



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1248/2015

27 February 2015

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE FOURTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
LJUBLJANA, SLOVENIA
26 – 28 MAY 2015**

1. On behalf of the Government of the Republic of Slovenia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Fourteenth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Ljubljana, Slovenia, from 26 to 28 May 2015. The meeting is designed to provide an opportunity for interaction amongst personnel of National Authorities who are involved with the 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.
2. The purpose of the meeting is to provide a forum for representatives of National Authorities in Eastern Europe to review and discuss issues related to the practical implementation of the Convention, to share best practices and challenges, and to present their needs for assistance in relation to Article VII and indicate what assistance they can offer to other States Parties in this regard. The programme for the meeting includes the following:
 - (a) a review of the current status of the implementation of the Convention and new approaches and initiatives in this regard;
 - (b) a review of recent developments and updates, including those regarding the implementation of Article VI of the Convention;
 - (c) deliberation of legislative and administrative aspects and requirements;
 - (d) discussion of and recommendations on education, outreach, and awareness-raising issues;
 - (e) assessment and identification of priorities for effective national implementation of the Convention; and
 - (f) bilateral meetings with Secretariat staff.



3. In view of the fact that the programme is designed to be interactive and participatory, all participants will be expected to take an active part in the discussions and to make presentations in order to share their national experiences and best practices on the topics discussed during the meeting.
4. The provisional programme for the meeting is included as Annex 1 to this Note.
5. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the attendance at the meeting of one representative from each National Authority in the region. Each nomination should specify whether sponsorship is a condition of the nominee’s participation.
6. 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 this as soon as possible so that hotel cancellation fees are not incurred. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
7. 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 and if the Secretariat authorises it, in order to keep costs to a minimum. Participants are expected to arrive **no earlier than Monday, 25 May 2015**, and to depart **no later than Friday, 29 May 2015**. The Secretariat’s agreement is required for any changes to these arrival and departure dates.
8. The Secretariat will not cover expenses unrelated to the meeting or that result from changes in 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Ljubljana. When applying for any required visas, they should present the Embassy or Consulate of Slovenia with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Slovenia immediately after receiving their acceptance letter issued by the OPCW.
10. All activities during the meeting will be conducted in English. Participants are therefore expected to have a good oral and written command of this language.
11. Interested National Authorities are invited to complete the nomination and the endorsement forms that are included as Annex 2 and Annex 3 to this Note, making sure in particular to provide all requested contact details. Completed forms should be addressed to: Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by e-mail to ipb@opcw.org or by fax to +31 (0)70 306 3535 or +31 (0)70 416 3228. All forms must be received by the Secretariat **no later than Monday, 30 March 2015**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the final nominations deadline.

Please be advised that participants must present an OPCW acceptance letter in order to register for the regional meeting.

12. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Mr Vaclovas Semaskevicius

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Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 3: Endorsement Form

Annex 1

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 26 May 2015</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:00	Overview of the regional meeting: objectives and topics
10:00 – 10:45	Status of the implementation of the Convention
10:45 – 11:30	Recent developments/updates concerning the implementation of Article VI of the Convention
11:30 – 12:00	<i>Coffee/tea break</i>
12:00 – 12:30	Update on electronic declarations (EDNA ¹ version 3.1)
12:30 – 13:30	The Secure Information Exchange (SIX) system: presentation and demonstration
13:30 – 14:30	<i>Lunch</i>
14:30 – 15:15	Education and outreach activities by the Technical Secretariat
15:15 – 15:30	Presentation by National Authority – NA 1
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:15	Presentation by National Authority – NA 2
16:15 – 17:30	Break-out group discussion on approaches to education and outreach, awareness raising (including e-learning modules)
17:30 – 18:00	Bilateral consultations
<i>Wednesday, 27 May 2015</i>	
09:00 – 10:00	Presentations by the break-out groups on recommendations and path forward
10:00 – 11:00	Presentation on ICA programmes and initiatives
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 11:45	Presentation by National Authority – NA 3
11:45 – 12:00	Presentation by National Authority – NA 4
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:15	Presentation by National Authority – NA 5
13:15 – 13:30	Presentation by National Authority – NA 6
13:30 – 15:00	Break-out group discussion to assess and identify priorities for effective national implementation
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Presentations by the break-out groups on their findings and path forward
16:30 – 17:00	Bilateral consultations

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EDNA = electronic declaration tool for National Authorities.

Time	Activity
<i>Thursday, 28 May 2015</i>	
09:00 – 10:00	Status of implementation of Article VII in Eastern Europe: the need to adopt implementing regulations
10:00 – 10:15	Q&A session
10:15 – 10:45	Outcomes from the OPCW/RACVIAC ² seminar on Convention legal aspects
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 11:35	Adoption and effective functioning of administrative measures – Presentation by National Authority 1
11:35 – 11:55	Adoption and effective functioning of administrative measures – Presentation by National Authority 2
11:55 – 12:15	Adoption and effective functioning of administrative measures – Presentation by National Authority 3
12:15 – 13:15	<i>Lunch</i>
13:15 – 14:45	Break-out group discussion on the importance of proper legal and administrative measures
14:45 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:45	Presentations by the break-out groups on their findings and path forward
16:45 – 17:15	Summing up and closure of the meeting

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RACVIAC = Regional Arms Control Verification and Implementation Assistance Centre.

Annex 2

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
LJUBLJANA, SLOVENIA
26 – 28 MAY 2015**

NOMINATION FORM

Please submit the completed form **by 30 March 2015** to:
Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 306 3535 or +31 (0)70 416 3228; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS

1.	National Authority making the nomination			
2.	Family name of nominee*			
3.	First name(s)			
4.	Date of birth	Day	Month	Year
5.	Citizenship			
6.	Gender**	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.	Function in relation to the implementation of the Convention			
12.	Employer			
13.	Employer's address (Please do not give a post-office box number)	Street		
		Number	Postcode	
		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			
		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 similar items, please tick the appropriate box.

Annex 3

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination form of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____ as indicated in the attached nomination form for participation in the Fourteenth Regional Meeting of National Authorities of States Parties in Eastern Europe to be held in Ljubljana, Slovenia, from 26 to 28 May 2015.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation:

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