



# **The Commission on Narcotic Drugs (CND)**

## **A Briefing on the fifty-ninth session (14-22 March, 2016) for NGOs and CSOs**

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IOGT International <b>Sweden</b>	Int. Association for Hospice and Palliative Care <b>United States of America</b>	Int. Council of AIDS Service Organisations <b>Saint Lucia</b>	Int. Harm Reduction Association <b>United Kingdom</b>	Centro Des Estudios Legales Y Sociales <b>Argentina</b>	Zimbabwe Civil Liberties Union <b>Zimbabwe</b>	Maria Idomir <b>Romania</b>

## About the VNGOC

The Vienna NGO Committee on Drugs (VNGOC) is a non-governmental organisation (NGO) registered in Austria. It was founded in 1983 and has worked to provide and develop the link between NGOs and the international drug control bodies based in Vienna <sup>1</sup>. Its objective is to support Non-Governmental Organizations (NGOs) work with the United Nations (UN) system on matters related to drug policy, strategy or practice. It has around 200 members, including large international NGOs with millions of members and specialist NGOs at international, national and local levels providing a wide range of interventions to prevent illicit/harmful drug use and related problems.

The VNGOC has a long history of activity in relation to the UN international drug control system. It has held side events and made statements to the Plenary at every Commission on Narcotic Drugs (CND) annual session for the last 25 years. It has organized four NGO world forums and participated in two General Assembly Special Sessions as well as in a number of UN and intergovernmental conferences. It has developed annual NGO dialogues with the Chairperson of the Commission on Narcotic Drugs, the Executive Director of the United Nations Office on Drugs and Crime (UNODC) and the President of the International Narcotics Control Board (INCB). It also maintains on-going relations throughout the inter-sessional period.

In 2012, during the 55<sup>th</sup> session of CND, it held the first informal Civil Society Hearing (iCSH) ever held in the UN Office in Vienna. A second iCSH was held during the 56<sup>th</sup> session of CND. The use of a civil society hearing is common and accepted process within the UN system, including at the General Assembly. It is seen as one mechanism for NGOs to contribute substantively to the work of the UN within the framework of ECOSOC resolution 1996/31 and the relevant Rules of Procedure. In 2014, immediately before the High Level Segment of the 57<sup>th</sup> session of CND, the third iCSH was held with the participation of high level government representatives and NGOs from around the world. On all occasions the iCSH was co-chaired by the Chair of the VNGOC and the Chair of the Commission. The aim of both iCSHs was to bring forward issues of mutual concern to Member States and civil society and engage in dialogue to identify ways forward to address these concerns. The fourth Civil Society Hearing during the 58<sup>th</sup> session of CND was even part of the official agenda of the session. In 2016, the Hearing will be held by the Civil Society Task Force for UNGASS on 14 March 2016, and focus on Civil Society preparations for the UNGA Special Session in April.

Further information about the role and activities of the VNGOC can be found at its web site, [www.vngoc.org](http://www.vngoc.org). We encourage you to visit our site and provide feedback on our work. NGOs are encouraged to apply for membership and to contribute directly to the further development of NGO engagement with national, regional and international drug control systems. The application form can be found on our web site.

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Wiener Drogen Komitee \ Vienna NGO Committee on Drugs (VNGOC)  
PO Box 14,  
Wagramerstrasse 5  
A – 1400 Vienna  
Austria  
[info@vngoc.org](mailto:info@vngoc.org)  
[www.vngoc.org](http://www.vngoc.org)

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<sup>1</sup> UN Commission on Narcotic Drugs (CND), United Nations Office on Drugs (UNODC) and International Narcotics Control Board (INCB)

## About this Guide

The Guide is arranged in five parts.

*The first part* is about the UNGASS Segment of the fifty-ninth session of the Commission on Narcotic Drugs. In this section you will find information about the organisation of and participation in this segment of the Commission.

*The second part* is about the structure and organisation of the Commission. In this section you will find a short history of the Commission and its place within the United Nations system. This section also describes how the Commission operates and explains some of the terms commonly used.

*The third part* is about how non-governmental organisations can engage with the Commission. In this section the different opportunities are presented including work with Member States before the session opens, contributing to the work of the Commission while it is in session and follow up activity when the Commission has ended. This section also advises on some of the constraints for NGOs and how best you can make yourself heard.

*The fourth part* provides practical information. This covers arriving in Vienna, and information about the facilities and services available to NGOs at the Vienna International Centre. A short check list is included so that you can make sure you have covered all key points.

*The fifth part* provides useful links and contacts. Many of these will already have been mentioned in the text of the document, but for ease of reference they have all been placed in one section with a brief description of the link or contact.

We hope that you find this Guide helpful. If you have any feedback or suggestions for improvement, please send your comments, if possible with specific suggestions, to [dquittan@vngoc.org](mailto:dquittan@vngoc.org).

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# THE UNITED NATIONS GENERAL ASSEMBLY SPECIAL SESSION ON THE WORLD DRUG PROBLEM (UNGASS) – SPECIAL SEGEMENT DURING THE FIFTY-NINTH SESSION OF THE COMMISSION ON NARCOTIC DRUGS

## What is the UNGASS Special Segment?

The United Nations General Assembly decided to hold, in 2016, a special session on the world drug problem to review the progress made in the implementation of the Political Declaration and Plan of Action on International Cooperation towards an Integrated and Balanced Strategy to Counter the World Drug Problem, including an assessment of the achievements and challenges in countering the world drug problem, within the framework of the three international drug control conventions and other relevant United Nations instruments.

It was decided that the Commission on Narcotic Drugs is the main preparatory body for the special session and will include special segments on UNGASS preparations in its 58<sup>th</sup> and 59<sup>th</sup> sessions.

