



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/790/2009

9 September 2009

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE SEVENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES IN ASIA  
HANOI, VIET NAM  
28 – 30 OCTOBER 2009**

1. On behalf of the Government of Viet Nam and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the Seventh Regional Meeting of National Authorities of States Parties in Asia, which will be held in Hanoi, Viet Nam, from 28 to 30 October 2009.
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; C-12/DEC.9 dated 9 November 2007; and C-13/DEC.7 dated 5 December 2008). The Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention 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.
3. This meeting will serve as a forum in which States Parties in the region can present their needs for assistance in relation to Article VII and indicate what assistance they can offer to other States Parties in this regard. 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.
4. 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”).



5. 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 for declarable activities to be identified, thus making it possible for existing approaches and methodologies to be improved, particularly in regard to recent initiatives undertaken by the Secretariat;
  - (d) discussions of national experiences, and a review of existing methods used by States Parties 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.
6. 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 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) submission of Article VI declarations in electronic format;
  - (e) the experience that the State Party concerned has gained in receiving sequential inspections carried out under Article VI; and
  - (f) the experience that the State Party concerned has gained in receiving Schedule 2 inspections carried out under Article VI.
7. The provisional programme for the meeting is included as Annex 1 to this Note.
8. 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.

9. 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 27 October 2009**, and to depart **no later than 31 October 2009**. 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.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Viet Nam.
11. The meeting will be conducted in English. All participants are therefore expected to have a good command of English, both written and oral.
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 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 Monday, 28 September 2009**. 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.
13. 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

**SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES IN ASIA  
HANOI, VIET NAM  
28 – 30 OCTOBER 2009**

**PROVISIONAL PROGRAMME**

| <b>Time</b>                              | <b>Activity</b>   |
|--|---|
| <b><i>Wednesday, 28 October 2009</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 – 11:00                            | Status of the implementation of the Convention  |
| 11:00 – 11:30                            | Status of follow-up to the Article VII plan of action in Asia, particularly in regard to measures undertaken to implement Article VI  |
| 11:30 – 12:30                            | Roundtable discussion on subregional cooperation in implementing the Convention   |
| 12:30 – 14:30                            | <i>Lunch break</i>  |
| 14:30 – 15:00                            | Update on consultations in the Industry Cluster on issues related to the implementation of Article VI   |
| 15:00 – 15:30                            | Timely submission of declarations relating to Article VI of the Convention: update on decisions EC-51/DEC.1 (dated 27 November 2007) and EC-53/DG.8 (dated 5 June 2008), including regional performance |
| 15:30 – 16:00                            | <i>Tea/coffee break</i>   |
| 16:00 – 16:30                            | Transfers of scheduled chemicals: update on issues regarding the declaration of import and export data for Schedule 2 and Schedule 3 chemicals (EC-53/DEC.16*, dated 27 June 2008)                      |
| 16:30 – 17:30                            | Panel discussion: submission of declarations in electronic format   |
| <b><i>Thursday, 29 October 2009</i></b>  |   |
| 09:30 – 10:15                            | The experience of States Parties and the Secretariat in regard to the conduct of Schedule 2 inspections: sampling and analysis  |
| 10:15 – 11:00                            | Panel discussion on the experience States Parties have gained in receiving Schedule 2 inspections   |
| 11:00 – 11:30                            | <i>Tea/coffee break</i>   |
| 11:30 – 12:00                            | Experience gained by the OPCW in implementing the revised mechanism for selecting other chemical production facility (OCPF) plant sites   |
| 12:00 – 12:45                            | Presentations by States Parties on their experience in receiving OPCW inspections: planning, preparation, and conduct of inspections  |
| 12:45 – 14:30                            | <i>Lunch break</i>  |
| 14:30 – 15:00                            | Presentations by States Parties on their experience in receiving OPCW inspections: planning, preparation, and conduct of inspections (continued)  |
| 15:00 – 15:30                            | Panel discussion on the experience gained by States Parties in receiving Article VI inspections, including sequential inspections   |
| 15:30 – 16:00                            | <i>Tea/coffee break</i>   |
| 16:00 – 16:30                            | Panel discussion on the experience gained by States Parties in receiving Article VI inspections, including sequential inspections (continued)   |
| 16:30 – 17:30                            | Consultations among National Authorities, and between National Authorities and the Secretariat  |

| <b>Time</b>                    | <b>Activity</b>  |
|--------------------------------|--|
| <i>Friday, 30 October 2009</i> |  |
| 09:30 – 12:00                  | Consultations among National Authorities, and between National Authorities and the Secretariat (continued) |
| 12:00 – 12:30                  | Summing-up, and closing ceremony   |

**Annex 2**

**SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES IN ASIA  
HANOI, VIET NAM  
28 – 30 OCTOBER 2009**

**NOMINATION FORM**

Please submit the completed form **by 28 September 2009** 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<br>(Please do not give a post-office box number.) | Street                        |                                 |      |
|     |   | Number                        | Post code                       |      |
|     |   | City                          |                                 |      |
|     |   | Country                       |                                 |      |
| 14. | E-mail address  |                               |                                 |      |
| 15. | Telephone numbers,<br>including country and city codes            | Home                          |                                 |      |
|     |   | Work                          |                                 |      |
|     |   | Mobile                        |                                 |      |
| 16. | Fax numbers, including<br>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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\* 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.