



UNODC

United Nations Office on Drugs and Crime

A PRACTICAL GUIDE FOR NGO PARTICIPANTS



COMMISSION ON NARCOTIC DRUGS

COMMISSION ON CRIME PREVENTION
AND CRIMINAL JUSTICE

SECRETARIAT TO THE
GOVERNING BODIES, UNODC



This guide to the work of the Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ) was produced by the Secretariat to the Governing Bodies and is intended to facilitate and support your work.

We hope you will find it useful.



WE HAVE CREATED A WEBSITE FOR NGOS
WITH THE LATEST INFORMATION:

WWW.UNODC.ORG/UNODC/EN/COMMISSIONS/NGO.HTML

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WHAT IS THE CND?

The Commission on Narcotic Drugs (CND) was established in 1946 as a functional commission of the United Nations Economic and Social Council (ECOSOC) to supervise the application of the international drug control treaties and advise the Council on all matters pertaining to the control of narcotic drugs. As such, the Commission is mandated to place drugs under international control. The Commission has five subsidiary bodies in the regions.

Since 1991, the CND has also been the governing body of UNODC and approves the budget of the drug control programme fund.

The topics discussed in the framework of the Commission include drug demand reduction (prevention, treatment, health), availability and access to controlled substances, drug supply reduction (law enforcement, money-laundering, drug trafficking), alternative development, international cooperation, cross-cutting issues in relation to drugs such as human rights, gender and youth, as well as new trends and challenges.

The Commission usually meets for its main annual session for one week in March, and then holds a reconvened session for two days in December. Informal meetings and special events take place throughout the year.

In addition to the States Members of the Commission, observers, including non-Member States, intergovernmental organizations, United Nations entities and non-governmental organizations may participate in a session.

WHAT IS THE CCPCJ?

The Commission on Crime Prevention and Criminal Justice (CCPCJ) was established in 1992 as a functional commission of the Economic and Social Council as the principal policymaking body of the United Nations in the field of crime prevention and criminal justice.

Since 2006, the Commission has also been mandated to act as governing body of UNODC and to approve the budget of the United Nations Crime Prevention and Criminal Justice Fund.

The Commission's topics include crime prevention and criminal justice, transnational organized crime and money-laundering, terrorism, cybercrime and corruption. The CCPCJ also acts as the preparatory body for the United Nations Congresses on Crime Prevention and Criminal Justice.

The Commission usually meets for its main annual session for one week in May, and holds a reconvened session for two days in December (one day jointly with the CND). Informal meetings and special events take place throughout the year.

In addition to the States Members of the Commission, observers, including non-Member States, intergovernmental organizations, United Nations entities and non-governmental organizations may participate in a session.

 www.unodc.org/unodc/en/commissions/CCPCJ/index.html

 @CCPCJ

WHAT IS THE SECRETARIAT?

The Secretariat to the Governing Bodies provides substantive and technical support to the Commissions and their extended bureaux, as well as to the subsidiary bodies and the Crime Congress. It is the main point of contact on matters related to the work of the Commissions.

The Secretariat is a small team of 10 people, whose duties include the following:

- Acting as Secretary to the Commissions
- Organizing the meetings of plenary and committees
- Supporting the representatives of the bureaux such as the Chair, Vice-Chairs and rapporteur in the conduct of the session
- Drawing up the list of speakers
- Organizing the preparation of documentation, reports, resolutions and scheduling decisions
- Registering all participants and organizing the travel of representatives to the sessions
- Organizing the side events programmes
- Running the websites and social media activities of the Commissions, the UNGASS follow-up process and the United Nations congresses on crime prevention and criminal justice

The Secretariat also supports the work of the Commissions in relation to ECOSOC and the General Assembly as well as that of the subsidiary bodies, the United Nations Congress on Crime Prevention and Criminal Justice and the standing open-ended working group on improving the governance and financial situation of UNODC.

 www.unodc.org/unodc/en/commissions/Secretariat/Secretariat_Index.html

 Email: unodc-sgb@un.org



HOW TO PARTICIPATE IN A SESSION OF THE COMMISSIONS

The Commissions broadcast some of the sessions live via webcast. Although UN TV is not yet available, the Secretariat streams the general debates of the sessions to the webpages of the Commissions.

Only NGOs in consultative status with the ECOSOC can be accredited to participate in the sessions of the Commissions as observers.

