



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

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7 March 2014

ENGLISH and FRENCH only

**NOTE BY THE DIRECTOR-GENERAL**

**TWELFTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN AFRICA  
UNITED NATIONS OFFICE AT NAIROBI  
NAIROBI, KENYA  
4 – 6 JUNE 2014**

1. On behalf of the Government of the Republic of Kenya and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to submit nominations for the Twelfth Regional Meeting of National Authorities of States Parties in Africa, which will be held at the United Nations Office at Nairobi, in Nairobi, Kenya, from 4 to 6 June 2014.
2. The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (hereinafter “the Third Review Conference”) encouraged States Parties which are yet to fulfil their obligations to engage with the Technical Secretariat (hereinafter “the Secretariat”) on the steps that need to be undertaken for the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). It highlighted the need for a comprehensive approach to national implementation in line with each State Party’s constitutional requirements, to filling gaps in national implementation, and to ensuring that national implementation measures are consistent with the provisions of the Convention. It also encouraged the Secretariat to explore innovative methods of providing assistance on tailor-made approaches and develop, within existing resources, activities that will enhance South-South, regional, and subregional cooperation, as well as special programmes (RC-3/3\*, dated 19 April 2013).
3. While acknowledging the challenges still faced by certain States Parties, the Third Review Conference also noted the value of bilateral assistance and networking within and among regions, especially for States Parties that may need particular assistance. States Parties and the Secretariat were encouraged to continue to consult in order to enhance further the utility and effectiveness of all implementation-support programmes. States Parties in a position to do so were further urged to continue to enhance their practical support for the implementation of Article VII obligations.
4. The Third Review Conference additionally called upon the Secretariat to continue implementing the OPCW Programme to Strengthen Cooperation with Africa on the Chemical Weapons Convention (hereinafter “the Africa Programme”) and to provide feedback on a regular basis on the activities and progress made in this regard. It



affirmed that the effective contribution of the Convention to international and regional peace and security can be enhanced through its full and effective implementation. It also acknowledged the role of education, outreach and awareness-raising as a relevant activity for the national implementation of the Convention.

5. The meeting will provide States Parties in the region with updates on the work of the OPCW and the implementation of the Convention. Participants are expected to attend and participate in the deliberations of at least two parallel sessions based on those aspects of national implementation which are considered priorities for their National Authorities.
6. During the meeting, representatives of participating National Authorities will be able to confer with each other, with the Secretariat staff and the resource persons to identify what further steps, if any, each State Party needs to take in order to implement fully its obligations under the Convention. This will enable the Secretariat, the African Union Commission, relevant subregional institutions in the region, and States Parties in a position to do so, to determine how to enhance the assistance provided to States Parties in the region.
7. States Parties in the region can also present their needs for assistance in relation to their obligations under the Convention. States Parties that are in a position to do so will be requested to indicate what type of assistance they can offer to others.
8. The provisional programme for the meeting is included as Annex 1 to this Note. The objectives of the meeting are:
  - (a) to provide updates on:
    - (i) the status of implementation of the provisions of the Convention;
    - (ii) recent developments within the OPCW;
    - (iii) recent developments in relation to Article VI and their impact on States Parties in Africa;
    - (iv) recent developments in relation to Article VII and their impact on States Parties in Africa; and
    - (v) the Africa Programme.
  - (b) to discuss and make recommendations on practical issues affecting the national implementation of States Parties' obligations under the Convention;
  - (c) to discuss and make recommendations on education, outreach and awareness-raising and the national implementation of the Convention;
  - (d) to review and share best practices regarding the implementation of provisions of the Convention; and
  - (e) to arrange bilateral meetings between National Authority representatives, Secretariat staff, and resource persons.
9. Nominees should be heads of National Authorities, focal points, or their representatives who are actually involved in the national implementation of the

Convention. Participants will be expected to make national contributions to the discussions on the areas mentioned above, focusing on:

