



# The UN Commission on Narcotic Drugs (CND)

## Guide for NGO Participants for the 63rd Session (02-06 March 2020)

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# 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 NGOs in their work with the United Nations (UN) system on matters related to drug policy, strategy and practice. The VNGOC has around 200 members, ranging from large international NGOs with millions of members to 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 at every Commission on Narcotic Drugs (CND) annual session since 1994. It has organized four NGO world forums and participated in three General Assembly Special Sessions, as well as in a number of UN and intergovernmental conferences. It has developed annual informal dialogues for NGOs representatives to interact with the Chairperson of the CND, the Executive Director of the United Nations Office on Drugs and Crime (UNODC), and the President of the International Narcotics Control Board (INCB). In 2017, the VNGOC signed a Memorandum of Understanding with UNODC to support their collaborations together.<sup>2</sup>

Further information about the role and activities of the VNGOC can be found at its website, [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 at <http://vngoc.org/about-the-vngoc/membership/>.

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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)

<sup>2</sup> [http://vngoc.org/wp-content/uploads/2017/04/VNGOC\\_MoUUNODC\\_SignedVersion20170124.pdf](http://vngoc.org/wp-content/uploads/2017/04/VNGOC_MoUUNODC_SignedVersion20170124.pdf)

# About this Guide

The Guide is arranged in five parts, and is updated on an annual basis.

*The first part* is about the structure and organisation of the Commission on Narcotic Drugs (CND). 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 second part* is about how NGOs 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 to make yourself heard most effectively.

*The third 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 checklist is included so that you can make sure you have covered all key points.

*The fourth 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.

*The fifth part* outlines a code of conduct to support NGOs to engage and utilize the CND in the most effective and productive way possible.

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 [info@vngoc.org](mailto:info@vngoc.org).

Welcome to Vienna!



Jamie Bridge  
Chairperson

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## **PART ONE: THE STRUCTURE AND ORGANISATION OF THE COMMISSION ON NARCOTIC DRUGS**

### **What is the CND?**

The Commission on Narcotic Drugs (CND) 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>3</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 of the UNODC and approves their budgets and policies related to drugs.

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?**

Out of the 193 sovereign states that are members of the UN, there are 53 members of the CND elected by ECOSOC for four-year terms. The allocation of seats is based on regions: 11 from Africa, 11 from Asia, 10 from Latin America and the Caribbean, 6 from Eastern Europe, and 14 from Western Europe and other States. (The final seat alternates between Asia and the Latin America and the Caribbean regions every four years).

The CND members for 2020 are: Afghanistan, Algeria, Angola, Australia, Austria, Bahrain, Belgium, Brazil, Burkina Faso, Canada, Chile, China, Colombia, Côte d'Ivoire, Croatia, Cuba, Czech Republic, Ecuador, Egypt, El Salvador, France, Germany, Hungary, India, Iraq, Italy, Jamaica, Japan, Kazakhstan, Kenya, Kyrgyzstan, Libya, Mexico, Morocco, Nepal, Netherlands, Nigeria, Pakistan, Peru, Poland, the Russian Federation, South Africa, Spain, Sweden, Switzerland, Thailand, Togo, Turkey, Turkmenistan, Ukraine, the

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<sup>3</sup> The other functional Commissions are the Commission on Crime Prevention and Criminal Justice, the Commission on Population and Development, the Commission on Science and Technology for Development, the Commission for Social Development, the Commission on the Status of Women, the Commission on Sustainable Development, the Statistical Commission, and the United Nations Forum on Forests.

United Kingdom of Great Britain, the United States of America, and Uruguay.<sup>4</sup> As of the date of publication the African Group and the Western Europe and other States Group have each left one seat vacant to be filled at a later date.

In practice, however, all Member States are able to participate in the CND whether or not they are members.

## Who are the Officers?

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The Officers of the Commission are the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson and the Rapporteur (who prepares the meeting 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, there is also an Extended Bureau comprising the CND Bureau, the Chairs of the five regional groups, the Chair of the Group of 77 and China, and the representative of the country holding the Presidency of the European Union.

For the 63rd session of the Commission, the Officers are:

- **Chairperson:** H.E. Ambassador Mansoor Ahmad Khan of Pakistan
- **First Vice-Chairperson:** H.E. Ambassador Adam Bugajski of Poland
- **Second Vice-Chairperson:** H.E. Ambassador Ghislain d'Hoop of Belgium
- **Third Vice-Chairperson:** H.E. Ambassador Gloria Navarete Pinto of Chile
- **Rapporteur:** to be confirmed by the Group of African States

## How does the CND Operate?

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### *Frequency of meetings*

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The Commission **meets annually, usually in March, for five days**. It also reconvenes at the end of the year to appoint the new Bureau and deal with administrative and budgetary issues. Usually the March meeting is far larger than the December one, with representatives attending from relevant national government ministries. The reconvened session includes a joint meeting with the Commission on Crime Prevention and Criminal Justice (CCPCJ), as most of the administrative and budgetary issues are common to both Commissions.

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<sup>4</sup> <http://www.unodc.org/unodc/en/commissions/CND/Membership/Membership.html>

Intersessional meetings may also be organized throughout the rest of the year to continue or advance discussions.

