

COMMISSIONS

CND

CCPCJ

Application Period:
CND (6 to 17 January 2020)
CCPCJ (16 to 27 March 2020)
via mail to unodc-sgb@un.org

Guidelines for Side Events 2020

Commission on Narcotic Drugs 63rd regular session (2-6 March 2020)

Commission on Crime Prevention and Criminal Justice 29th regular session (18-22 May 2020)

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 (please contact Marie-Therese Kiriaky, marie-therese.kiriaky@un.org).

I. Eligibility

Events may be organized by

- Member States through their Permanent Mission to the UN,
- UNODC branches, sections or units through the director of the respective division
- UNODC field offices,
- UN entities,
- Intergovernmental Organizations, and
- NGOs in consultative status with ECOSOC.

Only one event per organizer will be accepted. All organizers must submit their own requests. The time slots for side events are for 50 min each between 9-10 a.m., 1-2 p.m. and 2-3 p.m.

A limited number of **high-level events** (with confirmed participation at ministerial level) can be scheduled for 1.5 hours, subject to the availability of rooms. High-level events can only be organized by Member States

Topics of side events must be thematically relevant to the work of the respective Commission. Member States cannot be made the focus of an event without their engagement.

Organizers are strongly encouraged to ensure equal representation of women and men on panels during side events.

Only complete applications received within the deadlines will be considered.

II. Application Process

Application

A form for requesting a side event is available at 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.

Co-Organizers

Organizations wishing to co-organize an event must submit the respective form (available online: http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html) with copy to the main organizer of the event to SGB (unodc-sgb@un.org) three weeks before the start of the session of the respective Commission:

CND (10 February 2020)

CCPCJ (27 April 2020)

Deadline for Applications

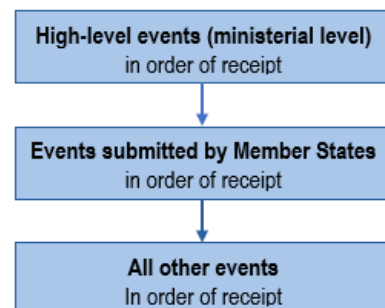
CND (6 to 17 January 2020)

CCPCJ (16 to 27 March 2020)

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**”). High-level events will be accommodated first, before all other submissions, followed by events submitted by Member States. Organizers wishing to hold an event on a similar topic may be encouraged to merge their events.

Selection of Side Events



Confirmation of Side Events

Confirmation of the programme of side events is subject to the approval of the executive management of UNODC. The programme will also be shared for information purposes with 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.

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.

III. Logistical information

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, doris.schachermaier@un.org).

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.

Organizers are kindly requested to print the nameplates and bring them to their event. A form for nameplates is available on http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html.

Organizers are also kindly asked 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.

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 and 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.

Catering services

Catering services must be arranged directly with the VIC catering service office at (+43 1 26060 4875 / 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.

Promotional material

Promotional material cleared by SGB can be placed on a designated table next to the letter boxes. Material should **not** contain the logo of the Commissions and/or inappropriate language. Please submit the promotional material for clearance in electronic form to SGB (unodc-sgb@un.org) by Thursday before the Commission session:

CND (27 February 2020)

CCPCJ (14 May 2020)

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