



The Commission on Narcotic Drugs (CND)

A Briefing for NGOs and CSOs

Chairperson	Vice-Chairperson	Treasurer	Secretary	Deputy Secretary	Deputy Treasurer
Michel Perron Canadian Centre on Substance Abuse, Canada	Eveline Hejlek Zonta International Austria	Esbjörn Hörnberg IOGT International Sweden	Janina Romanova European Cities Against Drugs, Sweden	Elena Goti Dianova International Spain	Monica Luppi San Patrignano Italy

Contacts

General Enquiries: [info@\[vngoc.org](mailto:info@[vngoc.org)

Membership enquiries: [janina.romanova@\[stockholm.se](mailto:janina.romanova@[stockholm.se)

Web site: www.vngoc.org

What is the CND?

The Commission on Narcotic Drugs 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 Commissions¹.

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 United Nations Drug Control Programme (UNDCP)² and approves the budget of the Fund of UNDCP. 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?

There are 53 members of the CND, elected by ECOSOC for 4 years from among UN member states. The allocation of seats is based on regions:

11 from African States, 11 from Asian States, 10 from Latin American and Caribbean States, 6 from Eastern European States, 14 from Western European and other States. The final seat alternates between the Asian and the Latin American and Caribbean States every 4 years. The members for 2011 can be found at

http://www.unodc.org/documents/commissions/CND_memberships/CNDmembers1Jan2012.pdf.

Who are the Officers?

The Officers of the Commission are the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson and the Rapporteur. The Chairperson normally chairs the Plenary sessions of the Commission and the First Vice-Chairperson normally chairs meetings of the Committee of the Whole. The Rapporteur prepares the report which is submitted to ECOSOC. 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. Collectively the Officers are referred to as the *Bureau of CND*. To assist the Chairperson, a group consisting of the Chairs of the 5 regional groups, the Chair of the Group of 77 and China and the representative of the country holding the Presidency of the European Union, together with the Bureau, form the *Extended Bureau*. For the 55th session the officers are:

Chairperson: H.E. Ambassador Carmen BUJÁN FREIRE (Spain)

First Vice-Chairperson: H.E. Ambassador Antonio García REVILLA (Peru)

Second Vice-Chairperson: H.E. Ambassador Raphael Nakare DINYANDO (Namibia)

Third Vice-Chairperson: H.E. Ambassador Khamkheuang BOUNTEUM (Lao PDR)

Rapporteur: Ms. Simona MARIN (Romania)

How does the CND Operate?

Frequency of meetings

The Commission meets annually, usually in March, for 5 days. It also reconvenes at the end of the year to deal with administrative and budgetary issues. The dates listed for 2012 are the main session from 12 – 16 March and the reconvened session on 6 December. Usually the March meeting has larger delegations with representatives attending from relevant national ministries while the reconvened session has smaller delegations drawn from national missions in Vienna. The reconvened session is usually combined with the reconvened session of the Commission on Crime Prevention and Criminal Justice as most of the administrative and budgetary issues are common to both Commissions.

The formal structure

The formal rules for the organisation and functioning of the Commission are guided by the ECOSOC Rules of Procedure (<http://www.un.org/en/ecosoc/about/pdf/rules.pdf>) and the Rules of Procedure for Functional Commissions of the Economic and Social Council (<http://www.unodc.org/documents/commissions/E-83-1-10.pdf>). The involvement of NGOs in Consultative Status with ECOSOC is based on Resolution 1996/31 of ECOSOC (<http://csonet.org/content/documents/199631.pdf>).

¹ Commission on Crime Prevention and Criminal Justice, Commission on Population and Development, Commission on Science and Technology for Development, Commission for Social Development, Commission on the Status of Women, Commission on Sustainable Development, Statistical Commission, United Nations Forum on Forests

² UNDCP is the part of UNODC concerned with drug control. The mandate of UNODC also includes crime prevention and criminal justice, anti-corruption, transnational organised crime, human trafficking, money laundering and some aspects of terrorism prevention.

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 (add, move or change the schedule of substances), considers the reports from INCB and a number of thematic reports from UNDCP, fulfils any other mandates received from the General Assembly or ECOSOC and deals with any emerging drug control issues. Under this segment it also holds 'Round Tables' where it explores in greater detail topics selected for discussion by Regional Groups;
- *an Operative Segment* where it functions as the governing body of UNDCP, providing policy directives and guidance, reviewing ways to improve the working of the drug control machinery and considering administrative and budget issues.

