

# CND GUIDE 2026



## GUIDE FOR NGO PARTICIPANTS

For the 69th Session  
(9-13 March 2026)

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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 links between civil society 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 450 members, ranging from large international professional networks to specialist NGOs at international, national and local levels providing a wide range of interventions to address problems related to drug use and drug markets.

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 organised 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), the President of the International Narcotics Control Board (INCB), and representatives of the World Health Organisation (WHO). In 2017, the VNGOC signed a Memorandum of Understanding with UNODC to support their collaborations together, which was renewed for a second time in December 2022.<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 you can learn more about how NGOs can work with Member States before the session opens, how to best contribute 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 utilise 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 the CND!



Matej Košir

Chairperson of the Vienna NGO Committee on Drugs

# PART ONE

## THE STRUCTURE AND ORGANISATION OF THE COMMISSION ON NARCOTIC DRUGS (CND)

# 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>1</sup>

As a functional Commission, the CND assists ECOSOC in supervising the application of international conventions and agreements dealing with narcotic drugs. It is the principal policy-making body within the UN system on drug control issues. It is also one of the governing bodies of the UNODC and approves their budgets and policies related to drugs.

**The CND is the main UN policy-making body dealing with narcotic 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 2026 are: Argentina, Armenia, Australia, Austria, Belgium, Bolivia (Plurinational State of), Burkina Faso, Burundi, Chile, China, Colombia, Côte d'Ivoire, Dominican Republic, France, Finland, Germany, Ghana, Guatemala, Honduras, Hungary,

**The CND has 53 members but in practice all Member States are able to participate.**

<sup>1</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.

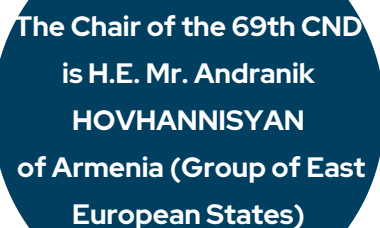
India, Indonesia, Italy, Japan, Kazakhstan, Kenya, Kyrgyzstan, Lithuania, Malta, Mauritania, Mexico, Morocco, Netherlands (Kingdom of the), Nigeria, Pakistan, Peru, Poland, Portugal, Qatar, Singapore, Slovenia, South Africa, Spain, Switzerland, Thailand, Trinidad and Tobago, Ukraine, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uruguay, Zimbabwe.

Only 53 Member States may vote, when called upon, but in practice, all Member States are able to participate in the CND whether or not they are members.

## WHO ARE THE OFFICERS?

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 intersessional 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.



The Chair of the 69th CND  
is H.E. Mr. Andranik  
HOVHANNISYAN  
of Armenia (Group of East  
European States)

For the 69th session of the Commission, the Officers are:

- **Chairperson: H.E. Andranik HOVHANNISYAN of Armenia (Group of Eastern European States)**
- **First Vice-Chairperson: H.E. Peter POTMAN of the Netherlands (Group of Western European and Other States)**
- **Second Vice-Chairperson: H.E. Ms. Maria Eugenia ECHEVERRIA HERRERA of Peru (Group of Latin American and Caribbean States)**
- **Third Vice-Chairperson: H.E. Ms. Maimounata OUATTARA of Burkina Faso (Group of African States)**

# HOW DOES THE CND OPERATE?

## Frequency of meetings

The Commission meets annually, **usually in March, and usually 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.

The 69th CND will take place 9 -13 March 2026 and the reconvened session 3-4 December 2026.

**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 at its 67th session in March 2024 the “High-level declaration by the Commission on Narcotic Drugs on the 2024 midterm review, following up to the Ministerial

Declaration of 2019”. Following the adoption of the 2024 High-Level Declaration, Member States agreed on a new multiyear workplan to continue the thematic discussions on addressing the challenges identified in the 2019 Ministerial Declaration. The Commission will hold interactive meetings every year in the period up to 2028. The 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 three day meetings. The Chair’s Proposal Workplan CND Thematic Discussion from 2024 till 2028 can be found here ([https://vngoc.org/wp-content/uploads/2024/08/UPDATE\\_Chairs-Proposal-Workplan-TD-2024-2028\\_22-April\\_approved-by-silence-procedure-8May.pdf](https://vngoc.org/wp-content/uploads/2024/08/UPDATE_Chairs-Proposal-Workplan-TD-2024-2028_22-April_approved-by-silence-procedure-8May.pdf)).