**These meetings are open to NGO representatives with ECOSOC consultative status.**

As part of the effort to implement all international drug policy commitments, following up to the 2019 Ministerial Declaration the CND adopted a [multiyear work plan](#) in June 2019. The Commission will hold interactive meetings every September or October in the period up to 2024. The interactive meetings will aim to address the challenges identified in the „stock taking“ part of the 2019 Ministerial Declaration. Each year certain thematic areas will be addressed in meetings of two to three days, the language of the topics has been directly taken from the 2019 Ministerial Declaration. As in previous years the VNGOC will hold open calls to select a panelist and up to five speakers for interventions from the floor for these thematic intersessionals. An open call for applications for the 2020 thematic intersessional will be launched in early September 2020, as soon as the dates of the intersessionals are confirmed.

### *The formal structure*

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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](#). The involvement of NGOs in Consultative Status with ECOSOC is based on [Resolution 1996/31 of ECOSOC](#).

To allow the Commission to complete its agenda, the regular March meeting comprises a **Plenary** session (in Board Room B) and a parallel **Committee of the Whole, or CoW** (in Board Room A). In the Plenary there is debate on implementation of the drug control treaties, demand reduction and supply reduction, and there is discussion on policy directives to the UNODC and on strengthening the drug control mechanism. The CoW holds preliminary discussions on resolutions before they are finalized and transferred to the Plenary. It is an opportunity for participants to discuss technical issues in greater depth. The CND Chairperson normally oversees the Plenary, while the First Vice-Chairperson normally chairs meetings of the CoW.

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, considers the reports from INCB and a number of thematic reports from UNODC, and deals with any emerging drug control issues. Under this segment it also fulfills any other mandates received from the General Assembly or ECOSOC - such as monitoring implementation of the [outcome of the 2016 Special Session of the General Assembly on the world drug problem](#). Under this segment, the CND may hold round tables or other forms of dialogue to explore topics in greater detail.

- an **Operative Segment** where the CND functions as the governing body for the UNODC's work on drugs, providing policy directives and guidance, reviewing ways to improve the working of the drug control machinery and considering administrative and budget issues

Provisional annotated agendas for the [63rd session](https://www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html) are available from: [https://www.unodc.org/unodc/en/commissions/CND/session/63\\_Session\\_2020/session-63-of-the-commission-on-narcotic-drugs.html](https://www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html)

Furthermore, the CND session in March also comprises a **number of side events organised by Member States, international organisations and/or NGOs**. There is also a range of exhibitions and other side meetings and events throughout the week.

### *[Draft Decisions and Resolutions](#)*

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Draft decisions and resolutions are proposals submitted by one or more members of the Commission, or by a Member State representing a regional group, for consideration by the Committee of the Whole before adoption in the Plenary.

- 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 please see the next section for advice on how you can contribute to the drafting and negotiation of resolutions.

Draft resolutions will be posted on the [CND documents website](#) as soon as possible, so that they 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 and problem areas are identified. Further negotiations then take place throughout the meeting. Informal drafting committees are often formed to work on draft resolutions to reduce the time required for detailed discussions in the CoW – but NGO representatives cannot attend these meetings.

**Revised drafts of the resolutions continue to appear during the week and can be obtained from the document distribution counter** (outside of the Plenary room on the 1st floor of the M Building).

### *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 only exception is for the scheduling of substances under the Conventions, where a vote is sometimes needed.

### *Other working arrangements used by the Commission*

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#### *Regional Group meetings*

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

#### *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. However **some working groups hold Expert Meetings where selected NGOs are sometimes invited to provide input – often via the VNGOC.**

#### *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.

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

There are four regionally based meetings – in Asia and the Pacific, Africa, Latin America and the Caribbean, and 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.

## **PART TWO: HOW NON-GOVERNMENTAL ORGANISATIONS CAN ENGAGE WITH THE COMMISSION**

To facilitate NGO contributions, updates and communications, please contact [info@vngoc.org](mailto:info@vngoc.org) to 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

### **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 a calendar of events for CND.

On the first floor of the M Building there will be tables where NGOs can display and distribute their publications.<sup>5</sup> In the NGO lounge on the ground floor, room M0E27 (see below), NGOs can meet, work and prepare for their participation in the CND. There will be an initial briefing and coordination meeting at the start of the 63rd CND, 9 am on Monday, 2nd March (please check the blue information screens around the UN building for the exact location). Additionally, there will be informal NGO Dialogues with the Chair of CND, the President of INCB and the incoming Executive Director of UNODC, dates and rooms still to be decided.

#### **NGO Kick-Off Briefings:**

**Monday, 02 March 2020, 9 AM**

**An [updated NGO events calendar](#) will be available on the **VNGOC website**.**

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

The following NGOs may attend the CND as observers:

- 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 CND.

An increasing number of countries now also include NGOs on their government delegations. We encourage NGOs to approach their government and request that an NGO be included on the national delegation, wherever this is possible.

<sup>5</sup> For publications displayed at the NGO tables no clearance from the UNODC Secretariat is needed.

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. Receiving this invitation is not a guarantee that you will be registered for CND, and no funding is provided by the Commission for NGO attendance.

Any NGO with a valid ECOSOC status can send a delegation. To register a delegation you have to send a letter of request for accreditation, signed by the head of the organization, to the Secretariat of the Commission ([unodc-sgb@un.org](mailto:unodc-sgb@un.org)) as soon as possible but no later than February 24,

2020 (one week before the start of the session). In addition, the Secretariat now requests each organisation to also fill out a registration form<sup>6</sup>.

