

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR THE SIXTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE  
TBILISI, GEORGIA  
3 – 5 MAY 2017**

1. On behalf of the Government of Georgia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Sixteenth Regional Meeting of National Authorities of States Parties in Eastern Europe, to be preceded by a commemoration of the twentieth anniversary of the OPCW, both of which will be held in Tbilisi, Georgia, from 3 to 5 May 2017.
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 the 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; C-13/DEC.7, dated 5 December 2008; and C-14/DEC.12, dated 4 December 2009). The Second and Third Review Conferences<sup>1</sup> encouraged the States Parties and the Technical Secretariat (hereinafter “the Secretariat”) to continue to support the implementation by States Parties of the aforementioned Conference decisions in order for them to achieve full implementation of their Article VII obligations.
3. This regional meeting of National Authorities, to be held from 3 to 5 May 2017, will serve as a forum in which the States Parties in the region can present their needs for assistance in relation to Article VII of the Chemical Weapons Convention (hereinafter “the Convention”) 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 present and discuss the structure and functioning of their National

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<sup>1</sup> The Second and Third Special Sessions of the States Parties to Review the Operation of the Chemical Weapons Convention.



Authorities, and share good practices and challenges in acting as a focal point for effective liaison with the OPCW for national implementation of the Convention.

5. The programme for the meeting includes the following:
  - (a) a review of the current status of the implementation of the Convention, taking stock of achievement and challenges;
  - (b) presentations and discussions on the structure of National Authorities and their achievements and challenges in the implementation of the Convention, as well as their action plans for 2017;
  - (c) presentations and discussions on capacity-building programmes by the Secretariat, thematic issues concerning the region, and regional priorities for technical support; and
  - (d) bilateral meetings with Secretariat staff.
6. The regional meeting of National Authorities will be preceded by a commemoration of the twentieth anniversary of the OPCW, to be held on 3 May 2017.
7. The commemoration includes panel discussions on the progress made, achievements, and the challenges faced by the Organisation, which might include regional and global security issues, the verification regime, and the importance of partnership with the chemical industry, and of the peaceful uses of chemicals.
8. The provisional programme for the regional meeting is included in the Annex 1 to this Note.
9. Each State Party represented at the regional meeting, through its focal point at the National Authority, is invited to complete a survey prepared by the Secretariat and make presentations on the structure of National Authority, progress and challenges in implementation, and the expected activities for 2017. The link to the survey will be sent to the National Authority and Permanent Representation of each State Party by the contact persons from the Secretariat. For fruitful deliberations during the meeting, sponsored participants are expected to deliver presentations on the topics assigned by the Secretariat.
10. The Secretariat expects to be able to sponsor one representative from each National Authority in the region. 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, hotel accommodation, and medical insurance, in addition to a limited subsistence allowance to cover meals and sundry expenses. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible to prevent the Secretariat from incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
11. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if this

leads to further savings for the Secretariat. In order to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Tuesday, 2 May 2017**, and to depart **no later than Saturday, 6 May 2017**. The Secretariat's agreement is required for any changes to these arrival and departure dates. 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.

12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Georgia. When applying for any required visas, they should present the Embassy or Consulate of Georgia with a copy of the acceptance letter from the OPCW. The meetings will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
13. 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 form 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 e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All forms must be received by the Secretariat **no later than Monday, 13 March 2017**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the final nominations deadline.
14. 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 (Email: [vaclovas.semaskevicius@opcw.org](mailto:vaclovas.semaskevicius@opcw.org); Tel: +31 (0) 70 416 3270) and Mr Aldo Rodriguez (Email: [aldo.rodriguez@opcw.org](mailto:aldo.rodriguez@opcw.org); Tel. +31 (0) 70 416 3438).

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Nomination form  
Annex 3: Endorsement form

**Annex 1**

**SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN EASTERN EUROPE  
TBILISI, GEORGIA  
3 – 5 MAY 2017**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b>Wednesday, 3 May 2017</b>	
09:00 – 09:30	Opening remarks
09:30 – 09:45	Group photograph
09:45 – 11:00	Panel discussion: 20 years of the implementation of the Chemical Weapons Convention: achievements and challenges
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Panel discussion (continued)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Event dedicated to the twentieth anniversary of the OPCW
15:00 – 17:00	Bilateral meetings
<b>Thursday, 4 May 2017</b>	
09:00 – 09:30	Presentation on the findings of the survey on the structure and functioning of National Authorities Discussion
09:30 – 10:30	Break-out groups: presentations by each State Party of the structure, achievements, and challenges in the implementation process of National Authorities as well as the action plans for 2017 Discussion
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Break-out groups discussion (continued)
11:30 – 12:30	Preparation of presentations by the break-out groups on lessons learned and good practices identified through the group discussions
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentations by break-out group rapporteurs
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	International Cooperation and Assistance Division presentations on the update of the implementation of the Convention and the capacity-building programmes of the Technical Secretariat Discussion
<b>Friday, 5 May 2017</b>	
09:00 – 10:30	Break-out group discussion on future priorities for the region in building its capacities for effective implementation of the Convention
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Summary of break-out group discussion
11:30 – 12:00	Presentation on recent developments relating to Article VI declarations Discussion

<b>Time</b>	<b>Activity</b>
12:00 – 12:30	Presentation on the identification of declarable activities under Article VI of the Convention Discussion
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentation on transfer discrepancies followed by break-out group discussion
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Break-out group discussion (continued), sharing best practices
17:00 – 17:30	Closing ceremony

## Annex 2

**SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
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**NOMINATION FORM**

Please submit the completed form by **13 March 2017** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Email: [ipb@opcw.org](mailto:ipb@opcw.org)

**Please type or use BLOCK LETTERS**

National Authority making the nomination			
Family name of nominee*			
First name(s)			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Function in regard to the implementation of the Convention			
Employer			
Employer's address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
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****SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
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3 – 5 MAY 2017****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 Sixteenth Regional Meeting of National Authorities of States Parties in Eastern Europe to be held in Tbilisi, Georgia, from 3 to 5 May 2017.

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

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

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

Official seal of the organisation:

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