



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE TWENTIETH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, NETHERLANDS
6 – 8 NOVEMBER 2018**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Twentieth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague from 6 to 8 November 2018.
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 Tuesday, 6 November 2018, to Thursday, 8 November 2018. Bilateral meetings between the representatives of National Authorities and the Secretariat will be conducted upon request during the course of the meeting, mainly in the afternoon of the last day of the meeting.
4. The objectives are:
 - (a) to provide an occasion for National Authorities to discuss specific and priority needs in order to enhance their capacity to comply with their obligations under the Convention;
 - (b) to provide an occasion for the Secretariat and States Parties to interact and discuss ways for the effective provision of capacity-building support in an integrated and comprehensive manner;
 - (c) to promote cooperation among National Authorities in order to further the implementation of the Convention at the national and regional levels; and
 - (d) to provide the opportunity for interaction between the States Parties and the Secretariat, addressing outstanding issues, as part of their efforts to enhance the implementation of the Convention.



5. The Secretariat assists States Parties in their efforts to meet their obligations under the Convention and thereby enable them to achieve their full and effective implementation. This has been through implementing various capacity-building activities in the framework of Articles VII, X, and XI of the Convention. The principles of results-based management have been gradually incorporated in the programmes of the Secretariat, to ensure better outputs. While effective provision of the capacity-building support can be assured by the International Cooperation and Assistance Division, achieving and sustaining the capacity primarily depend on the ownership and commitment of national governments. It is therefore essential that the support is best planned and provided in an integrated manner and in response to the priority needs of States Parties.
6. This year, the annual meeting will be specifically devoted to an integrated capacity-building programme of the International Cooperation and Assistance Division, with focus on sustainability of its results and on national ownership. National Authorities will receive feedback on the national implementation framework prepared by the Secretariat and discussed at four regional meetings of National Authorities. They will be informed about the Secretariat's work to pursue the results-based management approach to programming its future capacity-building activities. National Authorities will be also briefed and provided with updates on recent developments under Articles VI, VII, X, and XI of the Convention.
7. The National Authorities will also have the opportunity to meet in their respective regional groups, discussing and identifying the needs and mechanisms that address their current and future challenges.
8. Concerning bilateral consultations during the annual meeting, **if needed**, interested National Authorities are requested to 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 meetings.
9. National Authorities that wish to discuss draft implementing legislation are encouraged to submit drafts in advance and contact the Legal Officer of the 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. Interpretation services into French and Spanish will be available during discussions in two relevant regional groups. No interpretation services will be available during bilateral meetings.
11. The provisional programme for the meeting is attached as Annex 1 to this Note.
12. National Authorities are invited to nominate only representatives who have been 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** slot per requesting National Authority. Each nomination should specify whether sponsorship is required for 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 persons accompanying 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 Monday, 5 November 2018**, and to **depart no later than Friday, 9 November 2018**. 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.
17. 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.
18. Interested National Authorities are invited to apply through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Interested applicants should create an account in Eventus or use an existing account to register for the annual meeting. All nominations have to be endorsed by the Head or Chief Coordinator of the National Authority. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the registration process for the meeting.
19. All nominations must be received by the Secretariat **no later than Friday, 7 September 2018**. 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.

20. Interested participants who, for technical reasons, are unable to submit the application online are requested to send an email to ipb@opcw.org with reference to the name of the event in the subject line of the message. The Secretariat will provide the necessary advice and assistance with the registration.

21. Any queries or additional information about registration may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division of the OPCW. The contact persons are: Mr Aldo Rodríguez (Email: aldo.rodriguez@opcw.org; Tel. +31 (0)70 416 3438), Mr Alberto Fernández (Email: alberto.fernandez@opcw.org; Tel. +31 (0)70 416 3850), Ms Olukemi Adenuga (Email: olukemi.adenuga@opcw.org; Tel. +31 (0)70 416 3923), and Mr Vaclovas Semaskevicius (Email: vaclovas.semaskevicius@opcw.org; Tel: +31 (0)70 416 3270).

Annexes:

- Annex 1: Provisional Programme
Annex 2: Endorsement Form

Annex 1

**TWENTIETH ANNUAL MEETING OF NATIONAL AUTHORITIES
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 6 November 2018</i>	
08:30 – 09:15	Registration
09:15 – 09:30	Opening remarks
09:30 – 09:40	Introduction of the ICA ¹ programme
09:40 – 10:00	Development of a monitoring and evaluation system for the ICA
10:00 – 10:30	Feedback on national implementation framework and way ahead
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:15	Session 1: Assistance and Protection Branch thematic issues
12:15 – 13:15	<i>Lunch</i>
13:15 – 14:30	Session 1 (continued)
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 17:30	Session 2: International Cooperation Branch thematic issues
17:30 – 18:30	Reception hosted by Mr Fernando Arias, Director-General of the OPCW
<i>Wednesday, 7 November 2018</i>	
09:30 – 11:00	Session 3: Implementation Support Branch thematic issues
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	Session 3 (continued)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentation on recent developments under Article VI
15:00 – 15:30	<i>Coffee break</i>
15:30 – 17:30	Preparation of a presentation on findings from the three working sessions by all regional groups
<i>Thursday, 8 November 2018</i>	
09:30 – 10:30	Summary of discussions, presentation by each regional group rapporteur (20 minutes each)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:40	Summary of discussions (continued)
11:40 – 12:40	Secretariat's preliminary response to recommendations from all working sessions
12:40 – 13:00	Summary and closure
13:00 – 14:00	<i>Lunch</i>
14:00 – 17:00	Bilateral meetings

¹ ICA = International Cooperation and Assistance Division.

Annex 2

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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded when submitting your 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 attached nomination form, for participation in the Twentieth Annual Meeting of National Authorities, to be held at the OPCW Headquarters in The Hague, the Netherlands, from 6 to 8 November 2018.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation:

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