- (a) the problems encountered and the support required to address them;
  - (b) what offers of support the National Authority can provide to other National Authorities in the region and in which areas of expertise; and
  - (c) the impact/result of activities in which nominees from the State Party have participated, especially those conducted under the auspices of the Africa Programme.
10. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of 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, 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 so as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In no case will the Secretariat cover the costs of any accommodation it has not arranged.
  11. 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 Tuesday, 3 June 2014** and to depart **no later than Saturday, 7 June 2014**. 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 that 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 arrangements for travel and accommodation, although the Secretariat can, if requested, arrange accommodation at reduced rates.
  12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Kenya. When applying for any entry visa, they should present the Embassy or Consulate of Kenya with a copy of the acceptance letter from the OPCW. The Secretariat will issue a visa support letter to sponsored participants to facilitate the issuance of their visas.
  13. All activities during the meeting will be conducted in English, with interpretation into French. All participants are therefore expected to have a good written and oral command of one of these two languages. Please be advised that participants must present an OPCW acceptance letter at the meeting in order to register.
  14. Interested National Authorities are invited to complete the nomination form and the endorsement form that are attached to this Note (Annex 2), making sure they provide all the details requested. 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)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 18 April 2014**. Due to the large number of applications expected, only candidates whose applications have been successful will be contacted. Nominations received by the Secretariat after the deadline will not be considered for sponsorship.

15. Additional information about the regional meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Bernard Amoh, who can be reached via telephone at +31 (0)70 416 3376 or e-mail to [bernard.amoh@opcw.org](mailto:bernard.amoh@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form and Endorsement Form

## Annex 1

**TWELFTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA  
UNITED NATIONS OFFICE AT NAIROBI  
NAIROBI, KENYA  
4 – 6 JUNE 2014**

**PROVISIONAL PROGRAMME**

Time	Activity							
<b>Wednesday, 4 June 2014</b>								
08:30 – 09:00	Registration							
09:00 – 09:30	Opening ceremony							
09:30 – 10:00	<i>Coffee/tea break</i>							
10:00 – 10:30	The Organisation for the Prohibition of Chemical Weapons (OPCW): Recent developments							
10:30 – 11:00	Status of implementation of the Chemical Weapons Convention in Africa							
11:00 – 11:30	Recent developments in relation to Article VI declarations							
11:30 – 12:15	International cooperation and assistance activities in 2014							
12:15 – 12:45	The OPCW Programme to Strengthen Cooperation with Africa: An update							
12:45 – 13:45	<i>Lunch break</i>							
13:45 – 15:30	Bilateral consultations							
15:30 – 16:00	<i>Coffee/tea break</i>							
16:00 – 17:00	Bilateral consultations (continued)							
<b>Thursday, 5 June 2014</b>								
08:30 – 09:00	Introduction to the Parallel Workshop Sessions <i>Theme: “Full Implementation of the CWC in Africa by 2020”</i>							
09:00 – 10:30	Parallel Workshop Sessions: Presentation by Technical Secretariat followed by discussions and recommendations							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Session 1*</th> <th style="text-align: center;">Session 2*</th> <th style="text-align: center;">Session 3**</th> <th style="text-align: center;">Session 4**</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">The role and responsibilities of an effective National Authority</td> <td style="text-align: center;">Recent developments in relation to Article VI of the Chemical Weapons Convention</td> <td style="text-align: center;">Recent developments in relation to Article VII of the Chemical Weapons Convention and progress made in Africa</td> <td style="text-align: center;">Education, outreach and awareness-raising and the national implementation of the Convention</td> </tr> </tbody> </table>	Session 1*	Session 2*	Session 3**	Session 4**	The role and responsibilities of an effective National Authority	Recent developments in relation to Article VI of the Chemical Weapons Convention	Recent developments in relation to Article VII of the Chemical Weapons Convention and progress made in Africa
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The role and responsibilities of an effective National Authority	Recent developments in relation to Article VI of the Chemical Weapons Convention	Recent developments in relation to Article VII of the Chemical Weapons Convention and progress made in Africa	Education, outreach and awareness-raising and the national implementation of the Convention					
10:30 – 11:00	<i>Coffee/tea break</i>							
11:00 – 12:30	Parallel Workshop Sessions (continued)							
12:30 – 13:30	<i>Lunch break (film/video)</i>							

\* Sessions in English only.

