

Guide for NGOs attending the 2011 Commission on Narcotic Drugs

This Guide has been prepared by the International Drug Policy Consortium (IDPC) to provide logistical and practical information to our members and partners who are sending participants to attend the meeting of the Commission on Narcotic Drugs in Vienna.

Dates and venue

When and where

The 54th Session of the Commission on Narcotic Drugs (CND) will take place from 21st to 25th March 2011 at the Vienna International Centre (VIC) in Vienna, Austria.

Getting to the 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 underground line U1 in the direction of Leopoldou until you reach Kaisermühlen/Vienna International Centre, and then follow the signs to Gate 1 of the VIC, the main entrance.

Programme

The 54th CND will be chaired by Veronika Kuchynová Smigolová, from the Czech Republic. The meetings of the CND traditionally consist of two parallel processes, the *Plenary Session*, where delegates have the opportunity to debate various aspects of the implementation of the drug control treaties; and the *Committee of the Whole*, where preliminary discussions are held on agenda items (particularly draft resolutions) before they are transferred to the Plenary. This year will see a significant difference compared to previous CND meetings – the thematic debate of the Plenary will be replaced by three round tables in order to facilitate discussions. Each round table will last 90 minutes. The three round tables will be held on Monday afternoon:

- **Round table (a):** Regional and international cooperation in combating the world drug problem and its connection with organised crime.
- **Round table (b):** Revitalisation of the principle of joint and shared responsibility as the centrepiece of international cooperation to confront the challenges posed by the world drug problem, in a manner consistent with the relevant United Nations conventions and declarations.
- **Round table (c):** Addressing key public health and safety issues such as addictive behaviours of youth and drugged driving.

The full agenda is available here: <http://idpc.net/sites/default/files/misc/2011-CND-provisional-agenda.pdf>.

Practicalities

Civil Society Communication

As in previous years, IDPC will compile a contact list of our member and partner representatives who will attend the CND. This facilitates communication before and during the event. If you are planning to attend the CND, and want to be kept in this communication loop, please send the following information to Marie Nougier at the IDPC Secretariat (mnougier@idpc.net) as soon as possible:

- Your full name
- Your email address
- The name of your organisation
- The ECOSOC registered NGO, or member state delegation, under which you are registered for the CND
- (If applicable) a mobile phone number on which you can be contacted during the CND.

Future communications regarding IDPC activities at the CND will only be sent to those non-IDPC members who have sent their contact details to Marie, so please try to do this as soon as possible.

Conference passes for NGO delegates

All ECOSOC accredited NGOs may send observers to the CND – you do not have to wait to receive an official invitation letter from the CND Secretariat. Each ECOSOC accredited NGO may register a maximum of five observers, in addition to the official head of the organisation, as participants at the CND (Form downloadable at: <http://esango.un.org/paperless/Web?page=static&content=designation>). The registered observers do not need to be directly associated with the NGO (i.e. employees). Therefore, ECOSOC accredited NGOs can nominate other individuals from non-ECOSOC accredited NGOs. The nomination of representatives needs to be made by the president, chairperson or chief administrative officer of the ECOSOC accredited NGO. Participants from NGOs without ECOSOC accreditation will need to be nominated by an NGO with ECOSOC accreditation. [NB – Please be aware that you will not be given access to the CND unless you have pre-registered through an ECOSOC registered NGO].

A letter nominating the observers (including their email addresses) must be e-mailed and/or faxed to the CND Secretariat at sgb@unodc.org and +43 1 26060 5885. The letter must be written on the NGO's headed paper and be signed by the head of the organisation. The person currently in charge of NGO access is Michaela Bichler (Michaela.bichler@unodc.org, +43 1 26060 4634). The names of the participants must be written correctly – security may refuse passes if names do not match. All participants will receive an email response confirming their registration.

Registered participants will be provided with an access card that allows them to enter the VIC for the time of the conference. This pass can be collected from the pass office at the main entrance of the VIC (Gate 1) the day the CND starts or earlier. The email response confirming the participants' registration will contain a link where each participant may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration. All participants are required to take along a copy of the nomination letter and the email confirming their registration, along with their passport or other picture ID card. It is advisable to avoid picking up your pass between 9.00 and 10.00 on the Monday morning, as the queues can get quite long at that time.