Since fall 2014, CND is consulting with relevant stakeholders, among them Member States, UN and other international agencies, and civil society. A special website was launched ([www.ungass2016.org](http://www.ungass2016.org)) where all relevant information for UNGASS and the preparations are published. All non-governmental organizations, regardless of their consultative status with ECOCOC, have been invited to send written contributions to the Secretariat. The website is a valuable resource of information about the preparations for 2016.<sup>1</sup>

## Who are the Members?

The Members of the UNGASS Segment are the same as the Members of the Commission on Narcotic Drugs. The difference is that where national delegations to the CND are usually led by Permanent Representative to the UN Bodies in Vienna or by a government official with responsibility for drug policy, or some aspect of it, the Head of Delegation for the UNGASS Segment might be a Government Minister or similar. As for CND, UN Member States who are not members of the Commission attend as Observers and are afforded the same rights and courtesies as States which are members of CND.

## Who are the Officers?

The CND agreed in its decision 57/2 to establish a “Board tasked by the Commission with preparations for the special session” It has a Chair (Ambassador Shamaa of Egypt) and four Vice-Chairs (Portugal, Hungary, Colombia, Iran/Afghanistan) based on the bureau of the 57<sup>th</sup> CND. The board will be the main body to lead preparation for UNGASS, in cooperation with the bureaux of the 58<sup>th</sup> and 59<sup>th</sup> CND.

## How does the UNGASS Segment Operate ?

### *The Plenary Session*

The General Debate is seen as an opportunity for Member States, UN bodies, Intergovernmental Organisations and NGOs to present their views on the UNGASS and its preparations. It will consider the draft provisional agenda of the UNGASS session including preparations for the interactive multi-stakeholder roundtables. The detailed agenda is available at: <http://www.un.org/Docs/journal/asp/ws.asp?m=E/CN.7/2016/1>

There will be introductory statements from the Executive Director of UNODC and the President of INCB. This will be followed by statements from the Regional Groups of Member States, individual Member States, International Organisations and Civil Society. Following ECOSOC Rules of Procedure, NGOs will only be called to speak after all the Member States listed to speak have made their statement. To register your intent to deliver a statement, please inform the conference officers next to the podium. You will need to share a copy of your statement with them for interpretation.

<sup>1</sup> E/CN.7/2015/INF/1

## Participation of NGOs in the UNGASS Special Segment

Participation in the UNGASS Special Segment is open to all NGO representatives registered for the regular session of CND.

### *Civil Society Task Force Briefing*

On 14 March – the first day of the session the Civil Society Task Force, will host a Briefing to Member States. It will be held from 1.30 – 3 p.m. in BR-A. Make sure to check [www.cstfondrugs.org](http://www.cstfondrugs.org) for the latest agenda of the briefing.

### *The Civil Society Task Force*

Building on the success of the Beyond 2008 initiative and after reviewing best practices of civil society involvement in other recent high-level United Nations General Assembly meetings, the Vienna NGO Committee on Drugs (VNGOC) and the New York NGO Committee on Drugs (NYNGOC) collaborated on setting up the Civil Society Task Force (CSTF).

After a meeting with Mr. Jan Eliasson, Deputy Secretary-General of the United Nations, on the margins of the 57<sup>th</sup> session of the Commission on Narcotic Drugs High-level Review in March 2014 and extensive consultations within the NGO community working on drug related issues, a proposal outlining the terms of the CSTF was drafted and then finalised in November 2014:

#### Mission

To serve as the official liaison between the United Nations and civil society in the preparatory process of and at the United Nations General Assembly Special Session (UNGASS) on the world drug problem in 2016.

#### Objective

To ensure a comprehensive, structured, meaningful and balanced participation of civil society during this process.

#### Structure

27 members, 18 regional representative, i.e. 2 per region (listed below) and 9 representatives of affected populations/thematic areas.

Regions represented: Australia, New Zealand and the Pacific; Eastern Europe and Central Asia; Latin America and the Caribbean; Northern Africa and the Middle East and Central Asia; North America; South Asia; South-East and East Asia; Sub-Saharan Africa and Western Europe.

To allow for efficient steering of the CSTF and in order to undertake its task more effectively, the CSTF is chaired by a Steering Group, consisting of 1 Chair, 2 Vice-Chairs and 1 Secretary. The nomination of the Chair and one Vice-Chair lie with the VNGOC, while one Vice-Chair and the Secretary are nominated by the NYNGOC.

#### Activities

Working closely with the UNODC Civil Society Team, the CSTF (i) identifies speakers and participants for all relevant UNGASS 2016 preparatory events; (ii) leads regional consultations; (iii) hosted a fourth VNGOC Civil Society Hearing during the 58<sup>th</sup> session CND (iv) hosted Civil Society Hearings during the High Level Thematic Debate on Drugs and the 3<sup>rd</sup> Committee and (iv) co-hosted with the President of the General Assembly an Informal Interactive Stakeholder Consultation, whose conclusions are an officially recognized document of the UNGASS preparatory process.

For more information on activities and outputs of the CSTF, please visit [www.cstfondrugs.org](http://www.cstfondrugs.org)

### **Composition of the Civil Society Task Force on Drugs**

#### **Steering Group**

Chair, Steering Group	Vienna NGO Committee	Esbjörn Hörnberg
Vice-Chair, Steering Group	New York NGO Committee	Heather Haase
Vice-Chair, Steering Group	Vienna NGO Committee	Elisa Rubini
Secretary, Steering Group	New York NGO Committee	Diederik Lohman