\*\* Sessions with simultaneous interpretation into French.

<b>Time</b>	<b>Activity</b>			
13:30 – 15:30	Parallel Workshop Sessions: Presentation by Technical Secretariat followed by discussions and recommendations			
	Session 1 <sup>**</sup>	Session 2 <sup>**</sup>	Session 3 <sup>*</sup>	Session 4 <sup>*</sup>
	The role and responsibilities of an effective National Authority	Recent developments in relation to Article VI of the Chemical Weapons Convention	Recent developments in relation to Article VII of the Chemical Weapons Convention and progress made in Africa	Education, outreach, awareness-raising and the national implementation of the Convention
15:30 – 16:00	<i>Coffee/tea break</i>			
16:00 – 17:00	Parallel Workshop Sessions (continued)			
<b><i>Friday, 6 June 2014</i></b>				
08:30 – 10:00	Presentation of outcomes of Parallel Workshop Sessions			
10:00 – 10:30	<i>Coffee/tea break</i>			
10:30 – 12:30	Subregional meetings with AU <sup>1</sup> & Convention focal points in RECs <sup>2</sup> /RMs <sup>3</sup> to follow up on the outcomes of Parallel Workshop Sessions			
12:30 – 13:30	<i>Lunch</i>			
13:30 – 15:30	Feedback from subregional meetings with AU & Convention focal points in RECs/RMs			
15:30 – 16:00	<i>Coffee/tea break</i>			
16:00 – 17:00	Evaluation, summing up, and closing ceremony			

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<sup>1</sup> AU = African Union

<sup>2</sup> RECs = Regional Economic Communities

<sup>3</sup> RMs = Regional Mechanisms for Conflict Prevention, Management and Resolution

## Annex 2

**TWELFTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA  
UNITED NATIONS OFFICE AT NAIROBI  
NAIROBI, KENYA  
4 – 6 JUNE 2014**

**A. NOMINATION FORM**

Please submit the completed form by **18 April 2014** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3228; e-mail: 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		
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"/>	

\* Please give the first and family names exactly as they appear in the nominee's passport.

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

18	Is a meeting with the Secretariat required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, which areas of the Convention?
		(i) National implementing legislation/regulations <input type="checkbox"/>
		(ii) Verification/declaration-related issues <input type="checkbox"/>
		(iii) International cooperation and assistance-related issues <input type="checkbox"/>
		(iv) Other (indicate) ..... <input type="checkbox"/>
19	Is a meeting with other National Authorities and/or the resource persons required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, which one(s)?
		(i) African Union Commission <input type="checkbox"/>
		(ii) Relevant subregional organisation <input type="checkbox"/>
		(iii) Other National Authority(ies) (indicate) <input type="checkbox"/>
		.....



**B. ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, (*name*) \_\_\_\_\_,  
(*designation*) \_\_\_\_\_ of the National Authority of  
(*State Party*) \_\_\_\_\_, on behalf of the Government of  
(*State Party*) \_\_\_\_\_, hereby endorse the nomination  
form of Mr/Ms (*nominee*) \_\_\_\_\_, who  
has been nominated by (*nominating agency*) \_\_\_\_\_  
in accordance with the attached nomination form to participate in the **Twelfth Regional  
Meeting of National Authorities of States Parties in Africa**, which is scheduled to be held  
in Nairobi, Kenya, from 4 to 6 June 2014.

*Signature:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Designation:* \_\_\_\_\_

*Official seal of the organisation:*