**ECOSOC registered NGOs can have up to 10 people in their delegation.**

**Don't forget to send the accreditation letter on time!**

The letter must contain the following elements:

- Submitted on the official letterhead of the organization;
- State the title and duration of the session the organization wishes to attend, e.g. "[NGO], in consultative status with ECOSOC, wishes to send the following members to attend the 63rd session of the Commission on Narcotic Drugs from 2nd to 6th March 2020 ...";
- **Up to 10 people maximum can be accredited to the session per NGO;**
- List the name/s (FAMILY NAME, First Name) of the person/s who will represent the organization at the session and their respective email-addresses. Names of persons must appear exactly as they appear in their passports.
- The letter must be signed by the President or Chief Executive Officer of the organization.

Representatives will then receive an email asking them to upload their photo. Once the photo is uploaded, the badge can be pre-printed and made available for pick-up.

**You need a CND conference badge to access the plenary session and the CoW, your annual VIC pass is not sufficient. However, if you are only attending side events or other meetings you can enter with your annual VIC pass or a visitors badge.**

## **My organisation does not have consultative status, can I still attend?**

You can attend if an NGO with ECOSOC status (general, special or roster) nominates you as one of their representatives at the Commission. You can **ask an NGO you know**

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<sup>6</sup> <http://www.unodc.org/unodc/en/commissions/registration.html>

**which has consultative status to nominate you.** A database of NGOs can be found at:<http://esango.un.org/civilsociety/displayAdvancedSearch.do?method=search&sessionCheck=false>

For example, you may find an organisation in your country which you know and which will nominate you as their representative, you may be part of a network who can assist, or you can contact organisations which seem relevant and discuss with them the possibility of you being nominated as one of their representatives. **As a representative of another NGO, you can only make statements at the CND with their explicit permission.**

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

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NGOs are important contributors to local, national and international efforts to reduce drug related problems. Both the [2016 UNGASS Outcome Document](#) and the [2019 Ministerial Declaration](#) adopted by Member States reflects the important role of Civil Society:

*„We underscore the important role played by all relevant stakeholders, including ... civil society, the scientific community and academia, as well as the private sector, supporting our efforts to implement our joint commitments at all levels, and underscore the importance of promoting relevant partnerships;“*

Whether or not you can attend the CND in Vienna, NGO's can engage in a variety of ways:

### Before the Commission meets:

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It is valuable to know which government departments and ministries are represented on the delegation of your country, and the names and positions of the delegates. To assist with this, a list of participants from last years' session can be found at: [https://www.unodc.org/documents/commissions/CND/CND\\_Sessions/CND\\_62/V1902159\\_Final\\_62CND\\_Rev1.pdf](https://www.unodc.org/documents/commissions/CND/CND_Sessions/CND_62/V1902159_Final_62CND_Rev1.pdf)

You may request 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 improvement based on your experience. If you are meeting your country's delegation in advance, you will be more effective if you do so in collaboration with a significant number of NGOs from your country. Meeting with the national delegation before CND will allow you to receive a briefing on the positions being taken, and to provide inputs.

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

All the documents for the Commission, including draft resolutions, are uploaded when ready to: [https://www.unodc.org/unodc/en/commissions/CND/session/63\\_Session\\_2020/session-63-of-the-commission-on-narcotic-drugs.html](https://www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html)

### *Propose a resolution through a Member State*

There is no reason why an NGO cannot work with a Member State to suggest a resolution, but it is important to start discussions with the Member State well in advance of the CND meeting. Resolutions themselves must be submitted one month before the start of the session (i.e. 2nd February 2020). It is also worth remembering that draft resolutions often get substantially changed, or even dropped completely, as Member States negotiate positions with each other. NGOs can also advocate to national delegations to add, amend or delete language in draft resolutions (see below).

### *When the Commission meets*

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

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

A daily Journal in English and French, the list of participants, and any new drafts of resolutions can be collected from the main document distribution counter on the 1st floor of the M Building (outside of the Plenary room).

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

From Tuesday 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. National delegations may also receive specific instructions from their government, limiting the room they have for negotiating or agreeing to compromise language. Delegations may also compromise on wording in one resolution to get better wording in another resolution. 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.

Nonetheless, NGOs can make a valuable contribution through dialogue with Member States – although our participation in the CoW is strictly as observers and NGOs may not make interventions. NGOs can informally suggest alternative wording to Member States for the draft texts, as well as offering 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.

### Make a written statement

NGOs in consultative status with ECOSOC may submit written statements to the Commission. NGOs in general consultative status may submit written statements of up to 2,000 words. NGOs in special consultative status may submit written statements of up to 1,500 words.

A written statement is issued, unedited, in the language(s) as received (English, French or Spanish) from the submitting NGO. NGOs assume full responsibility for the content of their statements, which should fully uphold UN standards and avoid abusive language.

The deadline for written statements is normally **two weeks prior to the session (i.e. 17th February)** and all statements need to be submitted to [unodc-sgb@un.org](mailto:unodc-sgb@un.org).

#### **Checklist for inclusion in the submission:**

- **Contact information for the representative submitting written statements (name, mobile, email)**
- **Standing agenda item number of statement**
- **NGO's name as it appears in the ECOSOC NGO database, indicating consultative status in brackets (general, special), names of co-sponsoring ECOSOC NGOs**
- **List all non-ECOSOC NGOs supporting the statement (which will appear as a footnote to the statement title)**
- **Statement to be in MS WORD document format (Font Times New Roman 10 point)**
- **Languages: English, French or Spanish**
- **All submissions are final, no changes will be made afterwards**

### Make an oral statement

NGOs in general or special consultative status may make an oral statement during the Plenary sessions. NGOs on the Roster may put a request to the Secretariat to make an oral statement.