No.	Category	Organisation	Representative
1	Affected Population:Farmers	Transnational Institute	Pien Metaal
2	Affected Populations: Palliative Care/Essential Medicines	International Association for Hospice and Palliative Care	Katherine Pettus
3	Affected Populations: Recovered Users	Celebrate Recovery, NGO Proslavi Oporavak, Recovered Users Network (RUN)	Boro Goic
4	Affected populations: Families	Organization of the Families of Asia and the Pacific (OFAP)	Nuno Jorge
5	Affected Populations: Users	International Network of People Who Use Drugs (INPUD)	Holly Bradford
6	Affected Populations: Youth	Active, Friendship and Peace	Vasilka Lalevska
7	Prevention, global voice	World Federation Against Drugs	Linda Nilsson
8	Harm reduction, global voice	Harm Reduction International	Rick Lines
9	Criminal Justice, global voice	Penal Reform International	Andrea Huber
10	Australia, New Zealand and the Pacific	New Zealand Drug Foundation - Te Tuapapa Tarukino o Aotearoa	Ross Bell
11	Australia, New Zealand and the Pacific	Australian National Council on Drugs	Margaret Hamilton
12	Central- and North America	Centros Integracion Juvenil	Carmen Fernandez Cáceres
13	Central- and North America	Canadian Drug Policy Coalition	Don McPherson
14	Eastern Europe and Central Asia	Eurasian Harm Reduction Network	Dasha Ocheret
15	Eastern Europe and Central Asia	Turkish Green Crescent	Ahmet Zeki Olas
16	Latin America and the Caribbean	Red Iberoamericana de Organizaciones no Gubernamentales que Trabajan en Drogodependencias	Margarita María Sánchez Villegas
17	Latin America and the Caribbean	Intercambios Asociación Civil	Pablo Cymerman
18	Northern Africa and the Middle East/ Central Asia	Rebirth Society/Asian DDR NGOs Association	Abbas Deilamizade
19	Northern Africa and the Middle East/ Central Asia	Skoun- Lebanese Addictions Center	Ms. Sandy Mteirik
20	South Asia	India HIV/AIDS Alliance	Simon Beddoe
21	South Asia	Alcohol and Drug Information Centre Sri Lanka	Pubudu Sumanasekera
22	South-East and East Asia	Center for Supporting Community Development Initiatives (SCDI)	Khuat Thi Hai Oanh
23	South-East and East Asia/ Affected Populations: Alternative Development	Mae Fah Luang Foundation/Doi Tung Development Project	M.L. Dispanadda Diskul Duke
24	Sub Saharan Africa	PILS (Prevention Information et Lutte Contre le Sida)/CUT (Collectif Urgence Toxida)	Nathalie Rose
25	Sub Saharan Africa	People Against Drug Dependence & Ignorance (Paddi) Foundation	Eze Eluchie
26	Western Europe	International Drug Policy Consortium (IDPC)	Ann Fordham
27	Western Europe	Europe Against Drugs (EURAD)	Fay Watson

## THE STRUCTURE AND ORGANISATION OF THE COMMISSION ON NARCOTIC DRUGS

### What is the CND?

The Commission on Narcotic Drugs was established in 1946 as a functional Commission of the UN Economic and Social Council (ECOSOC). Functional Commissions are provided for under the UN Charter to carry out specific responsibilities assigned to ECOSOC. In addition to CND, there are eight other functional Commissions<sup>1</sup>.

As a functional Commission the CND assists ECOSOC in supervising the application of international conventions and agreements dealing with narcotic drugs. It is the principal policy-making body within the UN system on drug control issues. It is also the governing body<sup>2</sup> of the UNODC Drug Programme and approves the UNODC budget<sup>3</sup>.

The CND reports to ECOSOC and advises on all aspects of the control of narcotic drugs, psychotropic substances and their precursors. Under the Single Convention (1961) and the Psychotropic Drugs Convention (1971), on the basis of advice from the World Health Organisation (WHO), the CND can add drugs to or remove them from international control under the conventions, or can change the schedule(s) under which they are listed. Under the Illicit Trafficking Convention (1988), on the advice of the International Narcotics Control Board (INCB), the CND can bring under international control chemicals frequently used in the manufacture of illicit drugs.

### Who are the Members?

There are 53 members of the CND, elected by ECOSOC for 4 years from among UN member states. The allocation of seats is based on regions:

11 from African States, 11 from Asian States, 10 from Latin American and Caribbean States, 6 from Eastern European States, 14 from Western European and other States. The final seat alternates between the Asian and the Latin American and Caribbean States every 4 years. The members for 2016 can be found at:

[http://www.unodc.org/documents/commissions/CND/Membership/01\\_CND\\_membership\\_2016\\_8\\_February.pdf](http://www.unodc.org/documents/commissions/CND/Membership/01_CND_membership_2016_8_February.pdf)

### Who are the Officers?

The Officers of the Commission are the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson and the Rapporteur. The Chairperson normally chairs the Plenary<sup>4</sup> sessions of the Commission and the First Vice-Chairperson normally chairs meetings of the Committee of the Whole<sup>5</sup>. The Rapporteur prepares the report which is submitted to ECOSOC. Collectively the Officers are referred to as the *Bureau* of CND. At the end of each session, the CND elects its Bureau for the next session. The Bureau plays an active role in the preparation of the regular and the inter-sessional meetings of the Commission.

The Officers are nominated by the regional groups (Africa, Asia, Eastern Europe, Western Europe and other States, Latin America and the Caribbean) and each region takes it in turn to hold one of the posts. To assist the Chairperson, a group consisting of the Chairs of the 5 regional groups, the Chair of the Group of 77 and China and the representative of the country holding the Presidency of the European Union, together with the Bureau, form the *Extended Bureau*.

For the 59<sup>th</sup> session of the Commission, the officers are:

**Chairperson:** H.E. Ambassador Vladimir Galuska (Czech Republic) (Group of Eastern European States)

**First Vice-Chairperson:** H.E. Ambassador Bente Angell-Hansen (Norway) (Group of Western European and other States)

**Second Vice-Chairperson:** H.E. Ambassador Evandro De Sampaio Didonet (Brazil) (Latin American and Caribbean States)

**Third Vice-Chairperson:** H.E. Ambassador Abel Adelakun Ayoko (Nigeria) (Group of African States)

**Rapporteur:** Yongil Lee (Republic of Korea) (Group of Asia and the Pacific States)

<sup>1</sup> Commission on Crime Prevention and Criminal Justice, Commission on Population and Development, Commission on Science and Technology for Development, Commission for Social Development, Commission on the Status of Women, Commission on Sustainable Development, Statistical Commission, United Nations Forum on Forests

<sup>2</sup> The CND acting as Governing Body decides on the policies to be followed by UNODC in the area of drugs and approves its budget for this work

<sup>3</sup> The drug trust fund of UNODC, also known as the United Nations Drug Control Programme (UNDCP) is used for the part of UNODC concerned with drug control. UNODC also has a separate crime trust fund, for its mandates on crime prevention and criminal justice, anti-corruption, transnational organised crime, human trafficking, money laundering and some aspects of terrorism prevention.