The VNGOC will hold open calls to select panelists and speakers for interventions from the floor for these thematic intersessionals.

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

## The formal structure

The formal rules for the organisation and functioning of the Commission are the [Rules of Procedure for Functional Commissions of the Economic and Social Council](#). 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 the M-Plenary room of the Vienna International Centre) 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 finalised 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 fulfils 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 one of the governing bodies 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 69th session are available from: [https://www.unodc.org/unodc/en/commissions/CND/session/69\\_Session\\_2026/documentation.html](https://www.unodc.org/unodc/en/commissions/CND/session/69_Session_2026/documentation.html)

Furthermore, the main 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

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 ‘informal’ meetings.

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

### How are decisions made at the CND?

Member States traditionally strive to adopt CND resolutions by consensus, and during these deliberations no practical distinction is made between members and observers. However, in recent years it has not always been possible to reach consensus on all matters. When consensus cannot be achieved, resolutions are put to a vote among the Commission’s Member States, and adoption requires a simple majority of those present and voting.

The only regular exception to this practice is the scheduling of substances under the international drug control conventions, which is subject to formal voting procedures.

## Other working arrangements used by the Commission

### 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 may be 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 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, in front of the Plenary, there will be tables where NGOs can display and distribute their publications.<sup>1</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.



**An updated NGO events calendar will be available on the VNGOC website.**

There will be an initial briefing and coordination meeting at the start of the 69th CND, 9 am on Monday, 9th March (please check the blue information screens around the UN building and the [VNGOC website](#) for the exact location). Additionally, there will be informal NGO Dialogues with the Chair of CND, the President of INCB the Executive Director of UNODC, and WHO representatives, dates and rooms still to be decided.

## 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, but to date no additional modalities have been adopted by the CND.

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<sup>1</sup>For publications displayed at the NGO tables no clearance from the UNODC Secretariat is needed

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.

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. In order to be able to attend you need to register your delegation through the [INDICO event registration system](#), using the link provided by the Secretariat to all invitees. All **participants should register as soon as possible but no later than 2nd March 2026** (one week before the start of the session).

The registration system asks for a letter of request for accreditation, signed by the head of the organisation, which needs to be uploaded when prompted.

The letter must contain the following elements:

- Submitted on the official letterhead of the organisation;
- 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 69th session of the Commission on Narcotic Drugs from 9 to 13 March 2026 ...”;
- 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.
- The letter needs to be uploaded by each delegate to the INDICO platform after which you will receive a confirmation email, the badge can be pre-printed and made available for pick-up
- **There is no limit to the number of delegates that can be accredited per ECOSOC NGO.**

# 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 which has consultative status to nominate you**. A database of NGOs can be found on the [website of the NGO Branch](#).

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?

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:

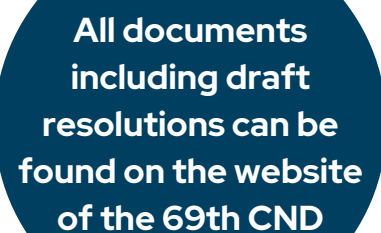
### Before the Commission meets:

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\\_68/UNODC\\_68\\_CND\\_LoP\\_Rev1\\_2504229E.pdf](https://www.unodc.org/documents/commissions/CND/CND_Sessions/CND_68/UNODC_68_CND_LoP_Rev1_2504229E.pdf)

You may request to meet members of the delegation from your country in advance of the meeting of the Commission on Narcotic Drugs (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.

### **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. 9th February 2026). 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).



**All documents including draft resolutions can be found on the website of the 69th CND**

### **When the Commission meets:**

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.

### **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.

**New drafts of resolutions are published on the CND website and in the [online journal](#) as soon as they are available.**

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.