As observers, NGOs are able, among other things, to:

- Attend and observe all proceedings of the Commissions with the sole exception of informal meetings for Member States
- Submit written statements to the Commissions
- Make oral interventions at the sessions of the Commissions
- Participate in special events and panel discussions
- Organize side events on issues relevant to the work of the Commissions

ACCREDITATION

An NGO in consultative status with ECOSOC planning to attend a session of the Commissions must send a letter of request for accreditation to the Secretariat, signed by the head of the organization. The letter should be sent well in advance of the relevant session—at the latest **one week before the start of the session**. Please bear in mind that a maximum of 10 people per NGO can be accredited to any session.

The letter of request must be submitted on the official letterhead of the organization and must:

- State the title and duration of the session the organization wishes to attend, e.g. “[Name of NGO], in consultative status with ECSOOC, wishes to send the following members to attend the Xth session of the Commission (dates of session) ...”
- List the name/s (FAMILY NAME, first name) of the person/s who will represent the organization at the session and their respective email addresses.



Names of persons must appear exactly as they appear in their passports

- Be signed by the President or Chief Executive Officer of the organization

Representatives will be contacted at the email address provided with a request to upload their photo. Once the photos have been uploaded, the badges will be printed in advance and made available for collection.

- ▶ Please send the letter of request for accreditation in PDF format and the registration form in Word format by email to unodc-sgb@un.org
- ▶ Please also fill out the registration form provided on www.unodc.org/unodc/en/commissions/registration.html

ATTENDING THE SESSION

The Commissions meet for their annual regular sessions in the M-building of the Vienna International Centre, Vienna.

NGO representatives must obtain a photo identity badge before attending the session upon arrival at the United Nations at Gate 1 of the Vienna International Centre.

Representatives accredited to the session should collect their badges in person at Gate 1, upon presentation of an identity document (i.e. passport) and a copy of the letter of request for accreditation from the NGO concerned.

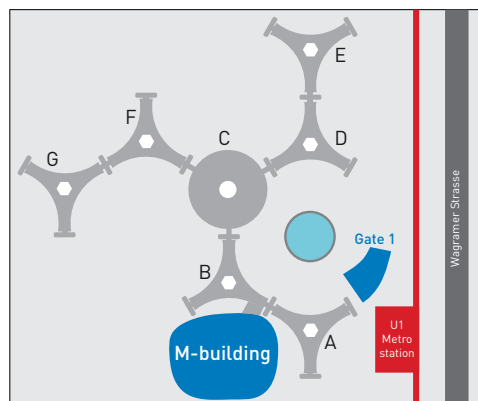
NGO representatives in possession of an annual grounds pass for the Vienna International Centre and valid for the duration of the session, will

have access to the conference rooms, but will not be included in the list of participants unless accredited to the session. To be included in the list of participants, representatives must be registered and a pass obtained for the duration of the meeting.

All travel-related expenses, including accommodation and medical insurance, are the responsibility of the NGO or its representatives.

NGO representatives accredited to the session can attend the plenary meetings, the meetings of the Committee of the Whole and side events. At the plenary meetings, the Commissions discuss the issues that are contained in the provisional agendas (the agenda appears in document number 1 of the session—please see the documentation sections of the websites of the Commissions). In order to examine draft decisions, draft resolutions and specific technical issues, a Committee of the Whole is convened in parallel with the plenary meetings of the Commission. NGO representatives can participate in the Committee of the Whole as observers, but cannot take the floor. Informal consultations conducted by Member States are not open to NGO participation. Audio and video recordings of sessions and live transmissions of the meetings are not permitted, except for accredited media.

Plan of the Vienna International Centre





SUBMITTING WRITTEN STATEMENTS

NGOs in consultative status with ECOSOC may submit written statements to the Commissions.

NGOs in general consultative status may submit written statements of up to 2,000 words. NGOs in special consultative status may submit written statements of up to 1,500 words.

A written statement is issued, unedited, in the language(s) as received (English, French or Spanish) from the submitting NGO. NGOs assume full responsibility for the content of their statements, which should fully uphold United Nations standards and avoid abusive language.

The deadline for written statements is normally two weeks prior to the session. Please submit to unodc-sgb@un.org

Checklist for inclusion in the submission:

- Contact information for the representative submitting written statements (name, mobile, email)
- Standing agenda item number of statement
- The name of the NGO as it appears in the ECOSOC NGO database, indicating consultative status in brackets (general, special), names of co-sponsoring ECOSOC NGOs
- List all non-ECOSOC NGOs supporting the statement (which will appear as a footnote to the statement title)
- Statement to be in MS Word document format (font Times New Roman 10 point)

All submissions are final, and no changes will be made afterwards.

REQUEST TO MAKE AN ORAL STATEMENT DURING THE PLENARY SESSIONS

NGOs can register an accredited member of their delegation on the speaker's list to deliver a statement on behalf of their organization on any of the agenda items.