To allow the Commission to complete its agenda the regular March meeting has a *Plenary* session and a parallel *Committee of the Whole*. In the Plenary there is debate on implementation of the drug control treaties, demand reduction and supply reduction, the round tables are held and there is discussion on policy directives to UNDCP and on strengthening the drug control mechanism. *Observers, including NGOs, are entitled to attend and speak at the Plenary sessions (see below)*. The Committee of the Whole holds preliminary discussion on some agenda items before they are transferred to the Plenary. Its main activity is to negotiate draft resolutions for adoption by the Commission. *Observers, including NGOs, are entitled to attend the meetings of the Committee of the Whole but NGO representatives may not make statements or take part in the formal discussions*.

Other working arrangements used when the Commission is meeting

Regional Group meetings

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

Informal drafting committees

Informal committees are often formed to work on draft resolutions to reduce the time required for detailed discussion in the Committee of the Whole. *Member States may decide that NGO representatives cannot attend some or all of these informal discussions. Individual Member States, however, may often welcome support and contributions from NGOs through discussion and consultation separate from the informal drafting committee.*

Working arrangements between formal sessions of the Commission

Inter-sessional meetings

These are used to finalize the provisional agenda of the CND; to address organizational and substantive matters; and to provide continuous and effective policy guidance to the Programme. *These meetings are usually attended by the Vienna representatives of member states and are not normally open to NGO representatives except with the permission of the Chair of the CND. The meetings are not normally listed on the calendar of events*

Regular informal joint meetings of donor and recipient countries

These focus on planning and formulation of the operational activities of the Programme, including projects. *These are closed meetings.*

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*

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 meeting for Asia and the Pacific, Africa, Latin America and the Caribbean and for 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.*

Where can the documents for CND be found?

All the documents for the Commission, including draft resolutions added as they are received, can be found on the web site of UNODC at <http://www.unodc.org/unodc/en/commissions/CND/session/55.html>. These should be downloaded and printed to be brought with you. A daily Journal in English and French, the list of participants and any new draft resolutions and revised draft resolutions can be collected from the main documents distribution counter on the 1st floor of the M Building.

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.

There is no reason why an NGO should not seek to have a Member State put forward a resolution which the NGO has drafted, but it is important to start discussions with the member state well in advance of the CND meeting. It is also worth remembering that draft resolutions often get substantially changed during negotiations, or even dropped completely, as states bargain with each other. NGOs can also lobby national delegations to add, amend or delete wording from draft resolutions.

When are draft resolutions available to look at?

Draft resolutions are rarely available before the opening day of the CND but some will be posted on the CND documents web page in advance (see below). The Friday before the opening of the Commission is reserved for informal consultations between member states where draft resolutions are shared, supporters sought, problem areas identified and initial negotiations start. These are private sessions which NGOs cannot attend. However, NGOs with ECOSOC Consultative Status and a badge as a representative to the UN in Vienna can enter the UN building and meet informally with member state representatives to discuss draft resolutions. All the draft resolutions become available from the afternoon of the first day of CND at the document distribution counter and new or amended draft resolutions continue to appear during the week. A list of draft resolutions is maintained in the NGO lounge for information.

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 exception is for the scheduling of substances under the Conventions where a two-thirds majority vote and an affirmative vote of 35 members of CND is mandatory.

Which NGOs may attend as observers at CND?

Attendance at the CND as an observer is open to:

- 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 96/31. In that Resolution, other modalities for participation can be used. To date no additional modalities have been adopted by the Commission.

NGOs in consultative status or on the roster receive an invitation to nominate observers to attend the Commission, usually in late January. They are asked to provide the name, address and e-mail address of the representatives and to submit these to the Secretariat of the Commission (sgb@unodc.org or fax to +43 1 26060 5885). An NGO with consultative status may nominate up to five representatives in addition to the President/Chairperson and Chief Executive Officer.

My Organisation does not have consultative status, can we still attend?

Your organisation can only attend if an NGO with consultative status nominates someone from your organisation to be one of their representatives at the Commission. You can always ask an NGO you know which has consultative status to nominate you. A list of all NGOs with consultative status can be found at <http://csonet.org/content/documents/E2011INF4.pdf>.

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. In the resolutions adopted by NGOs at Beyond 2008 we called upon Member States *“to support NGOs and seek their contributions on a more systematic basis by including them in matters related to the work of CND when appropriate”*. An increasing number of countries now include an NGO on their delegation, including, for example, Argentina, Australia, Canada, Mexico, New Zealand and the United Kingdom. We encourage NGOs to approach their government and request that an NGO be included on the national delegation. At a minimum NGOs should ask for a meeting with the national delegation before CND to receive a briefing on the positions being taken by their government and to provide NGO input to relevant topics on the agenda.

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 an Agenda for the CND annotated for NGOs and containing information about the CND meeting, side events on a wide range of topics and social events open to

attendance by NGOs.

A welcome table will be situated just inside M Building to provide assistance and help people find their way around the VIC. On the first floor of M Building there will be two tables where NGOs can display and distribute their publications. In the NGO lounge (see below), NGOs can meet, work and prepare for their participation in the CND. There will be a daily briefing and coordination meeting at 9 am each day, please check the information screens for the location. Additionally, there will be informal NGO Dialogues with the Chair of CND, the President of INCB and the Executive Director of UNODC.

To facilitate NGO contributions, please 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 by sending the relevant information to info@vngoc.org.

Making a written statement

Organizations in general consultative status with ECOSOC may submit a statement not exceeding 2,000 words. It must be in one of the official languages and be prepared in time for consultation with the Secretariat and consideration must be given to any comments made by the Secretariat before the final version is submitted. The approved final version is circulated by the Secretariat to the CND. If a statement is more than 2,000 words the organization has to provide a summary to be circulated or to provide the full text in all the working languages in sufficient copies for distribution. For organizations in special consultative status with ECOSOC, the same rules apply but the statement cannot be more than 1,500 words. Organizations on the Roster may be invited by the Secretariat and the Chairman of the CND to submit statements not longer than 1,500 words. Statements can be submitted through Ms. Dummar Frahi, Civil Affairs Officer, Division for Policy Analysis and Public Affairs of UNODC the week before the Commission at ngo.unit@unodc.org.

Making 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. NGOs wishing to speak in the plenary should ask the conference officer to add the name of their organisation to the list of speakers for a particular agenda item. NGO speakers are called after the list of member state and intergovernmental organisation speakers has been exhausted. This can mean that there is not enough time for all NGO statements to be made. If an NGO is planning to make an oral statement on a specific agenda item it is useful to mark this on the list in the NGO lounge so that joint statements can be made if possible or a good representation of NGO contributions can be called. 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.

Holding a side event

Side events are meetings, presentations 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 or non-governmental organisations. The event can be held in one of the conference or meeting rooms of the United Nations, in the restaurant of the Vienna International Centre or in one of the nearby hotels.

The Secretariat of the UNODC Governing Bodies has produced new guidance for side events. This is intended to avoid time clashes with formal meetings of the CND and to avoid side events overlapping. The consequence will be a severe reduction in the number of side events and NGOs possibly having only 2 spaces available in the week. The Chairs of the VNGOC and the NGO Alliance on Crime have written to the Executive Director objecting to the new arrangements but no change is expected unless Member States themselves demand withdrawal of the guidance. In the meantime, the following is suggested:

- make sure you plan a joint event, preferably with Member States, a UN body and other NGOs as co-sponsors.
- consider having a shorter meeting of 1 hour so that several different events can be held
- liaise with the VNGOC 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.
- the new Guidance for Side events with information on booking is available at http://www.unodc.org/documents/commissions/Side-events/Guidelines_SideEvents_November_2011.pdf and the booking form can be

downloaded from http://www.unodc.org/documents/commissions/Side-events/SideEvents_FORM_V04.doc

- work with the Civil Affairs Team of UNODC (ngo.unit@unodc.org) to plan and promote your side event.

For events in the VIC Restaurant or nearby hotels, direct contact with the restaurant or the hotels should be made.

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.

Providing publications

There is limited space available for document distribution but tables are normally provided outside the conference room where the Commission is meeting for member states, intergovernmental and non-governmental organisations to place documents. There is no exhibition space available for the display of posters and photographs.

The VNGOC has two tables for NGOs attending the CND to display their publications. *Please let us know if you want to display materials so that we can manage the space efficiently. You should also note that publications and publicity material cannot be distributed to Member States in the rooms used by the Commission for the Plenary sessions and the meetings of the Committee of the Whole.*

Practical Information

Getting to the Vienna International Centre (VIC)

The easiest way to get to the VIC is by the U-bahn, the underground train system of Vienna. From the city centre take the line U1 to Kaisermuhlen / 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 inside the VIC go to Entrance A and follow the signs to M building.

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 One and is open from 08.00 to 16.00. You will need to have your passport and confirmation of your participation with you to collect your pass. You must have a conference pass for the CND to attend the Commission and 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 Affairs Section of UNODC (ngo.unit@unodc.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 the 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. Telephone +43 1 26060 ext. 3901, Fax +43 1 263 20 82. **Please note:** Banners, display units and posters for display cannot be brought in or used without formal approval in advance from the CND Secretariat and on the advice of the Bureau of CND.

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 the agreed official languages. In the plenary sessions of the Commission simultaneous translation between the official languages will be provided.

As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the session

NGO Lounge

There is an NGO lounge at room MOE027 in the M Building. This is equipped with a PC, Internet connection, Wi-Fi and a projector for PowerPoint presentations. The 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.

Every morning at 09.00 there is an NGO briefing meeting. This is where information about the day's events can be shared and NGO activities coordinated. Copies of the daily Journal 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	Apart from the NGO lounge there are several locations in the VIC equipped with computers with internet access. Many parts of the VIC also have Wi-Fi allowing internet access from your laptop.
Copying or printing documents	It is expected that the computer in the NGO lounge will have a printer. You will, however, have to provide your own paper. There are pay per copy photocopiers available but for any large scale printing it would be better to use a print shop in Vienna.
Cafeteria and Restaurant	<p>Café bars selling coffee, tea, soft drinks and light refreshments (sandwiches, cakes, etc) are available in M Building.</p> <p>A cafeteria and restaurant serving hot food is also available in the F Building, accessed through C Building.</p> <p>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.</p>
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 a.m. to 5 p.m., Monday to Friday.
Bank	Banking service is available at the branch of Bank Austria, located on the first floor of the C building. Opening hours are from 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5.30 p.m. on Thursdays.
Post Office	Postal services are available at the post office located on the first floor of the C building. Faxes can be sent from the post office and long-distance telephone calls can be made from coin-operated telephones.
Medical Services	Medical attention is 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 8.30 a.m. to noon and from 2 to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 to 3 p.m. 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.
Glossary of Terms	
Bureau	At the end of each regular session, the CND elects its Bureau (Chairman, 3 Vice-Chairmen, Rapporteur) for the next session. The Bureau plays an active role in the preparation of the regular and the inter-sessional meetings of the Commission.
Committee of the Whole	Meets to negotiate draft resolutions. The Committee may also be an opportunity for delegations to discuss technical issues in greater depth. Member States can call for informal drafting committees to seek basic consensus on specific resolutions before such reworked drafts are tabled at the Committee of the Whole, and may decide that NGO representatives will not be permitted to attend those informal discussions
Extended Bureau	Members of the <i>Bureau</i> plus the chairs of the regional groups, the Presidency of the European Union, and the Chair of the Group of 77 and China
Governing body	The CND acting as Governing Body decides on the policies to be followed by UNODC in the area of drugs and approves its budget for this work
Plenary	The part of the conference where all members and observers are in attendance
Round Tables	These have replaced the thematic debate. For 2012 there are two Round Tables, each lasting 90 minutes. 10 Member States, appointed by the regional groups, will provide the core input. Only 4 speaking places are available to UN Agencies, Inter-Governmental and Non-Governmental Organisations. The VNGOC has requested two speaking slots at each round table for NGOs and has been asked to coordinate NGO input. Arrangements for the selection of NGOs are being finalized at present.

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

Suggestions received before the 1st March, 2012 will, if possible, be included in a revised version. Suggestions received after that date will be considered for the next edition of the Guide.

We look forward to hearing from you.