

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE FIFTH ANNUAL MEETING
OF REPRESENTATIVES OF CHEMICAL INDUSTRY AND NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
DOHA, QATAR
2 – 4 OCTOBER 2018**

1. On behalf of the Government of Qatar and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite National Authorities and representatives from national chemical industry associations to submit applications to participate in the Fifth Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention (hereafter “the Convention”), to be held at the Doha Regional Centre for CBRN¹ Training in Doha, Qatar, from 2 to 4 October 2018. This meeting has been made possible thanks to a voluntary contribution from the Government of Qatar.
2. The event is being organised to enhance engagement with the chemical industry and increase collaboration with National Authorities to support the full and effective implementation of the Convention.
3. The chemical industry has been recognised as a key stakeholder in the implementation of the Convention. 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”) highlighted the important role that the chemical industry has to play in the implementation of the Convention, and encouraged the Secretariat to continue to strengthen its relations with regional and international chemical industry associations. Engaging the chemical industry in particular was encouraged with regard to the OPCW’s verification activities and activities not prohibited under the Convention, among other aspects.
4. The Third Review Conference also highlighted the need to provide continued support to National Authorities of States Parties in their efforts to ensure the full and effective implementation of the Convention. Assisting National Authorities to reach out to and collaborate with the chemical industry as a key stakeholder in implementation at the

* Reissued for technical reasons.

¹ CBRN stands for chemical, biological, radiological, and nuclear.



national level has therefore become a priority thematic area for the capacity-building programmes of the Technical Secretariat (hereinafter, “the Secretariat”).

5. The specific objectives of the meeting are to:
 - (a) foster collaboration and cooperation between National Authorities and the chemical industry, facilitate the exchange of experience and good practices at the sub-regional, regional, and global levels;
 - (b) raise awareness of the specific requirements under relevant provisions of the Convention among representatives of the chemical industry and the National Authorities;
 - (c) review current practices and challenges in selected issues concerning the implementation of the Convention for which collaboration between the chemical industry and National Authorities is crucial; and
 - (d) further enhance the general capacity of both stakeholders to implement the relevant provisions of the Convention in order to improve the quality and timeliness of the fulfilment of obligations.
6. The provisional programme for the meeting is attached as Annex 1 to this Note. This year, the meeting will focus discussions on current issues and developments relating to the following topics:
 - (a) efforts to continually improve the efficiency and effectiveness of Article VI verification, including the role of national chemical industry associations and National Authorities;
 - (b) cooperation between National Authorities and chemical industry in raising awareness of the Convention amongst other audiences nationally; and
 - (c) the role of Article VI verification in the light of emerging threats and chemical terrorism.
7. States Parties for whom participation in this meeting would be beneficial to their ongoing efforts to enhance implementation of the Convention, through strengthened collaboration amongst national stakeholders—particularly with the chemical industry—are invited to nominate participants. States Parties are invited to nominate **two participants**, one from their National Authority, and another from a national chemical industry association. States Parties are strongly encouraged to nominate candidates who have not participated in this meeting in the past. Priority for sponsorship will be given to participants who have not participated in this meeting in the past.
8. The meeting will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
9. Interested National Authorities and representatives of the national chemical industry in States Parties are invited to submit their applications through EVENTUS, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must

first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties, a complete set of application documents may be sent to ipb@opcw.org, with the name of the event clearly indicated in the subject line of the message.

10. Only nominations endorsed by the National Authority will be considered. The endorsement form (attached as Annex 2 to this Note) must be uploaded during the online registration process. In addition, interested participants are invited to complete the Motivation Statement in Annex 3 of this Note which, along with the applicant's curriculum vitae and a photocopy of the personal identification page of the applicant's passport, should be sent to the Implementation Support Branch (ipb@opcw.org) by **Friday, 17 August 2018**. Only nominations with the complete set of application documents will be considered. Nominations with only one participant from a State Party (either from the National Authority or a chemical industry representative) will not be considered. Moreover, **the Secretariat will not be able to accept any nominations for sponsorship after 17 August 2018**.
11. The Secretariat expects to be able to sponsor a limited number of participants. 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 and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to inform the Secretariat at the time of confirmation of their participation in the meeting in order to avoid incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
12. Participants should also be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
13. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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 and if the Secretariat authorises it. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be asked to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation. In order to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Monday, 1 October 2018** and to depart no later than **Friday, 5 October 2018**. The Secretariat's agreement is required for any changes to these arrival and departure dates. The Secretariat will not cover expenses unrelated to the course or that result from changes in travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
14. It is the responsibility of each participant to ensure that all necessary visas (including transit visas) are obtained before travelling to Doha. When applying for any required visa, they should present a copy of their acceptance letter issued by the Secretariat.

15. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division of the Secretariat. The contact persons are Ms Chizu Matsushita (Tel: +31 (0)70 416 3428, email: chizu.matsushita@opcw.org) and Mr Alberto Fernández-Kleinloog (Tel: +31 (0)70 416 3850, email: alberto.fernandez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form
- Annex 3: Motivation Statement

Annex 1

**THE FIFTH ANNUAL MEETING OF CHEMICAL INDUSTRY
REPRESENTATIVES AND NATIONAL AUTHORITIES OF STATES PARTIES TO
THE CHEMICAL WEAPONS CONVENTION**

**DOHA REGIONAL CENTRE FOR CBRN TRAINING
DOHA, QATAR, 2 – 4 OCTOBER 2018**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 2 October 2018</i>	
08:30 – 09:00	Registration
09:00 – 09:15	Opening remarks
09:15 – 09:25	Group photo
09:25 – 09:30	Introduction of participants
09:30 – 09:50	The role of the National Authority and chemical industry in the implementation of the Convention: objectives of this meeting (Technical Secretariat)
09:50 – 10:20	Updates on the activities of the Qatar National Committee for the Prohibition of Weapons (NCPW) (the National Authority of Qatar)
10:20 – 11:30	Efforts to continually improve the efficiency and effectiveness of Article VI verification, including the roles of national chemical industry associations and National Authorities: Panel presentations and Q&A
11:30 – 12:00	<i>Coffee/tea break</i>
12:00 – 13:00	Efforts to continually improve the efficiency and effectiveness of Article VI verification, including the roles of national chemical industry associations and National Authorities: Panel presentations and Q&A (continued)
13:00 – 14:30	Break-out group discussion on efforts to continually improve the efficiency and effectiveness of Article VI verification, including the roles of national chemical industry associations and National Authorities
14:30	<i>Lunch</i>
19:00 – 20:00	<i>Official dinner (tentative)</i>
<i>Wednesday, 3 October 2018</i>	
08:30 – 09:00	Cooperation between the National Authorities and the chemical industry in raising awareness of the Convention at the national level (Technical Secretariat)
09:00 – 10:30	Cooperation between the National Authorities and chemical industry in raising awareness of the Convention at the national level: challenges and good practices (States Parties)
10:30 – 11:00	Capacity building and outreach programmes of the Technical Secretariat (Technical Secretariat)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:30	Break-out group discussion on cooperation between the National Authorities and the chemical industry in raising awareness of the Convention at the national level
13:30 – 14:00	The role of Article VI verification in light of emerging threats and chemical

Time	Activity
	terrorism (Technical secretariat)
<i>14:00</i>	<i>Lunch</i>
<i>Thursday, 4 October 2018</i>	
08:30 – 09:30	The role of Article VI verification in light of emerging threats and chemical terrorism (States Parties)
09:30 – 10:30	Break-out group discussion on role of Article VI verification in light of emerging threats and chemical terrorism
10:30 – 11:00	Preparation of presentations of the outcomes of break-out group discussions
<i>11:00 – 11:30</i>	<i>Coffee/tea break</i>
12:00 – 13:00	Presentations of the outcomes of break-out group discussions
13:00 – 13:30	Plenary discussion summarising the meeting
13:30 – 14:00	Closing remarks
<i>14:00</i>	<i>Lunch</i>

Annex 2

**THE FIFTH ANNUAL MEETING OF CHEMICAL INDUSTRY
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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded when submitting the application electronically (<https://apps.opcw.org/eventus>)

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 online registration, for participation in the Fifth Annual Meeting of Chemical Industry Representatives and National Authorities of States parties to the Chemical Weapons Convention to be held in Doha, Qatar, from 2 to 4 October 2018.

I also certify that the above candidate fulfils all the requirements mentioned in the Invitation Note.

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

Annex 3

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MOTIVATION STATEMENT BY NOMINATED PARTICIPANT

This form must be filled out and sent to ipb@opcw.org along with the applicant's CV and a photocopy of the personal identification page of the applicant's passport

Name:	
State Party:	
Position and designation:	
Please state why you are interested in participating in this meeting.	
Considering the objectives of this meeting, how can you contribute to the discussions of the meeting if you are selected to participate?	
In your opinion, what are the issues and challenges that need to be overcome to enhance the level of implementation of the Convention in your country?	
How do you plan to contribute to overcoming the issues and challenges mentioned above, by your participation in this meeting and follow-up actions?	