

Guide for NGOs attending the 2012 Commission on Narcotic Drugs

This Guide has been prepared by the International Drug Policy Consortium (IDPC) to provide logistical and practical information to our members and partners who are sending participants to attend the meeting of the Commission on Narcotic Drugs in Vienna.

Dates and venue

When and where

The 55th Session of the Commission on Narcotic Drugs (CND) will take place from 12th to 16th March 2012 at the Vienna International Centre (VIC) in Vienna, Austria.

Getting to the 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 underground line U1 in the direction of Leopoldau until you reach Kaisermühlen/Vienna International Centre (V.I.C.), and then follow the signs to Gate 1 of the V.I.C., the main entrance.

Programme

The 55th CND will be chaired by Carmen Buján Ferire, Ambassador of Spain to Austria. As was the case last year, the meeting of the CND will consist of two parallel processes, the *Plenary* (including two thematic debates discussed at *round tables*, where delegates have the opportunity to debate specific aspects of the implementation of the drug control treaties); and the *Committee of the Whole*, where preliminary discussions are held on agenda items (particularly draft resolutions) before they are transferred to the Plenary. The two round tables will be held on Monday afternoon:

- **Round table (a):** Counter-narcotics efforts and the principle of common and shared responsibility: opportunities and challenges.
- **Round table (b):** Measures to prevent diversion of substances frequently used in the manufacture of narcotic drugs and psychotropic substances from domestic distribution channels, including by strengthening partnerships with the private sector.

The full agenda is available here: <http://idpc.net/sites/default/files/misc/Preliminary-CND-Agenda.pdf>.

Practicalities

Civil Society Communication

As in previous years, IDPC will compile a contact list of our member and partner representatives who will attend the CND. This facilitates communication before and during the event. If you are planning to attend

the CND, and want to be kept in this communication loop, please send the following information to Marie Nougier at the IDPC Secretariat (mnougier@idpc.net) as soon as possible:

- Your full name
- Your email address
- The name of your organisation
- The ECOSOC registered NGO, or member state delegation, under which you are registered for the CND
- (If applicable) a mobile phone number on which you can be contacted during the CND.

Future communications regarding IDPC activities at the CND will only be sent to those who have sent these details to Marie, so please do this as soon as possible.

Conference passes for NGO delegates

All ECOSOC accredited NGOs¹ may send observers to the CND – you do not have to wait to receive an official invitation letter from the CND Secretariat. Each ECOSOC accredited NGO may register a maximum of five observers, in addition to the official head of the organisation, as participants at the CND (Form downloadable at: <http://esango.un.org/paperless/Web?page=static&content=designation>). The registered observers do not need to be directly associated with the NGO (i.e. employees). Therefore, ECOSOC accredited NGOs can nominate other individuals from non-ECOSOC accredited NGOs. Participants from NGOs without ECOSOC accreditation will need to be nominated by an NGO with ECOSOC accreditation. [NB – Please be aware that you will not be given access to the CND unless you have pre-registered through an ECOSOC registered NGO].

A letter nominating the observers (including their email addresses) must be e-mailed and/or faxed to the CND Secretariat by email at: sgb@unodc.org or by fax at: +43 1 26060 5885. The letter must be written using NGO's official letterhead and be signed by the head of the organisation. The names of the participants must be written correctly – security may refuse passes if names do not match. All participants will receive an email response confirming their registration. The names of participants should be communicated to the CND Secretariat no later than Thursday 8 March 2012.

Registered participants will be provided with an access card that allows them to enter the VIC for the time of the conference. This pass can be collected from the pass office at the main entrance of the VIC (Gate 1) the day the CND starts or earlier. All participants are required to take along a copy of the nomination letter and the email confirming their registration, along with their passport or other picture ID card. It is advisable to avoid picking up your pass between 9.00 and 10.00 on the Monday morning, as the queues can get quite long at that time.

Visa for Austria

Should one or more of your observers require a visa to enter Austria, a personal letter of invitation should be requested from the CND Secretariat by contacting sgb@unodc.org.

Media access to the conference

Media professionals who wish to attend the CND will need to request media accreditation from the CND Secretariat. For information on facilities and briefings for the media, please contact UNIS at

¹ A list of all NGOs with consultative status can be found at: <http://csonet.org/content/documents/E2011INF4.pdf>

press@unvienna.org or call +43 1 26060 3342. The UNIS website also contains useful information: <http://www.unis.unvienna.org/>.

Internet access

In addition to the NGO lounge (see below), several locations in the VIC are equipped with computers with internet access. Many parts of the VIC also have Wi-Fi allowing internet access from your laptop.

Resolutions

It is always difficult to predict the subject, nature and content of the resolutions placed before the CND, as most member states prefer to keep drafts confidential to the group of countries preparing and co-sponsoring the resolutions until shortly before the start of the meeting. We will keep everyone on our CND email list updated on the progress of key resolutions, as the CND approaches. A list of draft resolutions will be maintained in the NGO lounge for information.

Civil society delegates are not allowed to speak in the formal negotiation of resolutions, but can have a significant influence 'in the corridors' by advising and proposing amendments to friendly member state delegations.

Civil society statements in the plenary

NGOs may make an oral statement during the Plenary Sessions. NGOs wishing to speak in the plenary should ask the conference officer to add the name of their organisation to the list of speakers for a particular agenda item.

For translation purposes, and to have early priority for a speaking slot, delegates are requested to supply their statements through Ms. Dummar Frahi, Civil Affairs Officer, Division for Policy Analysis and Public Affairs of UNODC the week before the Commission at ngo.unit@unodc.org. A minimum of 200 copies should be provided to the CND Secretariat if delegations wish to have their statements distributed to States and organisations attending the CND session.

Written statements should be no longer than 1,500 words and speakers should be prepared to put across their key points as briefly as possible. NGO speakers are called after the list of member state and intergovernmental organisation speakers has been exhausted. This can mean that there is not enough time for all NGO statements to be made. 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.

The Vienna NGO Committee on Drugs (VNGOC) has requested civil society speaking slots at each round table for NGOs and will help facilitate NGO contributions to the round tables. If your NGO wishes to address one of the round tables, please let the VNGOC know as soon as possible by sending an email to info@vngoc.org.

Civil society hearing and informal dialogues

On the morning of 13th March, the Vienna NGO Committee on Drugs will be holding an informal Civil Society Hearing. Informal dialogues will also be organised between civil society organisations and the Chairperson of CND, the President of INCB and the Executive Director of UNODC. The dates and location of these dialogues will be communicated to you as soon as they are finalised.

Satellite events

Organising a satellite event

Satellite events are meetings, presentations or panel discussions on topics relevant to the work of the CND, but lie outside the formal agenda of the Commission. Satellite events can be organised by any NGO attending the CND, and can be held in one of the meeting rooms at the VIC, or in:

- The VIC restaurant – Please contact Karin Pekarek at k.pekarek@unido.org, +43 1 26026 4875.
- The Park Inn (www.parkinnvienna.at, located across the road from the VIC) – Two meeting rooms available with a capacity of 50 participants. For more information, please contact reservation.vienna@rezidorparkinn.com, +43 1 26040-0.
- The NH Danube Hotel (www.nh-hotels.com/nh/en/hotels/austria/vienna/nh-danube-city.html, across the road from the VIC) – Please contact Sigrid Menezes at mtngs.nhdanubecity@nh-hotels.com, +43 1 26020 8115. This option is more expensive.

For NGOs wishing to organise a satellite event in one of the conference or meeting rooms in the VIC, an application had to be submitted to the CND Secretariat by the end of January, so it is too late if you haven't submitted something already.

IDPC lunchtime series and other events

IDPC has secured the main VIC Restaurant function room for each lunchtime during the CND week (Monday to Thursday), and will be running a series of policy seminars in partnership with our members. The draft timetable is as follows:

- Monday, March 12th. Launch of the IDPC Drug Policy Guide
- Tuesday, March 13th. IDPC/TNI event on the future of the UN drug conventions.
- Wednesday, March 14th. TBC.
- Thursday, March 15th. TBC.

As these are catered events, places are limited, and invited guests are prioritised, but there will also be spaces available on the day. Final arrangements have not yet been made for two of the lunchtime events in the Mozart Room, so if you are considering an event and would be interested in holding it in the Mozart Room, let us know.

Other satellite events may be of interest to our network. We are aware that the INCB will hold a dialogue with NGOs on the Tuesday lunchtime; and that there will be at least two 'official' satellite events at each lunchtime of CND week.

