



## CSTF Guidelines for Selecting Speakers

The overall goal of the Civil Society Task Force (CSTF) is to secure a comprehensive and meaningful participation of civil society actors at all proceedings leading up to, and at, the Ministerial Segment of the 62nd Session of the Commission of Narcotic Drugs.

A key element of the CSTF's work is selecting high quality civil society speakers for events and meetings leading up to, and at, the Ministerial Segment. To ensure the broadest possible representation the CSTF steering group and CSTF working groups tasked with the selection of speakers commit to considering the below criteria and follow these guidelines.<sup>1</sup>



**Relevance of the abstract to the speaking opportunity.**



**Expertise of the applicant.** Wherever possible, speaking opportunities will be provided to those who have proven pedigree on the topic at hand, while also trying to ensure that new voices have the opportunity to speak at this level.



**Range of different views.** To ensure the broadest possible representation the selected speakers should represent a range of different, credible views on the topic at hand.



**Geographical balance.** As many of the 5 regions<sup>1</sup> (Africa, Americas, Asia, Europe, Oceania) as possible should be represented. If a larger number of speakers are to be selected sub-regions will also be taken into account.



**Gender balance**



**Focus of the presentation.** When selecting the speakers the focus of the different presentation will be taken in to account to achieve a balance between national and international perspectives on a particular issue.



**Form of delivery.** For speaking opportunities where video messages are possible, an adequate balance between video messages and in person presentations should be aimed for.

While the CSTF recognizes that the selection of speakers is a challenging process, the Task Force commits to aim for as balanced a representation as possible. Final decisions on balance, based on the criteria above, will also reflect the balance and breadth of the applications received in each instance.

<sup>1</sup>Geographic regions are based on the United Nations geo scheme (<https://unstats.un.org/unsd/methodology/m49/>).



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## Selection Procedure

A key element of the CSTF's work is selecting high quality civil society speakers for events and meetings leading up to and at the Ministerial Segment. The CSTF Steering Committee is responsible for selecting speakers and/or panelists and will work to ensure the broadest possible representation of civil society. This responsibility may be delegated, where needed, to a working group of the full CSTF – weighted to include those with expertise in the subject matters at hand.

- As soon as practically possible, a call will be circulated among civil society organizations as widely as possible, with a clear deadline to apply and, where required, an online form to capture the required information (contact details, organization, short resume, abstract of the statement to be delivered, commitment to adhere to the Code of Conduct, etc).
- Where possible, applications for both in person and video interventions will be encouraged.
- CSTF members, or other colleagues from their organisations, may apply to speak themselves, but they must then recuse themselves from the subsequent decision-making processes in order to avoid conflicts of interest.
- Once the deadline has passed, the details of applicants will be collated and circulated to the CSTF for any comments.
- The Steering Committee and/or the appropriate working group shall make decisions by consensus wherever possible, or by simple majority vote where required after a process of elimination has resulted in a short-list of possible speakers. The final decision should, to the extent possible, ensure balanced representation while also reflecting the breadth of submissions received (see selection guidelines above). The Steering Committee and/or CSTF working group decisions in this regard are final.
- Once a decision has been made, Sarah Pirker (VNGOC) will contact the selected speaker(s) by email with further instructions, and will also notify all of the unsuccessful applicants.
- Selected speakers will be required to submit their statement, presentation and/or video message in advance of the meeting in question, as per the instructions provided. These statements, presentations and/or videos will not be shared with member states in advance of their delivery, but will be provided to the CND Secretariat for translation purposes.
- **CSTF members will be available to help review the content of statements and presentations, or to help guide speakers with tone and the UN procedures.**