



The Commission on Narcotic Drugs (CND)

A Briefing 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 ¹. 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 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 (CND), 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 it held the first informal Civil Society Hearing during the 55th session of the Commission on Narcotic Drugs. 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. The purpose of this informal Civil Society Hearing was to develop further the working relations between NGOs and the drug control bodies of the United Nations. Our intention was to create a space whereby NGO's, Member States and representatives of UN institutions could come together to discuss best practices related to NGO/Government collaboration in the area of drug policy. The Hearing was co-chaired by the Chairperson of CND and was co-sponsored by seven UN Member States and four international NGOs. The VNGOC also addressed the UN General Assembly Thematic Debate in June and held meetings with the President of the General Assembly, the Head of the NGO Section at UN HQ and met with a wide range of NGOs based or with offices in New York.

Further information about the role and activities of the VNGOC can be found at its web site, 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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¹ 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 four parts.

The first part is about the structure and organisation of the Commission on Narcotic Drugs. 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 second 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 third 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 fourth 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.

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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 Commissions¹.

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 body² of the UNODC Drug Programme and approves the UNODC budget³.

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 2013 can be found at

http://www.unodc.org/documents/commissions/CND_memberships/CNDmembers1Jan2012_updated2.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 Plenary⁴ sessions of the Commission and the First Vice-Chairperson normally chairs meetings of the Committee of the Whole⁵. 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 56th session of the Commission, the officers are:

Chairperson: H.E. Ambassador Antonio García REVILLA (Peru)

First Vice-Chairperson: H.E. Ambassador Khaled Abdelrahman Abdellatif SHAMAA (Egypt)

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

Third Vice-Chairperson: Ms. Simona MARIN (Romania)

Rapporteur: Mr Mark Alexander RUTGERS VAN DER LOEFF (Netherlands)

¹ 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

² 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

³ 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.

⁴ The part of the CND where all members and observers are in attendance

⁵ 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 2013 are the main session from 11 – 15 March and the reconvened session on 12 – 13 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, 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 18 February, 2013. 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 2013 there will be three Round Tables each lasting 2 hours. The themes and sub themes are:

Drug demand reduction and related measures:

“Drug prevention as a means to curb the world drug problem within the framework of a scientific evidence approach”

Supply reduction and related measures:

“The importance of international cooperation, coordination and funding to promote relevant activities and programmes on all aspects of alternative development in support of the drug control regime established by the three international drug control conventions, within a broader international framework”

Countering money-laundering and promoting judicial cooperation to enhance international cooperation:

“The importance of further strengthening the operational implementation of treaty-based provisions on international cooperation, including for countering money-laundering and preventing the illicit cross-border movement of cash and monetary instruments”

10 Member States, appointed by the regional groups, will provide the core input. Only 4 speaking places are available at each Round Table to UN Agencies, Inter-Governmental and Non-Governmental Organisations. *The Bureau of CND has guaranteed a speaking slot for at least one NGO at each round table and the VNGOC has been asked to coordinate NGO input.*

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.

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 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/E2011INF4.pdf>.

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. The list of participants in 2012 can be found at 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.

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.

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/56.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 1st floor of the M Building.

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.

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.

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.

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

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. 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.

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 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.

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 officer¹ 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

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 1 and 3 pm when the CND is meeting and each year there is a deadline for submitting a side event request. For 2013 the deadline was six weeks before the start of the session. 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 2013" is available at http://www.unodc.org/documents/commissions/Side-events/Guidelines_SideEvents_2013.pdf and the booking form can be downloaded from http://www.unodc.org/documents/commissions/Side-events/SideEvents_FORM_2013.doc.
- work with the Civil Affairs Team of UNODC (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.

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.

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.*

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.

¹ 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.

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.

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). 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. 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.

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.

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).

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.

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 you 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) 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)
- Advise the VIC Security in advance if you are bringing in publications (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	http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/775/09/PDF/N9877509.pdf?OpenElement
Measures to Enhance International Cooperation to Counter the World Drug Problem	http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/775/15/PDF/N9877515.pdf?OpenElement
Declaration on the Guiding Principles of Drug Demand Reduction	http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N98/773/95/PDF/N9877395.pdf?OpenElement
The Beyond 2008 Declaration and Resolutions	http://www.vngoc.org/details.php?id_cat=13&id_cnt=59
The 2009 Political Declaration and Plan of Action	http://www.unodc.org/documents/commissions/CND-Uploads/CND-52-RelatedFiles/V0984963-English.pdf
Resolutions adopted by CND	http://www.unodc.org/unodc/en/commissions/CND/09-resolutions.html
Documents for the 2013 session of CND	http://www.unodc.org/unodc/en/commissions/CND/session/56.html
Documents for previous sessions of CND	http://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html
Annual Report of the International Narcotics Control Board	http://www.incb.org/incb/en/publications/annual-reports/annual-report.html
UNODC World Drug Report	http://www.unodc.org/unodc/data-and-analysis/WDR.html
Secretariat of the Commission on Narcotic Drugs	sgb@unodc.org
UNODC Civil Society Team	ngo.unit@unodc.org
VNGOC Website and	www.vngoc.org
Twitter	@theVNGOC

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

Suggestions received before the 1st 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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