As details of the side-events timetable emerge, we will distribute updates to those who have informed us of their plan to attend the CND. For more information, please visit: <http://idpc.net/events/55-session-of-cnd-2012>.

IDPC NGO Briefing and Welcome reception – Sunday 11th March

IDPC will also be hosting an orientation and networking event on the evening of Sunday 11th March. This event will start with an orientation and briefing meeting for NGOs, followed by a cocktail reception. We will send further details of this event in due course.

Dissemination of materials

Sending and disseminating materials at the CND

Leaflets, booklets, books and posters for distribution can normally be brought in to the VIC. However, there has often been limited space available for NGOs to display publications and reports at the CND. Two tables are provided by the Vienna NGO Committee on Drugs for NGOs to display their publications, outside of the room where the Plenary session is held. It is worth noting that UN security staff have sometimes removed documents without warning, so it is best to leave only a small number of documents and replenish them as necessary.

If possible, large items should be sent in advance. Please contact the Civil Society Team of UNODC, headed by Ms. Mirella Dummar Frahi, for more information at ngo.unit@unodc.org. It is also useful to clear the arrangements for bringing in large items with the UN Security and Safety Service: 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; phone: +43 1 26026 3901; fax: +43 1 263 2082.

An convenient option for bringing documents to the CND is to send them in advance to the VIC – either to a helpful staff member who agrees to keep the documents in their office until they are required. It is also possible to approach the VIC restaurant staff as they have been very helpful in the past, particularly if a side event has been organised there (contact Karin Pekarek at k.pekarek@unido.org).

Please note that banners, display units and posters for display cannot be brought in or used without formal approval in advance from the CND Secretariat.

Copies and print-outs

Printer-connected computers are available for use in the NGO lounge but you will need to supply your own paper. There are also some copy machines located inside the VIC for small scale copying that will cost around 5 cents per page. For large scale copying, there are a number of printing shops in the city. One of the cheapest is located in the south of Vienna, but a little far away from the VIC: Drückerei Digidruck – copy shop (Triesterstr. 33, 1100 Vienna). Please contact Thomas Konheuser at T.Konheuser@digidruck.at, +43 1 4090 41252.

Official documentation

The official documentation produced by the CND Secretariat can be collected at the document distribution counter outside the plenary room, and downloaded at: <http://www.unodc.org/unodc/al/commissions/CND/session/54.html>. The documents are available in Arabic, Chinese, English, French, Russian and Spanish.

A journal is issued daily by the CND Secretariat which contains the CND schedule for the day, together with the relevant document numbers for the items under discussion and a list of events taking place during the day (please note that this does not include all NGO events).

NGO Lounge

There is an NGO lounge in room MOE027 in the M building, where NGOs can meet and work together. This lounge is equipped with a PC, internet connection, Wi-Fi, and a projector for PowerPoint presentations. Every morning at 9:00, the VGNOC will hold an NGO briefing meeting, where information will be provided about the day's events and NGO activities can be coordinated. This is a useful way to catch up on the latest news and plans for the day.

Copies of the daily Journal and all the documents of the CND will be available in the Lounge. There will also be a listing of satellite events for the day and of NGOs intending to make a statement during particular agenda items.

IDPC CND Blog

Last year, IDPC and Harm reduction International (HRI) blogged live (see: <http://www.cndblog.org/>) during the CND meeting, reporting key highlights from the Plenary and the Committee of the Whole as the debates were taking place. IDPC will produce the blog this year, in collaboration with Youth RISE to provide a real time record of the highlights of the CND meeting.

IDPC Report – CND Proceedings Document

IDPC will also publish our usual CND Proceedings Document by the end of April 2012. This publication will provide detailed analysis of some of the key discussions and debates that will be taking place during the 55th session of the CND, and their implications for future drug control policies.

Additional information and links

For additional information, including contact details and links to useful documents, please refer to the Guide put together by the Vienna NGO Committee on Drugs: ***The Commission on Narcotic Drugs (CND) – A briefing for NGOs and CSOs***, available at:

<http://www.vngoc.org/images/uploads/file/CND%202012/Guide%20to%20CND%202012.pdf>

Please also refer to the official ***CND Information for Participants***, available at:

http://www.unodc.org/documents/commissions/CND-session55/ECN72012_INF1_E.pdf