<sup>4</sup> The part of the CND where all members and observers are in attendance

<sup>5</sup> Meets to negotiate draft resolutions. The Committee may also be an opportunity for delegations to discuss technical issues in greater depth. Member States can call for informal drafting committees to seek basic consensus on specific resolutions before such reworked drafts are tabled at the Committee of the Whole, and may decide that NGO representatives will not be permitted to attend those informal discussions

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## How does the CND Operate?

### *Frequency of meetings*

The Commission meets annually, usually in March, for 5 days. It also reconvenes at the end of the year to deal with administrative and budgetary issues. The dates listed for 2016 are the UNGASS Segment from 14-16 March, the regular session from 17 – 22 March and the reconvened session in December. Usually the March meeting has larger delegations with representatives attending from relevant national ministries while the reconvened session has smaller delegations usually drawn from national missions in Vienna. The reconvened session consists of a joint session with the reconvened session of the Commission on Crime Prevention and Criminal Justice, as most of the administrative and budgetary issues are common to both Commissions, and a session to deal with CND exclusive matters.

### *The formal structure*

The formal rules for the organisation and functioning of the Commission are the Rules of Procedure for Functional Commissions of the Economic and Social Council (<http://www.unodc.org/documents/commissions/E-83-1-10.pdf>). The involvement of NGOs in Consultative Status with ECOSOC is based on Resolution 1996/31 of ECOSOC (<http://csonet.org/content/documents/199631.pdf>).

The work of the CND is divided into two parts:

- *a Normative Segment* where it considers proposals to make changes to the drug control regime under the Conventions (add, move or change the schedule of substances), considers the reports from INCB and a number of thematic reports from UNDCP and deals with any emerging drug control issues. Under this segment it also fulfils any other mandates received from the General Assembly or ECOSOC. The most important additional mandate is to monitor the outcome of the 1998 Special Session of the General Assembly on countering the world drug problem, as well as the renewed commitments enshrined in the 2009 Political Declaration and Plan of Action. Under this segment it also holds 'Round Tables' where it explores in greater detail topics selected for discussion by Regional Groups;
- *an Operative Segment* where it functions as the governing body of the UNODC Drug Programme, providing policy directives and guidance, reviewing ways to improve the working of the drug control machinery and considering administrative and budget issues.

To allow the Commission to complete its agenda the regular March meeting has a *Plenary* session and a parallel *Committee of the Whole*. In the Plenary there is debate on implementation of the drug control treaties, demand reduction and supply reduction, the round tables are held and there is discussion on policy directives to the UNODC Drug Programme and on strengthening the drug control mechanism. The Committee of the Whole holds preliminary discussion on some agenda items before they are transferred to the Plenary. Its main activity is to negotiate draft resolutions for adoption by the Commission.

The provisional agenda with annotation can be accessed at:  
[https://www.unodc.org/unodc/en/commissions/CND/session/59\\_Session\\_2016/CND-59-Session\\_Index.html](https://www.unodc.org/unodc/en/commissions/CND/session/59_Session_2016/CND-59-Session_Index.html)

### *Draft Decisions and Resolutions*

Draft decisions and resolutions are proposals submitted by one or more member of the Commissions, or by a member state representing a Group (e.g. EU, GRULAC etc.) for consideration by the Committee of the Whole and adoption by the Commission.

- Draft decisions are commonly used to recommend adoption by the Economic and Social Council (ECOSOC) of the report from the current session of CND and the Annual Report of INCB and to request approval of the draft agenda for the next session of CND.
- Draft resolutions are commonly used to draw attention to a specific issue or area of concern and, based on the mandate of CND and UNODC, to call for action to respond to the identified problem by Member States, UNODC or other international organisations. It is not unusual for draft resolutions to call for civil society, including NGOs, to be involved.

### Who can put forward resolutions to the CND?

Only UN member states can put forward resolutions for adoption by the Commission. There is usually considerable negotiation over the wording whilst the Commission is meeting. But see the next session for advice on how you can contribute to the drafting and negotiation of resolutions.

### When are draft resolutions available to look at?

Draft resolutions should be posted on the CND documents web as soon as possible (see below) so all the draft resolutions can be downloaded in advance. The Friday before the opening of the Commission is reserved for informal consultations between Member States where supporters are sought, problem areas are identified and further negotiations take place. Revised draft resolutions continue to appear during the week and can be obtained from the document distribution counter. [A list of draft](#)

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resolutions is maintained in the NGO lounge for information.

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#### How are decisions made at the CND?

Traditionally the member states attending CND make decisions and adopt resolutions by consensus. In practice no distinction is made between the states which are members and those which are observers. The exception is for the scheduling of substances under the Conventions, under the 1961 Convention, where a simple majority is needed and an affirmative vote of 35 members of CND, present and voting, is mandatory.

#### *Other working arrangements used when the Commission is meeting*

##### Regional Group meetings

Regional groups of countries usually hold meetings during sessions of the CND in an effort to agree common positions on issues before the Commission. *These are closed meetings only open to Member State representatives from the relevant region*

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##### Informal drafting committees

Informal committees are often formed to work on draft resolutions to reduce the time required for detailed discussion in the Committee of the Whole. *NGO representatives normally cannot attend these informal discussions but see the next section for advice on how you might contribute.*

#### *Working arrangements between formal sessions of the Commission*

##### Inter-sessional meetings

These are used to finalize the provisional agenda of the CND; to address organizational and substantive matters; and to provide continuous and effective policy guidance to the Programme. *These meetings are usually attended by the Vienna representatives of member states and are open to NGO representatives.*

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##### Regular informal joint meetings of donor and recipient countries

These focus on planning and formulation of the operational activities of the Programme, including projects. *These are closed meetings.*

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##### Open-ended working groups

These are formed to act on particular topics under the guidance of the Extended Bureau and usually based on a resolution of the Commission. *These are usually closed meetings designed to produce reports and recommendations for consideration by CND*

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##### Sub-commission on Illicit Drug Traffic and Related Matters in the Near and Middle East

Meets annually to coordinate regional activities directed against illicit drug traffic and to formulate recommendations to the CND. *This is a closed meeting for representatives of relevant member states.*

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##### Meeting of Heads of National Drug Law Enforcement Agencies

There are four regionally based meeting for Asia and the Pacific, Africa, Latin America and the Caribbean and for Europe. Their role is to coordinate activities directed against illicit drug traffic within the respective region. *These are closed meetings for representatives of the relevant member states.*

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## HOW NON-GOVERNMENTAL ORGANISATIONS CAN ENGAGE WITH THE COMMISSION

### The Role of the VNGOC

The Vienna NGO Committee on Drugs was established to help NGOs in their engagement with the international drug control organisations based in Vienna. As well as producing this Guide, it prepares an Agenda for the CND annotated for NGOs and containing information about the CND meeting, side events on a wide range of topics and social events open to attendance by NGOs.

A welcome table will be situated just inside M Building to provide assistance and help people find their way around the VIC. On the first floor of M Building there will be two tables where NGOs can display and distribute their publications. In the NGO lounge (see below), NGOs can meet, work and prepare for their participation in the CND. There will be an initial briefing and coordination meeting at 9 am on Monday, 14 March, please check the information screens for the location. Additionally, there will be informal NGO Dialogues with the Chair of CND, the President of INCB and the Executive Director of UNODC.

*To facilitate NGO contributions, please let us know:*

- who will be attending on behalf of your organisation – name and e-mail address
- what side events you are organising – title, date, location
- if your organisation wants to make a statement and on which agenda item

by sending the relevant information to [info@vngoc.org](mailto:info@vngoc.org).

### Which NGOs may attend as observers at CND?

Attendance at the CND as an observer is open to:

- NGOs with general or special consultative status with ECOSOC
- NGOs on the ECOSOC Roster where the meeting is on a topic within their field of competence

These attendance arrangements are established by ECOSOC Resolution 1996/31. In that Resolution, other modalities for participation can be used. To date no additional modalities have been adopted by the Commission.

Each year, usually in late January, the Secretariat to the Governing Bodies (SGB) sends invitation letters to the NGOs with ECOSOC status (general, special or roster) that participated in the CND the year before. Attending CND is not conditional on receiving this letter, but receiving the invitation is not a guarantee that you will be registered for CND. Any NGO with a *valid* ECOSOC status can send a delegation. All they need to do is to provide the name, address and e-mail address of their representatives in a letter signed by the head of their organisation and on the official letterhead of the organisation. This should be sent to the Secretariat of the Commission ([sgb@unodc.org](mailto:sgb@unodc.org) or fax to +43 1 26060 5885). Each NGO with ECOSOC status may nominate up to five representatives in addition to the President/Chairperson and Chief Executive Officer.

### My Organisation does not have consultative status, can we still attend?

Your organisation can only attend if an NGO with ECOSOC status (general, special or roster) nominates someone from your organisation to be one of their representatives at the Commission. You can always ask an NGO you know which has consultative status to nominate you. A list of NGOs with consultative status can be found at

<http://csonet.org/content/documents/e2013inf6.pdf>. You can also search the NGO data base by region, country and consultative status. Go to <http://esango.un.org/civilsociety/displayAdvancedSearch.do?method=search&sessionCheck=false> to carry out an advanced search. You may find an organisation in your country which you know and which will nominate you as their representative or you can contact organisations which seem relevant and discuss with them the possibility of you being nominated as their representative.

### What opportunities are there for NGOs to contribute to the work of CND?

NGOs are important contributors to local, national and international efforts to reduce drug related problems. In the resolutions adopted by NGOs at Beyond 2008 we called upon Member States “to support NGOs and seek their contributions on a more systematic basis by including them in matters related to the work of CND when appropriate”. It may be difficult for NGOs to attend the Commission for a variety of reasons, but they can raise their concerns with relevant policy makers and contribute their experience and expertise as national delegations prepare for the Commission. They can also seek feedback from the Commission and work with policy makers to implement relevant [resolutions adopted by the Commission](#), as well as the [Political Declaration and Plan of Action](#) adopted in 2009 (see “Useful Links” section below).

### Before the Commission meets:

It is valuable to know what Ministries are represented on the delegation of your country and the names and positions of the delegates. Normally the list of participants of last years session can be found on the [UNODC web site](#).

National delegations are listed in two parts, the first section is delegations from members of the Commission, the second section is a list of delegates from UN Member States sending observers.

You may like to meet members of the delegation from your country in advance of the meeting of CND. It is important that you have the agenda and draft resolutions downloaded in advance so that you can contribute constructively and offer suggestions for

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improvement based on your experience. If you are meeting your country's delegation in advance, you will be more effective if you represent a significant number of NGOs. Building partnerships in advance is valuable. At a minimum NGOs should ask for a meeting with the national delegation before CND to receive a briefing on the positions being taken by their government and to provide NGO input to relevant topics on the agenda.

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#### Where can the documents for CND be found?

All the documents for the Commission, including draft resolutions added as they are received, can be found on the web site of UNODC at [https://www.unodc.org/unodc/en/commissions/CND/session/59\\_Session\\_2016/CND-59-Session\\_Index.html](https://www.unodc.org/unodc/en/commissions/CND/session/59_Session_2016/CND-59-Session_Index.html) These should be downloaded and printed to be brought with you. A daily Journal in English and French, the list of participants and any new draft resolutions and revised draft resolutions can be collected from the main documents distribution counter on the 1<sup>st</sup> floor of the M Building.

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#### Be a member of your delegation to the CND

An increasing number of countries now include an NGO on their delegation. We encourage NGOs to approach their government and request that an NGO be included on the national delegation.

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#### Propose a resolution through a Member State

There is no reason why an NGO should not seek to have a Member State put forward a resolution which the NGO has drafted, but it is important to start discussions with the member state well in advance of the CND meeting. It is also worth remembering that draft resolutions often get substantially changed during negotiations, or even dropped completely, as states bargain with each other. NGOs can also lobby national delegations to add, amend or delete wording from draft resolutions.

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#### *When the Commission meets*

It is important to remember that the Commission on Narcotic Drugs is a governmental body and not all governments welcome the involvement of NGOs. Even governments who are supportive of NGO involvement can become irritated with NGOs if they do not recognise that negotiations require compromise to make any progress and that longer term diplomacy is also important. That said, there are many opportunities for NGOs to work with the Commission and to make a positive contribution to its work.

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#### Provide expert advice and assistance to Member States as they negotiate draft resolutions

From Thursday onwards the Committee of the Whole (CoW) meets to discuss and negotiate amendments to the draft resolutions. On some (but not all) draft resolutions, regional groups such as the EU or GRULAC may agree a joint position or national delegations may agree less ideal wording in one resolution to get better wording in another resolution. National delegations may also receive specific instructions from their Government, limiting the room they have for negotiating or agreeing compromise language. It is important for NGOs to understand the constraints on delegations and that negotiations take place within a wider diplomatic context than the CND alone. That said, NGOs can make a valuable contribution.

NGOs can offer alternative wording to the draft text as well as information and experience in support of draft resolutions or of specific amendments. Their knowledge and expertise can assist delegations as they negotiate but will be only one of the factors affecting these discussions. If the exact wording you wanted is not achieved, it is worth noting the progress which has been made in recent years, with an increasing number of resolutions concerned with demand reduction and alternative development.

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#### Make a written statement

Organizations in general consultative status with ECOSOC may submit a statement not exceeding 2,000 words. It must be in one of the official languages and be prepared in time for consultation with the Secretariat and consideration must be given to any comments made by the Secretariat before the final version is submitted. The final version of the statement should be submitted at least ten days before the Commission to ensure that it can be made available on the website of the Commission before the beginning of the session. Hard copies will be distributed on the first day of the session. If a statement is more than 2,000 words the organization has to provide a summary to be circulated or to provide the full text in all the working languages in sufficient copies for distribution. For organizations in special consultative status with ECOSOC, the same rules apply but the statement cannot be more than 1,500 words. Organizations on the Roster may be invited by the Secretariat and the Chairman of the CND to submit statements not longer than 1,500 words. Statements can be submitted through the Secretariat of the Governing Bodies at the email address [sgb@unodc.org](mailto:sgb@unodc.org) or fax to +43 1 26060 5885. Statements are distributed in the original submitted language. If statements are submitted in more than one language, the translations must not differ in content from the original and must be of good quality. Poor translations cannot be accepted for distribution.

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#### Make an oral statement

NGOs in general or special consultative status may make an oral statement during the Plenary. NGOs on the Roster may put a request to the Secretariat to make an oral statement. NGOs wishing to speak in the Plenary should ask the conference officer<sup>1</sup> to add the name of their organisation to the list of speakers for a particular agenda item. NGO speakers are called after the list of member state and intergovernmental organisation speakers has been exhausted and there is no guarantee that they will be called

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<sup>1</sup> The conference officer sits at the front of the Plenary room immediately to the left of the podium (where the Chairperson and Rapporteur are sitting) as you look at it from the body of the hall

because of the time constraints during the session. It is the responsibility of the NGO to follow-up with the speaker's list and make sure they are available at the right time. If an NGO is planning to make an oral statement on a specific agenda item it is useful to mark this on the list in the NGO lounge so that joint statements can be made if possible or a good representation of NGO contributions can be called. A written copy of the statement should be provided in advance so that the translators have the text before them. It is also a good idea to have copies of the statement available so that they can be left on the distribution tables.

As a general guide, statements should be:

- short, lasting no more than 2 or 3 minutes
- linked to a specific agenda item
- offer information drawn from the organisation's experience
- identify specific areas of concern and how these might be addressed
- avoid focussing any adverse comments on a single Member State, drawing examples – positive and negative – from different countries
- keep to the text which you have submitted to the translators through the Secretariat
- be diplomatic in your language without compromising the message you want to deliver

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### Hold a side event

Side events are meetings, presentations or panel discussions on topics relevant to the work of CND but outside the formal agenda of the Commission. They may be organised by member states, intergovernmental or non-governmental organisations. The event can be held in one of the conference or meeting rooms of the United Nations, in the restaurant of the Vienna International Centre or in one of the nearby hotels.

The Secretariat of the UNODC Governing Bodies has produced guidelines for side events. This is intended to avoid time clashes with formal meetings of the CND and to avoid side events overlapping. Facilities for side events will only be available between 9 and 10 am and 1 and 3 pm when the CND is meeting and each year there is a deadline for submitting a side event request. For 2016 the deadline was 22 January 2016. To get the best from your side event the following is suggested:

- make sure you plan a joint event, preferably with Member States, a UN body and other NGOs as co-sponsors.
- consider having a shorter meeting of 1 hour so that several different events can be held
- liaise with the VNGOC so that we can put different organisations in touch with each other and try to ensure as many collaborative side events as possible
- try to make a clear link with the agenda of the Commission so your event can feed in directly to its work.
- work with the Civil Affairs Team of UNODC ([ngo.unit@unodc.org](mailto:ngo.unit@unodc.org)) to plan and promote your side event.

For events in the VIC Restaurant or nearby hotels, direct contact with the restaurant or the hotels should be made. The email of the VIC Catering Service Office is [catering@unido.org](mailto:catering@unido.org).

Side events being held in conference or meeting rooms are usually listed in the daily Journal and on the TV monitors in the public areas. Other side events are not normally listed. You will need to provide your own publicity material and make this available to delegates.

