

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE SIXTH ANNUAL MEETING OF
REPRESENTATIVES OF CHEMICAL INDUSTRY AND NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
DOHA, QATAR
15 – 17 OCTOBER 2019**

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 Sixth 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 15 to 17 October 2019. 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 national level has therefore become a priority thematic area for the capacity-building

¹ CBRN = chemical, biological, radiological, and nuclear.



programmes of the Technical Secretariat (hereinafter “the Secretariat”). Moreover, the important role that the chemical industry could play in the capacity building of States Parties has been highlighted in recent years.

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. 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) developing tools and a mechanism for enhanced cooperation between National Authorities and chemical industry in raising awareness of the Convention nationally; and
 - (c) the role of Article VI verification in the light of emerging threats and chemical terrorism; tools for chemical risk assessment and management.

7. The discussions in the meeting will be built upon the outcomes of the same meeting in the last five years, particularly through reviewing the Outcome Report of the 2018 meeting. A copy of the Outcome Report shall be available from the National Authorities or from the contact persons of the Implementation Support Branch as mentioned below.

8. 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 that are willing to share best practices in the same area will be given priority for participation in the meeting. 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.

9. The meeting will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
10. 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/Home/EventDetail/113>). Use of Google Chrome is advisable. Applicants must first create an account and then register for the event.
11. 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.
12. In addition, interested participants are required to complete the Motivation Statement (attached as Annex 3 to this Note). Use of a Microsoft Word version of the Motivation Statement form is strongly recommended – this can be obtained from Mr Alberto Fernández (alberto.fernandez@opcw.org). Applicants are advised to type in their own Motivation Statement individually and to send it, along with the applicant's curriculum vitae, via email attachment to Mr Alberto Fernández (alberto.fernandez@opcw.org), clearly stating "Doha meeting" in the subject line of the message. The Motivation Statement and the curriculum vitae must be submitted **before 26 July 2019** so that the organiser can determine whether the applicants are suitable for participation in this meeting.
13. 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 26 July 2019.**
14. 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.
15. Participants should also 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 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, 14 October 2019** and to depart no later than **Friday, 18 October 2019**. 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.

17. 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.
18. 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 (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

**SIXTH 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, 15 – 17 OCTOBER 2019**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 15 October 2019</i>	
08:30 – 09:00	Registration
09:00 – 10:00	<ul style="list-style-type: none"> - Welcome address – Chairman/Qatar National Committee for the Prohibition of Weapons (NCPW) - Welcome address - OPCW - Video on NCPW and Doha CBRN Centre & update on the NCPW activities - Group photograph - Introduction of participants - <i>Coffee/tea</i>
10:00 – 10:30	Role of the National Authority and chemical industry in the implementation of the Chemical Weapons Convention <ul style="list-style-type: none"> - Objectives of the meeting - Review of the Outcome Report 2018
10:30 – 11:30	Theme 1 – Efforts to continually improve the efficiency and effectiveness of Article VI verification, including the role of national chemical industry associations and the National Authority <ul style="list-style-type: none"> - Update from the Secretariat - Views of international experts/partners
11:30 – 12:00	<i>Coffee/tea break</i>
12:00 – 14:00	Theme 1 – (continued) <ul style="list-style-type: none"> - Presentations by States Parties - Break-out group discussion and presentation
14:00	<i>Lunch</i>
19:00 – 21:00	<i>Official dinner (tentative)</i>
<i>Wednesday, 16 October 2019</i>	
08:30 – 11:30	Theme 2 – Cooperation between the National Authorities and chemical industry in national awareness raising of the Convention <ul style="list-style-type: none"> - Update from the Secretariat including proposed tools (guidelines on the National Authority – chemical industry cooperation, brochure on best practices during the conduct of Article VI inspections) - Views of international experts/partners - Presentations by States Parties - Break-out group discussion and presentation
11:30 – 12:00	<i>Coffee/tea break</i>

Time	Activity
12:00 – 14:00	Theme 3 –role of Article VI verification in the light of emerging threats and chemical terrorism, tools for chemical risk assessment and management <ul style="list-style-type: none"> - Update from the Secretariat - Views of international experts/partners - Presentations by States Parties - Break-out group discussion and presentation
14:00	<i>Lunch</i>
15:30 – 17:00	Site visit to a chemical plant (tentative)
Thursday, 17 October 2019	
08:30 – 10:00	Summary of the discussions
10:00 – 11:30	Preparation of an Outcome Report
11:30 – 12:00	<i>Coffee/tea break</i>
12:00 – 13:00	Preparation of an Outcome Report (continued)
13:00 – 13:30	Presentation of the outcome of the meeting to the Chairman – Qatar NCPW
13:30 – 14:00	Evaluation and closing of the meeting
14:00	<i>Lunch</i>

Annex 2**SIXTH 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, 15 – 17 OCTOBER 2019****ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form must be signed, duly sealed, and uploaded when submitting
the application electronically (<https://apps.opcw.org/eventus/Home/EventDetail/113>)

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 Sixth Annual Meeting of
Chemical Industry Representatives and National Authorities of States parties to the Chemical
Weapons Convention to be held in Doha, Qatar, from 15 to 17 October 2019.

**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**SIXTH 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, 15 – 17 OCTOBER 2019****MOTIVATION STATEMENT BY NOMINATED PARTICIPANT**

This form must be filled out electronically by the applicant and sent to alberto.fernandez@opcw.org along with the applicant's CV before **Friday, 26 July 2019**

Name:	
State Party:	
Position and designation:	
Please indicate your current role vis-à-vis the implementation of Article VI verification system.	
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?	
Please choose one topic/issue from the meeting's Outcome Report 2018 and state your own opinion about it.	