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 (unodc-advocacysectionexhibitions@un.org).

1. Eligibility

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

Please note that due to the evolving COVID-19 situation, all side events will be conducted online only.

Application Period:
CND (10 to 21 January 2022)
CCPCJ (21 February to 4 March 2022)
via mail to unodc-sgb@un.org
**Only one event per organizer** will be accepted. All organizers must submit their own requests.

Applications from national agencies will not be accepted. All applications should be submitted through the respective Permanent Missions to the United Nations in Vienna.

**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. This is valid not only for the titles of side events, but also for related flyers, event descriptions, summaries and meeting links (in case of online events).

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

Organizers are highly encouraged to apply as soon as the application period starts and well in advance of the deadline, in order to allow for sufficient time to address and resolve any queries/issues that may arise.

Only complete applications received within the deadlines will be considered.

**II. Application Process**

**Application**  

**Only 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 (10 to 21 January 2022)  
CCPCJ (21 February to 4 March 2022)

**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](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 (15 February 2022)  
CCPCJ (12 April 2022)

Applications to co-organize side events submitted by national agencies will not be accepted. Requests for co-organization should also be submitted through the respective Permanent Missions to the United Nations in Vienna.

**Selection of Side Events**  
Efforts will be made to accommodate as many requests as possible that meet the eligibility criteria before the deadline. Events will be accommodated in the 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
The side events will be conducted in an online format only, as the COVID-19 pandemic situation remains volatile. Organizers are solely responsible for the technical organization of the side event, including the online conferencing platform, registration/access of participants and interpretation services (if needed).

All organizers are kindly asked to provide to the Secretariat:
- a link to the event,
- as well as a contact point/contact details for any questions related to the event.

Promotional material
All promotional material, including flyers, to be used in the context of side events may not contain the logo of the CND or CCPCJ and/or inappropriate language.

Please submit the promotional material for clearance in the electronic form to unodc-sgb@un.org by the following deadlines:
CND (7 March 2022)
CCPCJ (9 May 2022)

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