

Guide for NGOs attending the CND

This guide has been prepared by the IDPC to provide logistical and practical information to NGO and civil society participants attending the meetings of the Commission on Narcotic Drugs (CND) in Vienna.

1. Access to the Vienna International Centre (VIC)

The meetings of the CND take place in the Vienna International Centre (VIC). To gain entry to VIC for the CND meeting it is necessary to arrange a conference pass in advance.

Conference passes for NGOs

NGOs with ECOSOC accreditation*

- All ECOSOC accredited NGOs may send observers to the CND - it is not necessary to have received an invitation letter from the CND Secretariat.
- Each ECOSOC accredited NGO may register a maximum of 5 observers plus the official head of the organisation as participants at the CND (there is no distinction made between general and special consultative status). The observers registered do not need to be directly associated with the NGO (i.e. employees) – in this way, ECOSOC accredited NGOs can nominate other individuals from non-ECOSOC accredited NGOs.
- A letter nominating the observers (including their e-mail addresses) must be e-mailed and/or faxed to pss@unodc.org and + 43 1 26060 5885. The letter must be written on the NGO's headed paper and be signed by the head of the organisation. The person currently in charge of NGO access is Michaela Bichler (michaela.bichler@unodc.org, +43 1 26060 4634). Please ensure that the names of the participants are written correctly – security may refuse passes if names do not match.
- All participants should receive an automatic e-mail response confirming their registration. If this is not the case, please double check with Michaela Bichler.
- All participants will receive 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 before the CND starts or earlier. All participants are required to take along a copy of the nomination letter and the email confirming their registration, and their passport or ID card.

NGOs without ECOSOC accreditation

- Participants from NGOs without ECOSOC accreditation will need to be nominated by an NGO with ECOSOC accreditation. IDPC may be able to put organisations in touch with ECOSOC accredited NGOs with spare places.

* For a full list of NGOs with ECOSOC accreditation check this link:

<http://esango.un.org/civilsociety/displayConsultativeStatusSearch.do;jsessionid=E5B8A9E8268A4AE391F5D05334A356B0?method=search&sessionCheck=false>

Visa for Austria

Should one or more of your observers require a visa to enter Austria then a personal letter of invitation should be requested from the CND Secretariat by contacting Michaela Bichler (michaela.bichler@unodc.org, +43 1 26060 4634).

Media access to conferences

Media professionals who wish to attend the CND meeting will need to request media accreditation from the CND Secretariat. The requirements for media accreditation can be downloaded from http://www.unis.unvienna.org/unis/en/media_accreditation.html

Press briefing room

The press briefing room can be booked in advance for press briefings. To do so, please contact the NGO liaison officer (currently Mirella Frahi Dumar at mirella.frahi@unodc.org or +43 1 26060 5583) or contact the public information desk at press@unvienna.org (although they have proved to be unhelpful and unfriendly in the past).

General access to the VIC

Each NGO in consultative status with ECOSOC can designate representatives to obtain passes for the UN premises, valid until 31 December of each year. A maximum of 5 such passes can be issued for New York, 5 for Geneva, and 5 for Vienna, in addition to the Chief Administrative Officer (CAO) and the President or Chief Executive (2 additional passes). The relevant form can be downloaded at <http://esango.un.org/paperless/Web?page=static&content=designation>. There is also information at that link on other types of shorter term UN grounds passes. Please note that grounds passes will not give you access to the CND meeting. You will need to request a separate conference passes as outlined above.

It is also worth knowing that UN staff members and representatives of the Permanent Missions to the UN may always sign you in as an official visitor or private guest for one day.

Getting to the VIC

The best way to reach the VIC is by underground. Take the underground line U1 in the direction of Leopoldau until you reach Kaisermühlen/Vienna International Centre and then follow the signs to Gate 1 of the VIC, the main entrance.

2. Satellite/side events

NGOs who are interested in organising a side event at the Commission have to submit a request to the Advocacy Section of UNODC. The key contacts there is Mirella Frahi Dumar (mirella.frahi@unodc.org, +43 1 26060 5583).

In addition to holding side events in one of the meeting rooms, they may be also organised in:

- VIC restaurant. There are rooms available for side events please contact Karin Pekarek at k.pekarek@unido.org or +43 1 26026 4875.
- NH Danube City Hotel (next to the VIC) (www.nh-hotels.com/nh/en/hotels/austria/vienna/nh-danube-city.html). Please contact Sigrid Menezes at mtngs.nhdanubecity@nh-hotels.com or +43 1 260 20 8115. This option is more expensive.

- Park Inn (very close to the VIC) (www.parkinnvienna.at). Two meeting rooms available with capacity of 50 participants. Call +43 1 260 40-0 or email reservation.vienna@rezidorparkinn.com for more information.

Please note that during the 54th Session of the CND in 2010, the C-building of the VIC will be closed for renovation and the plenary will take place in M-building as it did in 2009. The closure of the M-building means that many of the usual meeting rooms will not be available. It is advisable for NGOs planning side events to collaborate to maximise both the meeting space and time slots available. IDPC will be supporting the coordination of NGO side events.

3. Documentation

Before the event

General information about the meeting (venue, programme, official papers, etc) can be downloaded in advance from the UNODC website (www.unodc.org) .

Distribution of documentation at the event

NGOs have often found that there has been limited space available for them to display publications and reports at the CND meeting. Increased space with greater visibility has been requested from the CND Secretariat via the Vienna NGO Committee. It is not clear at this stage what arrangements will be made although it is likely that there will be some tables available for NGO documents outside the plenary room. It is worth noting that sometimes UN security have removed documents without warning so it is best to leave only a small number of documents out and top them up as necessary.

Pre-approval of documentation

In general, papers do not need to be approved in advance. However, in the past the security have sometimes stopped participants carrying documents, flyers and banners at Gate 1 and have required approval from the UN staff before admitting the documentation. It therefore may be useful to try to get written approval from Mirella Frahi (mirella.frahi@unodc.org) in advance.

An easier way is to send documents 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).

Copies/Print-outs

In the NGO lounge you will find printer-connected computers that can be used. There are some other 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 in the south of Vienna but a little far away from the VIC: dieKopie – copy shop, Triesterstr. 33, 1100 Vienna, contact: Thomas Konheuser (T.Konheuser@digidruck.at, +43 1 4090 41252).

Official documentation

The official documentation produced by the Secretariat can be collected at the document distribution counter outside the plenary room. A journal is issued daily which contains the schedule of the CND for the day, together with the relevant document numbers for the items under discussion and a list of events taking place during the day (although this does not include all NGO events).

4. Statements at the CND

NGOs with ECOSOC consultative status have the right to speak in the Plenary if the time permits, but this is dependent on the decision of the chairperson. They have not traditionally been careful to allow time for NGOs. All speakers must be registered in advance with the Secretariat and for translation purposes it is useful to provide your statement in advance to the Secretariat. Written statements should be no longer than 1,500 words and, even if you are lucky enough to be called, you should be prepared to put across your key points as briefly as possible.