



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/707/2008

24 July 2008

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE SIXTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES IN ASIA  
DHAKA, BANGLADESH  
4 – 6 NOVEMBER 2008**

1. On behalf of the Government of Bangladesh and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the sixth regional meeting of National Authorities of States Parties in Asia, which will be held in Dhaka, Bangladesh, from 4 to 6 November 2008.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003), and at its subsequent regular sessions adopted decisions on follow-up to that plan (C-10/DEC.16, dated 11 November 2005; C-11/DEC.4, dated 6 December 2006; and C-12/DEC.9 dated 9 November 2007). The Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (hereinafter “the Second Review Conference”) encouraged the States Parties and the Technical Secretariat (hereinafter “the Secretariat”) to continue to support the implementation by States Parties of the aforementioned decisions of the Conference in order for them to achieve full implementation of their Article VII obligations. In that context, this meeting will serve as a forum in which States Parties in the region can present their needs for assistance and indicate what assistance they can offer to other States Parties. In addition, it will help the Secretariat to determine how it can enhance the assistance it offers to States Parties in the region in the light of the aforementioned Conference decisions.
3. The meeting will also serve as a forum in which representatives of National Authorities can confer with each other, with Secretariat staff, and with resource persons that have been invited to the meeting, in order to identify what further steps, if any, each participating State Party needs to take in order to implement its obligations under the Chemical Weapons Convention (hereinafter “the Convention”).



4. The programme for the meeting includes the following:
  - (a) a review of the requirements of Article VII and the current status of its implementation;
  - (b) a review of, and comments on, national requests for and offers of implementation support, with particular regard to the establishment and functioning of a National Authority and the drafting of implementing legislation;
  - (c) a review of outreach programmes that focuses on ways to identify declarable activities, and thus to make further improvements in existing approaches and methodologies, including recent initiatives undertaken by the Secretariat;
  - (d) discussions of national experiences, and a review of existing methods used to collect data on the import and export of scheduled chemicals;
  - (e) the Verification Information System (VIS) and the submission of Article VI declarations in electronic form; and
  - (f) bilateral meetings with Secretariat staff.
5. Nominees should actually be involved in the national implementation of the Convention. Participants from each State Party represented at the meeting will be expected to make presentations in each of the following areas:
  - (a) the status of implementation of the Convention in the State Party in question, including as regards the designation or establishment and functioning of a National Authority, with particular emphasis on collecting relevant information to make Article VI declarations;
  - (b) any problems encountered in these areas, and any support required to address them;
  - (c) the status of implementing legislation and administrative measures, and any support that is needed by States Parties seeking to finalise their drafts of relevant legislation;
  - (d) current practices in gathering data on the import and export of scheduled chemicals; and
  - (e) the experience that the State Party concerned has gained in receiving sequential inspections carried out under Article VI.
6. The provisional programme for the meeting is included as Annex 1 to this Note.
7. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities and of those involved in drafting national implementing legislation. 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 the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.

8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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, participants are expected to arrive **no earlier than 3 November 2008**, and to depart **no later than 7 November 2008**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Bangladesh.
10. The meeting will be conducted in English. All participants are therefore expected to have a good written and oral command in English.
11. 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 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). All nominations must be received by the Secretariat **no later than Tuesday, 9 September 2008**. Nominations received by the Secretariat after the deadline will not be considered for sponsorship. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
12. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

## Annex 1

**SIXTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES IN ASIA  
DHAKA, BANGLADESH  
4 – 6 NOVEMBER 2008**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Tuesday, 4 November 2008</i></b>	
08:30 – 09:15	Registration
09:30 – 10:00	Opening of the meeting
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:15	Status of the Implementation of the Convention in Asia
11:15 – 11:30	Bangladesh's experience in implementing the Convention, and the way forward
11:30 – 12:15	Roundtable discussion on subregional cooperation in implementing the Convention
12:15 – 12:45	Current status of follow-up to the plan of action regarding the implementation of Article VII obligations, with reference to activities in Asia
12:45 – 14:30	<i>Lunch break</i>
14:30 – 15:15	Information on the final report on the Second Review Conference (RC-2/4, dated 18 April 2008)
15:15 – 15:30	<i>Tea/coffee break</i>
15:30 – 16:15	The OPCW's international-cooperation and implementation-support programmes
16:15 – 17:00	Experience gained by the OPCW in implementing the revised mechanism for selecting other chemical production facility (OCPF) plant sites
<b><i>Wednesday, 5 November 2008</i></b>	
09:30 – 10:30	Enhancement of OCPF declarations
10:30 – 11:00	Experience gained in the conduct of sequential inspections
11:00 – 11:15	National experience in receiving sequential inspections: presentation by the Bangladesh National Authority
11:15 – 11:45	<i>Tea/coffee break</i>
11:45 – 12:45	Presentations by States Parties on Article VI-related issues
12:45 – 14:30	<i>Lunch</i>
14:30 – 15:30	Timely submission of declarations relating to Article VI of the Convention—update on decision EC-51/DEC.1 (dated 27 November 2007) and EC-53/DG.8 (dated 5 June 2008)
15:30 – 16:00	Transfers of scheduled chemicals—update on issues regarding the declaration of import and export data for Schedule 2 and 3 chemicals (EC-53/DEC.16*, dated 27 June 2008)
16:00 – 16:15	<i>Tea/coffee break</i>
16:15 – 16:45	Electronic declarations—update on the VIS and on the software that is available to National Authorities

<b>Time</b>	<b>Activity</b>
16:45 – 17:30	Roundtable discussion on Article VI-related issues highlighted in the final report of the Second Review Conference
<b><i>Thursday, 6 November 2008</i></b>	
9:30 – 10:15	Consultations among National Authorities, and between National Authorities and the Secretariat
10:15 – 10:30	<i>Coffee break</i>
10:30 – 12:30	Consultations (continued)
12:30 – 13:00	Summing-up, and closing ceremony

**Annex 2**

**SIXTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES IN ASIA  
DHAKA, BANGLADESH  
4 – 6 NOVEMBER 2008**

**NOMINATION FORM**

Please submit the completed form **by 9 September 2008** 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 TYPE or use BLOCK LETTERS.**

1.	Family name of nominee*			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact 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		

\* Please provide the first and family names exactly as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

\*\* For this and all like items, please tick the appropriate box.

16.	Fax numbers, including country and city codes	Home	
		Work	
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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