



OPCW

Technical Secretariat

S/1841/2020
14 February 2020
ENGLISH and FRENCH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE EIGHTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
LOMÉ, TOGO
9 – 11 JUNE 2020**

1. On behalf of the Government of Togo and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite African National Authorities to nominate representatives to attend the Eighteenth Regional Meeting of National Authorities of States Parties in Africa, which will be held in Lomé, Togo, from 9 to 11 June 2020.
2. At its Eighth Session, the Conference of the States Parties adopted a plan of action regarding the implementation of obligations under Article VII of the Chemical Weapons Convention (hereinafter “the Convention”) (C-8/DEC.16, dated 24 October 2003). The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention highlighted the need for a comprehensive approach to national implementation in line with each State Party’s constitutional requirements, to filling gaps in national implementation, and to ensuring that national implementation measures are consistent with the provisions of the Convention. It also encouraged the Technical Secretariat (hereinafter “the Secretariat”) to explore innovative methods of providing assistance on tailor-made approaches as a potential means to further advance the implementation of Article VII.
3. This regional meeting of National Authorities, to be held from 9 to 11 June 2020, will serve as a forum in which the States Parties in the region will discuss the needs, priorities, actions taken, and best practices in implementation of the Convention at the national, subregional, and regional levels, as well as the capacity-building support provided within the framework of the fifth phase of the OPCW Programme to Strengthen Cooperation with Africa on the Chemical Weapons Convention (hereinafter “the Africa Programme”). In particular, the discussion will focus on such thematic issues as the adoption of national Convention implementing legislation, the development of Convention action plans, and the use of the Convention National Implementation Framework. Other matters that will be discussed include the implementation of industry-related obligations and cooperation with customs, safety and security issues, and enhancing capabilities of chemical laboratories. There will also be an overview of the results and impact achieved through assistance and cooperation programmes, such as the National Authorities Mentorship/Partnership Programme.



4. The objectives for the meeting are to discuss:
 - (a) the national, subregional, and regional needs, priorities, actions, and best practices of the African States Parties in the implementation of the Convention;
 - (b) the status and progress of implementation of the Africa Programme;
 - (c) the status and progress of adoption of the national Convention implementing legislation in Africa, and in particular in the African States Parties that have yet to adopt comprehensive Convention legislation;
 - (d) best practices and experiences in the development of Convention action plans and the use of the Convention National Implementation Framework;
 - (e) best practices and experiences in the implementation of industry-related obligations and cooperation with customs;
 - (f) best practices and experiences in addressing chemical safety and security issues and in enhancing capabilities of chemical laboratories;
 - (g) the benefits and best practices in bilateral cooperation related to implementation of the Mentorship/Partnership Programme; and
 - (h) in bilateral meetings between representatives of the Secretariat and National Authorities, issues pertaining to national implementation, and in meetings between representatives of National Authorities, potential bilateral cooperation within the framework of the Mentorship/Partnership Programme.

5. The expected results of the meeting include:
 - (a) improved understanding of the needs, priorities, actions, and best practices of the African States Parties, and of the progress of implementation of the Africa Programme;
 - (b) improved understanding of the existing practices that relate to implementation of various obligations under the Convention;
 - (c) identification of the best practices in the national implementation of the Convention that can inform the further operationalisation of the Convention National Implementation Framework;
 - (d) increased awareness of the benefits, results, and impact of participation in the Mentorship/Partnership Programme and other OPCW capacity-building activities; and
 - (e) an up-to-date understanding by the Secretariat of the status of Convention implementation in the region, especially in particular States Parties, to inform onward planning of its assistance and cooperation activities.

6. The provisional programme for the regional meeting is included as Annex 1 to this Note.
7. The Secretariat will sponsor one representative of the National Authority from each State Party. States Parties may consider submitting self-funded nominations. However, in order to ensure effectiveness of the deliberations, a maximum of two nominations for non-sponsored participants may be submitted. Each nomination should specify whether sponsorship is a condition of the nominee's participation.
8. National Authority representatives nominated to participate in the regional meeting will be requested to prepare and deliver presentations. Nominated participants are required to indicate the specific theme or themes of their proposed presentation (see Annex 2, Part B).
9. For sponsored participants, the Secretariat will cover the costs of travel, hotel accommodation, meals, and medical insurance, in addition to a limited subsistence allowance to cover terminal and sundry expenses. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible to prevent the Secretariat from incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only in exceptional circumstances, if this is authorised by the Secretariat and leads to further savings. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased their tickets. Non-sponsored participants will be requested to make their own travel and accommodation arrangements. In order to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 8 June 2020** and to depart **no later than Friday, 12 June 2020**.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Togo. When applying for any required entry visas, they should present the Embassy or Consulate of Togo with a copy of their acceptance letter from the OPCW.
12. The meeting will be conducted in English and French with interpretation services available. All participants are therefore expected to have a good oral and written command of English or French.
13. Interested National Authority representatives are invited to register their nomination online **no later than 12 April 2020** through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). **Each nomination must be accompanied by an endorsement form (Annex 2, Part A) from the candidate's respective National Authority and a completed questionnaire (Annex 2, Part B).** Annex 2 (Parts A and B) should be uploaded in Eventus during the registration process. National Authorities are kindly requested to note that **the Secretariat will not accept any nominations submitted after the deadline or incomplete nominations that do not contain responses to Annex 2 (Part B).**

14. Additional information about this regional meeting may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division of the OPCW. The contact persons are Mr Pavlo Byalyk (Email: pavlo.byalyk@opcw.org; Tel: +31 (0) 70 416 3376) and Ms Olukemi Adenuga (Email: olukemi.adenuga@opcw.org; Tel: +31 (0) 70 416 3923).

Annexes:

Annex 1: Provisional Programme

Annex 2: Endorsement Form (Part A) and Questionnaire (Part B)

Annex 1

**EIGHTEENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
LOMÉ, TOGO
9 – 11 JUNE 2020**

PROVISIONAL PROGRAMME

Time	Activity
Tuesday, 9 June 2020	
09:30 – 10:00	Opening remarks and group photograph
10:00 – 10:30	Introduction: objectives and expected outcomes of the meeting
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Presentation on the status of the implementation of the Africa Programme, activities planned for 2020 and gender-mainstreaming approaches
11:45 – 12:30	Discussion of the Africa Programme
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Presentation of the status of adoption of the national Convention implementing legislation in Africa, relevant programmatic support offered by the Secretariat, challenges and opportunities in the process of adoption of the legislation
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	National presentations by States Parties on the status of adoption of their national Convention implementing legislation
Wednesday, 10 June 2020	
09:30 – 11:00	Presentations by National Authorities on implementation of their Convention action plans and the use of the Convention National Implementation Framework
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Presentations by National Authorities on the implementation of industry-related obligations, including industry outreach and identification of declarable facilities, as well as on cooperation with customs
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:30	Presentations by National Authorities on best practices in the area of safety and security as well as development of chemical laboratory capabilities
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Presentation on the design and outcomes of the Mentorship/Partnership Programme for the period 2012–2019, followed by national presentations on experiences regarding participation in the Programme
Thursday, 11 June 2020	
09:30 – 11:00	Break-out group discussions on identification of best practices in various areas of national implementation of the Convention which can be incorporated into the Convention National Implementation Framework
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Presentation and discussion of the findings of the groups
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Bilateral meetings between National Authorities and Secretariat representatives on various Convention-related issues and meetings between National Authorities on their possible cooperation within the framework of the Mentorship/Partnership Programme
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Closing ceremony

Annex 2 (Part A)

**EIGHTEENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
LOMÉ, TOGO
9 – 11 JUNE 2020**

ENDORSEMENT BY THE NATIONAL AUTHORITY

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

Please type or use BLOCK LETTERS

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 Eighteenth Regional Meeting of National Authorities of States Parties in Africa, to be held in Lomé, Togo, from 9 to 11 June 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation:

Annex 2 (Part B)**EIGHTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
LOMÉ, TOGO
9 – 11 JUNE 2020****QUESTIONNAIRE**

Do you have a national plan for Convention implementation? Yes No

Which activities have been implemented by your National Authority since the previous regional meeting in 2019 and which results have been achieved?

Which activities have been planned by your National Authority for 2020?

Which challenges in Convention implementation have been encountered recently by your National Authority and how have they been addressed?

Please indicate (by ticking the appropriate box) the theme or themes on which you plan to make your presentation:

- development of the Convention action plan and use of the Convention National Implementation Framework;
- implementation of industry-related obligations;
- cooperation with customs;
- practices in the area of safety and security;
- enhancing capabilities of chemical laboratories;
- building national capacity on chemical response preparedness;
- bilateral cooperation within the framework of the Mentorship/Partnership Programme.