



**Commission on Narcotic Drugs
Commission on Crime Prevention and Criminal Justice**

Guidelines for Side Events 2018

Application Period:

CND (2 January to 19 January 2018)

CCPCJ (5 March to 23 March 2018)

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 the organization of exhibitions and their openings, please contact the UNODC Advocacy Section.

I. Eligibility

- a) Events may be organized by Member States, UNODC units, UN entities, IGOs and NGOs in consultative status with ECOSOC.
- b) Only one event per organizer will be accepted.
- c) The time slots for side events are between 9 and 10 a.m., 1 and 2 p.m., and 2 and 3 p.m. for 50 minutes each.
- d) A limited number high-level events (confirmed high participation at the level of heads of states, ministers, heads of international organizations) can be scheduled for 1.5 hours, subject to the availability of rooms.
- e) Topics of side events must be thematically relevant to the work of the Commissions.
- f) Only applications received within the deadlines will be considered.

II. Application process

a) Application

A form for requesting a side event is available at http://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 considered the focal point for all communication regarding the event and the only authorized person to make changes to the original request. All changes to the original application need to be made by the focal point in writing by submitting a revised application form.

b) Deadline for applications

CND: 1 January to 19 January 2018

CCPCJ: 5 March to 23 March 2018

c) Selection of side events

Efforts will be made to accommodate as many requests as possible that meet the eligibility criteria (see I.) The number of events is limited to 80. In case of an excessive number of requests fulfilling all relevant eligibility criteria, priority will be given to requests by Member States and to earlier requests (first come, first served). Organizers wishing to hold an event on a similar topic may be encouraged to merge their events.

d) Confirmation of side events

Confirmation of the programme of side events will take place one month prior to the first day of the Commission session. Final confirmation of the programme of side events is subject to the approval of the executive management of UNODC and the endorsement of the Extended Bureau of the relevant Commission. All communication will be directed to focal points only.

e) Co-sponsors

Co-sponsors will be listed in the programme if their sponsorship is confirmed in writing.

III. Logistical information

a) 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, Interpretation Section, doris.schachermaier@un.org).

b) Technical requirements

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.

A form for nameplates is available on http://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html. Organizers are kindly requested to print the nameplates and bring them to their event. Organizers are also 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 condition.

c) *Access for external participants*

Up to five external participants can be registered for a side event (e.g. speakers, interpreters, caterers). For registration of external participants, focal points can request access to an online registration system (passport numbers of all participants required). External participants will receive a day pass for the day of the side event. Registration needs to be finalized by Thursday before the session, after which no further changes can be made. Organizers are responsible for the participants they register and are encouraged to keep numbers within reasonable limits.

d) *Catering services*

Catering services must be arranged directly with the VIC catering service office at (+43 1 26060 4875)/ CateringVIC@eurest.at. For security reasons, only the existing coffee areas may be used for catering. Food and beverages are not allowed in the conference rooms.

e) *Promotional material*

Promotional material can be placed on a designated table next to the letter boxes. As per established practice, the material placed there should be cleared by the Secretary of the Commissions prior to distribution by submitting it in electronic form to SGB (sgb@unodc.org) by Thursday before the Commission session.

The final programme of side events will be circulated electronically to all Permanent Missions shortly before the session and will be available on the website of the Commissions.

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