



**Application Period:**  
CND (10 to 21 January 2022)  
CCPCJ (21 February to 4 March 2022)  
via mail to [unodc-sgb@un.org](mailto:unodc-sgb@un.org)

### **Guidelines for Side Events 2022**

Commission on Narcotic Drugs 65<sup>th</sup> regular session (14-18 March 2022)  
Commission on Crime Prevention and Criminal Justice 31<sup>st</sup> regular session (16-20 May 2022)

**Please note that depending on the development of the COVID-19 pandemic, the side events might have to be conducted online only.**

### **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 information on the possibility of holding **exhibitions**, please contact the UNODC Advocacy Section ([unodcadvocacysection@un.org](mailto:unodcadvocacysection@un.org)).

### **I. 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.

**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 8-9 a.m., 9-10 a.m., 1-2 p.m. and 2-3 p.m.

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

A form for requesting a side event is available at [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). The form must be fully completed for a request to be considered.

**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](mailto: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

Depending on the development of the COVID-19 pandemic, the side events might have to be conducted in an online format only. More detailed information on the mode of conduct will be communicated in advance of the regular session of the CND and the CCPCJ.

##### a) If side events are held in person:

Please be aware that 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](http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html).

Organizers are 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 conditions. 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.

##### b) If side events are held online:

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 that can be published on the website of the Commission for any questions related to the event.

The Secretariat will prepare a programme and also publish the online links to the side events on the dedicated webpage.

##### c) Hybrid format

Depending on how the COVID-19 situation evolves and pursuant to the measures in place in the host country at the time of the conduct of the regular sessions of the Commissions, the side events might be held also in a hybrid format, combining online participation with in-person participation.

#### 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](mailto:doris.schachermaier@un.org)).

**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](mailto: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](mailto:unodc-sgb@un.org))**