



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/709/2008

3 September 2008

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE TENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
28 – 30 NOVEMBER 2008**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Tenth Annual Meeting of National Authorities, which will be held at OPCW headquarters in The Hague from 28 to 30 November 2008.
2. The Meeting is designed as a forum for personnel from National Authorities who are involved daily with issues surrounding the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
3. Each year, the Meeting of National Authorities includes a thematic segment. This year, the thematic segment will take place on 28 November and will be devoted to the role of industry in the implementation of the Convention, with the focus being on recent developments relating to Article VI Industry Declarations and Verification.
4. The objectives of the Meeting are to:
 - (a) facilitate States Parties’ efforts to increase their national capacity to comply with their obligations under the Convention;
 - (b) facilitate the exchange of information and experiences regarding the implementation of the Convention;
 - (c) promote cooperation among National Authorities;
 - (d) identify common implementation problems and facilitate their resolution through the cooperative efforts of States Parties and the Secretariat; and
 - (e) enhance awareness of activities relating to international cooperation under the Convention.



5. National Authorities are invited to nominate representatives who have been or will be directly involved in the implementation of the Convention, particularly in preparing Article VI declarations. Industry representatives and professional industry associations are also invited to attend the meeting.
6. During the thematic segment on 28 November, discussions on specific Article VI issues will take place.
7. On 29 November, National Authorities will be provided with information on the issues to be discussed during the Thirteenth Session of the Conference of the States Parties (hereinafter "the Conference") and on the progress made in implementing Article VII of the Convention. This will also be an opportunity for National Authorities to meet in their respective regional groups to identify key areas for the Secretariat's implementation-support programmes in 2009.
8. The Presidency of the European Union has informed the Technical Secretariat of their intention to host an EU sponsored event on capacity building for National Authorities on 1 December at the OPCW Headquarters. Further information on this event will be provided separately.
9. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Thirteenth Session of the Conference, will provide a unique opportunity for these representatives to meet with Secretariat officials to discuss issues of specific interest to individual States Parties, and the morning of Sunday, 30 November 2008 will be reserved for this purpose. National Authorities are therefore requested to inform the Secretariat beforehand of the particular national implementation issues they would like to discuss with it, so that the Secretariat officials responsible for them can come prepared to the consultations. During the Meeting, the Secretariat may also invite participants to discuss implementation issues bilaterally. National Authorities that wish to discuss draft legislation are encouraged to submit the draft and to contact the Office of the Legal Adviser (LAO) in advance of the Meeting to discuss their specific needs. LAO's e-mail address is: legal@opcw.org, and the contact telephone numbers are: +31 (0)70 416 3779 and 3814.
10. Interpretation services will be provided in the official languages of the OPCW only on Friday, 28 and Saturday, 29 November. No interpretation services will be available in the regional group meetings on 29 November or in the morning of 30 November.
11. The Secretariat expects to be able to sponsor the participation of a limited number of officials from National Authorities. 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, accommodation, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. Sponsored participants who do not intend to use the accommodation provided 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.

12. 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, sponsored participants are expected to **arrive no earlier than Thursday, 27 November 2008**, and to **depart no later than Monday, 1 December 2008**. Participants wishing to stay in The Hague so that they can participate in the Thirteenth Session of the Conference must inform the Secretariat of their intended return date so that appropriate arrangements can be made. Please note that any additional overnight stays by sponsored participants in connection with the Thirteenth Session of the Conference **will be at their own expense**.
13. 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 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.
14. 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. Participants who need further assistance may contact the Protocol and Visa Branch of the Secretariat by phone at +31 (0)70 416 3777 or by fax at +31 (0)70 306 3890.
15. Interested National Authorities are invited to complete a separate nomination form for each nominee (see 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, but in any case they must be received by the Secretariat **no later than 6 October 2008**. Please note that any applications received after 6 October 2008 will not be considered for sponsorship. Furthermore, please be advised that participants must present an OPCW acceptance letter in order to register at the Meeting.
16. Additional information about the Meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Bernard Amoh (+31 (0)70 416 3376) and Ms Vanessa Fraga Prol (+31 (0)70 416 3825).

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**TENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
28 – 30 NOVEMBER 2008**

PROVISIONAL PROGRAMME

Date and Time	Activity
Friday, 28 November	Tenth Annual Meeting of National Authorities – Thematic Segment: The role of the chemical industry in the implementation of the Chemical Weapons Convention
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Organisation of work
09:45 – 10:30	Presentation on the Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (Second Review Conference)
10:45 – 11:30	Recent decisions of the Executive Council relating to Article VI issues
11:30 – 12:30	Initiative for the enhancement of OCPF declarations
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:15	The Verification Information System (VIS)
15:15 – 16:00	Implementing the Convention, a perspective from the chemical industry
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:00	Summing-up and closure of the thematic segment
18:30 – 20:30	<i>Reception hosted by Amb. R. Pfirter, Director-General of the OPCW</i>
Saturday, 29 November	Tenth Annual Meeting of National Authorities – Informative Segment and regional perspectives of the national implementation process of the Chemical Weapons Convention
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Organisation of work
09:45 – 10:30	Issues before the Thirteenth Session of the Conference
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Status of implementation of Article VII of the Convention
11:30 – 12:30	Supporting the implementation of the Convention: regional perspectives
12:30 – 14:30	<i>Lunch break</i>
14:30 – 16:00	National Authorities – meetings in regional groups
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:00	Summing-up and closure
Sunday, 30 November	Meeting with Secretariat officials
09:00 – 13:00	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including draft legislation

Annex 2

**TENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
28 – 30 NOVEMBER 2008**

NOMINATION FORM

Please submit the completed form, preferably typed, **by 6 October 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.

Please use BLOCK LETTERS.

1.	National Authority making the nomination	
2.	Family name of nominee ¹	
3.	First name(s)	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender ²	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?

¹ Please give the first and family names exactly as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

² For this and like items below, please tick the appropriate box or boxes.

18.	Is sponsorship required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	Is a meeting with the Secretariat required for Sunday, 30 November?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If so, which Division(s) would you like to consult with?
20.	In the case of sponsored participants, is assistance to continue, at his/her own cost, with hotel accommodation provided by the OPCW required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.	If you answered "Yes" to the above, for which dates in November / December 2008? ³	30 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

--- 0 ---

³ Please tick all that apply. Note that, for sponsored participants, the Secretariat will cover the costs of hotel accommodation during the Meeting of National Authorities in accordance with the approved travel itinerary.