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### Provide publications

There is limited space available for document distribution but tables are normally provided for member states, intergovernmental and non-governmental organisations to place documents outside the conference room where the Commission is meeting. There is no exhibition space available for the display of posters and photographs.

The VNGOC has three tables for NGOs attending the CND to display their publications. *Please let us know if you want to display materials so that we can manage the space efficiently. You should also note that publications and publicity material cannot be distributed to Member States in the rooms used by the Commission for the Plenary sessions and the meetings of the Committee of the Whole.*

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### Build relations with national delegations

The Commission meeting may be one of the few occasions when representatives from national ministries have the opportunity to meet colleagues from outside their country or region. There is an opportunity for NGOs to build relations not only with diplomats working at the national mission based in Vienna, but also with those developing and implementing policy and practice at the national level. Meeting over coffee, lunch or at a side event or reception allows informal discussion and the chance to provide relevant information and assistance. It can also provide the basis for future collaboration and partnership between NGOs and Member States.

### *After the Commission ends:*

As the annual focus for the development of international drug policy within the framework of the United Nations, the session of the Commission is important. However, it is essential to maintain contact and dialogue between the annual sessions of CND. The independent evaluation of Beyond 2008 recommended that a mechanism should be established to “track the progress made in implementing the UNGASS 1998 and CND 2009 commitments, and progress on Beyond 2008 Declaration, on the part of Member States and NGOs”. This equally applies to reviewing and implementing relevant draft resolutions adopted by the CND. All NGOs, whether or not you were able to attend the Commission, can work with your national and local government to implement the 2009 Political Declaration and Plan of Action and relevant draft resolutions adopted by the Commission.

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### What you can do

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- Download and read the Political Declaration, Plan of Action and the resolutions adopted by the Commission
  - Identify the policies and actions which are relevant to your work and to which you can contribute your experience
  - Build alliances with other NGOs including, for example, those concerned with health, young people, education, social development, crime prevention and community safety, as well as with those concerned directly with drug problems.
  - Develop a common platform of actions which you want to take forward to reduce illicit/harmful drug use.
  - Try to establish regular contact with relevant officials at national and/or local government level to review progress in tackling drug problems and identify areas requiring further attention
  - Build links with elected representatives to review results and advocate for appropriate resource allocation.

These are just some ways in which NGOs can contribute to the work of the Commission. Different or additional actions might be required in different settings. What is valuable is that NGOs push for and contribute to the development and implementation of policies and programmes which reflect the promises and commitments made by Member States in 1998, 2009 and through the resolutions they have adopted since then.

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## PRACTICAL INFORMATION

### ***Getting to the Vienna International Centre (VIC)***

The easiest way to get to the VIC is by the U-bahn, the underground train system of Vienna. From the city centre take the line U1 to Kaisermühlen / Vienna International Centre and leave by the exit for the VIC. You will need to go through the visitor's entrance and a security check to get into the VIC. Once inside the VIC go to Entrance A and follow the signs to M building.

A direct bus shuttle bus links the VIC and the Vienna Airport. Buses to the airport leave outside of Gate 1 of VIC every hour between 7.10 a.m and 7.10 p.m. Buses to the VIC leave the airport from 6.10 a.m. to 8.10 p.m. It takes around 45 minutes.

### ***Collecting your pass***

If you provided an e-mail address and up-loaded your photograph in advance, you will be able to collect your pass at Gate One. If you did not provide an e-mail address or up-load a photograph you will need to register at the pass office, which is on the right hand side after you enter Gate One and is open from 08.00 to 16.00. You will need to have your passport and confirmation of your participation with you to collect your pass. You must have a conference pass for the CND to attend the Commission and need to wear your pass at all times when in the VIC. It is possible to collect the passes already on Friday 11 March 2016, from 10a.m. to 4 p.m.. Be prepared to queue if you collect your pass on Monday 14 March.

### ***Bringing in documents for distribution***

Leaflets, booklets, books and posters for distribution can normally be brought in to the VIC. If possible bulky items should be sent in advance and advice on this can be obtained from the Civil Affairs Section of UNODC ([ngo.unit@unodc.org](mailto:ngo.unit@unodc.org)). It is also good practice to clear the arrangements for bringing in bulky items with the UN Security and Safety Service. To contact the Service you should write to the Chief of the United Nations Security and Safety Service, room FOE08, United Nations Office at Vienna, P.O. Box 500, A-1400 Vienna, Austria, email: [VICSecurityChiefOffice@unvienna.org](mailto:VICSecurityChiefOffice@unvienna.org). Telephone +43 1 26060 ext. 3901, Fax +43 1 263 20 82. **Please note:** Banners, display units and posters for display cannot be brought in or used without formal approval in advance from the CND Secretariat and on the advice of the Bureau of CND.

### ***Languages and Official Documents***

The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meetings will be made available in the agreed official languages. In the plenary sessions of the Commission simultaneous translation between the official languages will be provided.

As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the session

### ***NGO Lounge***

There is an NGO lounge at room MOE027 in the M Building. This is equipped with a PC, Internet connection, Wi-Fi and a projector for PowerPoint presentations. The lounge is a place where NGOs can work, meet each other or relax. As it is intended as a general space for all NGOs attending CND, it cannot be used for private meetings.

On Monday, 14 February at 9 a.m. a NGO briefing will be held. Please check the monitors for the location of the meeting room. This is where information about the weeks events can be shared and NGO activities coordinated. Copies of the daily Journal will be available to take away and all the documents of the CND will be available for reference. There will also be a listing of side events for the day and of NGOs intending to make oral statement during particular agenda items.

### ***Internet access***

Apart from the NGO lounge there are several locations in the VIC equipped with computers with internet access. Many parts of the VIC also have Wi-Fi allowing internet access from your laptop. Your user name and password for the VICGUEST server is shown on your pass for the Commission.

### ***VIC Online Services***

When in the VIC, have a look at <http://myconference.unov.org/> for information on the conference, the agenda and other useful material.