**NGOs can make written and oral statements. Make sure to observe the rules for such submission!**

### [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 undiplomatic, accusatory and/or abusive language.

### **Checklist for written statements**

- ✓ Include contact information for the representative submitting written statement (name, mobile, email), and the corresponding agenda item
- ✓ Include NGO's name as it appears in the ECOSOC NGO database, indicating consultative status in brackets (general, special)
- ✓ List all NGOs supporting the statement (they will appear as a footnote to the statement title)
- ✓ Statement needs to be in MS WORD format (Font Times New Roman 10 point)
- ✓ Languages: English, French or Spanish
- ✓ **All submissions are final, no changes will be made afterwards**

The deadline for written statements is normally **two weeks prior to the session (i.e. 23rd February 2026)** and all statements need to be submitted to [unodc-sgb@un.org](mailto:unodc-sgb@un.org).

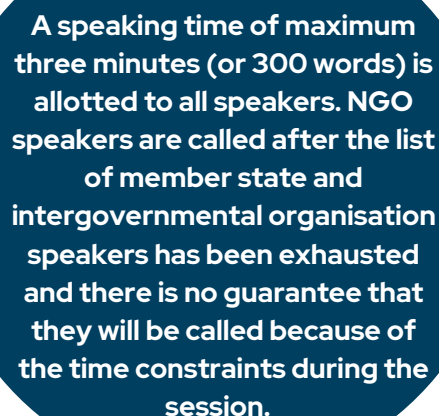
### **Make a oral statement**

Representatives from 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 firstcome 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.



**A speaking time of maximum three minutes (or 300 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.**

### **It is the responsibility of the NGO to follow 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. If you wish to have your statement published on the VNGOC website make sure to send it to [info@vngoc.org](mailto:info@vngoc.org).

## Side Events

Application period  
deadline 23  
January

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 and/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 .

The Secretariat of the UNODC Governing Bodies has issued [guidelines for organizing side events](#) to prevent clashes with the formal meetings of the CND and to avoid overlap among side events themselves. Facilities for side events are available only within designated time slots each day—except on Monday morning and Friday afternoon. The available slots are:

- **Morning 1**: 10:00–11:00 am
- **Morning 2**: 11:30–12:30 pm
- **Afternoon 1**: 1:00–2:00 pm
- **Afternoon 2**: 3:00–4:00 pm
- **Afternoon 3**: 4:30–5:30 pm

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.

Provide your own publicity material and make this available to delegates. Please note that side event promotional material can only be placed on a designated table in front of the Plenary room in the M-building. The **material placed there needs to be cleared by the Secretariat of the Commission prior to distribution** by submitting it in electronic form to [unodc-sgb@un.org](mailto:unodc-sgb@un.org) by Wednesday, 25th February 2026.



Try to plan a joint event, preferably with Member States, a UN body and other NGOs as co-sponsors.



Keep to the time slots of 50 minutes



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 Unit of UNODC ([unodc-ngounit@un.org](mailto:unodc-ngounit@un.org)) to plan and promote your side event.

Checklist for  
side events

## 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 meets:

It is also important 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](#), the [UN System Common Position on Drugs](#) and the [2024 High - Level Declaration](#).
- 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 related issues.
- Meet your countries 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 related issues 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 and demonstrate the value and importance of civil society. 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

The VIC is located in Vienna's Donaustadt area across the Danube, just seven minutes from the city centre by U-Bahn.

The street address is Wagramer Strasse 5, 1220 Vienna, Austria, with the Visitors Entrance located right next to the "Kaisermühlen/Vienna International Centre" U-Bahn stop.

The easiest way to get to the VIC is by the U- Bahn, the underground train system of Vienna. Access to all subway stations and 95% of the tram and bus stops in Vienna is accessible. The [Wiener Linien](#) provide up to date information on the accessibility in German on their website.

From the city centre 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 CONFERENCE PASS

You will need to go through the visitor's entrance at Gate 1 and through a security check to get into the VIC. Provided you registered for the conference through the INDICO platform you will be able to collect your pass immediately after the security check at Gate 1. The pass office is open Monday to Friday from 08:00 to 16:00 and you will need your passport and confirmation email from the CND Secretariat 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.

## 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 Unit of UNODC ([unodc-ngounit@un.org](mailto:unodc-ngounit@un.org)). It is also good practice to clear the arrangements for bringing in bulky items with the UN Security and Safety Service ([vicsecuritychief@un.org](mailto:vicsecuritychief@un.org)).

## Conference facilities at the VIC

Most meetings of the CND including the plenary, the CoW and most of the side events take place in the **M-building**.