Prior to the opening of the Commission, NGOs wishing to register on the list of speakers are asked to send the name of the organization as well as the name (FAMILY NAME, first name) and function of their speaker as well as the item under which they wish to speak to the Secretariat to the Governing Bodies at:

unodc-sgb@un.org

During the meeting, speakers need to register on the speaker's list in the plenary room at the conference officer's desk before the item that they wish to address closes.

The list of speakers for the general debate has an application period. The application period is decided by the Bureau of the Commission and is usually open a month before the meeting. It closes in the week before the meeting.

The list of speakers is established on a first-come first-served basis. NGOs take the floor



after Member States, United Nations entities and intergovernmental organizations.

A speaking time of maximum five minutes (or 500 words) is allotted to all speakers. Speakers are requested to provide a copy of their statement to the Conference Officers in the plenary room and also to adjust the speed of the delivery of their statement in order to facilitate the work of the interpreters.

REMOTE PARTICIPATION BY VIDEO STATEMENT

NGOs in consultative status with ECOSOC that are not present in Vienna and do not have individuals accredited to the relevant session of the Commissions may participate in some meetings by submitting a pre-recorded video statement.

To enable the Secretariat to verify the credentials of NGOs and the identity of individuals delivering a video message, please submit the following:

- A letter on the official letterhead of the NGO and signed by its President or Chief Executive Officer
- An indication of the session concerned, agenda item and specific segment of the programme of work in which the video statement will be made
- The full name (FAMILY NAME, first name) of the person who will deliver the statement as a designated representative. Please supply a telephone number at which a representative of the NGO may be reached
- A colour copy of the passport or of the formal identity document of the person who will deliver the statement

Rules regarding content and technical specifications are contained in the technical guidelines at the end of this guide.





ORGANIZING A SIDE EVENT

NGOs in consultative status with ECOSOC may organize a side event of relevance to the work of the Commissions. Side events can be organized in accordance with the guidelines for side events for the respective session of the Commission.

The guidelines are published in November each year at:

www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html

The indicative application period is in January for the CND (session in March) and in March for the CCPCJ (session in May). Please refer to the guidelines for more specific information.

DOCUMENTATION AND RESOURCES

Copies of all official documents issued as pre-session or in-session documentation for the sessions of the Commissions, including reports, annotated agenda, journals, draft resolutions, etc. are published through the United Nations documents system:

www.un.org/en/documents/index.html

For ease of reference and as a service to delegations, the Secretariat also posts those documents on the websites of the Commissions:

CND: www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html

CCPCJ: www.unodc.org/unodc/en/commissions/CCPCJ/session/index.html

During the sessions of the Commissions, the documents and the daily journal are also available at the documentation counter, which is usually located just outside the entrance to the plenary hall.

USE OF THE UNITED NATIONS EMBLEM AND THE LOGOS OF THE COMMISSIONS

Use of the United Nations emblem and the logos of the Commissions on non-official documents and publications, including NGO material, is expressly prohibited.

The United Nations flag may not be displayed in meeting rooms where NGOs organize events.

TECHNICAL SPECIFICATIONS REGARDING VIDEO STATEMENTS

Video statements are subject to the same rules as oral statements delivered in person, as laid out in ECOSOC resolution 1996/31. Similarly, video statements are subject to the same time limits as, and should mirror as closely as possible, oral statements delivered in person. A transcript of the video statement must be submitted in advance.

In particular, the following rules must be strictly observed:

- The video statement must consist of a single shot of one individual delivering a statement, seated against a neutral, monochrome background.
- The camera should be focused on the person's face, and should not move during the shot.
- No symbols, flags, banners or other images are permitted in the shot, either in the background or on the clothing of the person delivering the statement. The minimum technical specifications for the video are as follows:
 - Video resolution min 640x480, frame rate 30 fps
 - Audio resolution 44100 Hz, 16 bits, stereo
 - AVI/WMV/MOV/MPEG with standard coding formats
- The sound must be recorded to a professional standard, in a quiet environment and at appropriate sound levels.
- Professional interpretation requires above-average acoustics to allow for speaking, processing content and listening at the same time. Remote participants should be in an indoor facility; to reduce noise, doors and windows should be closed, and air-conditioning switched off. The Interpretation Service will determine whether the sound provided is suitable for interpretation.

The video statement will be projected in the room under the same conditions as an oral statement delivered in the room.

The rules of procedure and practices of the Commissions apply in the same manner to video statements as to all other statements.

The transcript of the video message will be posted on the websites of the Commissions upon request along with other oral statements.



UNODC

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