Visa for Austria

Should one or more of your observers require a visa to enter Austria, a personal letter of invitation should be requested from the CND Secretariat by contacting sgb@unodc.org.

Media access to the conference

Media professionals who wish to attend the CND will need to request media accreditation from the CND Secretariat. For information on facilities and briefings for the media, please contact anne.thomas@unvienna.org or call + 43 1 26060 5588.

Internet access

In addition to the NGO lounge (see below), several locations in the VIC are equipped with computers with internet access. Many parts of the VIC also have Wi-Fi allowing internet access from your laptop.

Resolutions

It is always difficult to predict the subject, nature and content of the resolutions placed before the CND, as most member states prefer to keep drafts confidential to the group of countries preparing and co-sponsoring the resolutions until shortly before the start of the meeting.

However, we are aware of a number of emerging resolutions that will cover subjects of interest to civil society, including one on the death penalty for drug offences, and another recalling certain recommendations from the 'Beyond 2008' civil society consultation. We will keep everyone on our CND email list updated on the progress of these and other resolutions, as the CND approaches.

Civil society delegates are not allowed to speak in the formal negotiation of resolutions, but can have a significant influence 'in the corridors' by advising and proposing amendments to friendly member state delegations.

Civil society statements

A significant change will be taking place this year – instead of leaving NGO statements at the very end of the sessions (time allowing), it seems that NGOs with ECOSOC consultative status will now have the opportunity to speak in the plenary at any time. However, this will be dependent on the decision of the chairperson. For translation purposes, and to have early priority for a speaking slot, it is useful to provide your statement in advance to the UNODC Secretariat (sgb@unodc.org). Written statements should be no longer than 1,500 words and speakers should be prepared to put across their key points as briefly as possible. It is possible to request a speaking slot at the last minute, but access will be entirely at the discretion of the Chairperson.

The Vienna NGO Committee on Drugs (VNGOC) has requested two civil society speaking slots at each round table for NGOs and will help facilitate NGO contributions to the round tables. If your NGO wishes to address one of the round tables, please let the VNGOC know as soon as possible by sending an email to info@vngo.org.

Satellite events

Organising a satellite event

Satellite events are meetings, presentations or panel discussions on topics relevant to the work of the CND, but lie outside the formal agenda of the Commission. Satellite events can be organised by any NGO attending the CND, and can be held in:

- The VIC restaurant – Please contact Karin Pekarek at k.pekarek@unido.org, +43 1 26026 4875.
- The Park Inn (www.parkinnvienna.at, located across the road from the VIC) – Two meeting rooms available with a capacity of 50 participants. For more information, please contact reservation.vienna@rezidorparkinn.com, +43 1 26040-0.
- The NH Danube Hotel (www.nh-hotels.com/nh/en/hotels/austria/vienna/nh-danube-city.html, across the road from the VIC) – Please contact Sigrid Menezes at mtngs.nhdanubecity@nh-hotels.com, +43 1 26020 8115. This option is more expensive.

Small meeting rooms at the VIC might be available on an ad hoc basis. For NGOs wishing to organise a satellite event in the VIC, a booking form must be completed and submitted to the CND Secretariat. If you require assistance to book a room for a satellite event, please contact the Civil Affairs Team of UNODC at ngo.unit@unodc.org.

IDPC ‘Lunchtime Series’

IDPC has secured the main VIC Restaurant function room for each lunchtime during the CND week (Monday to Thursday), and will be running a series of policy seminars in partnership with our members. The draft timetable is as follows:

- Monday, March 21st. EHRN Workshop on Overdose Prevention
- Tuesday, March 22nd. IDPC Seminar on Diversion from Custody.
- Wednesday, March 23rd. Transform Seminar on ‘Counting the Costs’.
- Thursday, March 24th. TNI Seminar on the Future of the UN Conventions.

As these are catered events, places are limited, and prioritised towards invited guests, but there will also be spaces available on the day.

Other satellite events may be of interest to our network. For instance, the Canadian HIV/AIDS Legal Network is planning an event on proportionality in sentencing, Human Rights Watch are planning one on essential medicines, and the VNGOC are organising one on drug dependence treatment. We aim to provide a leaflet with details of all IDPC supported events in early March.

