



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE NINETEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
22 – 24 NOVEMBER 2017**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Nineteenth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague from 22 to 24 November 2017.
2. The annual meeting of National Authorities is designed to establish an interactive communication and cooperation mechanism among the National Authorities, and between them and the OPCW. Furthermore, it is intended to create regional networks in support of the implementation of the Chemical Weapons Convention (hereinafter “the Convention”) and to enhance regional aspects of implementation-support activities.
3. The annual meeting will take place over three days, from Wednesday, 22 November, to Friday, 24 November 2017. Bilateral consultations between the representatives of National Authorities and the Secretariat will be conducted in the course of the annual meeting.
4. The objectives are:
 - (a) to provide an occasion for National Authorities to highlight and work through relevant issues in order to enhance their capacity to comply with their obligations under the Convention;
 - (b) to promote cooperation among National Authorities in order to further the implementation of the Convention at the regional level; and
 - (c) to promote cooperation between the States Parties and the Secretariat in order to enhance the implementation of the Convention.
5. During the annual meeting, representatives of National Authorities, along with their counterparts from different regions, will have the opportunity to be briefed on the following issues:



- (a) States Parties' discussion on the OPCW future priorities;
 - (b) the OPCW's contribution to countering terrorism;
 - (c) declaration and verification matters under current consideration;
 - (d) achieving effective national implementation through Articles VII, X, and XI of the Convention;
 - (e) insights into Article VI inspections;
 - (f) reviewing developments in science and technology; and
 - (g) advancing education and outreach in support of the Convention.
6. During the three days of the annual meeting, National Authorities will be updated on OPCW policy-related issues and recent developments in Article VI declarations, verification, and inspection issues, and progress made in implementing Article VII of the Convention. They will be briefed and provided with updates on recent developments in the programmes of the International Cooperation and Assistance Division (ICA) under Articles VII, X, and XI of the Convention, issues related to education and outreach, science and technology, as well as the OPCW's future priorities and contribution to countering terrorism.
 7. The National Authorities will also have the opportunity to meet in their respective regional groups to discuss regional issues and concerns and identify key areas for the Secretariat to focus on for the implementation of support programmes.
 8. Concerning bilateral consultations during the annual meeting, **if needed**, interested National Authorities are requested to tick (✓) the appropriate box on the nomination form attached to this Note as Annex 2. National Authorities must inform the Secretariat beforehand of the particular national implementation issues they would like to discuss. This will enable the appropriate Secretariat officials to prepare for the relevant bilateral consultations.
 9. National Authorities that wish to discuss draft implementing legislation are encouraged to submit drafts in advance and contact the Legal Officer of Implementation Support Branch, Ms Sharon Rivera, before the meeting. The email addresses are sharon.rivera@opcw.org or ipb-legal@opcw.org, and the contact telephone number is +31 (0)70 416 3437.
 10. Interpretation services will be provided in all the official languages of the OPCW during the plenary sessions of the meeting. No interpretation services will be available during regional group meetings or during bilateral consultations.
 11. The provisional programme for the meeting is attached as Annex 1 to this Note.
 12. National Authorities are invited to nominate representatives who have been or will be directly involved in the implementation of the Convention, particularly in their day-to-day activities.
 13. The Secretariat expects to be able to sponsor a limited number of representatives of National Authorities, **only one sponsorship** per requesting National Authority.

Each nomination should specify whether sponsorship is a condition of the nominee's participation.

14. For sponsored participants, the Secretariat will cover the costs of travel, meals, accommodation, and medical insurance, and will provide a limited daily subsistence allowance to cover sundry expenses. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate such 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. The Secretariat will not cover expenses of any accompanying persons of sponsored participants.
15. The Secretariat will not pay for medical assistance. Therefore participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
16. 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 Tuesday, 21 November 2017**, and to **depart no later than Saturday, 25 November 2017**. Sponsored participants wishing to stay in The Hague in order to participate in the Twenty-Second Session of the Conference of the States Parties must inform the Secretariat of their intended return date as soon as possible so that appropriate arrangements can be made. If any additional cost is involved, it is to be borne by the participant.
17. The agreement of the Secretariat 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 resulting from changes in travel arrangements that it has not authorised.** Sponsored participants shall bear all costs resulting from changes that they make, including ticket and hotel cancellations, once the Secretariat has purchased the tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements.
18. 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 Visa Section of the Secretariat directly by phone at +31 (0)70 416 3777.
19. Interested National Authorities are invited to complete a nomination form (Annex 2) and an endorsement form (Annex 3) for each nominee, making sure in particular to provide all of 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 email to: ipb@opcw.org.