Prior to the opening of the Commission, NGOs wishing to register on the list of speakers are asked to send the name of the organization, the name (FAMILY NAME, first name) as well as the function of their speaker as well as the item under which they wish to speak. This information should be sent to the Secretariat to the Governing Bodies at: [unodc-sgb@un.org](mailto:unodc-sgb@un.org).

During the meeting itself, speakers need to register on the speaker's list in the Plenary room at the conference officer's desk before the item that they wish to address closes. The conference officer sits at the front of the Plenary room, immediately to the right of the main podium as you look at it from the body of the hall.

The list of speakers is established on a first- come first-served basis. **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 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. 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.

**A speaking time of maximum five minutes (or 500 words) is allotted to all speakers. 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 because of the time constraints during the session.**

### Side Events

Side events are meetings 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 organisations or NGOs in consultative status with ECOSOC. Official side events are held in one of the conference or meeting rooms of the United Nations, and there is also the possibility to hire the restaurant of the Vienna International Centre or rooms in the nearby hotels for unofficial events as well.

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 unofficial events you will need to contact the restaurant or hotel directly. The email of the VIC Catering Service Office is [catering@unido.org](mailto:catering@unido.org).

**Application Period:**  
**6 to 17 January 2020 via mail**  
**to [unodc-sgb@un.org](mailto:unodc-sgb@un.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. Please note that promotional material can only be placed on a designated table next to the letter boxes. The **material placed there**

needs to be cleared by the Secretary of the Commissions prior to distribution by submitting it in electronic form to ([unodc-sgb@un.org](mailto:unodc-sgb@un.org)) by Thursday, 27th February 2020.

**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.**
- **keep to the time slots of 50min**
- **liaise with the VNGOC and/or other larger NGO networks 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 Society Team of UNODC ([ngo.unit@un.org](mailto:ngo.unit@un.org)) to plan and promote your side event.**

### *Provide publications*

There is limited space available for document distribution in the UN building, and no exhibition space available for the display of posters and photographs without prior arrangement.

The VNGOC has two tables for NGOs attending the CND to display their publications.

**Please note that publications and publicity materials cannot be distributed to Member States inside the rooms used by the Commission, except for at side events. Please also follow the Code of Conduct for NGOs (Part V of this guide) when disseminating materials.**

### *Build relations with national delegations*

The Commission meeting may be one of the few occasions when representatives from national governments have the opportunity to meet NGOs – especially those from outside of their country or region. There is an opportunity for NGOs to build relations not only with diplomats working in Vienna, but also with those developing and implementing policy and practice in capitals. Meeting over coffee, lunch or at a side event or reception allows for 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. All NGOs,

whether or not you were able to attend the Commission, can work with your national and local government to implement the decisions, commitments and resolutions that all Member States adopted by consensus..

### What you can do

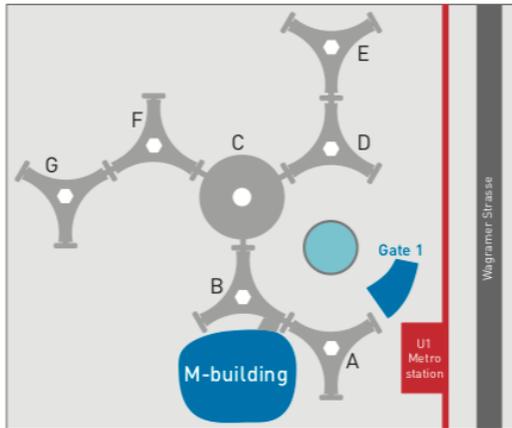
- Download and read the 2009 [Political Declaration and Plan of Action](#), the [2016 UNGASS Outcome Document](#) as well as the [2019 Ministerial Declaration](#) and the [UN System Common Position on Drugs](#)
- Identify the policies and actions which are relevant to your work and to which you can contribute 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.
- Meet your country's delegation again for a de-brief after CND, ideally together with other NGOs.
- 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.
- Join the VNGOC and share your experiences!

These are just some ways in which NGOs can contribute to the work of the Commission. 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.

## PART THREE: PRACTICAL INFORMATION

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

Plan of the Vienna International Centre



The easiest way to get to the VIC is by the U-Bahn, the underground train system of Vienna. From the city center take the [line U1](#) (the red line) 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 you are inside the VIC and have picked up your pass (see below), go to Entrance A and follow the signs to the M building.

A direct '[Vienna Airport Lines](#)' bus also links the VIC and the Vienna Airport. Buses to the airport

leave from outside of Gate 1 of the VIC every hour between 7.10 and 19.10. Buses to the VIC leave the airport every hour from 6.10. to 20.10 p.m. The bus 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 1, and is open from 08:00 to 16:00. You will need to have your passport and your confirmation email from the CND to collect your pass. You must have a conference pass for the CND to attend the Commission (annual passes will not be sufficient), and you need to wear your pass at all times when in the VIC.

**It is possible to collect the passes already on Friday 28 February 2020, from 10 a.m. to 4 p.m. Be prepared to queue if you collect your pass on on Monday, 2 March 2020.**

### *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 Society Team of UNODC ([ngo.unit@un.org](mailto:ngo.unit@un.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:

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](mailto:VICSecurityChiefOffice@unvienna.org),  
Telephone +43 1 26060 ext. 3901,  
Fax +43 1 263 20 82.

### *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 these official languages. In the Plenary and the CoW sessions of the Commission, simultaneous translation between the official languages will be provided. However Side Events are not usually interpreted.

As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitalization of conference materials and publications, only a limited number of pre-session documents will be available at the session. When in the VIC, have a look at <http://myconference.unov.org/> for information on the conference, the agenda and other useful materials.

### *NGO Lounge*

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There is an NGO lounge reserved by the UNODC Civil Society Team and the VNGOC, located in room MOE027 on the ground floor of the M Building. This is equipped with a PC, internet connection and a printer. The NGO 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, 2nd March at 09:00**, an NGO briefing will be held (room tbc). This is where information about 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*

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Apart from the NGO lounge, there are several locations in the VIC equipped with computers with internet access. The VIC also has open Wi-Fi ("Guest-VIC") allowing internet access from your laptop or mobile phone.

### Copying or printing documents

There are printers available in the VIC 'internet corners' and in the NGO lounge but for any large scale printing it would be better to use a print shop in Vienna, e.g. „Repa NEO“ which is close to the VIC: <http://www.repaneo.at/index.php?id=334&L=0%2522>.

### Cafeteria and Restaurant

Cafeterias selling coffee, tea, soft drinks and light refreshments (sandwiches, cakes, etc.) are available in the M Building, and on the 4th and 7th floors of the C Building. A cafeteria and restaurant serving hot food is also available, as you approach the F 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.

### 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 9:00 to 17:00, Monday to Friday.

### Bank

Banking services are available at the branch of Uni Credit/ Bank Austria, located on the first floor of the C building. Opening hours are from 09:00 to 15:00 on Mondays, Tuesdays, Wednesdays and Fridays, and from 09:00 to 17.30 on Thursdays.

### Post Office

Postal services are available at the post office located on the first floor of the C building.

### Medical Services

Medical services are 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 08:30 to 12:00 and from 14:00 to 16.30 daily, except on Thursdays when it is open from 08:30 to 12:00 and from 14:00 to 15:00. For medical emergency assistance at other times, please contact staff in the Security Duty Room (room FOE21, extension 3903).

### 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.

## YOUR CHECKLIST

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- ➔ 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. The VNGOC can provide invitation letters to VNGOC members to support visa applications
- ➔ Make sure an ECOSOC-accredited NGO registers you as a delegate and sends a registration email, letter and form to [unodc-sgb@un.org](mailto:unodc-sgb@un.org)
- ➔ Make sure you have an e-mail from the Secretariat confirming your registration
- ➔ Upload your photograph to the website
- ➔ Book your flight and accommodation as soon as possible, both can get busy (and expensive) 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))
- ➔ Download to your laptop/tablet the CND documents or bring a 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
- ➔ Let the VNGOC know how you found the meeting, and any feedback that you have.

## PART FOUR: USEFUL LINKS AND CONTACTS

### *Useful Links*

Political Declarations of 1987, 1990, 1998, 2009, 2016	<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>
2019 Ministerial Declaration	<a href="https://www.unodc.org/documents/commissions/CND/2019/19-06699_E_ebook.pdf">https://www.unodc.org/documents/commissions/CND/2019/19-06699_E_ebook.pdf</a>
UN System Common Position on Drugs	<a href="https://www.unsystem.org/CEBPublicFiles/CEB-2018-2-SoD.pdf">https://www.unsystem.org/CEBPublicFiles/CEB-2018-2-SoD.pdf</a>
The Beyond 2008 Declaration and Resolutions	<a href="http://vngoc.org/beyond-2008/beyond-2008-resolutions-and-follow-up/vienna-forum-documents/">http://vngoc.org/beyond-2008/beyond-2008-resolutions-and-follow-up/vienna-forum-documents/</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 2020 session of CND	<a href="https://www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html">https://www.unodc.org/unodc/en/commissions/CND/session/63_Session_2020/session-63-of-the-commission-on-narcotic-drugs.html</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/unodc/en/commissions/registration.html">https://www.unodc.org/unodc/en/commissions/registration.html</a>
CND Practical Guide for NGO Participants	<a href="http://www.unodc.org/documents/commissions/CND_CCPCJ_joint/NGO/18-04474_ebook.pdf">http://www.unodc.org/documents/commissions/CND_CCPCJ_joint/NGO/18-04474_ebook.pdf</a>
PostUNGASS 2016 Website & Twitter	<a href="http://www.unodc.org/postungass2016/@ungass2016">http://www.unodc.org/postungass2016/@ungass2016</a>
Follow-up to the 2019 Ministerial Declaration	<a href="https://www.unodc.org/hlr/index.html">https://www.unodc.org/hlr/index.html</a>

CND Blog – a number of VNGOC member organisations blog live from the CND session	<a href="http://www.cndblog.org">www.cndblog.org</a>
CoNGO (Conference of NGOs)	<a href="http://www.ngocongo.org">http://www.ngocongo.org</a>
VNGOC website, twitter, facebook and YouTube	<a href="http://www.vngoc.org">www.vngoc.org</a> , <a href="https://twitter.com/theVNGOC">@theVNGOC</a> , <a href="https://www.facebook.com/VNGOCondruugs">www.facebook.com/VNGOCondruugs</a> , <a href="https://www.youtube.com/">YouTube</a>
NGO Marketplace	<a href="http://www.mp.vngoc.org">www.mp.vngoc.org</a>
NYNGOC website	<a href="http://www.nyngoc.org">www.nyngoc.org</a>

## *Key Contacts*

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Secretariat of the Commission on Narcotic Drugs	<a href="mailto:unodc-sgb@un.org">unodc-sgb@un.org</a>
UNODC Civil Society Team	<a href="mailto:ngo.unit@un.org">ngo.unit@un.org</a>
VNGOC	<a href="mailto:info@vngoc.org">info@vngoc.org</a>
NYNGOC	<a href="mailto:newyorkNGOC@gmail.com">newyorkNGOC@gmail.com</a>
CoNGO Vienna	<a href="mailto:congovie@ngocongo.org">congovie@ngocongo.org</a>

## **PART FIVE: VOLUNTARY CODE OF CONDUCT FOR NGOS AT THE CND**

### *Introduction*

Civil society engagement at the UN Commission on Narcotic Drugs (CND) and related meetings has improved dramatically over the past decade – including in terms of the numbers attending, the opportunities to interact and participate, and the levels of experience and professionalism of non-governmental organizations (NGOs) themselves.

However, the heightened presence of civil society brings greater scrutiny and expectations of our conduct, and a continuing need to justify and demonstrate the role that NGOs can and should play in the response to the world drug situation.

This document has been designed to support the effective and productive engagement of NGOs at the CND and other related meetings. It is intended to provide guidance, rather than attempt to censor NGO representatives.

### *Security Rules for the Vienna International Centre (VIC)*

The full 'Rules regarding Security at the VIC' are attached as Annex 1 to this document, and must be adhered to by all participants at the CND, including those from civil society. The Rules are only available on the UN intranet, hence their reproduction here for the benefit of NGOs.

The Rules place full authority into the hands of the VIC Security Service, including the ability to detain, search or expel individuals, and to seize property. The Rules also leave it to the VIC Security Service to determine what represents a “disturbance” or “disorderly conduct”. However, it is widely accepted that protests, demonstrations, displays or ‘flash mobs’ are not permitted within the VIC, unless specific and detailed clearance and authorization have been explicitly secured in writing by the Security Service themselves. In the past, the definition of ‘protest’ has also extended to group photos with banners and political messages on display – so extreme caution is advised, and authorization should be sought for any such plans during the CND and related meetings.

Crucially, the Rules also outline some of the responsibilities of individual participants themselves, including the need to display a valid access badge at all times, informing the Security Service of any risks or emergencies, and cooperating fully with the Security Service when requested to do so.

## Principles for effective NGO conduct

### » **Respect**

NGOs that engage at the Commission come from a broad range of viewpoints, beliefs and perspectives. The VNGOC considers this to be a strength of our sector, and something to embrace alongside the aspects that unite us. But it also presents challenges. The Commission is an opportunity to liaise with others, discuss views in a professional manner, and learn about the work that others are doing. Disrespectful behavior between NGOs only serves to undermine civil society engagement and credibility at large. The examples below are illustrative rather than exhaustive, and the intention is not to stifle debates but to ensure that discussions remain courteous and effective:

Please Do...	Please Do Not...
Attend other NGOs' side events, and invite other NGOs to attend yours.	Attempt to undermine, overload or derail another NGOs' side event. If you have serious concerns about the content of any side event, please liaise with the VNGOC.
Listen to other NGOs' statements and positions, including in the CND Plenary.	Make background noises or other actions designed to distract or undermine the speaker.
Treat everyone with respect and courtesy throughout the Commission meeting – even if their views run counter to your own.	Engage in verbal or physical confrontations, or use abusive language, during the CND meetings.

### » **Professionalism**

CND is the workplace for the diplomats serving their governments during negotiations, and NGOs – as observers to the meeting – must respect their work and recognise that negotiations require compromises and diplomacy, especially as the CND operates on a consensus-based decision-making model. Positions taken by government delegations may be dictated by authorities in the capital or may reflect broader geopolitical concerns and contexts beyond the drug policy debates. NGOs have a great deal to offer to the discussions in Vienna, but must remain polite and professional in all interactions with all governments. The same applies for all UN representatives, security staff and other officials. Please also make it clear in all interactions that you are representing an NGO: only saying that you are from a certain country may be misconstrued as meaning that you are part of that government's delegation.

### » **Carefully consider whether to 'name and shame'**

NGOs help to bridge the gap between international and national debates, and this often entails discussing the challenges and realities from the ground and critiquing policies at the local level. This is entirely appropriate, and part of the unique added value that civil society brings.

However, it is always important to be diplomatic in the messages that we deliver at a multilateral setting such as the CND. Many government delegations reflect negatively on interventions which ‘name and shame’ themselves, other governments or agencies, or which are off-topic for the CND. For the NGO in question, this can often mean that their intervention is less impactful than if the same message had been delivered in a more nuanced or measured way. If you are in doubt, the VNGOC is happy to support and review any civil society interventions.

Please Do...	Please Do Not...
Use diplomatic devices in statements, such as referring to “some countries in my region” or “selected countries”.	Make defamatory statements about a specific country or agency.
Cite established, credible and peer-reviewed data and research in your interventions.	Make unsubstantiated claims, cite data that is not peer-reviewed or has been discredited, or cite data out of context.

Please note that “Member States cannot be made the thematic focus of an event without their engagement”, according to the side event guidelines issued by the Secretariat to the Governing Bodies.<sup>7</sup>

» ***Disseminating materials***

Every year, the VNGOC seeks the largest exhibition tables possible for NGOs to display their materials, reports and flyers in a neutral space. Nonetheless, the available room for documents and materials is always limited. With around 100 NGOs attending the CND every year, you are asked to be mindful of the space available and the high demand for this space. Please be selective and pragmatic when deciding which publications to bring, and how many copies – especially for bulkier documents. Please do not rely on the NGO spaces (such as the ‘NGO Lounge’) for storage of your materials, as these spaces are always limited and have to be available to everyone.

<sup>7</sup> [https://www.unodc.org/documents/commissions/CND\\_CCPCJ\\_joint/Side\\_Events/2019/Guidelines\\_Side\\_Events\\_2019.pdf](https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/Side_Events/2019/Guidelines_Side_Events_2019.pdf)

Please Do...	Please Do Not...
Bring a reasonable amount of publications, and use any space on the NGO tables provided.	Move or remove other NGO materials from the communal spaces within the CND, or fill up the NGO Lounge with boxes of reports.
Read other NGOs' materials, and share your own.	Disseminate your materials at another NGO's side event without their prior approval.
Ensure that any claims and statements being made about drug policies, especially those at the local level, are backed by reputable and credible evidence.	Disseminate materials which include unsubstantiated claims or derogatory references to other NGOs.
Carefully consider the impact, strategic pros and cons, and potential ramifications of bringing materials which explicitly single out individual governments, agencies or UN entities for criticism.	Disseminate materials which include unsubstantiated claims about governments, agencies or UN entities.

If you have serious concerns about the content of any materials, please liaise with the VNGOC. Please also note that all materials should be picked up before the end of the meeting – any documents left on exhibition tables and in the NGO spaces will be recycled.

» ***Finally – use your VNGOC!***

The purpose of the Vienna NGO Committee is to support your participation, and as such we want to help resolve any problems that arise during the CND or related meetings. As such, we encourage all NGOs – whether members of the VNGOC or not – to maintain open communication with the VNGOC, and to ask for advice or information whenever needed. The VNGOC can help to work with UNODC and government delegations to resolve any difficulties that arise. We can be reached at [info@vngoc.org](mailto:info@vngoc.org), or you can speak to any of the elected [VNGOC Officers](#).

**Thank you for your consideration of the guidance and principles above, and the VNGOC looks forward to seeing you all in Vienna.**

## **Annex 1: Rules regarding Security at the VIC**

*The Rules below have been copied in full on 18th March 2019, from [https://www.unodc.org/intranet\\_sss/en/faq/additional-rules-regarding-security.html](https://www.unodc.org/intranet_sss/en/faq/additional-rules-regarding-security.html)*

Under the respective Headquarters Agreements of the International Organizations (the "Organizations") located at the VIC, their premises at the Centre area recognized as extraterritorial by the Government of Austria and are under the control and authority of the Organizations. Although Austrian laws, and in particular fire protection and security regulations, apply generally within the VIC, except as otherwise provided in the Headquarters Agreements, Austrian officials or persons exercising public authority in Austria are precluded from entering the Centre, except with the consent of the Executive Head of the Organization concerned. Consequently, the maintenance of security within the VIC, including the maintenance of public order, the protection of life and property, the control of access and the provision of fire protection services, is the responsibility of the Organizations, though they may call on the appropriate Austrian authorities for assistance and shall cooperate with these authorities in carrying out security functions.

The present Security Rules, which are hereby promulgated by the Executive Heads of the United Nations Office at Vienna (UNOV), the International Atomic Energy Agency (IAEA) and the United Nations Industrial Development Organization (UNIDO), are designed to assist the Organizations in carrying out their responsibilities for the security of the VIC.

### **Article I: Authority**

#### **Rule 1.01**

The Responsibility for managing and operating the security and safety services within the VIC is assigned to the United Nations. (Paragraph 6(a) of the Memorandum of Understanding concerning the allocation of Common Services at the Donaupark Centre in Vienna, concluded on 31 March 1977 between Executive Heads of the United Nations, IAEA and UNIDO).

#### **Rule 1.02**

The United Nations discharges this responsibility through the Security and Safety Section for the VIC (the "Security Service") under the supervision of the Director General of UNOV.

#### **Rule 1.03**

The Chief of the Security Service reports to the Director-General of UNOV and, when circumstances so warrant, also directly to the Executive Heads of the other Organizations. All references to the Chief shall be understood as also including the officer of the Security Service in charge at the VIC in the absence of the Chief.

#### **Rule 1.04**

The Chief of the Security Service is hereby authorized to issue, with the approval of the Director-General of UNOV, orders and instructions and to take security measures that may be required by and be appropriate for particular circumstances.

#### **Rule 1.05**

The Executive Head of each Organization is empowered to request the appropriate Austrian authorities to provide police assistance for the preservation of law and order within the respective headquarters seat; within the common area this power is delegated to the Director-General of UNOV, but may also be exercised, if necessary, by any other Executive Head concerned. Under normal circumstances this power is to be exercised

exclusively by each Executive Head himself or, in his absence, by the official acting for him. in the event of extreme urgency or the non-availability of both the Executive Head concerned and the official acting for him, the Chief of the Security Service is authorized to invite the Austrian police into the headquarters area concerned; in such case, the Chief of the Security Service shall inform the Executive Head concerned as soon as possible of the action he has taken and the reasons therefore. In all cases, the request to the Austrian police shall be made through the Chief of the Security Service.