The shortest way to get to the M-building is via the B-building. Keep left after entering through Gate 1 onto the plaza, and use the first revolving doors on your left to enter the B-building and follow the signs to the M-Building. The M-building has elevators granting access to all levels. The main conference rooms, including the Plenary, are located on the first floor.

Passes can be collected starting from Friday, 6 March from 10 am to 4 pm. Be prepared to queue if you collect your pass on Monday, 9 March.

## Languages and official documents

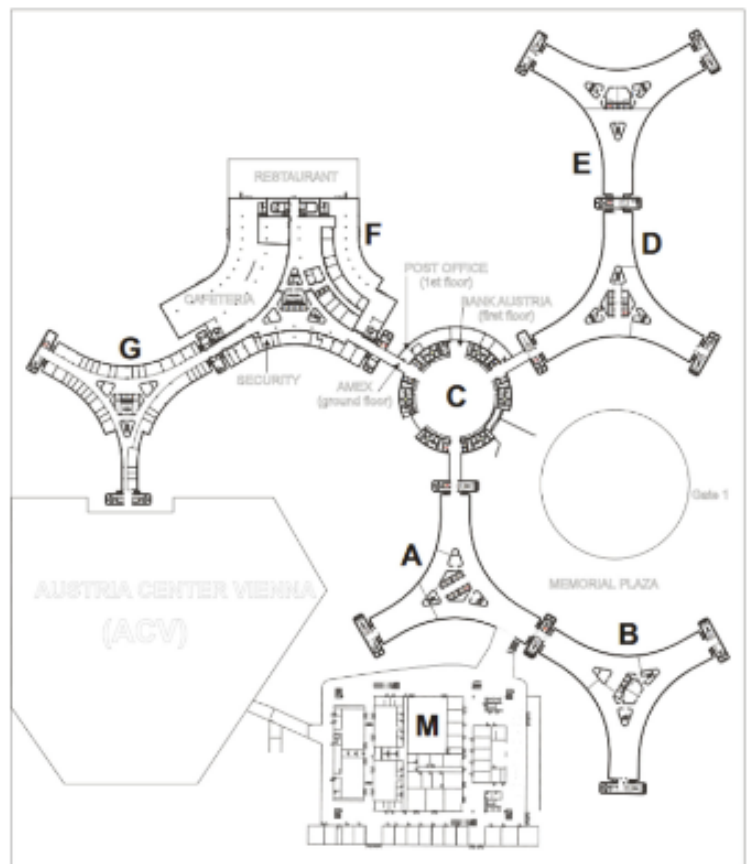
The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. Official documents of the meetings will be made available in these official languages. In the Plenary and the CoW sessions of the Commission, simultaneous translation between the official languages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

There is an NGO lounge reserved by the UNODC Civil Society Unit and the VNGOC, located in room MOE027 on the ground floor of the M Building. This is equipped with a PC and internet connection. 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, **9th March at 09:00**, (tbc) an NGO briefing will be held (room tbc). This is where information about events can be shared and NGO activities coordinated. In addition the VNGOC and the UNODC Civil Society Unit will share the latest information about the CND, VNGOC and UNODC events and the VNGOC Annual General Assembly.



### **Internet access**

The VIC has open Wi-Fi (“Guest-VIC”) allowing internet access from your laptop or mobile phone. There are also a few computers with internet access, located on the 4th floor of the C-building.

### **Copying or printing documents**

There are a few printers available in the VIC ‘internet corner’ on the 4th floor of the C-building but for any large scale printing you will need 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.