20. Completed forms must be received by the Secretariat **no later than Friday, 1 September 2017. Any applications received after this date will not be considered for sponsorship. It should also be noted that participants must present an OPCW acceptance letter in order to register at the meeting.**
21. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are: Mr Vaclovas Semaskevicius, who can be reached at +31 (0)70 416 3270, email: vaclovas.semaskevicius@opcw.org, and Mr Aldo Rodriguez, who can be reached at +31 (0)70 416 3438, email: aldo.rodriguez@opcw.org.

Annexes:

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

Annex 1

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PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 22 November 2017</i>	
08:30 – 09:30	Registration
09:30 – 10:00	Opening ceremony
10:00 – 11:00	Briefing on the work of the OPCW Open-Ended Working Group on Future Priorities
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	Presentation and discussion on the OPCW's contribution to countering terrorism
12:30 – 14:30	<i>Lunch</i>
14:30 – 15:15	Update on science and technology
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Presentation and discussion on education and outreach
17:00 – 17:30	Presentation on cooperation with chemical industry
18:00 – 20:00	Reception hosted by Mr Ahmet Üzümcü, Director-General of the OPCW
<i>Thursday, 23 November 2017</i>	
09:00 – 10:00	Presentation on ICA Programme
10:00 – 10:30	Discussion on ICA Programme, including Q&A session
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Progress on the implementation of the decision C-13/DEC.4 (guidelines regarding declaration of import and export data for Schedule 2 and 3 chemicals)
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:15	Insights into Article VI inspections
14:15 – 15:30	Verification matters under current consideration
15:30 – 18:00	Bilateral meetings
<i>Friday, 24 November 2017</i>	
09:00 – 09:45	Update on the implementation of Article VII of the Convention
09:45 – 10:00	Q&A session
10:00 – 10:45	Presentation and participants feedback on EVENTUS*
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 13:30	Regional group meetings
13:30 – 14:30	<i>Lunch</i>
14:30 – 16:30	Report by the regional group to the plenary (25 minutes for each region)
16:30 – 17:00	Summary and closure
17:00 – 17:30	<i>Coffee/tea break</i>
17:30 – 18:00	Bilateral meetings

* The OPCW electronic event management system

Annex 2

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NOMINATION FORM

Please submit the completed form, preferably typed, by **1 September 2017** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands
Email: ipb@opcw.org

Please type or use BLOCK LETTERS

National Authority making the nomination	
Family name of nominee ¹	
First name(s) ¹	
Date of birth	Day Month Year
Citizenship	
Gender ²	Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport number	
Date of issue	Day Month Year
Expiry date	Day Month Year
Place of issue	
Employer	
Position	
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 required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ Please give the first and family names exactly as they appear in the nominee's passport.

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

Is a bilateral meeting with Secretariat officials required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If “Yes”, please specify which unit(s) you would like to consult with: <input type="checkbox"/> Declarations Branch (DEB): EDNA-related ³ <input type="checkbox"/> Declarations Branch (DEB): Other declarations issues <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> IPB Legal Officer: National implementation measures under Article VII <input type="checkbox"/> Office of the Legal Adviser (LAO): Other legal-related issues <input type="checkbox"/> Implementation Support Branch (IPB) <input type="checkbox"/> Assistance and Protection Branch (APB) <input type="checkbox"/> International Cooperation Branch (ICB)
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EDNA = Electronic declarations tool for National Authorities

Annex 3

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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 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 Nineteenth Annual Meeting of National Authorities, to be held at the OPCW Headquarters in The Hague, the Netherlands, from 22 to 24 November 2017.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: