



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/522/2005

23 September 2005

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**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE SEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
5 AND 6 NOVEMBER 2005**

1. The Technical Secretariat (hereinafter “the Secretariat”) seeks nominations of personnel from National Authorities for the Seventh Annual Meeting of National Authorities, which will be held at OPCW headquarters in The Hague on 5 and 6 November 2005.
2. The Meeting is designed as a forum for personnel of National Authorities who are involved with national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees should therefore be responsible for carrying out such tasks on a day-to-day basis.
3. The overall objective of the Meeting is to help States Parties to increase their national capacity to comply with their obligations under the Convention. Its specific aims are to:
  - (a) facilitate the exchange of information and experiences regarding the implementation of the Convention;
  - (b) promote cooperation amongst National Authorities;
  - (c) identify common implementation problems that can be resolved through cooperation between States Parties and the Secretariat; and
  - (d) contribute to greater self-sufficiency as regards national-implementation capacities.
4. The Meeting will also provide an opportunity for National Authorities to share their experiences in implementing the plan of action regarding the implementation Article VII obligations (C-8/DEC.16, dated 24 October 2003)



5. The meeting will also provide participants with an opportunity to share information on practical approaches to national implementation that have been adopted by international organisations with working relationships with the OPCW. The purpose of this information-sharing will be to facilitate national implementation of various international treaties such as the Convention and others covering the regulation of chemical substances. Sharing the information with representatives of National Authorities will allow them to benefit from the experiences of other organisations in implementing other treaties nationally.
6. In addition, consultations between individual National Authorities and the Secretariat on implementation issues will take place on 6 November 2005.
7. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Tenth Session of the Conference of the States Parties (hereinafter "the Conference"), will provide the representatives with an opportunity to meet with Secretariat officials to discuss issues of specific interest to individual States Parties. The morning of Sunday, 6 November 2005, will be reserved for this purpose. National Authorities are therefore requested to provide the Secretariat with advance notice of the particular national-implementation issues they would like to discuss with it. During the Meeting, the Secretariat may also invite participants to bilateral discussions of implementation issues.
8. Interpretation services will be provided in the official languages of the Convention only on the morning of Saturday, 5 November 2005, during the discussions on the status of implementation of the Convention, and later on the afternoon of the same day, during the review of the discussions that will have taken place within the regional groups. No interpretation services will be available either for meetings of regional groups on 5 November 2005 or for individual consultations the next day.
9. The Secretariat expects to be able to sponsor the attendance at the Meeting of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case the Secretariat will not cover the costs of any accommodation it has not arranged.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to **arrive no earlier than Friday, 4 November 2005. They are expected depart no later than Monday, 7 November 2005**, except if they wish to stay in The Hague to participate in the Tenth Session of the Conference. In that case they must inform the Secretariat, in advance, of their intended return date. The Secretariat's agreement is

required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the Meeting, including those arising from any extended stay related to the Tenth Session of the Conference, or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.

11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands. Participants requiring an entry visa for the Netherlands are advised to contact the nearest diplomatic mission of the Netherlands as soon as possible. If additional assistance is required, participants may contact the Visa and Protocol Branch of the Secretariat by phone at +31 (0)70 416 3777, or by fax at +31 (0)70 306 3890.
12. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. Completed forms, **which must be typewritten**, should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org), but in any case they must be received by the Secretariat **no later than 30 September 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register at the Meeting.
13. Additional information about the Meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Mr Vidyadhar Dhavle: +31 (0)70 416 3823; and  
Ms Maria Elena Bruno Pousadela: +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
5 AND 6 NOVEMBER 2005**

**PROVISIONAL PROGRAMME**

<b><i>Saturday, 5 November</i></b>	
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:15	Status report on the plan of action regarding the implementation of Article VII obligations
10:15 – 10:30	Coffee break
10:30 – 12:30	Achieving the objectives of the plan of action: the perspective of National Authorities
12:30 – 13:00	Information on the status of a joint project with the International Union of Pure and Applied Chemistry both on codes of conduct for chemists and chemical engineers and on teaching chemistry to reflect the requirements of the Convention.
13:00 – 14:00	Lunch
14:00 – 14:45	Experiences of international organisations with national-implementation obligations
14:45 – 15:00	<i>Coffee break</i>
15:00 – 17:00	Regional meetings of National Authorities
17:00 – 17:30	Summing-up session: presentations by spokespersons for regional groups
<b><i>Sunday, 6 November</i></b>	
09:30 – 12:45	Consultations between representatives of individual National Authorities and Secretariat officials on implementation issues

## Annex 2

**SEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
5 AND 6 November 2005**

**NOMINATION FORM**

Please submit the completed form **by 30 September 2005** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 306 3535; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org).

**Please note that the form must be typed.**

1.	Government body making the nomination	
2.	Family name of nominee	
3.	First name(s)	
4.	Date of birth	Day                      Month                      Year
5.	Citizenship	
6.	Gender <sup>1</sup>	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Passport number	
8.	Date of issue	Day                      Month                      Year
9.	Expiry date	Day                      Month                      Year
10.	Place of issue	
11.	Position	
12.	Employer	
13.	Employer's address  (Please do not give a post-office box number.)	Street
		Number                      Post code
		City
		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
18.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>1</sup> For this and all like items below, please tick the appropriate box or boxes.

19.	Is a meeting with the Secretariat required for Sunday, 6 November 2005?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which Division(s) would you like to consult with?
20.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, for which dates? <sup>2</sup> November 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/>

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<sup>2</sup>

Please tick all that apply. Note that, for sponsored participants, the OPCW will cover the costs of hotel accommodation during the meeting of National Authorities only (i.e., only for the nights of 4, 5, and 6 November 2005). If the nominee will also be attending the Tenth Session of the Conference, please tick the dates required (but note that any additional overnight stays **will be at participants' own expense**). Because various other seminars and conferences will be taking place in The Hague during this period, accommodation may be limited, and it is therefore recommended that those requiring assistance in finding accommodation indicate to the Secretariat as soon as possible their preferences regarding dates.