# PART FOUR

## USEFUL LINKS AND CONTACTS

## USEFUL LINKS

Political Declarations of 1987, 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://digitallibrary.un.org/record/3792232?ln=en">https://digitallibrary.un.org/record/3792232?ln=en</a>
The Beyond 2008 Declaration and Resolutions	<a href="https://vngoc.org/beyond-2008/beyond-2008-resolutions-and-follow-up/vienna-forum-documents/">https://vngoc.org/beyond-2008/beyond-2008-resolutions-and-follow-up/vienna-forum-documents/</a>
Resolutions adopted by CND	<a href="https://www.unodc.org/rddb/">https://www.unodc.org/rddb/</a>
Documents for the 2024 session of CND	<a href="https://www.unodc.org/unodc/en/commissions/CND/session/67_Session_2024/67CND_Main.html">https://www.unodc.org/unodc/en/commissions/CND/session/67_Session_2024/67CND_Main.html</a>
Documents for previous session of CND	<a href="https://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html">https://www.unodc.org/unodc/en/commissions/CND/session/cnd-documents-index.html</a>
Annual Report of the International Narcotics Control Board (INCB)	<a href="https://www.incb.org/incb/en/publications/annual-reports/annual-report.html">https://www.incb.org/incb/en/publications/annual-reports/annual-report.html</a>
UNODC World Drug Report	<a href="https://www.unodc.org/unodc/data-and-analysis/WDR.html">https://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="https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/NGO/18-04474_ebook.pdf">https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/NGO/18-04474_ebook.pdf</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 members blog live from the CN	<a href="https://www.cndblog.org">https://www.cndblog.org</a>
CoNGO (Conference of NGOs)	<a href="https://www.ngocongo.org">https://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/VNGOCondugs">facebook.com/VNGOCondugs</a> , <a href="https://www.youtube.com/VNGOCondugs">YouTube</a>
NGO Marketplace	<a href="http://www.mp.vngoc.org">www.mp.vngoc.org</a>
New York NGO Committee on Drugs (NYNGOC)	<a href="https://www.nyngoc.org">https://www.nyngoc.org</a>
2024 High - Level Declaration	<a href="https://www.unodc.org/documents/commissions/CND/2024_high-level_declaration/2414246E-Declaration-2024-eBook.pdf">https://www.unodc.org/documents/commissions/CND/2024_high-level_declaration/2414246E-Declaration-2024-eBook.pdf</a>

## Key Contacts

Secretariat of the Commission on Narcotic Drugs	<a href="mailto:unodc-sgb@un.org">unodc-sgb@un.org</a>
UNODC Civil Society Unit	<a href="mailto:unodc-ngounit@un.org">unodc-ngounit@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>

## 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
EU	European Union
GRULAC	Group of Latin American and Caribbean States
INCB	International Narcotic Controls Board
NGO	Non Governmental Organisation
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 2016
UNODC	United Nations Office on Drugs and Crime
VIC	Vienna International Centre
VNGOC	Vienna NGO Committee on Drugs
WHO	World Health Organisation

# PART FIVE

## 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 organisations (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 authorisation 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 authorisation 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 behaviour 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...**

-  Attend other NGOs' side events, and invite other NGOs to attend yours.
-  Listen to other NGOs' statements and positions, including in the CND Plenary.
-  Treat everyone with respect and courtesy throughout the Commission meeting – even if their views run counter to your own.

### **Please Do Not...**

-  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.
-  Make background noises or other actions designed to distract or undermine the speaker.
-  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...

- ✓ Use diplomatic devices in statements, such as referring to "some countries in my region" or "selected countries".
- ✓ Cite established, credible and peer-reviewed data and research in your interventions.

#### Please Do Not...

- ✗ Make defamatory statements about a specific country or agency.
- ✗ 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>1</sup>

1. [https://www.unodc.org/documents/commissions/CND\\_CCPCJ\\_joint/Side\\_Events/2025/Application\\_form\\_68th\\_CND\\_Side\\_Events\\_-\\_Google\\_Forms.pdf](https://www.unodc.org/documents/commissions/CND_CCPCJ_joint/Side_Events/2025/Application_form_68th_CND_Side_Events_-_Google_Forms.pdf)

## 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.

### **Please Do...**

-  Bring a reasonable amount of publications, and use any space on the NGOs tables provided.
-  Read other NGOs’ materials, and share your own.
-  Treat everyone with respect and courtesy throughout the Commission meeting - even if their views run counter to your own.
-  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.

### **Please Do Not...**

- Move or remove other NGO materials from the communal spaces within the CND, or fill up the NGO Lounge with boxes of reports 
- Disseminate your materials at another NGO’s side event without their prior approval. 
- Disseminate materials which include unsubstantiated claims or derogatory references to other NGOs. 
- 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 at the CND.**

## **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 recognised 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 1: 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 authorised 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 authorised 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 2: 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 authorised 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 authorisation. Transfer of custody to another authority or expulsion from the VIC shall require the express authorisation 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 unauthorised 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.

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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