#### **Rule 1.06**

The provisions of Rule 1.05 shall also apply to Austrian fire, medical or other officials who may be needed to assist within the VIC.

#### **Rule 1.07**

The Executive Head of any of the Organizations may designate areas within the VIC as especially sensitive and arrange for the Security Service to apply special control procedures within or to limit access to such areas. in respect of any common area, such arrangements shall be taken in consultation with the Executive Heads of the other Organizations.

#### **Rule 1.08**

The Executive Head of each Organization may, except as otherwise specified herein, delegate any of his functions under these Rules to any official(s) of his Organization. The Executive Heads of the Organizations and the Chief of the Security Service should be informed of any standing delegations.

### **Article II: Responsibilities of Persons Within the VIC**

#### **Rule 2.01**

Officials of the Organizations, as well as all other persons within the VIC, are required to comply with these Rules and with any security orders and instructions issued pursuant to Rule 1.04. They are similarly required to obey the orders of security officers, in particular in the circumstances referred to in the present Article.

#### **Rule 2.02**

The Security Service is responsible for controlling access to the VIC and for this purpose shall issue an appropriate VIC access card to every person entitled to enter the VIC. Security officers shall refuse to admit persons without such an access card and shall ensure that persons admitted with an restricted access card comply with the indicated restrictions. Persons at the entries to and within the VIC shall display their VIC access card to security officers when requested to do so.

#### **Rule 2.03**

The Security Service is responsible for the admission of all vehicles to the VIC in accordance with established rules and regulations (it should be noted that Austrian traffic laws and regulations apply within the VIC) and for controlling the traffic and parking of such vehicles within the VIC.

#### **Rule 2.04**

The Security Service is responsible for taking appropriate action in respect of actual and threatened emergencies within the VIC, such as fires, accidents, illnesses, crimes or

disturbances. Persons within the VIC who are aware of such an occurrence or threat shall immediately inform the Security Service (if the emergency involves any injury or illness, the Medical Service should also be informed) by the most appropriate means available and shall cooperate fully with all security officers.

#### **Rule 2.05**

The Security Service shall investigate occurrences within the VIC, such as those referred to in Rule 2.04 and any others that might result in legal proceedings. A report on any such investigation shall be presented to the Executive Head(s) of the Organization(s) concerned. The transmission of such a report to any other person or to any Austrian authority shall require the approval of the Executive Head of any Organization concerned, who shall first consult with the Executive Head of any other such Organization.

#### **Rule 2.06**

Persons within the VIC who observe or have any information concerning any occurrence within the jurisdiction of the Security Service shall cooperate with the Service in appropriately recording or otherwise preserving such information. In particular, if requested by a security officer, they shall remain at the scene of the occurrence or identify themselves before they leave.

#### **Rule 2.07**

Security officers are authorized to detain (For the purpose of these Rules "detain" means: (a) To restrain a person by the use or threat of force from taking a given action; or (b) To keep a person in temporary custody for investigations, for transfer to the custody of another authority or for expulsion from the VIC.) a person who injures or threatens to injure any person or property, private or public, who disturbs public order or who has entered the VIC without authorization. Transfer of custody to another authority or expulsion from the VIC shall require the express authorization of the Director-General of UNOV, who shall, in respect of a staff member or any other person within the VIC under the auspices of another Organization, secure the consent of its Executive Head.

#### **Rule 2.08**

Security officers are authorized to search persons and to seize personal property if they have reason to believe that any person is carrying an unauthorized weapon, explosives or other dangerous substances, narcotics or stolen goods. (This rule does not preclude the use of metal detectors).

#### **Rule 2.09**

Security officers shall call the attention of persons concerned to any conditions that violate applicable safety rules or that are otherwise unsafe. Persons so reminded shall take appropriate measures to remedy the condition.

#### **Rule 2.10**

Persons finding any apparently lost or misplaced personal property within the VIC shall turn it over to the Security Service, if possible by bringing it to the Security Duty Room, and in any event shall report to the Service all available details about the find.

#### **Rule 2.11**

Security officers shall report instances of disorderly conduct within the VIC to the Chief of the Security Service. In serious cases, and in the case of repetition, the Security Service shall present a report on the matter to the Executive Head of the Organization concerned.

# Glossary

CCPCJ	Commission on Crime Prevention and Criminal Justice
CND	Commission on Narcotic Drugs
CoNGO	Conference of NGOs in Consultative Relationship with the United Nations
CoW	Committee of the Whole
ECOSOC	United Nations Economic and Social Council
EU	European Union
GRULAC	Latin American and Caribbean Group
INCB	International Narcotics Control Board
NGO	Non-governmental organization
NYNGOC	New York NGO Committee on Drugs
SGB	Secretariat of the Governing Bodies/ Secretariat of the Commission on Narcotic Drugs
UN	United Nations
UNGASS 2016	United Nations General Assembly Special Session on the world drug problem
UNODC	United Nations Office on Drugs and Crime
VIC	Vienna International Centre
VNGOC	Vienna NGO Committee on Drugs
WHO	World Health Organization



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)

We look forward to hearing from you.

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