



**Commission on Narcotic Drugs 62<sup>nd</sup> regular session (14/15 and 18-22 March 2019)**  
**Commission on Crime Prevention and Criminal Justice 28<sup>th</sup> regular session (20-24 May 2019)**

## **Guidelines for Side Events 2019**

### **Application Period:**

**CND (7 January to 24 January 2019)**  
**CCPCJ (25 March to 11 April 2019)**

### **Introduction**

The present guidelines relate to the organization of side events during the regular sessions of the Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ).

The Secretariat to the Governing Bodies Section (SGB) is responsible for the coordination of side events. For the organization of exhibitions and their openings, please contact the UNODC Advocacy Section.

During the 62<sup>nd</sup> session of the CND a two-day ministerial segment will be convened on 14 and 15 March 2019. During this segment, only high-level events organized by Member States will be scheduled (see I.c. on eligibility).

### **I. Eligibility**

- a) Events may be organized by Member States (Permanent Missions), UNODC units, UN entities, IGOs and NGOs in consultative status with ECOSOC.
- b) Only one event per organizer will be accepted. All organizers must submit their own requests. The time slots for side events are between 9 and 10 a.m., 1 and 2 p.m., and 2 and 3 p.m. for 50 minutes each.
- c) A limited number high-level events (with confirmed participation at the level of heads of state/government or ministerial level) can be scheduled for 1.5 hours, subject to the availability of rooms. High-level events can only be organized by

Governments (Permanent Missions). During the ministerial segment of the CND on 14/15 March 2019 only high-level events will be scheduled.

- d) Topics of side events must be thematically relevant to the work of the respective Commission. Subjects of the events must be thematic; Member States cannot be made the thematic focus of an event without their engagement.
- e) Organizers are strongly encouraged to ensure equal representation of women and men on panels during side events.
- f) Only complete applications received within the deadlines will be considered.

## **II. Application process**

### ***a) Application***

A form for requesting a side event is available at [http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ\\_Side-Events.html](http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html). The form must be fully completed for a request to be considered. The designated focal point on the application form will be contacted for all communication regarding the event. Changes to the original application need to be made by the focal point in writing by submitting a revised application form.

### ***b) Deadline for applications***

CND (7 January to 24 January 2019)

CCPCJ (25 March to 11 April 2019)

### ***c) Selection of side events***

Efforts will be made to accommodate as many requests as possible that meet the eligibility criteria. Events will be accommodated in order of receipt of the application (first come, first served); events submitted by Governments will be accommodated first, before all other submissions. Preference will be given to high-level events. Organizers wishing to hold an event on a similar topic may be encouraged to merge their events.

### ***d) Confirmation of side events***

Confirmation of the programme of side events is subject to the approval of the executive management of UNODC and the Extended Bureau of the relevant Commission. Confirmation of the programme of side events will take place one month prior to the first day of the Commission session.

## **III. Logistical information**

### ***a) Interpretation***

UN interpretation services are not available for side events. UN interpretation services can possibly assist in finding private interpretation by sharing contact details

(please contact Doris Schachermaier, Interpretation Section, [doris.schachermaier@un.org](mailto:doris.schachermaier@un.org)).

**b) *Technical requirements***

All conference rooms are equipped with PC and projector. There will be technical staff at the beginning of the event to introduce organizers to the technical equipment. Organizers will be expected to run the events independently.

A form for nameplates is available on [http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ\\_Side-Events.html](http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html).

Organizers are kindly requested to print the nameplates and bring them to their event. Organizers are also kindly requested to adhere to the time allocated for their event and to ensure that the conference room is handed over to the organizers of the following side event in proper condition.

**c) *Access for external participants***

Organizers of side events can register up to five persons who need to enter the VIC for the participation in their event (e.g. speakers, interpreters, who are otherwise not registered to the session) by submitting an official letter signed by a senior official designating the participants in advance of the session.

**d) *Catering services***

Catering services must be arranged directly with the VIC catering service office at (+43 1 26060 4875)/ [CateringVIC@eurest.at](mailto:CateringVIC@eurest.at). For security reasons, only the existing coffee areas may be used for catering. Food and beverages are not allowed in the conference rooms.

**e) *Promotional material***

Promotional material can be placed on a designated table next to the letter boxes. As per established practice, the material placed there should be cleared by the Secretary of the Commissions prior to distribution by submitting it in electronic form to SGB ([unodc-sgb@un.org](mailto:unodc-sgb@un.org)) by Thursday before the Commission session.

The final programme will be circulated electronically to all Permanent Missions shortly before the session and will be available on the website of the Commissions.

***Please address any questions regarding side events to the Secretariat to the Governing Bodies ([unodc-sgb@un.org](mailto:unodc-sgb@un.org))***

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