

The top right corner of the page features a partial view of the United Nations Office on Drugs and Crime (UNODC) flag, which is blue with a white emblem of a globe surrounded by olive branches. A large white semi-circle overlaps the bottom left of the flag.

# GUIDELINES FOR ELSA DELEGATIONS TO UNODC

---

SEMINARS & CONFERENCES  
2023/2024



ELSA  
Delegations

**elsa**

The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to UNODC is a result of a joint collaborative work of:

**Evgenia Podgorbunskikh**

Director for ELSA Delegations  
ELSA International 2016/2017

**Roman Zapletal**

Coordinator for UNODC & UNECOSOC  
ELSA International 2016/2017

*Updated by (2020):*

**Anna Wojciechowska**

Director for ELSA Delegations  
ELSA International 2019/2020

*Updated by (2022):*

**Lodovica Bellora**

Director for ELSA Delegations  
ELSA International 2021/2022

**Aurora Jannaccone Pazzi**

Coordinator for UNODC  
ELSA International 2021/2022

*Updated by (2024):*

**Alice Eraclei**

Director for ELSA Delegations  
ELSA International 2023/2024

**Michela Spampinato**

Coordinator for UNECOSOC & UNODC  
ELSA International 2023/2024

The authors express their sincere gratitude to:

**Nigel Micallef**  
Vice President in charge of  
Seminars and Conferences  
ELSA International  
2016/2017

**Aleksandra Żuchowska**  
Vice President in charge of  
Seminars and Conferences  
ELSA International  
2019/2020

**Valentin Badert**  
Vice President in charge of  
Seminars and Conferences  
ELSA International  
2021/2022

**Xanthi Agoraki**  
Vice President in charge of  
Seminars and Conferences  
ELSA International  
2023/2024

And **all the former ELSA Delegates** for providing their invaluable and much-appreciated outputs.

## TABLE OF CONTENTS

<b>Introduction</b>	<b>4</b>
About the European Law Students' Association	4
ELSA and International Organisations	5
ELSA Delegations	5
<b>Responsibilities of ELSA Delegates</b>	<b>6</b>
The Role of the Head of Delegation	8
The Head of Delegation Report	8
Documents and Procedures	9
<b>General Rules of Conduct</b>	<b>11</b>
Attendance	11
Business Cards	11
Dress Code	11
<b>United Nations Office on Drugs and Crime (UNODC)</b>	<b>12</b>
Areas of work	13
Commissions of UNODC	14
<b>General Rules of Procedures for Observers in UNODC</b>	<b>17</b>
Events Participation	18
<b>Practical Information for Participation in an ELSA Delegation</b>	<b>18</b>
Logistical Arrangements and Estimated Costs	18
Participation Online	19
<b>Experiences and Tips of Former ELSA Delegates</b>	<b>19</b>
General Preparation	19
Registration on the First Day	20
Plenaries	20
Being Academically Well-Prepared	21
Approaching Other Delegates	21
<b>Final Remarks</b>	<b>22</b>
Useful Contacts	22

## **Introduction**

These guidelines aim to provide appointed ELSA Delegates with all the information necessary to prepare for attending a respective UNODC session. Any relevant feedback or questions are encouraged, to improve this Guide for future ELSA Delegates.

## **About the European Law Students' Association**

The European Law Students' Association (ELSA) is an international, independent, non-political, not-for-profit organisation run by and for students. It comprises students and recent graduates interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student association and it is represented at nearly 432 law faculties in 43 countries across Europe with a membership of over 60,000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects organised to fulfil the vision of ELSA and to provide our members with opportunities to enhance their skills and interact with each other. Furthermore, ELSA provides law students with opportunities to develop their skills through our traineeship program and publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

## **Vision**

“A just world in which there is respect for human dignity and cultural diversity”

## **Purpose**

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation;

- assisting law students and young lawyers in being internationally minded and professionally skilled;
- encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

## ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC);
- United Nations Framework Convention on Climate Change (UNFCCC)(since 2022).

## ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The relationship between ELSA and ELSA Delegates is regulated by the [ELSA Delegations Terms and Conditions](#).

To participate in ELSA Delegations, ELSA Members of ELSA Alumni need to fulfil the following requirements:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;

- all of the fields of the application form shall be filled.

Following the submission of an eligible application, ELSA Delegates are appointed by the International Board of ELSA based on a series of requirements [Selection Criteria](#). The Selection Criteria are:

- the quality of the Curriculum Vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge of the Applicant and their contribution to ELSA's activities; and
- the Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

## Responsibilities of ELSA Delegates

Having a status at UNODC is a great honour for ELSA and as such, it comes with great opportunities and responsibilities for ELSA Delegates. Therefore, while attending an ELSA Delegation, it is of utmost importance for all ELSA Delegated to comply with the responsibilities as set in the Terms and Conditions.

According to the Terms and Conditions, ELSA Delegates shall:

- Represent ELSA International diligently in a professional manner;
- respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- be aware that ELSA is a non-political and independent organisation and thus, not express any political or partisan views on behalf of ELSA, or any other opinions that could be assimilated into the position of ELSA, during an ELSA Delegation;
- be ready to answer questions about ELSA that may occur from other delegates or representatives during the session;
- be academically well-prepared and familiar with the main points of the respective session and related documents that may be sent to them by ELSA International or be available on the respective session's website;
- attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by ELSA International or the Head of Delegation;
- collaborate effectively with fellow ELSA Delegates and, especially, the Head of Delegation;
- report all activities carried out to ELSA International in the Evaluation Form;
- forward all the contacts made during the event to ELSA International;
- request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.



## The Role of the Head of Delegation

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

As the person responsible for the coordination of the ELSA Delegation during the event, it is important for the Head of Delegation to:

- trust their fellow ELSA Delegates as they are carefully chosen by the International Board based on both their academic and ELSA background;
- ensure high quality of work and appearance during the event;
- familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation and keep in touch with the Coordinator from ELSA International;
- be the social link between ELSA Delegates since they do not know each other and, in most cases, they are alone in a foreign city;
- be ready to come up with solutions in case the logistics of an ELSA Delegation don't go as expected;
- think and plan activities outside the ELSA Delegation. ELSA Delegations can be a great opportunity for networking and meeting new places;
- ensure that the Evaluation Form and the HoD Report are submitted on time to ELSA International.

## The Head of Delegation Report

The Head of Delegation Report is prepared by the HoD after the delegation has finished. The report is a detailed summary of the events of the delegation. Using the template as a guide, the HoD is required to write about: the sessions; any academic preparation undertaken by the delegation; side events; and networking (if the delegation is attended remotely, there may not be anything to write in the networking section). Please refer to the template for more details, and contact your Coordinator if you are unsure about the content of the report.

The report must be 1-3 pages long. The HoD can use any of the notes taken by any of the ELSA delegates during the delegation, and it is often a good idea to do this so that everyone can contribute to the final report in some way. However, it must be the HoD who writes and submits the report.

The HoD has 15 days from the end of the delegation to complete the report. You can confirm the exact deadline with your Coordinator if necessary.

Please email a copy of the completed report to your Coordinator. Make sure to cc in the Director for Delegations ([delegations@elsa.org](mailto:delegations@elsa.org))

Important: to receive the Letters of Participation, the HoD must complete both the report and the ELSA Evaluation Form.

## Documents and Procedures

**Letter of Confirmation** - After their appointment, confirmation, and registration, ELSA Delegates receive the Letters of Confirmation from ELSA International. These letters confirm their appointment as ELSA Delegates and may assist ELSA Delegates in their fundraising efforts. The Letter of Confirmation contains the ELSA Delegate's Name and National Group.

**Evaluation Form** - After the end of the respective ELSA Delegation, ELSA Delegates are obliged to fill in an online Evaluation Form. The Evaluation Form aims to collect the ELSA Delegates' feedback regarding the course of the meeting attended, topics discussed, and general experience of participating in the project. The collection of ELSA Delegates' feedback helps ELSA International to improve ELSA Delegations and to prepare future ELSA Delegates better.