### ***Copying or printing documents***

It is expected that the computer in the NGO lounge will have a printer. You will, however, have to provide your own paper. There are pay per copy photocopiers available but for any large scale printing it would be better to use a print shop in Vienna.

### ***Cafeteria and Restaurant***

Café bars selling coffee, tea, soft drinks and light refreshments (sandwiches, cakes, etc) are available in M Building. A cafeteria and restaurant serving hot food is also available, accessed through C Building. The cafeteria is self-service and has a wide choice of food at reasonable prices. The restaurant is table service, is more expensive and it is wise to book a table for lunch. The phone number for making a reservation is +43 (01) 260 60 extension 4877.

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**Library Service**

Conference participants are welcome to use the United Nations Library services and facilities on the fourth floor of the E building (room number E0482). The Library is open from 9 a.m. to 5 p.m., Monday to Friday.

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**Bank**

Banking service is available at the branch of Bank Austria, located on the first floor of the C building. Opening hours are from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.

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**Post Office**

Postal services are available at the post office located on the first floor of the C building. Faxes can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.

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**Medical Services**

Medical attention is available from the clinic operated by the Joint Medical Service, located on the seventh floor of the F building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. For medical emergency assistance at other times, please contact staff in the Security Duty Room (room FOE21, extension 3903).

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**Lost and Found**

Inquiries for any items that are reported lost within the Vienna International Centre (VIC) premises should be made at the UNSSS Security Operations Centre, Room FOE18 (opposite the VIC Cafeteria). Telephone extensions 3903 or 3904.

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**YOUR CHECKLIST**

Try to arrange a meeting with your national delegation before CND to discuss the agenda and draft resolutions

Apply for your visa well ahead of your travel dates

Make sure an ECOSOC NGO registers you as a delegate

Make sure you have an e-mail from the Secretariat confirming your registration

Upload your photograph to the website if requested

Book your flight and accommodation as soon as possible, both can get busy because of UN meetings

Let the VNGOC know you will be attending ([info@vngoc.org](mailto:info@vngoc.org)) so we can keep you informed of developments

Let the VNGOC know if you will be holding a side event so we can publicise it ([info@vngoc.org](mailto:info@vngoc.org))

Advise the VIC Security in advance if you are bringing in publications ([VICSecurityChiefOffice@unvienna.org](mailto:VICSecurityChiefOffice@unvienna.org))

Download to your laptop/tablet the CND documents or bring a hard copy with you

Take your passport and letter nominating you as an observer to CND from an ECOSOC NGO when you collect your pass

Try to arrange a meeting with your national delegation after CND to discuss follow-up on the Action Plan and resolutions


## USEFUL LINKS AND CONTACTS

Political Declarations of 1987, 1990, 1998 and 2009	<a href="https://www.unodc.org/unodc/en/commissions/CND/Political_Declarations/Political-Declarations_Index.html">https://www.unodc.org/unodc/en/commissions/CND/Political_Declarations/Political-Declarations_Index.html</a>
The Beyond 2008 Declaration and Resolutions	<a href="http://www.vngoc.org/details.php?id_cat=13&amp;id_cnt=59">http://www.vngoc.org/details.php?id_cat=13&amp;id_cnt=59</a>
Resolutions adopted by CND	<a href="https://www.unodc.org/unodc/en/commissions/CND/Resolutions_Decisions/Resolutions-Decisions_2010-2019.html">https://www.unodc.org/unodc/en/commissions/CND/Resolutions_Decisions/Resolutions-Decisions_2010-2019.html</a>
Documents for the 2016 session of CND	<a href="https://www.unodc.org/unodc/en/commissions/CND/session/59_Session_2016/CND-59-Session_Index.html">https://www.unodc.org/unodc/en/commissions/CND/session/59_Session_2016/CND-59-Session_Index.html</a>
Preliminary Agenda of the 59 <sup>th</sup> session with annotations	<a href="http://www.un.org/Docs/journal/asp/ws.asp?m=E/CN.7/2016/1">http://www.un.org/Docs/journal/asp/ws.asp?m=E/CN.7/2016/1</a>
Documents for previous sessions of CND	<a href="http://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html">http://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html</a>
Annual Report of the International Narcotics Control Board	<a href="http://www.incb.org/incb/en/publications/annual-reports/annual-report.html">http://www.incb.org/incb/en/publications/annual-reports/annual-report.html</a>
UNODC World Drug Report	<a href="http://www.unodc.org/unodc/data-and-analysis/WDR.html">http://www.unodc.org/unodc/data-and-analysis/WDR.html</a>
CND official Information for Participants	<a href="https://www.unodc.org/documents/commissions/CND/CND_Sessions/CND_59/INF_1_e_V1600690.pdf">https://www.unodc.org/documents/commissions/CND/CND_Sessions/CND_59/INF_1_e_V1600690.pdf</a>
UNGASS 2016 Website	<a href="http://www.ungass2016.org">www.ungass2016.org</a> Twitter: @ungass2016
CND Blog – a number of VNGOC member organisations blog live from the CND session	<a href="http://www.cndblog.org">www.cndblog.org</a>
Secretariat of the Commission on Narcotic Drugs	<a href="mailto:sgb@unodc.org">sgb@unodc.org</a>
UNODC Civil Society Team	<a href="mailto:ngo.unit@unodc.org">ngo.unit@unodc.org</a>
VNGOC Website and Twitter	<a href="http://www.vngoc.org">www.vngoc.org</a> @theVNGOC #CND2016
Civil Society Task Force on Drugs	<a href="http://www.cstfondrugs.org">www.cstfondrugs.org</a>

We would welcome your feedback on this Guide. Please let us know how we can make it better and more useful for NGOs and CSOs so that they can contribute most effectively to the work of CND.

Send your suggestions and comments to [info@vngoc.org](mailto:info@vngoc.org)

Suggestions received before the 1<sup>st</sup> March, 2015 will, if possible, be included in a revised version. Suggestions received after that date will be considered for the next edition of the Guide.

We look forward to hearing from you.

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