IDPC will also be hosting an informal evening event at some point during the week. We will send further details of this event in due course.

UNAIDS Side Event

We would particularly bring your attention that there is likely to be a high level UNAIDS event being organised in the margins of the CND, covering issues around public health and HIV prevention. While details of this event are yet to emerge, we would urge you to alert your national delegations to this proposal, and ask them to include a health or HIV expert on their official CND delegation, to ensure that they are well represented at the UNAIDS event. We will circulate further details of the event when available.

Dissemination of materials

Sending and disseminating materials at the CND

Leaflets, booklets, books and posters for distribution can normally be brought in to the VIC. However, there has often been limited space available for NGOs to display publications and reports at the CND. It is likely that some tables will be made available for NGO documents outside the plenary room. It is worth noting that UN security have sometimes removed documents without warning, so it is best to leave only a small number of documents out and top them up as necessary.

If possible, large items should be sent in advance. Please contact the Civil Affairs Section of UNODC for more information (ngo.unit@unodc.org). It is also useful to clear the arrangements for bringing in large items with the UN Security and Safety Service (Chief of the United Nations Security and Safety Service, room F0E08, United Nations Office at Vienna, P.O. Box 500, A-1400 Vienna, Austria; email: VICSecurityChiefOffice@unvienna.org; phone: +43 1 26026 3901; fax: +43 1 263 2082).

An easier way is to send documents in advance to the VIC – either to a helpful staff member who agrees to keep the documents in their office until they are required. It is also possible to approach the VIC restaurant staff as they have been very helpful in the past, particularly if a side event has been organised there (contact Karin Pekarek at k.pekarek@unido.org).

Please note that 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 the CND.

Copies and print-outs

Printer-connected computers are available for use in the NGO lounge (but you will need to provide your own paper). There are also some copy machines located inside the VIC for small scale copying that will cost around 5 cents per page. For large scale copying, there are a number of printing shops in the city. One of the cheapest is located in the south of Vienna, but a little far away from the VIC: dieKopie – copy shop (Triesterstr. 33, 1100 Vienna). Please contact Thomas Konheuser at T.Konheuser@digidruck.at, +43 1 4090 41252.

Official documentation

The official documentation produced by the CND Secretariat can be collected at the document distribution counter outside the plenary room, and can be downloaded at: <http://www.unodc.org/unodc/al/commissions/CND/session/54.html>.

A journal is issued daily which contains the schedule of the CND for the day, together with the relevant document numbers for the items under discussion and a list of events taking place during the day (please note that this does not include all NGO events).

NGO Lounge

There is an NGO lounge in room MOE027 in the M building, where NGOs can meet and work together. This lounge is equipped with a PC, internet connection, Wi-Fi, and a projector for PowerPoint presentations. Every morning at 9:00, the VGNOC will hold an NGO briefing meeting, where information will be provided about the day's events and NGO activities can be coordinated. This is a useful way to catch up on the latest news and plans for the day.

Copies of the daily Journal and all the documents of the CND will be available in the Lounge. There will also be a listing of satellite events for the day and of NGOs intending to make a statement during particular agenda items.

IDPC/IHRA Blog

Last year, IDPC and the International Harm Reduction Association (IHRA) blogged live (see: <http://www.cndblog.org/>) during the CND meeting, reporting key highlights from the Plenary and the Committee of the Whole as the debates were taking place. IDPC will collaborate again with IHRA this year to provide a complete record of the CND meeting.

IDPC Report – CND Proceedings Document

IDPC will also publish our usual CND Proceedings Document by the end of April 2011. This publication will provide detailed analysis of some of the key discussions and debates that will be taking place during the 54th session of the CND, and their implications for future policy.

For additional information, including contact details and links to useful documents, please refer to the Guide put together by the Vienna NGO Committee on Drugs: *The UN Commission on Narcotic Drugs (CND) – A briefing for NGOs and CSOs*, available at:

<http://www.vngoc.org/images/uploads/file/CND%202011/Guide%20to%20CND%202011.pdf>

Please also refer to the official *CND Information for Participants*, available at:

http://www.unodc.org/documents/commissions/CND-session54/Info_for_Participants_E.pdf