**Letter of Participation** - After the Evaluation Form has been filled out by ELSA Delegates, they receive their Letters of Participation. These constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that ELSA Delegates fulfilled their duties related to the participation in the ELSA Delegation and completed the Evaluation Form. The Letter of Participation is individual and contains only the name of the ELSA Delegate.

**Making a Statement** - The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place by sending the statement with a summary of its scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegates is seen as the official point of view of the 43 National Groups of ELSA. Therefore, such a statement should stand in line with ELSA's non-political status.

**Fundraising** - Since participation in an ELSA Delegation can be pricey, ELSA Delegates may consider searching for some funds from:

- foundations. To do this, we highly encourage you to consult your Local/National ELSA officers);
- Government – Public Administration;
- NGOs;
- Law firms;
- Universities;
- the ELSA Network, and more specifically, your National/Local Group.

Some of the **key selling points** of an ELSA Delegation are:

- Provision of information and legislative updates:
  - Personal Report/Summary;
  - Article;
- Distribution of university materials;
- Appearance in materials issued by your Group;
- Promotion, e.g. during events organised by your Group;
- Contacts – Speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow the External Relations Procedure set in the International Council Meeting Decision Book and the regulations of your National Group. If

you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

## General Rules of Conduct

### Attendance

It is extremely important for ELSA Delegates to attend all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other Delegates and it is harmful for the reputation of ELSA. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

### Business Cards

When attending ELSA Delegations, ELSA Delegates have a chance to meet the representatives of Member States or another NGOs. Thus, it is recommended that ELSA Delegates bring business cards with them, as there is a custom of exchanging business cards between the participants of the meeting.

Each ELSA Delegate is responsible for printing their business cards. A template for the ELSA Business Card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member. The applications such as Canva, or Adobe Acrobat can be used to customise the Business Card.

### Dress Code<sup>1</sup>

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

---

<sup>1</sup> For further information, you can visit:  
[https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I\\_cU41PPnFSr8Zi3iM5em](https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I_cU41PPnFSr8Zi3iM5em).

- **Suits** - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops** - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms** - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes** - Females may wear high heels, but they may prove uncomfortable after some time or they can wear oxford-style shoes. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair** - The hair should be kept professional at all times; hairstyle should not detract from the overall appearance.

## United Nations Office on Drugs and Crime (UNODC)

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget. UNODC has approximately 500 staff members worldwide. Its headquarters are in Vienna and it operates 20 field offices as well as a liaison office in New York and a permanent presence in Brussels<sup>2</sup>.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

**The three pillars of the UNODC work programme are:**

---

<sup>2</sup> UNODC About Us, available at: <https://www.unodc.org/unodc/en/about-unodc/index.html> (last accessed 8/04/2020).

- Field-based technical cooperation projects to enhance the capacity of Member States to counteract illicit drugs, crime and terrorism;
- research and analytical work to increase knowledge and understanding of drugs and crime issues and expand the evidence base for policy and operational decisions;
- normative work to assist States in the ratification and implementation of the relevant international treaties, the development of domestic legislation on drugs, crime and terrorism, and the provision of secretariat and substantive services to the treaty-based and governing bodies.

In pursuing its objectives, UNODC makes every effort to integrate and mainstream the gender perspective, particularly in its projects for the provision of alternative livelihoods, as well as those against human trafficking.

The international community confronts a host of menaces, including illicit drugs, threats to security and health and new and emerging crimes. As Governments and other development partners increasingly look to UNODC for specialized assistance and expertise, the Office has expanded its scope and volume of work to provide comprehensive and coherent responses to these challenges.

### Areas of work

UNODC has released a new Menu of Services published in October 2010, which provides a detailed overview of how clients can access targeted assistance or the range of publications and online tools available.

For each of these five areas, the Menu of Services contains information about some of the publications and online tools it has developed and examples of the UNODC is impact on the ground.

