



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE TWENTY-FIRST
ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
5 – 7 NOVEMBER 2019**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Twenty-First Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague, the Netherlands from 5 to 7 November 2019.
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, 5 November to Thursday, 7 November 2019. Bilateral meetings between the representatives of National Authorities and the Secretariat will be conducted upon request during the course of the meeting, especially on the afternoon of the second day of the meeting.
4. The objectives of the annual meeting are to:
 - (a) provide an occasion for National Authorities to highlight and work through relevant issues in order to enhance their capacity to comply with their Convention obligations;
 - (b) provide an occasion for the Secretariat and States Parties to interact and discuss ways for effective provision of capacity-building support in an integrated and comprehensive manner;
 - (c) promote cooperation among National Authorities in order to further the implementation of the Convention at the national and regional levels; and
 - (d) provide the opportunity for interaction between the States Parties and the Secretariat to address outstanding issues and efforts to enhance the implementation of the Convention.



5. The Secretariat assists States Parties in their efforts to meet their obligations under the Convention, thereby enabling them to achieve their full and effective implementation. This has been through implementing various capacity-building activities under the framework of Articles VII, X, and XI of the Convention. The principles of results-based management have been gradually incorporated into the Secretariat's programming to ensure better outputs. While effective provision of capacity-building support can be assured by the International Cooperation and Assistance Division, achieving and sustaining capacity depends primarily on the ownership and commitment of national governments. It is therefore essential for the support to be best planned and provided in an integrated manner, and in response to the priority needs of States Parties.
6. This year's annual meeting will focus on providing States Parties with the most recent information and updates necessary to ensure effective national implementation of the Convention. It will review the impact of the OPCW's implementation support and capacity-building activities. National Authorities will be briefed on recent developments under Articles VI, VII, X, and XI of the Convention, provided with updates on policy-related issues, and will have an opportunity to discuss specific issues in breakout groups.
7. 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 (Email: sharon.rivera@opcw.org or ipb-legal@opcw.org; Tel.: +31 (0)70 416 3437).
10. Interpretation services will be provided in all of 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 the 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, with **only one sponsorship** slot per requesting National Authority. Each nomination should specify whether sponsorship is a condition 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 this 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 the 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, 4 November 2019** and to depart **no later than Friday, 8 November 2019**. 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 that result from changes in travel arrangements that it has not authorised.** Sponsored participants must 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 telephone (+31 (0)70 416 3777).
18. Interested National Authorities are invited to submit their applications 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 must be endorsed by the Head or Chief Coordinator of the National Authority. The endorsement form, which is attached as Annex 2 to this Note, must be uploaded during the registration process for the meeting.
19. All nominations must be received by the Secretariat **no later than Friday, 30 August 2019**. 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 for 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 a 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 of the International Cooperation and Assistance Division of the OPCW. The contact persons are Mr Aldo Rodriguez (Email: aldo.rodriguez@opcw.org; Tel.: +31 (0)70 416 3438), Mr Alberto Fernandez (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: National Authority Endorsement Form

Annex 1

**TWENTY-FIRST ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
5 – 7 NOVEMBER 2019**

PROVISIONAL PROGRAMME

| Time | Activity |
|--|---|
| <i>Tuesday, 5 November 2019</i> | |
| 08:30 – 09:30 | Registration |
| 09:30 – 10:30 | Opening and introduction |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:30 | Presentations by the Secretariat <ul style="list-style-type: none"> - Updates on policy-related issues - Updates on the verification regime - Article VII: status of national implementation |
| 12:30 – 14:00 | <i>Lunch</i> |
| 14:00 – 15:30 | Presentations by the Secretariat (continued) <ul style="list-style-type: none"> - Article X data bank - The new Electronic Declarations Information System (EDIS) |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| 16:00 – 17:00 | Presentations by the Secretariat (continued) <ul style="list-style-type: none"> - Collaboration with chemical industry |
| 17:00 – 18:30 | Reception hosted by Mr Fernando Arias, Director-General of the OPCW |
| <i>Wednesday, 6 November 2019</i> | |
| 09:00 – 10:30 | International Cooperation and Assistance Division presentation on capacity-building and proposed programme for 2020 |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:30 | Regional group meetings |
| 12:30 – 14:00 | <i>Lunch</i> |
| 14:00 – 17:00 | Bilateral consultations/side events |
| <i>Thursday, 7 November 2019</i> | |
| 09:00 – 10:30 | Report by regional groups to the plenary |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:00 | National presentations on participation in different International Cooperation and Assistance Division activities |
| 12:00 – 13:30 | <i>Lunch</i> |
| 13:30 – 15:00 | Thematic discussions in breakout groups on Convention implementation |
| 15:00 – 15:30 | <i>Coffee/tea break</i> |
| 15:30 – 16:30 | Report on breakout group thematic discussions to the plenary |
| 16:30 – 17:00 | Summary of the meeting and question-and-answer session |

Annex 2**TWENTY-FIRST ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
5 – 7 NOVEMBER 2019****ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form must be signed, duly sealed, and uploaded when submitting applications 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 Twenty-First Annual Meeting of National Authorities, to be held at the OPCW Headquarters in The Hague, the Netherlands, from 5 to 7 November 2019.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: