



Please note that depending on the development of the COVID-19 pandemic, the side events might have to be conducted virtually or canceled.

Application Period:
CND (11 to 22 January 2021)
CCPCJ (15 to 26 March 2021)
via mail to unodc-sgb@un.org

Guidelines for Side Events 2021

Commission on Narcotic Drugs 64th regular session (12-16 April 2021)
Commission on Crime Prevention and Criminal Justice 30th regular session (17-21 May 2021)

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**. Regarding **exhibitions**, please contact the UNODC Advocacy Section (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. Please note that unlike in previous years (when organizers and co-organizers were listed alphabetically), the organizer will be mentioned first in the side event programme. The time slots for side events are for 50 min each between 8-9 a.m., 9-10 a.m., 1-2 p.m. and 2-3 p.m.

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 https://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.

Deadline for Applications

CND (11 to 22 January 2021)

CCPCJ (15 to 26 March 2021)

Co-Organizers

Organizations wishing to co-organize an event must submit the respective form (available online: https://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) by the following deadlines:

CND (5 March 2021)

CCPCJ (16 April 2021)

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 organized by Member States will be accommodated first followed by all other 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 latest **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

Mode of conduct

Side Events may be organized virtually. If the COVID-19 situation allows, Side Events may also be conducted in person and depending on the technical equipment available in a hybrid format (with in person and virtual component). Kindly indicate the desired mode of conduct (in person, virtual or both) in the side event request form. Information on virtual platforms and the sharing of access links will be communicated closer to the session.

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 requirement

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. This is particularly important as most side events are held back to back, in the same conference room, and any delay in one side event will inevitably cause a delay in the start of the other event.

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-rgb@un.org) by Thursday before the Commission session:

CND (8 April 2021)

CCPCJ (13 May 2021)

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