The five areas are the following:

- **Organised crime and trafficking** - UNODC helps Governments react to the instability and insecurity caused by crimes like the smuggling of illicit drugs, weapons, natural resources, counterfeit goods and human beings between countries and continents. It also

addresses emerging forms of crime, such as cybercrime, trafficking in cultural artefacts, and environmental crime.

- **Corruption** - Corruption is a major impediment to economic and social development, UNODC partners with the public and private sectors, as well as civil society, to loosen the grip that corrupt individuals have on government, national borders and trading channels. In recent years, the Office has stepped up its efforts to help States recover assets stolen by corrupt officials.
- **Crime prevention and criminal justice reform** - UNODC promotes the use of training manuals and the adoption of codes of conduct and standards and norms that aim to guarantee that the accused, the guilty and the victims can all rely on a criminal justice system that is fair and grounded on human rights values. A strong rule of law will also instil confidence among citizens in the courts' effectiveness and the prisons' humanness.
- **Drug abuse prevention and health** - Through educational campaigns and by basing its approach on scientific findings, UNODC tries to convince youth not to use illicit drugs, drug-dependent people to seek treatment and Governments to see drug use as a health problem, not a crime.
- **Terrorism prevention** - On this issue, UNODC is moving towards a more programmatic approach that involves developing long-term, customised assistance to entities involved in investigating and adjudicating cases linked to terrorism.

## Commissions of UNODC

The Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ) are policymaking bodies within the United Nations system and guide international action against drugs and crime. The CND and CCPCJ are functional commissions of the United Nations Economic and Social Council (ECOSOC) and the Governing Bodies of the United Nations Office on Drugs and Crime (UNODC). Their resolutions and decisions guide their respective areas to Member States and the UNODC. The thematic areas covered by the CND and CCPCJ are also dealt with by the General Assembly, in particular its Third Committee, which deals with Social, Humanitarian and Cultural Affairs, and its Fifth Committee, which deals with budgetary matters relating to the governing bodies functions.

## **1. Commission on Narcotic Drugs (CND)**

The CND was established by the ECOSOC resolution 9(I) in 1946, to assist the ECOSOC in supervising the application of the international drug control treaties. In 1991, the General Assembly (GA) expanded the mandate of the CND to enable it to function as the governing body of the UNODC. ECOSOC resolution 1999/30 requested the CND to structure its agenda with two distinct segments: a normative segment for discharging treaty-based and normative functions; and an operational segment for exercising the role as the governing body of UNODC.

The Political Declaration and Plan of Action on International Cooperation Towards an Integrated and Balanced Strategy to Counter the World Drug Problem of 2009 is the main policy document of the United Nations guiding action by the international community in this field. It reaffirms the principal role played by the CND as one of the United Nations organs with prime responsibility for drug control matters. In line with its mandates, the CND monitors the world drug situation, develops strategies for international drug control and recommends measures to address the world drug problem.

The Commission adopted at the High-Level Review in March 2014 the Joint Ministerial Statement, which identifies achievements, challenges and priorities for further action.

In the Political Declaration and Plan of Action of 2009, the CND recommended that the GA hold a Special Session on the World Drug Problem. The CND led the preparations for the General Assembly Special Session (UNGASS) in 2016 and negotiated the outcome document. The Commission works on the follow-up to the UNGASS, implementing the recommendations made in the outcome document, on the way to the target date of the Political Declaration and Plan of Action in 2019.

The CND meets annually when it considers and adopts a range of decisions and resolutions. Intersessional meetings of the CND are regularly convened to provide policy guidance to UNODC. Towards the end of each year, the CND meets at a reconvened session to consider budgetary and administrative matters as the governing body of the UN drug programme.

Subsidiary bodies of the CND are the Sub-commission on Illicit Drug Traffic and Related Matters in the Near and Middle East and the meetings of the Heads of National Drug Law Enforcement Agencies (HONLEAs) for Africa, Asia and the Pacific, Latin America and the Caribbean, and Europe respectively. The purpose of these meetings is to coordinate activities



and to monitor new trends within the respective regions. The recommendations of the subsidiary bodies are submitted to the sessions of the CND for its consideration and follow-up action<sup>3</sup>.

## **2. Commission on Crime Prevention and Criminal Justice (CCPCJ)**

The CCPCJ was established by the ECOSOC resolution 1992/1, upon request of the GA resolution 46/152, as one of its functional commissions. The Commission acts as the principal policymaking body of the United Nations in the field of crime prevention and criminal justice. ECOSOC provided for the CCPCJ's mandates and priorities in resolution 1992/22, which include improving international action to combat national and transnational crime and the efficiency and fairness of criminal justice administration systems. The CCPCJ also offers Member States a forum for exchanging expertise, experience and information in order to develop national and international strategies, and to identify priorities for combating crime.

In 2006, the GA adopted resolution 61/252, which further expanded the mandates of the CCPCJ to enable it to function as a governing body of the UNODC and to approve the budget of the United Nations Crime Prevention and Criminal Justice Fund, which provides resources for technical assistance in the field of crime prevention and criminal justice worldwide. The CCPCJ coordinates with other UN bodies that have specific mandates in the areas of crime prevention and criminal justice and is the preparatory body for the United Nations Crime Congresses. Declarations adopted by the congresses are transmitted through the CCPCJ and the ECOSOC to the GA for endorsement. The CCPCJ implements the outcome of the congresses into concrete action through decisions and resolutions, many of which are recommended for adoption by the ECOSOC or, through the ECOSOC, by the GA.

Intersessional meetings of the CCPCJ are regularly convened to provide policy guidance to UNODC. Towards the end of each year, the CCPCJ meets at a reconvened session to consider budgetary and administrative matters as the governing body of the UN Crime Prevention and Criminal Justice Programme<sup>4</sup>.

### **Crime Congresses**

---

<sup>3</sup> Commission on Narcotic Drugs, available at: <https://www.unodc.org/unodc/en/commissions/CND/index.html> (last accessed 8/04/2020).

<sup>4</sup> Commission on Crime Prevention and Criminal Justice, available at: <https://www.unodc.org/unodc/en/commissions/CCPCJ/index.html> (last accessed 8/04/2020).

The United Nations Congresses on the Prevention of Crime and the Treatment of Offenders has been held every five years since 1955, following the dissolution of the International Penal and Penitentiary Commission (IPPC) by the General Assembly in 1950. Since 2005, they have been held under the name United Nations Congresses on Crime Prevention and Criminal Justice.

The Thirteenth United Nations Congress on Crime Prevention and Criminal Justice was held in Doha, Qatar, from 12 to 19 April 2015. The overall theme, agenda items and topics for the workshops of the Thirteenth Congress were determined by the United Nations General Assembly in its resolution 67/184 and reiterated in its resolution 68/185 adopted on 18 December 2013<sup>5</sup>.

## General Rules of Procedures for Observers in UNODC

While the UNODC has the opportunity to avail itself of valuable and expert advice from NGOs, the NGOs in turn also have the opportunity to express their views and influence the work of the Council. NGOs have specialized competence, hands-on experience and flexibility that is of great value to the UN. For instance, by having consultative status, an NGO could:

- Provide expert analysis on issues directly from its experience in the field;
- serve as an early warning agent;
- help monitor and implement international agreements;
- help raise public awareness of relevant issues;
- play a major role in advancing the UN goals and objectives;
- contribute with essential information at organisation events.

On the other hand, the UNODC provides NGOs the opportunity to be heard by a truly global audience and contribute to its agenda. An NGO with consultative status can:

- Attend international conferences and events;
- make written and oral statements at these events;

---

<sup>5</sup> Crime Congress, available at: [https://www.unodc.org/congress/?lf\\_id=](https://www.unodc.org/congress/?lf_id=) (last accessed 8/04/2020).

- organize side events;
- enter the UN premises;
- have opportunities to network and lobby.

