, accessed through C Building. The cafeteria is self-service and has a wide choice of food at reasonable prices. The restaurant is table service, is more expensive and it is wise to book a table for lunch. The phone number for making a reservation is +43 (01) 260 60 extension 4877.

### ***Library Service***

Conference participants are welcome to use the United Nations Library services and facilities on the fourth floor of the E building (room number E0482). The Library is open from 9 a.m. to 5 p.m., Monday to Friday.

### ***Bank***

Banking service is available at the branch of Bank Austria, located on the first floor of the C building. Opening hours are from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.

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**Post Office**

Postal services are available at the post office located on the first floor of the C building. Faxes can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

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**Medical Services**

Medical attention is available from the clinic operated by the Joint Medical Service, located on the seventh floor of the F building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For medical emergency assistance at other times, please contact staff in the Security Duty Room (room FOE21, extension 3903).

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**Lost and Found**

Inquiries for any items that are reported lost within the Vienna International Centre (VIC) premises should be made at the UNSSS Security Operations Centre, Room FOE18 (opposite the VIC Cafeteria). Telephone extensions 3903 or 3904.

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**YOUR CHECKLIST**

- Try to arrange a meeting with your national delegation before CND to discuss the agenda and draft resolutions
- Apply for your visa well ahead of your travel dates
- Make sure an ECOSOC NGO registers you as a delegate
- Make sure you have an e-mail from the Secretariat confirming your registration
- Upload your photograph to the website if requested
- Book your flight and accommodation as soon as possible, both can get busy because of UN meetings
- Let the VNGOC know you will be attending ([info@vngoc.org](mailto:info@vngoc.org)) so we can keep you informed of developments
- Let the VNGOC know if you will be holding a side event so we can publicise it ([info@vngoc.org](mailto:info@vngoc.org))
- Advise the VIC Security in advance if you are bringing in publications ([VICSecurityChiefOffice@unvienna.org](mailto:VICSecurityChiefOffice@unvienna.org))
- Download to your laptop/tablet the CND documents or bring a hard copy with you
- Take your passport and letter nominating you as an observer to CND from an ECOSOC NGO when you collect your pass
- Try to arrange a meeting with your national delegation after CND to discuss follow-up on the Action Plan and resolutions


## USEFUL LINKS AND CONTACTS

The 1998 Political Declaration and Measures to Enhance International Cooperation to Counter the World Drug Problem	<a href="http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/775/09/PDF/N9877509.pdf?OpenElement">http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/775/09/PDF/N9877509.pdf?OpenElement</a>
Declaration on the Guiding Principles of Drug Demand Reduction	<a href="http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/773/95/PDF/N9877395.pdf?OpenElement">http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/773/95/PDF/N9877395.pdf?OpenElement</a>
The Beyond 2008 Declaration and Resolutions	<a href="http://www.vngoc.org/details.php?id_cat=13&amp;id_cnt=59">http://www.vngoc.org/details.php?id_cat=13&amp;id_cnt=59</a>
The 2009 Political Declaration and Plan of Action	<a href="http://www.unodc.org/documents/commissions/CND-Uploads/CND-52-RelatedFiles/V0984963-English.pdf">http://www.unodc.org/documents/commissions/CND-Uploads/CND-52-RelatedFiles/V0984963-English.pdf</a>
Resolutions adopted by CND	<a href="http://www.unodc.org/unodc/en/commissions/CND/09-resolutions.html">http://www.unodc.org/unodc/en/commissions/CND/09-resolutions.html</a>
Documents for the 2014 session of CND	<a href="http://www.unodc.org/unodc/en/commissions/CND/session/57.html">http://www.unodc.org/unodc/en/commissions/CND/session/57.html</a>
Documents for previous sessions of CND	<a href="http://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html">http://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html</a>
Annual Report of the International Narcotics Control Board	<a href="http://www.incb.org/incb/en/publications/annual-reports/annual-report.html">http://www.incb.org/incb/en/publications/annual-reports/annual-report.html</a>
UNODC World Drug Report	<a href="http://www.unodc.org/unodc/data-and-analysis/WDR.html">http://www.unodc.org/unodc/data-and-analysis/WDR.html</a>
Secretariat of the Commission on Narcotic Drugs	<a href="mailto:sgb@unodc.org">sgb@unodc.org</a>
UNODC Civil Society Team	<a href="mailto:ngo.unit@unodc.org">ngo.unit@unodc.org</a>
VNGOC Website and Twitter	<a href="http://www.vngoc.org">www.vngoc.org</a> <a href="https://twitter.com/theVNGOC">@theVNGOC</a>

We would welcome your feedback on this Guide. Please let us know how we can make it better and more useful for NGOs and CSOs so that they can contribute most effectively to the work of CND.

Send your suggestions and comments to [info@vngoc.org](mailto:info@vngoc.org)

Suggestions received before the 1<sup>st</sup> March, 2012 will, if possible, be included in a revised version. Suggestions received after that date will be considered for the next edition of the Guide.

We look forward to hearing from you.

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