## Events Participation

NGOs that are accredited with the UNODC can participate in several events, including, but not limited to, the regular sessions of the UNODC, its functional commissions and its other subsidiary bodies. At these sessions, which usually take place once a year, NGOs may:

- Attend official meetings;
- submit written statements before sessions;
- make oral statements;
- meet official government delegations and other NGO representatives;
- organize and attend parallel events that take place during the session;
- participate in debates, interactive dialogues, panel discussions and informal meetings.

Different bodies have different modalities for NGO participation, but common to all of them is that only NGOs that are accredited to and in good standing with the UNODC are allowed to participate in their sessions.

## Practical Information for Participation in an ELSA Delegation

### Logistical Arrangements and Estimated Costs

While preparing for an ELSA Delegation you will have to book the accommodation and find places for your meals as well as information on how to move around the city. The ELSA Delegations Team, with the help of former ELSA Delegates, has prepared [a document](#) where you can find **recommendations** as well as a **guide on estimated costs** to assist you in the arrangement of your travels and also, your financial planning.

The estimated costs take into account: Accommodation, Meals, and Public Transport within the relevant city. The given data are only examples of the wide spectrum of Accommodation, Meals, and Public Transportation options and are used to illustrate the costs linked to the living expenses in a specific city.

Please note that all prices are relevant for the end of the year 2024.

## **Participation Online**

Where there is an option for online participation, ELSA Delegates can attend the sessions of UNODC online. Online participation, when available, is done via the webcast broadcasted on UN Web TV.

Besides the formal meetings on the agenda, delegates will have the opportunity to join some side events organised by other NGOs and/or the UN on specific sub-topics. The side events usually take place on Zoom and Delegates are allowed to ask questions to the speakers during the Q&A session at the end of the event.

The Coordinator of UNODC will share the link to the session on UN web TV closer to the date of the conference. The Coordinator is responsible for informing delegates about the possibility of registering for side events and indicating the procedure to do it. Once Delegates are registered for the side events, they will receive the link to the Zoom meeting via email.

## **Experiences and Tips of Former ELSA Delegates**

### **General Preparation**

Whilst attending an ELSA Delegation, you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in a few sentences, what is the Association's approach to the topic of the delegation, what are the flagship projects organised by ELSA whether it has previously sent ELSA Delegates to the institution. To access this information, visit [elsa.org](https://elsa.org) or contact your Local or National Group.

Understand the whole context of your session, what came before, and what the targets are for future sessions. Go to UNODC's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via the ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

### **Registration on the First Day**

Registration might take some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. In the field in which you are asked to write your official position, write 'delegate' or 'head of delegation'. Registration lasts until lunchtime. If you are late and there is no one at the registry be confident and explain the purpose of your security visit. Usually, they treat you with understanding and you will be allowed to enter the UNODC premises.

Remember to bring your valid ID card or passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

### **Plenaries**

Remember to arrive at the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however, the last day of the event can get longer and finish later than that. In the plenary room, every delegation has assigned seats, do not take the seat of another delegation, even if it is empty.

If you are attending the ELSA Delegation for the first time, you may notice that people around speak with different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem leaving the plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the UNODC website are available for free at the reception desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and the names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of UNODC.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings in the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

### **Being Academically Well-Prepared**

Make sure to prepare for the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. To be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of the work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

### **Approaching Other Delegates**

When you plan on approaching other delegates, it is suggested to do it with no more than 2 people. While doing so, smile, make visual contact with the person and introduce yourself as a

representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover, ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect a positive response from them.

## Final Remarks

We hope that this information will be useful for a productive ELSA Delegation. Should you have any questions, do not hesitate to contact the Coordinator for UNODC or the Director for ELSA Delegations, who can assist you and give you any additional information.

## Useful Contacts

- Vice President in charge of Seminars and Conferences of the International Board of ELSA - [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org)
- Director for ELSA Delegations: [delegations@elsa.org](mailto:delegations@elsa.org)
- Coordinator for UNECODOC & UNODC: [dunecosoc@elsa.org](mailto:dunecosoc@elsa.org)